

Division of Youth Rehabilitative Services

Chapter 1: Administration	Policy # 1.3	Page: 1 of 1
Subject: Organizational Charts	Standards: ACA: 3-JDF-1A-21, 1A-22 4-JCF-6A-15	
Effective Date: 10/27/99	Revised: 4/1/14	

- I. PURPOSE: To clearly reflect the agency's staffing complement. This policy also ensures that manuals are made available to reflect direction with specificity given to the administrative unit manuals.

- II. POLICY: An organizational staffing chart shall be developed by each Division program to reflect adequate staffing to meet the needs of the juveniles and the mission of the programs. The charts shall define responsibility, place staff into related units to promote efficiency, and provide a clear chain of command from the entry level position to the Division Director.

To disseminate Division policies and program procedures, policy manuals, extranet access and other standard forms of communication shall be developed for all Division program units. Division policies shall establish standards for the overall operation of Division administrative units. The programs shall provide specific procedures to guide employees in the efficient and effective performance of their duties.

- I. PROCEDURES:
 - A. The Division shall maintain an organizational chart.

 - B. Constructing the Organizational Charts: The Chief, Superintendents/Administrators are responsible for constructing and maintaining their program unit's organizational chart.

 - C. Organizational Chart Review: Organizational charts shall be reviewed and updated annually by the Chief and Superintendents.

<u>Review Date:</u>	<u>Reviewed By:</u>
4/1/14	Nancy S. Ditz