

**OKLAHOMA COUNTY JUVENILE BUREAU
POLICY AND PROCEDURE MANUAL**

CHAPTER ONE: ADMINISTRATION AND MANAGEMENT

POLICY 1.2: BUREAU MISSION AND GOALS

PAGE 1 OF 1

I. POLICY:

The Oklahoma County Juvenile Bureau (OCJB) will identify its mission and formulate a set of measurable goals on an annual basis. These goals shall uphold the mission statement of the OCJB and be reviewed at least annually **(2-7006) (2-7007) (2-7021) (3-JDF-1A-04) (3-JDF-1A-03)**.

II. PROCEDURE:

A. The philosophy and purpose of the OCJB is summarized by its mission statement, which is follows: "The mission of the Oklahoma County Juvenile Bureau is to implement and maintain a seamless system that provides accountability and responsibility for its clients and their families while protecting the public" **(2-7124) (2-7125)**.

1. The mission statement is reviewed annually to ensure it continues to represent the philosophy of the OCJB and is in compliance with all local, state, and federal laws and regulations **(3-JDF-1A-03)**.

B. Each Department Head shall prepare goals and objectives for his/her respective department for each calendar year. Input from all staff regarding goals and objectives shall be encouraged by each Department Head. Goals shall be submitted to the Director by date designated by the Director, prior to the beginning of the new calendar year. The Director shall review each department's goals and consolidate them into the OCJB goals for the new calendar year **(2-7006) (2-7009) (3-JDF-1A-04)**.

C. All new employees of the OCJB receive instructions on the OCJB goals and objectives during their orientation period **(2-7010)**.

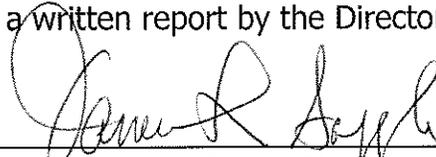
D. Quarterly, the Director and Department Heads shall review and evaluate all OCJB goals, and the status of achieving each goal. At the end of each calendar year, each Department Head shall conduct a formal assessment and evaluation of each of their annual goals, and provide their findings to the Director, in order to close out the previous year's goals.

1. The assessment and evaluation of each goal shall be documented in a written report by the Director and shared with all employees.

Approved: _____

James L. Saffle, Director

Date

 10/6/16