



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 3 Work Environment

Policy: Delegation of Administrative and Operational Authority	Effective date	Revised
Number: 3.04	August 24, 2001	November 7, 2017

This policy outlines the chain of command within the Missouri Department of Natural Resources (MoDNR) in the event the Department Director is absent and cannot be reached. The efficient operation of the Department is assured when plans are made for such absences.

GENERAL PROVISIONS

Absence of Department Director

In the absence of the Department Director for less than thirty (30) consecutive days due to out-of-state travel or circumstances where the Department Director has so delegated, the following individuals, in the order presented, will be vested with all administrative and operational authority conferred upon the Department Director.

1. Deputy Department Director
2. General Counsel

Exception

There are formal, documented signature or operational delegations that apply to specific activities in the Department, such as serving as the Department's Appointing Authority or as the State Historic Preservation Officer. Such circumstances are exceptions to this policy. In the event the chain-of-command succession is implemented, the successor will consult with the Division of Administrative Support and General Counsel regarding any limitations or exceptions to the authorities conferred upon them.

Absence of the Department Director, Department Deputy Director and General Counsel

If the Department Director, the Deputy Department Director, and the General Counsel are absent for less than thirty (30) consecutive days due to out-of-state travel or circumstances where the Department Director has so delegated, the Division Director in the order listed below, is vested with all administrative and operational authority conferred upon the Department Director with the exceptions noted above:

- a. Director – Division of Environmental Quality
- b. Director - Missouri State Parks
- c. Director - Division of Administrative Support
- d. Director – Missouri Geological Survey



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Exercise of Authority

In the event administrative or operational authority is exercised by a Division Director acting pursuant to this policy, before the implementation or execution of a decision having a significant impact upon MoDNR operations or policies, the Division Director shall:

- a. Attempt to consult with the Department Director, the Deputy Department Director, and the General Counsel; and,
- b. Consult with the Division Director or Deputy Division Director having responsibility regarding the particular issue.

Absence of Division Director

Prior to an absence that would make the Division Director unavailable for communications concerning division operations, the Division Director shall notify the Department Director and Deputy Department Director of the nature and planned duration of such absence.

During the absence of the Division Director, and to the extent authorized by the Department Director and Deputy Department Director, the Deputy Division Director may be vested with all authority conferred upon the Division Director.