

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 002
SUBJECT: MISSION, PHILOSOPHY,
GOALS, & OBJECTIVES**

I. PURPOSE

To state the mission, philosophy, goals, and objectives of the Fairfax County Sheriff's Office.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that its mission, philosophy, goals and objectives are as stated in this standard operating procedure. Each of the four divisions within the Sheriff's Office, by virtue of its specific role, will have a written philosophy and written goals and objectives, contained herein as attachments 1 through 4, which will be reviewed and updated as required but not less often than once annually. The goals and objectives of each division will be translated into measurable special operational objectives at the beginning of each calendar year.

III. MISSION STATEMENT

The Sheriff's Office exists to ensure the safety of, and provide the highest quality service to, the citizens of Fairfax County. This will be accomplished by maintaining the highest level of professionalism in all services undertaken by this office to include: the provision of humane and secure correctional services for those persons remanded to the custody of this office; the provision of courtroom and courthouse security and the service of legal process thus contributing to the swift and impartial adjudication of all criminal and civil matters before the courts.

IV. PROCEDURE

- A. The philosophy, goals and objectives stated in Attachment 1 will guide the conduct of operations in the Adult Detention Center.
- B. The philosophy, goals and objectives stated in Attachment 2 will guide the conduct of operations in the Court Services Division.
- C. The philosophy, goals and objectives stated in Attachment 3 will guide the conduct of operations in the Support Services Division.
- D. The philosophy, goals and objectives stated in Attachment 4 will guide the conduct of operations in the Administrative Services Division.
- E. Special operational objectives will be set by the Command Staff and published by the Sheriff via numbered memorandum not later than March 1 each year.
 - 1. Special operational objectives will be available to all employees for review.



**STACEY A. KINCAID
SHERIFF**

04/11/00
DATE APPROVED

05/01/00
EFFECTIVE DATE

Revised: January 2000, October 2008