

<b>YORK-POQUOSON SHERIFF'S OFFICE</b>	<b>RULES AND REGULATIONS</b>
<b>SUBJECT: Planning and Research</b>	<b>NUMBER: RR 1-22</b>
<b>EFFECTIVE DATE: May 31, 2019</b>	<b>REVIEW DATE: May 7, 2019</b>
<b>AMENDS/SUPERSEDES: RR 1-22, October 1, 2002</b>	<b>APPROVED:</b>  Sheriff
<b>VLEPSC: ADM.10.01</b>	

1 **INDEX WORDS**

2  
3 Budget  
4 Crime Analysis  
5 Grant Management  
6 Manpower allocation  
7 Planning  
8 Research  
9 System analysis

10  
11 **POLICY**

12  
13 It is essential that there be effective planning within the law enforcement field. From the Sheriff  
14 who must devise long-range plans involving all Sheriff's Office resources, to the individual  
15 deputy who must follow an operational plan. The requirement that employees plan their  
16 activities is commensurate with the degree of their responsibility and accountability. Deputy  
17 sheriff's are confronted with a myriad of circumstances that require action. In an attempt to  
18 utilize collective experience and research in assisting deputies to deal with such diverse  
19 situations, procedures are formulated to direct action in generalized situations. It is impossible to  
20 provide standing procedures for deputies to follow in every situation; therefore, deputies must be  
21 provided with policy guidelines to assist them in the exercise of discretion. The combination of  
22 policy and procedures reinforced by training and planning, acts to provide a structurally sound  
23 framework within which to function. In addition to developing standing procedures, the Sheriff's  
24 Office must devise single-use plans to accommodate specific needs. These plans may involve a  
25 response to a major occurrence or a tactical answer to an isolated incident. Once executed, such  
26 plans should be evaluated for the development of standing procedures or for future reference in  
27 related situations.

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29 **PURPOSE**

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31 This Administrative Order explains how Sheriff's Office planning and research functions are  
32 performed, responsibilities assigned, and relationships clarified.

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34 **PROCEDURES**

- 35  
36
  - General

- 37           ○ Planning and research activities are essential to the effective and professional  
38           management of the York County Sheriff's Office.
- 39           ○ All division commanders shall perform planning and research activities on a continual  
40           basis, as part of their normal staff activities.
- 41           ○ As part of the planning and research function, the Chief Deputy shall:  
42           ▪ Analyze administrative and field activities to ensure adequate resources and  
43           enforcement measures are being utilized.
- 44           ○ Complex demands for law enforcement services require that the Sheriff's Office  
45           carefully research operational alternatives and plan future programs.
- 46
- 47           ● Planning
- 48           ○ Planning and research functions are performed under the direct supervision of the  
49           Sheriff and include, but are not limited to, the following types of activities:
- 50           ▪ Crime Analysis,  
51           ▪ Multi-year planning,  
52           ❖ Is a function of the Sheriff, whose duties include:  
53           ➤ Long-range planning of needs within the Sheriff's Office. This includes,  
54           but is not limited to:  
55           ✓ Budget,  
56           ✓ Equipment, and  
57           ✓ Manpower needs.  
58               \* These needs are based on the forecasted change of:  
59               ⊕ Population,  
60               ⊕ Calls for service, and  
61               ⊕ Commercial growth.
- 62
- 63           ❖ The Sheriff shall ensure the goals and operational objectives for the Sheriff's  
64           Office are well planned and documented in order to provide for adequate  
65           staffing and operational funding for future years.  
66           ➤ Multi-year considerations may include:  
67           ✓ Anticipated workload and population trends.  
68           ✓ Anticipated personnel levels.  
69           ✓ Anticipated capital improvements and equipment needs.  
70           ✓ Any other circumstances that impact law enforcement services.
- 71
- 72           ○ Operational planning is a function shared by the division commanders.
- 73           ○ In addition to operational plans for events and activities, the command staff assists the  
74           Sheriff in the following:  
75           ▪ Formulation of the annual budget,  
76           ▪ Development of manpower allocations and assignments,  
77           ▪ Developing and maintaining standard operating procedures,  
78           ▪ Designing preventive patrol activities, and  
79           ▪ Publishing policies and procedures known as Rules and Regulations and General  
80           Orders.  
81           ❖ These policies and Procedures are reviewed as required for the purposes of  
82           deletion or revision.
- 83           ▪ Analysis of information and management systems within the Sheriff's Office.  
84           ❖ The Command staff shall recommend to the Sheriff appropriate law  
85           enforcement systems to meet the changing needs of:

- 86                   ➤ Reporting requirements,  
87                   ➤ Technology advancements,  
88                   ➤ Overall needs of the Sheriff's Office.  
89                   ✓ The evaluation of computerized information systems and the Incident  
90                   Based Reporting (IBR) function is the responsibility of the Network  
91                   Systems Administrator.  
92
- 93                   ○ Contingency planning is conducted by all Sheriff's Office members within their  
94                   specific functional areas.  
95                   ○ Traffic accident and enforcement pattern analysis is accomplished by the Commander  
96                   of Uniform Patrol.  
97                   ○ Crime analysis is a function of the Administrative Services Division.  
98                   ▪ The Crime analyst shall ensure that analytical reports and crime trends, both local  
99                   and regional, are disseminated to the following:  
100                   ❖ Uniform Patrol Division,  
101                   ❖ Investigations Division,  
102                   ❖ Command Staff,  
103                   ➤ These reports shall be provided at a minimum weekly.  
104  
105                   ❖ County officials,  
106                   ❖ Community groups.  
107  
108                   ▪ Crime analysis information may be used to:  
109                   ❖ Assist in planning of field patrol activities,  
110                   ❖ Assist in determining investigative strategies,  
111                   ❖ Address budgeting needs as it pertains to personnel and equipment.  
112
- 113                   ● Scope of Planning  
114                   ○ While every plan differs according to the need for which it is developed, each should  
115                   define the following:  
116                   ▪ The need,  
117                   ▪ Objective,  
118                   ▪ Scope and purpose,  
119                   ▪ Method for implementation, and  
120                   ▪ A means of evaluating effectiveness.  
121
- 122                   ● Planning Work Groups  
123                   ○ When a need develops for a single-use plan affecting more than a single division, or  
124                   when it is necessary to develop a major project within a limited time, it may be  
125                   appropriate to assemble a work group, whose staff is provided from various divisions.  
126                   ○ When a work group is assembled, it must be structured with clearly defined:  
127                   ▪ Objectives,  
128                   ▪ Organization,  
129                   ▪ Responsibility, and  
130                   ▪ Authority.  
131  
132                   ○ The work group shall be placed under the control of an existing organizational unit  
133                   whose commanding officer has responsibility and accountability for its performance.  
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- Grants
    - Any member of the Sheriff's Office may research and recommend application for grants that address equipment and staffing needs of the Sheriff's Office.
    - The Chief Deputy shall be responsible for the management of Sheriff's Office grants.
      - The Chief Deputy may assign grant administration and reporting responsibilities to appropriate Sheriff's Office divisions or personnel.