



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 13.5

### TITLE: GOALS AND OBJECTIVES

**EFFECTIVE: 12/3/2017**

**REVISED: Replaces Policy/Procedure 221**

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#### PURPOSE

Long term planning and the ability to foresee problems affecting policing within the police department are important factors in law enforcement efforts. Resource allocation, fund appropriation, enforcement techniques, and changes in scientific detection procedures oftentimes require extended periods of time to effectively implement. Sound management principles necessitate ongoing, long term planning, to address anticipated needs in policing and related support requirements.

#### POLICY STATEMENT

1. Each Division/District, Section and Unit within the New Orleans Police Department shall submit a written report, in the form of an interoffice correspondence, to their Bureau Chief outlining the goals and objectives for the upcoming year. This correspondence is due by September 1st, prior to the beginning of the year outlined.

#### REQUIRED REPORTING AND DISTRIBUTION

2. The submitted correspondence should include the anticipated needs in areas of staffing, supervision, training, equipment, and capital improvements, along with the approximated cost of the unbudgeted but anticipated needs.
3. Bureau Chiefs shall review and consolidate the various correspondence from the Division/District, Section and Units under his/her command and prepare a summary report to the Superintendent of Police outlining the goals and objectives of the Bureau for the upcoming year by September 15<sup>th</sup>.
4. The Superintendent of Police shall, at a time and place determined by his/her office, hold a meeting where the goals and objectives of the upcoming year will be formally presented by the Bureau Chiefs. The Superintendent and the Bureau Chiefs shall review each stated goal and objective and consolidate the ones selected to form the basis of the Departmental goals and objectives. This summary shall be prepared by the Office of the Superintendent prior to the end of October.
5. Copies of the final, approved goals and objectives for the Department, each Bureau, Division/District, Section and Unit for the upcoming year shall be forwarded to the Compliance Bureau – Policy Standards Section by the Office of the Superintendent prior to the end of November.

6. Approved goals and objectives not requiring additional expenditures, which can be accomplished within each Bureau's approved fiscal budget, shall be implemented as directed by the affected Bureau Chief.
7. Goals and objectives requiring the acquisition of additional funding, allocation of additional staffing, capital improvements, the purchase of additional equipment, etc. shall only be approved and implemented by direction of the Superintendent of Police.
8. Bureau Chiefs shall submit to the Superintendent of Police written updates as to the progress being made toward the accomplishment of all Bureau, Division/District, Section and Unit goals and objectives under their command. Reports shall be made quarterly, with a copy being forwarded to the Compliance Bureau – Policy Standards Section.
9. The Compliance Bureau – Policy Standards Section shall review the approved goals and objectives submitted to assess if revising or issuing any current regulations may be required to effectively implement the goals and objectives.

#### **RECORDS**

10. The Compliance Bureau – Policy Standards Section shall maintain files on all Bureau, Division/District, Section and Unit goals and objectives, including the periodic revisions or updates and the quarterly reports on progress submitted by the Bureau Chiefs.

#### **INDIVIDUAL MEMBER GOALS FOR PERFORMANCE APPRAISAL**

11. Supervisors at the lowest organizational structure level, the Unit, shall use the Unit Goals and Objectives, once approved, as the template for developing the individual Unit members' goals and objectives for the upcoming evaluation cycle.
12. The individual members' goals and objectives shall be conveyed to the member by the supervisor before the evaluation cycle begins and specifically state, at a minimum:
  - a. The individual member's goals and objective for the year.
  - b. How the member will demonstrate compliance or attainment of each goal or objective.
  - c. How the member's goals and objectives help the Unit meet its goals and objectives.