



# Town of Lexington

## Police Department

**Subject:** Planning and Research

Reference: none

**Effective Date:**  
12-1-2011

**Review Date:**  
Annually

**By Order of:** Mark J. Corr, Chief of Police

**Policy &  
Procedure**

# 15A

## GENERAL CONSIDERATIONS AND GUIDELINES

An ongoing program of research and planning is essential to the efficient management of the Lexington Police Department. The complexity of police services in conjunction with a decline in fiscal resources requires the Department to explore operational alternatives and formulate plans for the future. This directive will serve to clarify the Department's planning function.

## PROCEDURES

- A. Planning and Research Component
  - 1. The Chief of Police shall be responsible for the planning and research component of the Lexington Police Department.
  - 2. The Chief may delegate tasks and obtain input from the Captain of Operations, Captain of Administration, Detective Commander or other department personnel.
- B. Planning and Research Function
  - 1. Crime Analysis
    - a. The Captain of Operations, or a designee, shall be responsible for collecting, collating, and analyzing crime data. Crime analysis reports will be provided to the Chief of Police.

- b. The Captain of Operations shall use the crime data for planning operations and implementing directed patrol strategies toward crime prevention and reduction.
2. Traffic Analysis
- a. The Captain of Operations shall review the traffic accident and enforcement activities in Lexington on a monthly and annual basis.
  - b. The Captain of Operations shall prepare the necessary reports and direct selective traffic enforcement patrols in order to reduce the number and severity of motor vehicle accidents.
3. Multiyear Planning
- a. Multiyear planning and budgeting shall be the responsibility of the Chief of Police with input from designated command staff personnel.
  - b. Monthly management data reports and Incident Based Crime reports shall be analyzed continually in order to allocate manpower in the most effective and efficient manner.
  - c. Analysis shall include a monthly review of the Department's operational activities by:
    - i. Action code (type of activity);
    - ii. Patrol sector; and
    - iii. Date and time.
  - d. Monthly summaries shall be available to all command staff personnel so that appropriate command decisions can be made in the assignment of Lexington Police personnel.
4. Capital Requests
- a. The Chief of Police shall prepare a five-year capital-planning request based upon the following:
    - i. Department goals and objectives;
    - ii. Projected workload changes;
    - iii. Anticipated personnel levels;
    - iv. Population trends; and
    - v. Future equipment needs and improvements.
  - b. The five-year plan will be reviewed and amended annually.