

# GENERAL ORDER

## PORT WASHINGTON POLICE DEPARTMENT

SUBJECT: <b>AGENCY ROLE</b>		NUMBER:	1.1.1
		ISSUED:	5/1/09
SCOPE:	All Police Personnel	EFFECTIVE:	5/1/09
DISTRIBUTION:	General Orders Manual, and All Police Personnel	<input checked="" type="checkbox"/> RESCINDS	1.3, A-3-81
		<input type="checkbox"/> AMENDS	
REFERENCE:	WILEAG 3 <sup>rd</sup> EDITON STANDARDS: 1.1.1, 1.1.2		

**INDEX AS:** Department Values  
Goals and Objectives  
Mission Statement

**PURPOSE:** It is the policy of the Port Washington Police Department to maintain a Mission Statement. The Department will establish goals and objectives and institute procedures for evaluating the progress made toward attaining those goals and objectives. The Department will set goals not only overall but also for each organizational component. It is the policy of the department to strive for the attainment of these goals and objectives.

This Order consists of the following numbered sections:

- I. DEFINITIONS
- II. MISSION STATEMENT
- III. GOALS

**I. DEFINITIONS:**

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

1. Goals are stated as an ultimate, non-quantifiable statement about how something should be in the future.
2. Goals should be established to support the department's values and mission statement.
3. Example: Obtain community involvement in crime prevention through voluntary citizen support.

**Objective:** 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.

## II. Mission Statement:

The Port Washington Police Department's mission is to enhance the quality of life in our city by working in partnership with the community, to protect and serve the community's quest for a peaceful and safe existence, with democratic values applied equally to all citizens.

### Values:

The men and women of the Port Washington Police Department are committed to uphold the following values:

- Human Life
- Integrity and Public Trust
- Courtesy, Compassion and Respect
- Community Opinion and Response
- Problem Solving and Teamwork

## III. Goals:

1. Leadership and Ethics
2. Community Oriented Policing and Problem Solving (COPPS)
3. Technology
4. An Inclusive Environment
5. Organizational Capacity and Operational Readiness
6. Communication
7. Wisconsin Accreditation

### Formation of Goals and Objectives:

The Leadership team will be responsible for the formulation of goals and objectives for the Department as a whole.

The Goals and Objectives shall be approved by the Chief of Police on or before January 15 of each year.

- a. The leadership team shall review the goals and objectives annually.
- b. Established goals and objectives shall be made available to all affected personnel in the form of a strategic plan.

Each member of the leadership team will submit their suggestions for goals by October 15 of each year. The goals will be divided into two categories: Short-Term and Long-Term.

The Chief of Police will determine which major goals are included in the strategic plan.

The areas of consideration for these goals may include, but are not limited to:

1. Overall department goals
2. Uniform patrol
3. Investigations
4. Traffic
5. Crime Prevention
6. Records
7. Training
8. Property Control
9. Accreditation
10. Equipment

Evaluation of Agency Goals and Objectives:

Annual Review

The Chief of Police in conjunction with the leadership team will conduct an annual review of the department's mission, goals and objectives and the progress the department makes toward their accomplishment. The department's mission statement, values, goals and objectives are available on line for review by department members.

Review of Goals and Objectives within strategic plan:

The department's strategic plan with goals and objectives will be reviewed annually. This review shall reflect the status of the objectives and, if unachieved, any plans relevant to their completion.

Department Staff Meetings:

- A. At the fall department meeting, the Chief will inform the staff of the upcoming budget process, the general direction of the Department, and will invite any members to make suggestions for the goal setting.
- B. An evaluation of the progress made toward both the short-term and long-term goals will be completed annually.
- C. At the spring meeting, Department staff will be updated on the budget, what was approved, and the goals set forth in the strategic plan document.

Individual Goals:

Employees are encouraged to set personal development goals on at least an annual basis. These goals should enhance the employee's competency and/or professionalism in the performance of duties. These goals are to be shared with supervisors and administrators who can provide guidance and assistance in attainment of these goals. Supervisors are to consistently monitor employee progress towards goal attainment and discuss this progress as part of the monthly and annual performance reviews.

Goals and Objectives Evaluation System:

On an annual basis, each supervisor shall submit a report to the chief documenting the progress made towards, or attainment of personal goals by his or her subordinates. Additionally, each supervisor shall document and provide an annual report of how his or her shift or unit accomplished the established goals and objectives established for the department.

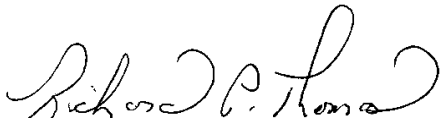
The Chief will be responsible for compiling the information submitted by the leadership team and creating a multi-year strategic plan for the entire department.

The Department shall have clearly defined goals and objectives, and plans on how to obtain them for effective department management.

The plan shall cover successive years beyond current budget years for effective forecasting in Department management.

All department members shall be encouraged to make suggestions and identify planning needs and concerns to enhance Department performance. Ideas and suggestions shall be forwarded via the chain of command.

**APPROVED:**



Chief Richard P. Thomas

**DATE:**

3/31/10

Revised 3/31/10