


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 050		TITLE: Planning and Research
EFFECTIVE DATE: August 21, 2007	NO. PAGES: 1	REVIEWED/REVISED:
REFERENCE: CALEA 15.1.1, 15.1.2, 15.1.3		RESCINDS:
 Sheriff of Monroe County		

- I. **PURPOSE:** The purpose of this order is to define the scope of the planning and research function, assign areas of responsibility, and utilizing information available to assist in establishing Office needs, goals and objectives as well as setting operational priorities.
- II. **POLICY:** It is the policy of the Sheriff to establish planning and research functions in order to use data obtained to assist in identifying needs of and setting Office goals and objectives.
- III. **PLANNING AND RESEARCH FUNCTIONS:** Planning and research functions are established to forecast needs in areas relating to the mission and goals of the Monroe County Sheriff's Office. Planning and research functions may be assigned to a specific unit within a division, to specific individuals, or may be assigned on an ad-hoc basis. [CALEA 15.1.1]
- IV. **PROCEDURES**
 - A. **Standing Assignments:** Planning and research functions are listed below along with the individual responsible: [CALEA 15.1.3]

Strategic Planning/Multi Year Plan	Grants Management
Anticipated workload allocations, Population trends and personnel Levels	Grants Management
Budget planning	Finance Director
Policy Review and Development	Professional Standards
Resource acquisition	Finance Director
Training	Training Advisory Board Chair
Evaluations of current programs and development of new ones	Professional Standards
Anticipated Capital Improvements and equipment needs	Finance Director
Provisions for review and revision as needed	Division Commanders, Directors, Supervisors

- B. **Ad-Hoc Assignments:** The Sheriff or his designee may assign planning and research functions to any employee or Unit on an as-needed basis.
- C. **Reporting:** An employee or the person in charge of a Unit assigned a planning and research function on an ad-hoc basis by the Sheriff may report directly to the Sheriff regarding that matter. [CALEA 15.1.2]

The person responsible for preparing any report that is generated as a result of the planning and research function, will distribute copies to the Commander or supervisor of any other organizational component that are affected.