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| <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>                     |                                |  |
| Effective Date: 07-19-23<br>Supersedes: 07-20-22 | Approval: Sheriff              | Number of Pages: 2   |
| References:                                      | Reevaluation Date:<br>Annually | Standards: CALEA LE 15.1.1, LE 15.1.3<br>COM 1.2.5, 1.2.9, ACA 7D-01, 7D-02, 7D-18 |

**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 bureau chiefs and captains are responsible for research and development for their bureaus, divisions, sections, and units. Research and development include 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. <LE 15.1.1> Each bureau chief 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. <7D-18>

The bureau chief and captains of each division shall be responsible for general research and planning functions, including:

A. Evaluating the progress made toward the Sheriff's Office goals and objectives.

B. Assist the Captain of Professional Standards with completing 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 in relation to population trends.
- Anticipated staffing levels.
- Anticipated capital improvements and equipment needs. <7D-01><7D-18>

This multi-year plan will be updated annually or as needed, 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. <LE 15.1.3><LE 15.2.1><COM 1.2.5><COM1.2.9>

All employees, regardless of rank, are important stakeholders in the planning process and have open access to review the multi-year plan via PowerDMS and provide their feedback at any time through a memo, through their chain of command, to the Captain of Professional Standards. The chain of command may also provide input regarding any employee feedback memo they receive but will not hinder its delivery to the Captain of Professional Standards.

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.

By Order of the Sheriff