

## **Unit Order #19-0002 CLINICAL & CONSULTING FORMS AND RECORDS**

**Effective Date: June 27, 2019**

### **PURPOSE OF ORDER:**

The purpose of this order is to re-brief PSB personnel who are involved in any form of clinical record keeping regarding the time frame for completion of forms and records including the Consultation Activities Logs (CALs) and clinical records.

### **SCOPE OF ORDER:**

This order applies to all Psychologist and Deputy Sheriff Personnel who conduct or are involved in any counseling, outreach, consultation, and/or emergency response activity during office hours, or when on-call.

### **ORDER:**

All electronic health records, clinical paperwork, and all other related documentation forms (including CALs) must be efficiently, accurately, and thoroughly completed as soon as possible (submission is not to exceed three business days). If this is not possible, a supervisor must be notified as soon as possible to address the conflict or problem.

With specific regard to the CAL, this form may only be kept "open or pending" beyond the timeframe noted above with supervisor approval, based on the nature and circumstances of the event (i.e., roll out, outreach, other urgent or emergent consultation, etc.)

PSB managers/supervisors shall take appropriate action to address all violations or deficiencies in following this order, including non-disciplinary corrective action for the involved employee, and/or referring the incident for disciplinary action. PSB managers/supervisors are responsible for tracking violations or deficiencies and the corrective action taken for each incident.

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