



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

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DEPARTMENT BEHAVIORAL HEALTH

APPROVED

SUBJECT INCOMING MAIL - DEPARTMENTAL

James McReynolds
James McReynolds, Director

I. PROCEDURE

- A. It is the Department's policy that employees are not to receive personal mail at their place of business after the first ninety (90) days of employment.
- B. All mail delivered to the Department addressed to patients will be handled as follows:
 1. Mail directed to patients will be forwarded to the patient unopened.
 2. If the patient is no longer in the facility and no forwarding address is known, the outside of the correspondence is to be marked "Addressee Unknown - Return to Sender."
 3. If a forwarding address is known, place the correspondence in a plain envelope, indicate return address, the Department number (DBH), street address, city and zip code.