THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. Purpose

To require the formulation, annual updating, and distribution of the written goals and objectives to employees of the Public Safety Department.

B. Policy

It is the policy of the department to establish goals and objectives for the department each fiscal year.

C. Procedure

1. Goals and objectives will be formulated and/or updated annually. (CALEA 15.2.1)

2. The responsibility for the final preparation of goals and objectives will be the responsibility of the Patrol Commander with data provided from his command staff officers and shift supervisors.

   a. At the beginning of each year, all Command Staff Officers and Shift Supervisors will offer all employees under their supervision the opportunity to contribute ideas or suggestions pertaining to goals and objectives for the next fiscal year. The Command Staff Officers and Shift Supervisors will then provide a draft of the goals and objectives to their Component Commanders/Coordinators for submission to the Patrol Commander, in the form of a “Goals and Objectives Annual Input Report”, by a date determined by the Administrative Manager and Patrol

POLICY AND PROCEDURE # 8 Departmental Goals

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1) **Goal and Objectives Annual Input Report:** this report is the responsibility of the Command Staff Officers and Shift Supervisors (CALEA 11.4.1.b). The purpose of this report is to provide input to the Patrol Commander for inclusion into the Departmental Goals and Objectives (CALEA 11.4.1.c).

3. The Patrol Commander shall develop a finalized copy of the department's goals and objectives which will be available for all members to examine. (CALEA 15.2.1)

4. The Patrol Commander is responsible for the preparation and submission of the “Annual Evaluation of Departmental Goals and Objectives Report”. (CALEA 11.4.1.b).

   a. The purpose of this Annual Evaluation of Departmental Goals and Objectives Report is to provide the Director with an evaluation stating the progress made toward the attainment of goals and objectives (see Policy and Procedure #39 (Administrative Reporting Program and Forms Accountability) (CALEA 11.4.1.c, 11.4.1.e). (CALEA 15.2.2)

D. **Strategic Plan**

1. **Purpose**

   a. The purpose of this document is to support and enhance the Medical University Five Year Strategic Plan. It involves an on-going process for future development and improvement and must be reviewed and updated at least annually. (CALEA 15.1.3)

2. **Procedure**

   a. The Patrol Commander will form a planning committee, comprised of representatives from each division within the department. The committee will be responsible for the review and formulation of the Department Strategic Plan.

      1) The Strategic Plan will contain long term department goals and operational objectives. (CALEA 15.1.3.a)

         a) Long term goals and operational objectives will be based on and reflect the following:

POLICY AND PROCEDURE # 8 Departmental Goals

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1. anticipated workload and population trends;  
   (CALEA 15.1.3.b)

2. anticipated personnel levels; and (CALEA 15.1.3.c)

3. anticipated capital improvements and equipment needs. (CALEA 15.1.3.d)

b. The Patrol Commander will forward the revised/updated Yearly and Strategic Plans to the Director for approval. A copy will be forwarded to the Chief Operations Officer of Finance and Administration, with one copy maintained in the Administrative Section for public and departmental access.

c. The annual review of the Strategic and Yearly Plans will evaluate the success of the department in accomplishing its’ goals and objectives. The annual review will be in writing and will be forwarded to the Director for approval and distribution outside the department. (CALEA 15.1.3.e)

Attachments:
1. Core Departmental Goals.
CORE DEPARTMENTAL GOALS

The primary goal of the Public Safety Department is to maintain social order within prescribed ethical and constitutional limits. To attain this goal, the Department's role is to enforce the law in a fair and impartial manner, recognizing both, the statutory and judicial limitations of police authority and the constitutional rights of all people. The Department has other responsibilities, including the following:

1. **Protection of Life and Property**
   
   To manage and coordinate Departmental resources so that the best possible police services are delivered to the campus.
   
   To develop and maintain an atmosphere wherein people are safe from threats of crime and other unlawful acts.

2. **Prevention, Detection and Investigation of Criminal Activity**
   
   To provide the mechanics to gather and analyze information relevant to the discovery of criminal activities within the campus area.
   
   To deter and prevent such acts before they occur, and solve such crimes after they are committed.

3. **Apprehension and Prosecution of Offenders**
   
   To thoroughly investigate all criminal acts to insure the apprehension, arrest and prosecution of those persons responsible for such acts.

4. **Recovery of Property**
   
   To maintain an inventory and secure all property - evidence, Lost & Found, recovered stolen property - being held by the Public Safety Department, thereby insuring that it is available when needed or claimed.

5. **Training of Officers**
   
   To design and implement a Training Program to fill the training needs of officers, and to promote a high rate of proficiency in the officers of the Department.

6. **Maintain Ethical Standards**

POLICY AND PROCEDURE # 8 Departmental Goals
To insure the integrity and adherence to professional standards of the Department by receiving and investigating complaints of alleged misconduct, or misuse of force, against Department personnel.

7. **Traffic Control**

To provide for the expeditious movement and control of vehicular traffic and the investigation of traffic accidents on campus.

8. **Community Service**

To provide the resources necessary for assisting citizens under non-criminal circumstances.

9. **Crime Prevention**

To establish a partnership between people, who want to improve the quality of life within our campus community, by planning and sharing information to stop or drastically reduce crimes of opportunity. Crime Prevention will be designed:

a. to make everyone aware of our efforts to protect life and property;

b. to have effective programs on Campus Safety, Self-Protection, and Property Identification and Retention;

c. to educate through classes, seminars, displays and posting of Crime Prevention materials throughout the campuses;

d. to establish a Crime Watch Program consisting of all members of our campus communities; and

e. to promote a safe and crime-free environment at MUSC.