

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE November 21, 2022	EFFECTIVE DATE November 21, 2022	No. 049-22
SUBJECT: GENERAL ORDER Research & Planning Unit		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSLEAP 9.1			RESCINDS 49-08

Purpose: To define the duties and responsibilities of the Sheriff's Office Research and Planning Unit.

Policy: The Monroe County Sheriff's Office maintains a Research and Planning Unit in order to analyze demands for service, research operational alternatives and programs, and determine the resources available to initiate such programs.

I. Unit Administration

- * The Research and Planning Unit is staffed by one full-time Senior Police Planning Specialist and may periodically be augmented by personnel assigned from various bureaus and divisions within the Sheriff's Office. The Senior Police Planning Specialist shall be accountable to the Chief Deputy through the Police Bureau Major.

II. Unit Operation

- A. The Research and Planning Unit is responsible for planning, assigning, reviewing, and coordinating a variety of research and analysis projects and assisting in the formulation and administration of research work related to planning.
- * B. The Research and Planning Unit interacts with the Police Bureau of the Sheriff's Office in order to coordinate and consolidate reports, research projects, and the availability of grants.

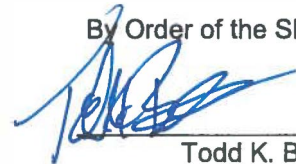
III. Duties and Responsibilities

Activities include, but are not limited to:

- A. Conducting criminal justice research, evaluating current methods of agency operations and making recommendations for solutions to problems or providing alternative plans for service delivery.
- B. Working with various criminal justice executives, their subordinates and associated committees concerning police, jail, and public safety matters.
- C. Monitoring operations of all bureaus in order to ensure that planned grant objectives are being met.

- D. Analyzing computerized reports and interacting with data processing personnel in order to obtain relevant public service information. Preparation of studies, analyses, and statistical reports, on items such as: National Incident Based Reporting (NIBRS), and other crime mapping statistics.
- E. Coordinating the agency's multi-year plan for effecting long-range goals and objectives relating to anticipated organizational needs (i.e. personnel, equipment, and capital improvements).
- F. Assisting in the preparation of grant applications and research federal, state, and other funding sources for program development.
- G. Maintaining the New York State Bureau of Municipal Police and Peace Officer Registry for all police and peace officers within the department.
- * H. Acting as the Sheriff's representative/liaison to the Monroe County Planning Board and submission of annual CIP.
- I. Relaying all research to the appropriate Bureau Chief for further analysis and dissemination.
- * J. Completing, in coordination with the Police Bureau Chief and Major, a workload assessment and analysis of Police Bureau operations and staffing on an annual basis.
- K. Administering grants, preparing program reports, fiscal cost reports and claims, annual grant reports, and ensuring compliance of such grant contracts and obligations.
- L. Coordinating all contracts and referrals for grants with the Monroe County Legislature in conjunction with the Sheriff's Office Legal Counsel and Budget Advisor.
- * M. Assisting the Chief Deputy with the preparation of the Police Bureau annual budget submission.

By Order of the Sheriff,



Todd K. Baxter

* Indicates a significant change from previous order.