



COUNTY OF SAN BERNARDINO  
STANDARD PRACTICE

NO 4-2.23

Revised issue 10/99

PAGE 1 OF 2

BY Betty Vaughn

EFFECTIVE 7/94

DEPARTMENT

BEHAVIORAL HEALTH

SUBJECT

ASSIGNMENT OF PAGERS TO  
DIVISIONS/PROGRAMS AND STAFF

APPROVED

  
Rudy G. Lopez, Director

## I. PURPOSE

To standardize the method for assignment of pagers to Divisions, Programs, and Staff.

## II. POLICY

Authorized staff will use pagers issued through Property Management only. Written justification for exception to this policy is required for use of any private pager service (e.g., when pager is needed for out of county travel).

## III. PROCEDURES

- A. Property Management will issue pagers to department staff using the following procedure:
1. Program Managers or Clinic Supervisors will initiate procedure with a justification memo for pager to Property Management Department with routing slip (include name of employee the pager is to be issued to or name of responsible party). Once approval is received a pager will be ordered. The pager is usually received by Property Management within 3 days. When pager is received the staff member will be notified to pick it up at the Property Management office.
  2. The staff member will acknowledge responsibility for the pager by signing the "Pager Responsibility" and "Pager Sign Out" forms. These forms will be retained in Property Management Department until pager is returned.
  3. **Program Managers/Clinic Supervisors are responsible for returning the pager to Property Management when the staff member leaves that program or clinic.**
  4. Pagers are not intended for occasional use. If they are not used as part of your day-to-day activity, they must be returned to Property Management.

5. Lost or stolen pagers must be reported immediately to Property Management. The Program Manager or Clinic Supervisor must prepare a memo to the Director, with a copy to Property Management stating the situation and the approximate last date seen. A copy of the memo will be attached to the Pager Log and filed for reference. Employee must make full restitution for lost device by submitting payment to Property Management. Property Management will record the payment in the Pager Log and obtain receipt from the Business Office.
6. Property Management will track pagers by program and issue pager listings to the Program Managers and Clinic Supervisors.
7. For any repairs, pager should be returned to the Property Management Department.









**DEPARTMENT OF BEHAVIORAL HEALTH**

**PAGER RESPONSIBILITY STATEMENT**

Dept/Cost Center:

Pager Number:

I, \_\_\_\_\_, acknowledge

responsibility for the pager assigned to me. I understand

that I will be required to reimburse the Department for the

loss of or negligent damage to the assigned pager.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Type of Pager:

Serial Number:

Pin # (if applicable):

Original Property Management  
Copy Clinic/Program  
Copy Employee