



WEBER COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES

Planning and Research Functions

<p>EFFECTIVE DATE: 10/07/03 AMENDS/SUPERCEDES: 6.20, 6.21 STANDARD NUMBER: 11.6.1</p>	<p>REVIEW DATE: 08/26/05 REVISION DATE: 09/01/05 APPROVED: _____ Sheriff Signature</p>
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6.20.1 Purpose

To facilitate the development of strategies to achieve specific goals and objectives.

6.20.2 Rationale

The achievement of Sheriff's Office goals and objectives are dependent on the efficient use of limited resources (including personnel, finance and equipment) through deliberate and careful analysis and management.

6.20.3 Policy

- A. At a minimum, the Office planning and research functions should include the compilation and analysis of data for the purpose of:
 1. Budgeting
 2. Contingency Planning
 3. Crime Analysis
 4. Long-Range (multi-year) Planning
 5. Manpower Allocation Alternatives
 6. Operations Planning
 7. Systems Analysis Planning
 8. Traffic Accident and Enforcement Pattern Analysis
- B. When events require the creation of formal plans to resolve a particular issue or event which impacts more than one Bureau of the Office, it may be appropriate to establish a Total Quality Management team composed of personnel from the involved Bureaus to develop a course of action.
- C. When a TQM team is assembled, it will be structured with clearly defined objectives, organization, responsibility, and authority. The TQM team will

dissolve at the completion of its mission. The Sheriff or designee will assign a project manager to take ownership of each TQM team for its duration.