

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 05/31/2014	Supersedes Policy Dated: 01/30/2008	Rescinds:	SOG Number: 101.1
Accreditation Index: 11.3.1, 22.1.8			
Part Title: Administration		Chapter Title: Role and Authority	
Chief of Police:			

Responsibility and Authority of Personnel ¹

I Policy

In police agencies, authority is delegated to subordinates. It is the policy of the Springfield Police Department that all employees of the department are delegated the necessary authority to allow them to perform their assigned duties and responsibilities in an effective manner. ²

II Definitions

Span of control- The number of employees a supervisor can effectively supervise at one time.

III Procedure

1 SPAN OF CONTROL

- 1.1 Supervision at the line level should not exceed a ratio of ten employees to one supervisor and will decrease proportionally in a pyramid fashion upward through the Chain of Command.
- 1.2 Each organizational unit shall be under direct command of only one supervisor.
- 1.3 All employees shall be accountable to only one supervisor at any given time.

2 RESPONSIBILITY AND ACCOUNTABILITY

1 This document has been revised to meet current formatting standards, per Policy Change Order 14-031, Effective Date 05/31/2014.

2 Grammatical corrections made to the Policy Statement, per Policy Change Order 14-031, Effective Date 05/31/2014.

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- 2.1 All employees, at all levels, are granted authority that is commensurate with their responsibilities. Supervisors shall insure that responsibilities delegated to subordinates do not exceed the level of authority necessary to complete them. (CALEA 11.3.1(a))
 - 2.2 All employees are held accountable for the application of, or the failure to apply, when appropriate, the authority delegated to them. (CALEA 11.3.1(b))
- 3 **SUPERVISORY AUTHORITY AND ACCOUNTABILITY**
- 3.1 All supervisors are held accountable for performance and conduct of employees under their command.
 - 3.2 Any employee, of subordinate position, who may be placed temporarily into a higher supervisory position shall exercise the authority and perform the duties of that higher position; and shall be held accountable and responsible for performance in that position.
 - 3.2.1 In order to promote consistency and avoid confusion, employees in acting supervisory capacities should avoid countermanding any lawful standing order issued by the supervisor they are replacing; except in an emergency.
- 4 **RESPONSIBILITY AND AUTHORITY FOR EACH SWORN POSITION**
- 4.1 Springfield Police Officer
 - 4.1.1 Powers of arrest with and without warrant as defined by state law;³
 - 4.1.2 Power to enforce federal, state, and local statutes within defined jurisdiction;
 - 4.1.3 Power to execute arrest and search warrants as provided by law;
 - 4.1.4 Power to conduct criminal investigations within the constraints provided by law and the directives of this department. (See SOG's 101.3, Limits of Authority and 101.4, Use of Discretion)⁴
 - 4.1.5 Must comply with all ordinances, statutes, Merit Rules, and departmental directives, and lawful orders of ranking officers.
 - 4.1.6 Must perform all job requirements as defined by job description.
 - 4.1.7 Must meet all certification and training requirements defined by the State of Missouri, Department of Public Safety, Peace Officer Standards and Training Commission.

3 Section previously numbered 4.1.1 pertaining to full time employees deleted, remaining sections renumbered as necessary, per Policy Change Order 14-031, Effective Date 05/31/2014.

4 Section 4.1.4 added SOG titles, per Policy Change Order 14-031, Effective Date 05/31/2014.

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5 EMPLOYEE IDENTIFICATION ⁵

- 5.1 All department personnel shall be issued an authorized Department ID card.
 - 5.1.1 Identification cards will be printed only in a format approved by the Chief of Police
 - 5.1.2 Each identification card shall contain at least the following information:
 - 5.1.2(a) Employee's name
 - 5.1.2(b) Employee' rank
 - 5.1.2(c) Employee's department serial number
 - 5.1.2(d) Employee's photograph (CALEA 22.1.8 (b))
 - 5.1.2(e) Issue date
 - 5.1.3 Identification cards for sworn, non-sworn, and volunteer employees should be readily distinguishable from each other.
 - 5.1.4 Department employees shall present their identification card to any person upon request, except when such action may jeopardize a successful police operation. (CALEA 22.1.8 (a))
- 5.2 All department personnel shall verbally identify themselves with their name and agency when in contact with the public during a telephone conversation. ⁶ (CALEA 22.1.8(c))
 - 5.2.1 Department personnel involved in undercover operations are exempt from this requirement.

IV Attachments

⁵ Section 5 heading revised, Sections 5.1 through 5.1.4 corrected outline numbering , per Policy Change Order 14-031, Effective Date 05/31/2014.

⁶ Section 5.2 and 5.2.1 pertaining to identification during telephone conversations with the public added, per Policy Change Order 14-031, Effective Date 05/31/2014.