

 <p style="text-align: center;">ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p>	APPLICABILITY: All Authorized Personnel	
	POLICY NUMBER: #642	EFFECTIVE: 5/24/16 REVIEWED: 8/7/20
	TITLE: Establishment and Review of Allegheny County Bureau of Corrections Goals and Objectives ACA-4ALDF-7D-01; 7D-02	
	AUTHORIZED BY: ORLANDO L. HARPER	
	SIGNATURE: 	

POLICY

It is the policy of the Allegheny County Bureau of Corrections to establish measurable goals and objectives that are reviewed annually and updated as needed. Further, it is policy to have an internal system for assessing and documenting the achievement of goals and objectives. Results of the assessments may result in program changes. Accomplishments are reported by the end of each year to the County Manager.

PROCEDURAL GUIDELINES

1. All goals and objectives will be measurable. They will include both short—and long-term goals.
2. By the end of each year, the Warden will submit goals for the coming calendar year to the County Manager. Those goals will guide the initiatives and projects that the Jail Administration will work to complete starting in January of each year.
3. Monthly and quarterly review of goals will be completed to include a review of work completed to date. Reports will be completed to document progress. A more formal periodic review and reporting will be completed and submitted to the County Manager.
4. Goals/objectives will be supported by budget and planning documents.
5. Internal systems will be in place to assess the achievement of goals and objectives. Changes may occur based on the results of the assessments.