

Policy Number: 1200

Policy Title: Definition of Policy, Regulation and Procedure

Date Adopted: September 25, 2019

Purpose

To define CSB Board policies, related regulations, and procedures.

Policy

The CSB Board is empowered by State Code to, among other things, develop policies concerning the operation of services under its direction or supervision. Promulgation of regulations and operating procedures is delegated to the Executive Director, except when federal, state or local law requires that the CSB Board formulate and adopt specific types of regulations or when the CSB Board determines that a matter is of such importance that the CSB Board deems it necessary to promulgate and adopt a regulation.

1. Policy is defined as a definite course or method of action established in consideration of given conditions to guide and determine present and future decisions. Policies are adopted by the CSB Board.
2. Regulation is defined as a mandatory rule applied agency wide. Where applicable, regulations must be consistent with policies of the Board of Supervisors of Fairfax County, and the Department of Behavioral Health and Developmental Services (DBHDS). Unless otherwise directed by the CSB Board, all regulations are issued by the Executive Director. CSB Regulations are electronically maintained on the CSB internal website, copies of which will be made available to the CSB Board as requested.
3. Operating procedure is defined as a formally stated method of carrying out a policy, regulation, or program practice and usually refers to a specific program area. Procedures are issued at the discretion of Service Directors, the Medical Director, and other senior staff designated by the Executive Director.
4. The CSB Board may review, amend, or revoke any policy.

Approved


CSB Board Secretary

September 25, 2019

Date

References: • Va. Code § 37.2-504

Policy Adopted: December 20, 1989
Revisions Adopted: August 24, 1994
Revision Adopted: April 23, 1997
Revision Adopted: March 29, 2000
Revision Adopted: June 25, 2003
Revision Adopted: February 18, 2009
Policy Readopted: March 25, 2009
Revision Adopted: January 28, 2015
Revision Adopted: September 25, 2019