

DEPARTMENT GENERAL ORDER 15-08

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 99-19

DATE: December 17, 2015

DEPARTMENT GOALS AND OBJECTIVES PROGRAM

I. PURPOSE.

The Clayton Police Department exists for the purpose of providing the City of Clayton with police services, the ultimate aim of which is to ensure that a safe and secure environment exists for City residents, businesses, and visitors. To assist in this end, the department will establish a series of annual organizational goals and objectives which shall be made available to all affected personnel.

II. DEFINITIONS.

Goal - A relatively broad statement of the end or result that one intends ultimately to achieve. A goal usually requires a long time span to achieve and, whenever possible, should be stated in a way that permits measurement of the results.

Objective - An objective is an end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a sub-goal or an element of a goal, and, therefore, requires a shorter time to accomplish than does a goal.

III. GENERAL.

The Chief of Police and the Commanders of the Field Operations, and Investigations and Support Bureaus shall be required to develop a series of goals and objectives for each fiscal year. The Chief of Police will establish departmental goals in conjunction with input and specific direction from the City Manager, while the bureau commanders shall generally build off of the larger department goals to develop their own bureau goals and objectives. In either case, the goals and objectives selected should be specific and tangible enough so as to allow for a measurement of the final results.

Commanders involved in this process shall solicit input from subordinate personnel staffing the various platoons, divisions, and units assigned to each bureau, and incorporate those suggestions deemed to have merit into the final product.

Once a suitable number of goals and objectives (no specific minimum number) have been formulated and approved, they shall be disseminated in accordance with the guidelines presented in Section V of this order.

Commanders responsible to work toward the completion of specific goals and objectives shall not concentrate personnel, time and/or resources to the completion of one or more goals to the exclusion of other assigned responsibilities.

IV. ANNUAL UPDATE.

Departmental goals and objectives shall be reviewed and updated on an annual basis. This shall generally correlate to the fiscal year (October to October) utilized by the City, and which also corresponds to the City's performance evaluation rating period. It is during the course of the latter that specific annual goals and objectives are adopted by the Chief of Police and the department's bureau commanders following consultations with the appropriate City and departmental staff. It should also be noted that the annual development and/or adoption of new goals and objectives, need not reflect a drastic change from the previous set of goals and objectives. In some instances, minor modifications or no modifications at all may be justified.

V. DISTRIBUTION PROCESS.

Annual department goals and objectives (to include those at the bureau level) shall be made available to pertinent command and supervisory personnel through staff meetings, and inter-departmental correspondence. Additional dissemination to other personnel shall occur through roll call briefings and informational postings.

VI. EVALUATION PROCESS.

At the end of each fiscal year, and in conjunction with the performance evaluation process, those department personnel who are required to develop goals and objectives shall be evaluated on the progress achieved toward the completion of said goals and objectives. Where practical, this shall include statistical information and other proofs of compliance to substantiate the degree to which the mission targets were satisfied.

BY ORDER OF:

KEVIN R. MURPHY
Chief of Police

KRM:mj

CALEA Reference: 15.2.1