

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870(R/S-06)</small>	Reference Number <b>HMR-026</b>
	Subject <b>Supervisory Span of Control</b>	
	Special Instructions Replaces HMR-026 dated March 1, 2015	Effective Date <b>April 24, 2024</b>

## **I. PURPOSE**

Establish guidelines for the number of employees under the immediate control of supervisors.

## **II. POLICY**

Supervisors will be assigned subordinate employees in such manageable numbers as to allow them the flexibility to fulfill their duties and responsibilities as detailed in the supervisor's official job description.

## **III. PROCEDURE**

A. A supervisor's primary responsibility is to provide direct, first-line supervision to subordinate personnel.

1. Assignment of patrol personnel to their respective first-line supervisors shall be made by the District Commander in one of three ways:

- a. By county assignment;
- b. By zone assignment; or
- c. By respective shift assignment.

2. Assignment of all other subordinate personnel to first-line supervisors shall be made by their respective Zone or Area Commander; Area or District Investigative Commander; District, Section, or Division Commander. These assignments shall be made in accordance with a jobs duties, tasks and responsibilities.

3. Routinely, the number of subordinate personnel assigned to an individual should not exceed ten (10).

B. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.