



SYKESVILLE POLICE DEPARTMENT

Organization, Unity of Command, Span of Control

General Order 1-6 Effective: 03/10/17

Authorized By: *Michael A. Spaulding* Chief of Police

I. PURPOSE

To provide the organizational structure of the police department and explain the concepts of unity of command and span of control.

II. POLICY

It is the policy of the Sykesville Police Department to maintain an organizational structure that is based on function, unity of command, and the delineation of responsibility, accountability and the delegation of authority.

III. PROCEDURES

A. Organizational Structure

1. The Sykesville Police Department is divided into three components: the Office of the Chief, Administrative Assistant, and the Patrol Operations Section.
2. At every level of the organization, personnel are given the authority to make decisions necessary for the effective execution of their responsibilities.
3. The organizational chart is available to all personnel. A copy is available in electronic format on the PowerDMS under "Documents."

B. Unity of Command

1. Each employee is accountable to only one immediate supervisor at a time.
2. Occasions may arise requiring a supervisor to issue an order to an employee outside the supervisor's immediate responsibility. Nothing in this section shall preclude that from happening.

C. Span of Control

1. Supervisory personnel in the Sykesville Police Department are given specific areas of assignment over which they are in command at all times.
2. Supervisors will not have under their immediate control an excessive number of employees for effective direction, coordination, and control, as determined by the Chief of Police. As a general policy, this will not exceed six employees.

3. The span of control does not in any way relieve command personnel from ultimate responsibility for the actions or inactions of personnel within their command.

IV. CANCELLATIONS

This General Order cancels and replaces the following policies: General Orders 11.1 to 11.3, entitled Organizational Structure, Unity of Command, and Span of Control, all of which are dated December 3, 2001.