THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. Purpose

To establish the Planning and Research Component and define its functions.

B. Policy

The Department of Public Safety is committed to the continuing improvement of service delivery to our customers. The Planning and Research function will ensure that the development and utilization of personnel, equipment and resources will favorably affect future community welfare.

C. Procedure

1. Organization. (CALEA 15.1.1)
   
a. The Planning and Research function is the responsibility of the Operations Support Commander, Patrol Commander, Accreditation Manager and Information Resource Consultant II who, in this capacity, reports directly to the Director. (CALEA 15.1.2).

2. The functions of Planning and Research shall be as follows: (CALEA 15.1.1)
   
a. Operational Planning
   
b. Budgeting
c. Grants Management

3. The Planning and Research function will have access to all department resources and will conduct analysis of the Department's operational activities, inclusive of the following, as required. (CALEA 15.1.1)
   a. Type of Activity
   b. Location
   c. Time
   d. Date

4. Analytical reports, such as those of operational activities, shall be distributed to affected organizational units. (CALEA 71.4.3)