Summary: This order describes the activities of and establishes procedures for submitting projects to the Planning and Research Section.

A. POLICY

The Planning and Research Section provides planning and research, crime analysis, uniform crime reporting, fiscal/budget management, and grant management services for the Police Department.

B. ORGANIZATION

1. PLANNING AND RESEARCH MANAGER
   a. Reports directly to the Chief of Police
   b. Is responsible for the administrative functions and the supervision of the personnel in the section

2. THE PLANNING AND RESEARCH SECTION is comprised of the following personnel:
   a. Police Planning and Research Manager
   b. Crime Analysis Supervisor
   c. Planning and Research Analysts
   d. Management Analyst
   e. Police Crime Analysis Data Techs

C. OBJECTIVES

1. ALL ACTIVITIES OF THE PLANNING AND RESEARCH SECTION SHALL BE ORGANIZED/ASSIGNED through the Planning and Research Manager

2. THE PLANNING AND RESEARCH MANAGER is responsible to the Chief of Police to:
   a. Provide administrative, strategic, and tactical information essential to mission accomplishment
   b. Perform research and analysis projects as requested by other cost centers, city departments, and other agencies and citizens
   c. Perform ongoing studies to assess Field Operations workload and shift schedules and studies for other divisions as requested
   d. Provide monthly, quarterly, annual, and special studies of traffic accident and enforcement information and crime activity analysis as requested
   e. Provide crime analysis both routinely and as requested by personnel to assist in identifying crime trends, methods, and probabilities
   f. Provide coordination and monitoring of fiscal affairs including budget preparation and development
   g. Function as liaison with area police departments to coordinate regional planning and assist in development of intergovernmental agreements
h. Evaluate new technology and procedures in law enforcement, future department needs, and conduct administrative studies and reports
i. Administer the department’s Uniform Crime Reporting (UCR) Program
j. Provide emergency planning development

D. CRIME ANALYSIS FUNCTION

Crime Analysis and Research Unit of the Planning and Research Section is responsible for reporting official crimes stats, the collection, collation, analysis, and dissemination of crime, accident, and traffic analysis information

1. INFORMATION SOURCES: Data collection comes from established databases, original reports, or other media applicable to the analysis

   a. The primary system used for collection of crime analysis information contains information from offense reports, supplemental reports, accidents, arrests, and reports on temporal and geographical distribution of crime

   b. Secondary sources available to the crime analyst include CAD (computer-aided dispatch), intelligence databases, and UCR database

2. TYPES OF CRIMES ANALYZED determine what data the analyst needs to collect

   a. Crime Analysis supervisor determines specific crimes to be analyzed regularly
   b. Special requests for analysis will determine if other types of crimes are analyzed

3. COLLATION is done using a database software program, spreadsheet, or other suitable means

4. ANALYSIS of collected data is done using standard crime analysis and statistical methodology based on the following areas:

   a. Offense information
      1) Frequency by type
      2) Geographic factors - beat of occurrence, address, and reporting district
      3) Chronological information
      4) Victim, witness, and investigative lead information
      5) Location/property targeted

   b. Suspect information
      1) Suspect description
      2) Suspect vehicle information
      3) M/O (modus operandi) information

   c. Property Information
      1) Type of property
      2) Evidence
      3) Found
      4) Stolen
      5) Recovered
      6) Value
5. DISSEMINATION OF ANALYTICAL INFORMATION

| [15.1.2] | [15.3.1] | [61.1.1] | [82.1.4] | [82.3.3] |

a. **Bi-weekly Crime Suppression Meeting:** Tactical crime analysis
   1) Co-facilitate meetings with CIB Commander
   2) Coordinate with other units for document preparation
   3) Identify patterns and trends for discussion and use in resource deployment strategies

b. **Monthly Reports:** Crime, accident, and traffic analysis information
   1) **Products:** Various reports/bulletins, including, crime highlights, crime bulletin, crime alert bulletin, burglary map/report, GTA map/report, vehicle burglary map/report, accident report, DUI report, beat analysis, and UCR report
   2) **Distribution:** Through the commanders, including Field Operations, Criminal Investigations, and Community Resources to (through briefing, posting, email or otherwise) all affected personnel in those work areas. The Chief and command staff will be briefed on a regular basis at staff meetings of current crime patterns and trends.

c. **The crime highlights report** of violent crime, crime rate, changes to crime statistics and all other unusual occurrences will be distributed to the Chief and commanders on a monthly basis

d. **The crime alert bulletin** and all other reports will be distributed as needed to the affected work unit(s) or officer(s)

e. **Selected reports or bulletins:** The Crime Analysis supervisor shall approve and forward these bulletins to the appropriate unit

f. **Strategic crime analysis reports** generated upon request, and including statistical data generated from UCR: Disseminate to Police Department staff, commanders, community relations, and the public information officer

g. **Specialized studies** involving strategic analysis: Disseminate to the person requesting the study who will properly distribute the information as needed

h. **Crime analysis information** to assist in the development of agency plans and strategies: To the Chief of Police and command staff

i. **Feedback forms:** Issued periodically when disseminating information internally or externally to be used to evaluate the quality and applicability of their services

j. **Crime analysis information to sources outside** the department (other than police agencies):
   1) Only in the interest of enhancing public awareness and generating community support
   2) Carefully controlled when relating to operational needs of the department, i.e., known offenders, M/O information, suspects, and investigative leads
   3) Public information officer disseminates all media requests directly

E. **UNIFORM CRIME REPORT (UCR) FUNCTION**

[82.1.4]

Crime Analysis and Research Unit will forward UCR/IBR information to the Department of Public Safety. The Police Crime Analysis Data Techs:
1. Review and check for quality UCR/IBR information from departmental records
2. Notify officers and sergeants of reports that require revisions for proper UCR reporting
3. Modify offense category for proper UCR reporting when remaining consistent with original offense category

F. PLANNING AND RESEARCH FUNCTION

THE PLANNING AND RESEARCH SECTION:
1. Performs research and special studies as requested
2. Maintains quality assurance studies related to the values and objectives of the department
3. Performs on-going studies to assess patrol workload
4. Facilitates the department’s strategic planning process, produces the strategic plan document, and tracks the implementation progress of the strategic plan
5. Prepares the department’s annual report

G. FISCAL MANAGEMENT FUNCTION

THE PLANNING AND RESEARCH SECTION:
1. Coordinates and monitors the preparation and operation of the Police Department annual budget
2. Coordinates and monitors the development of the department’s Capital Improvement Program (CIP)
3. Reviews and approves all requisitions for departmental purchases
4. Coordinates and monitors the preparation and maintenance of federal, state, and other grants
5. Prepares and manages the reporting requirements of the Asset Forfeiture Fund as outlined in General Order D-41.100E

H. ANIMAL CONTROL LIAISON

THE PLANNING AND RESEARCH MANAGER serves as the city’s liaison with the Maricopa County Animal Care and Control Department

I. FACILITIES MANAGEMENT

THE PLANNING AND RESEARCH SECTION:
1. Coordinates all department facilities maintenance needs
2. Liaise with the city Buildings and Facilities Division for maintenance efforts
3. The Planning and Research Manager serves as the project owner for all department construction projects
4. Responsible for enlisting the help of Terrorism Liaison Officer to do threat assessments of the department’s facilities every five years starting in 2015

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