



CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT

Police Chief: John Fitzgerald

GENERAL ORDER: 3-12 PLANNING AND POLICY

DATE: 3/15/2016 Pages: 1 ◇ New ◇ Amended ◆ Revised 3-12

I. POLICY

The Chevy Chase Village Police Department performs a variety of planning and policy-related functions, such as analysis of reported crimes and requests for service, departmental planning and budgeting, liaison with other criminal justice agencies, and developing operational procedures and policy guidelines. These functions and related activities are performed by public safety personnel and supervisors under the direction of the Chief of Police. Although specific responsibilities are assigned, all employees are encouraged to offer their input and ideas to improve the performance and efficiency of the Department.

II. PROCEDURES – GENERAL

The Lieutenant reports directly to the Chief of Police. The duties and responsibilities include but are not limited to the following:

- A. The development and implementation of evaluative techniques to assist the officers in achieving departmental objectives;
- B. The evaluation of established procedures;
- C. The review of resources in terms of personnel, finances, and equipment to determine if they are adequate to meet public safety objectives;
- D. The provision of recommendations for improving management efforts;
- E. The conduct of a wide variety of studies to include clerical, administrative, technical, and operational aspects of the police department.

III. PROCEDURES - SPECIFIC

Planning and research functions are performed under the direct supervision of the Chief of Police and include, but are not limited to, the following types of activities:

- A. Crime analysis is a function of the Lieutenant.
- B. Operational planning is a function shared by the

Chief of Police and the Lieutenant. In addition to day-to-day operational planning, standard operating procedures are developed and maintained, preventative patrol activities are designed, and policies and procedures known as general orders are researched and published. General orders are continuously reviewed for content, timeliness, legality, etc.

- C. Budgeting is the responsibility of the Chief, with input from staff and supervisors.
- D. Scheduling and the development of staffing alternatives is the responsibility of the Lieutenant.
- E. Uniform crime reporting is the responsibility of the Public Safety Coordinator.
- F. Traffic collision and enforcement analysis is performed by the Lieutenant.
- G. Forms development and modification is the responsibility of the supervisory staff. Forms that are modified, added, or deleted are reviewed by the Lieutenant and approved by the Chief.

IV. ANALYTICAL REPORTS

- A. Several monthly analytical reports are prepared for the Village including: Police Activity, Traffic, Alarm Calls, and Code Enforcement. These reports are distributed to the officers by placing them in 3-ring binders in the station. In addition to being reviewed by supervisors, officers are encouraged to review them as they develop patrol and enforcement patterns.
- B. Other reports will be generated on an as-needed basis (geo- and time-based crime maps, overtime reports, etc.) to assist the Chief or the Lieutenant in making strategic and/or operational decisions.

This directive voids the previous version dated 2/10/2009.