



DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 9	DIVISION OF ADMINISTRATIVE SERVICES (DAS)	
	Effective: 05/17/2010	Commissioner Approval: 
	Authorities: AS 18.65.030	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
	Special Instructions:	

9.100 RESPONSIBILITY

The Division of Administrative Services is responsible for: providing centralized administrative support for the other divisions and agencies in finance, general administrative support and training, budget, grants administration, procurement, supply, facilities management, and liaison with administrative agencies in other organizations

9.300 DIVISION DIRECTOR

The Division Director is a non-commissioned employee, appointed by and accountable to the Commissioner, and is charged with carrying out the responsibilities and duties of the Division. The Commissioner designates the location of the Director's Office.

9.310 DIRECTOR'S STAFF

The Director may make assignments to staff positions as necessary to accomplish Division functions. Staff personnel may be assigned supervisory responsibility, supervision of major Division activities, or may act as assistants to the Director.

9.330 DIVISION ORGANIZATION

The Division of Administrative Services is organized as follows:

- A. **Director's office.**
- B. **Centralized Administrative Support.** Consisting of:
 1. Finance (accounting);
 2. Administration;
 3. Budget;
 4. Grants management; and
 5. Procurement, supply, facilities management.

9.340 ORGANIZATION CHANGES

The Director may create additional bureaus, services, sections, or units as deemed necessary to perform the function of the Division, upon approval by the Commissioner. [Ref. AS 18.65.030.]