



**OFFICE OF THE COUNTY SHERIFF**  
**Montgomery County, Maryland**  
*Darren M. Popkin, Sheriff*



**ADMINISTRATIVE DIRECTIVES**

|                                       |                       |                               |
|---------------------------------------|-----------------------|-------------------------------|
| <b><u>Subject:</u></b>                | <b><u>Number:</u></b> | <b><u>Effective Date:</u></b> |
| <b>Planning and Policy Management</b> | <b>1.07</b>           | <b>10/12/20</b>               |

Purpose: 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.

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**I. Planning and Policy Management Section**

The Planning and Policy Management Section is a component of the Administrative Services Division. This component is overseen by the Sheriff, through the 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**

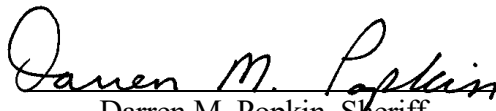
- A. The Sheriff's Office performs a variety of planning functions, such as requests for services, budgeting, liaisons with other criminal justice planning activities and development of operational procedures and policy guidelines.
- B. The following are the essential functions of the Planning and Policy Management Section and the position responsible for carrying out those functions:
  - (1) Assistant Sheriff *for* Administration
    - (a) *Providing legal updates to Office employees; and*
    - (b) *Coordinating all legal and disciplinary activities.*
    - (c) Liaison with Colleges and Universities.
  - (2) *Assistant Sheriff for Operations*
    - (a) Research on policy implications as a result of labor relations.
    - (b) *Labor relations; and*
    - (c) *Liaison with Montgomery County Occupational Medical Service.*

- (3) Administrative Division Captain
    - (a) Development and maintenance of written directives.
    - (b) Inspectional Services.
    - (c) Forms Control.
  - (4) ***Accreditation Manager***
    - (a) ***Accreditation Management.***
    - (b) ***Providing Accreditation training to personnel assigned to assist with the accreditation process.***
  - (5) Budget Specialist
    - (a) Budget planning and monitoring.
    - (b) ***Preparation of budgetary documents.***
  - (6) Senior Information Technology Specialist
    - (a) Maintenance and analysis of Sheriff's Office ***information*** systems.
    - (b) ***Providing training to personnel on the use of office information systems.***
  - (7) Grants and Contract Manager
    - (a) Researching potential grants available to the Sheriff's Office.
    - (b) Submission of grant requests on behalf of the Sheriff's Office.
    - (c) Submission of all required reports related to grants.
- 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.

### III. **Cancellation**

This directive cancels and replaces Administrative Directive, 1.07, Effective Date: ***03/28/19.***

AUTHORITY:

  
Darren M. Popkin, Sheriff  
10/12/2020