



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

NO 2-4.10

Revised ISSUE 7/97

PAGE 1 OF 2

BY D. Musgrave

EFFECTIVE 7/94

DEPARTMENT BEHAVIORAL HEALTH

SUBJECT

ASSIGNMENT OF MEETING ROOMS

APPROVED

Rev 7/97

James McReynolds
James McReynolds, Director

I. PURPOSE

To improve the utilization of space throughout the Department of Behavioral Health; and to establish a uniform method for assigning meeting rooms.

II. POLICY

All programs will be responsible for implementing a standardized procedure for reserving meeting rooms.

III. PROCEDURE

Meeting/group rooms are common spaces which are available for use of all programs in the Department of Behavioral Health. It is the responsibility of the person(s) designated on the List of Common Meeting Rooms (see Addendum A) to schedule the use of this space in an appropriate manner so that it receives maximum utilization. Some of the space may be dedicated to a specific program for use for the majority of time. However, during the time that it is not dedicated to a specific program purpose, is available for general DBH use.

- A. Each program will be responsible for identifying a contact person who will monitor and schedule the use of the meeting rooms. That individual will be a clinic supervisor; secretary or supervising clerk.
- B. The contact person will be responsible for logging in reservations up to 3 months in advance in a month-at-a-glance appointment book. The book will include the room, time, and name of the requesting staff person.
- C. Staff requesting a meeting room will notify the contact person as soon as possible before the date that the room is needed. Space is assigned on a first come first serve basis.
- D. In the event of a cancellation, the requesting person will be responsible for notifying the program contact person immediately. Failure to do so could result in denial of a future request.
- E. It is the responsibility of the involved program manager/deputy director to ensure that scheduling conflicts are resolved and the space is used in the best interest of the Department as a whole.

F. Reservations for the Courtroom and Court Anteroom (Bailiff's Room) must be made through the staff of the Mental Health Counselor's Office of the Supervisor Court (387-7192).

1. The Court uses the Courtroom on Friday mornings and occasionally at other times. The Bailiff's Room is used for probable cause hearings on Monday and Thursday afternoons.
2. Regularly scheduled staff meetings can only be made one month in advance. No patient groups may be scheduled without approval from court administration. No weekend or evening groups are permitted. Generally the earliest request is honored.
3. Anyone granted permission to use the Courtroom and/or Bailiff's Room will immediately restore the rooms to the condition in which they found them. This means rearranging the furniture and removing any foreign material.
4. Smoking and eating are not permitted. The Judge's telephone is not to be used for personal calls.
5. Abuse of use of the rooms is reported directly to the Director of Court Operations.

mtgspce.spm

DBH COMMON MEETING ROOMS

| ROOM | LOCATION | CAPACITY | CONTACT PERSON | PHONE |
|---------------------------------|--|-----------------|----------------------------------|--------------|
| Conference Room | Building #6 - Gilbert Street | 20 | Secretary to the Program Manager | 387-7040 |
| Small Conference Room | Building #6 - Gilbert Street | 12 | Secretary to the Program Manager | 387-7040 |
| Auditorium | Building #5 - Gilbert Street | 80 | Secretary to the Director | 387-7024 |
| Conference Room | Building #5 - Gilbert Street | 15 | Secretary to the Director | 387-7024 |
| Group Room 1 | Building #4 - Gilbert Street | 15 | Clerk III | 387-7000 |
| Group Room 2 | Building #4 - Gilbert Street | 15 | Clerk III | 387-7000 |
| Group Room 3/Conference Room | Building #4 - Gilbert Street | 10-15 | Clerk III | 387-7000 |
| Group Room | Building #2 - Gilbert Street | 14 | Secretary to the Program Manager | 387-7451 |
| Small Group Room | Building #2 - Gilbert Street | 8 | Secretary to the Program Manager | 387-7451 |
| Conference Room | Building #1 - Gilbert Street | 20 | Secretary to the Program Manager | 387-7142 |
| Court Room | Building #1 - Gilbert Street | 23 | Court Room Clerk | 387-7190 |
| Conference Room | Homeless 590 North Sierra Way San Bernardino | 15 | Clerk III/PIC | 387-7675 |
| Conference Room | CONREP 1874 Business Center Drive San Bernardino | 10 | Secretary to the Program Manager | 386-5014 |
| Group Room | CONREP 1874 Business Center Drive San Bernardino | 10 | Secretary to the Program Manager | 386-5014 |

