

Section 2 – Organization

New York State Law Enforcement Accreditation Program

2.1 Organizational Structure

ADMINISTRATION

STANDARD 2.1 **The organizational structure of the agency is clearly defined, up-to-date, and available to all members of the agency through:**

- A. An organizational chart which reflects the chain of command and lines of communication within the agency and is organized in a hierarchy, and:**
- B. A staffing table which provides information about the number of all personnel (including sworn and non-sworn), by rank or job title, within each component of the organization.**

Commentary: *When an agency changes its organizational structure, both the organizational chart and staffing table should be updated to reflect the changes.*

Compliance Verification Strategies

Assessors may seek to verify compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. A copy of the agency organizational chart is available for review. It should be complete and up-to-date, and include the chain of command and lines of authority for communication.
2. A copy of the agency staffing table, which illustrates the agency's authorized strength and units or components by rank and title, is available for review.
3. If the authorized strength is established through local laws or collective bargaining agreements, copies of the documents are provided.
4. Interviews with agency personnel to verify their knowledge of the chain of command and lines of authority.