



**Continuity of Government Job Aid
For Municipal Elected Officials**

Essential Functions - What essential functions of government are in jeopardy or vulnerable?

Payroll: checks issued, direct deposit, o/t, sick leave, other:

Billing and Collections: water, sewer, taxes, other:

HR: records, contract discrepancy,

Law Office: records, contracts, emergency laws & ordinances

Clerk: permitting, licenses, certificates, deeds, vital records, mail in/out:

IT: mainframe connectivity, email, document backup

Planning/Zoning Board: Variances, hearings

Council/Board: ability to meet, contract(s) approval, authorities

Assessor: tax rolls, exemption programs

Inspections: permits, inspections, code enforcement, other:

Mayor's Office: commination's with incorporated villages/towns

Finance/Budget: emergency spending plans, fund transfers

Orders of Succession

Who is regularly in charge? _____

Who can legally serve as temporary or semi-permanent replacement?

How long (threshold) can person be in charge without board or council action? _____

Can the required council actions be completed during emergency

Yes/No? If No, outline required action:

Delegations of Authority

List the limits of authority based on Charter, local laws/ordinances, or

Articles of Incorporation:

Continuity Facilities

Location of back up/temporary site of Government: _____

List required supplies and equipment for extended period: [Affix List Here]

Continuity Communications

Internal communications mechanism: _____

External communications mechanism: _____

Vital Records Management

Vital records back up located at: _____

Paper records are secured at: _____

Human Capital

Personnel child care station: _____

Department personnel reassigned IAW CBA:

Other

Departments	Exists	Status				EOC Duration	
		open	partial	close	reassign	day/night	suspense date
Accounts Payable / Billing / Collections							
Board of Elections							
Board of Supervisors							
Central Services							
Civil Service Commission							
Coroner / Medical Examiner							
Controller / Auditor							
County Attorney							
County Clerk							
District Attorney							
Emergency Management							
Emergency Medical Services							
Engineering							
Ethics Board							
Facilities Division							
Fire Coordinator							
Highway Division / DPW / DOT							
Historian							
Human Resources							
Human Services:							
MIS or Information Technology							
Motor Vehicle Department							
911 Department							
Office for the Aging							
Payroll							
Planning / ED / CD							
Probation							
Public Defender							
Public Health Department							

Departments	Exists	Status				EOC Duration	
		open	partial	close	reassign	day/night	suspense date
Tax Assessor							
Sealer of Weights and Measures							
Sheriff's Office/Law Enforcement							
Social Services							
Solid Waste Division							
Stop DWI							
Tourism							
Treasurer							
Veteran's Service Agency							
Youth Bureau							
Hospital							
Water							
Waste water							
Career Fire Department							
Volunteer Fire Department							
County Legislature							
City Council							