

230.00 – Planning and Research Unit
Stakeholder Review: 04/22/26-05/22/26

Refer:

- None

Definitions:

- None

Policy:

1. The Multnomah County Sheriff's Office (MCSO) uses data-informed decision making. The MCSO Planning and Research Unit leads this effort.
2. The Planning and Research Unit provides essential data analysis, auditing, application development, and business intelligence reporting. These services support budget development, policy decisions, training needs, operational effectiveness, and organizational accountability. The unit also serves as a key liaison to the Multnomah County Local Public Safety Coordinating Council and supports process improvement with County partners.
3. MCSO members are strongly encouraged to seek out the support of Planning and Research for agency operations, projects, and services, especially those affecting public safety, community outcomes, or any work involving data collection or analysis.
4. Planning and Research is committed to improving data access and sharing to promote equity in understanding issues, outcomes, and impacts. This includes creating inclusive and accessible tools and supports for MCSO members reviewing data and addressing barriers as they emerge.

Procedure:

1. To request services from the Planning and Research Unit, MCSO members may contact the Unit Manager or any member of the unit using their preferred means of communication.
2. Requests that involve information outside of MCSO or that include sensitive data will be reviewed by the Planning and Research Unit Manager, the Chief of Business Services, applicable Division Chief, Communications Director, and Chief of Staff to determine if the request can be fulfilled.
3. The Planning and Research Unit Manager will prioritize data requests and the development of applications and reporting solutions. Prioritization will consider the scope of the request, data availability and quality, current workload, and Agency priorities and directives.

4. To strengthen data understanding and capacity, Planning and Research will work with requestors to clarify needs and determine what data are available.
5. To streamline communication, MCSO members seeking data from other County departments should first consult with Planning and Research to identify the appropriate point of contact. After that consultation, the member is responsible for submitting the request to the designated contact.

History:

- Originating Policy and Procedure: 3/14/18
- Next Review Date: 3/14/20
- Review By: Planning and Research Unit
- Reviewed: 2/24/2022 (Comprehensive Stakeholder Review)
- Next Review Date: 2/24/2024 (Internal Review)
- Review By: Planning & Research Unit
- *Reviewed: 09/04/2024 (Internal Review)*
- *Next Review: 09/04/2026 (Comprehensive Stakeholder Review)*
 - *Updates/changes in bold italics*
- *Review By: Planning & Research Unit*
- **Reviewed:**
- **Next Review:**
- **Review By:**

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