

Public Safety  
Baseline Standards  
FY 2017

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.	Linda M. Garza/Dir Bus Svcs	(open position)/DBA
2	Updating the Baseline Standards Form.	Linda M. Garza/Dir Bus Svcs	Linda M. Garza/Dir Bus Svcs
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Erica Pen/Accountant	(open position)/DBA
2	Reviewing cost center verifications.	Linda M. Garza/Dir Bus Svcs	
3	Approving cost center verifications.	Malcolm Davis/Asst VC/VP, Public Safety, Ceaser Moore/Chief of Police, Joseph Tremont/Dir EHLS, Kelly Boysen/Dir EMS, David Sarkozi/Mgr. PSS	
4	Ensuring all cost centers are verified/approved on a timely basis.	Erica Pen/Accountant	Linda M. Garza/Dir Bus Svcs
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Linda M. Garza/Dir Bus Svcs	Linda M. Garza/Dir Bus Svcs, Devi Bala/Asst VP, Bus Svcs
2	Ensuring the validity of travel and expense reimbursements.	Sharon Pellas/Fin Coord 1	(open position) DBA, Linda M. Garza/Dir Bus Svcs
3	Ensuring that goods and services are received and that timely payment is made.	Jessica Rivera/Fin Asst1, Sharon Pellas/Fin Coord 2	(open position)/DBA, Linda M. Garza/Dir Bus Svcs
4	Ensuring correct account coding on purchases documents.	Linda M. Garza/Dir Bus Svcs	
5	Primary contact for inquiries to expenditure transactions.	Linda M. Garza/Dir Bus Svcs	
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Chareese Isaacs/HR/Payroll Coord 2	(open position)DBA, Linda M. Garza/Dir Bus Svcs
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Chareese Isaacs/HR/Payroll Coord 2, Cydney Rax/Admin Asst	(open position)/DBA, Linda M. Garza/Dir Bus Svcs
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Chareese Isaacs/HR/Payroll Coord 2, Cydney Rax/Admin Asst	(open position)/DBA, Linda M. Garza/Dir Bus Svcs
4	Completing termination clearance procedures.	(open position)/DBA	Chareese Isaacs/HR/Payroll Coord 2
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Erica Pen/Accountant, (open position)/DBA	Chareese Isaacs/HR/Payroll Coord 2
6	Maintaining departmental Personnel files.	Chareese Isaacs/HR/Payroll Coord 2	(open position)/DBA, Linda M. Garza/Dir Bus Svcs
7	Ensuring valid authorization of new hires.	Chareese Isaacs/HR/Payroll Coord 2	(open position)/DBA,Linda M. Garza/Dir Bus Svcs
8	Ensuring valid authorization of changes in compensation rates.	Chareese Isaacs/HR/Payroll Coord 2	(open position)/DBA,Linda M. Garza/Dir Bus Svcs
9	Ensuring the accurate input of changes to the HR System.	Chareese Isaacs/HR/Payroll Coord 2	(open position)/DBA,Linda M. Garza/Dir Bus Svcs
10	Consistent and efficient responses to inquiries.	Chareese Isaacs/HR/Payroll Coord 2	(open position)/DBA, Linda M. Garza/Dir Bus Svcs
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Jessica Rivera/Fin Asst 1, Sharon Pellas, Fin Coord 1	Sharon Pellas, Fin Coord 1
2	Reconciling cash, checks, etc. to receipts.	Jessica Rivera/Fin Asst 1, Sharon Pellas, Fin Coord 1	(open position)/DBA,
3	Preparing deposits.	Jessica Rivera/Fin Asst 1, Sharon Pellas, Fin Coord 1	Juanita Samuels/DBA,

