

PALM BEACH GARDENS POLICE DEPARTMENT		
PLANNING, RESEARCH AND ACCREDITATION		
POLICY AND PROCEDURE 4.3.1		
Effective Date : 05/18/11	Accreditation Standards: CALEA 11.6.1 – 11.6.3 CFA	Review Date: 07/01/2012

CONTENTS

1. Function and Administration

2. Procedural Objectives

3. Analytical Reports

PURPOSE: To establish, and describe the activities of the Planning, Research, and Accreditation Functions.

SCOPE: This policy and procedure applies to all affected members.

REVIEW RESPONSIBILITY: Administrative/Investigations Division Assistant Chief

POLICY: The Department hereby establishes a Planning & Research function to review, evaluate, develop, and recommend operational and managerial needs and alternatives regarding departmental current and anticipated plans, programs, functions and designated projects. This function provides research support and assistance in the development of contingency and emergency plans for management decision-making measures; and is responsible for managing the implementation of the national and state accreditation processes (i.e., policies, procedures, plans, programs, functions, etc.).

PROCEDURES

1. FUNCTION AND ADMINISTRATION

- a. The Administrative Support Bureau Major is responsible for Planning & Research activities and managing the national and state accreditation processes for the Department.
- b. The Administrative Support Bureau Major shall be charged with the following responsibilities:
 - i. Management of the national and state accreditation processes (i.e., policies, procedures, programs, plans, criteria processes).
 - ii. Assisting with budget recommendations, including multi-year projects and plans.
 - iii. Assisting with special projects and law enforcement grants/programs.
 - iv. Assisting with the preparation and completion of quarterly and annual reports, including Department goals/objectives status reports.
 - v. Development of operational and administrative plans.
 - vi. Coordination of Department awards program and development of department news bulletin.
 - vii. Research and implementation of programs assigned by Chief of Police.
 - viii. Conducting law enforcement studies in areas of equipment, operations, enforcement patterns and trends, policy and procedure development, and serving as liaison with other law enforcement and criminal justice agencies.
 - ix. Assisting, coordinating and/or developing recurring analysis of operational activities (i.e., types, locations, times and dates of activities).
 - x. Assisting with the review and preparation of various surveys/questionnaires.

- xi. Coordinating miscellaneous inquiries from other agencies.

2. PROCEDURAL OBJECTIVES

- a. The overall procedural objectives of the Planning, Research and Accreditation function shall include, but not be limited to the following:
- To assist the Department in providing professional protection and services to the community by providing the officers and members with written guidelines governing activities, plans and operation in accordance with legal and professional mandates.
 - To review, revise, update and keep current, the Department's manual of directives with local ordinances, Florida State Statutes and applicable federal law.
 - To initiate or assist with research projects for the Police Department.

3. ANALYTICAL REPORTS

- a. Any information and/or analytical reports developed by the planning & research function will be disseminated to aid operational and administrative staff in meeting tactical crime control and prevention objectives.

INDEX AS:

- PLANNING AND RESEARCH
- ACCREDITATION

RESPONSIBILITY INDEX

- ADMINISTRATIVE/INVESTIGATIONS DIVISION ASSISTANT CHIEF
- ADMINISTRATIVE SUPPORT BUREAU MAJOR
- ACCREDITATION MANAGER

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APPROVED:



Stephen J. Stepp
Chief of Police

05/18/2011

Date