


<p><b>RABUN COUNTY SHERIFF'S OFFICE</b></p>  <p><b>General Order Number: 1.04</b></p>	<p><b>Date of Issue</b></p> <p>2/23/2016</p>	<p><b>Effective Date</b></p> <p>2/23/2016</p>	<p><b>Revision Date</b></p>
<p>Subject: <b>GOALS AND OBJECTIVES</b></p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as:</p> <ul style="list-style-type: none"> <li>Agency Goals</li> <li>Divisional Goals &amp; Objectives</li> <li>Goals</li> <li>Objectives</li> </ul>	<p>State Certification Standards: 2.8</p>		

**PURPOSE**

The purpose of this directive is to prescribe the procedures for the development and annual updating of agency goals and objectives.

**STATEMENT OF POLICY**

It shall be the policy of the Rabun County Sheriff's Office to establish goals and objectives, and to encourage the establishment of personal goals for all department personnel.

**DISCUSSION**

Planning within the Rabun County Sheriff's Office is perhaps the most basic of all management functions since it involves selecting from alternative courses of action. Comprehensive planning requires the identification of Departmental goals and objectives and the pursuit of those goals and objectives by the most effective means. External factors that influence planning strategies may include increases in calls for service, land or building development, economics, increases and decreases in population density, and changes in crime trends. Internal factors may include existing resources (manpower and equipment), approved budget items, hiring and promotion policies.

**DEFINITIONS**

**GOALS** — Generalized statements of direction for the Sheriff's Office. Some examples of goals may include increased productivity through automation, reduction in overall crime, reduction in traffic accidents, saving lives, increasing and enhancing employee knowledge through training and education, and a means of evaluating overall productivity and its responsiveness to the needs of the community.

**OBJECTIVES** — More specific than goals, in that objectives lead to measurable results that are to be achieved within a specific time. The accomplishment of objectives leads toward the achievement of goals. Some examples of objectives may include shorter dispatch and response times, reduction of specific trends or crimes in specified areas, or the in-service training of employees in specific fields.

## I. AGENCY GOALS

- A. General statements of the Sheriff's strategic direction for the agency. They are directly related to the agency's mission statement and serve to form the basis for organizational decision-making. Normally, goals remain constant over time and do not change, unless the mission of the agency is modified **OR** there are significant changes imposed upon the organization by legislative, legal, social or other environmental influences.
  
- B. The overall goals of the Rabun County Sheriff's Office are to:
  - 1. **Provide Services** that assist victims of crime and that contribute to the preservation of life, the protection of property, and the safety of the community;
  - 2. **Prevent Crime** by limiting the opportunities for illegal behavior by designing proactive programs to help those in greatest need;
  - 3. **Conduct Criminal Investigations** to maximize the successful identification and prosecution of law violators;
  - 4. **Provide Peace and Public Order** and render assistance during times of natural disasters or emergency occurrences;
  - 5. **Maintain Individual Professionalism** through comprehensive training and by establishing appropriate policies, programs and procedures;
  - 6. **Adhere to the Highest Professional and Ethical Standards** of individual and organizational conduct;
  - 7. **Provide for the Safe and Humane Treatment of Prisoners** and for those awaiting legal adjudication;
  - 8. **Render Quality Advice to Public Officials** concerning projected law enforcement requirements and related issues;
  - 9. **Establish Appropriate Management Systems and Practices** to enhance organizational effectiveness and agency operations; and
  - 10. **Create a Professional Working Environment** that recognizes the value and dignity of all employees whereby each person can grow professionally and render effective public service.

### C. Annual Updating Of Agency Goals

As stated above, agency goals normally remain constant and do not change unless there are significant outside factors that directly impact on the agency. To determine whether such factors exist or if there are any other reasons to modify the goals of the agency, a review shall be performed annually at the start of the budget preparation process.

## II. DIVISIONAL GOALS & OBJECTIVES

More specific than agency goals are the Divisional Goals and Objectives, in that they are "action oriented" statements leading to measurable results to be achieved within a specified time. The accomplishment of an objective leads toward the achievement of one or more agency goals.

### A. Formulation

Division Commanders, with input from assigned personnel, will formulate their goals and objectives for review by the Senior Commanders and approval by the Sheriff. These objectives shall be:

1. Drafted at the beginning of the formal budget preparation period;
2. Directly related to, and in support of, one or more of the agency's stated goals;
3. Shall represent the major initiative(s) that is to be accomplished during the upcoming fiscal year; and
4. Shall be made available to all personnel upon request made to the Division Commander.

### B. Updating

All divisional goals and objectives shall be reviewed annually at the start of the budget development process and updated as appropriate. Those that cannot be accomplished during the current fiscal year shall be carried over into the next fiscal year for necessary action.

### C. Evaluation

1. Involves the means by which the agency determines the progress being made to attain a stated objective within a given period of time. This evaluation shall be performed on a quarterly basis. Each objective shall be reviewed to insure that:
  - a. It's accomplishment is still feasible as planned; or
  - b. Whether other, unforeseen circumstances have developed that may impact on the scheduled outcome or that may require the objective to change.
2. Factors that may influence the accomplishment of goals and objectives are:
  - a. A reduction, elimination, or reprogramming of county funding or other outside financial assistance;
  - b. The need to use personnel or equipment resources in another higher priority area; or
  - c. The requirement to address a critical problem that needs immediate attention.



By Order of the Sheriff: **Chad K. Nichols**  
Sheriff, Rabun County