



DEPARTMENT GOALS & OBJECTIVES

INDEX CODE: 103
EFFECTIVE DATE: 01-17-17

Contents:

- I. Definitions
- II. Annual Development of Goals & Objectives
- III. Progress Reports on Attainment of Goals and Objectives
- IV. Proponent Unit
- V. Cancellation

I. DEFINITIONS

A. Mission

A broad statement of purpose or reason for existence. Mission statements may be used to explain the overall purpose and philosophy of an agency. However, the mission statement provides direction to all members in formulating goals and objectives. The agency's mission should change very infrequently, and only in order to reflect fundamental changes of the agency's role in the community and in society.

B. Goal

A general statement of an end or a result that one ultimately intends to achieve. A goal usually requires a long time to achieve and, whenever possible, should be stated in a way that permits measurement of its achievement. Due to their wide definition, agency goals should not frequently change. Characteristics of goals are:

- * Affect many persons, are large-scale.
- * May apply to programs of several components.
- * Provide strategic, as opposed to tactical, direction from upper management – goals say what we want to do, but not how to do it.

An example: "To solicit a partnership with the business community".

C. Objective

A specific end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a subgoal or an element of a goal and, therefore, requires a shorter time to accomplish than does a goal. An objective statement is a definitive statement to provide direction to employees. The objective should deal with results, be as quantifiable as possible, time-limited, measurable, understandable, achievable and feasible so that it can be evaluated as to whether or not it was accomplished.

An example: "To reduce business robberies in Northern District by 25% by December 31 of this year."

II. ANNUAL DEVELOPMENT OF GOALS & OBJECTIVES

A. Department Goals and Objectives

Each December 1st, the Chief of Police will formulate and publish department goals and objectives for the upcoming calendar year. These goals and objectives will be based on input from all levels of the department and will be distributed to all department personnel.

B. Bureau Goals and Objectives

Based on the goals and objectives published by the Chief of Police, Bureau Commanders will formulate his/her bureau goals and objectives and submit them to the Chief of Police by January 1st of the upcoming calendar year. Established goals and objectives will be distributed to all personnel in each organizational component.

III. PROGRESS REPORTS ON ATTAINMENT OF GOALS AND OBJECTIVES

District/Division Commanders will report on the progress toward the achievement of the department's/*bureau's* goals and objectives *every three months (January-March, April-June, July-September, October-December)*. *Reports will be forwarded to the appropriate Bureau Commander and to the Accreditation Unit.*

IV. PROPONENT UNIT: Chief's Office.

V. CANCELLATION: This directive cancels Index Code 103, dated 01-06-14.