## STANDARD OPERATING PROCEDURES

STANDARD OPERATING PROCEDURE	CENTERS	OUTREACH/ ADMISSIONS	CTS
a. Administrative Procedures			
1. Organization Chart	X	X	X
Personnel Policies and Position     Descriptions	x	x	X
3. Staff Training	x	x	х
4. Affirmative Action	x	X	X
5. Internal Communications	x		
6. Reports Control	x		
7. Internal Control Policies/Procedures for Financial, Procurement, and Property Management	х	х	х
b. Staff and Student Schedules	х		
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 for violence and drugs)	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
Energy Conservation Procedures	X		
m. Applicant File Review Procedures	X	X	
n. Reasonable Accommodation Process	X	X	