



THE UNIVERSITY of
MISSISSIPPI

OFFICE OF INTERNAL AUDIT



September 2017
Newsletter

The Audit Perspective

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September is National Emergency Preparedness Month. This year's theme is *Disasters Don't Plan Ahead. You can.* We would like to remind all employees and supervisors of the importance of emergency preparedness. We encourage everyone to share the information contained in this newsletter with faculty, staff, and students.

LiveSafe

LiveSafe is a free mobile safety app that the University provides to all students, faculty, staff, parents, alumni, and visitors. This app provides a streamlined way for you to communicate directly with UM safety officials to better protect yourself. And by leveraging the community's eyes and ears, LiveSafe helps to keep the campus safe by preventing crimes before they occur. With LiveSafe, users can:



LiveSafe

- **Share information** – Submit reports for suspicious activity or an on-campus disturbance with photo, video, or audio attachments. You have the option to send anonymously.
- **Have peace of mind with SafeWalk** – Invite others to "virtually escort" and monitor your location on a real-time map. Simultaneously, SafeWalkers can chat with one another or call 911 if needed.
- **Navigate the University of Mississippi campus** – Refer to a full [UM map](#) for locations of campus buildings.
- **Summon emergency help** – Safety officials can leverage location-data in an emergency, allowing faster response times.
- **Access emergency information** – Have fast access to important campus support resources and emergency procedures, even when you are unable to connect to the Internet.

- **Notifications** - Users can receive important broadcast notifications specific to the University of Mississippi. Notifications must be enabled to receive the broadcast notifications.

As long as users have the capacity to make voice calls, anyone in an emergency should always call 911 or 4911 from a university phone. If, however, a user is unable to make a direct call due to situational or technical issues, or if they must be discrete, then LiveSafe reporting becomes advantageous. Additionally, when the Emergency button is used to dial 9-1-1, dial campus police, or message campus police, location services are enabled to help emergency personnel find your location.

More information can be found by visiting olemiss.edu/livesafe. The LiveSafe app can be downloaded from the App Store for Apple devices or Google Play for Android devices.



RebAlert

RebAlert is an emergency text message notification service that is provided to employees, students, and parents. If you can receive text messages, you can receive RebAlerts; a smartphone is not required. If you currently don't receive RebAlerts, you can sign up online:

- For employees, log in to [myOleMiss](#), navigate to the Employee tab, My HR Tools, and finally Address and Communication Preferences.
- For students, log in to [myOleMiss](#), navigate to the Student tab, My Profile, and finally Contact Information.
- Parents may sign up for RebAlert by following the [step-by-step guide](#).

For more information see the [frequently asked questions](#) about RebAlert.

Emergency Notifications on Twitter

The University sends out emergency information from the [@RebAlert](#) Twitter account. Simply follow [@RebAlert](#) to view these messages. If you turn on notifications for your Twitter app, these messages will appear as alerts on your smartphone.

Other Emergency Notification Outlets

The University offers many additional emergency notification outlets, including:

- Announcement made on campus and commercial radio and television stations

- Ole Miss Homepage banner (www.olemiss.edu)
- Emergency Website (www.olemiss.edu/emergency)
- UM Today Posting
- Email (sent via UM Today)
- Emergency sirens with public address capability
- Information by calling (662) 915-1040
- Channel 99 (Campus Cable Television System)
- Emergency Alert System (EAS) – all televisions on campus interrupted for announcements
- Loudspeakers on University Police vehicles

Incident Information

Employees and students should direct all requests for information about an incident from news agencies (TV, radio, cell phone, newspapers, etc.) and the public to [Public Relations](#) at (662) 915-5639. News conferences will be held when deemed necessary by University officials. Please see the [Media Relations Policy](#). All inquiries from students or parents should be directed to the Student Life Office at (662) 915-7705.

Departmental Emergency Plan

Departments should consider developing an Emergency Plan for their respective area. The [Emergency Preparedness and Response Plan Template](#) and [Departmental Emergency Plan Template](#) can be used as a starting point for departments needing to establish a plan.

