



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: ORGANIZATION	GENERAL ORDER NUMBER: 200
REFERENCES:	EFFECTIVE DATE: 06/01/2016
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The Columbia Heights Police Department has established a formal structure through which organizational components are arranged, defined, directed, and coordinated. The purpose of this General Order is to define and describe that structure.

200:1 Definitions

Unity of Command

Unity of Command is the idea that each individual in the organization has one, and only one, immediate supervisor.

Span of Control

Span of Control is the number of persons reporting to any one supervisor.

Organizational Component

An Organizational Component is a subdivision of the Department, such as a division.

200:2 Organizational Structure

All personnel of the Columbia Heights Police Department work under the authority of the Chief.

200:21 Organizational Subdivisions

The divisions of the Department are under the following command structure:

- Chief: Administration & Support Services
- Captain:
 - Sergeant
 - Patrol
 - Investigations
 - Community Services

200:22 Functional Authority

For the purpose of promoting efficiency and responsibility, personnel are accountable to only one supervisor at any given time.

200:221

In ordinary circumstances, each employee shall be able to identify one, and only one, supervisor to whom the employee is accountable.

200:222

When extraordinary circumstances dictate, there may be times when a supervisor has to give a command to an employee who is outside the chain of command.

200:23 Lines of Authority

To avoid confusion, and to establish accountability, each division shall be under the direct command of only one supervisor. Each shift in a particular division or specific assignment shall be under the command of only one supervisor.

200:24 Span of Control

To achieve effective direction, coordination, and control, the number of employees under the immediate control of a supervisor shall not exceed fifteen (15), except during temporary periods of adjustment or emergency.

200:25 Position Description

A position description shall be kept on file for each permanent position, job classification, or assignment within the Department.

200:26 Authority and Responsibility

The Department requires that responsibility be accompanied by commensurate authority to take appropriate actions within the scope of that assignment. Each employee is accountable for the use of delegated authority, as well as the failure to use that authority when needed.

200:27 Responsibility for Subordinate

Actions

Each employee shall be held accountable for the performance of employees under their immediate control.

BY ORDER OF:

Scott Nadeau, Chief of Police

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