

GENERAL ORDER

March 2023

Immediately

II-30

Distribution: All Employees

Subject: **GOALS AND OBJECTIVES**

Index as:	Goals Objective	Objectives, Department Performance Activity	Reporting, Goals and Objectives
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Accreditation Standards: 15.2.1, 15.2.2

Cross Reference: [G.O. I-02, Mission Values and Goals](#)

Replaces: G.O. II-30, Goals and Objectives (October 3, 2016)

This Order establishes procedures for the development of the Department's annual goals and objectives. It consists of the following sections:

- I. Introduction
- II. Policy
- III. Definitions
- IV. Planning Process
- V. Objectives and Performance Activities
- VI. Implementation
- VII. Reporting

I. INTRODUCTION

A. Law enforcement leaders must successfully manage the day-to-day operations within their areas of responsibility, while also looking to the future. The establishment of organizational goals and objectives is a process that serves the interests of both the Department and the community.

B. The development of goals and objectives provides the opportunity for input into Departmental activities from all levels and functional areas within the organization. The goals and objectives highlight areas of importance and provide a sense of direction to all employees of the Department.

C. Published goals and objectives provide information to the community and communicate an organizational philosophy as they relate to service and internal management.

II. POLICY

A. In recognition of a changing environment and a need to be responsive to conditions which affect the Department's ability to deliver professional police services, and to ensure that the future needs of the organization are considered, the Department will review, revise, and promulgate goals and objectives annually.

B. Each organizational component, down through the unit level, will review the Department's goals and objectives and develop performance activities to work towards achieving the Department's goals and objectives.

C. Performance activities will:

1. Be realistic;
2. Be measurable;
3. Identify organizational components or individual(s) responsible for the task; and
4. In all cases, seek to improve the delivery of service to the community.

D. All Police employees are encouraged to take part in the development of Departmental goals, objectives and performance activities.

1. Supervisory personnel will involve employees, at all levels, in the preparation of objectives and performance activities relating to their respective areas of responsibility.

2. The participative effort in setting objectives and performance activities helps to develop an organization that reflects the knowledge, needs, and interests of all employees and their respective organizational component.

III. DEFINITIONS

A. Goal – A broad statement of an end result or continuous result that an organization intends to ultimately achieve. A goal usually requires constant effort to achieve or maintain. Organizational goals are listed in [G.O. I-02, Mission Values and Goals](#).

B. Objective – An end result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a sub-element of a goal and, therefore, may require a shorter time to accomplish than does a goal. Standardized organizational objectives are listed in [G.O. I-02, Mission Values and Goals](#).

C. Performance Activity – Statement(s) describing the task, who will perform it, and the criteria for satisfactory achievement of the objective.

IV. PLANNING PROCESS

A. During the last quarter of the calendar year, the Chief of Police will update, and formulate if needed, Department-wide goals and objectives for the upcoming year.

V. OBJECTIVES AND PERFORMANCE ACTIVITIES

A. By January of each calendar year, each Bureau will be responsible for identifying goals, objectives and performance activities that are consistent with the Department-wide goals.

B. The Office of the Chief will publish the goals and objectives to ensure all members of the Department will have access to the information.

VI. IMPLEMENTATION

A. Bureau Commanders are responsible for ensuring every effort is made to achieve the goals and objectives set forth by the Department.

VII. REPORTING

A. The Chief of Police will meet at least **semi-annually** with senior staff members to review the progress toward the attainment of goals and objectives and to review performance measures.

B. The annual report on the progress and attainment of goals and objectives, which will be conducted during the final quarter of each calendar year, is submitted for inclusion into the Department's Annual Report.

C. Bureau Assistant Chiefs may develop appropriate reporting requirements for their areas of responsibility.

Anthony Holloway
Chief of Police