

REGULATION 4

ORGANIZATION AND FUNCTIONS

A. The **Superintendent**, as chief administrative officer of the Department, shall perform all of the duties of the office as prescribed by law and exercise general control and management over all functions of the Department.

B. The **Chief of Staff** shall maintain in effective operation, the approved regulations, rules, policies, and procedures of the Department; exercise general supervision over the functions assigned by the Superintendent; and perform any other duties designated by the Superintendent.

C. The **Primary Staff, Major Subordinate Command Staff and Chief Legal Counsel** shall maintain, in effective operation, the approved regulations, rules, policies, and procedures of the Department; exercise supervision over the applicable Divisions, Zones, Areas, Districts, Sections, and functions under their command; and perform any other duties designated by the Chief of Staff or Superintendent.

D. The **Division Commanders** shall maintain, in effective operation, the approved regulations, rules, policies, and procedures of the Department; exercise supervision over the division and sections under their command; and perform other duties designated by the Chief of Staff or Superintendent.

E. The **Deputy Division Commanders and Section Commanders** shall maintain, in effective operation, the approved regulations, rules, policies, and procedures of the Department; exercise supervision over the sections under their command; and perform other duties designated by the applicable Division Commander, the Primary Staff, Major Subordinate Command Staff, Chief Legal Counsel, the Chief of Staff or the Superintendent.

F. The **Chief of Staff, Primary Staff, Major Subordinate Command Staff and Chief Legal Counsel** shall directly advise the Superintendent on operational and policy matters concerning the administration of the Department.

G. The **Area Commanders** shall be under the direct supervision of a Zone Commander. Area Commanders shall maintain, in effective operation, the approved regulations, rules, policies, and procedures of the Department and shall perform any other duties assigned by their supervisors.

H. The organizational structure of the Department shall be a formal framework through which organizational components are arranged, defined, directed, and coordinated. The organizational structure shall be detailed in the [Department's Organizational Chart](#). The Organizational chart shall be reviewed and updated annually or when organizational changes dictate.