



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

NO 2-2.30 Revised ISSUE 7/97
PAGE 1 OF 2
BY Annette Davis EFFECTIVE 7/94

DEPARTMENT BEHAVIORAL HEALTH

APPROVED

James McReynolds
James McReynolds, Director

SUBJECT LEGISLATIVE ACTIVITIES

I. PURPOSE:

To describe consistent and properly coordinated procedures County personnel may follow when either supporting or opposing proposed legislation.

II. POLICY:

Maintaining a legislative representative in Sacramento on a full-time basis to lobby the legislature, the County has a highly organized program to handle legislative matters affecting its interests.

III. PROCEDURE - LEGISLATIVE ANALYSIS

- A. A bill which needs analyzing is sent to the Director's Office.
- B. The Director forwards the bill to the appropriate DBH staff members with a "Legislative Recommendation" form which must be completed and returned to the Director's office by the established deadline. The deadline will be marked on the bill's cover sheet.
- C. The reviewing DBH staff member will clearly state, to the best of his/her knowledge, any effect the pending legislation may have on either the DBH or other county operations.

IV. LEGISLATIVE RECOMMENDATIONS:

If DBH staff members hear of bills which will have an impact on DBH, they should contact the Director's office to determine if any analysis has been completed. If not, a "Legislative Recommendation" memo should be completed and then routed to the Director's office via the appropriate channels.

V. PRESENTING LEGISLATION:

- A. The Director of the Department of Behavioral Health or his designee are the only personnel authorized to represent the Department in legislative matters.

- B. After review of proposed or pending legislation by the Director's office, contact with the County Legislative Analyst and State Legislative Advocate will be necessary to assure that the pending or proposed legislation is consistent with the viewpoint and official purpose of the Board of Supervisors.
- C. Presentations shall be cleared by the County Legislative Advocate and, unless his work assignment prevents it, he shall accompany the Director or his designee and assist in presenting testimony at the legislative hearing.
- D. This policy does not preclude county employees traveling on their own time at their own expense from testifying on any matter as private citizens. In such instances, private citizens are to identify themselves as private citizens only.

NOTE: For further information on this subject, refer to County Standard Operating Procedure #01-10, 01-10SP, and 01-11.

AD:cc
Rev.: 07/97