

DRS INTERNAL POLICIES

MANUAL

DRS POLICY

CHAPTER 1. ADMINISTRATIVE OPERATIONS

Subchapter	Section
13. Civil Rights and Nondiscrimination on Basis of Race, Color, National Origin, Sex, Age or Disability	DRS:1-13-1
17. Communications Office	DRS:1-17-1

**SUBCHAPTER 13. CIVIL RIGHTS AND NONDISCRIMINATION ON BASIS OF RACE,
COLOR, NATIONAL ORIGIN, SEX, AGE OR DISABILITY**

Section

DRS:1-13-1. Sexual Harassment/Sexual Assault

Section History

7-1-94 PT MEMO #
New

DRS: 1-13-1. Sexual Harassment/Sexual Assault

(a) **Sexual Harassment.** The Department of Rehabilitation Services [DRS] explicitly prohibits sexual harassment of employees. Sexual harassment is unlawful and may subject those who engage in it to DRS formal discipline as well as civil and criminal penalties.

(b) **Definition of Sexual Harassment.** Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:

- (1) when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- (2) when submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) when such conduct has the purpose or effect of unreasonably interfering with an individual's work or creating an intimidating, hostile, or offensive working environment.

(c) **Examples of Prohibited Conduct.** Conduct prohibited by this policy may include, but is not limited to:

- (1) Unwelcome sexual flirtation, advances or propositions for sexual activity.
- (2) Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes.
- (3) Sexually degrading language to describe an individual.
- (4) Remarks of a sexual nature to describe a person's body or clothing.
- (5) Display of sexually demeaning objects and pictures.
- (6) Offensive physical contact, such as unwelcome touching, pinching, brushing the body.
- (7) Coerced sexual intercourse.
- (8) Sexual assault.
- (9) Rape, date or acquaintance rape, or other sex offenses, forcible or non-forcible.
- (10) Actions indicating that benefits will be gained or lost based on responses to sexual advances.

(d) **Supervisors and Co-workers.** Since some employees of DRS hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. Supervisors in particular, in their relationships with subordinates, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of employees to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive, or exploitive. Sexual harassment also can involve relationships among equals as when repeated

advances, demeaning verbal behavior, or offensive physical contact interfere with an individual's ability to work and study productively. Sexual harassment can also result from situations where there has been a romantic relationship between a supervisor and employee, which has ended or when there is a relationship that creates a third party sexual harassment hostile work environment. Sexual harassment can also result from situations where there is an ongoing consensual sexual relationship between a supervisor and an employee.

(e) **Grievance.** DRS is committed to providing an environment of work free from sexual harassment and to insuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment.

DRS encourages employees to report instances of sexual assault or other sex offenses, either forcible or non-forcible. In addition to internal grievance procedures, employees are encouraged to file complaints or reports with local law enforcement agencies by telephoning 911, as soon as possible after the offense occurs in order to preserve evidence necessary to the proof of criminal offenses.

In the absence of a formal grievance, DRS reserves the right to investigate and deal administratively with sexual harassment issues whenever becoming aware of their existence. Supervisors who become aware of instances of sexual harassment as defined in paragraph (c) shall immediately or as soon as reasonably possible report them to the respective Division Administrator or Chief of Staff who shall consult with legal counsel and initiate appropriate corrective action. **1**

(f) **Retaliation.** Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual harassment will be treated as a separate and distinct violation of DRS policy.

(g) **Discipline.** Appropriate disciplinary action may include a range of actions up to and including discharge.

(h) **Criminal Action.** When criminal action is pursued in addition to an administrative grievance under this policy, the Director shall designate a DRS representative to coordinate investigative actions with local law enforcement authorities to ensure that criminal prosecution is not jeopardized. The designated representative may defer administrative investigation at the request of DRS or local law enforcement authorities pending completion of a criminal investigation.

INSTRUCTIONS TO STAFF

1. Administrative Guidance: Appropriate corrective action may include, but is not limited to, taking immediate action to remove the alleged violating employee from the work environment by placing them on leave with pay pending an investigation into the allegations. In addition, the alleged actions should be analyzed to determine if they constitute possible violence in the workplace as that is defined in [DRS: 3-3-113](#). If the alleged action constitutes possible violence in the workplace, staff shall follow the requirements of [DRS: 3-3-113](#). In no circumstances shall the reporting employee be subject to adverse action of any kind related to the reporting of the alleged incident.

Section History

10-10-11 New policy

3-15-15 Removal of language regarding the Civil Rights Administrator.
Added Instructions to Staff.

