I. POLICY:

The Department of Juvenile Justice, including each division, facility/program, and office shall have an organizational chart that reflects the current structure of authority, responsibility, and accountability within the organization.

II. DEFINITIONS:

None

III. PROCEDURES:

A. The Department’s organizational chart (Attachment A) will include the following elements:

1. The grouping of functions, services, and activities in administrative subunits;
2. The structure of authority;
3. The channels of communication within the organization; and
4. Designated appointing authorities.

B. Department staff will be familiar with the organizational chart.

C. The facility/program/office organizational chart will be posted in a location accessible to all DJJ staff. The chart will include the following elements:

1. The grouping of functions, services, and activities in administrative subunits;
2. The structure of authority, accountability, and responsibility within the unit;
3. The structure of accountability and responsibility in relation to the DJJ administrative structure;

4. The channels of communication within the organization;

5. The number of positions; and

6. The names of management and supervisory personnel.

D. Facility/program/office staff will be familiar with the organizational chart.

E. The facility/program/office director or designee will review the organizational chart at least quarterly to make necessary changes. Each organizational chart will indicate the date of review and/or revision.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO