



DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 2	AUTHORITY AND ORGANIZATION OF THE DEPARTMENT	
	Effective: 05/17/2010	Commissioner Approval: 
	Authorities: AS 44.03.010 - 080	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
	Special Instructions:	

2.100 INTRODUCTION

This chapter sets out statutes that establish the jurisdiction and areas of responsibility of the Department of Public Safety, and of the Divisions within the Department.

2.300 ADMINISTRATION OF DEPARTMENT

A. *Delegation of functions.* The Commissioner has the authority to assign the functions vested in the department to subordinate officers and employees.

B. *Establishment of Divisions.* The Commissioner has the authority to, with the approval of the governor, establish divisions or other administrative or organizational units within the department in the interests of economy and efficiency, and in accord with sound administrative principles and practices.

C. *Establishment of regulations.* The Commissioner has the authority to adopt regulations, consistent with law or rules established by the governor, for:

1. the administration of the department;
2. the conduct of the employees;
3. the distribution and performance of business; and
4. the custody, use and preservation of the records, documents, and property pertaining to department business.

D. *Executive may establish staff positions.* The Commissioner has the authority to establish necessary subordinate positions, make appointments to these positions, and remove persons appointed, within the limitations of appropriations and subject to state personnel laws. Each person appointed to a subordinate position established by the principal executive officer is under the supervision, direction, and control of that executive officer.

E. *Continuing functions of former Department.* Each department exercising the functions, powers, and duties of a former department or agency is, for the purpose of succession to all

rights, powers, duties, and obligations of the former department or agency, considered a continuation of the former department or agency. If a former agency is referred to by law, contract, or document, the reference is considered to apply to the department now exercising the functions of the former agency.

F. Governor assigns functions not assigned by law. Administrative functions established by law that are not assigned by law to any department shall be assigned by the governor to that department which, in accordance with the organization of state government, can most appropriately and effectively perform the activity.

G. Commissioner may reorganize Department. Subject to state personnel laws and the approval of the commissioner of administration, the Commissioner may, in the interest of improved management, abolish unnecessary offices and positions, transfer officers and employees between positions, and change the duties, titles, and compensation of existing offices and positions.

H. Commissioner and other departmental employees may only appear before legislature when called. The Commissioner and each employee of a department of the state government may not appear before the legislature to present requests or information pertaining to appropriations or revenue bills unless called upon to do so by the legislature or by a committee of the legislature. Approval from the Commissioner's Office is required prior to an appearance before the legislature or committee occurs. The provisions of this paragraph do not apply to recognized union officials when acting in the scope of their union duties.