



# Apex Police Department General Order



<b>Title</b> Planning and Research		<b>Order Number</b> 102-20
<b>Effective Date:</b> October 15, 2020	<b>Amends:</b> 102-13	
<b>CALEA Standard:</b> 15.1.1, 15.1.2	<b>Rescinds:</b>	
<b>Reference:</b>	<b>Pages:</b> 3	
<b>Forms:</b>		

## Planning and Research

### Purpose

Planning and Research will be a function of the Apex Police Department to develop strategies designed to meet present and future needs for effective organizational management and continuous improvement.

### Policy

It will be policy of the Apex Police Department to perform various planning and research functions. These functions will be completed on a regular basis to ensure the effective management of current police services, and to better anticipate future needs.

### Definitions

*Analytics* – Information resulting from the systematic analysis of data or statistics.

*Planning* – The development of strategies for bringing about a desirable future condition. Planning for a law enforcement agency involves the development and utilization of limited personnel, equipment, and resources in ways that will favorably affect future public welfare. (SOURCE: CALEA)

## Planning and Research

*Research* – The systematic and objective investigation into and study of materials and sources to establish facts and reach new conclusions.

### Procedures

#### Organization (15.1.1)

1. The Chief of Police has overall responsibility for the department's planning and research activities. *The Planning and Research function is assigned to the Office of the Chief of Police.*
  - *Division Commanders have the responsibility for the planning, research, and analytics functions within their division. Division Commanders answer to the Deputy Chief of Police, and the Chief of Police through the chain of command, on planning and research activities related to their division. (15.1.2)*
  - Personnel responsible for a division, section, unit, or function are responsible for preliminary planning and research related to that component.
  - All personnel tasked with planning and research duties will be provided access to all relevant information.
  - Other Division Commanders, their staff, or other departmental and Town of Apex personnel may be asked to provide assistance in specific projects or activities.
  - All employees should contribute to the overall Planning and Research function of the department by providing input and assisting with planning and research as appropriate.

#### Planning and Research Activities (15.1.1)

1. General activities include, but are not limited to:
  - Conducting criminal justice research, evaluating current methods of agency operations, and making recommendations for solutions to problems or providing alternative plans for service delivery
  - Working with various criminal justice agencies and community organizations concerning law enforcement and public safety matters
  - Monitoring operations of all divisions, sections units, and functions to ensure that planned grant objectives are being met
  - Analyzing computerized reports and interacting with data processing personnel to obtain relevant public service information
  - Preparation of studies, analyses, and statistical reports on items such as IBR data, traffic enforcement and wreck data, calls for service, and other crime/incident mapping and analysis statistics
  - Grant management to include:
    - Assisting in the preparation of grant applications and research federal, state, and other funding sources for program development
    - Administering grants; preparing program reports, fiscal cost reports, and annual grant reports; and ensuring compliance of such grant contracts and obligations

## Planning and Research

### 2. Specific activities include, but are not limited to:

- Budget development and fiscal planning in accordance with General Order 105 – *Fiscal Management*
- Development of goals and objectives and implementation of the department’s strategic plan in accordance with General Order 106 – *Multi-Year Strategic Plan/Goals and Objectives*
- Recommending policy and procedure changes in accordance with General Order 101 – *Written Directive System*
- Conducting, analyzing, and reporting the Citizen Survey as directed in General Order 1305 – *Crime Prevention Programs*
- Preparation of the department Annual Report
- Conducting studies, reviews, and analyses as required by applicable written directives

### 3. Planning and research activities related to a particular division, section, unit, or function are listed in the written directive that governs that component.

Text in “Green” denotes a significant change in policy

**BY ORDER OF:**



---

John W. Letteney  
Chief of Police