



# COTTAGE CITY POLICE DEPARTMENT

## GENERAL ORDER

### SUBJECT: **GOALS AND OBJECTIVE**

### NEW REVISED RESCINDS

APPROVED: *GM*  
GEORGIA MILTENBERGER  
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

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#### **I. POLICY**

The Cottage City Police Department has a duty, through the Town Ordinances and applicable statutes to provide for the security, safety, and well-being of the citizens of the town. This is accomplished through the provision of police-related service to all persons within Cottage City. To provide these services in an effective and efficient manner, organizational goals need to be established. The establishment of goals helps to ensure the direction, unity of purpose, and general mission of Cottage City Police Department.

#### **II. PURPOSE**

The purpose of this General Order is to establish procedures for the formulation, annual updating, and distribution of the goals and objectives of the Department. Input from all Departmental personnel is encouraged. Obtaining the input of personnel has great value in ensuring the relevancy and competency of goals and objectives. Also, this encourages the feeling in all members of the Department that they have contributed to its management and operation.

#### **III. VALUE STATEMENT**

Most organizations have a set of values by which they operate; however, few have taken the time to articulate those values. The Cottage City Police Department feels an obligation to the community it serves to state its values in written form. Value statements serve the purpose of informing both the community and the Department of the foundation upon which an efficient and effective police service must be based. The Cottage City Police Department's value statements are located in the Preface of the General Order Manual and in General Order 2-3, Mission and General Policy Statements.

#### **IV. GOALS AND OBJECTIVES**

The goals and objectives of the Cottage City Police Department are:

##### **A. Crime-related**

1. Provide in the community a sense of security that allays the fears of crime;
2. Create an atmosphere that deters or diverts individuals from committing offenses;
3. Investigate offenses reported to the police in an effort to identify and apprehend those responsible;
4. Recover property lost through criminal action and return it to the rightful owner;
5. Participate in the prosecution of those against whom criminal charges are placed;
6. Reduce the opportunities that individuals intent on committing a crime have for carrying out their intentions; and,
7. Develop programs that respond to the needs of crime victims and witnesses.

##### **B. Service-related**

1. Provide an enhanced level of service above that which is provided by the Prince George's County Police;
2. Facilitate the safe movement of people and vehicles;
3. Assist with the resolution of interpersonal conflicts;
4. Promote and preserve civil order;
5. Identify and address law enforcement and governmental problems;
6. Provide police assistance to special community events;
7. Improve communication between the police and the community;
8. Provide accurate and timely information to the community concerning matters of community concern;
9. Provide accurate information to the community concerning matters of public record, while maintaining the individual right to privacy;
10. Develop and maintain emergency operations plans for natural or manmade disasters;
11. Facilitate the use of available community resources; and,
12. Develop programs that respond to the needs of the community.

C. Internal management related

1. Improve the utilization of Department personnel;
2. Develop programs designed to address specific administrative issues;
3. Provide the training necessary to improve the ability of personnel to carry out their responsibilities;
4. Provide quality management and operational information to Departmental personnel;
5. Encourage the input and involvement of all personnel in program development and implementation;
6. Improve the ability of the Department to respond to requests for police service;
7. Improve the Department's relationship with other Town departments, law enforcement agencies, and agencies involved with the Criminal Justice System;
8. Evaluate present methods and programs to determine their efficiency and effectiveness;
9. Provide career development opportunities for all personnel;
10. Recruit and employ the most qualified persons for Departmental positions despite race, creed, age, sex, and national origin; and,
11. Maintain a high level of professionalism.

V. **GENERAL**

The goals and objectives of the Cottage City Police Department are evaluated and/or updated each year to meet Community goals.

A. Distribution

A copy of the Department's current goals and objectives will be distributed to all members of the Department through the General Order Manual. Members of the Department will be briefed on all organizational goals and objectives by their immediate supervisors.

B. Input

Input toward the compilation of these goals and objectives shall be gathered through suggestions and recommendations for improvements from all levels within the Department. Department employees are encouraged to use the internal Memorandum system whenever they have an idea or a suggestion which they would like considered for implementation.

1. Employees who feel that they have an idea worthy of consideration should submit a Memorandum through their supervisor to the Chief. The Memorandum should include: financial considerations, agency benefits, lists of all persons directly affected, and any other pertinent information which can be of use in evaluating the idea. Ideas can be of a law enforcement nature or broad in scope as to affect the entire Town.
2. The immediate supervisor shall review the suggestion, make any appropriate comments, and forward the Memorandum to the Chief.
3. After receiving the Memorandum with supervisory comments, the Chief of Police should take one of the following actions:
  - a. Submit the idea to appropriate staff for review;
  - b. Submit the idea to a committee for study;
  - c. Send to an appropriate Department employee for further research;
  - d. Approve and assign for implementation;
  - e. Disapprove the suggestion;
  - f. Forward the idea to the Town Counsel for review.
4. Once the suggestion has been evaluated, a copy will be returned to the originating member for his information. This allows the employee to know the status of his idea.
5. One copy will also be forwarded to the employee's personnel file.
6. Should a particular idea result in substantial financial savings, or significantly improve the efficiency and effectiveness of the organization, the Town Counsel or Chief of Police may choose an appropriate award.