SUBCHAPTER 17. COMMUNICATIONS OFFICE

Section

DRS:1-17-5. DRS Logo and Communication Materials Development

DRS:1-17-7. Social Networking

Section History

7-1-07 PT Memo 07-
Permanent, New section

7-1-11 PT Memo #11-01
Permanent, New section

DRS:1-17-5. DRS Logo and Communication Materials Development.

(a) **Development of Communication Materials.** The DRS Communications Office (PIO) is responsible for development of communication materials representing DRS divisions, schools, units or programs to external audiences. **1** Communication materials include all print and electronic publications, websites and web pages, advertisement (except for classified newspaper notices), public service announcements, originally produced videotapes, media documents, tabletop displays and stand alone exhibits. All projects, even those funded by some other entity, are subject to this policy. The PIO will coordinate approval with appropriate agency officials before distribution. **2, 3** PIO staff are responsible for complying with state rules related to the use of official cost statements and submission of print and electronic publications to the Oklahoma Publications Clearinghouse. **4** The PIO is also responsible for logo design and advising staff regarding appropriate use of the DRS logo. The PIO administrator may delegate these responsibilities.

(b) **Beginning New Projects.** When they are ready to start new communications projects, division administrators, superintendents, unit administrators or their delegates prioritize new and existing requests, assign subject matter experts and provide funding information to the PIO. The subject matter experts provide background information, program knowledge, client contacts and collaborate with the PIO as needed. The PIO may contract for assistance with projects that are priorities if existing workloads would delay completing the projects in-house.

(c) **Use of DRS Agency Name and Logo.** Print and electronic publications produced for DRS divisions, schools, units or programs shall include the full name of the Oklahoma Department of Rehabilitation Services. The DRS logo shall be used on all communication materials representing the agency to external audiences, including print and electronic publications, websites and web pages, advertisements, public service announcements, original videotapes and media documents.

INSTRUCTIONS TO STAFF

1. Development of communication projects for external audiences begins and ends with the PIO to ensure that projects are professionally produced at fair market prices without taking program staff away from their primary duties. This coordination enables DRS to take advantage of bulk discounts and remain compliant with purchasing/contracting requirements that prohibit multiple purchases of similar goods and services.
2. The PIO coordinates the approval process for each project that represents the agency, divisions, schools, units or programs before distribution. When the PIO staff develop communication materials, they handle preparation and distribution of accessible and standard materials at the same time.
3. See also [612:3-5-12\(d\)](#) and [612:3-5-17](#)
4. See also [612:1-9-3](#)

Section History

- 7-01-04 PT Memo #05-01
Permanent, New section
- 10-1-07 PT Memo #08-02
Added to communication materials
- 3-11-13 Division name change from Public Information Office (PIO) to Communications Office (C).

DRS:1-17-7. Social Networking

(a) **Implementation.** Social network (SN) services focus on building online communities of people who share interests and/or activities, or who are interested in exploring the interests and activities of others. Most social network services are web-based and provide a variety of ways for users to interact.

The tools used to interact with social network providers vary greatly as does the format. Social network services are most commonly hosted by entities to which the Oklahoma Department of Rehabilitation Services (ODRS) has limited or no control. As such, the contributions to social networking sites may not be protected or guaranteed in any way and may not reflect the position of the ODRS.

To protect the position, image and information assets of the ODRS, the use of social network services is intended for agency purposes only. The ODRS recognizes the potential marketing benefits of a social network presence and its use is meant to promote and market the mission and goals of the agency.

(b) Use.

(1) The Communications Office as authorized by the ODRS Director is responsible for overseeing the ODRS' brand identity and key messages communicated on the sites. The Communications Office will maintain a log of all social networking services used by agency employees in the course of official business.

(A) The Communications Office is responsible for oversight and management of all agency accounts with social networking providers.

(B) Authorization for the engagement with agency social network accounts is a function of the Communications Office.

(C) Authorized individuals who have obtained written permission by the Communications Office or Director may publish content to an approved social network provider.

(D) The Communications Office will provide the agency's Information System Administrator with documentation detailing the authorized social network service providers, and current account names and master passwords, and person(s) authorized to use the accounts.

(E) Employees shall conform to the agency policy on computer and software usage and refrain from using Social Networking for personal use on state time or equipment.

(2) The following statements also apply to social network usage:

(A) All policies and guidelines pertaining to e-mail and acceptable usage of computers also apply to social networks, including, but not exclusive to, policies regarding solicitation, obscenity, harassment, pornography, sensitive information and malware.

