

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 109-A

REFERENCE STANDARDS: 15.2.2

SUBJECT: General Management

POLICY: The purpose of this policy is to establish a formal management process for implementation of the department's mission statement. It is the policy of this department to develop, implement, receive and evaluate objectives consistent with the Mission Statement of the Police Department. This process establishes a multi-year plan that enables continuous quality improvement.

I. Definitions

Objective: Any activity that supports the department's mission, goals, which indicate leadership, ethics, attitude, development and service.

Outcome: The result of actions taken to accomplish the objective in a designated time period.

Strategic Plan: A plan including choices that emphasize future missions, product outputs and resource inputs.

II. Procedure

A. ANNUALLY

1. Objectives will be developed annually in connection with the budget.

B. RESPONSIBILITY

1. Objectives will be the responsibility of Deputy Chiefs of each division.
2. Division supervisors, in coordination with employees, will provide recommendation for their areas of responsibility.
3. Objectives will be presented and developed in an annual meeting to coincide with the budget process.

4. Implementation will begin January 1st of each year with the implementation of the calendar year budget.

C. IMPACT

1. Objectives will be considered on the basis of furthering the department's mission and enhancing service to address:
 - a. long-term goals and operational objectives;
 - b. anticipated workload and population trends;
 - c. anticipated personnel levels;
 - d. anticipated capital improvements and equipment needs; and
 - e. provisions for review and revision as needed.
2. Associated costs, if any, may determine whether the objective is accepted, revised or replaced.

D. STRATEGIC PLANNING MEETING (15.2.2)

1. In conjunction with the budget preparation process for the next fiscal year, the command staff will meet to formulate goals and objectives and determine needed budgetary items.
2. Strategies will be developed for long-term goals and objectives and the allocation of resources including anticipated capital improvements and equipment needs necessary for carrying out the plan.
3. The current strategic plan will be reviewed at the meeting to evaluate implementation or revision plans.