

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER**

**Facilities Management  
POLICY AND PROCEDURES**

**SUBJECT: CHAIN OF COMMAND**

**Policy No.: 103**

**Revised: July 2020**

**Supersedes: March 2018**

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**Purpose:**

To establish a Chain of Command in the absence of the Director or the Assistant Director.

**Policy**

During the absence of the Director, the Assistant Director will assume the Director's responsibilities. When both the Director and the Assistant Director are absent, a designee will be assigned to act on their behalf. The designee will have the authority to sign emergency purchase orders, to authorize the use of overtime, and make the decisions regarding staff assignments based on the needs of the hospital, and when unsafe conditions exist. The organization chart is the Facilities Management Dept. Chain of Command.

PT:gg