


<p><b>RABUN COUNTY SHERIFF'S OFFICE</b></p>  <p><b>General Order Number: 1.10</b></p>	<p><b>Date of Issue</b></p> <p><b>2/23/2016</b></p>	<p><b>Effective Date</b></p> <p><b>2/23/2016</b></p>	<p><b>Revision Date</b></p>
<p>Subject: <b>PLANNING AND RESEARCH</b></p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Planning and Research</p>	<p>State Certification Standards: 2.2</p>		

**PURPOSE**

The purpose of this General Order is to prescribe the policies and procedures of the Rabun County Sheriff's Office regarding the Planning and Research functions of the department.

**STATEMENT OF POLICY**

It shall be the policy of the Rabun County Sheriff's Office to establish and clearly define the department's planning and research function in order to develop strategies, programs, and procedures for bringing about desirable future conditions and adequate levels of preparedness.

**DISCUSSION**

Planning is deciding what the department should be doing. It involves linking current activities to future conditions. It is decision-making regarding operational activities based upon anticipated events or contingencies, identified trends, and projected citizen requests for service.

Planning is a proactive process whereby supervisors deliberately attempt to predict future requirements, so that adequate preparations can be made to formulate a proper response. It is an attempt to break out of the status quo and the traditional mode of only reacting to events and circumstances. It entails a certain degree of risk in that the greater the uncertainty of the future, the more room for error and miscalculations. However, not to plan also entails the risk of not being properly prepared or not being in a position to take advantage of unique opportunities.

**I. PLANNING AND RESEARCH RESPONSIBILITIES**

- A. Planning and research activities are essential to the effective management of the Rabun County Sheriff's Office. All organizational elements of the department shall be involved, to some degree, in the planning function. Agency information resources will be made available as needed in order to obtain necessary historical data upon which to identify future requirements and to make operational projections. The operational and organizational elements involved in planning and research will have direct access to the Sheriff on all planning and research related matters.
  
- B. The following represent some of the activities associated with the planning function:
  - 1. Preparation of the annual operating budget;
  - 2. Development of department objectives;
  - 3. Formulation of tactical orders for special situations;
  - 4. Identifying future department requirements for public officials; and
  - 5. Preparing for unusual occurrences through the development of operational plans and response procedures.
  
- C. The Chief Deputy or his designee(s) is responsible for the planning associated with:
  - 1. The staff inspection program;
  - 2. Annual budget preparation and execution;
  - 3. Accreditation management;
  - 4. Inter-agency agreements;
  - 5. Unusual occurrence operations;
  - 6. Mutual aid and assistance;
  - 7. Hostage/barricaded persons negotiators;
  - 8. Community Outreach Program;
  - 9. Training Unit activities;
  - 10. Promotions;
  - 11. Personnel administration;
  - 12. Sheriff's Auxiliary Program;
  - 13. The Field Training Program; and
  - 14. Media relations.

- D. The Chief Deputy or his designee(s): is responsible for the planning associated with:
1. Unusual occurrence operations at the Rabun County Courthouse Complex and the Rabun County Detention Center;
  2. Control of department owned property;
  3. Temporary and permanent capitol improvement projects; and
  4. Employment recruitment.
  5. Records Management
  6. Evidence and Property control
- E. The Commander, Criminal Investigations Division is responsible for the planning associated with:
1. Criminal investigations;
  2. Victim assistance;
  3. Juvenile investigations;
  4. Crime analysis;
  5. Criminal intelligence gathering;
  6. Special program development;
  7. Needs assessments and program evaluations;
  8. Emergency management activities;
  9. Federal, state, and private grant applications;
  10. GCIC/NCIC operations; and
- F. The Commander, Uniform Patrol Division is responsible for the planning associated with:
1. Uniform patrol deployment and manpower allocation;
  2. Special program development;
  3. Traffic analysis and enforcement;
  4. Federal, state, and private grant applications;
  5. Needs assessments and program evaluations;
  6. Emergency management activities;

7. Facility property and control; and
  8. Uniforms and personal items of equipment.
- G. The Commander, Rabun County Detention Center is responsible for the planning associated with:
1. Planning for the Rabun County Detention Center;
  2. Needs assessments and program evaluations;
  3. Special program development;
  4. Emergency management activities;
  5. Federal, state, and private grant applications; and
  6. Adult prisoner security and transports.
- H. The Sergeant, Court Services Division is responsible for the planning associated with:
1. Planning for the Rabun Courthouse Complex;
  2. Special program development;
  3. Needs assessments and program evaluations;
  4. Emergency management activities;
  5. Federal, state, and private grant applications; and
  6. Court Services.

## II. **PROBLEM ANALYSIS**

- A. The ability to identify a problem is an essential first step in the planning process.
1. This involves the detection and identification of issues and the ability to define the magnitude, cause, duration, and expense associated with the problem; and
  2. Problem analysis provides a clear conceptual picture or understanding of the present situation confronting the agency, so that a means to deal with the problem can be identified.

B. Alternative Courses of Action

Alternatives are the means by which agency goals and objectives are obtained and the means by which problems are addressed and eliminated. There are several methods by which various courses of action can be analyzed in order to select the best alternative that is consistent with agency goals and objectives:

1. Means-end analysis;
2. Cost-effectiveness analysis; and
3. Must-wants analysis.

C. The end product of the planning process is the plan. These can be categorized by use:

1. Administrative or management plans include the formulation of the departments mission statement, goals, and objectives; the structuring of functions and responsibilities; the allocation of resources; personnel management; and other agency-wide concerns;
2. Procedural plans involves the agency's written directive system and include General Orders, special orders, personnel orders, standard operating procedures, and rules;
3. Operational plans consist of work programs, such as the, crime prevention programs, traffic accident prevention programs, juvenile/gang programs, and other agency sponsored efforts to address a specific community need; and
4. Tactical plans involve emergency or unusual occurrences and can either take the form of a standing operating procedure or can be prepared to address a unique situation, such as a special event.



By Order of the Sheriff: **Chad K. Nichols**  
Sheriff, Rabun County