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4 Preparing Journal Entries.	Jessica Rivera/Fin Asst 1, Sharon Pellas, Fin Coord 1, Cydney Rax/Admin Asst	Juanita Samuels/DBA,
5 Verifying deposits posted correctly in the Finance System.	(open position)DBA	Erica Pen/Accountant
6 Adequacy of physical safeguards of cash receipts and equivalent.	Jessica Rivera/Fin Asst 1, Sharon Pellas, Fin Coord 1, Cydney Rax/Admin Asst	(open position)/DBA,
7 Secure deposits via UHDPS to Student Financial Services.	UH Police Dept (UH DPS)	N/A
8 Ensuring deposits are made timely.	Jessica Rivera/Fin Asst 1, Sharon Pellas, Fin Coord 1	(open position)/DBA,
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	(open position)/DBA,	Linda M. Garza/Dir Bus Svcs
10 Updating Cash Handling Procedures as needed.	(open position)/DBA,	Linda M. Garza/Dir Bus Svcs
11 Distribution of Cash Handling Procedures to employees who handle cash.	(open position)/DBA,	Linda M. Garza/Dir Bus Svcs
12 Consistent and efficient responses to inquiries.	Jessica Rivera/Fin Asst 1, Sharon Pellas, Fin Coord 1, Cydney Rax/Admin Asst	Linda M. Garza/Dir Bus Svcs
<b>PETTY CASH</b>		
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
<b>CONTRACT ADMINISTRATION</b>		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Sharon Pellas, Fin Coord 1	(open position)/DBA,
<b>PROPERTY MANAGEMENT</b>		
1 Performing the annual inventory.	Anita Couch/Police Corporal (H0169), David Sarkozi/Mrg PSS (H0611), Emmet Sullivan/Dir EMS/EHLS (H0173, H0609), Kelly Bovsen (H0612)	Linda M. Garza/Dir Bus Svcs
2 Ensuring the annual inventory was completed correctly.	Anita Couch/Police Corporal (H0169), David Sarkozi/Mrg PSS (H0611), Emmet Sullivan/Dir EMS/EHLS (H0173, H0609), Kelly Bovsen (H0612)	Linda M. Garza/Dir Bus Svcs
3 Tagging equipment.	Anita Couch/Police Corporal (H0169), David Sarkozi/Mrg PSS (H0611), Emmet Sullivan/Dir EMS/EHLS (H0173, H0609), Kelly Bovsen (H0612)	Linda M. Garza/Dir Bus Svcs
4 Approving requests for removal of equipment from campus.	Anita Couch/Police Corporal (H0169), David Sarkozi/Mrg PSS (H0611), Emmet Sullivan/Dir EMS/EHLS (H0173, H0609), Kelly Bovsen (H0612)	Linda M. Garza/Dir Bus Svcs
<b>DISCLOSURE FORMS</b>		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Chareese Isaacs/HR/Payroll Coord 2	(open position)/DBA,
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Chareese Isaacs/HR/Payroll Coord 2	(open position)/DBA,
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	

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<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	N/A	N/A
2	Billing.	Sharon/Pellas/Fin Coord 1	Jessica Rivera/Fin Asst 1
3	Collection.	Sharon/Pellas/Fin Coord 2	Jessica Rivera/Fin Asst 2
4	Recording.	Sharon/Pellas/Fin Coord 3	Jessica Rivera/Fin Asst 3
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	(open position)/DBA,	Linda M. Garza/Dir Bus Svcs
2	Ensuring that research expenditures are covered by funds from sponsors.	Cydney Rax, Admin Asst	(open position)/DBA,
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	David Sarkozi/Mgr PSS	
2	Ensuring that critical data back up occurs.	David Sarkozi/Mgr PSS	
3	Ensuring that procedures such as password controls are followed.	David Sarkozi/Mgr PSS	
4	Reporting of suspected security violations.	All Staff	
For Departments Listed Below			
Dept ID	Dept Name		
H0169	Police		
H0173	Environmental Health & Life Safety		
H0609	Dept of Public Safety Administration		
H0611	Public Safety Systems		
H0612	Emergency Management		