

GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES

Chapter 15	Planning and Research	
Date Initially Effective: 06/30/1993	By the Order Of: Mark Holtzman, Chief of Police	
Date Revised: 08/11/2019	Date Reissued: 10/11/2019	Page 1 of 2

15.1 Planning and Research

15.1.1 PLANNING AND RESEARCH COMPONENT

CALEA Standard: 15.1.1 (Activities of Planning & Research), 15.1.2 (Organizational Placement/Planning & Research)

Planning and research is the process whereby the Department can favorably affect future conditions of the Department. The planning function facilitates productive and responsible management of Departmental resources. Planning and research activities are essential to effective management. Planning functions are performed at all levels in the Department. Among these functions in the various levels and components are analyses of reported crimes, requests for service, development of agency short-term and long-term strategies, budget development, capital improvements, grant management, information management, staffing analysis, systems analysis, written directives process, and liaison with other criminal justice agencies.

The Deputy Chief, under the direct command of the Chief of Police, has primary responsibility for the Department's planning and research activities and the coordination of the planning process. In collaboration with the Department's command staff and Information Technology Department, the Planning and Research Specialist has access to the necessary planning/research information resources needed to collect data and make programmatic recommendations.

In order to meet the complexities and demands required to support the planning and research function, the Department shall assign the Planning and Research Specialist the responsibilities of providing direct administrative support to the planning and research function under the supervision of the Strategic Services Commander.

The planning and research functions and activities specifically include, but are not limited to:

- Maintaining liaison with other criminal justice planning agencies;
- Performing district analysis and staffing allocation studies;
- Compiling and disseminating various analytical reports to the affected components of the Department;
- Assisting in the preparation of the Department budget;
- Assisting in the preparation of grants;
- Assisting in contingency planning or
- Preparing such other reports or recommendations as directed by the Chief of Police.

All analytical reports of operational activities are disseminated to the affected organizational units.

15.1.3 MULTI-YEAR PLAN

CALEA Standard: 15.1.3 (Multiyear plan), 11.4.1 (Administrative Reporting Program)

The Deputy Chief shall be responsible for the development of a three (3) calendar year, plan which will encompass:

- Long-term goals and operational objectives;

- Anticipated workload in relation to population trends;
- Anticipated personnel levels;
- Anticipated capital improvements and equipment needs; and
- Collaborative systems review.

The Deputy Chief shall review the Multi-Year Plan annually and update/revise the plan as necessary.

15.2 Goals and Objectives

15.2.1 GOALS AND OBJECTIVES

CALEA Standard: 15.2.1 (Annual Updating/Goals and Objectives), 11.4.1 (Administrative Reporting Program)

Goals and Objectives

Goals and objectives for the City of Greenville are established by the Greenville City Council annually prior to the beginning of each fiscal year. The Chief of Police, with input and assistance from the Command Staff, submits action items designed to accomplish the goals and objectives within the purview of the Police Department. Once the action items are approved by the City Manager's Office; goals, objectives, and actions items are adopted by the City Council. Once formally adopted by City Council, goals, objectives, and action items are published by the City and are provided to all employees.

The Office of the Chief of Police coordinates the goals and objectives process within the Police Department. Specific assignments relative to the action items are made to appropriate organizational components within the Department.