

	POLICY & PROCEDURE	SERIES # 620	PAGE 1 OF 3
	GOALS AND OBJECTIVES		EFFECTIVE DATE 12/08/04
			OVERSIGHT CHIEF'S OFFICE
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 620 dated 03/26/90	

I. PURPOSE:

The purpose of this policy is to establish a process for developing, monitoring and evaluating the Hampton Police Division Goals and Objectives.

II. POLICY:

The Hampton Police Division will establish goals and objectives to provide direction for the agency.

III. PHILOSOPHY:

A. Every organization has a mission. Goals and Objectives keep personnel attuned to the mission of the organization and provides coordination of organizational activities.

The Hampton Police Division, by virtue of being a public law enforcement agency, has five basic responsibilities:

1. Crime prevention and/or reduction
2. Crime suppression, investigation of crimes, and apprehension of offenders
3. Movement and control of traffic
4. Maintenance of public order
5. Public and emergency services

The activities of each employee of the Division affects, to one extent or another, the ability of the Police Division to carry out its responsibilities in these five areas.

IV. PROCEDURE:

The Hampton Police Division Goals and Objectives will be established according to the process that follows:

APPROVED:
CHIEF OF POLICE



- A. Once a year, Unit Commanders will be directed by Branch Commanders to establish annual goals and objectives in their respective units for the upcoming year. Goals and Objectives will run on a fiscal basis, starting in July and ending in June.
- B. In establishing goals and objectives, the Unit Commander must reaffirm or redefine the unit's role in the organization. Doing so, provides the framework within which the Goals and Objectives Program can be developed.
- C. In the development of goals and objectives, Unit Commanders will seek input from all levels of personnel under their command.
- D. The following terminology will be used in the Goals and Objectives program:
 - 1. **GOAL** – The area(s) of agency responsibility in which the unit plays a contributing role (i.e., movement and control of traffic). The goals of a unit will vary according to size and assignment.
 - 2. **OBJECTIVE** – The quantifiable contribution of the individual unit towards the area of responsibility (i.e., reduce traffic accidents by 5%). This is a narrowly defined purpose which meets a specific need or requirement of the unit.
 - 3. **ACTIVITY** – The strategies by which the objective is to be attained (i.e., increase the Traffic Enforcement Index to 20, concentrating on moving violations at high accident location intersections). Those define programs or projects which meet specific objectives.
 - 4. **EVALUATION CRITERIA** – How the activity is to be evaluated (i.e., the number of hazardous violation summonses issued compared to the number of injury accidents).
- E. When developed, each unit's goals and objectives will be formatted as follows:
 - I. GOAL
 - A. OBJECTIVE #1
 - 1. ACTIVITY
 - a. EVALUATION CRITERIA
 - B. OBJECTIVE #2
 - 1. ACTIVITY
 - a. EVALUATION CRITERIA

Using the examples cited in paragraph E, an actual format would appear as follows:

- I. GOAL – Movement and control of traffic.
 - A. OBJECTIVE – Reduce traffic accidents by 5%.
 - 1. ACTIVITY – Increase traffic enforcement index to 20 by concentrating on moving violations at high accident location intersections.
 - a. EVALUATION CRITERIA – The number of hazardous violation summonses issued compared to the number of injury accidents.
- F. Progress in the achievement of goals and objectives will be evaluated each January. A written report will be prepared by the Branch Commander who will brief the Chief of Police. An annual evaluation report will be prepared and submitted to the Chief of Police by each Branch Commander for units under his command in July for the previous fiscal year.
- G. After each evaluation, revisions to the objectives will be made based on evaluation findings.
- H. Unit Commanders will ensure a copy of the unit's goals and objectives is available to all personnel under their command.

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