



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

NO 2-1 10

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Community Outreach
BY Services

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EFFECTIVE 7/94

DEPARTMENT BEHAVIORAL HEALTH
SUBJECT COMMUNICATIONS PROCEDURES

APPROVED

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James McReynolds, Director

I **PURPOSE**

To acquaint Department staff with the measures to follow when communicating within the Department of Behavioral Health and with County officials

II **COMMUNICATION WITHIN THE DEPARTMENT**

A **Staff to Supervisors**

- 1 Staff members addressing items or memos to their supervisors should limit the number of other copies sent out to those DBH staff members who are directly involved. It is the responsibility of the supervisor to decide who should receive information.
- 2 All material intended for the Director should include the name, telephone number, title of the person preparing it and the date of preparation

III **COMMUNICATION OUTSIDE THE DEPARTMENT**

A **BOS/CAO**

All communications concerning Department business to the Board of Supervisors and/or the County Administrative Office will be routed through the chain of command. This includes the Department Director.

B **Other County Departments**

Copies of all communications to other departments will be sent to the appropriate division deputy director.

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