

# SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

## ADMINISTRATIVE POLICY

**NUMBER: BA051**

**NAME: CHAIN OF COMMAND AND OPEN DOOR POLICY**

INITIAL APPROVAL DATE:	05/31/1994	BY: SCCMHA Board
(LAST) REVISION DATE:	12/12/2023	BY: CEO
(LAST) REVIEW DATE:	12/14/2023	BY: Policy Committee
DISCONTINUED DATE:	NA	REPLACED BY: NA

I. **PURPOSE**

II. **APPLICATION**

Populations: **NA**  
Programs: **Direct - ALL**  
**Contracted - ALL**

III. **POLICY**

The Board of Directors of Sanilac County Community Mental Health Authority (Sanilac CMH) is responsible for setting policies for its staff members. The Board employs the CEO, to whom it delegates responsibility for the day-to-day administration of the Agency. The CEO manages the staff, using policies approved by the Board of Directors.

IV. **DEFINITIONS** – None.

V. **STANDARDS**

Sanilac CMH staff are accountable only to the CEO, or his designee. Any communications that staff think require Board attention must be processed through the Agency chain of command and provided to the CEO, who is responsible for communication with the Board. A staff member who does not follow the stated policy for channeling information through the CEO/designee is subject to disciplinary action.

Sanilac CMH is organized with three levels of administration: Supervisors, Officers, and the CEO. While the Agency promotes an open-door policy for staff regardless of level of administration, it is the responsibility of staff to inform their immediate Supervisor (and if appropriate their Officer) of any situation that requires them to interact outside of the chain of command.

All staff members are encouraged to provide input and suggestions concerning the overall operation and programs of the Agency, following the proper channels of communication. Staff members should initially bring their comments to their immediate Supervisor. In cases where it may be inappropriate, staff members may approach their Officer, the Human Resources Manager or the CEO.

Sanilac County Community Mental Health Authority operates in an "open door" manner. All staff input is considered and can be presented without fear of personal recrimination on the staff member or his or her position.

VI. **ATTACHMENTS** – None.

VII. **REFERENCES** – None.