

**PALMYRA POLICE DEPARTMENT  
GENERAL ORDER**

**G.O. 1-1-2016**

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**Section: ONE  
Chapter: ONE**

**SUBJECT:** Goals and Objectives  
**ISSUE DATE:** 08-15-16  
**REFERENCE:** NYSA 1.2

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**I. PURPOSE**

- A. To establish and annually update the goals and objectives of the Palmyra Police Department. These goals/objectives will be used as a basis for measuring progress, as well as ensuring direction and unity of purpose.

**II. POLICY**

- A. By January 1st of each year, a written statement of goals and objectives for the following year will be formulated by the Office of the Chief and distributed to all members of the department as General Order Chapter 1-3.
- B. By February 1st of each year, the goals and objectives of the past year will be reviewed. A written evaluation will be prepared as to progress made toward goal/objective achievement. This evaluation will be posted and/or distributed to all department members.
- C. The Chief shall report on the status of the previous year's goals and objectives in the Annual Report to the Village Board of Trustees.

**III. PROCEDURE**

- A. Employee Input
  - 1. Each employee of the department is encouraged to provide input to be used for the formulation of department goals and objectives.
  - 2. Suggestions will be submitted in writing, through the chain of command, by December 1st of each year.
  - 3. When submitting suggestions, department members should be realistic in their approach. Ideas and goals suggested should be able to be worked toward if not attained.
- B. Finalization
  - 1. The Chief will review all suggestions submitted.
  - 2. The Chief will meet with the Sergeant and formulate a set of goals and objectives.
  - 3. The Chief will publish and distribute the goals and objectives.
  - 4. The Chief in Charge will be responsible for monitoring efforts toward reaching these goals and objectives throughout the year.

By the Order of:  
David B. Smith  
Chief of Police