(B) Users' social networking presences reflect the ODRS so usernames, comments, photos, videos, etc., should be appropriate for a professional environment, and selected in good taste. All ODRS official pages or users must have approval from the ODRS Director to comment, write or publish on the agency's behalf.

(C) Information published on social networking sites should comply with the State of Oklahoma Information Security Policy, Procedures and Guidelines,

(D) Respect copyright laws and reference sources appropriately. Identify any copyrighted or borrowed material with citations and links.

(E) It is unlawful to disclose or use the ODRS' or respective client's confidential or proprietary information in any form of online media.

(F) When representing the ODRS in any social networking activity, user should be aware that all actions are public and employees will be held fully responsible for any and all said activities.

(G) User must disclose their true identity and affiliation with the ODRS.

(H) User must respect the privacy of colleagues and the opinions of others.

(I) Avoid personal attacks, online fights, and hostile personalities.

(J) Ensure material is accurate, truthful, and without error.

(K) Do not conduct any online activity that may violate applicable local, state, or federal laws or regulations.

(L) All social networking pages for the ODRS will display the logo approved by the Communications Office as authorized by the ODRS Director.

(c) **Security.** Social Networking has the potential for security-related issues. Most social networking traffic is sent in clear text that is not encrypted. The following statements apply to social networking security:

(1) The agency's information systems administrator must review selected social network service providers, clients, and associated plug-ins to identify potential security vulnerabilities prior to their use.

(2) To maintain security of the ODRS network usernames and passwords, social networking users must use a username/password combination that differs from their login ID and password for the ODRS network.

(3) Sensitive information such as usernames, passwords, Social Security numbers, and account numbers passed via social networking can be read by parties other than the intended recipient(s). Transferring sensitive information over social networking is prohibited.

(4) Peer-to-peer file sharing is not allowed through the ODRS network. Social networking clients are prohibited from use as peer-to-peer file-sharing.

(5) Many social networking clients provide file transfers. Transferring of files is not allowed and users will never accept any files being sent to them for any reason.

(6) Social networking can make a user's computer vulnerable to denial of service (DoS) attacks. Social networking users will configure their social networking clients in such a way that they do not receive messages from unauthorized users.

(7) Many Social networking sites provide plug-ins for internet browsers and instant messaging services. These open additional security holes in the system and will not be installed on ODRS equipment.

(8) Many Social networking sites provide access to secondary Instant Messaging services to communicate with people one on one. As these programs are vulnerable and do not provide any encryption, these applications will not be used on ODRS equipment or accounts.

(9) Escalations: In the event a virus, malware, or any other suspicious activity is observed on the user machine. User is instructed to immediately contact the ODRS help desk for prompt assistance to determine the cause of the situation. If confirmation of a Virus or other non-ODRS authorized application is present, the ODRS help desk will attempt to clean the machine using authorized ODRS programs and procedures. If the cleaning is unsuccessful user is instructed and required to shut down the computer without any additional use, including saving or moving of data from the machine. The ODRS help desk will arrange for the recovery of the machine, access to the machine after confirmation of infection is prohibited.

(d) Symptoms of Suspicious Activity.

(1) The computer runs slower than usual.

(2) The computer stops responding, or it locks up frequently.

(3) The computer crashes, and then it restarts every few minutes.

(4) The computer restarts on its own. Additionally, the computer does not run as usual.

(5) Applications on the computer do not work correctly.

(6) Disks or disk drives are inaccessible.

(7) You cannot print items correctly.

(8) You see unusual error messages.

(9) You see distorted menus and dialog boxes.

(10) There is a double extension on an attachment that you recently opened, such as a .jpg, .vbs, .gif, or .exe. extension.

(11) An antivirus program is disabled for no reason. Additionally, the antivirus program cannot be restarted.

(12) An antivirus program cannot be installed on the computer, or the antivirus program will not run.

(13) New icons appear on the desktop that you did not put there, or the icons are not associated with any recently installed programs.

(14) Strange sounds or music plays from the speakers unexpectedly.

(15) A program disappears from the computer even though you did not intentionally remove the program.

(e) **Infected machine.** The ODRS help desk support staff will notify the ODRS Security Officer of the infected machine so an examination of the system may be performed to locate the cause of the infection and solution necessary to prevent spread. Machine may require reinstallation of operating system, loss of data files may occur.

(f) **Records Management.** All social networking communications are subject to the requirements of the Office of Records Management and the Child Internet Protection Act (CIPA).

