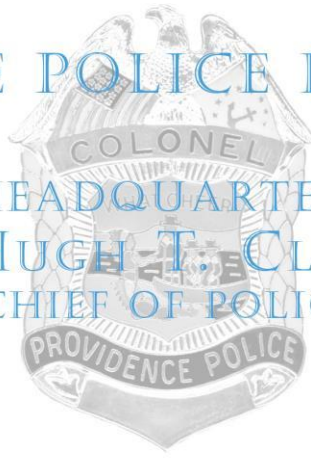


# PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS

COLONEL HUGH T. CLEMENTS, JR.  
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	120.03	10/26/2022	10/27/2022
SUBJECT TITLE	PREVIOUSLY ISSUED DATES		
Planning and Research	10/12/2018; 9/24/2014; 7/18/2014; 7/8/2007		
REFERENCE	RE-EVALUATION DATE		
CALEA 15.2.1	10/12/2026		
SUBJECT AREA	DISTRIBUTION		
Planning/Goals	All Personnel		

## PURPOSE

The purpose of this policy is to clarify the responsibilities for planning and research functions in order to ensure that the Chief of Police is well informed of operational alternatives in a timely manner.

## POLICY

In order to ensure that the Department is cognizant of innovations in law enforcement and the varying nature of the problems and the ever-changing needs of the community, it is the policy of the Providence Police Department to actively develop plans; conduct research; and to formulate and annually update written goals and objectives for the Department and for each of its major organizational components.

## DISCUSSION

N/A

## PROCEDURE:

### I. THE PLANNING AND RESEARCH FUNCTION

- A. The Department will conduct research, analyze methods and results, and develop plans to best carry out our mission of service to the community. The Chief of Police directs planning and research functions and assigns specific tasks to members of the staff to include the following:
  1. Provide statistical information – Public Safety Crime Analyst.

2. Operations Planning – Command Staff.
  3. Budgeting – Chief of Police / Civilian Administrator Public Safety Budget Office.
  4. Manpower Allocation – Chief of Police / Command Staff / Human Resource.
  5. Uniform Crime Reporting – Public Safety Crime Analyst.
  6. Traffic Accident and Enforcement Analysis – O.I.C. Staff.
  7. Grants Management – Public Safety Grant Manager.
  8. Contingency Planning – Commander of Homeland Security.
  9. Training – Director of Training.
  10. Capital Improvement – Chief of Police / Division of Public Properties (City Hall).
  11. Crime Analysis – Chief of Police / Command Staff / Public Safety Crime Analyst.
- B. The Chief of Police is responsible for the goals and operational objectives of the Department, along with adequate staffing and funding for the future year. Consideration will be given to:
1. Anticipated workload and population trends.
  2. Anticipated personnel levels.
  3. Anticipated capital improvements and equipment needs.
- C. As part of the planning and research function, the Command Staff will annually review field operations activities to ensure that adequate resources and enforcement measures are being applied.
- D. The Chief of Police will assign various tasks to specific work units, which will offer the greatest possible access to necessary information and resources needed to complete the planning and research functions.
- E. All members of the Department, as outlined above, are responsible for ensuring that the Chief of Police is kept well informed on the status of planning and research assignments. This will help to strengthen the ability of the Chief of Police to accomplish objectives, address problems, and make recommendations in a timely and efficient manner.
- F. Analytical reports will be contained in the yearly report and will be readily available to all personnel.

## II. GOALS AND OBJECTIVES

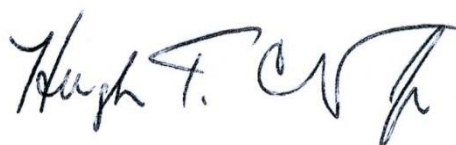
- A. Each unit/bureau Commanding Officer will submit his/her goals and objectives report to the appropriate Division Commander or Administrator by November 30th of each year. The goals will be divided into two categories: short-term and long-term. Each Division Commander/Administrator will forward any ideas for goals to the Chief of Police by January 1st. The Chief of Police will determine which major goals are included in the budget submittal and issue a more comprehensive listing to all personnel.
- B. An evaluation of the progress made toward both the short-term and long-term goals of each unit will be completed during management staff meetings.
- C. Established goals and objectives shall be made available to all Department personnel.

APPROVED:



STEVEN M. PARÉ  
COMMISSIONER  
DEPARTMENT OF PUBLIC SAFETY

APPROVED:



HUGH T. CLEMENTS, JR.  
COLONEL  
CHIEF OF POLICE