

UH Department of Public Safety  
Baseline Standards Form  
FY 2010

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Bret Collier, Lieutenant	Ginger Walker, Executive Administrative Assistant
2	Updating the Baseline Standards Form.	Cindy Granier, Dept. Business Administrator	Ginger Walker, Executive Administrative Assistant
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Cindy Granier, Dept. Business Administrator	
2	Reviewing cost center verifications.	Cindy Granier, Dept. Business Administrator	
3	Approving cost center verifications.	Malcolm C. Davis, Exe Dir Public Safety/Chief of Police	
4	Ensuring all cost centers are verified/approved on a timely basis.	Cindy Granier, Dept. Business Administrator	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Cindy Granier, Dept. Business Administrator	Ginger Walker, Executive Administrative Assistant
2	Ensuring the validity of travel and expense reimbursements.	Ginger Walker, Executive Administrative Assistant	Cindy Granier, Dept. Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Jacqueline Chee, Financial Coordinator	Carolyn Jimenez, Financial Coordinator
4	Ensuring correct account coding on purchases documents.	Jacqueline Chee, Financial Coordinator	Carolyn Jimenez, Financial Coordinator
5	Primary contact for inquiries to expenditure transactions.	Jacqueline Chee, Financial Coordinator	Carolyn Jimenez, Financial Coordinator
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling leave records to time and effort reports.	Carolyn Jimenez, Financial Coordinator	Jacqueline Chee, Financial Coordinator
2	Reconciling leave accruals to the payroll system.	Carolyn Jimenez, Financial Coordinator	Jacqueline Chee, Financial Coordinator
3	Ensuring all time and effort reports are submitted to Payroll.	Carolyn Jimenez, Financial Coordinator	Jacqueline Chee, Financial Coordinator
4	Reconciling time and effort reports to check registers.	Carolyn Jimenez, Financial Coordinator	Jacqueline Chee, Financial Coordinator
5	Completing termination clearance procedures.	Christy Pennington, Office Assistant	Rita Bazile, Lieutenant
6	Ensuring terminated employees are no longer charged to departmental cost centers.	Carolyn Jimenez, Financial Coordinator	Jacqueline Chee, Financial Coordinator
7	Paycheck distribution.	Carolyn Jimenez, Financial Coordinator	Jacqueline Chee, Financial Coordinator
8	Maintaining departmental Personnel files	Christy Pennington, Office Assistant	Rita Bazile, Lieutenant
9	Ensuring valid authorization of new hires.	Rita Bazile, Lieutenant	Carolyn Jimenez, Financial Coordinator
10	Ensuring valid authorization of changes in compensation rates.	Carolyn Jimenez, Financial Coordinator	Cindy Granier, Dept. Business Administrator
11	Ensuring the accurate input of changes to the payroll system.	Carolyn Jimenez, Financial Coordinator	Jacqueline Chee, Financial Coordinator
12	Propriety of leave account classification on time records.	Carolyn Jimenez, Financial Coordinator	Jacqueline Chee, Financial Coordinator
13	Consistent and efficient responses to inquiries.	Carolyn Jimenez, Financial Coordinator	Jacqueline Chee, Financial Coordinator
<b>CASH HANDLING</b>			
1	Collecting checks, etc.	Jacqueline Chee, Financial Coordinator	Carolyn Jimenez, Financial Coordinator
2	Reconciling cash, checks, etc. to receipts.	Jacqueline Chee, Financial Coordinator	Carolyn Jimenez, Financial Coordinator