(g) **Monitoring.** Social networking traffic is logged and periodically reviewed. Until product software is in place to do this electronically, the ODRS will take screen capture of social networking sites monthly. Users will have no expectation of privacy. Supervisors may request or be provided reports of Internet usage by employees from the Information Systems Administrator as needed to monitor use.

Any employee found to have misused or abused a social networking service or violated this policy may be subject to disciplinary action, up to and including termination of employment. For assistance with this policy, please contact the ODRS help desk.

The ODRS will also follow the State of Oklahoma Social Networking and Social Media Standards not expressly written in this document, see http://www.ok.gov/OSF/Information_Services/Social_Media/.

(h) **Communications.** The ODRS will use social networking pages as another tool to connect with media, other agencies and the general public in times of crisis to assist with the emergency or disaster incidents plan; including potential delays or closures of sites or services as deemed applicable and prudent by the Director of the ODRS.

Section History

3-11-13 PT Memo #12-01

Permanent, New section

3-11-13 Division name change from Public Information Office (PIO) to Communications Office (CO).

DRS POLICY

CHAPTER 3. MANAGEMENT SERVICES DIVISION

Subchapter	Section
1. General Provisions	Reserved
3. Human Resources Unit	DRS:3-3-1
5. Policy Development and Program Standards Unit	Reserved
7. Budget and Finance Unit	DRS:3-7-1
9. Central/Departmental Services Unit	DRS:3-9-1
11. Information Services Unit	DRS:3-11-30

Section History

7-1-96	PT Memo #96-3 Internal management policy, new table of contents
11-13-98	PT Memo #99-3 Added listing for first entry in reserved Subchapter 11

SUBCHAPTER 3. HUMAN RESOURCES UNIT

PART 13. DEPARTMENT OF REHABILITATION SERVICES - CERTIFIED PUBLIC MANAGER (CPM) POLICY [REVOKED]

- DRS:3-3-131. Purpose and Scope **[Revoked]**
- DRS:3-3-132. CPM Criteria Eligibility **[Revoked]**
- DRS:3-3-133. CPM Application Process **[Revoked]**
- DRS:3-3-134. CPM Program Requirements **[Revoked]**
- DRS:3-3-135. CPM Candidate Status **[Revoked]**
- DRS:3-3-136. CPM Candidate Removal from Program **[Revoked]**

Section History

- 7-1-96 PT Memo #96-3
Internal management policy, new table of contents
- 7-1-97 PT Memo #97-7
Added listings for sections under Parts 3 and 5
- 6-26-00 POL Memo #00-09
Internal management policy, new table of contents
- 2/14/03 POL Memo #03-05
Internal management policy, added sections 131-136
- 7/1/03 POL Memo #03-07
Corrected tagline 3-3-16

DRS: 3-3-131. Purpose and Scope. [Revoked]

Section History

2/14/03 PT Memo 03-05

Internal Management Policy, added new section

9/13/10 PT Memo 12-01

Revoked, See Merit rule 530:10-17-110 through 115

DRS: 3-3-132. CPM Criteria Eligibility. [Revoked]

Section History

2/14/03 PT Memo #03-05

Internal Management Policy, added new section

9/13/10 PT Memo 12-01

Revoked, See Merit rule 530:10-17-110 through 115

DRS: 3-3-133. CPM Application Process. [Revoked]

Section History

2/14/03 PT Memo #03-05

Internal Management Policy, added new section

9/13/10 PT Memo 12-01

Revoked, See Merit rule 530:10-17-110 through 115

DRS: 3-3-134. CPM Program Requirements. [Revoked]

Section History

2/14/03 PT Memo #03-05

Internal Management Policy, added new section

9/13/10 PT Memo 12-01

Revoked, See Merit rule 530:10-17-110 through 115

DRS:3-3-135. CPM Candidate Status. [Revoked]

Section History

2/14/03 PT Memo #03-05

Internal Management Policy, added new section

9/13/10 PT Memo 12-01

Revoked, See Merit rule 530:10-17-110 through 115

DRS:3-3-136. CPM Candidate Removal from Program [Revoked]

Section History

2/14/03 PT Memo #03-05
Internal Management Policy, added new section

9/13/10 PT Memo 12-01
Revoked, See Merit rule 530:10-17-110 through 115

SUBCHAPTER 7. BUDGET AND FINANCE UNIT
PART 1. OVERVIEW OF BUDGET AND FINANCE UNIT

Section

- DRS:3-7-1. Purpose of the Budget and Finance Unit **[Revoked]**
- DRS:3-7-2. Mission of the Budget and Finance Unit **[Revoked]**
- DRS:3-7-3. Organization of the Budget and Finance Unit **[Revoked]**

