

16.00.010 ORGANIZATIONAL CHART (CALEA 11.1.1)

The organizational subdivisions within the span of control of the agency's chief executive officer are grouped by function and depicted in the Department organizational chart. The organizational Chart depicts levels of command, lines of authority, and positions established for the conduct of the work of the Department.

The organizational chart is maintained and kept on file by the department fiscal manager. The organizational chart, job descriptions, and functions are available to all employees through the fiscal manager.

The Organizational Chart will be updated as needed by the department fiscal manager. All changes to the Department organizational chart must be approved by the Chief of Police or designee.

Requested changes to the organizational chart, due to reorganization or transfer of personnel, must be accompanied by an Executive Order explaining the transfer or reorganization.

Each revision of the organizational chart will display in the lower left hand corner the date (mm/dd/yyyy) of implementation or revision approved by the Chief of Police or designee.

Once the department fiscal manager has updated the organizational chart, a copy will be sent to the Chief's administrative assistant for historical documentation.

The department fiscal manager or a designee will distribute the organizational chart to all Command level employees in printed or electronic form with instructions to destroy pre-existing copies.