
NUMBER: 1.07

EFFECTIVE DATE:
REVISION DATE:

JULY 1991
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SUBJECT: EMPLOYEE ACCOUNTABILITY AND SPAN OF CONTROL

Employees should have a clear understanding of the reporting relationship and accessibility to a supervisor.

1.07.02 SUPERVISION OF ORGANIZATION'S COMPONENTS

A. Unit supervision will be provided by one supervisor with direct supervisory responsibility.

1.07.03 EMPLOYEE ACCOUNTABILITY

A. Each employee will be accountable to one immediate supervisor. On occasion, more than one supervisor will be on duty or assigned to a functional unit. It should be clear to the employee which supervisor is the primary, responsible supervisor for that unit. In unique circumstances, employees may encounter more than one supervisor. These circumstances include, but are not limited to: special assignments; complicated/protracted incidents; temporary assignments; and directed patrol functions. In such circumstances the employee will be accountable to the assigned supervisor for the detail, assignment, incident, team or event.

B. Occasions may arise requiring a supervisor to issue an order outside the chain-of-command. Nothing in this section shall prevent this.

1.07.04 SPAN OF CONTROL

A. The span of control for any supervisory position should not exceed a manageable number of positions. To achieve maximum efficiency within working groups, the number of employees supervised by a supervisor shall be limited based on the function to be performed and the organizational level involved. Notwithstanding emergency conditions, the span of control for any one supervisor should not exceed ten subordinate positions.