
	GAITHERSBURG POLICE DEPARTMENT		
	Planning and Research		
	GENERAL ORDER	105.1	
Effective Date	11/13/2013	11.6.1, 11.6.2, 11.6.4	
Authorized by:	Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE

I. DEPARTMENT POLICY

The Administrative Bureau Commander is responsible for the planning and research function, and may seek assistance of Department personnel and other governmental entities. The Administrative Bureau Commander reports directly to the Chief of Police, allowing for both formal and informal discussion regarding the planning and research function.

II. PLANNING PROCESS

A. Activities

1. To aid in the planning process, goals and objectives will be formulated through formal staff meetings and through informal discussions with various Department members.
2. Input is sought from Department personnel regarding items/equipment/training to be included in each proposed budget.
3. As necessary, data involving calls for service, case and arrest statistics, traffic volume, traffic collision statistics, and citation issuance is compiled, analyzed and considered when formulating schedules and demonstrating needs for personnel.
4. The Chief of Police (or designee) applies for State and/or Federal grants to off-set Department expenditures in the areas of hiring, training, and/or equipment procurement.
5. The planning and research function includes problem-solving in communities and neighborhoods. The Chief's Advisory Committee plays a role in planning and research functions by providing input on topics or issues in the community.
6. The planning and research function monitors and updates the Department's *Multi-Year Plan* to address long-term goals and operational objective, anticipated workload and population trends, anticipated personnel levels, anticipated capital improvements and equipment needs, and provisions for review and revision.

7. Analytical reports formulated through the planning and research function are distributed to increase the effectiveness of the Department.

B. Accessibility to Chief of Police

1. The Administrative Bureau Commander and the Chief of Police, assign projects to various members of the Department to assist with planning and research. When a member is assigned a project, they will ensure that the Command Staff is kept informed as to its progress.