


Washington Suburban Sanitary Commission Police

**GENERAL ORDER**

TITLE <b>PLANNING AND RESEARCH</b>			PROCEDURE NUMBER <b>GO 101.0</b>
SECTION <b>Organization</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>9/14/16</b>	REVIEW DATE <b>8/22/18</b>
REPLACES			
RELATED GENERAL ORDERS	REFERENCES <b>CALEA</b>	AUTHORITY  <b>Chief Harvey R. Baker</b>	

**I. PURPOSE**

The purpose of this directive is to describe planning and research responsibilities within the Washington Suburban Sanitary Commission (WSSC) Police and Security Services Group.

**II. POLICY**

When a request for planning and research information is made, all employees will cooperate and respond promptly, with correct and adequate information. The Department will make every effort to perform planning and research functions including, but not limited to:

- Analysis of reported crimes and requests for service;
- Authoring of yearly goals and objectives, and budget recommendations, including process review as needed;
- Liaison with other criminal justice planning agencies;
- Development of operational procedures and policy guidelines;
- Budget development;
- Grant management; and
- Strategic operational planning.

**III. RESPONSIBILITIES**

Over-all supervision of the planning and research functions rests with the Deputy Chiefs, Operations and Investigative Services Units, who are charged with the responsibility of planning and research.

Employee's responsibilities include:

- A. **Crime Analysis:** The WSSC Police Department will provide yearly crime statistics as part of the responsibility of planning and research.

**Division Goals and Objectives**  
**GO 101.0**

- B. **Yearly Goals and Objectives, and Budget Recommendations:** The Deputy Chiefs, Deputy Chiefs, Operations and Investigative Services Units will evaluate progress made in attaining annual goals as documented in the Annual Report. They will comment on the same and provide their components goals for the upcoming year, using the recommendations of those they supervise.
- C. **Liaison with other Criminal Justice Planning Agencies:** This is the responsibility of those delegated by the WSSC Chief of Police. Periodic reports will be completed and forwarded as appropriate to the Deputy Chiefs, Operations and Investigative Services Units.
- D. **Operational Procedures and Policy Guidelines:** Policy memoranda's are issued from time to time, but will be incorporated into the General Orders as soon as possible. Input from all Sections components will be considered in consultation with the Deputy Chiefs, Operations and Investigative Services Units.
- E. **Budget Development:** Deputy Chiefs, Operations and Investigative Services Units will submit budget recommendations each year when requested by the WSSC Chief of Police. They will also assist the Chief of Police with drafting, revising and finalizing the budget, and are responsible for quantified written justification whenever they recommend any total budget or line item dollar increase for their respective components or the Department.
- F. **Strategic Operational Planning:** This is the responsibility of the Deputy Chiefs, Operations and Investigative Services Units. Other employee's may be asked to participate in the planning as well.
- G. **Dissemination of Analytical Reports:** Studies or analysis of information by organizational units will be disseminated to all employees on a need-to-know basis. Such studies/analysis could include, for example, crime analysis data, accident data, personnel allocation information, and inspection reports.
- H. **Accreditation Management:** This function includes, but is not limited to preparation and dissemination of standards and Individual Standard Status Reports (ISSR's), gathering necessary proofs of compliance to fulfill standards, maintaining and updating Accreditation files, serving as liaison officer with other police agencies, ensuring continuing compliance with standards, and providing training on the Accreditation process.

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