

BERKELEY POLICE DEPARTMENT

DATE ISSUED: March 31, 1989

GENERAL ORDER R-4

**SUBJECT: RESPONSIBILITY AND ACCOUNTABILITY OF DELEGATED
AUTHORITY**

PURPOSE

- 1 - The purpose of this General Order is to define that responsibility which is commensurate with authority and to establish accountability for the use of delegated authority.

POLICY

- 2 - It is the policy of the Berkeley Police Department that inherent with delegated authority is the latitude to make decisions and take the necessary actions to satisfy the requirements of each assigned position. Commensurate with the authority, each employee will accept the responsibility for the use, misuse, or failure to use that authority.

PROCEDURES

- 3 - Supervisors will be held accountable for the performance of employees under their immediate control.
- 4 - When delegating, the following guidelines shall be considered:
 - (a) Delegation is a function and tool of good management and, when appropriate, Supervisors have the discretion and responsibility to delegate to subordinates.
 - (b) When authority is delegated, it shall be the responsibility of the Supervisor to ensure the subordinate has the power to act and has the ability to carry out the assignment. Correspondingly, no one shall be assigned responsibility for work without being delegated authority to direct the manner of its performance.
 - (c) Supervisors should advise subordinates that they will be held accountable for the exercise of the delegated authority.
 - (d) Although the subordinate may be held accountable for his/her actions, nothing in this policy absolves the Supervisor from ultimate responsibility and accountability for the supervision of subordinates and the use of delegated authority.

References: CALEA Standards
Municipal Police Administration