



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

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“HOW AM I DRIVING?” PROGRAM	904.02	05/19/1994	1 of 2
APPROVED BY: Original signed by: ARETA CROWELL Director	SUPERSEDES 802.2 05/19/1994	ORIGINAL ISSUE DATE 05/19/1994	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide an avenue by which the Los Angeles County Department of Mental Health (LACDMH) employees will be encouraged to drive in a safe and courteous manner while operating a County vehicle.

POLICY

- 2.1 The LACDMH will provide formal procedures to inform employees of safe driving practices, and will monitor comments received from the public.
 - 2.1.1 LACDMH employees operating County vehicles are required to exercise safe, courteous, and defensive driving practices. Failure to do so may result in disciplinary action, up to and including discharge.
 - 2.1.2 All County-owned vehicles are to be driven only for the purpose of conducting County business.

PROCEDURES

- 3.1 A “How Am I Driving?” hotline has been established to record complaints received from citizens.
- 3.2 When a caller reports an unsafe driving practice, the Departmental Safety Officer or his/her designee will record the complaint on the Administrative Support Bureau (ASB) Incident Report Form (MH 102A) (Attachment 1), listing the date and time of the call; date, time, and location of the incident; vehicle identification; caller’s name, address, and telephone number; and a description of the incident.
 - 3.2.1 When an anonymous call is received, an investigation of the incident will be pursued and reported on the Department Incident Report Form



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(MH 102B) (Attachment 2); however, no disciplinary action will be taken on anonymous calls.

- 3.3 When all information from the caller has been recorded on the ASB Incident Report Form, the information will then be transferred to the Departmental Incident Report Form, which is sent to the responsible bureau/division for investigation.
- 3.4 After investigation, the completed Departmental Incident Report Form is returned to the Safety Officer or his/her designee, and if warranted, along with a plan for corrective action.
 - 3.4.1 The following procedure is recommended within a twelve (12) month period:
 - Step 1. First call/complaint: A letter is sent to the individual involved, noting the corrective action required.
 - Step 2. Second call/complaint: A documented meeting with the Departmental Safety Officer.
 - Step 3. Third call/complaint: An administrative disciplinary action by the LACDMH Executive Office may be taken.

AUTHORITY

1. Board of Supervisors' Recommendation
2. LACDMH Policy No. 904.01, County-Owned Vehicle Control

ATTACHMENTS (HYPERLINKED)

1. [Incident Report form \(MH 102A\)](#)
2. [Incident Report form \(MH 102B\)](#)