
Planning and Research Procedure

105.1 PURPOSE AND SCOPE

The procedure establishes the guidelines for planning and research activities. Planning and research activities include:

- Development and tracking of department policies, procedures, rules and regulations.
- Measuring performance and reporting progress against goals and objectives.
- Anticipating future demands for service and estimating the impact of City revenue on police services.

105.2 PLANNING AND RESEARCH ACTIVITIES

A Division Commander, or authorized designee, under the direction of the Chief of Police, as part of the planning and research function, has responsibility for the following objectives and functions:

- Developing and implementing plans to improve the delivery of law enforcement services in the community and further the long-term goals and operational objectives of the Department.
- Reviewing existing agency plans to evaluate their suitability and progress, identify their deficiencies, and, if necessary, update or recommend improvements.
- Gathering and organizing information necessary for agency planning, to include workload and population trends.

Regional planning is critical to the organizations' participation in a regional coordinated planning effort. The Department works with the following associations and organizations, among others, in establishing a regional planning effort:

- Alameda County Police Chiefs' Association (ACPCA)
- California Police Chiefs Association (CPCA)
- Regional Intelligence Organizations
- Neighborhood, Business and Faith-Based Coalitions and Watch Groups

105.3 MULTI-YEAR STRATEGIC PLAN

The Office of the Chief, working with the employees throughout the Department, should develop and implement a multi-year strategic plan that is reviewed and updated annually. The plan should include Mission, Vision, Values, in addition to the following:

- Long term goals and operational objectives
- Anticipated workloads and population trends
- Anticipated personnel levels
- Anticipated capital improvements and equipment needs; and

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- Provisions for review and revision as needed

Annually, Division Commanders are responsible for formulating and updating plans and accomplishing the goals and objectives for their respective units. The above information shall then be made available to all personnel.

105.4 COMMUNITY SATISFACTION SURVEY

Throughout the year, the City of Union City should conduct a city-wide survey to identify community concerns about crime, police services, and how the City can best serve community needs. The Police Department should use the survey to:

- (a) Assess overall agency performance
- (b) Assess the competency of its employees, as viewed by the community
- (c) Assess community perception of employee attitude and behavior toward citizens
- (d) Assess community concerns over safety and security
- (e) Solicit recommendations and suggestions for improving agency practices

The Chief of Police, or designee, shall compile a written summary of the survey results and share them with all agency personnel and the community at large. The survey results should form the basis for reviewing revising and implementing community involvement programs and policies. The Results of the survey may also be used, in part, to update, modify, and develop the Department's strategic plan.

105.5 REVISIONS

Adopted: May 18, 2018