

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Field Staff Accountability	PAGE <u>1</u> OF <u>2</u>
	NUMBER: 22-BUS-13
RULE/CODE REFERENCE: ORC 5120.01; 5120.09	SUPERSEDES: 22-BUS-13 dated 05/09/01
RELATED ACA STANDARDS:	EFFECTIVE DATE: January 6, 2014
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish a standard policy and consistent procedures regulating the accountability of field staff personnel within the Department of Rehabilitation and Correction.

III. APPLICABILITY

This policy applies to all persons employed by the Department of Rehabilitation and Correction. It specifically applies to all field staff employees and their supervisors.

IV. DEFINITIONS

Field Staff - Personnel who are away from the office at least 50% of the time and/or those employees who leave directly from home to go to field sites at least 50% of the time.

Field Sites - Any location other than a central/regional/district office of the agency.

Internal Accounting Control - The steps that an agency takes to provide reasonable assurance that funds, property, and other assets are safeguarded against waste, loss, unauthorized use or misappropriation; and revenues and expenditures applicable to agency operations are properly recorded and accounted for to permit the preparation of reliable financial and statistical reports and to maintain accountability over assets.

V. POLICY

It is the policy of the Department of Rehabilitation and Correction to assure accountability of the time and activity of field staff through self-documentation of these items, supervisory review of the documentation, and independent supervisory monitoring and verification.

VI. PROCEDURES

The Department of Rehabilitation and Correction shall use standardized reporting for the supervision of field staff and for the documentation of their activities, work hours, and leave time. Due to the risk posed in this area and internal accounting control concerns by the administration, all sections having field staff are required to review their internal controls no less than annually. The review shall include an analysis of the following information, which is to be maintained by a field staff employee's supervisor for one year.

- A. The employee weekly itineraries, activity reports, or time sheets that are completed by field staff and approved by a supervisor.
- B. Investigation of rumors/allegations that employees are not working or are not on approved leave for the hours for which they are paid.
- C. Independent verification that the employee is at the reported site working the reported hours, on a periodic basis, but no less than monthly. This should include verification of attendance at activities for which administrative leave has been approved.