

SAN MATEO COUNTY HEALTH SYSTEM  
BEHAVIORAL HEALTH AND RECOVERY SERVICES

DATE: May 9, 1996

BHRS POLICY: 96-04  
SUBJECT: Use of Letterhead  
AUTHORITY: Divisional  
SUPERSEDES: New Policy  
AMENDED: Technical changes 8/10

PURPOSE

To assure that any letter of support written on letterhead, or representing the author as a County employee, is within County Policy; our support, as a public organization or employee, must never be seen to unfairly bias competitive processes.

POLICY

All letters of support for programs or individuals that are written on letterhead, or that identify the author as a County employee, must be cleared with the Deputy Director Adult Services, the Deputy Director Child and Youth Services, or the Director of Alcohol and other Drug Services.

Employees retain their personal rights to support programs or individuals, but must separate this support from their public role.

Approved: Signature on File  
Louise Rogers, Director  
Behavioral Health and Recovery Services

Reviewed: \_\_\_\_\_  
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