

235.00 – Pilot Projects

Stakeholder Review: September 17-October 17

Definitions:

- **Pilot Project:** A short-term, preliminary trial to help an organization learn how a project might work in practice. Components of a pilot project generally include: 1) identification of the issue or problem that is being addressed, 2) duration of pilot and timeline for evaluation phases, 3) affected work units/expected pilot participants, 4) project/pilot sponsor, 5) anticipated costs for the implementation of the pilot, 6) efficiencies that are anticipated to result if the pilot program is adopted.

Policy:

1. The Multnomah County Sheriff's Office (MCSO) is committed to innovative thinking and providing members with proper resources. Research and development of any programming or item to be deployed for field or facility evaluation will be conducted through pilot projects, to ensure comprehensive vetting from concept to implementation. Potential pilot project items generally include anything a unit may do or a member may wear or use in the field or facility, but excludes facilities, information technologies and fleet infrastructure.
2. Members may not keep, wear, carry or utilize pilot project items outside the scope of the trial, unless authorized in writing to do so by the Sheriff or designee. Members may only wear, carry or utilize field equipment that is systematically acquired, issued, and/or approved by the Agency, for official Agency purposes and in accordance with Agency policy and training.

Procedure:

1. Intake and/or Assignment:
 - 1.1. Any member may request a pilot project be conducted by routing a written memorandum and supporting documentation, through the chain of command, to their respective Division Chief. The request will strive to initially address: 1) identification of the issue or problem that is being addressed, 2) duration of pilot and timeline for evaluation phases, 3) affected work units/expected pilot participants, 4) project/pilot sponsor, 5) anticipated costs for the implementation of the pilot, 6) efficiencies that are anticipated to result if the pilot project is adopted.
 - 1.2. The Division Chief will vet pilot project requests with the Chief of Business Services and applicable Unit Managers (e.g. Training, Fiscal, CJIS, Human Resources, etc.), before assigning the pilot project to a Unit Manager, who will then be responsible for implementing the pilot project based on the parameters imposed.
2. Evaluation and/or Implementation:
 - 2.1. The Unit Manager assigned to the pilot project will provide their respective Division Chief with a written overview of the pilot project and a recommendation for next steps. The overview will further refine: 1) identification of the issue or problem that is being addressed, 2) duration of pilot and timeline for evaluation phases, 3) affected work units/expected pilot participants, 4) project/pilot sponsor, 5) anticipated costs for the implementation of the pilot, 6) efficiencies that are anticipated to result if the pilot project is adopted.
 - 2.2. The Division Chief and the Chief of Business Services will review the pilot project overview and recommendation together with the original set of applicable Unit Managers.
 - 2.2.1. If the pilot project is determined feasible, the Chief of Business Services will further coordinate implementation (e.g. procurement, policy, training, inspections, etc.), after consultation with the Sheriff. The Chief of Business Services will work with the Division Chief(s) and Human Resources to inform impacted union representatives of the Agency's implementation plans.

2.2.2. If the pilot project is determined impractical, the Unit Manager will terminate the trial and retract and dispose of any items tested in accordance with established procedure. Records regarding pilot projects will be maintained in accordance with the law.

History:

- Originating Policy and Procedure: 9/27/18
- Next Review: 9/27/20
- Review By: Business Services
- *Reviewed:*
- *Next Review:*
- *Review By:*

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