3-01/010.45 - Supervisors

Members designated as supervisors by virtue of their rank or classification shall, in conformance with Department policy and regulations, be responsible for the work and conduct of subordinate personnel.

The various supervisory levels within each division define the scope of responsibility for each supervisory position. The chain of supervisory responsibility is depicted down through the level of bureau or facility on the organization charts of the Department. Lower supervisory levels are established within the various divisions, but are not reflected on these charts.

Supervisors having rank, also have the responsibility and authority delegated to such rank, in addition to their supervisory responsibility. For civilian personnel who are supervisors, the scope of responsibility is limited to the functions directly assigned to them and does not extend to members not regularly under their direct supervision.

In the absence of the regular supervisor and when no one has been specifically designated as the acting supervisor, responsibility for supervision shall pass to the member having the next highest rank or classification. When two or more members of the same rank or classification are next in line, the member having the most seniority in the rank or classification shall be the acting supervisor.