

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 02/20/20
Chief of Police: 	General Management/Strategic Planning, 11.4	
Cross Reference:	Policy Sections: 11.4.1 Department Goals 11.4.2 Planning and Research 11.4.3 Internal Compliance Reporting 11.4.4 Forms Accountability	

PURPOSE

The purpose of this policy is to establish guidelines for the development of strategies to achieve goals, teamwork approach to problem solving, and accountability.

POLICY STATEMENT

It is the policy of the Elgin Police Department to keep informed on conditions that impact law enforcement and the services provided to the community. This may entail a review of, but is not limited to, new trends in law enforcement, technology changes, fluctuating legal mandates required by law, and concerns shared by community members. The development of new goals and objectives, compliance requirements, and accountability collectively supports the department's ability to strategically plan for the future.

PROCEDURES

11.4.1 DEPARTMENT GOALS

- A. Annually, the chief of police and command staff evaluate department goals. These goals are electronically accessible to all employees and included in the Annual Report.
- B. Each division is responsible for the development of goals for their work areas and implementing strategic efforts toward accomplishing the goals.
- C. Supervisors shall monitor the progress of goals within their work areas, as well as those that are department wide.

11.4.2 PLANNING AND RESEARCH

The chief of police assigns personnel, as needed, to accomplish the following planning and research duties which may include, but is not limited to the following:

1. Assist in the formulation of departmental goals, policies and procedures.
2. Gather, strategize, organize and present information for department planning purposes.
3. Coordinate planning efforts with the Training Division.
4. Provide input into the budget planning process.

11.4.3 INTERNAL COMPLAINT REPORTING

- A. Commanders are responsible for collaborating with staff members to ensure time sensitive documents/reports established in department policy are completed in a timely manner. Strategic planning efforts may encompass the review and development of protocol, training or the creation of forms and templates to support compliance requirements.

- B. Documents/reports may be submitted to the commanders to document proof of compliance. Otherwise, an audit or inspection may be conducted to verify compliance.
- C. Overdue time sensitive reports/documents will be forwarded to the respective supervisor for follow-up.

11.4.4 FORMS ACCOUNTABILITY

- A. The assistant to the chief of police is responsible for the overall management of police department forms. The employee shall ensure forms are electronically accessible and updates to existing forms are completed.
- B. Personnel who use the forms shall be included in the modification process for existing forms and during the planning stages for a new form.
- C. Revised and new forms should be approved by the appropriate supervisory staff.