

DALTON POLICE DEPARTMENT

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Subject Planning and Research			
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I. Policy

It shall be the policy of the Dalton Police Department to obtain maximum input into management of the Department through development of unit-level short-term and long-term goals and objectives.

II. Goals and Objectives

- A. At least annually, as part of the budget process, the Chief of Police will request that each Division develop goals and objectives that will be reviewed and incorporated into the annual goals and objectives for the Department.
- B. A staffing analysis will be completed periodically, at the direction of the Chief of Police, to determine if changes are needed in the number of personnel assigned to each division ~~and~~ **to** sufficiently ~~to~~ meet organizational goals and objectives.
- C. Supervisors will conduct staff meetings to solicit input from members of the Division in developing their goals and objectives.
- D. Once compiled, the goals and objectives will be made available to all personnel on a Dalton Police Department publishing venue.
- E. Documentation shall be kept to help determine progress made toward attaining Division goals and objectives.
- F. At the Quarterly Combined Command Staff Meeting, each Division shall present its progress toward meeting its **annual goals and objectives** ~~Division and Departmental Goals.~~
- G. The Department will establish a long-range plan, which includes the following:
 1. Goals and operational objectives;
 2. Anticipated workload and population trends;
 3. Anticipated personnel levels;
 4. Anticipated capital improvements and equipment needs; and
 5. Provisions for review and revisions as needed.

III. Planning Function

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police.

Overall planning responsibility for the Department, including budgeting and strategic planning, shall be the duty of the Chief of Police.

Members of the Agency involved in any planning function shall have direct access to the Chief of Police, as well as feedback from the Chief of Police on their recommendations. Planning shall be generally done in conjunction with the budget preparation process; however, special assignments may be assigned made by the Chief of Police as needed.

Although all employees in the Agency may be involved in the planning function, the following specific planning responsibilities are assigned to the following functions:

- A. Support Services Division Commander - is responsible for the planning of inventory control, form development, facility management and security, Property and Evidence function, records management, information technology, training, budgeting, and strategic plan implementation.
- B. Criminal Investigation Division Commander - is responsible for the planning of departmental criminal investigations, narcotics, vice, and organized crime investigations, investigative techniques, strategic and district plan implementation, budgeting, intelligence analysis, and crime prevention.
- C. Patrol Division Commander - is responsible for the planning of departmental patrol and manpower allocation, planning of equipment and uniforms, strategic and district plan implementation, budgeting, and crime prevention.
- D. Administration Division Commander - is responsible for the activities directly associated with the Administrative Division, which includes planning and research, purchasing, accreditation, and public relations, and intelligence analysis.

IV. Research Function

Overall research responsibility for the Department shall be the duty of the Chief of Police.

Members of the Agency involved in any research function shall have direct access to the Chief of Police, as well as feedback from the Chief of Police on their recommendations.

Although all employees in the Agency may be involved in the research function, the Planning and Research Manager shall have the primary responsibility to coordinate research efforts.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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