



ROCKFORD POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 10.07

TITLE: Planning and Research

SERIES NUMBER: 10

SERIES TITLE / SUBJECT: Organization, Management, and Administration

TOPICS/ REFERENCE: Planning, Research and Development

APPENDICIES: None

ORIGINAL / EFFECTIVE ISSUE DATE: December 7, 2006

DATE OF LAST REVISION: May 01, 2013

THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED

CALEA STANDARDS: 15.1.1 - 15.1.2 - 15.1.3 - 15.2.1 - 15.2.2

Policy:

To predict whenever possible and respond to changes in crime rates, community requirements and department needs in order to maintain a progressive and current level of law enforcement services to the community.

Purpose:

To identify the various planning and research functions performed on a regular basis which are intended to ensure that the department effectively adapts to internal as well as external changes and demands.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections.

- I. PROCEDURES
- II. DISSEMINATION OF REPORTS
- III. MULTI-YEAR PLAN
- IV. EFFECTIVE DATE
- V. REVIEWS, REVISIONS AND CANCELLATIONS

I. Procedures:

- A. In an effort to carefully research alternatives and plan future programs, each Commander of the Department will be responsible for planning and research functions being conducted within or assigned to their respective Bureaus. The goals and objectives shall be updated annually.

- B. Sworn and non-sworn personnel not directly involved with the planning and research function are encouraged to offer their suggestions to their supervisor.
- C. Established goals and objectives of the department and the respective Bureaus will be made available to all department personnel.
- D. The following are examples of the activities, performed on a regular basis, associated with the planning and research function and specifies how they are assigned. The Chief of Police may assign other planning and research projects to other department personnel at his discretion.
 - 1. Office of the Chief of Police
 - a. Multi-Year / Strategic Operational plan
 - 2. Office of Professional Standards
 - a. Internal Affairs
 - b. Training
 - c. Recruit Field Training
 - d. Administrative Review
 - 3. Administrative Services Bureau
 - a. Budget development and management
 - b. Goals and objectives with annual update
 - c. Facility development
 - d. Crime analysis
 - e. Development of operational procedures
 - f. Manpower allocation
 - 4. Field Services Bureau
 - a. Budget development
 - b. Goals and objectives with annual update
 - c. Special operations planning
 - d. Development of operational procedures
 - e. Contingency planning
 - 5. Investigative Services Bureau
 - a. Budget development
 - b. Goals and objectives with annual update
 - c. Forensic services
 - d. Development of operational procedures
 - e. Covert operations
 - 6. Support Services Bureau
 - a. Budget Development
 - b. Goals and objectives with annual update
 - c. Special events planning
 - d. Special units planning
 - e. Traffic analysis
 - f. Development of operational procedures

II. Dissemination of Reports:

- A. In August of each year, Commander of each Bureau will submit a report to the Chief of Police evaluating the progress of the goals and objectives of their respective Bureau.

III. Multi-Year Plan:

- A. To ensure the department's goals and objectives are well planned and researched in order to provide adequate staffing and operational funding for the future, the Chief of Police or designee with assistance from the Commanders of the Office of Professional Standards, the Administrative Services Bureau, Field Services Bureau, Investigative Services Bureau, Support Services Bureau and additional Command Staff will develop a written multi-year plan with considerations in the following areas:
 - a. Goals and operational objectives
 - b. Anticipated workload and population trends
 - c. Anticipated personnel levels
 - d. Anticipated capital improvements and equipment needs
- B. The multi-year plan shall cover three successive fiscal years. The plan will be evaluated and updated as needed.

IV. Effective Date:

- A. The Department's policy on Planning and Research became effective on December 7, 2006.

V. Reviews, Revisions and Cancellations:

- A. This General Order will be reviewed annually by the Commander of the Administrative Services Bureau and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order 10.01 – *Written Directives*.
- B. This is a revision on and supercedes General Order 10.07 – *Planning and Research* issued December 7, 2006.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the Commander of the Administrative Services Bureau.

BY ORDER OF

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Chet Epperson
Chief of Police