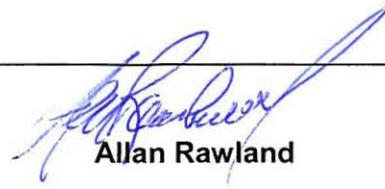


County of San Bernardino
Department of Behavioral Health

Control and Organization of the Standard Practice Manual (SPM) Policy

Effective Date 7/1/94
Revised Date 1/14/08



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Policy It is the policy of the Department of Behavioral Health (DBH) to establish and maintain a process designed to organize, manage, and document the practices and regulations of the department within the Standard Practice Manual (SPM).

Purpose To maintain control and organization of the policies and procedures of DBH and to familiarize DBH employees with the appropriate requirements and organizational structure affiliated with the SPM.

Definitions **Policy:** explains a required course of action in a specific situation or circumstance; often relates to existing laws, rules and/or regulations.
Procedure: a sequence of steps and/or decisions to be taken/made in order to accomplish a task.

Rationale It is imperative that an organization establish controlled and organized policies and procedures as the foundation of its operational duties, requirements and goals.

The structured operation of an organization is largely dependant on a continuing correlation between the establishment of policy through administration, and procedure structure and implementation based upon policy.

SPM Organization The SPM is DBH's official source for the department's policies and procedures. It contains policies and procedures of a department-wide or general nature. Program or unit specific procedures may be found in individual manuals.

The SPM is located on DBH's intranet at <http://countyline/dbh/SPM/Default.htm> and on the internet at <http://www.sbcounty.gov/dbh/SPM/SPmanual.htm>. It is divided into

County of San Bernardino Department of Behavioral Health

sixteen (16) chapters that contain policies and procedures pertaining to various programs and divisions within DBH. Policies and procedures that affect more than one program or division may be placed in more than one chapter as appropriate.

Appendices are located at the bottom of the SPM. Appendix 1 references abbreviations mentioned throughout the SPM and Appendix 2 lists all policies and procedures in alphabetical order.

Note: For information on modifications to the SPM, see the [Requests to Modify the Standard Practice Manual Procedure](#).
