

**16.00.160 DEPARTMENT GOALS & OBJECTIVES AND WORKLOAD ASSESSMENTS
(CALEA 15.1.3, 15.2.1, 15.2.2, 21.2.4)**

To ensure direction and unity of purpose, and serve as a basis for measuring progress, long-term goals and operational objectives will be developed by the Bellevue Police Department in the form of a comprehensive multiyear strategic plan. The multiyear strategic plan will address; anticipated workload and population trends, anticipated personnel levels, and anticipated capital improvements and equipment needs. The strategic plan will be reviewed and updated on an annual basis. A copy of the strategic plan will be made available to all agency personnel.

As part of the city's biennial budget process, the section commanders shall formulate division level goals and objectives that are in line with the department multiyear strategic plan. The section commanders shall review, and update if necessary, the goals and objectives during the second year of the biennial budget. This process should include input from all employees to whom the goals and objectives apply.

On an as needed basis the Assistant Chief may be assigned to research specific issues and develop an action plan based on the department goals and objectives.

Evaluating Progress

Data related to the performance measures identified within the strategic plan and/or the biennial budget proposals shall be compiled and reviewed by the Chief of Police and Section Commanders to evaluate progress toward goals and objectives.

Each Section Commander may be asked to submit a written section evaluation that details the progress that has been made by the Section toward the attainment of goals and objectives. Special emphasis should be focused on performance measures related to the department's biennial budget proposals.

Workload Assessments (CALEA 21.2.4)

The Administrative Services Assistant Chief is responsible for conducting workload assessments in coordination with the Division Commanders. Workload assessments are conducted for each division at least once every four years, or when the Chief of Police deems necessary. Prior to conducting the workload assessment, the commander of the division being assessed, establishes a set of standards for performance and achievement that will include the following:

1. The designated position responsible for conducting the workload assessment.
2. The assessment methodology used for each organizational component.
3. Conclusions and recommendations for distribution/allocation of personnel.

Completed workload assessments along with recommendations for allocation and distribution of personnel will be forwarded to the Chief of Police. Upon review, this information will be utilized for budget preparation, establishing goals and objectives, and updating the department strategic plan.