



Policy Name:	STRATEGIC RESEARCH AND ANALYSIS		
Policy #:	AD 1.7	Last Updated:	2022-07-13
Issued By:	OFFICE OF THE CHIEF CONSTABLE	Approved By:	SURREY POLICE BOARD
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RELATED POLICIES

AD 1.6 Policy Development

AD 8.5 Audit Process

AD 9.4.1 UCR Reporting

1. PURPOSE

1.1. The Surrey Police Service (SPS) Strategic Performance and Business Intelligence (SPBI) Section is responsible for SPS research, planning, and police analytics functions. The SPBI Section will work to identify emerging trends to support SPS decision making and planning both operationally and administratively.

2. SCOPE

2.1. This policy applies to all SPS Employees.

3. POLICY

3.1. The SPBI Section reports directly to the Office of the Chief Constable and is comprised of the:

- i. Data Analytics Unit; and
- ii. Research and Planning Unit.

Data Analytics Unit

3.2. The Data Analytics Unit (DAU) is responsible for conducting data analysis to support operational and administrative decision-making and performance tracking.

3.4 The DAU is responsible for:

- i. conducting data analysis to support improvement in business planning, performance management, and change management to meet strategic operational and administrative objectives;
- ii. participating in Uniform Crime Reporting;
- iii. developing reports to support evidence-based (data-driven) decision making and accountability;
- iv. conducting review activities and business analysis projects focused on workload demand and service levels;
- v. contributing to the development and delivery of data management and infrastructure that support a business intelligence program;
- vi. developing, advancing and applying data models, to forecast crime and service trends;
- vii. supporting academic research partnerships, Open Data access and response to external requests for statistical data;
- viii. participating in internal and external working groups and committees; and
- ix. any other duties as assigned by the Chief Constable.

Research and Planning Unit

3.5 The Research and Planning Unit (RPU) is responsible for conducting strategic research on best practices and emerging approaches to public safety and community policing issues.

3.6 The RPU is responsible for:

- i. conducting environmental scanning exercises to support continuous improvement in strategic planning, setting departmental priorities, business planning, and change management;
- ii. coordinating strategic planning processes, including the development, performance monitoring and reporting of the departmental strategic plan, annual business plans and corporate strategy;
- iii. facilitating strategic consultations internally and externally to identify community policing priorities in support of a multi-year strategic planning cycle;
- iv. conducting, coordinating and/or advising on internal and external survey activity;
- v. conducting research to identify new technologies and maintain industry standards and best practices related to organizational and operational effectiveness, and community programs and services;
- vi. developing and preparing performance reports for internal and external stakeholders;
- vii. participating in internal and external working groups and committees; and
- viii. any other duties assigned by the Chief Constable.

4. PROCEDURE

4.1 To facilitate accurate and timely decision making in the allocation or deployment of department resources, SPBI Section will conduct an annual analysis of operational activities. The analysis will include the location, time, and date of the type of activities and calls for service responded to.

4.2 SPBI Section will be responsible for the distribution of analytical reports to affected organizational units.

4.3 As a part of the planning and development process, SPBI Section will be responsible for the development of a written multi-year organizational plan. The plan will cover successive years beyond the current budget year and will contain provisions for frequent updating. This multi-year plan will include:

- i. goals and operational activities;
- ii. anticipated workload and population trends;
- iii. anticipated personnel levels; and
- iv. anticipated capital improvements and equipment needs.

APPENDIX A: DEFINITIONS

“DAU” means the Data Analytics Unit.

“Employee” means a sworn Member or Civilian Employee appointed by the Surrey Police Board.

“RPU” means the Research and Planning Unit.

“SPS” means Surrey Police Service.

“SPBI” means the Strategic Performance and Business Intelligence Section.

APPENDIX B: REFERENCES

BC Provincial Policing Standards Addendum 1 – Continuation of Policing Standards Established by the Former British Columbia Police Commission – B4