

Planning and Research

202.1 VERSION

Review Date	Effective Date	Approving Authority
06/21/2022	07/09/18	Kelley Warner, Chief of Police

202.2 POLICY AND PURPOSE

Planning and research activities are essential to effective management of the Harrisonburg Police Department. Complex demands for law enforcement services and limited City resources require that this Department carefully research operational alternatives and plan future programs. The Harrisonburg Police Department performs a variety of planning and research functions including analysis of reported crimes and requests for services, Departmental planning and budgeting, liaison with other criminal justice planning groups and developing operational procedures and policy guidelines. These functions and related activities are performed by Departmental staff officers under the direction of the Chief of Police.

202.3 ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

202.4 PROCEDURE

- (a) Planning and research functions are performed under the direct supervision of the Chief of Police and include the following types of activities headed by the indicated officer:
1. Budgeting is a responsibility of the Chief of Police, coordinated by the Bureau Commanders, with input developed from Division Commanders.
 2. Development of operational procedures and policy guidelines is a responsibility of the Chief of Police, with input developed from Command Staff Officers.
 3. Operational Planning is a function of the Operations Bureau Commander and includes contingency planning for emergency situations, civil disturbances, and natural or man-made disasters.
 4. Workload assessments and development of staffing allocation alternatives is a function of the Chief of Police and each Bureau and Division Commander.
 5. Distribution of patrol personnel, in accordance with historic and geographic distribution of incidents, and type of calls received is a function of the Operations Bureau and Patrol Division Commanders.

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6. System analysis is a function of the Administrative Bureau and Administrative Division Commander, who periodically review the Department's Information Management System and attempt to introduce appropriate law enforcement application systems which are used in comparable Departments elsewhere in the United States.
 7. The traffic crash and enforcement pattern analysis function is a responsibility of the Special Operations Bureau Commander through the Patrol and Special Operations Division Commanders.
 8. Grant management usually is performed by the Administrative Bureau Commander, but may be assigned to any appropriate member by the Chief of Police for the purpose of seeking funding for various enforcement or training projects.
 9. Forms control is a function of the Administrative Division Commander.
- (b) Bureau Commanders accomplish planning and research activities on a part-time basis, as part of their normal staff duties and according to the functions within their respective divisions.
 - (c) The Administrative Bureau Commander ensures that appropriate computer generated reports are disseminated or made available to the proper Division Commander and other employees for planning and research activities.
 - (d) The Chief of Police ensures the goals and operational objectives for the Department are well planned and documented in order to provide for adequate staffing and operational funding for future years. Multi-year considerations include:
 1. Anticipated workload and population trends.
 2. Anticipated personnel levels.
 3. Anticipated capital improvements and equipment needs.
 4. Long term goals and operational objectives.
 5. Provisions for review and revision as needed.