

YORK-POQUOSON SHERIFF'S OFFICE	RULES AND REGULATIONS
SUBJECT: Goals and Objectives	NUMBER: RR 1-25
EFFECTIVE DATE: October 1, 2002	REVIEW DATE: May 8, 2019
AMENDS/SUPERSEDES:	APPROVED: _____  Sheriff
VLEPSC: ADM.04.01	

1 **INDEX WORDS**

- 2
- 3 Defined goals
- 4 Division specific goals
- 5 Long-term goals
- 6 Short-term goals
- 7 Strategic goals
- 8 Objectives
- 9 Process, goal setting
- 10 Publication of goals and objectives

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12 **POLICY**

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14 It is the policy of the York-Poquoson Sheriff's Office to require that annual goals and objectives be

15 identified and made available to all personnel.

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17 **PURPOSE**

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19 To make all Sheriff's Office personnel aware of annual goals and objectives, which are identified

20 by the Sheriff.

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22 **DEFINITIONS**

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- 24 • Goal
- 25 ○ The end toward which an organizational effort is directed.
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- 27 • Objective
- 28 ○ An event or accomplishment that has been planned to bring the organization toward a
- 29 specific goal.

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31 **PROCEDURES**

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- 33 • Identification of Goals and Objectives
- 34 ○ The Sheriff shall annually identify agency goals and objectives.
- 35 ▪ Goals and objectives shall be identified in conjunction with the fiscal year to match
- 36 intended programs with projected available funds.

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- The Sheriff shall meet with his command staff in the first quarter of each fiscal year to begin the goal setting process for the next fiscal year.
 - Additional meetings may be held as directed by the Sheriff to complete the identification process.
 - Following the approval of the fiscal year budget, the Sheriff shall identify the final draft of new goals and objectives.
- Types of Goals and Objectives
 - Goals and objectives can be either:
 - Strategic,
 - Division specific,
 - Short term, or
 - Long Term.
 - Strategic goals and objectives
 - Strategic goals and objectives are directed toward all members of the Sheriff's Office.
 - Division specific goals and objectives
 - Division specific goals and objectives, as its name implies, are directed toward personnel in a specific division or a work group within that division.
 - Short term goals and objectives
 - Short-term goals and objectives should generally take less than one-year to complete.
 - Long term goals and objectives
 - Long-term goals and objectives take longer, typically one or more years.
 - The Importance of Goals
 - The importance of goals cannot be understated.
 - Both help to identify the philosophy and the direction that the Sheriff expects all employees to go.
 - Without well-stated goals, employees will be less productive and operational outcomes will be mixed at best.
 - Stated simply, you will never arrive at your destination, if you do not know where you are going.
 - Employees need to know what is expected of them during a specific period of time.
 - Each goal and enabling objective(s) is a specific route to the future of the Sheriff's Office.
 - For expectations to be accomplished, those expectations must be made known to all employees.
 - Publication of Goals and Objectives

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- At the beginning of each new fiscal year, a goals and objectives statement shall be provided to all employees.
 - All goals and objectives shall be identified as strategic or division specific.
 - Additionally, a proposed period for implementation will be identified.
 - Questions, concerning the implementation or the responsibility to implement goals and objectives should be referred to the appropriate division commander via the employee's immediate supervisor.