

A. **PURPOSE:** To outline the organization and responsibilities of the Office of Research and Planning.

B. **ORGANIZATION:** The Office of Research & Planning Officer reports directly to the Deputy Chief of Administrative and Investigative Services.

C. **SPECIFIC RESPONSIBILITIES**

1. Maintain any and all departmental accreditation processes.
2. Assist with compilation of the annual report, including departmental goals for the next year.
  - a. Goals will be identified by input from Unit & Service Area Commanders.
  - b. Goals identified for the next year will be reviewed and approved by the Chief of Police.
3. Complete annual analysis in conjunction with Units identified within the MOP
  - a. Use of force incidents and policies
  - b. Police pursuit incidents and policies
  - c. Department recruitment plan
    - (1) Progress towards stated objectives
    - (2) Revisions as needed
  - d. Early Intervention System (EIS)
  - e. Crime analysis processes and procedures
  - f. Impartial Policing practices
  - g. Active Threats policies and training needs
4. Provide accreditation training for department personnel

- a. For newly hired employees within 30 days of their start date
  - b. For all employees during any self-assessment period
  - c. For all employees prior to any on-site assessment
5. Maintain the Written Directive System within the Document Management System (DMS)
- a. Update Written Directives as directed by the Chief of Police or his designee.
  - b. Maintain electronic access to Written Directives, using the DMS, for all department personnel.
6. Assist with departmental planning and research projects
7. Other duties as assigned