Department of Animal Care & Control	General Order : #002
Subject: Chain of Command	Date Issued: 07-17-02 Manager's Approval:

This order establishes a Chain of Command of those personnel responsible for the properties and operations of the Department of Animal Care and Control Center and its personnel.

## 1. EXECUTIVE DIRECTOR

In the event of a scheduled absence of the Executive Director, the person that will assume <u>all</u> duties and responsibilities of that position and those of his/her own will be the Deputy Director.

## 2. DEPUTY DIRECTOR

In the course of routine absence of the Executive Director, the structure of the Department's organizational flow chart shall be adhered to with the Deputy Director next in command assuming the duties and responsibilities of that position, along with those of his/her own.

#### 3. OPERATIONS MANAGER

In the absence of the Deputy Director, the Operations Manager, as per the Department's organizational chart (see attachment), shall assume all duties and responsibilities of that position, along with those of his/her own.

## 4. STAFF

All Staff are to report directly to their immediate supervisor with any and all questions, issues or concerns. If there is an issue with the direct supervisor, the employee is to report it directly to the Division Manager. Please refer to the current Organizational Chart.

Attachment Filename: GO-002 Revised: 04/01/2022

# Supervisor of Animal Care Clerks Animal Care Clerk-Hourly Arthur. Hamilton@cityofchicago.org 312.747.1394 (o) 312-907-4124 (c) Jennifer.Schlueter@cityofchicago.org Shelter Manager SHELTER OPERATIONS 312-747-1408 (o) 312-728-0423 (c) Arthur Hamilton Animal Placement Coordinator **Executive Assistant** Jennifer Schlueter Supervisor of Animal Care Aides Animal Care Aide II Animal Care Aide I Veterinary Medical Manager Supervising Veterinary Technician Certified Veterinary Technician MEDICAL DIVISION 312-747-1394 (o) MAMADOU DIAKHATE, DVM Susan, Cappello@cityofchicago.org 312-747-1382 (o) 224-234-2691 (c) 312-747-1381 (o) 312-446-5264 (c) **Deputy Director Executive Director** Susan Cappello Angela. Rayburn@cityofchicago.org **Operations Manager** Animal Control inspectors Chicago Animal Care & Control FIELD OPERATIONS 312-747-1384 (0) Dispatch Clerks Angela Rayburn Doniella.felton@cityofchicago.org Doniella Felton 312-745-2138 Staff Assistant 2022 Organization Chart Human Resources Business Partner ADMINISTRATION 1-312-745-0455 Staff Assistant