

	<h1>ELGIN POLICE DEPARTMENT</h1> <p>151 Douglas Avenue Elgin, Illinois 60120</p>	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 10/10/24
Chief of Police: 	General Management/Strategic Planning, 11.4	
Cross Reference:	Policy Sections: 11.4.1 Department/Workgroup Goals 11.4.2 Planning and Research 11.4.3 Internal Compliance Reporting 11.4.4 Forms Accountability Appendix A: Department Goals & Objectives Form Appendix B: Department Goals & Objectives Status Report	

PURPOSE

The purpose of this policy is to establish guidelines for the development of strategies to achieve goals, teamwork approach to problem solving, and accountability.

POLICY STATEMENT

It is the policy of the department to keep informed on conditions that impact law enforcement and the services provided to the community. This may entail a review of, but is not limited to, new trends in law enforcement, technology changes, fluctuating legal mandates required by law, and concerns shared by community members. The development of new goals and objectives, compliance requirements, and accountability collectively supports the department’s ability to strategically plan for the future.

PROCEDURES

11.4.1 DEPARTMENT GOALS & OBJECTIVES

- A. Department goals are determined annually by the Chief of Police and command staff. These goals are accessible to all personnel via the department’s Intranet Site.
 - 1. Command staff members are responsible for collaborating with supervisors under their command to develop objectives for their areas that support the department’s goals for the year.
 - 2. The annual objectives for their area are documented by command staff members using the Department Goals & Objectives form which is submitted to the Chief of Police and saved to the electronic records management system and accessible to all personnel via the department’s Intranet Site. Refer to Appendix A to view this form. [Access the Department Goals & Objectives Form](#)
 - 3. Lieutenants and civilian supervisors shall monitor the progress of objectives within their area and keep their commander updated. This shall be accomplished twice per year through completion of the department’s Goals & Objectives Status Report to be submitted to their commander for final review and approval by the chief of police. Refer to Appendix B to view this form. [Access the Department Goals & Objectives Status Report](#)
- B. Annually, the Chief of Police publishes the department’s Annual Report which provides a summary of the previous year’s activities and progress made in fulfilling the department’s annual goals. This report is available to all personnel and the community via the department’s transparency site. [Access the department's Transparency Site](#)

11.4.2 PLANNING AND RESEARCH

The planning and research function is a collective effort amongst command staff and individuals assigned

to the Administration Office having direct access to the Chief of Police, as depicted on the department's organizational chart. Specific assignments are made on an as needed basis, depending on the scope of the project or research needed. Assignments/projects may be delegated to other members of the department having special skill sets or expertise. Planning and research activities may consist of the following activities, but are not limited to:

1. Assist in the formulation of departmental goals, policies and procedures.
2. Gather, strategize, organize and present information for department planning purposes.
3. Coordinate planning efforts with the Training Division.
4. Provide input into the budget planning process.

11.4.3 INTERNAL COMPLAINT REPORTING

- A. Commanders are responsible for collaborating with staff members to ensure time sensitive documents/reports established in department policy are completed in a timely manner. Strategic planning efforts may encompass the review and development of protocol, training or the creation of forms and templates to support compliance requirements.
- B. Documents/reports may be submitted to the commanders to document proof of compliance. Otherwise, an audit or inspection may be conducted to verify compliance. These documents are submitted to the chief's assistant to be housed in the department's compliance file.
- C. Overdue time sensitive reports/documents will be forwarded to the respective supervisor for follow-up. The chief's assistant will notify the commanders and respective supervisors when items have not been submitted.

11.4.4 FORMS ACCOUNTABILITY

- A. The assistant to the Chief of Police is responsible for the overall management of police department forms. The employee shall ensure forms are electronically accessible and updates to existing forms are completed.
- B. Personnel who use the forms shall be included in the modification process for existing forms and during the planning stages for a new form.
- C. Revised and new forms should be approved by the appropriate supervisory staff.

APPENDIX A: DEPARTMENT GOALS & OBJECTIVES FORM



Department Goals & Objectives for 2024

The department goals for this year are summarized as: reduce serious crime, foster community partnerships, improve traffic safety and promote employee development. Each area of the department may be working on different objectives toward the accomplishment toward these common goals. Annually, goals and objectives are published to the department's Intranet Site to be made available to all department personnel.

Area *

Command Staff Member *

Summary

Goal


Objective

[Add](#)

Signature of Command Staff Member

Submit to Chief Lalley

APPENDIX B: DEPARTMENT GOALS & OBJECTIVES STATUS REPORT



Department Goals & Objectives Status Report for 2024

Lieutenants and civilian supervisors shall monitor the progress of objectives within their area and keep their commander updated. This shall be accomplished twice per year through completion of this form to be submitted to their commander for final review and approval by the chief of police.

Area *

Submitting Supervisor's Name *

Responsible Command Staff Member *

Work Group *

Status Report

Goal *

Objective *

Status *

[Add](#)

Signatures

Signature of the Submitting Supervisor

Sign

Date

📅

Submit to Command Staff Member