

## **GENERAL ORDER 14.1.1**

### **Analysis**

**GENERAL ORDER CROSS-REFERENCE: None**

### **SUMMARY**

Describes the Department's information management, crime and operations analysis, staff inspections, and planning and research functions.

### **DISCUSSION**

Information is essential to the operation of a Police Department. Complex demands for services and limited public resources require us to analyze trends, explore operational alternatives, provide managers with up-to-date information and plan future programs.

### **POLICY**

#### **I**

Information management, crime and operations analysis, multi-year planning, budget coordination, grant management, information systems management and coordination, developing personnel allocation alternatives, and systems analysis are the responsibility of the Management Analyst. Staff inspections, traffic accident and enforcement analysis, citation and report writing analysis are the responsibility of the Patrol Division Commander. Investigations Division caseloads and activity levels are the responsibility of the Investigations Division Commander .

#### **II**

The Management Analyst shall coordinate the development of management information tools. The Chief of Police, Division Commanders, Sergeants, and other staff with an identified operational need for information may be given access to run reports on current or past activities. The Management Analyst shall compile monthly budget status reports, the Department's annual report, and other special reports as required.

These reports are designed to assist the Department in both strategic and tactical planning and response.

#### **III**

The Management Analyst serves as the Department's planning and research officer and shall coordinate any planning and research projects including collecting, collating, and evaluating data as directed by the Chief of Police.

The Management Analyst shall coordinate a review and update of the Department's long-range plan as directed by the Chief of Police. This plan shall cover a period of at least 5 years and outline the Department's goals and operational objectives; projections of workload and

population trends; anticipated personnel levels; and anticipated capital improvements and equipment needs.

This plan shall be made available to all Department members for their review.

#### **IV**

Analyses are performed on special topics as required. Such analytical reports shall be distributed to affected organizational units.

#### **V**

The Patrol Division Commander shall review crime and traffic data to identify trends as potential and actual police hazards within the Department's service area.

#### **VI**

As required, the Management Analyst shall analyze or report criminal activity based on the frequency and type of crime; geographic factors; temporal factors; victim and target descriptions; suspect descriptions; suspect vehicle descriptions; modus operandi; and physical evidence information.

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Chief of Police