

TITLE: PLANNING AND RESEARCH**CODIFIED: 31.1****EFFECTIVE: 07/23/04****RESCINDS/AMENDS: PLANNING AND RESEARCH SOP****PAGES: 2****PURPOSE**

The purpose of this directive is to outline the responsibilities of planning and research. These responsibilities include development of long range plans, request for feasibility studies, budget research, equipment, keeps command staff up-to-date on any new developments or training concerning law enforcement, statistical analysis, and maintains liaison with other criminal justice planning agencies.

DISCUSSION

Planning and research functions are essential to effective management. Complex demands for services and declining public resources require that law enforcement agencies carefully research operational alternatives and plan future programs.

The planning and research function should include periodic analysis of field operations activities to facilitate accurate and timely decision making in the allocation or deployment of agency resources.

POLICY

It shall be the policy of the Department to maintain and utilize a planning and research component.

PROCEDURE**ADMINISTRATION**

31.1.01 The Planning and Research Section is under the command of the Administrative Deputy Chief of Police.

31.1.02 The Planning and Research Section is supervised by a Sergeant who reports directly to the Professional Standards Lieutenant and performs all duties in regards to planning and research for the Santa Fe Police Department.

31.1.03 All available resources shall be made available to the Planning and Research Section through assignment location, to include computer access to the City of Santa Fe network systems and Internet access to other Planning and Research Organizations.

RESPONSIBILITIES

31.1.04 The basic functions of the Planning and Research Section shall include:

- Prepare staff studies on law enforcement or related duties;
- Serve as a resource in law enforcement planning and research matters;
- Develop or assist in development of short and long-range Department plans;
- Analyze and report on various Department programs, and prepare summary reports for management;
- Perform and assist in the development of projects as directed by the Chief of Police;
- Act as a liaison between the Department and other agencies nationwide, in relation to planning and research activities;
- Accreditation Function.

31.1.05 Planning and Research may be utilized by all units of the Department. The analysis produced will be distributed to the unit requiring the information and any other component, which may be affected by the information.

31.1.06 Annually, Planning and Research shall analyze field operational activities. The analysis shall contain a breakdown of data to include:

- The type of activity;
- Time of day;
- Day of the week;
- Month;
- Year;
- Shift;
- Zone.

31.1.07 The analysis report will be used for the deployment and reassessment of personnel and equipment needs. The analysis shall be forwarded to the Chief of Police and all affected divisions.

DRAFTED(awm)09/03

APPROVED: 
BEVERLY K. LENNEN
Chief of Police

DATE: 07-23-04