



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Personnel Management	Section: 307
Subject: Planning and Research	Topic:
Accreditation: ADM 10.01	Revised:
Enacted: 07/30/2015	Last Review: 10/01/2018
	Reaffirmed:
	Review: 10/01/2020

I. PURPOSE

The purpose of this General Order is to delineate the Sheriff's Office planning and research function, assign responsibility, and define relationships and performance guidelines.

II. POLICY

The Loudoun County Sheriff's Office performs a variety of planning and research functions. These functions include organizational transformation, efficiency improvements, analysis of reported crimes and requests for service, agency planning and budgeting, developing operational procedures and policy guidelines, and liaison with other criminal justice planning groups. The Sheriff's Office Strategic Planner, Bureau Commanders and Division Commanders, under the direction of the Sheriff, perform these functions and related activities.

III. PROCEDURE

- A. The Office of Strategic Planning applies business transformation expertise, strategic planning, project management, organizational change, workforce planning, business process reengineering, and strategic communications, to bring the organization's vision to reality.
- B. The Office of Strategic Planning also provides information, technical assistance, and professional guidance to management, staff and other planning professionals as to the scope of projects and the approach to be followed.
- C. The Office of Strategic Planning incorporates accurate studies of Sheriff's Office service utilization, traffic patterns and conditions, residential and workforce population shifts, and other conditions impacting current and future law enforcement service delivery. It also compiles information from various sources and coordinates with county planning staff to prepare forecasts that will assist managers in mission definition and deployment strategies. This Office further provides regular statistical analysis reports and other periodic planning data reports to the agency's senior staff.
- D. The Office of Strategic Planning represents the agency in public hearings, meetings, committees or task forces to present evidence or information to support the agency's interests, provide input, exchange information, and perform the additional functions (e.g., policy writing, analysis of recommendations, problem solving, etc.).

- E. The Office of Strategic Planning assists with the development and revision of agency policy and procedure. It coordinates with the County Attorney's Office to ensure directives are fair and compliant with federal and state laws, county ordinances, and agency policies.
- F. The Office of Strategic Planning keeps management informed on new concepts, theories, equipment, and programs applicable to law enforcement planning methods and administration. Personnel attend conferences and conventions and other educational and professional meetings to keep updated on planning methods and administration.
- G. Bureau Commanders and Division Commanders accomplish planning and research activities as a part of their normal staff activities and according to the functions within their respective divisions.
- H. The Bureau Commanders ensure the goals and objectives for the Sheriff's Office are well planned and documented in order to provide adequate staffing and operational funding for future years. Multi-year considerations should include:
 - 1. Anticipated workload and population trends
 - 2. Anticipated personnel levels
 - 3. Anticipated capital improvements and equipment needs
 - 4. Long term goals and operational objectives
 - 5. Provisions for review and revision as needed
- I. Crime analysts are responsible for preparing documents related to crime stats, trends, patterns or supporting agency staff with requests relating to crime.
- J. Traffic analysts are responsible for preparing documents related to traffic related issues and support agency staff with requests relating to traffic issues.