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|  | POLICY & PROCEDURE                                      | SERIES # <b>2104</b> | PAGE 1 OF 3                          |
|   | <b>PROJECT RESEARCH AND DEVELOPMENT</b>                 |                      | EFFECTIVE DATE<br><b>09/05/06</b>    |
|   |   |                      | OVERSIGHT<br><b>Support Services</b> |
| DISTRIBUTION<br><b>ALL MANUALS</b>  | AMENDS/SUPERSEDES/CANCELS<br>P&P # 2104 dated 05/30/98. |                      |                                      |

I. PURPOSE:

The purpose of this policy is to establish the general procedures for project Research and Development which the Planning Unit will follow.

II. POLICY:

It is the policy of the Division that the Planning Unit will receive requests for project development through the Office of the Chief of Police. Any member desiring to recommend that a program be developed will do so in writing through the Office of the Chief of Police.

III. PROCEDURE:

A. General Procedures for Project Research and Development

It shall be the responsibility of the Planning Unit to proceed on projects which have been approved by the Office of the Chief of Police in the following manner:

1. Review the project writer's request and accompanying literature and materials, if any, to determine the problem presented, and to establish the intended objective of the project. This step will normally require an open discussion of the project with the Planning Unit.
2. Review unit files for pertinent data related to the project. This step is for the purpose of identifying previous work performed on the subject matter, conflicts between the intended objective and current publications, and potential sources of literature. Pertinent data should be recorded during this step.
3. Project will be discussed with all Branch Commanders at Chief's Staff meeting.
4. The major portion of the research and development process occurs next, when efforts are undertaken to collect maximum quantities of data relevant to the project subject matter. This data may take many forms, such as manuals, procedures, literature from textbooks and periodical publications, interview notes, statistical publications, etc., and is limited

APPROVED:  
CHIEF OF POLICE



only the by the Planner's initiative and imagination. Relevant data can be gathered from a number of sources, both within and outside the Division. The following are the most important collecting points, however, efforts should not be restricted to these few:

- a. Interviews of personnel from Division elements that will be affected by completed projects. Notes are taken for future reference during these interviews.
  - b. Interviews of personnel from Division elements that will be involved in the development of the project or involved in implementing the completed projects.
  - c. Free discussion with other members of the Planning Unit.
  - d. Review of text books, periodicals and source material maintained in the Planning Unit on other operating elements of the Division.
  - e. Review of textbooks, periodicals and source material maintained by public and college libraries.
  - f. Interviews, both personal contact and telephone conversation, with outside police departments, governmental agencies and private businesses. These interviews are documented and included in the project folder.
  - g. Correspondence with other police departments, outside governmental agencies and private businesses. Source material consisting of orders, procedures, manuals, pamphlets, illustrative folders, etc., is often obtained in these endeavors, in addition to candid opinions and evaluations on specific subject matters.
  - h. Consultations with business representatives, if the project involves the design, manufacture or purchase of equipment items. Specifications and cost quotes will be compiled in a logical form to become a part of the project's permanent file.
5. Should a Planner deem it necessary to disseminate or gather information outside the Division, he/she will: draft necessary letters and/or questionnaires; drafts of inquiry letters and questionnaires will include a file copy; normally, letters will reflect the name of the Chief of Police. Correspondence replies will normally be received by the Chief who will route it to the Planner.
  6. At this point in the development and research process, all relevant data and material collected on a project will be reviewed for the purpose of re-evaluating the initial project problem and intended objective. This step in the procedure will normally include discussion between key personnel and the Planner. In the event the initial problem or intended objective is found to have been erroneous, the correct identification of the project

problem and objective will be established or the project will be closed, depending on the directive of the Chief of Police.

7. Having definitely established the project problem and objective, the formulation of the completed project will commence, whether it be an order, memorandum, procedural instruction, divisional form, manual report, letter correspondence, or a combination of these items.
  - a. In formulating the completed project, full use will be made of data relevant to the project subject matter.
  - b. Care must be exercised in analyzing and evaluating data collected from various sources, to ensure an objective approach in formulating the final product.
  - c. At no time will the Planner let his personal opinion interfere with the objective formulation of a completed project.
  - d. Alternatives should be included in any written project where relevant data reveals alternative circumstances, and the project objective calls for such recommendations.
  - e. In formulating a written project, the Planner must express himself clearly and concisely.
  - f. Any literature or physical material accompanying a completed project must be logically and feasibly arranged for the best presentation.
  - g. Any new or recommended changes to Policy and Procedure will be submitted to the Policy Development and Review Committee for their consideration prior to being drafted in final form for review by Branch Commanders.
8. When the Planning Unit completes a draft of a completed project, it will be submitted to the staff for advice, recommendations or concurrence.
  - a. In the event changes are required, the Planner will make the necessary corrections where appropriate, and resubmit the draft to the Chief.
  - b. Upon approval, final draft of the project will be completed.
  - c. The final draft is used for staff review, technical review and comments for Policies and Procedures and Divisional Directives.
9. Final drafts of any completed project will be accompanied by all relevant data collected (compiled in typewritten form) on the project, project assignment sheet and response sheet for inclusion into the project file. Upon the Chief's concurrence, the project will be implemented.



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