



Helen Police Department

Standard Operating Policies and Procedures

Chapter A-015 Goals and Objectives	Effective Date:	August 1, 2022	# of Pages:	3
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	Special Instructions:			

I. PURPOSE

The Helen Police Department shall establish departmental goals and objectives for the internal divisions as well as the department as a whole. This type of comprehensive planning requires the identification of departmental goals and objectives and the pursuit of those goals and objectives by the most effective means. External factors that influence planning strategies may include increases in calls for service, land or building development, economics, increases and decreases in population density, changes in crime trends, and recidivism. Internal factors may include existing resources (manpower and equipment), comply with the City of Helen Finance Department rules and regulations with regards to the annual budget process, which the Chief shall be responsible, and hiring and promotion policies.

II. DEFINITION

A. Goals

Generalized statements of direction for the Department. Some examples of Departmental goals may include increased productivity through automation, reduction in overall crime, reduction in traffic accidents, saving lives, increasing, and enhancing employee knowledge through training and education, and a means of evaluating overall productivity and its responsiveness to the needs of the community.

B. Objectives

Objectives are more specific than goals, in that objectives lead to measurable results that are to be achieved within a specific time. The accomplishment of objectives leads toward the achievement of goals. Some examples of objectives may include shorter dispatch and response times, reduction of specific trends, crimes, or hazards in specified areas, or the in-service training of employees in specific fields.

III. REQUIREMENTS

A. Establishing Goals and Objectives

1. The annual goals and objectives form a framework for developing programs in various functional areas, for enforcement efforts, strategic approaches, and departmental planning.
2. Each major organizational component will submit to the Chief of Police its goals and objectives for that year. The Chief prepares the annual goals and objectives for the department in preparation for the annual budget preparation process.

B. Line Input into Goals and Objectives

1. It is important for all employees to have an opportunity to offer input in formulating departmental goals and objectives. Each Division Commander will solicit the input from all personnel under their command for ideas and suggestions pertaining to departmental goals and objectives. The Division Commander will review all ideas and suggestions, attach any additional comments, and submit them up the chain-of-command.
2. By involving employees of the department, it encourages all members to participate in planning future courses of action.

C. Review

1. The Division Supervisors will review all comments and suggestions for their merit and will compile the section's report and forward it to the Chief of Police. Upon review by the Chief of Police, the departmental goals and objectives will be formulated. The Chief will have the goals and objectives published for implementation and distribution to all personnel. Goals and objectives will be published on the Read and Sign Board.

2. The goals and objectives are also included in the City of Helen Annual Budget Document.

IV. PROGRESS REPORTS OF GOALS AND OBJECTIVES ATTAINMENT

Each supervisor will maintain documentation to help determine the progress made toward attaining the yearly goals and objectives established for their areas of responsibility. It shall be the responsibility of each Division Commander when formulating the goals and objectives for the next year to review the goals and objectives for the past year. Each Division Commander will advise the Chief of the progress made toward the attainment of the previous year's stated goals and objectives and to include all successes or failures. The Chief of Police will evaluate each of the previous year's goals and objectives.