

**County of San Bernardino
Department of Behavioral Health
Program Support Services, Office of Compliance
February 8, 2009**

Listed below are recently or soon-to-be posted Policies and Procedures (PPs).*

Recently Posted

- SPM BOP3007: [Public Information and Media Release Policy](#)
- SPM BOP3021: [Gifts and Donations Policy](#)
- SPM BOP3021-1: [Gifts and Donations Procedure](#)
 - Letter Template
- SPM CUL1010: [Field Testing of Written Materials Policy](#)
- SPM CUL 1010-1: [Field Testing of Written Materials Procedure](#)
 - CUL007: Field Testing Request Form
 - CUL008: Field Testing Form

Administrative Approval Process

- SPM BOP3015: Vehicle Use Policy
- SPM BOP 3015-1: Vehicle Use Procedure
- SPM CLP0818: Policies Regarding Authorization and Designation Pursuant to the Lanterman-Petris-Short (LPS) Act
- SPM CLP0829: 5150/5585 Transportation Policy
- SPM CLP0829-1: 5150/5585 Transportation Procedure
- SPM CLP0832: Bus Pass Policy
- SPM COM0911: Conflict of Interest (rev.)
- SPM QM6036: Service Delivery Definition Policy
- SPM SFT7004: Possession of a Weapon Policy
- SPM SFT7004-1: Possession of a Weapon Procedure

New PP Requests

Please follow the SPM Business Operation Practices BOP3002: [Requests to Modify the SPM Procedure](#) to request new PPs. Please contact Bobbie Luna at 382-3166 or Stephanie Reis at 382-3083 with any questions.

Please Note: Subject Matter Experts (SME) please include clinical and administrative support staff input when submitting new PPs for review. If clinical and administrative support staff input is not obtained when submitting, the input must be received prior to sending for Administrative Review. It is recommended that input is received from at least two clinical locations and at least two clerical locations that would be affected by implementation of the policy/procedure.

*This report will be sent electronically to Executive Management, Program Managers and Clinic Supervisors tomorrow morning. Links are active. Administrative Reviews now include ACBO members, Administrative Managers, Clinic Supervisors and Supervising Office Specialists.