

GAP ANALYSIS

Objectives

After this discussion, you should be able to:

- Describe the purpose of a gap analysis
- Ask the right questions in conducting a gap analysis
- Identify performance „gaps“
- Close the „gaps“

Overview

- Definition
- Purpose of a gap analysis
- Steps in a gap analysis

Definition

A gap analysis is a process used to assess your current/present state to that of your desired future state.

an internal evaluation to identify performance deficiencies; and

targeted towards fine tuning one process.

Purpose of a Gap Analysis

- Identify gaps between your current delivery of police services and the desired standard (PNP P.A.T.R.O.L. PLAN – highly capable, effective and credible police service)
- Collect policies, procedures, programs, metrics, and personnel that support the current systems
- Establish a list of actions to achieve conformance with the standard (PNP P.A.T.R.O.L. PLAN)

Conducting a Gap Analysis

- Analysts must be familiar with current/present organizational structure, management systems, processes and procedures in the delivery of police services
- complete data collection
- Prepare a summary report with recommendations to close the identified gaps

Methodologies

- Facility walk-through
- Document review
- Staff interviews
- Identify and document gaps

Facility Walk Through

- Identify Activities, Deliverables, and Services
 - Main reason for unit"s/office"s existence
 - Support activities
- Develop Comprehensive Picture of Unit/Office
 - Maps
 - Pictures
 - Lists of buildings and organizations

Document Review

- Policy Review/ LOI Reviews
- Other policy statements
- Mission statements
- SOPs
- Position and Job descriptions
- Existing Plans
- Training materials

Staff Interviews

- Identify organizational structure
- Identify requirements to fulfill mission
- Determine awareness of staff of PNP PATROL PLAN
- Awareness of existing/current programs and goals

Identify and Document Gaps

- Compare your present plans with that of the PNP P.A.T.R.O.L. PLAN requirements
- Make a list of specific actions to close gaps

Application

- o Gap analysis is a good way to “jump start” the operationalization/implementation of PNP
P.A.T.R.O.L. PLAN
- o Gap analysis helps create a list of actions for the BCPO team

GAPANALYSIS FRAMEWORK

PRESENT STAGE

**Traditional Method of
Police Education and
Training**

**Insufficient training/
lack of competence**

GAPS

- Limited budget allocation for **training;**
- Limited access to training **facilities;**
- Time and financial constraints **faced by police;**
- Displacement of officers **holding sensitive/key positions;**
- Lack of standard Program of **Instructions (POIs); and**
- Limited number of qualified **instructors.**

DESIRED STAGE

**Sustainability of the PNP
P.A.T.R.O.L. PLAN**

••• **Develop Highly Competent
PNP Personnel**

••• **Contributory to the PNP's
vision of highly capable,
effective and credible
police
service**

GAPANALYSIS FRAMEWORK



