



DEPARTMENT OF
**PUBLIC
HEALTH**

Appleton Health Department Policies

Title: Succession of Delegation of Authority				
Policy #: EM_500_0				
Creation Date: 09.07.2022		Last Approved Date: 11.20.24		Reviewed Annually
Description:		This policy clarifies the authority of Department of Health Staff during the activation of the Continuity of Operations Plan.		
<u>PHAB Domain/ Standard/ Measure (LINK):</u>		2.2.2 A: Ensure continuity of operations during response		
Statutory Authority/ Evidence Base/ Links:		WI Statute 323.54		
Author(s)/ Reviewer(s):		Cassidy Walsh / Policy & Procedure Committee		
Policy Approval Tracking				
Created/ Reviewed/ Revised Date	Legal Services Approval Date	Board of Health Approval Date	Council Approval Date	Health Officer or Designee Signature (Name/Title)
Created 09.07.2022 / Revised 10.23.2024	10.23.2024	11.13.2024	11.20.2024	Charles Sepers / Health Officer
Reviewed 11/4/2025	11/4/25			

Purpose

The Succession of Delegation of Authority Policy has been created to clarify the authority of Department of Health staff as part of the Department's overall Continuity of Operations Plan.

Policy

The Key positions, successors and delegation of authority is as outlined below:



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Health Officer/Department Director

- Successor: Deputy Director
- Delegated Authorities: Through this policy, the Deputy Director has the authority to make decisions, typically made by the Health Officer, regarding staffing, communications, services and expenditures necessary to continue the essential functions of the Health Department.
- Activation/Termination of Delegated Authorities: These duties are activated and terminated based upon the availability of the Health Officer.

Deputy Director

- Successor: Environmental Health Supervisor
- Delegated Authorities: Through this policy, the Environmental Health Supervisor has the authority to make decisions, typically made by the Deputy Director, regarding staff, communication, services and expenditures necessary to continue the essential functions of the Health Department.
- Activation/Termination of Delegated Authorities: These duties are activated and terminated based upon the availability of the Deputy Director.

Definitions

Continuity of Operations Plan: A plan that ensures an agency can continue to perform its essential functions during an emergency.

Attachments

The Continuity of Operations Plan resides in the [Appleton Public Health Emergency Plan](#)