

# Glendale Heights Police Department

**GENERAL ORDER # 610**

**SUBJECT:** Planning and Research

**ACTIVE DATE:** 01-18-2018

**RESCINDS:** GO #610, issued 11-07-2013

**AUTHORITY:** Douglas R. Flint, Chief of Police

**RELATED DOCUMENTS:**

## **.01 Purpose**

This order assigns a member of the Police Department as a Planning and Research Coordinator and outlines the responsibilities and authority of the position.

## **.02 CALEA Standards**

15.1.1, 15.1.2

## **.03 Policy**

The Planning and Research function is a tool to maximize utilization of Department resources and to provide assistance and information of a technical nature within the Department and to other appropriate agencies. Receiving guidance directly from the Deputy Chief of Support, the Planning and Research Coordinator provides the Department with an orderly methodology of problem identification, problem research and analysis, solution development, implementation procedures, and project evaluation.

## **ORDER**

### **.10 Qualifications**

The member assigned as Planning and Research Coordinator should have good verbal and written skills as well as a strong working knowledge of Department rules, regulations and state law. He/she should also possess the ability to research varied subjects as requested by the Chief of Police, a Deputy Chief of Police and/or other members of Command staff.

### **.15 Planning and Research Function**

The Department's Accreditation Manager shall serve as the Planning and Research Coordinator. The Planning and Research Coordinator will have direct access to law enforcement related on-line services including the Internet. The Planning and Research Coordinator will be accountable to the Deputy Chief of Support, and shall have ready access to Command Staff in areas of planning and research.

### **.20 Duties and Responsibilities**

A. The primary responsibility of the Planning and Research Coordinator will be to coordinate the Police Department accreditation process and to function as the Accreditation Manager for the Department (see GO #425). In addition, the Planning and Research Coordinator shall:

1. Respond to and investigate any request for information.
2. Disseminate the results of analytical reports to the requester and/or affected organizational component.
3. Research and prepare budgetary proposals.
4. Develop operational policies and procedures.
5. Develop long-range planning priorities.
6. Maintain liaison with other criminal justice planning agencies.
7. Carry out any additional duties as assigned by the Deputy Chief of Support.