

CITY OF OAK POINT

DEPARTMENT OF PUBLIC SAFETY POLICE OPERATIONAL POLICIES and PROCEDURES

POLICY: 1.3 GOALS AND OBJECTIVES

REVISED DATE: 11.05.13

POLICY

The City of Oak Point constructs a long term Strategic Plan that outlines the organizational Goals and Objectives. The City Manager and Council develop this Strategic Plan with input from the department directors and the community.

I. PURPOSE

To outline the process used by departmental personnel in the development of Departmental Goals and Objectives in conjunction with the City's Strategic Plan.

II. ANNUAL GOALS AND OBJECTIVES

- A. Each October, or after the revision of the Strategic Plan, the Director will develop Annual Goals and Objectives for the Department. This one-year plan will consist of those goals in the Strategic Plan that are identified as can be accomplishment that year plus any additional department specific goals that need to be addressed.
- B. The Director shall forward a report on the accomplishment of the previous year's goals to the City Manager by the first of November each year.
- C. Each supervisor is responsible for insuring that all personnel under their command are given the opportunity to provide input to the goals, objectives and strategies of each organizational component.
- D. Upon completion, the One-Year Plan is to be distributed to all departmental personnel. It is the responsibility of each supervisor to ensure that personnel under the supervisor's command receive the goals, objectives and strategies of their organizational component.
- E. The Director reviews annually, with the supervisory staff, the progress in attaining the goals, objectives and strategies of each organizational component.

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III. INDIVIDUAL PERFORMANCE PLANS

Supervisors, when developing individual Performance Plans for subordinate employees, will include elements of the annual goals and objectives which that employee is expected to assist in accomplishing.

Approved: *M. Shackelford*
M. Shackelford

Adopted: 10.01.2013

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