



The Aberdeen Police Department Policies & Procedures Manual Chapter Contents



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Chapter 12 Mission of the Department
Section 01 Mission and Vision

GO 18-007, 02/21/2018
Supersedes GO 13-037

A. Policy

1. It is the duty of every employee and volunteer of the Aberdeen Police Department to adhere to the Department's mission and vision.

B. Mission Statement (12.2.1a)

1. Excel in providing a safe living and work environment to the citizens, community and business in Aberdeen through law enforcement and community policing while practicing the Core Virtues.

C. Core Virtues

1. **Prudence** - The ability to resolve apparent conflicts between virtues while deciding what action is best in a given situation.
2. **Trust** - Loyalty and truthfulness as engendered in relationship among officers; officers and community.
3. **Effacement of Self-Interest** - Citizens will not become a means to advance the police officer's power, prestige, or profit, or a means for advancing goals of the department other than those to protect and to serve.
4. **Courage** – Willingness to make decisions and accept the responsibility.
5. **Intellectual Honesty** – Acknowledging when one does not know something and being humble enough to admit ignorance.
6. **Justice** – Adjusting what is owed to a particular citizen, even when those needs do not fit the definition of what is strictly owed.
7. **Responsibility** – We will not evade accountability by finding excuses for poor performance or bad judgment.

D. Vision Statement

1. To ensure the safety of our citizens through the pursuit of innovations and initiatives which coordinate and improve the collected efforts of the public safety and criminal justice system.



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Chapter 12 Mission of the Department
Section 02 Planning and Research

GO 18-093, 12/06/2018
Supersedes GO 18-015

A. Policy

1. This Department maintains a planning and research function to develop strategies to handle the ever-increasing complexities of police work.
2. Planning and research should precede the introduction of any new program, system or effort in order to develop and utilize personnel, equipment and resources in ways that will favorably affect future public welfare.

B. Planning and Research Responsibilities Activities (15.1.1)

1. The Administrative Commander is the Director of Planning and Research and may designate staff to coordinate and conduct research. (15.1.2)
2. The Director of Planning and Research shall have ready access to the Chief of Police.
3. Each Division Commander is authorized and encouraged to conduct research to develop proposals for new services, programs, products, and policies, and submit proposals to the Chief of Police. (15.1.1)
4. Designated Department personnel shall work with the Chief to accomplish the following, and other, components:
 - a. Management Planning;
 - b. Succession Planning;
 - c. Strategic Operational Planning;
 - d. Policy research and development; and
 - e. Department goals and objectives.
5. The Chief of Police or designee may direct other Department personnel to assist in the planning and research function and provide information or feedback for efficiently carrying out assignments.

C. Plan Development

1. Present and future needs shall be identified and analyzed to develop an effective plan to meet the needs of the Department.
2. The following steps should be applied when developing a plan:
 - a. Recognize the need;
 - b. State the objective and method to obtain the objective;
 - c. Gather necessary information to develop the plan;
 - d. Prepare planning reports; and
 - e. Review and evaluate plans as needed.
3. During the planning process, personnel from all levels of the organization may be consulted for input and ideas.



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4. All Department personnel shall be encouraged to make suggestions and identify planning needs and concerns to enhance department performance. (15.1.1)
 - a. Personnel may submit ideas and suggestions on a Form 37 Interoffice Memorandum to the Chief of Police, through the chain of command.
5. Supervisors shall ensure that every idea and suggestion on a Form 37 is submitted to the Chief of Police.

D. Research (15.1.1)

1. The Chief of Police, Deputy Chief, Lieutenants, or Sergeants may assign appropriate personnel to research proposed projects based on technology, function, applicability, and level of expertise available.
2. Researcher procedure:
 - a. Collect data;
 - b. Evaluate and analyze data;
 - c. Consider alternatives and/or consequences;
 - d. Make recommendations; and
 - e. Project impact on the budget for current and future years.
3. The final report, based on the research procedure, will be submitted to the requestor. (15.1.1)



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Chapter 12 Mission of the Department
Section 03 Goals Committee
CALEA 15.2.1, 15.2.2

GO 24-019, 06/27/2024
Supersedes GO 18-041

A. Policy

1. The Department shall have a Goals Committee.
2. The Goals Committee shall develop yearly written goals for the Department . (15.2.1)

B. Definitions

1. Goals – What is Wanted
 - a. General Statements that explain what we want to achieve.
 - b. Statements are long-term and represent Department-wide visions and mission.
2. Objectives – How to Get there
 - a. Defined procedures, actions, and steps to take to attain the identified goal.
 - b. Specific, measurable, and have a defined completion date.

C. The Goals Committee Set-Up

1. The Chief of Police or designee shall appoint a Goals Committee Chair and announce the new Chair in a Personnel Order.
2. Employees may volunteer to be on the Committee, or may be appointed by Division Commanders
3. Members of the Committee shall be announced in a Personnel Order.
4. Committee members shall solicit employees in their divisions, sections, and units for goals and objectives the want presented to the Chief.

D. Goals Committee Organization

1. The Chair shall
 - a. Schedule Meetings;
 - b. Have an Agenda to Facilitate the meetings.
 - c. Appoint or elect a Recorder to take notes at the meetings for the Chain of Command and for the Accreditation Manager.

E. Schedule of Duties

1. The Committee shall meet at least every quarter to update current goals and formulate goals for the following year. (15.1.1)
2. The Committee shall regularly evaluate the progress toward their previous year's goals and submit status reports to the Chief of Police through the Deputy Chief. (15.2.2)
3. Annually by January 1st, or as requested by the Chief of Police – The Goals Committee Chair shall submit the evaluations of the previous year's goals to Chief of Police through the Deputy Chief. (15.2.2)
4. Annually on March 15th – The Goals Committee shall submit the annual written goals for the year to the Chief of Police through the Deputy Chief.
5. Annually on March 15th – Division Commanders shall submit their Planning and Research papers and Budget requests to Chief of Police through the Deputy Chief. (15.2.1)



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6. The Chief of Police shall make the Department's goals and objectives available to all Department personnel. (15.2.1)