Department of Public Safety Baseline Standards FY 2013

		Responsible Perso	
	tion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE		
STAND			
1	Ensuring the Departmental Policy and Procedures manual is	Bret Collier, Lieutenant	Ginger Walker, Executive
	current.		Administrative Assistant
2	Updating the Baseline Standards Form.	Carolyn Martinez, Department	Ginger Walker, Executive
		Business Administrator	Administrative Assistant
FINANG	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Carolyn Martinez, Department	
		Business Administrator	
2	Reviewing cost center verifications.	Carolyn Martinez, Department	
	č	Business Administrator	
3	Approving cost center verifications.	Malcolm Davis, Exe Dir Public	
		Safety/ Chief of Police	
4	Ensuring all cost centers are verified/approved on a timely	Carolyn Martinez, Department	Malcolm Davis, Exe Dir Public
-	basis.	Business Administrator	Safety/ Chief of Police
FINANO	CIAL REPORTING - EXPENDITURE TRANSACTIONS	Business Hammistrator	Burety/ Ciner of Fonce
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1	Ensuring valid authorization of purchase documents.	Carolyn Martinez, Department	Ginger Walker, Executive
1	Prisaring valid authorization of purchase documents.	Business Administrator	Administrative Assistant
2	Ensuring the validity of travel and expense reimbursements.	J. Delyce McKeehan,	Carolyn Martinez, Department
	Linguing the validity of traver and expense remioursements.	Financial Coordinator	Business Administrator
3	Ensuring that goods and services are received and that timely	J. Delyce McKeehan,	Sharon Chavez,
3	payment is made.	Financial Coordinator	Financial Assistant
4	Ensuring correct account coding on purchases documents.	J. Delyce McKeehan,	Sharon Chavez,
4	Ensuring correct account coding on purchases documents.		Financial Assistant
_	D.:	Financial Coordinator	Sharon Chavez,
5	Primary contact for inquiries to expenditure transactions.	J. Delyce McKeehan,	, , , , , , , , , , , , , , , , , , ,
DATE	NI / HIRAN DEGOLD GEG	Financial Coordinator	Financial Assistant
PAYRO	DLL / HUMAN RESOURCES		
1	D '1' 11 1 1 (((')	Chana Chana	D 1 II 1 OCC A 1 4
1	Reconciling approved bi-weekly leave requests to time and	Sharon Chavez,	Brandy Hickey, Office Assistant
2	effort reports.	Financial Assistant Sharon Chavez.	Brandy Hickey, Office Assistant
2	Reconciling bi-weekly leave accruals to the HR System.		Brandy Hickey, Office Assistant
	F : 111: 11 /: 1 CC / 1 :// 14	Financial Assistant	D 1 II 1 OCC 4 : 4 : 4
3	Ensuring all bi-weekly time and effort reports are submitted to	Sharon Chavez,	Brandy Hickey, Office Assistant
4	Payroll.	Financial Assistant	2
4	Ensuring all monthly leave is recorded and approved in the HR	Sharon Chavez,	Brandy Hickey, Office Assistant
	System.	Financial Assistant	2
5	Reconciling time and effort reports (bi-weekly employees) and	GI GI	Brandy Hickey, Office Assistant
	ePARs (monthly employees) to the trial and final payroll	Sharon Chavez,	2
	verification reports.	Financial Assistant	
6	Completing termination clearance procedures.	Brandy Hickey, Office Assistant 2	_
		la a	Business Administrator
7	Ensuring terminated employees are no longer charged to	Sharon Chavez,	Carolyn Martinez, Department
	departmental cost centers.	Financial Assistant	Business Administrator
8	Paycheck distribution.	Sharon Chavez,	J. Delyce McKeehan,
		Financial Assistant	Financial Coordinator
9	Maintaining departmental Personnel files.	Brandy Hickey, Office Assistant 2	
			Program Manager
10	Ensuring valid authorization of new hires.	Brandy Hickey, Office Assistant 2	Brandy Hickey, Office Assistant
			2
11	Ensuring valid authorization of changes in compensation rates.	Carolyn Martinez, Department	Ginger Walker, Executive
		Business Administrator	Administrative Assistant
12	Ensuring the accurate input of changes to the HR System.	Brandy Hickey, Office Assistant 2	Carolyn Martinez, Department
			Business Administrator
13	Propriety of leave account classification on time records.	Sharon Chavez,	Brandy Hickey, Office Assistant
		Financial Assistant	2
14	Consistent and efficient responses to inquiries.	Sharon Chavez,	Brandy Hickey, Office Assistant
		Financial Assistant	2
CASH I	HANDLING		
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		Responsible Perso	
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
1	Collecting cash, checks, etc.	J. Delyce McKeehan,	Carolyn Martinez, Department
		Financial Coordinator	Business Administrator
2	Reconciling cash, checks, etc. to receipts.	J. Delyce McKeehan,	Carolyn Martinez, Department
	•	Financial Coordinator	Business Administrator
3	Preparing deposits.	J. Delyce McKeehan,	Carolyn Martinez, Department
		Financial Coordinator	Business Administrator
4 5	Preparing Journal Entries.	J. Delyce McKeehan,	Carolyn Martinez, Department
	Treparing Journal Entries.	Financial Coordinator	Business Administrator
	Verifying deposits posted correctly in the Finance System.	J. Delyce McKeehan,	Carolyn Martinez, Department
3	verifying deposits posted correctly in the Finance System.	Financial Coordinator	Business Administrator
6	Adequacy of physical safeguards.		
	Adequacy of physical safeguards.	J. Delyce McKeehan,	Carolyn Martinez, Department
	m	Financial Coordinator	Business Administrator
7	Transporting deposits to Student Financial Services.	Police Officer in Charge	
8	Ensuring deposits are made timely.	J. Delyce McKeehan,	Carolyn Martinez, Department
		Financial Coordinator	Business Administrator
	Ensuring all employees who handle cash have completed Cash	Carolyn Martinez, Department	
9	Security Procedures or Cash Deposit and Security Procedures training.	Business Administrator	
_	Updating Cash Handling Procedures as needed.	Carolyn Martinez, Department	
10		Business Administrator	
	Distribution of Cash Handling Procedures to employees who	Carolyn Martinez, Department	
11	handle cash.	Business Administrator	
	Consistent and efficient responses to inquiries.	J. Delyce McKeehan,	Carolyn Martinez, Department
12	Consistent and efficient responses to inquiries.	Financial Coordinator	Business Administrator
PETTY	CACH	Tilialiciai Coordinatoi	Business Administrator
FEITI	CASH		
1	Preparing petty cash disbursements.	N/A - Dept. does not have a petty	
1	repairing pour cusii disoursements.		
2	Ensuring petty cash disbursements are not for more than \$100.	cash fund N/A	
2	Ensuring petry cash disoursements are not for more than \$100.	1 V/ A	
- 2		NT/A	
3	Ensuring petty cash disbursements are made for only authorized	IN/A	
	purposes.		
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each	N/A	
	disbursement.		
LONG I	DISTANCE CHARGES		
1	Manager review of long distance charges for unusual activity.	DPS Supervisors	
		1	
2	Ensuring personal calls are reimbursed within 10 days from the	J. Delyce McKeehan.	Carolyn Martinez, Department
_	billing date.	Financial Coordinator	Business Administrator
CONTR	ACT ADMINISTRATION	- maiota coordinator	2 domeso i idiimisuutoi
1	Ensuring departmental personnel comply with contract	Carolyn Martinez, Department	Ginger Walker, Executive
1	administration policies/procedures.	Business Administrator	Administrative Assistant
DB UDE.	RTY MANAGEMENT	Dusmess / tummisuator	Administrative Assistant
KUFE.	KTT MANAOEMENT		
1	Develorming the ennual inventory	Cindy Granian	Carolyn Martinez, Department
1	Performing the annual inventory.	Cindy Granier,	-
2		Program Manager	Business Administrator
	Ensuring the annual inventory was completed correctly.	Cindy Granier,	Carolyn Martinez, Department
		Program Manager	Business Administrator
3	Tagging equipment.	Cindy Granier,	Carolyn Martinez, Department
		Program Manager	Business Administrator
4	Approving requests for removal of equipment from campus.	Cindy Granier,	Carolyn Martinez, Department
		Program Manager	Business Administrator
DISCLO	OSURE FORMS		

