NC State University Police Department

Policy and Procedure

219 – Goals & Objectives

Approved: September 1, 2026

Replaces Policy 219 Dated: 03/11/2025

*All revisions are in **BOLD** print.*

PURPOSE: The purpose of this General Order is to establish procedures for the development of departmental goals and objectives.

POLICY: It shall be the policy of the North Carolina State University to establish goals and objectives on an annual basis. Goals and objectives once established must be updated annually. Input is sought from all employees as a means of improving the relevancy and coverage of goals and objective statements. Each work unit will develop, annually, written goals and objectives, and will report progress made toward their attainment. Departmental goals and objectives will be published for review by all personnel.

DEFINITION:

None

PROCEDURE:

A. General Guidelines

1. The North Carolina State University Police Department will formulate, annually update, and distribute to all personnel written goals and objectives for the department and for each organizational component within the department.
2. Draft department goals and objectives will be circulated and input solicited from all employees in the revision of proposed goals and objectives and/or the development and inclusion of new goals and objectives.
3. Annually, the supervisor of each organizational component will submit an evaluation stating the progress made toward the attainment of goals and objectives.

B. Establishing Goals and Objectives

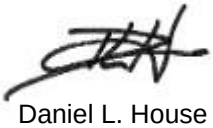
1. Goals - Goals are stated in broad, almost immeasurable terms, and are based on the duties assigned to the department by the university and state statue. Goals are long term guides that provide solid direction, provide guidance and stability for planning, and look to the future. EX: Enhance Community Relations and Engagement
2. Objectives – Objectives are more specific and are designed to give the department a specific path to contribute toward attainment of the overall goal. Several objectives may be assigned to a single goal. EX: Enhance community communication through multiple venues to open up personal dialog between the police department employees and students, faculty and staff.
3. Action Item (or Initiative) - Action items are specific things that we would like to accomplish within the Goal and Objectives but have specific tasks to be carried out and a timeframe in which they are expected to be completed. Action items should also be measurable. EX: Implement Citizen connect software by the end of the fiscal year, and monitor its effectiveness by completing analysis by the end of the calendar year.
4. Evaluation of the achievement of objectives is essential to determine the extent to which goals were achieved and to identify reasons for successes and failures. Evaluating should include an assessment of the:
    a. The current status or progress toward the achievement of the goal.
    b. Recommendations for future or alternative courses of action for goals and objectives that were not accomplished
    c. Determining why the goal was or was not accomplished

5. Evaluation criteria will be listed for each action item within the goal established. These are the things which can be counted, measured, accomplished, etc., which prove the degree to which the goal and objective is accomplished during the period.

C. Process

1. Prior to July 1st of each year the Chief of Police requests supervisors to submit action items proposed to fill the department's goals and objectives for the upcoming fiscal year. The proposed goals and objectives will be circulated for comment. All employees will be asked to provide input, suggestions for change, additions, etc.
2. During July of each year, supervisors of divisions, sections and teams will prepare action items, soliciting employee input in the process. Action items will be submitted to the Chief of Police by July 31st.
3. In August, the Professional Standards Manager will compile, publish and distribute the annual departmental goals, objectives and action items for the coming year.
4. Annually, by July 1st, supervisors will submit a report documenting their progress toward attainment of each action item for the preceding fiscal year.

APPROVED:



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