

ADOPTED BY THE BOARD OF PUBLIC WORKS ON JUNE 20, 2007

TO ALL EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS

**SUBJECT: LINES OF SUCCESSION FOR BUREAU HEADS -
DEPARTMENT OF PUBLIC WORKS**

The Board of Public Works recognizes the need to provide uninterrupted service to the public. To ensure this condition, the Board requires that clear lines of succession for all Bureau Heads in the Department of Public Works be established so that there is always a person in charge.

Each Bureau Head shall designate in writing to the Board, two or more successors, who shall be in charge during his/her absence. This succession list shall be maintained on a current basis.