

University of Chicago Police Department

GENERAL ORDER

<i>Effective Date:</i> January 10, 2018		<i>Number:</i> GO 711
<i>Subject:</i> Planning, Goals and Crime Analysis		
<i>References:</i> CALEA: 15.1.1, 15.1.2, 15.1.3, 15.1.4, 15.2.1, 15.2.2, 21.2.4, 40.1.1		
<i>Reevaluation Date:</i> Annually		<i>No. Pages:</i> 3
<i>Amends:</i> 30 SEPT 2013 version (O.D.P.)		<i>Rescinds:</i>
<i>Approved By:</i> Kenton W. Rainey, Chief of Police	<i>Signature:</i> (Original signed document on file in Accreditation Office.)	

711.1 PURPOSE

The purpose of this order is to establish policies and procedures for planning and research, goals and crime analysis.

711.2 DEFINITIONS

Goal: A relatively broad statement of the end or result that one intends ultimately to achieve. A goal usually requires a relatively long time span to achieve and, whenever possible, should be stated in a way that permits measurement of its achievement.

Objective: An objective is an end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a sub-goal or an element of a goal and, therefore, requires a shorter time to accomplish than does a goal.

711.3 PLANNING AND RESEARCH FUNCTIONS

The Director of Support Services, tasked with the Planning and Research function, reports directly to the Chief of Police. The Planning and Research functions include, but are not limited to:

- A. Develop and suggest plans that will improve police services in conjunction with Department goals.
- B. Develop and maintain a current multi-year plan, which includes the following:
 - 1. Long-term goals and operational objectives;
 - 2. Anticipated workload in relation to population trends;
 - 3. Anticipated personnel levels;
 - 4. Anticipated capital improvements and equipment needs;
 - 5. Provisions for review and revision as needed; and

- 6. Collaborative systems review.
- C. Develop and maintain a succession plan for development of command and executive leadership.
- D. Prepare other such reports or recommendations as directed by the Chief of Police.

711.4 GOALS AND OBJECTIVES

To ensure direction and unity of purpose, and serve as a basis for measuring progress, goals and objectives will be written for the Department and each major organizational component on an annual basis.

- A. On an annual basis, the Chief of Police shall formulate a comprehensive written statement of Department goals and objectives.
- B. On an annual basis, the Operations Deputy Chief and the Director of Support Services shall participate in the formulation of written goals and objectives for their respective organizational components.
- C. On an annual basis, at the conclusion of the formulation process the Department goals and objectives, including those of the major organizational components, will be made available to all employees.

711.5 EVALUATING PROGRESS

The Operations Deputy Chief and the Director of Support Services shall submit to the Chief of Police an annual written evaluation which details the progress that has been made by their respective organizational component toward the attainment of goals and objectives.

- A. These reports may be submitted in conjunction with the annual formulation of upcoming goals and objectives.
- B. During the course of the year, the Chief of Police may require periodic updates of progress toward goals and objectives.

711.6 WORKLOAD ASSESSMENTS

Documented workload assessments of all organizational components shall be conducted at least once every four years.

- A. The Deputy Chief or Director of each major organizational component of the Department will be responsible for workload assessments within their area of responsibility.
- B. The assessment methodology used for each component will differ, depending on the type of workload being assessed. Workload assessments for Patrol will include at a minimum; consideration of overall call volume, call volume by time of day and day of week, and call volume by location or beat or zone. For Communications, workload assessments will include at a minimum; consideration of overall call volume, and call volume by time of

day and day of week. For specialized or smaller components, workload assessment needs to be more flexible and specialized, in order to accurately assess workload. Measures of workload, which are relevant to those units, will be utilized for workload assessment.

- C. Workload assessments will include conclusions and recommendations for distribution and/or allocation of personnel.

711.7 CRIME ANALYSIS PROCEDURES

- A. Sources of data for crime analysis include, but are not limited to:
 - 1. UCPD police reports.
 - 2. Computer Aided Dispatch system (CAD).
 - 3. Department computerized records management system (RMS).
 - 4. Chicago Police Department crime records regarding the UCPD extended patrol jurisdiction.
 - 5. Publications.
 - 6. Internet data from FBI, IUCR, and other agencies.
- B. Analysis of crime data shall be accomplished by use of standard mathematical formulae. The systems employed for crime analysis shall include, but are not limited to:
 - 1. Computer spreadsheet programs.
 - 2. Computer graphing and presentation programs.
 - 3. Microsoft Access databases.
 - 4. Basic logic.
 - 5. Computer mapping.
- C. Data and findings will be evaluated for accuracy.
- D. Documentation of the temporal and geographic distribution of selected crimes shall be accomplished by the same means employed in Section B above.
- E. Crime Analysis findings will be disseminated through weekly CompStat meetings. The Chief of Police will be briefed on crime patterns or trends during the weekly CompStat meetings. Periodically, non-routine crime analysis findings will be disseminated to Command Staff via email.