PART 3. FEDERAL ACCOUNTING

Section

- DRS:3-7-13. Federal accounting **[Revoked]**
- DRS:3-7-14. Cost allocation **[Revoked]**
- DRS:3-7-15. Agency contract encumbrances **[Revoked]**
- DRS:3-7-16. Audit of financial records **[Revoked]**

PART 5. BUDGET

Section

- DRS:3-7-26. Funds and accounts **[Revoked]**
- DRS:3-7-27. Appropriations **[Revoked]**
- DRS:3-7-28. Agency budget **[Revoked]**
- DRS:3-7-29. Budget control and management **[Revoked]**
- DRS:3-7-30. Financial reporting **[Revoked]**

PART 7. FINANCE OPERATIONS

Section

- DRS:3-7-40. Scope **[Revoked]**
- DRS:3-7-41. Authorized signatures **[Revoked]**
- DRS:3-7-42. Collecting funds **[Revoked]**
- DRS:3-7-43. 700 fund accounts **[Revoked]**
- DRS:3-7-44. Investments **[Revoked]**

- DRS:3-7-45. Authorization and disbursement of payments **[Revoked]**
- DRS:3-7-46. Claims processing **[Revoked]**
- DRS:3-7-47. Warrant control **[Revoked]**
- DRS:3-7-48. Cashbook **[Revoked]**
- DRS:3-7-49. Comprehensive Annual Financial Report (CAFR) **[Revoked]**
- DRS:3-7-50. Miscellaneous income tax information (Form 1099s) **[Revoked]**
- DRS:3-7-51. Maintenance and retention of records **[Revoked]**

Section History

12-1-97 PT Memo #98-7
Internal management policy, new table of contents

PART 1. OVERVIEW OF BUDGET AND FINANCE UNIT

Section

- DRS:3-7-1. Purpose of the Budget and Finance Unit **[Revoked]**
- DRS:3-7-2. Mission of the Budget and Finance Unit **[Revoked]**
- DRS:3-7-3. Organization of the Budget and Finance Unit **[Revoked]**

DRS:3-7-1. Purpose of the Budget and Finance Unit [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-2. Mission of the Budget and Finance Unit [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-3. Organization of the Budget and Finance Unit [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

PART 3. FEDERAL ACCOUNTING

Section

- DRS:3-7-13. Federal accounting **[Revoked]**
- DRS:3-7-14. Cost allocation **[Revoked]**
- DRS:3-7-15. Agency contract encumbrances **[Revoked]**
- DRS:3-7-16. Audit of financial records **[Revoked]**

DRS:3-7-13. Federal accounting [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-14. Cost allocation [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-15. Agency contract encumbrances [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-16. Audit of financial records [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from FSD to MSD {see 612:5}

PART 5. BUDGET

Section

- DRS:3-7-26. Funds and accounts **[Revoked]**
- DRS:3-7-27. Appropriations **[Revoked]**
- DRS:3-7-28. Agency budget **[Revoked]**
- DRS:3-7-29. Budget control and management **[Revoked]**
- DRS:3-7-30. Financial reporting **[Revoked]**

DRS:3-7-26. Funds and accounts [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-27. Appropriations [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-28. Agency budget [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-29. Budget control and management [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-30. Financial reporting [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

PART 7. FINANCE OPERATIONS

Section

- DRS:3-7-40. Scope **[Revoked]**
- DRS:3-7-41. Authorized signatures **[Revoked]**
- DRS:3-7-42. Collecting funds **[Revoked]**
- DRS:3-7-43. 700 fund accounts **[Revoked]**
- DRS:3-7-44. Investments **[Revoked]**
- DRS:3-7-45. Authorization and disbursement of payments **[Revoked]**
- DRS:3-7-46. Claims processing **[Revoked]**
- DRS:3-7-47. Warrant control **[Revoked]**
- DRS:3-7-48. Cashbook **[Revoked]**
- DRS:3-7-49. Comprehensive Annual Financial Report (CAFR) **[Revoked]**
- DRS:3-7-50. Miscellaneous income tax information (Form 1099s) **[Revoked]**
- DRS:3-7-51. Maintenance and retention of records **[Revoked]**

DRS:3-7-40. Scope [Revoked]

