

CAMBRIDGE POLICE DEPARTMENT

Title: *PLANNING AND RESEARCH*

Procedure: 1.200

Date Issued:

Revised:

PURPOSE:

To establish and coordinate the planning process within the Department.

POLICY:

The Police Department recognizes that proactive planning and research will greatly facilitate the achievement of Department goals and objectives, maximize the provision of police services and enable the Department to identify and respond effectively to problem situations. Planning and research activities are essential to the effective management of this Department.

PROCEDURE:

1. The Command Staff is responsible for the planning and research function of the Department. This formal function will include:

- multi-year planning
- operational planning
- budget preparation
- crime and population trends
- crime analysis
- traffic accident and enforcement analysis
- crime prevention initiatives

2. The Command Staff will have access to all informational resources of the Department and will periodically inform the Chief of Police on planning and research related information and activities.

3. All employees of the Police Department engage in planning to some extent. While the Patrol Division is responsible for the formal planning and research function, all employees are encouraged to offer suggestions and input through their supervisors on issues and activities affecting the Department.

4. Personnel from various units may be called upon to assist in Department planning functions.

5. The information provided in these reports shall be discussed by supervisors at Department supervisor meetings to assist in the decision making process for the allocation and deployment of Department resources and personnel.

6. It is the responsibility of each supervisor to disseminate to members of their units information relevant to the operation of the unit. Results of studies, or discussion at supervisor meetings must be passed on to each and every member of the unit to accomplish the successful completion of any common goal.