MARY RILEY STYLES
P U B L I C   L I B R A R Y

Chain of Command

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Attachment(s): None

This **line of authority is in effect at all times** to ensure the safety of library users and staff and to facilitate the smooth and orderly operation of the library in the case of emergencies or decisions that must be made immediately if the Library Director is not present.

The Chain of Command is:

1. Library Director
2. Adult Services Supervisor
3. Youth Services Supervisor
4. Technical Services Supervisor
5. Circulation Services Supervisor
6. Senior Administrative Assistant
7. Library Technology Coordinator
8. Librarian
9. Library Assistant II
10. Library Assistant I

The person in charge is authorized to interpret policy for the public and to make any decision necessary in an emergency.
- All staff in the chain of command are permanent employees.
- Temporary employees are not included in the Chain of Command and shall not act as shift supervisors.
- Staff with more FTE hours within a job category are higher on the chain of command (e.g. 40 hour Librarian comes before a 20 hour Librarian).

- With the exception of the Library Director, new staff members and recently promoted staff members are not included in the Chain of Command for at least the first 3 months in their new positions.
- Priority of departments are as follows:
  1. Adult Services
  2. Youth Services
  3. Technical Services
  4. Circulation

Emergency procedures can be found in the library's:
- Emergency Procedure Flowchart
- Evacuation Procedure
- Shelter in Place Procedure