

**004.00 ORGANIZATIONAL STRUCTURE**

004.01 Approved: April 17, 2007

004.02 The police agency is to have a written policy and operational procedure that clearly describes the agency's organizational structure and its functions.

004.03 Operational or administrative policy and procedure approved by the police agency is to include and demonstrate:

- (a) the organizational structure depicted in graphic form as an organizational chart
- (b) the requirement to review and update the organizational chart as needed
- (c) that the organizational structure and chart be available to all personnel

004.04 The police agency is to have a written policy and operational procedure that states that supervisory personnel are accountable for the performance of employees under their immediate supervision.