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3	Preparing deposits.	Jacqueline Chee, Financial Coordinator	Carolyn Jimenez, Financial Coordinator
4	Preparing Journal Entries.	Jacqueline Chee, Financial Coordinator	Carolyn Jimenez, Financial Coordinator
5	Verifying deposits to the financial system.	Cindy Granier, Dept. Business Administrator	Jacqueline Chee, Financial Coordinator
6	Adequacy of physical safeguards.	Jacqueline Chee, Financial Coordinator	Cindy Granier, Dept. Business Administrator
7	Transporting deposits to Student Financial Services.	Police Officer In Charge	
8	Ensuring deposits are made timely.	Jacqueline Chee, Financial Coordinator	Carolyn Jimenez, Financial Coordinator
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	Cindy Granier, Dept. Business Administrator	
10	Updating Cash Handling Procedures as needed.	Jacqueline Chee, Financial Coordinator	Cindy Granier, Dept. Business Administrator
11	Consistent and efficient responses to inquiries.	Jacqueline Chee, Financial Coordinator	Cindy Granier, Dept. Business Administrator
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	Brad Wigtil, Captain	Cindy Granier, Dept. Business Administrator
2	Ensuring petty cash disbursements are not for more than \$100.	Brad Wigtil, Captain	Cindy Granier, Dept. Business Administrator
3	Ensuring petty cash disbursements are made for only authorized purposes.	Brad Wigtil, Captain	Cindy Granier, Dept. Business Administrator
4	Approving petty cash disbursements.	Brad Wigtil, Captain	Cindy Granier, Dept. Business Administrator
5	Replenishing the petty cash fund timely.	Cindy Granier, Dept. Business Administrator	Brad Wigtil, Captain
6	Ensuring the petty cash fund is balanced after each disbursement.	Brad Wigtil, Captain	Cindy Granier, Dept. Business Administrator
<b>LONG DISTANCE / CELL PHONE CHARGES</b>			
1	Forwarding employees long distance and cell phone charge reports.	Jacqueline Chee, Financial Coordinator	Carolyn Jimenez, Financial Coordinator
2	Ensuring employees review their long distance and/or cell phone charge reports.	Jacqueline Chee, Financial Coordinator	Carolyn Jimenez, Financial Coordinator
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Jacqueline Chee, Financial Coordinator	Carolyn Jimenez, Financial Coordinator
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Ginger Walker, Executive Administrative Assistant	Cindy Granier, Dept. Business Administrator
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Rita Bazile, Lieutenant	Troy Golden, Police Officer
2	Ensuring the annual inventory was completed correctly.	Rita Bazile, Lieutenant	Brad Wigtil, Captain
3	Tagging equipment.	Rita Bazile, Lieutenant	Troy Golden, Police Officer
4	Approving requests for removal of equipment from campus.	Rita Bazile, Lieutenant	Cindy Granier, Dept. Business Administrator
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Ginger Walker, Executive Administrative Assistant	Cindy Granier, Dept. Business Administrator
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Ginger Walker, Executive Administrative Assistant	Cindy Granier, Dept. Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	Ginger Walker, Executive Administrative Assistant	

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<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	Jacqueline Chee, Financial Coordinator	Brad Wigtil, Captain
2	Billing.	Jacqueline Chee, Financial Coordinator	Carolyn Jimenez, Financial Coordinator
3	Collection.	Jacqueline Chee, Financial Coordinator	Carolyn Jimenez, Financial Coordinator
4	Recording.	Jacqueline Chee, Financial Coordinator	Carolyn Jimenez, Financial Coordinator
5	Monitoring credit extended.	Jacqueline Chee, Financial Coordinator	Cindy Granier, Dept. Business Administrator
6	Approving write-offs.	Brad Wigtil, Captain	Cindy Granier, Dept. Business Administrator
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups have positive fund equity at year-end.	Cindy Granier, Dept. Business Administrator	Jacqueline Chee, Financial Coordinator
2	Ensuring that research expenditures are covered by funds from sponsors.	Cindy Granier, Dept. Business Administrator	
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	David Sarkozi, Manager	Denise Smith, Police Systems Tech
2	Ensuring that critical data back up occurs.	David Sarkozi, Manager	Denise Smith, Police Systems Tech
3	Ensuring that procedures such as password controls are followed.	David Sarkozi, Manager	Denise Smith, Police Systems Tech
4	Reporting of suspected security violations.	David Sarkozi, Manager	Denise Smith, Police Systems Tech