

Chapter 5

ORGANIZATION

Standards in this chapter relate to the organization of the department and the application of basic organizational principles, such as organizing by function, ensuring unity of command, delineating responsibility, and delegating authority.

Although basic organizational principles are emphasized in this chapter, departments with the capacity to go beyond the application of basic principles are encouraged to explore innovative approaches to organization.

Organizational Structure

5.1.1 A written directive describes the department's organizational structure.

Comments: The department should establish a formal structure through which organizational components are arranged, defined, directed, and coordinated. (M M M)

5.1.2 The department's organizational structure is depicted on an annually updated organizational chart and made available to all personnel.

Comments: In addition to the written description, the department should have an official organizational chart. The chart should reflect the chain of command and the lines of authority and communication within the department. The chart should be updated as required and included in the department's policy manual. (M M M)

5.1.3 A statement of responsibilities of each organizational component or function is available to all personnel.

Comments: To enhance coordination, all personnel should understand the responsibilities of each organizational component or function within the department. (M M M)

Unity of Command

5.2.1 Each organizational component or function is under the direct command of only one supervisor.

Comments: The intent of the standard is to avoid confusion among employees and to establish accountability. (M M M)

5.2.2 A written directive establishes command protocol in situations involving personnel of different components or functions engaged in a single operation.

Comments: It should be clearly stated who is in command of a particular operation when personnel from two or more components or functions within the department are engaged in a single operation. (M M M)