



# REGIONAL PARK AND OPEN SPACE DISTRICT

## Policy and Procedure Manual



Policy 4.10

Leadership Succession

### I. POLICY

The General Manager may authorize a system to ensure leadership is available when the General Manager is incapacitated, off duty, or otherwise unable to serve as the Director of the Riverside County Regional Park and Open Space District.

### II. PURPOSE

To establish a procedure to be followed in the identification of leadership in the absence of the Department Director.

### PROCEDURE

- A. The General Manager will designate the Assistant Parks Director to act on his/her behalf for the specific duration of scheduled absence.
- B. In the event of an emergency absence, the General Manager will designate the Assistant Parks Director to act on his/her behalf until s/he returns to full-time duty.
- C. If, for any reason, the Assistant Parks Director cannot fulfill the assignment and/or duties of the General Manager during his/her absence, the Assistant Director will designate one of the Chiefs to act on his/her behalf in the capacity of General Manager until his/her return to full-time duty.
- D. The General Manager will notify appropriate staff by email, memorandum, or Executive Team Meeting Agenda of the scheduled Leadership Succession
- E. If the General Manager is unable to assign an interim Director, The County Assistant Executive Officer assigned to the Parks District will make the temporary appointment.

**Policy 4.10 Leadership Succession**

**Original Issue Date:** 8/6/2018

**Office of Primary Responsibility:** Executive Administration

**Editor:** Bangle Scott A., General Manager

**Reviewed by:** Brown Kyla, Assistant Parks Director

**Approved by:** District Advisory Commission

**Date Approved:** 7/12/18