



GREENVILLE COUNTY
SHERIFF'S OFFICE

GO - 136

GENERAL ORDERS

PLANNING AND RESEARCH

PURPOSE:

All law enforcement agencies perform certain planning functions depending on their size and mandate. Among these is crime analysis as it pertains to:

- Allocation of manpower.
- Development of agency plans.
- Liaison with other criminal justice planning agencies.
- Development of operational procedures and policy.

PROCEDURE:

The Sheriff's Office maintains a Planning and Research function. Recommended qualifications for personnel assigned to Planning and Research include:

1. Baccalaureate degree.
2. Minimum of three years Planning and Research experience.
3. Background in law enforcement.

MISSION:


Planning and Research is responsible for providing the Sheriff and Command Staff with a steady flow of information to facilitate accurate and timely decision-making in the allocation and deployment of resources. Planning and Research is a staff function, providing recommendations for review with final decision-making by management. This function has accessibility to all Sheriff's Office information and resources, the Command Staff, and the Sheriff as required.

FUNCTION:

Planning and Research is responsible for, but not limited to, the following functions:

1. Integration of information provided from strategic crime analysis with manpower allocation to determine proper staffing, assignments, and ratios.
2. Working closely with the Sheriff's Financial and Property Services Manager to ensure needed resources are budgeted and to assist in determining adequate justification.
3. Prepare an annual analysis of operational activity, normally during the budget process, to provide the Sheriff and Command Staff with recommendations on manpower allocation. This analysis includes an examination of calls for service data of highest call frequency.
4. Disseminate analytical reports to affected units.

5. Prepare a multi-year plan by analyzing demographic data, projecting workload and population trends, anticipating personnel levels, and anticipating capital improvements and equipment needs. This plan is coordinated with annual goals and objectives and is submitted to the Sheriff for review and revisions as needed. The plan is updated annually.
6. Examine operational issues and make recommendations for managerial review in the form of an Executive Summary or as an in depth report.
7. Regular maintenance of periodicals/articles library, including distribution of existing publications as well as new ones as they arrive.
8. Respond to requests of a planning and research nature from all levels of management and respond to multi-agency surveys.
9. Prepare and submit grant proposals.



Hobart Lewis, Sheriff