

MANAGEMENT AUTHORITY

I. PURPOSE:

The following guideline establishes policies and procedures to establish the administrative and management authority within the City Manager's Office for such times when the City Manager is not available to execute his official duties and responsibilities.

II. RESPONSIBILITY:

The City Manager is responsible for the development, execution and amending this guideline; however, this authority may be suspended by the Little Rock City Board of Directors.

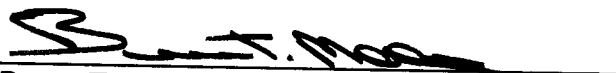
III. POLICY:

To establish formal lines of communication and authority during the absence or incapacity of the City Manager, including times of emergency. This guideline established a line of authority in the City Manager's Office.

IV. PROCEDURE:

- A. Absence or Incapacity of the City Manager: During the City Manager's absence or incapacity from his office, the authority and responsibility of the office will be vested in the Assistant City Manager. In the absence or incapacity of the Assistant City Manager, the Human Resources Department Director will be in command. In the absence or capacity of the Assistant City Manager and the Human Resources Department Director, the Police Chief will be in command.
- B. Emergency Preparedness: During emergencies as defined in Chapter 11 of the Code of Ordinances, the authority and responsibility will be provided for in the Chapter, specifically Section 11-6.

Approved:



Bruce T. Moore
City Manager