


CITY OF WILDOMAR ADMINISTRATIVE POLICY	Number FIN5
	Date 3/3/11
SUBJECT: CHAIN OF COMMAND	Authority City Manager
	Administrator City Manager
<p>Policy: It is the policy of the City of Wildomar to establish protocol regarding the chain of command to ensure proper continuity of authority in the absence of the City Manager.</p> <p><u>General Information:</u> On occasion, the City Manager will be absent or out of the office due to illness, scheduled vacation, attendance at a conference, or other personal or City related business reason which takes the City Manager away from city hall for a defined period of time. The following provisions are provided to ensure the delegation of authoritative power continues without interruption in city business.</p> <p>Provisions:</p> <ul style="list-style-type: none"> A. The acting City Manager position shall always be assumed by the Assistant City Manager unless appointed differently by the City Manager. B. If the absence is known, the City Manager shall inform the City Council and City Manager and City Clerk office staff (via City memorandum, email, or phone notification) of the upcoming absence and the delegation of power to the Assistant City Manager for the duration of the absence. C. If the absence is unexpected such as an illness, family emergency, travel delays, etc., and the City Manager is unable to inform the City Council and staff of the absence from city hall, then it will be automatically enforced per this policy, that the acting City Manager position will be assumed by the Assistant City Manager. D. The Acting City Manager will have the same power and signing authority to conduct city business as the City Manager. E. In the event the City Manager is released from duties by the City Council or upon death, the City Council shall appoint an acting City Manager until an interim City Manager is formally appointed. 	

Approved: _____



Date: _____

3/2/11