

 <p style="text-align: center;">County of Sacramento Department of Health Services Division of Behavioral Health Services Policy and Procedure</p>	Policy Issuer (Unit/Program)	BHS-CMH-YDF
	Policy Number	10-02
	Effective Date	10/2009
	Revision Date	07/2017
Title: Office Environment Guidelines		Functional Area: Administration
Approved By:		
Matthew Quinley, LCSW Health Program Manager		Christopher Eldridge, LMFT Mental Health Program Coordinator

Background/Context:

The Juvenile Justice Institutions Mental Health Team (JJIMHT) is committed to creating a safe, healthy work environment free from recognized hazards and materials or items which may cause offense to another. The County Department of General Services and the Department of Health and Human Services have established guidelines governing office environments for all County owned and leased facilities.

Purpose:

The objective of this policy and procedure is to create guidelines for the JJIMHT office environment to promote a safe, healthy and tolerant space for all employees and visitors.

Details:

1. County Facility Management Guidelines
 - A. For general safety guidelines, refer to CMH-YDF-03-01-#4-General Safety in the Workplace.
2. Employee’s Personal Décor
 - A. Employees may display items such as pictures, plants, knick-knacks, awards and banners in their personal workspace with the following guidelines:
 - When attaching items to walls or non-tack able furniture, to preserve work area surfaces, only the following items may be used:
 - I. Removable tape, painter’s tape
 - II. Mounting squares
 - III. Command strips
 - IV. Fabric cubicle grips or cubicle hooks
 - Employees are restricted from affixing items to walls, ceilings, windows, doors, etc. that require use of anything other than the materials listed above.
 - Items that are displayed on structural walls that make up part of an employee’s interior workspace should be placed no higher than the height of surrounding cubicle walls.

- Items that promote a personal belief (including political, religious, labor-related and inspirational beliefs) should not extend beyond an employee's personal workspace.
 - Personal plants should be kept to a minimum of 4 plants and maintained in such a fashion that they do not pose risk of damage (weight or water) to an employee's workspace.
 - I. When necessary due to pest mitigation and/or damage risk, employees may be asked to remove personal plants from the facility.
 - Common hallways and corridors are not considered personal workspace.
- B. Employees should not affix items to the following surfaces without the approval of their Facility Manager:
- Ceilings, windows, doors and doorframes, walls that do not make up part of an employee's interior workspace, transparent cubicle panels and cubicle panels that face a corridor, walkway or other common area.
- C. Employees shall abide by DGS' seasonal memorandums regarding holiday decorations.
3. Additional Restrictions
- A. The JJIMHT functions within a facility operated by the Probation Department, at the request of Probation supervisory staff, JJIMHT employees will comply with any additional guidelines or restrictions related to the office environment.
- B. The Youth Detention Facility (YDF) is subject to various inspections; JJIMHT employees will remedy any concerns related to the office environment expressed during an inspection or in a report detailing the inspection's conclusions.
- C. The JJIMHT Program Coordinator shall consult with the YDF Facility Manager in regard to use of any devices outside of standard breakroom appliances: refrigerators, coffee pots, microwaves, toasters.

Reference(s)/Attachment(s):

County of Sacramento Policy and Program Regarding Countywide Injury and Illness Prevention

Sacramento County Department of General Services Policy-Prohibited Items in County Facilities

Related Policies:

BHS-CMH-YDF-03-01-Safety in the Workplace

BHS-CMH-YDF-09-01-Countywide Personnel Policies and Procedures

BHS-CMH-YDF-09-03-New Employee Orientation

BHS-CMH-YDF-09-06-Standards of Conduct

Contact Information: Christopher Eldridge, LMFT, Mental Health Program Coordinator, (916)876-9339, eldridgec@sacounty.net