STANDARD OPERATING PROCEDURES

STANDARD OPERATING PROCEDURE	CENTERS	OUTREACH/ ADMISSIONS	CTS
a. Administrative Procedures			
1. Organization Chart	x	x	x
2. Personnel Policies and Position	x	x	x
Descriptions	x	x	x
3. Staff Training	x	x	x
4. Affirmative Action	x		
5. Internal Communications	x		
6. Reports Control	x	x	x
7. Internal Control Policies/Procedures for Financial, Procurement, and Property Management			
b. Staff and Student Schedules	x		
c. Student Accountability Procedures	x		
d. Dormitory Management Procedures (including staff coverage and student safety procedures)	x		
e. Standards of Student Conduct procedures (including Zero Tolerance Policy)	x		
f. Preventive Maintenance Procedures	x		
g. Student Benefit Fund Procedures	x		
h. Staff Incentive Procedures		x	x
i. Records Management Procedures	x	x	x
j. Admission and Departure Procedures		x	
k. Quality (Assurance) Control Procedures	x	x	x
l. Energy Conservation Procedures	x		