| | | | | |
|-------------------|--|-----|----------------------------------|----------|
| Conference Room | CCP "D" Street 939 North "D" Street San Bernardino | 25 | Clerk III | 388-4300 |
| Multipurpose Room | TEAM House 201 West Mill Street San Bernardino | 200 | Clerk II | 386-5000 |
| Dinning Room | TEAM House 201 West Mill Street San Bernardino | 60 | Clerk II | 386-5000 |
| Conference Room | TEAM House 201 West Mill Street San Bernardino | 15 | Clerk II | 386-5000 |
| Conference Room | Westside CATS 1777 West Baseline, Suite 103 San Bernardino | 10 | Secretary to the Program Manager | 387-6071 |
| Conference Room | Westside CATS 1777 West Baseline, Suite 102 San Bernardino | 40 | Secretary to the Program Manager | 387-6071 |
| Conference Room | Westside CATS 1777 West Baseline, Suite 106 San Bernardino | 20 | Secretary to the Program Manager | 387-6071 |
| Conference Room | Casa Ramona 1543 West 8th Street, Suite B San Bernardino | 10 | Clerk III | 387-0575 |
| Conference Room | Westside CATS 1777 West Baseline, Suite 105 San Bernardino | 25 | Secretary to the Program Manager | 387-6153 |
| Conference Room | OADP 565 North Mt. Vernon, Suite 100 San Bernardino | 15 | Secretary to the Deputy Director | 387-7647 |

| | | | | |
|----------------------|--|----|----------------------------------|----------|
| Conference Room | OADP 565 North Mt. Vernon, Suite 200 San Bernardino | 10 | Secretary to the Deputy Director | 387-7647 |
| Conference Room | Central Valley Administration 17205 Arrow Blvd., 2nd Floor Fontana | 10 | Secretary to the Program Manager | 823-7654 |
| Conference Room | Nueva Vida 290 North 10th Street, Suite 102 Colton | 6 | Clerk III | 825-6188 |
| Conference Room | New Day 188 South Riverside Avenue Rialto | 20 | Clerk III | 874-2610 |
| Group Room | New Day 188 South Riverside Avenue Rialto | 20 | Clerk III | 874-2610 |
| Group Room | Arrow 17205 Arrow Blvd., 1st Floor Fontana | 15 | Clerk III | 823-0681 |
| Conference Room | Ujima 7048 Sierra Avenue Fontana | 35 | Clerk III | 428-8440 |
| Day Treatment Room | Ujima 7048 Sierra Avenue Fontana | 40 | Clerk III | 428-8440 |
| Day Treatment Room I | Rancho Cucamonga 9651 Business Center Drive Building 15, Suite A Rancho Cucamonga | 8 | Clerk III | 481-4216 |

| | | | | |
|-----------------------|--|----|----------------------------------|----------------|
| Day Treatment Room II | Rancho Cucamonga 9651 Business Center Drive Building 15, Suite A Rancho Cucamonga | 40 | Clerk III | 481-4216 |
| Conference Room | Mountain View Clinic 1135 West 4th Street, 2nd Floor Ontario | 10 | Secretary to the Program Manager | 988-1571 |
| Day Treatment Room | Mariposa 215 South Laurel Avenue Ontario | 25 | Clerk III | 986-7880 |
| Group Room (2 Rooms) | Chino Multiple Diagnosis Clinic 6180 Riverside Drive, Suite H Chino | 10 | Clerk III | 590-5335 |
| Group Room (2 Rooms) | Victor Valley Counseling 11951 Hesperia Road Hesperia | 12 | Clerk III | (760) 956-1333 |
| Conference Room | Victor Valley Counseling 11951 Hesperia Road Hesperia | 12 | Clerk III | (760) 956-1333 |
| Activity Room | Victor Valley Counseling 11951 Hesperia Road Hesperia | 24 | Clerk III | (760) 956-1333 |
| Conference Room | Barstow Counseling Center 805 Mt. View Barstow | 30 | Clerk III | (760) 256-5026 |
| Group Room (2 Rooms) | Barstow Counseling Center 805 Mt. View Barstow | 10 | Clerk III | (760) 256-5026 |