

Bonds and Crimes Loss Control Program

	Louisiana Department of Health (LDH)	
	Content	LDH Bonds Crimes and Loss Control Program
	Effective Date	September 26, 2018
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I. PHILOSOPHY

To protect the Louisiana Department of Health (LDH) from financial and/or property losses resulting from any act and/or omission by employees in the performance of their duties

II. ASSIGNMENT OF RESPONSIBILITY

Administrative and Fiscal responsibility shall lie within Office of Management and Finance. The specific duties assigned in areas covered under the Bonds and Crimes Loss Control Program are:

Property Control: Agency/Facility Property Control Manager with approval of Assistant Secretary/Director and oversight from LDH OS/OMF Undersecretary's Office - Safety/Security & Administrative Services Section.

Telecommunications/Cellular Devices: Agency/Facility Telecommunications Coordinator with approval of Assistant Secretary/Director and oversight from LDH OS/OMF Undersecretary's Office - Safety/Security & Administrative Services Section.

Purchasing: Agency/Facility Purchasing Agent with approval of Assistant Secretary/Director and oversight from the LDH OS/OMF Division of Fiscal Management.

Petty Cash: Agency Petty Cash Custodian with approval of Assistant Secretary/Director and oversight from the LDH OS/OMF Division of Fiscal Management Payment Management Manager or Travel Manager.

Mail/Postage: Agency/Facility Purchasing Agent with approval from Assistant Secretary/Director or Agency/Facility Budget Director and oversight from LDH OS/OMF Undersecretary's Office - Safety/Security & Administrative Services Section.

Safes: Site Safety Coordinator/Officer with approval from Assistant Secretary/Director and oversight from LDH OS/OMF Undersecretary's Office - Safety/Security & Administrative Services Section.

Timekeeping: Agency/Facility Time Administrator with approval from Assistant Secretary/Director and oversight from LDH OS/OMF Division of Human Resources.

Contracts and Leases: Agency/Facility Contract/Lease Coordinator with approval from Assistant Secretary/Director and oversight from LDH OS/OMF Division of Planning and Budget.

III. INVESTIGATING LOSSES/DAMAGES

The LDH Internal Audit along with the LDH OS/OMF Undersecretary's Office - Safety/Security & Administrative Services Section has processes that assure that all policies and procedures in conjunction with the above areas are conducted within a system of checks and balances and are in compliance. Additionally, the ISIS/LaGov computer system(s) contains security safeguards that prevent certain actions without authority. Security access is granted upon permission from the Assistant Secretary/Deputy Undersecretary.

IV. PROPERTY CONTROL

Annual inventory of property is conducted and reconciled to reports. Discrepancies are investigated. Verifications are made to assure that all equipment over one thousand dollars (\$1,000.00) is reported to the Division of Administration Louisiana Property Assistance Agency (LPAA) and maintained in the State Official System of Record. Property under \$1000 but over \$75 are tracked on a spreadsheet/database for semi-annual property exposure reporting purposes.

V. TELECOMMUNICATIONS/CELLULAR DEVICES

Upon approval from the Assistant Secretary and the Deputy Secretary/Undersecretary the agency/facility telecommunications coordinator reviews and submits telecommunications requests (**analog telephone, data lines, and cellular/mifi requests**) to the Safety/Security & Administrative Services Section who in turn works with the Office of Technology Services (OTS) to establish service(s). The Safety/Security & Administrative Services Section maintains a listing of all telephone/data line/cellular/mifi devices by agency/facility. The agency/facility

telecommunications coordinators shall ensure payments to services are made timely and long distance calls made on state telephone lines are for official state business only and telephone lines are billed to the proper section/unit

The agency/facility telecommunications coordinator reviews and submits **teleconference line requests** to the LDH Telecommunications Coordinator upon approval from the Division/Section Director. The LDH Telecommunications Coordinator maintains a listing of all conference lines and ensures they are billed accordingly to the proper office.

