



Short Term Goals and Initiatives (FY 10-11)

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

Goal 1.1: Improved Policies and Procedures

Initiatives:

- Complete the development of the post orders for off-campus guard posts
- Upgrade all on-campus security guard post orders to ensure current and effective in meeting today's demands
- Convert the policy writing position from a contractor to an FTE (Policy Writer)
- Continue to rewrite the Manual Order of Rules and Procedures
- As appropriate, train staff on new directives as they are developed and issued
- Begin the development of "standards of training" for the various aspects of the Division of Police (DP) training program
- Review Written Processes and Procedures for: hiring, promotion, assignment and special units to ensure policies meet "today's" needs. Work with Union to establish common understanding and terms of policies and create associated checklists
- Enhance Community Policing: Assign and train personnel in Community Oriented Policing (COP) fundamentals for buildings 31, 38, and 45. Evaluate effectiveness of program and consider the expansion 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:

- • Update DP Strategic Plan's short, mid, and long-term goals and initiatives (Yearly Review and/or as necessary) by end of first quarter of calendar year
- • Update Division of Police Strategic Training Plan by end of calendar year
- • Continue meeting with various work groups of the Division of Police to enhance understanding of roles and responsibilities within the strategic plan.

Objective 3: Stay ahead of potential threats

Goal 3.1: Improve DP Operations

Initiatives:

- • Monitor status of ORS and Departmental initiatives to attain jurisdiction
- • Commercial Vehicle Inspection (CVI) upgrade:
 - Add an x-ray machine
 - Add a connection to the National Crime Information Center (NCIC) database
 - Add an automated tag reader
- • Position Descriptions: Ensure the appropriate security clearance level is listed on every Position Description and Performance Management Plan within the Division of Police
- • Fill the Special Response Team Leader vacancy(s)
- • Special Response Teams: Create short, mid, and long term goals and initiatives for this team

- • Fill vacancies in the Marksman Program and ensure initial training is completed as appropriate
- • Unify the various Special Response Teams: Integrate these teams into the overall Special Response Team concept
- • Have operational Commercial Dispatch and Reporting System (CODY) terminal placed at Rocky Mountain National Lab (RML)
- • Have operational National Crime Information Center (NCIC) terminal placed at Rocky Mountain National Lab (RML)
- • Bring the Division of Police security components for the National Institute on Allergies and Infectious Diseases' (NIAID's) Bio Safety Level – 4 (BSL-4) lab at Ft. Detrick on-line
- • Obtain equipment (card reader, turnstiles, x-ray machine, magnetometers) for the NIH Bayview campus
- • Continue and enhance the Community Oriented Policing (COP)/guard inspection and testing program at the NIH campus

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

Goal 4.1: Improve Environment

Initiatives:

- • Issue a dress blouse to all uniformed officers to ensure professional appearance of the Division of Police at special functions
- • Develop a business case for an additional officer at Ft. Detrick
- • Train 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

Objective 5: Maximize use of automated performance management systems

Goal 5.1: Implement Useful Management Information Systems

Initiatives:

- • Replace the Visitor Badging System
- • Automate Vehicle Maintenance and Replacement Plan
- • Advertise and fill the Division of Police Website Manager Position (auxiliary duty FTE Division of Police position)
- • Enhance Internal and External Website
- • Populate the Division of Police Dashboard of Readiness Indicators with accurate data
- • Convert the Division of Police Dashboard of Readiness Indicators from its current foundation to the SharePoint platform
- • Monitor the Division of Police request to officially create an “Exempt Set of Records” for the majority of the Division of Police records
- • Continue efforts to modify/establish the “Records Retention” system/program for the Division of Police
 - Identify and list the appropriate Division of Police records that should be covered within the “Records Retention” system/program

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

6.1: Strategic Alignment

Initiatives:

- • Complete the standup of the “Skills Manager” Program and use it to streamline the Division of Police Individual Performance Plan (IDP) process (templates, Knowledge/Skills/Abilities (KSAs), Position Descriptions (PDs), etc.), as well as housing electronic copies of the performance contracts
- • Finalize Division of Police templates/formats
- • Update all Knowledge, Skills, and Abilities (KSs), Position Descriptions (PDs) and Individual Development Plans (IDPs) in accordance with template
- • Finalize an environmental policy for the Division of Police in accordance with ORS needs and direction
- • Develop Charter for NIH DP “Training Recommendations” Committee/ Appoint members
- • Develop Charter for NIH DP “Training Standards” Committee/ Appoint members

6.2) Improved Communication

Initiatives:

- • Hold regular Town Hall meetings to provide information, answer questions, and receive staff input
- • Hold regular Police Management Information Exchange Forums (PMIEFs) to share information
- • Plan management meeting for January of 2011 calendar year to update accomplishments, status of short, mid and long-term goals and initiatives

Objective 7: Maximize funding for Division Readiness

7.1) Improved Business Acumen

- • Improve knowledge and management of budget process by ensuring ongoing communications with Office of financial Management (OFM,) Office of Logistics and Acquisition Operations (OLEO) and the Office of Business Systems and Finance (OBSF) to ensure financial integrity and lower risk in budget develop and execution process. To the best of the division of Police's span of control, spending plans will be managed according to information provided through preliminary and final budget plans and build "business cases" for the Division of Police spending in current and "out" years.