1-75 PLANNING DIVISION

1-75-1 Policy

The mission of the Planning Division is to support the administration of the Department in providing effective and efficient delivery of police services to the community.

1-75-2 Purpose

The purpose of the Planning Division is to complete functions such as research, planning, Capital Improvement Project (CIP) administration and grants management for the Department.

1-75-3 Rules and Responsibilities

A. Provide information to the Department’s administration to assist with decision-making.

B. Manage and develop the Department’s CIP budget.

C. Responsible for the development, submission, analysis, quality performance and monitoring of all the department’s grants and grant related procurement.

D. Responsible for the Department’s performance measures, priority objectives and accomplishments.

E. Develop the Department’s Strategic Plan and Annual Report.

F. Act as a liaison with other City departments, boards, and commissions.

G. Coordinate and prepare Departmental publications.

H. Provide staff assistance and/or representation on task forces and committees.

I. Planning Division personnel consist of:

   1. Planning Manager
   2. Management Analyst II
   3. (2) Management Analyst I