

Chapter 3 ORGANIZATION

3.1 ORGANIZATIONAL STRUCTURE

The organizational structure of the agency is described by written statement and/or organizational chart, which is updated and made available to all personnel.

- *Organization chart must be dated and posted within the agency.*
- *Copy of Command flow chart.*

3.2 PERSONNEL RESPONSIBILITIES

The duties and responsibilities of each position or assignment within the agency, and minimum entry-level requirements therefore, are set forth in a written job or position description, which is updated and made available to all personnel.

- *Copy of departmental policy with the above area highlighted.*
- *Job descriptions must have current review or revision dates.*
- *Proof of distribution to all personnel.*

3.3 DIVISION RESPONSIBILITIES

The responsibilities of each operational component within the agency are set forth by written statement, which is updated and made available to all personnel.

- *Copy of divisional responsibilities with the above area highlighted.*
- *Responsibilities listed must have current review or revision dates.*
- *Proof of distribution to all personnel. (Policy/Procedures Manual Receipt, Update receipt)*