

Chain of Command

The purpose of chain of command is to ensure our lines of communication are uninterrupted and functioning properly. Following the chain of command ensures that responsibility and accountability are properly assigned while employees are not confused about whom to go to for assistance and direction. Effective immediately the Sangamon County Animal Control & Adoption Center will follow the chain of command as outlined below.

Do:

- Report operational issues and workplace injuries to your immediate supervisor.
- Address questions regarding operations to your immediate supervisor.

Do Not:

- Take matters up the chain of command beyond your immediate supervisor unless:
 - You have discussed the matter with your immediate supervisor first; and
 - The matter is not or cannot be resolved by your supervisor in a reasonable period of time; and
 - You have been granted permission from your immediate supervisor to go up the chain of command to his/her supervisor.
- Air issues or grievances beyond labor representatives and management.
- Communicate to outside parties regarding real or perceived issues or problems.

Examples include:

- Media
- Volunteers
- Department of Agriculture Licensees

Failure to follow chain of command is insubordination and will lead to disciplinary action up to and including termination. Thank you for your cooperation in adhering to the chain of command.

Employee

Date