

Department of Public Safety
Baseline Standards
FY 2013

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.	Bret Collier, Lieutenant	Ginger Walker, Executive Administrative Assistant
2	Updating the Baseline Standards Form.	Carolyn Martinez, Department Business Administrator	Ginger Walker, Executive Administrative Assistant
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Carolyn Martinez, Department Business Administrator	
2	Reviewing cost center verifications.	Carolyn Martinez, Department 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 basis.	Carolyn Martinez, Department Business Administrator	Malcolm Davis, Exe Dir Public Safety/ Chief of Police
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Carolyn Martinez, Department Business Administrator	Ginger Walker, Executive Administrative Assistant
2	Ensuring the validity of travel and expense reimbursements.	J. Delyce McKeehan, Financial Coordinator	Carolyn Martinez, Department Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	J. Delyce McKeehan, Financial Coordinator	Sharon Chavez, Financial Assistant
4	Ensuring correct account coding on purchases documents.	J. Delyce McKeehan, Financial Coordinator	Sharon Chavez, Financial Assistant
5	Primary contact for inquiries to expenditure transactions.	J. Delyce McKeehan, Financial Coordinator	Sharon Chavez, Financial Assistant
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Sharon Chavez, Financial Assistant	Brandy Hickey, Office Assistant 2
2	Reconciling bi-weekly leave accruals to the HR System.	Sharon Chavez, Financial Assistant	Brandy Hickey, Office Assistant 2
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Sharon Chavez, Financial Assistant	Brandy Hickey, Office Assistant 2
4	Ensuring all monthly leave is recorded and approved in the HR System.	Sharon Chavez, Financial Assistant	Brandy Hickey, Office Assistant 2
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Sharon Chavez, Financial Assistant	Brandy Hickey, Office Assistant 2
6	Completing termination clearance procedures.	Brandy Hickey, Office Assistant 2	Carolyn Martinez, Department Business Administrator
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Sharon Chavez, Financial Assistant	Carolyn Martinez, Department Business Administrator
8	Paycheck distribution.	Sharon Chavez, Financial Assistant	J. Delyce McKeehan, Financial Coordinator
9	Maintaining departmental Personnel files.	Brandy Hickey, Office Assistant 2	Cindy Granier, 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 Business Administrator	Ginger Walker, Executive 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, Financial Assistant	Brandy Hickey, Office Assistant 2
14	Consistent and efficient responses to inquiries.	Sharon Chavez, Financial Assistant	Brandy Hickey, Office Assistant 2
CASH HANDLING			

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1	Collecting cash, checks, etc.	J. Delyce McKeegan, Financial Coordinator	Carolyn Martinez, Department Business Administrator
2	Reconciling cash, checks, etc. to receipts.	J. Delyce McKeegan, Financial Coordinator	Carolyn Martinez, Department Business Administrator
3	Preparing deposits.	J. Delyce McKeegan, Financial Coordinator	Carolyn Martinez, Department Business Administrator
4	Preparing Journal Entries.	J. Delyce McKeegan, Financial Coordinator	Carolyn Martinez, Department Business Administrator
5	Verifying deposits posted correctly in the Finance System.	J. Delyce McKeegan, Financial Coordinator	Carolyn Martinez, Department Business Administrator
6	Adequacy of physical safeguards.	J. Delyce McKeegan, Financial Coordinator	Carolyn Martinez, Department Business Administrator
7	Transporting deposits to Student Financial Services.	Police Officer in Charge	
8	Ensuring deposits are made timely.	J. Delyce McKeegan, Financial Coordinator	Carolyn Martinez, Department Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Carolyn Martinez, Department Business Administrator	
10	Updating Cash Handling Procedures as needed.	Carolyn Martinez, Department Business Administrator	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Carolyn Martinez, Department Business Administrator	
12	Consistent and efficient responses to inquiries.	J. Delyce McKeegan, Financial Coordinator	Carolyn Martinez, Department Business Administrator
PETTY CASH			
1	Preparing petty cash disbursements.	N/A - Dept. does not have a petty cash fund	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
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 disbursement.	N/A	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	DPS Supervisors	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	J. Delyce McKeegan, Financial Coordinator	Carolyn Martinez, Department Business Administrator
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Carolyn Martinez, Department Business Administrator	Ginger Walker, Executive Administrative Assistant
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Cindy Granier, Program Manager	Carolyn Martinez, Department Business Administrator
2	Ensuring the annual inventory was completed correctly.	Cindy Granier, Program Manager	Carolyn Martinez, Department Business Administrator
3	Tagging equipment.	Cindy Granier, Program Manager	Carolyn Martinez, Department Business Administrator
4	Approving requests for removal of equipment from campus.	Cindy Granier, Program Manager	Carolyn Martinez, Department Business Administrator
DISCLOSURE FORMS			

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