

*ATTACHMENT G*

**DETAILED QUESTIONS FOR THE RISK ASSESSMENT STUDY**

**COUNTYWIDE RISK ASSESSMENT AND AUDIT PLAN**

**SUMMIT COUNTY, OHIO**

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\_\_\_\_\_  
**Name of Department**

\_\_\_\_\_  
**Name and Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Directly Reports To**

\_\_\_\_\_  
**Interviewer**

\_\_\_\_\_  
**Interviewer**

**Organizational Chart** \_\_\_\_\_  
**Completed Questionnaire** \_\_\_\_\_  
**Reviewed By** \_\_\_\_\_

**ATTACHMENT G (CONTINUED)**

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1. Does the department conduct cash transactions?  
Comments:
  
  
  
  
  
  
  
  
  
  
2. Does the department have a written policy and procedures manual? If yes, when was the last time it was updated?  
Comments:
  
  
  
  
  
  
  
  
  
  
3. Does the department have a written job descriptions and job classifications?  
Comments:
  
  
  
  
  
  
  
  
  
  
4. Does the department have a formal training, cross training and/or orientation program:  
Comments:
  
  
  
  
  
  
  
  
  
  
5. What are the regulations, laws and/or compliance issues that effect the department:  
Comments:

*ATTACHMENT G (CONTINUED)*

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6. Do you anticipate full compliance with laws, regulations and policies?  
Comments:

7. Does a written disaster recovery plan exist for your department? If yes, when was the last time it was updated?  
Comments:

8. How is interaction with the press handled by your department and is there a written procedures in place for interaction with the press?  
Comments:

9. What are the security issues relevant to your department, which could be a potential liability to the County? Are the security issues being addressed?  
Comments: