

2.1	Planning and Policy Management
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The purpose of this directive is to provide guidelines and assign responsibilities regarding planning and policy management functions.

2.1.1 **Policy**

Planning and policy management are essential for developing effective management strategies. Demands for Sheriff's services and the necessity to use resources efficiently require this Office to carefully research operational alternatives and plan for future programs.

2.1.2 **Authority**

The Sheriff maintains control over planning and policy management functions in order to have immediate access to necessary information and resources. Utilizing input from commanders and supervisors, planning and policy management will be conducted by employees assigned to the Administrative Bureau (e.g., positions include the Training Administrator, the Human Resources Coordinator, the Budget Administrator, Public Information Officer, and the Chief Deputy).

2.1.3 **Functions and Responsibilities**

The Administrative Bureau conducts a variety of planning and policy functions such as budgeting, developing operational procedures and policy guidelines, fielding requests for Office services, and acting as liaison with other criminal justice agencies. While human resources limitations may not permit individuals to be routinely assigned to certain planning and policy management duties, staffing and/or accomplishing such duties are still priorities of the Office. These include research, cooperation with outside training facilities, development and maintenance of written directives, forms control, budget preparation and monitoring, systems analysis and planning, identifying workload trends and recommending personnel allocations, annually analyzing grievances and recommending policy changes.

Studies, reports, and analyses produced for planning and policy management purposes will be disseminated to the affected bureau(s) within the Office. Unless otherwise designated as a confidential or limited access document, all studies, reports, and analyses will be made available to Office members for review and reference.

As part of the annual budget planning process, the Sheriff will establish long-term goals and operational objectives for the Office. The process will also examine workload and population trends of Office customers, anticipated personnel modifications, and capital improvements and equipment needs.

2.1.3.4 Domestic Violence Protective Order Entry & Service Grant Duties & Responsibilities

On an annual basis, the Sheriff's Office receives grant funding from the Governor's Office of Crime Control and Prevention (GOCCP) to staff a position for Domestic Violence data entry. The grant project title will hereafter be referred to as the Domestic Violence Protective Order Entry & Service Grant. Funding provided by the State of Maryland for this position is not to be considered permanent, and is therefore subject to review and refusal each quarter and annually by the state.

The commander of the Operations Bureau (Captain) will serve as the grant Project Director, and the Sheriff's Office Budget Administrator will serve as the Grant Fiscal Officer. The Project Director is responsible for the management of the grant, to include grant preparation, managing its budget, submissions of the grant request annually, and any and all quarterly reports or inquiries made by or to the GOCCP. The Fiscal Officer will ensure the grant funding is properly allocated and utilized according to the grant requirements.

The commander of the Operations Bureau will report directly to the Chief Deputy/Sheriff on any and all matters pertaining to this grant, to include budget, salary, hours, benefits, training, duties, responsibilities, discipline, hiring, termination and any other issues which may arise as a result of this position. The Grant Fiscal Officer will report directly to the Operations Bureau Commander, or in his/her absence, the Sheriff, on any and all fiscal matters pertaining to this grant.

**2.1.3.5 Child Support Enforcement Administration Cooperative
Reimbursement Agreement (Grant) Duties & Responsibilities**

On an annual basis the Sheriff's Office receives grant funding from the State of Maryland Department of Human Resources Child Support Enforcement Administration, to administer the Child Support Enforcement Administration Cooperative Reimbursement Agreement. Funding provided by the state is therefore subject to review, modification and/or refusal annually by the State of Maryland.

The commander of the Operations Bureau (Captain) will serve as the Project Director, and the Sheriff's Office Budget Administrator will serve as the Grant Fiscal Officer for this grant funding. The Project Director is responsible for the management of the grant, to include grant preparation, managing its budget, submissions of the grant request annually, and any and all reports or inquiries made by or to the State of Maryland Department of Human Resources Child Support Enforcement Administration. The Fiscal Officer will ensure the grant funding is properly allocated and utilized according to the grant requirements.

The commander of the Operations Bureau will report directly to the Chief Deputy/Sheriff on any and all matters pertaining to this grant, to include budget, salary, hours, benefits, training, duties, responsibilities, discipline, hiring, termination and any other issues which may arise as a result of this funding. The Grant Fiscal Officer will report directly to the Operations Bureau Commander, or in his/her absence the Sheriff, on any and all fiscal matters pertaining to this grant.