



## Greenbelt Police Department – General Orders

	Title: <b>Planning and Research</b>		Order #: <b>309</b>	
	Effective Date: May 21, 2015	Review Date: May 23, 2007		
	Original Issue: February 9, 2005	June 5, 2007		
<input type="radio"/> New <input checked="" type="radio"/> <b>Amends</b> <input type="radio"/> Rescinds				
Approved by: <b>Chief James Craze</b>			CALEA 5 <sup>th</sup> Edition	
CALEA Standard: 15.1.1 15.1.2 15.1.3				Pages: 2

**01 POLICY:** It is the policy of the Greenbelt Police Department that the management of staffing and resources be structured in such a manner as to provide for the most effective and efficient operation while striving to attain the stated mission of the Department.

**02 PLANNING AND RESEARCH-FUNCTION (CALEA 15.1.1):**

- A.** The planning and research function is assigned to the Administrative Services Division and is the responsibility of the Administrative Services Division Commander.
- B.** The Administrative Services Division is responsible for research and development with regard to:
  - 1. Developing Departmental policies and procedures;
  - 2. Conducting research on specific issues as assigned.
- C.** Planning and research is responsible for dissemination of analytical reports to affected personnel.



**03 PLANNING AND RESEARCH-ORGANIZATIONAL PLACEMENT:** The planning and research function is assigned to the Administrative Services Division. To effectively operate this function: (CALEA 15.1.2)

- A.** The Administrative Services Division is provided access to all Departmental information resources, to ensure the ability to collect data and make programmatic recommendations.
- B.** The planning and research function operates under the Administrative Services Division Commander, who in turn reports directly to the Chief of Police.

**04 MULTI-YEAR PLAN:** The Greenbelt Police Department maintains a current multi-year plan which articulates goals and objectives and a plan for achieving them. The plan also anticipates long-term problems of at least five years and suggests alternative solutions to them. The multi-year plan is the responsibility of the Chief of Police, and includes the following:

- A.** Development of long-term goals and operational objectives; (CALEA 15.1.3.a)

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- B.** Anticipation of population trends and their impact on workload; (CALEA 15.1.3.b)
- C.** Anticipation of personnel levels, using budget projections; (CALEA 15.1.3.c)
- D.** Projections for capital improvements and equipment needs, based on legislative requirements, depreciation of existing equipment, new technology and improvements in the quality and level of public service; (CALEA 15.1.3.d)
- E.** The multi-year plan will be updated as necessary, but reviewed at least once a year. (CALEA 15.1.3..e)