



# Monterey County Behavioral Health Policy and Procedure

Policy Number	102
Policy Title	Organizational Communication Guidelines
References	NONE
Form	NONE
Effective	September 8, 1986 Revised: July 16, 2001 Revised: April 1, 2009

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## Policy

It is the policy of the Monterey County Behavioral Health Division (MCBHD) that all staff shall have access to the Behavioral Health Director, in accordance with the following procedures:

## Procedure

Any staff person who desires to meet with the Behavioral Health Director shall first discuss his/her concerns with one's immediate supervisor, or the MCBHD Manager for their immediate program area. If resolution cannot be obtained at this level, then a meeting may be scheduled with the Behavioral Health Director.

This protocol does not preclude a staff member from bringing a concern or issue directly to the Behavioral Health Director.

When in doubt, refer to the Memorandum of Understanding (MOU) for communication guidelines.

CW: 3/24/09