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Department of Public Safety Baseline Standards FY 2013

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
1	Ensuring all employees with purchasing influence complete the	Carolyn Martinez, Department	
	annual Related Party disclosure statement online.	Business Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Carolyn Martinez, Department	
	complete the Consulting disclosure statement online.	Business Administrator	
3	Ensuring that all Principal and Co-Principal Investigators	Carolyn Martinez, Department	
	complete the annual Conflict of Interest disclosure statement for	Business Administrator	
	the Division of Research.		
ACCO	UNTS RECEIVABLE		
1	Extending of credit.	J. Delyce McKeehan,	Carolyn Martinez, Department
		Financial Coordinator	Business Administrator
2	Billing.	J. Delyce McKeehan,	Carolyn Martinez, Department
		Financial Coordinator	Business Administrator
3	Collection.	J. Delyce McKeehan,	Carolyn Martinez, Department
		Financial Coordinator	Business Administrator
4	Recording.	J. Delyce McKeehan,	Carolyn Martinez, Department
		Financial Coordinator	Business Administrator
5	Monitoring credit extended.	J. Delyce McKeehan,	Carolyn Martinez, Department
		Financial Coordinator	Business Administrator
6	Approving write-offs.	J. Delyce McKeehan,	Carolyn Martinez, Department
		Financial Coordinator	Business Administrator
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Carolyn Martinez, Department	J. Delyce McKeehan,
1	fund equity at year-end.	Business Administrator	Financial Coordinator
2	Ensuring that research expenditures are covered by funds from	N/A	
	sponsors.		
DEPAI	RTMENTAL COMPUTING		
1	Management of the departments' information technology	David Sarkozi, Public Safety	Richard, Tappan, Police
	resources.	Systems Manager	Systems Technician
2	Ensuring that critical data back up occurs.	David Sarkozi, Public Safety	Richard, Tappan, Police
		Systems Manager	Systems Technician
3	Ensuring that procedures such as password controls are	David Sarkozi, Public Safety	Richard, Tappan, Police
	followed.	Systems Manager	Systems Technician
4	Reporting of suspected security violations.	David Sarkozi, Public Safety	Richard, Tappan, Police
		Systems Manager	Systems Technician

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