



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

Limits to Span of Control

EFFECTIVE DATE: 10/07/03 AMENDS/SUPERCEDES: 6.11 STANDARD NUMBER: N/A	REVIEW DATE: 06/15/05 REVISION DATE: 09/01/05 APPROVED: _____ Sheriff Signature
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6.11.1 Purpose

To provide for economical supervision without compromising supervisory effectiveness.

6.11.2 Rationale

Defined as the number of employees who answer to a particular supervisor, *span of control* is an important factor of effective supervision - it affects both the quantity and quality of services the Weber County Sheriff's Office provides. A critical responsibility of a supervisor is to monitor and mentor subordinate employees while upholding Sheriff's Office values and fulfilling office goals and objectives. By tasking supervisors to oversee an appropriate number of subordinates there is efficiency in productivity while also providing each employee with adequate direction and coaching to meet their professional needs.

6.11.3 Policy

- A. The span of control of a supervisor shall be large enough to provide economical supervision, but no more units or persons shall be placed under the direct control of one person than he/she is able to effectively manage. As a general rule, no direct supervisor should have more than nine (9) personnel assigned under his/her supervision. However, occasions may arise which may require a supervisor to have a higher number of personnel under his/her direct command on a temporary basis.
- B. Supervision shall be provided for every member of the organization and for every function or activity.

C. Span of Control: First-Line Supervisor

1. First-line supervisors within the patrol and investigations sections shall be sergeants unless otherwise specified by the Sheriff.
2. Patrol sergeants shall be the operational supervisors for deputies working their shifts. Patrol sergeants will also act as the primary administrative supervisors for those patrol deputies whose regularly scheduled time of work begins during the supervisor's shift.
3. Investigations Section Lieutenants and/or Sergeants shall be the operational supervisors for investigators working their shifts. They will also act as the primary administrative supervisors for those investigators whose regularly scheduled assignments are under their direction.
4. The CSI Unit Supervisor, the Central Services Section Manager and the Animal Services Section Manager shall be the operational supervisors for personnel working their shifts. They will also act as the primary administrative supervisors for those personnel whose regularly scheduled assignments are under their direction.
5. Any Sheriff's Office sergeant, investigator, or patrol deputy may be directed to act as shift supervisor. Patrol deputies, at the direction of the shift supervisor, may function as "officer in charge" (OIC) during the sergeant's absence. All deputies functioning in this capacity will have all the responsibilities, duties, and authority of a sergeant.

D. Administrative functions will include the approval of time off, first reports, citations, etc. Operational functions will include deployment of personnel, and other day-to-day duties which require an immediate response or police action. When in doubt about any matter which is unclear and which does not require an immediate police response, an acting supervisor or OIC should refer the matter to the regular shift supervisor.

E. From time to time, deputies from other bureaus may carry out patrol assignments, or in the case of motor deputies, may be working in the field without their immediate supervisor. These deputies should be considered under the operational control of the shift supervisor on duty.

F. Normally, the regular shift supervisor for the hours the police service dog (PSD) handler begins work shall act as the PSD deputy's administrative supervisor. At the Patrol Operations Bureau Commander's discretion, another sergeant may be

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assigned as the staff supervisor of the PSD unit.