

	<b>KENOSHA POLICE DEPARTMENT</b>			
	<b>POLICY AND PROCEDURE</b>			
	<b>11.6 Planning, Training and Services Bureau</b>			
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### PLANNING, TRAINING AND SERVICES BUREAU

The Planning, Training and Services Bureau shall be assigned particular responsibility for:

1. Short and long term organizational planning.
2. Formulation and revision of policies and procedures on a department-wide basis.
3. Conducting workload analysis and resource deployment studies.
4. Serving as the focal point for department – wide personnel management, policy formulations, and administration.
5. Serving as the training director.
6. Planning and arranging for recruit training, in-service training, and specialized training.
7. Enforcing all laws, ordinances and policies of the department.
8. Conducting periodic management audits and inspection of various departmental divisions and sections.
9. General supervision of training, public relations and community services.