

- I. Purpose
- II. Procedures

- I. Purpose

The purpose of this Directive is to establish the procedure for use of the Division's *Assignment Plan*. The *Assignment Plan* is used to plan for unusual or special events or occurrences, prepare Problem Oriented Policing (POP) projects, document assignment plans, and provide after action reports. This procedure formalizes the planning process and requires that work details, POP projects, and assignments be planned and approved prior to implementation. This form prevents duplication of effort and provides complete documentation for future use. In developing a POP project, the planner will follow the Scanning, Analysis, Response, and Assessment (SARA) model.

- II. Procedures

- A. As outlined on the form, planning may be initiated at various levels throughout the division. A primary planner or team of planners will be assigned to work with the affected community in devising the plan. The affected Section Commander will be responsible for directing and coordinating planning for unusual or sensitive occurrences. Preliminary review of all plans will be conducted by the planner's immediate supervisors and forwarded to the appropriate Section Commander for final approval.
- B. Any detail requiring overtime monies *will* be approved by the affected Section Commander, or his/her designee, in advance of implementation. Any detail requiring an officer's regular work schedule to be changed *will* have the change approved by the officer's affected supervisor, or his/her designee before implementation.
- C. Security details requiring overtime monies funded by an organization or individual other than the Commission pursuant to the FOP Collective Bargaining Agreement will be offered equally to all officers regardless of rank.
- D. After review by the Section Commander, plans for unusual or sensitive occurrences will be reviewed by the affected Assistant Chief or Chief, Park Police Division.
- E. The approved plans will be distributed to affected sections for implementation. Upon completion of project/event, an after action report will be completed.
- F. The *Assignment Plan* will be completed as follows:
  - 1. INFORMATION REGARDING DETAIL OR ASSIGNMENT:
    - a. NUMBER - to be assigned by *Patrol Operations Administrative Aide*
    - b. *EVENT* - Assign a title to the event utilizing information available.
    - c. LOCATION - Name of facility
    - d. *PRA(Park Number)*
    - e. *DATE(S) OF EVENT*
    - f. PLANNER - Insert the name and ID number of the officer responsible for planning and coordinating the activity.
    - g. TYPE: Event type.
    - h. *PARK PROPERTY/OFF PARK PROPERTY (OPP) – Indicate one.*
    - i. SUPERVISOR COMMANDER REVIEW - Initial signifying review and approval.

2. ROSTER
  - a. O.I.C. - Insert the officer's name who will be responsible for supervising the activity. The O.I.C. need not be the primary planner.
  - b. UNITS ASSIGNED/TRANSPORT METHOD - Insert the number of officers assigned to the activity, and mode of transportation - i.e. horse, cruiser, motor, unmarked car etc.
  - c. RESOURCES/EQUIPMENT: Indicate necessary all resources and equipment.
  
3. *DETAILS: A narrative of information regarding tasks and sub assignments to be completed at the event.*

**Approved Park Police Document  
Signed Original on File**

**End of Directive**