


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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LDH is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our Department’s reputation and achievement as well.

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

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 Division of Safety/Security & Administrative Services Director, or their designee.

Telecommunications/Cellular Devices: Agency/Facility Telecommunications Coordinator with approval of Assistant Secretary/Director and oversight from LDH Division of Safety/Security & Administrative Services Director, or their designee.

Purchasing: Agency/Facility Purchasing Agent with approval of Assistant Secretary/Director and oversight from the LDH Division of Safety/Security & Administrative Services Director, or their designee.

Petty Cash and/or Cash (Including Checks): Agency Petty Cash Custodian with approval of Assistant Secretary/Director and oversight from the LDH OS/OMF Division of Fiscal Management & Payment Management Director, or their designee.

Mail/Postage: Agency/Facility Purchasing Agent with approval from Assistant Secretary/Director or Agency/Facility Budget Director and oversight from LDH Division of Safety/Security & Administrative Services Director, or their designee.

Safes: Site Safety Coordinator/Officer with approval from Assistant Secretary/Director and oversight from LDH Division of Safety/Security & Administrative Services Director, or their designee.

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

Contracts and Leases: Agency/Facility Contract/Lease Coordinator with approval from Assistant Secretary/Director and oversight from LDH Division of Safety/Security & Administrative Services Director, or their designee.

III. INVESTIGATING LOSSES/DAMAGES

The LDH Internal Audit along with the LDH Division of Safety/Security & Administrative Services Section has processes that assures 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. LaGOV Security Administrator access is granted upon permission from the LDH Undersecretary only and there are only two (2) security positions (OS/OMF employee only) allotted per area of LaGOV.

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 (that holds data) are also tracked in the State Official System of Record for semi-annual property exposure reporting purposes.

V. TELECOMMUNICATIONS/CELLULAR DEVICES/CONFERENCING

Upon approval from the agency Assistant Secretary/Director and the Deputy Secretary/Undersecretary the agency/facility telecommunications coordinator reviews and submits telecommunications requests (analog telephone, web conferencing, data port jacks, and cellular/mifi requests) to the LDH Division of Safety/Security & Administrative Services (DSSAS) and the Office of Technology Services (OTS) to establish service(s). The DSSAS maintains a listing of all web conferencing/cellular/mifi devices by agency/facility. The agency/facility telecommunications coordinators shall maintain a log of their services, telephone numbers, and ensure payments for services are submitted timely (via LaGOV) 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 on a monthly basis.

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. All purchases are made through LaGOV and requires approval of a position at minimum one pay grade higher than the buyer.

Vendor payments are processed by the Vendor Payments Section within the LDH Division of Fiscal Management & Payment Management, and are approved by the person(s) occupying the Accountant Supervisor 1 and Accountant Manager 1 positions.

The LDH Division of Safety/Security & Administrative Services sets statewide LDH policy and procedures for procurement card purchases, audit transactions, and ensures compliance with state regulations.

VII. PETTY CASH/CASH (INCLUDING CHECKS)

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 LDH Division of Fiscal Management & Payment Management team provides guidance to allowable and disallowable reimbursements and is responsible for ensuring the timely replenishments as petty cash account funds are depleted.

To maintain proper security and good internal control procedures, the responsibility for preparing and making a deposit should be assigned to an employee other than the one assigned for opening the mail, preparing a check/cash log, and preparing the reconciliation.

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 and Policy and Procedure Memoranda (PPM) 64 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 LDH 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 a location, it is the responsibility of the agency safety coordinator/officer to draft proper safety protocols to ensure proper access and control of contents within the safe. Protocol shall include who back up users are, who can change passwords or code to the locks, where the safe shall be stored/located, etc. The plan shall be filed with the agency Safety Coordinator for annual safety audit.

XI. CONTRACTS/LEASES

Contracts are developed according to the policies, procedures, and the rules and regulations of the Office of State Procurement (OSP). The contracts section within the LDH Division of Safety/Security & Administrative Services (DSSAS) reviews contracts for compliance to ensure agreements are sound and that all required documentation is accurate, complete, and in accordance with LDH policies and procedures, in addition to statute and OSP requirements.

The DSSAS lease section within the LDH Division of Safety/Security & Administrative Services reviews agencies' leases for compliance to ensure that all required documentation is complete and has been processed in accordance with statute and all Facility Planning and Control requirements. The DSSAS lease section facilitates all leases (real property/storage units) as the Department's central point of contact with the Division of Administration-Facility Planning and Control.

XII. REPORTING LOSSES/DAMAGES

Once losses/damages are reported and LDH Internal Audit and/or LDH Division of Safety/Security & Administrative Services Director has investigated and deemed the reported loss/damage was intentional. The investigative unit/section shall turn over any

findings to the LDH Division of Human Resources and/or the LDH Bureau of Legal Affairs who in turn will report those losses to:

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

If losses/damages were found to be due to natural causes or a disaster, the claim(s) are to be filed by the agency/facility 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 Third Party Administrator, by the agency/facility property manager, LDH Division of 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 Director, or their designee.

XIV. REVISION HISTORY

Date	Revision
09/26/2018	Program created
03/06/2019	Updated
02/20/2024	Housekeeping – update names of sections