



RESEARCH AND PLANNING

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I. Purpose

This Written Directive is to establish the planning and research function of the University of Maryland, Baltimore Police Force (UMBPF) and to assign responsibilities for this function.

II. Policy

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

III. Planning and Research Functions

A. Introduction

1. The planning and research function of the UMBPF is performed primarily by the Education and Training Lieutenant. The Education and Training Lieutenant shall be assisted in this function by the Technical Services Lieutenant or designee. Command personnel are involved in the planning and research function as an additional duty when exercising their staff responsibilities. The Education and Training and the Technical Service and Records Lieutenants answer directly to the Support Services Commander. The Support Services Commander answers directly to the Deputy Chief, who in turn answers directly to the Chief of Police.
2. The Education and Training Lieutenant will have access to any necessary informational resources. These resources shall include but are not limited to:
 - a. The internet
 - b. Law enforcement magazines
 - c. Other law enforcement agencies
3. The Education and Training Lieutenant may have more than three years of planning and research experience and reports to the Support Services Commander.

B. Operational Demands

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

IV. Tasks and Functions

A. Crime Analysis

1. Computer data will be analyzed by the Support Services Commander or designee periodically and reports shall be prepared and submitted monthly to the following Command Staff personnel and Administrative Units:
 - a. Chief of Police;
 - b. Deputy Chief;
 - c. Operations Commander;
 - d. Support Services Commander;
 - e. Professional Standards Commander; and
 - f. Accreditation Unit.
2. The report will give the total number of crimes that were reported to the UMBPF during the past month and shall include at a minimum:
 - a. The type of crime;
 - b. Day, date and time of occurrence;
 - c. Numbers of crimes in any reporting area;
 - d. Total number of Part I arrests; and
 - e. Calls for service by shift and post.
3. The Bureau Commanders shall submit requests to the Deputy Chief on the temporary reassignment of personnel and equipment when the reassignment is outside of the individual's and equipment's normal duty assignment.

B. Multi-Year Planning

Multi-year planning is a function of the Chief of Police, whose duties include long-range planning needs for the UMBPF. This includes fiscal issues, equipment and manpower needs, based on forecasting changes in population, service area, etc.

C. Operations Planning

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

D. Budgeting

1. Annually, by the end of April, the UMBPF budget is prepared for the next fiscal year. The Deputy Chief, the Bureau Commanders shall actively participate in the development of budget lines and provide documents and instructions as to budget line development and justification.
2. Written recommendations and justification for budget lines, particularly those dealing with requests for additional personnel or major capital acquisitions, will be based on detailed operational and activity analysis. These recommendations will clearly demonstrate the need for the acquisition and the processes that will be enhanced thru the purchase.

E. Development of Manpower Alternatives

The Technical Services and Records 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.

F. System Analysis

System analysis is a function under the direction of the Technical Services and Records Lieutenant. The Support Services Commander, in a coordinated effort, will periodically review the Information Management System to determine if it remains effective and efficient for the Agency. If it is determined the system no longer supports Agency needs, research shall be conducted to locate and introduce appropriate law enforcement application systems as used in police departments of similar size.

G. 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 Technical Services and Records Lieutenant or designee and the Support Services 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.

H. Contingency Planning

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

I. Traffic Pattern Analysis

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

Written Directive System Impact

Upon approval and publication, this edition of WD 1.7 supersedes all previous editions.

Martinez Quteaz Davenport, Sr., MS
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