

Research and Planning

1107.1 PURPOSE AND SCOPE

This policy is to establish the planning and research function of the University of Maryland, Baltimore Police Department (UMBPD) and to assign responsibilities for this function.

1107.2 POLICY

It is the policy of the UMBPD to adhere to all established procedures as it relates to the planning and research function.

1107.3 PLANNING AND RESEARCH FUNCTIONS

The planning and research effort of the UMBPD shall be directed by the Chief of Police or authorized designee.

1107.3.1 INTRODUCTION

- (a) The planning and research function of the UMBPD is performed primarily by the Support Services Bureau. A lieutenant may be designated by the Support Services Bureau Commander to serve as the lead to direct and manage the research and planning function of the department. Command personnel are involved in the planning and research function as an additional duty when exercising their staff responsibilities.
- (b) The SSB Lieutenant designated to direct and manage the research and planning function will have access to any necessary informational resources. These resources shall include but are not limited to:
 - 1. The internet
 - 2. Law enforcement magazines
 - 3. Other law enforcement agencies

1107.3.2 OPERATIONAL DEMANDS

Planning and research activities are essential to the effective management of the UMBPD and are shared by all staff personnel. The complex demands for law enforcement services and declining resources require the UMBPD carefully research operational alternatives and plan future programs.

1107.4 TASKS AND FUNCTIONS

1107.4.1 CRIME ANALYSIS

- (a) Computer data will be analyzed by the Support Services Bureau Commander or designee periodically and reports shall be prepared and submitted monthly to the following Command Staff personnel and Administrative Units:
 - 1. Chief of Police;
 - 2. Deputy Chief of Police;

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3. Operations Bureau Commander;
 4. Support Services Bureau Commander;
 5. Accreditation Unit.
 6. Any other Units or positions designated by the Support Services Bureau Commander.
- (b) The report will give the total number of crimes that were reported to the UMBPD during the past month and shall include at a minimum:
1. The type of crime;
 2. Day, date and time of occurrence;
 3. Numbers of crimes in any reporting area;
 4. Total number of Part I arrests; and
 5. Calls for service by shift and post.
- (c) The Bureau Commanders shall submit requests to the Deputy Chief of Police on the temporary reassignment of personnel and equipment when the reassignment is outside of the individual's and equipment's normal duty assignment.

1107.4.2 MULTI-YEAR PLANNING

Multi-year planning is a function of the Chief of Police, whose duties include long-range planning needs for the UMBPD. The plan includes:

- (a) Long-term goals and operational objectives;
- (b) Anticipated workload in relation to population trends;
- (c) Anticipated personnel levels;
- (d) Anticipated capital improvements and equipment needs; and
- (e) Provisions for review and revision as needed.

1107.4.3 OPERATIONS PLANNING

Operations planning is a function of the Deputy Chief of Police with the assistance of the Bureau Commanders. In addition to developing operational plans for events and activities, the Deputy Chief and Bureau Commanders will develop and maintain standard operational procedures, design preventative patrol activities, and make suggestions for new policy development and procedures.

1107.4.4 DEVELOPMENT OF MANPOWER ALTERNATIVES

The Investigation Division Lieutenant or designee shall collect and report data as indicated in Section IV, A, 2, above. Based on this data, the Bureau Commanders will determine needed reallocation of resources to ensure a proportional distribution of manpower by time and place.

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1107.4.5 SYSTEM ANALYSIS

The Support Services Commander or authorized designee, in a coordinated effort, will periodically review the Information Management System to determine if it remains effective and efficient for the department. If it is determined the system no longer supports the department's needs, research shall be conducted to locate and introduce appropriate law enforcement application systems as used in police departments of similar size.

1107.4.6 UNIFORM CRIME REPORTING (UCR)

Crime data is collected and reports are prepared and submitted on standard electronic report forms as specified in the UCR manual and by the Maryland State Police UCR Division. The UCR reports are reviewed by the Records Supervisor, the Investigations Division Lieutenant or designee and the Support Services Bureau Commander, the Deputy Chief, and approved by the Chief of Police. The reports are then electronically submitted to the Maryland State Police UCR Division. Reports must be received by the 7th of each month.

1107.4.7 CONTINGENCY PLANNING

- (a) Contingency Planning is basic to all planning done by the Planning and Research function of the UMBPD and input is encouraged from all personnel. Factors considered in contingency planning include:
 - 1. Budget; and
 - 2. Population changes.
 - 3. Contingency plans are also made in operational functions to include VIP protection, hostage situations, unusual events, etc.

1107.4.8 TRAFFIC PATTERN ANALYSIS

- (a) The Operations Bureau Commander is responsible for planning, analyzing, inspecting and coordinating the traffic activities of the UMBPD.
- (b) The UMBPD traffic activities include:
 - 1. Parking and congestion control;
 - 2. Traffic direction and control for special events; and
 - 3. Liaison with the Baltimore City Department of Transit and Traffic, the Department of Public Works, and other local traffic safety groups.

1107.5 GOALS AND OBJECTIVES

The UMBPD will actively develop and utilize goals and objectives as an integral part of its management function. These goals and objectives will be updated annually and shall encompass each major organizational component as designated by the Chief of Police.

a. Duties and Responsibilities

- 1. Chief of Police – The goals and objectives for each major organization are established annually and submitted to the Chief of Police for review and approval.

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2. Deputy Chief - The Deputy Chief or authorized designee will ensure that goals and objectives are established for each designated major organizational of the agency.

b. Sharing Agency Goals

When agency goals and objectives are finalized through the process as outlined above, they will be shared with all personnel.

c. Goal Summaries Required

The Deputy Chief, or authorized designee, will ensure the designated major components of the agency submit a quarterly summary of the progress towards attaining the goals and objectives.