

BERKELEY POLICE DEPARTMENT

DATE ISSUED: July 2, 1993

GENERAL ORDER S-1

SUBJECT: SPAN OF CONTROL

PURPOSE

- 1 - The purpose of this General Order is to provide a guideline for establishing the span of control within the Police Department.

DEFINITIONS

- 2 - Span of Control: The principle of span of control states that there is a limit to the number of persons one employee can effectively supervise.

Direct Supervision: The concept that an employee normally reports to the same Supervisor in the span of control.

Functional Supervision: The concept that a Supervisor other than the direct Supervisor provides supervision when it is necessary to do so (e.g. personnel shortage, vacation, emergency, etc.).

POLICY

- 3 - It is the policy of the Berkeley Police Department that span of control in the Berkeley Police Department will vary by Division, assignment, and the nature of the work.

PROCEDURES

- 4 - It is impossible to estimate accurately the maximum number of employees that one Supervisor can adequately control because the number varies with the type of work being done, the capacity of the Administrator/Supervisor, the ability of the subordinates, etc.

- 5 - Generally, the maximum limit of span of control in the Police Department is 1 Supervisor to 10 employees (e.g., Patrol Teams 3 and 4).

- (a) Patrol Teams 3 and 4 shifts overlap with other Patrol Teams, however, and functional supervision is normally available from other Patrol Team Supervisors).

- 6 - Examples of span of control in the various divisions are noted below:

- (a) **Administrative Division:**

- (1) **Personnel and Training Bureau: 1 Sergeant, 1 Officer**

- (b) **Support Services Division:**

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(1) Detective Bureau: 1 Inspector or Detective Sergeant, 1 - 4 Officers

(2) Service Bureau: Generally, the span of control is 1 Supervisor to 8 employees.

(c) Patrol Division:

(1) Patrol Teams 1* and 5:	2 Sergeants, 12 Officers
Patrol Teams 2* and 7:	2 Sergeants, 11 Officers
Patrol Teams 3 and 4:	1 Sergeant, 10 Officers
Patrol Team 6:	2 Sergeants, 10 Officers

* Patrol Team 1 and Team 2 Sergeants provide supervision for Foot/**bicycle** Patrol Officers.

(2) Community Services Bureau: 1 Sergeant, 2 Officers, 1 Police Service Assistant

(d) Traffic Division:

(1) Traffic Bureau: 1 Sergeant, 7 Officers.

7 - Each Division/Bureau of the Department must meet different demands for levels of service, and the span of control is generally designed to accommodate those needs.

Reference: CALEA Standards
Municipal Police Administration