



# Program Statement

OPI: DIR  
NUMBER: 1120.18  
DATE: 3/16/99  
SUBJECT: Delegating Authority  
in the Absence of  
the Chief Executive  
Officer

1. PURPOSE AND SCOPE. To establish continuity of authority in the absence of any of the following:

- Director
- Assistant Director
- Regional Director
- Warden
- Director of a Staff Training Center

2. SUMMARY OF CHANGES. The Clinical Director has been removed from the delegation list and the Directives Affected section has been updated. Some sentences have been modified to reflect clear writing formats.

3. PROGRAM OBJECTIVE. The expected result of this program is:

In the absence of any Chief Executive Officer, the official authority of that position will be clearly delegated in writing.

4. DIRECTIVE RESCINDED

PS 1120.17      Delegations of Authority (8/5/96)

5. STANDARDS REFERENCED. None.

6. DELEGATIONS AND PROCEDURES. All delegations must be in writing and include effective dates. At the institution level, copies of delegations of authority must be provided to the Regional Director.

Designees have full and direct authority of the position delegated. Decisions to delegate authority must take into

account the designee's experience and abilities.

Only under unusual circumstances shall authority be delegated to other persons or redelegated further by an employee in an acting capacity, and ordinarily the redesignation will be the next person in the chain-of-command.

a. Central Office

(1) Director. When the Director is absent, an Assistant Director shall be designated Acting Director. If no Assistant Director is available, the Director shall designate another employee as Acting Director.

(2) Assistant Director. When an Assistant Director is absent, the Deputy Assistant Director of the appropriate Division shall be designated Acting Assistant Director. In the absence of a Deputy Assistant Director, the Assistant Director shall designate another employee as Acting Assistant Director.

b. Regional Director. When a Regional Director is absent, the Deputy Regional Director shall be designated Acting Regional Director. In the absence of a Deputy Regional Director, the Regional Director shall designate a Regional Administrator, Warden, or other employee as Acting Regional Director.

c. Wardens. In most situations, Wardens request and receive prior regional approval before taking leave. When the Warden is absent, an Associate Warden, or Superintendent of Industries, shall be designated as Acting Warden. If those individuals are absent, the Warden may designate a Department Head or other employee as Acting Warden.

d. Directors of Staff Training Centers. When the Directors of the Management and Specialty Training Center or the Staff Training Academy are absent, that Director shall designate an employee of that facility as Acting Director.

/s/  
Kathleen Hawk Sawyer  
Director