



OFFICE OF THE COUNTY SHERIFF
Montgomery County, Maryland
Raymond M. Kight, Sheriff



ADMINISTRATIVE DIRECTIVES

Subject:	Number:	Effective Date:
Planning and Policy Management	1.07	05/20/09

Policy: The Planning and Policy Management Section is essential for developing effective management strategies for the Sheriff's Office. Demands for Sheriff's Office services and the efficient use of resources require this office to carefully research operational alternatives and plan for future programs.

Purpose: To provide guidelines regarding Planning and Policy Management functions and to assign responsibilities.

Contents:

- I. Planning and Policy Management Section
- II. Functions, Tasks and Responsibilities
- III. CALEA Standards
- IV. Cancellation

I. Planning and Policy Management Section (15.1.2)

The Planning and Policy Management Section is a component of the Administrative Services Division and is overseen by the Sheriff through his chain of command. The Sheriff maintains control over the Planning and Policy Management function. The personnel performing these tasks have ready access to the Sheriff and provide the information and resources necessary to manage the Sheriff's Office.

II. Functions, Tasks and Responsibilities (15.1.1)

- A. The Sheriff's Office performs a variety of planning functions, such as requests for services, budgeting, liaisons with other criminal justice planning activities and developing operational procedures and policy guidelines.
- B. *The following chart lists the Planning and Policy Management functions and the responsible employee.*

- Research and Studies: Assistant Sheriff
- Liaison with Colleges and Universities: Assistant Sheriff
- Development and Maintenance of Written Directives: Accreditation Manager
- *Accreditation Management* *Accreditation Manager*
- *Inspectional Services* *Accreditation Manager*
- Forms Control: Accreditation Manager
- Budget Preparation, Monitoring: Administrative Services Coordinator
- Systems Analysis and Planning: Senior Information Technology Specialist
- Grant Writing: Administrative Services Coordinator

C. Employees responsible for the Planning and Policy Management function have access to the necessary information and resources to perform this function. They are responsible for all studies, reports and analysis produced by the Planning and Policy Management Section, which will be disseminated to the affected division or sections within the office. (15.1.2.)

III. CALEA Standards

15.1.1, 15.1.2

IV. Cancellation

This directive cancels and replaces Administrative Directive 1.07, Effective Date: **07/19/06**. Shred replaced directive.

AUTHORITY:



Raymond M. Kight, Sheriff

05/20/2009