Important Phone Numbers

<i>Emergency</i>	<i>911</i>
<i>Campus Police – Emergency</i>	<i>(662)915-4911</i>
<i>Facilities Management Dispatch</i>	<i>(662)915-7087</i>
<i>Campus Police – Non Emergency</i>	<i>(662)915-7234</i>
<i>Oxford Police Department</i>	<i>(662)232-2400</i>
<i>Oxford Fire Department</i>	<i>(662)232-2411</i>
<i>Baptist Memorial Hospital – Oxford</i>	<i>(662)232-8100</i>
<i>Student Health</i>	<i>(662)915-7274</i>
<i>Hazardous Material Emergencies</i>	<i>(662)915-5433</i>
<i>Road Conditions</i>	<i>(888)728-4218</i>
<i>Weather, School Cancellation, or other Emergency News</i>	<i>(662)915-1040</i>

Training with Internal Audit

New! Lead Responsibly:

A section entitled *Doubt Means Don't: Fiscal Responsibility (Code of Ethics and Conduct)* will be presented by Internal Audit during the Lead Responsibly training. Lead Responsibly is designed for new and existing department heads. The review of financial and administrative topics will empower leaders to make accurate judgements and decisions, manage resources effectively, and act with professional integrity. The first session is scheduled for September 20th from 8:00am-1:30pm at Insight Park, 1st Floor Seminar Room (East End). Sign up on the [HR website!](#)

Lead Your Team:

A section on the Code of Ethics and Conduct is presented by Internal Audit during the Lead Your Team training sessions. Lead Your Team is a three-day program designed to develop the skills necessary to supervise professionally and effectively. This is a core course highly recommended for employees with supervisory and people management responsibilities. The next Lead Your Team session is offered on October 10th and 12th. Sign up on the [HR website!](#)

Account Reconciliation:

The Office of Internal Audit offers training on account reconciliation. Sessions are currently scheduled for October 25th, 2017 and January 17th, 2018 from 10:30am- 11:30am at Insight Park, 1st Floor Seminar Room (East End). In this class, employees will learn how to perform monthly account reconciliations for revenue and expenditures (including payroll) in order to be compliant with the [Responsibilities of Signatory Officers Policy](#). This class is designed for signatory officers as well as other employees who have been delegated the responsibility for reconciling departmental accounts. To register for upcoming sessions, go to our [website](#).

New and Updated Policies

The University of Mississippi [Policy Directory](#) is a central location for accessing University policies. Over the past 60 days the following policies have been implemented or updated:

New Policies:

- [Dual Career Accommodation Statement](#)
- [Tree Policy](#)
- [Unmanned Aircraft Systems \(Drones\)](#)

Updated Policies:

- [Amplified Sound on Campus](#)
- [Bake Sales on Campus](#)
- [Bollard Procedures](#)
- [Budget Escalations and Revisions](#)
- [Counseling Center Fees](#)

- [Drug and Alcohol Testing](#)
- [Eligibility for Employee Counseling](#)
- [Eligibility for Student Counseling](#)
- [Effort Certification for Nonexempt Employees](#)
- [Employee Assistance – Mental Health Program](#)
- [Federal Perkins Loans Program](#)
- [Flextime Schedules](#)
- [Space Reservations on Campus](#)
- [Lapsed Salary, Released Salary, Graduate Student Stipends, and Other Unspent Funds](#)
- [Legislative Budget](#)
- [No-Show/Cancellation Fees \(UM Counseling Center\)](#)
- [Operating Budget](#)
- [Outdoor Facilities Reservations](#)
- [Petty Cash](#)
- [Posting Materials in and around the Student Union](#)
- [Probationary Period](#)
- [Promotion \(of Faculty\)](#)
- [Registered Events](#)
- [Registration of Activities](#)
- [Solicitations on Campus](#)
- [Student Organizations Overview](#)
- [Table Rentals for University Groups](#)
- [Tenure \(of Faculty\)](#)
- [Voter Registration Policy](#)

Self-Assessment

Self-assessment is a valuable tool to help identify internal control deficiencies and assist in departmental management and audit preparation. The self-assessment consists of a series of “yes” or “no” questions. “Yes” indicates adequate controls in an area, while “no” indicates control deficiencies. Additional control related information is provided below each question to aid in resolving control deficiencies. Links to relevant policies are also included for each section. The self-assessment can be accessed [here](#). For questions not addressed in the self-assessment, please feel free to contact us at 662-915-7017 or auditing@olemiss.edu.



We hope you find the information in our newsletters useful. If you have any suggestions, questions, or feedback, please contact us at 662-915-7017 or auditing@olemiss.edu. Feel free to share our newsletters with those in your department you feel would benefit. You can also visit our [website](#) for more helpful information.