

# DIRECTIVE 15.1 PLANNING AND RESEARCH

<b>Issue Date: 09/03/2020</b>	<b>By Order of Chief of Police</b>
<b>Rescinds: (Issue 04/23/2020)</b>	<b>CALEA Standards</b>
<b>Pages: 3</b>	<b>Referenced: 15.1.1; 15.1.2, 15.1.3 &amp; 15.4</b>

This directive consists of the following sections:

- [15.1.1 Activities of Planning and Research](#)
- [15.1.2 Organizational Placement / Planning and Research](#)
- [15.1.3 Multi-Year Plan](#)
- [15.1.4 Succession Planning](#)

## **POLICY & PROCEDURE**

Planning and research activities are essential to effective management of the Miami Township Police Department. Overall planning responsibility for the department shall be the responsibility of the Chief of Police. All elements of the police department shall contribute to the overall planning function.

### **15.1.1 Activities of Planning & Research**

Coordination of functions related to planning and research shall be the responsibility of the Chief of Police. Specific planning responsibilities may be assigned to the Administrative Assistant as determined by the Chief of Police.

The following specific planning responsibilities shall be assigned to the Chief of Police:

- Research & Strategic Planning
- Fiscal Management
- Internal Investigations
- Public Information

The following specific planning responsibilities shall be assigned to the Administrative Assistant:

- Budget Management

The following specific planning responsibilities shall be assigned to the Division Commanders as determined by the Chief of Police:

- Patrol Operations
- Criminal Investigations
- Crime Analysis
- Emergency & Contingency Plans
- Civil Disturbances
- Special Operations
- Unusual Occurrences
- Community Relations/Crime Prevention Operations
- Juvenile Operations
- Volunteer Operations
- Property & Equipment Management
- Facility & Fleet Management
- Recruitment and Selection
- Training and Career Development

### **15.1.2 Organizational Placement of Planning & Research**

Personnel assigned to planning and research functions shall have direct access to informational sources necessary to review and formulate plans and programs for bringing about desirable future conditions for the Miami Township Police Department.

Personnel assigned to planning and research functions shall have direct access to the Chief of Police as necessary to conduct such functions and provide programmatic recommendations.

### **15.1.3 Agency Multi-Year Plan**

The department may, at the direction of the Chief of Police, develop a five-year plan that will be used to anticipate future goals, needs and problems as well as provide a framework to address these items. This plan shall provide the department with guidance so that current management decisions can be made to provide the most desirable outcome for the department, as well as providing efficient and effective service to the community.

The five-year plan shall include the following within its framework:

- Development of goals and operational objectives based in part on administrative needs and forecasts, including a plan for achieving them. Input may be solicited from all employees in the same manner as for the annual goals and objectives.
- Anticipated population trends and economic development in Miami Township and other demographic data, which may have an impact on workload requirements.
- Anticipated personnel levels using budget projections, service demands and manpower studies.

- Projections for capital improvements and equipment needs based on legislative requirements, depreciation of existing equipment and improvements in the quality and level of service provided to the public.
- Updating of the five-year plan will be on an as needed basis, but no less than once every four years.

#### **15.1.4 Succession Planning**

The department sees the value of having a succession plan to provide continuity in leadership and avoid extended and costly vacancies and provides opportunities for individuals through education, training, mentoring and specialty assignments.

The department will maintain a Succession Plan and review it annually.