# 2-07/010.00 - Functions and Responsibilities

The Administrative and Training Division is comprised of Headquarters Operations, Facilities Services Bureau, Facilities Planning Bureau, Fiscal Administration, Financial Programs, Personnel Administration Bureau, Training Bureau, Risk Management Bureau, Bureau of Labor Relations and Compliance, Contract Law Enforcement Bureau, Employee Support Services Bureau, and the STAR Unit. The Administrative and Training Division is responsible for providing administrative staff services to the Department Executives and to evaluate and refine policy and procedures through the inspection and training processes. It is also charged with identifying and mitigating areas of actual or potential Department Liability arising during the course of the Department's daily activities.