VI. PURCHASING

The agency/facility purchasing agent reviews purchasing requests for appropriate approvals, conducts research on items to be ordered, and follows the Louisiana Procurement Code when placing orders. The purchasing agent also maintains office supply inventory and submits requests to purchase items needed. Vendor payments are processed by the Vendor Payments Section and are approved by the persons occupying the Accountant Supervisor 1 and Accountant Manager 1 positions.

The Division of Planning and Budget sets statewide LDH policy and procedures for procurement card purchases, audit transactions, and ensures compliance with state regulations.

VII. PETTY CASH

The agency Petty Cash custodian must review petty cash requests to ensure approval from authorized personnel within their office was obtained prior to the purchase. In addition, they must also obtain an invoice from the vendor and receipts to confirm validity. The Division of Fiscal Management Travel Manager provides guidance to allowable and disallowable reimbursements and is responsible for ensuring the timely replenishments as petty cash account funds are depleted.

VIII. MAIL/POSTAGE

The agency/facility purchasing agent reviews postage meter for appropriate usage, conducts research to ensure the best postage rates are being utilized, and follows the Louisiana Procurement Code when purchasing additional postage upon approval of the agency/facility Budget Director. The purchasing agent shall maintain postage and/or postage machine and to ensure mailings are for official state business only.

IX. TIMEKEEPING

Time entry, leave requests, and certifying timesheet into the Louisiana Employee Online (LEO) is the responsibility of each individual employee. Approval/Disapproval of leave submitted by an employee is the responsibility of the employees' direct supervisor. The agency/facility time administrator is required to be in compliance with payroll requirements. The Division of Human Resources provides policies and guidelines regarding time administration and time entry for time administrators, supervisors, appointing authorities and employees. Human Resources reviews time

and attendance reports to assure compliance with policies and procedures and accuracy of time entries.

X. SAFES

If a safe is at an LDH location, it is the responsibility of the safety coordinator/officer to draft proper safety protocols to ensure proper access and control of contents of the safe.

XI. CONTRACTS/LEASES

Contracts are developed according to the policies, procedures, and the rules and regulations of the Office of Contractual Review. The lease section within the Division of Planning and Budget reviews contracts/leases for compliance to assure agreements are sound and that all required documentation is complete and all deliverables have been met. The lease unit directs lease functions for LDH, with responsibility for facilitating approval and amendments with the Division of Administration Facility Planning and Control. All contracts/leases are to be evaluated after completion of the agreements to ensure that the goals of the agreement are achieved and that the contractor has completed the terms in a satisfactory manner.

XII. REPORTING LOSSES/DAMAGES

Once losses/damages are reported and LDH Internal Audit and/or LDH OS/OMF Undersecretary's Office - Safety/Security & Administrative Services Section has investigated and deemed the reported loss/damage was intentional. The investigative unit/section shall turn over any findings to the LDH OS/OMF Division of Human Resources and/or the LDH OS Bureau of Legal Affairs Section who in turn will report those losses to:

- LDH Deputy Secretary;
- LDH Undersecretary; Division of Administration;
- LA Attorney General's Office;
- District Attorney Office; and
- Any other local, state, or federal governing authority to ensure necessary reports are filed.

If losses/damages were found to be due to a natural causes or a disaster, the claim(s) are to be filed by the agency/district's property manager, telecommunications coordinator, or fiscal director in accordance to LDH guidelines/policies.

Whether intentional or due to natural causes or disaster, to movable property, non-movable property, and/or negotiable items (cash, checks, postage, etc.) a claim is to be submitted immediately for all losses or damages suffered, to the ORM or their TPA, by the agency/district's property manager, LDH Safety/Security & Administrative Services Director, and/or the LDH Fiscal Director.

XIII. QUESTIONS

Questions regarding this program shall be directed to the LDH Safety & Security Manager.

XIV. REVISION HISTORY

Date	Revision
09/26/2018	Program created
03/06/2019	Updated