

FLORIDA HIGHWAY PATROL POLICY MANUAL

	SUBJECT	POLICY NUMBER
	LONG RANGE PLANNING	7.01
		ISSUE DATE
		01/01/07
		REVISION DATE
		05/01/12
		TOTAL PAGES
		2

7.01.01 PURPOSE

To provide guidelines for the process of long range planning and the monitoring of progress toward Division goals and objectives.

7.01.02 AUTHORITY

- A. The Division's mandate is set forth in Chapter 321, Florida Statutes.
- B. Strategic planning/program budgeting requirements are outlined in Sections 216.013 and 216.023, Florida Statutes.

7.01.03 POLICY

Long range planning assists managers in maintaining a focus on the Division's mission and establishes goals for evaluating the Division's efforts in meeting that mission. Section 216.013, Florida Statutes, mandates that all state agencies prepare a Long Range Program Plan (LRPP). As a division within the Department of Highway Safety and Motor Vehicles (DHSMV), FHP planning activities are documented in the DHSMV LRPP.

Instructions for preparing the LRPP are published annually by the Executive Office of the Governor. The provisions of those instructions shall be adhered to in preparing the Florida Highway Patrol's portion of the LRPP.

7.01.04 PROCEDURES

- A. LRPP PREPARATION
 - 1. Each year, the FHP Staff shall review the goals and objectives contained in the current LRPP.
 - 2. The FHP Budget Office shall review and amend the trends and conditions contained in the current year LRPP. Input from other components shall be used in revising the trends and conditions.
 - 3. The FHP Office of Strategic Services and the FHP Budget Office shall submit the information gathered in paragraphs one and two above to the DHSMV Office of Performance Management for inclusion in the DHSMV LRPP or Quarterly and Annual Reports.

B. MONITORING LRPP RELATED ACTIVITIES

The FHP Office of Strategic Services shall provide the Office of Performance Management data related to each approved performance standard. The reports shall be made available to the FHP Staff and Troop Commanders for their review.

C. MAJOR COMPONENT GOALS AND OBJECTIVES

1. Annually each troop, the Bureau of Criminal Investigations and Intelligence, the FHP Training Academy, and the Office of Program Planning and Administration (major components) shall:
 - a. Review the goals, objectives, and performance measures contained in the LRPP for the upcoming fiscal year.
 - b. Develop a strategic plan to guide the component in assisting the Patrol in attaining LRPP goals, objectives, and performance measures.
2. Quarterly, the commander of each major component shall provide updates to the FHP Command Staff on progress that it has made toward its strategic plan goals.
3. The Office of Strategic Services will assist each major component with compiling fiscal year to date data and assembling documentation for the quarterly updates.