

Public Safety
Baseline Standards
FY 2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Carol Aikels/DBA	Juanita Samuels/DBA
2	Updating the Baseline Standards Form.	Carol Aikels/DBA	Juanita Samuels/DBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Carol Aikels/DBA	Juanita Samuels/DBA
2	Reviewing cost center verifications.	Carol Aikels/DBA	Juanita Samuels/DBA
3	Approving cost center verifications.	Department Directors	Linda Garza/Dir, Bus Svcs
4	Ensuring all cost centers are verified/approved on a timely basis.	Carol Aikels/DBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Carol Aikels/DBA	Juanita Samuels/DBA
2	Ensuring the validity of travel and expense reimbursements.	Carol Aikels/DBA	Juanita Samuels/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Carol Aikels/DBA	Juanita Samuels/DBA
4	Ensuring correct account coding on purchases documents.	Carol Aikels/DBA	Juanita Samuels/DBA
5	Primary contact for inquiries to expenditure transactions.	Carol Aikels/DBA	Juanita Samuels/DBA
PAYROLL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are	Brandy Hickey/HR-Payroll Coord 1	Carol Aikels/DBA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Brandy Hickey/HR-Payroll Coord 1	Carol Aikels/DBA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Brandy Hickey/HR-Payroll Coord 1	Carol Aikels/DBA
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Brandy Hickey/HR-Payroll Coord 1	Carol Aikels/DBA
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly	Brandy Hickey/HR-Payroll Coord 1	Carol Aikels/DBA
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Brandy Hickey/HR-Payroll Coord 1	Carol Aikels/DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Brandy Hickey/HR-Payroll Coord 1	Carol Aikels/DBA
8	Maintaining departmental personnel files.	Brandy Hickey/HR-Payroll Coord 1	Carol Aikels/DBA
9	Consistent and efficient responses to inquiries.	Brandy Hickey/HR-Payroll Coord 1	Carol Aikels/DBA
10	Hire ePAR's should be processed at least 1 week prior to start date.	Brandy Hickey/HR-Payroll Coord 1	Carol Aikels/DBA
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Brandy Hickey/HR-Payroll Coord 1	Carol Aikels/DBA
CASH HANDLING			
1	Collecting cash, checks, etc.	Ramya Kurre/Fin Asst 1 and Sharon Chavez/Fin Coord 1	Carol Aikels/DBA
2	Reconciling cash, checks, etc. to receipts.	Ramya Kurre/Fin Asst 1 and Sharon Chavez/Fin Coord 1	Carol Aikels/DBA
3	Preparing deposits.	Ramya Kurre/Fin Asst 1 and Sharon Chavez/Fin Coord 1	Carol Aikels/DBA
4	Preparing Journal Entries.	Ramya Kurre/Fin Asst 1 and Sharon Chavez/Fin Coord 1	Carol Aikels/DBA

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5	Verifying deposits posted correctly in the Finance System.	Ramya Kurre/Fin Asst 1 and Sharon Chavez/Fin Coord 1	Carol Aikels/DBA
6	Adequacy of physical safeguards.	Ramya Kurre/Fin Asst 1 and Sharon Chavez/Fin Coord 1	Carol Aikels/DBA
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Ramya Kurre/Fin Asst 1 and Sharon Chavez/Fin Coord 1	Carol Aikels/DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Carol Aikels/DBA	Juanita Samuels/DBA
10	Updating Cash Handling Procedures as needed.	Carol Aikels/DBA	Juanita Samuels/DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Carol Aikels/DBA	Juanita Samuels/DBA
12	Consistent and efficient responses to inquiries.	Carol Aikels/DBA	Juanita Samuels/DBA
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Carol Aikels/DBA	Luisa Gallegos/Fin Coord 2
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Sgt. Leslie Gremillion/Police Sergeant	Carol Aikels/DBA
2	Ensuring the annual inventory was completed correctly.	Sgt. Leslie Gremillion/Police Sergeant	Carol Aikels/DBA
3	Tagging equipment.	Sgt. Leslie Gremillion/Police Sergeant	Carol Aikels/DBA
4	Approving requests for removal of equipment from campus.	Sgt. Leslie Gremillion/Police Sergeant	Carol Aikels/DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Carol Aikels/DBA	Juanita Samuels/DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Carol Aikels/DBA	Juanita Samuels/DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Carol Aikels/DBA	Juanita Samuels/DBA
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	Carol Aikels/DBA	Juanita Samuels/DBA
3	Collection.	Carol Aikels/DBA	Juanita Samuels/DBA

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4	Recording.	Carol Aikels/DBA	Juanita Samuels/DBA
5	Monitoring credit extended.	Carol Aikels/DBA	Juanita Samuels/DBA
6	Approving write-offs.	Carol Aikels/DBA	Juanita Samuels/DBA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Carol Aikels/DBA	Linda Garza/Dir, Bus Svcs
2	Ensuring that research expenditures are covered by funds from sponsors.	Carol Aikels/DBA	Linda Garza/Dir, Bus Svcs
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	David Sarkozi/Public Safety Systems Mgr	Richard Tappan/Police Systems Tech
2	Ensuring that critical data back up occurs.	David Sarkozi/Public Safety Systems Mgr	Richard Tappan/Police Systems Tech
3	Ensuring that procedures such as password controls are followed.	David Sarkozi/Public Safety Systems Mgr	Richard Tappan/Police Systems Tech
4	Reporting of suspected security violations.	David Sarkozi/Public Safety Systems Mgr	Richard Tappan/Police Systems Tech
For Departments listed below			
Dept ID	Dept Name		
H0169	Police		
H0173	Environmental Health & Safety		
H0609	Dept of Public Safety Administration		
H0611	Public Safety Systems		
H0612	Emergency Management		