



Mid Term Goals and Initiatives (FY 11-12)

Objective 1: Provide for the Safety of NIH tangible and intangible assets

Goal 1.1: Improved Policies and Procedures

Initiatives:

- Review all on-campus and off-campus security guard post orders to ensure they are efficient and effective in meeting current demands; revise as necessary
- Complete the rewrite of Manual Order of Rules and Procedures
- Audit operations to ensure understanding and compliance with new Manual Order of Rules and procedures
- Complete and implement standards for training for the various aspects of the Division of Police training program
- Implement and follow written policies and procedures for hiring, promotion, assignment, and special units; ensure common understanding with union; modify or update as required
- Based on evaluation of NIH's Community Oriented Policing Program (COP), and associated success or barriers, make determination on expansion or modification of the program

Objective 2: Maximize safety with minimal inconvenience at the best price

Goal 2.1: Strengthen the Division of Police Strategic Plans

Initiatives:

- • Review and update Strategic Plan, including short, mod and long-term goals/ initiatives, as required.
- • Complete all meetings with various segments of the DP to enhance understanding of roles and responsibilities within the strategic plan
- • Continue with yearly review of DP Strategic Plan and Strategic Training Plan

Objective 3: Stay ahead of potential threats

Goal 3.1: Improve DP Operations

Initiatives:

- • Continue to monitor status of ORS and Departmental initiatives to attain jurisdiction. If attained, begin developing implmentation requirements
- • Scenario testing: Conduct and participate in exercises based on multiple scenarios to better ensure preparedness and readiness to respond to incidents or crisis
- • Complete the design of renovating DP space in Building 31 on the B-3 & B-4 levels. Work with other NIH entities as appropriate to have plans approved and construction started.
- • Rebuild ECC: Design and develop new physical environment for PD Emergency Communications Center. Upgrade systems and work areas designed to be more conducive to ECC –related work. (Hardier backup systems – ECC, communications: Ensure sufficient backup capability in case of mid-term to

long-term power outages or peak usage due to emergency situations.)

Objective 4: Improve the well-being of the Division of Police workforce

Goal 4.1: Improve Environment

Initiatives:

- • Issue a dress blouse to all new-hire uniformed officers to ensure consistency of professional appearance of the Division of Police at special functions
- • Implement charter for the function of a standing training committee and appoint members as appropriate
- • Support or re-submit business case for an additional officer at Ft. Detrick
- • Train new staff at offsite locations on how to use the new equipment (card reader, turnstiles, x-ray machines, magnetometers, etc.) in support of equipment installation referenced above
- • Incorporate supervisor/management training component to each Police Management Information Exchange Forum (PMIEF.)

Objective 5: Maximize use of automated performance management systems

Goal 5.1: Implement Useful Management Information Systems

Initiatives:

- • Complete efforts to Modify/establish the “Records Retention” system/program for the DP
- • Fully develop and implement new and enhanced Division of Police website

- • Review Dashboard to gain insight into Division of Police “Readiness.” Evaluate indicators for adjustments/ additions/ deletions. Ensure Division of Police Dashboard is updated and placed on internal website with appropriate security.
- • Monitor status of request for “Exempt set of Records for Division of Police. Update as necessary. Develop implementation plan and begin training and integration of process, as approved.
- • Finalize and implement “Records Retention” system. Perform training and communication to staff as necessary. Modify necessary policies and procedures affected by changes.

Objective 6: Ensure KSAs of the workforce are in line with potential threats

6.1: Strategic Alignment

Initiatives:

- • Update and complete all Individual development Plans (IDPs) for the Division of Police
- • Implement goals for Special Response Teams

6.2 Improved Communication

- • Continue with regular Town Hall Meeting to communicate information, answer questions, and receive staff input
- • Continue convening PMIEF exchanges
- • Continue holding yearly (January 2012) management meeting to review accomplishments, progress, and new short, mid and long-term goals and initiatives

Objective 7: Maximize funding for Division Readiness

7.1) Improved Business Acumen

- • Continue improving communications with Budget Office, OFM, and OLEO to ensure budget integrity
- • Consider assignment of Budget liaison to work with SER Budget Officer, and other Stakeholders to ensure integrity of DP Budget Process