


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

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 all 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.

# Chicago Animal Care & Control

## 2022 Organization Chart

