



MANAGEMENT & PLANNING SECTION

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EFFECTIVE DATE: 11-03-11

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I. FUNCTIONAL RESPONSIBILITIES

The Management & Planning Section is responsible for the department's planning and research function, for the allocation of department personnel, and for the department's fiscal management functions.

II. ORGANIZATION

The *manager* of the Management & Planning Section reports to the Commander, Office of Management Affairs, who reports directly to the Chief of Police.

III. PLANNING & RESEARCH FUNCTIONS

Management & Planning provides staff support to the Chief of Police and other commanders by conducting research and planning functions concerning all aspects of police administration, management and operations. Primary responsibilities include the following.

A. Strategic Planning

Conduct research and study projects; develop tactical and strategic plans by analyzing workload and historical and current crime analysis information; identify present and future needs of the department; facilitate the attainment of department goals and objectives.

B. Multiyear Plan

In conjunction with the annual budget process, the Management & Planning Section will develop a multiyear plan addressing the following areas:

1. Department goals and operational objectives;
2. Anticipated workload and population trends;
3. Anticipated personnel levels; and
4. Anticipated capital improvements and equipment needs.

Police administration and management theory, community needs and expectations, crime analysis information, population trends, and information from the County Office of Planning and Zoning will be among the source data used in developing department tactics, strategies, and long-range plans.

The Chief of Police and the Commander of the Office of Management Affairs will periodically review and update the Department's long-range plans.

C. Resource Allocation

Management & Planning conducts analyses of available data to ensure that the department utilizes personnel and material resources as effectively and efficiently as possible. Specific attention is applied to calls for service, the structure of district/beat areas, specialization or civilianization of sworn positions, crime patterns, organizational structure, scheduling, and equipment requirements. Annually, the section reassesses the allocation of personnel throughout the department, and the allocation and distribution of personnel in the Patrol Division, based on documented workload assessments.

D. Fleet Management

The Management & Planning Section, in collaboration with the County Fleet Administrator, is responsible for coordinating the procurement, distribution and issuance of agency-owned vehicles, and for ensuring that unassigned department vehicles are maintained in a state of operational readiness.

Management & Planning will maintain records of the department's motor vehicle fleet; assess vehicle needs; develop vehicle budget requests; coordinate vehicle purchases; designate the type of vehicle and equipment required to perform specified tasks; and provide liaison with other County agencies involved in the purchase and maintenance of police vehicles.

The *manager* of the Management & Planning Section authorizes the transfer of vehicles between various commands as necessary to satisfy department needs.

E. Analytical Reports

Management & Planning develops and disseminates a variety of analytical reports to affected organizational units. Examples include the monthly overtime analysis distributed to all component commanders, and the annual workload analysis for the Patrol Division.

F. Grants Administration

Management & Planning prepares and manages grant applications, to include coordination with the County Budget Office, applicable federal and state agencies, and affected department components; and assists grant project directors with the administration of grants as needed.

IV. FISCAL MANAGEMENT FUNCTIONS

The Management & Planning Section is responsible for the department's fiscal management functions.

The Police Budget Analyst, in conjunction with the *manager* of the Management & Planning Section, is responsible for annual budget development and administration; supervision of internal expenditures and related controls; liaison with county government fiscal officers; coordinating requisitions and requests for purchase of equipment and supplies with the County Purchasing Office.

V. PROPONENT UNIT: Management & Planning Section.

VI. CANCELLATION: This directive cancels Index Code 602, dated 11-17-09.