

Policy Number: 1401  
Policy Title: Executive Director Line of Succession  
Date Adopted: November 18, 2020

**Purpose**

To establish a line of succession for the position of Executive Director during catastrophic emergency events.

**Policy**

The Executive Director has overall responsibility for managing the CSB and has the authority to delegate functions to other CSB staff. The Executive Director is also responsible for ensuring the continuous ability of the CSB to carry out emergency duties and responsibilities during catastrophic emergency events.

During a declared state of emergency, the Executive Director may be unavailable to carry out the duties and responsibilities. Emergency interim successors may be appointed by the Deputy County Executive to carry out identified duties and responsibilities of the Executive Director or their successors.

The emergency interim successor may exercise the authority and responsibilities of the Executive Director until a successor is appointed or hired, or until the incumbent is able to resume the exercise of the authority and responsibilities of the Executive Director.

Emergency interim successors in the order of the succession shall have full powers of the Executive Director's position to commit CSB resources during a time of emergency or disaster if the person normally exercising the position becomes unavailable.

The following line of succession shall apply:

1. Executive Director
2. Deputy Director, Clinical Operations
3. Deputy Director, Administrative Operations
4. Assistant Deputy, Community Living Treatment & Supports
5. Assistant Deputy, Acute & Therapeutic Treatment Services

Approved:   
CSB Board Secretary

November 18, 2020  
Date

Reference: CSB Policy 1400: Executive Director

Policy Adopted: November 19, 2003  
Policy Readopted: March 25, 2009  
Policy Revised: December 16, 2015  
Policy Revised: February 22, 2017  
Policy Revised: November 18, 2020