Section History

- 12-1-97 T Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-41. Authorized signatures [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-42. Collecting funds [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-43. 700 fund accounts [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-44. Investments [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-45. Authorization and disbursement of payments [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 1-18-07 PT Memo #08-01
Removed reference to ORMIS
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-46. Claims processing [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 7-1-99 POL Memo #00-1
Internal management policy, updated DVR/DVS
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-47. Warrant control [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-48. Cashbook [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-49. Comprehensive Annual Financial Report (CAFR) [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-50. Miscellaneous income tax information (Form 1099s) [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

DRS:3-7-51. Maintenance and retention of records [Revoked]

Section History

- 12-1-97 PT Memo #98-7
Internal management policy, new section
- 3-8-10 PT Memo #10-02
Moved from MSD to FSD {see 612:5}

SUBCHAPTER 9. CENTRAL/DEPARTMENTAL SERVICES UNIT

PART 1. GENERAL PROVISIONS

Section

DRS:3-9-5. Equipment furnished to the vendor **[REVOKED]**

PART 7. PROPERTY MANAGEMENT SECTION

Section

DRS:3-9-60. Telephone calling (credit) cards **[REVOKED]**

DRS:3-9-61. Cellular phones **[REVOKED]**

DRS:3-9-62. Pagers **[REVOKED]**

DRS:3-9-63. Postage, postage equipment, post office box rental **[REVOKED]**

PART 9. MATERIEL MANAGEMENT SECTION

Section

DRS:3-9-74. Materiel Management Section responsibilities **[REVOKED]**

DRS:3-9-79. Archives and records management **[REVOKED]**

Section History

1-8-01 Pol Memo 01-03

Internal Procedures, NEW

9-9-13 Name change: Dept. Central Services to Division of Capital Assets Management

8-27-15 Division name change of Vocational Rehabilitation for the Blind & Visually Impaired to Visual Services.

9-11-17 Division name change of Vocational Rehabilitation for the Blind & Visually Impaired to Visual Services.

PART 1. GENERAL PROVISIONS

Section

DRS:3-9-5. Equipment furnished to the vendor **[REVOKED]**

DRS:3-9-5. Equipment furnished to the vendor. [Revoked]

Section History

1/8/01	Pol Memo 01-03 Internal Procedures, NEW
1/9/06	Pol Memo 07-01 Revoked

PART 7. PROPERTY MANAGEMENT SECTION

Section

DRS:3-9-60. Telephone calling (credit) cards **[Revoked]**

DRS:3-9-61. Cellular phones **[Revoked]**

DRS:3-9-62. Pagers **[Revoked]**

DRS:3-9-63. Postage, postage equipment, post office box rental **[Revoked]**

DRS:3-9-60. Telephone calling (credit) cards [Revoked]

Section History

1/8/01	Pol Memo 01-03 Internal Procedures, NEW
2/14/03	PT Memo #03-05 Internal Procedures, changed District Supervisor to Program Manager
1/9/06	Pol Memo 07-01 Updating policy see 3-9-11

DRS:3-9-61. Cellular phones [Revoked]

Section History

1/8/01 Pol Memo 01-03
Internal Procedures, NEW

1/9/06 Pol Memo 07-01
Updating policy see 3-9-11

DRS:3-9-62. Pagers [Revoked]

Section History

1/8/01	Pol Memo 01-03 Internal Procedures, NEW
2/14/03	PT Memo #03-05 Internal Procedures, changed District Supervisor to Program Manager
1/9/06	Pol Memo 07-01 Updating policy see 3-9-11

DRS:3-9-63. Postage, postage equipment, post office box rental [Revoked]

Section History

1/8/01	Pol Memo 01-03 Internal Procedures, NEW
7/1/03	Pol Memo 03-?? Changed District Supervisors to Program Managers ITS only
3-6-06	POL Memo 07-01 See DRS:3-9-12

PART 9. MATERIEL MANAGEMENT SECTION

Section

DRS:3-9-74. Materiel Management Section responsibilities **[Revoked]**

DRS:3-9-79. Archives and records management **[Revoked]**

DRS:3-9-74. Materiel Management Section responsibilities [Revoked]

Section History

1/8/01 Pol Memo 01-03
Internal Procedures, NEW

1/9/06 Pol Memo 07-01
Updating policy see 3-9-13

DRS:3-9-79. Archives and records management [Revoked]

Section History

1/8/01 Pol Memo 01-03

Internal Procedures, NEW

1/9/06 Pol Memo 07-01

Updating policy see 3-9-13