115.01 SUMMARY

This directive establishes departmental policy and position on the accountability required of all department employees. In order to promote efficiency and the concept of unity of command, employees will be held accountable to only one supervisor at any given time.

115.02 PROCEDURE

SUPERVISORY ACCOUNTABILITY – Supervisory personnel are accountable for the actions of the employees operating under their immediate supervision. Commensurate with this responsibility, the span of control of supervisory personnel will be limited. The Deputy Chiefs of the Operations and Services Divisions will assess the spans of control at each organizational level within their respective Divisions and will impose limits as indicated by individual supervisory assignments to ensure that current spans of control are not excessive.

LAWFUL ORDERS – Employees shall comply with lawful orders issued by a Supervisor or relayed by a subordinate from a Supervisor as directed by the “Code of Conduct” (ADM-131) directive. If an employee is confronted with a conflicting order, he/she shall comply with the “Code of Conduct” (ADM-131) directive pertaining to “Conflicting Orders”.

DELEGATION – To ensure the completion of delegated duties, authority commensurate to the delegated responsibility shall accompany the assignment of duties. An employee, who is the recipient of delegated authority, will be accountable for his/her use of that authority.

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