

<b>DOUGLAS COUNTY SHERIFF'S OFFICE</b>		<b>Policy and Procedure</b>
<b>General Administration</b>		<b>P&amp;P-A-111</b>
<b>Planning and Research</b>		
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References:	Reevaluation Date: Annually	Standards: ACA 4-ALDF-7D-01, 7D-18 CALEA 15.1.1, 15.2.1 COM 1.2.5, 1.2.7

**I. PLANNING AND RESEARCH**

In order to ensure the continuing delivery of law enforcement services while effectively and efficiently managing all available resources, the Sheriff's Office shall continually assess its performance, and carefully research all alternatives in planning for the future. <7D-02>

**II. PROCEDURES**

The Chief Deputies and captains of each division are responsible for research and development for their division. Research and development includes the collection and maintenance of data and statistical information for the purposes of planning and developing long and short-term goals and programs within the Sheriff's Office, and includes the distribution of relevant reports and statistical data to affected components. Each Chief Deputy and captain has access to the necessary reports, information resources, and analytical data when developing and recommending plans for the agency. The Crime Analysis Unit shall assist in compiling statistical data for various components of the Sheriff's Office. <COM 1.2.7a><7D-18>

The Chief Deputies and captains of each division shall be responsible for general research and planning functions, to include:

- A. Evaluating the progress made toward the Sheriff's Office goals and objectives. <COM 1.2.5>
- B. Assist the Chief Deputy of Administrative Services Bureau with the writing of the Sheriff's Office Multi-Year Strategic Plan on a four year planning cycle. The development of the multi-year plan shall include:
  - Agency and divisional strategic goals and operational objectives.
  - Anticipated workload and population trends.
  - Anticipated staffing levels.
  - Anticipated capital improvements and equipment needs. <7D-01><7D-18>

This multi-year plan will be updated annually and a current copy of the plan will be on PowerDMS. After review of the plan, all employees are required to acknowledge that they received and read this document. <15.2.1><COM 1.2.5>

- C. Submit plans as needed, for necessary changes within a division based on research from statistical data received from various reports and/or staff members.

The Chief Deputies and captains of each division, if necessary, shall have direct, open access to the Sheriff on any research or planning related issue. <COM 1.2.7b>

By Order of the Sheriff