



Peoria Police Department	
Policy and Procedure Manual	
Policy 2.04	Planning and Research



I. POLICY

It is the policy of the Peoria 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 Peoria Police Department.

II. PROCEDURE

A. Agency Administrative Reporting Program

1. Purpose – An administrative reporting program shall be used by this department as a means of predicting workloads, determining staffing and equipment, efficient utilization of allocated resources, and effective budget preparation. (11.4.1.c)
 - a. Agency reports shall be prepared and distributed on designated agency activities that require status reporting, as determined by Department policy, rule, regulation, or the Commission on Accreditation of Law Enforcement Agencies (CALEA) Standard.
 - b. A listing of administrative reports is distributed annually by the CALEA Manager. The listing will depict the type/purpose of report, the position responsible for its preparation, and the report due date. (11.4.1.a,b,c & d)
 - c. Administrative reports are distributed to all affected organizational components. (11.4.1.e)
 2. Financial Services Section – The Police Financial Services Section shall be responsible for administering the monthly and annual Administrative Reporting Program. Monthly, Quarterly, and Annual Activity reports shall be supplied to the Chief of Police and Department staff and will include:
 - a. Department mission,
 - b. Goals and operational objective,
 - c. Staffing reports, and
 - d. Financial reports.(11.6.2.a&b)
 3. Daily activity reports – Patrol Services supervisors shall be responsible for daily activity reports through the entry of information related to significant events in a Shift Briefing Exceptional Incident (EI) Log.
 - a. This log shall be available 24-hours a day to all department personnel.
 - b. This information is currently entered into a computer and a print out (hard copy) is kept for thirty (30) days in the EI Log.
- B. Planning and Research (11.6.1) – The Planning and Research function shall primarily be accomplished by the Police Financial Services Section. However, specialized tasks may be assigned by the Chief of Police to department members, as necessary. The tasks performed may include but are not limited to: (11.1.1)
1. Planning and research on special projects.
 2. Preparation and submission of special request analytical reports as authorized by the Chief of Police. (11.6.3)

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3. Assisting all division and bureau supervisors with the preparation and dissemination of reports, projections, etc. (11.6.3)
4. Preparing the Department budget. (17.2.1)
5. Maintenance, implementation and revision of department policies, procedures, rules, and regulations.
6. Assist in the research, development, and dissemination of the Department multi-year plan that shall include the following elements:
 - a. Department mission, goals and operational objectives. (11.6.4.a)
 - b. Projected workload and population growth trends. (11.6.4.b)
 - c. Current and anticipated staffing needs. (11.6.4.c)
 - d. Present and future capital improvement projects and equipment needs to maintain current service levels and anticipated future needs. (11.6.4.d)
 - e. Reviewing and revising, as needed or as directed. (11.6.4.e)
- C. The Professional Standards Unit will assist the Accreditation Manager in ensuring that activities mandated by applicable accreditation standards are accomplished by: (11.4.3)
 1. Ensuring that periodically required activities are taking place.
 2. Identifying and correcting instances where a requirement was not met.
- D. Department forms – The Support Division Administrative Assistant shall be responsible for the development, maintenance, management and control of Department forms. (11.4.2)
 1. The development and numbering of any new Department form, or the modification of any existing Department form, shall be the responsibility of the Support Division Administrative Assistant.
 2. Department forms are forms used by all employees, forms that cross divisional lines (i.e., monthly summaries from a Bureau Lieutenant/Manager to a Deputy Chief), and forms that are sent outside of the department (i.e., Incident Report forwarded to the City Attorney).
 3. Prior to the development or modification of any Department form, input shall be solicited from the users of such form as well as the employees required to process the document.
 4. All Department forms shall be approved by the Chief of Police or designee prior to implementation with the exception that forms that remain within a particular Division, Bureau, Section or Unit of the department and are used for control or auditing purposes (i.e., checklists, logs, etc.), are not required to be submitted or approved by the Chief of Police or designee prior to implementation. It shall be the responsibility of the Bureau Lieutenant or Manager to control the use of such forms.

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