

LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA

POLICY NUMBER: 2536-17 (formerly 0512-09)

CATEGORY: Fiscal Services

CONTENT: Bonds and Crime Loss Control

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Deputy Chief Executive Officer
LSU Health Care Services Division



Date



Comptroller
LSU Health Care Services Division



Date

I. **POLICY STATEMENT**

It is the policy of the Louisiana State University Health Care Services Division (LSUHCS) to establish and maintain a Bonds/Crime Loss Control Program. The program is designed to protect the agency from financial and/or property losses resulting from any act and/or omission by any employee in the performance of duties.

The Bonds and Crime Loss Program provides for fiscal controls to prevent and/or minimize losses by the appropriate employees at the lowest possible cost to the agency. Specifically, the areas defined in this policy are (1) Responsibility, (2) Accountability, (3) Monitoring, (4) Employee Training, (5) Investigation, (6) Audits, and (7) Documentation.

II. **RESPONSIBILITY**

The Appointing Authority or his/her designee shall be responsible for implementing a fiscal control program. The responsibility for implementation includes development of guidelines and assignment of specific duties to all employees involved in the program. In addition, the Appointing Authority or his/her designee shall be responsible for reviewing the fiscal control program regularly for efficiency and effectiveness.

The Appointing Authority or his/her designee shall annually approve application and payment for bonding employees of the agency as required by the Legislative Auditor, the Revised Statutes and the U.S. Post Office Department.

The appropriate supervisors and managers shall implement the fiscal control program for the protection of the state's assets and property from losses. No safeguard of the internal control plan will be eliminated or bypassed without approval of the Appointing Authority or his/her designee.

Employees must be authorized in writing by their supervisors to perform duties covered under the internal fiscal control program.

III. **ACCOUNTABILITY**

The agency shall utilize the state's accountability and control system as the agency guidelines for managing the internal accounting and administrative controls in accordance with applicable Federal and Louisiana State Statutes and regulations.

Managers, supervisors and employees who have duties requiring Bonds and Crime coverage are responsible and accountable for their actions. Only those individuals authorized and trained to manage or handle cash, property, stamps and other state assets should be assigned to duties that are covered under Bonds and Crime.

IV. **MONITORING**

The agency's Appointing Authority or his/her designee shall be responsible for monitoring the Bonds and Crime Loss Prevention program.

The regular internal control audits and any resultant recommendations will be reviewed carefully with the recommendations implemented expeditiously when internal controls require more stringent measures.

V. **TRAINING**

Managers and supervisors shall ensure that employees are properly trained in the fiscal control policies, procedures and guidelines developed, and that all safeguards are followed at all times.

Supervisors shall ensure that any employee who performs a duty or duties for the agency, where losses may be incurred either willfully or without intention, read the Bonds and Crime policy and acknowledge through the WILMA training site by signature having done so.

Supervisors shall ensure attendance at all Office of Risk Management training programs specific to this policy.

VI. **INVESTIGATION**

Employees are responsible for reporting any problems or discrepancies in the fiscal control program to their respective supervisors. Concurrently, supervisors and managers are responsible for the investigation of incidents involving losses to determine origin and to implement corrective action that will prevent recurrence of the problem.

VII. **AUDITS**

The Appointing Authority or his/her designee may assign or contract the responsibility for an overall agency audit of its fiscal control program. The assignment or contract must stipulate that regular audits are conducted of the various stages of the processes.

VIII. **RECORD KEEPING**

The Appointing Authority or his/her designee is responsible for record keeping for the fiscal control program. The records must be readily available for examination upon request of the Office of Risk Management.

The record keeping shall document accountability for resources with all associated transactions and other events and duties. A yearly analysis shall be compiled to document the frequency and severity of claims and the corrective actions taken to eliminate recurrence of such losses.

IX. **SECURITY/KEYS/CAMERAS AT THE ADMINISTRATIVE BUSINESS OFFICE (ABO)**

Keys:

The Facility Services Director is responsible for recording and maintaining the master log of the keys issued to employees. The master log will be maintained in Executive Administration by the Executive Assistant.

Each employee will be issued a key to their individual office or cubicle. Employees are responsible for maintaining key and for locking their office/cubicle each evening if office contents includes PHI or other proprietary documentation. If employee occupies a cubicle without a door, employee is responsible for protecting PHI in accordance with the Compliance Department's guidelines.

All keys to the building/office/cubicle shall be relinquished to Human Resources upon termination of employment with HCSO Headquarters.

Loss of keys will be reported to the LSU HCSO Deputy CEO.

Building Access:

A security system is installed at the ABO on the front doors and the side door facing McClelland Drive, next to the executive offices. Human Resources is responsible for updating employee data in the system by entering new employees and deleting employees terminating employment with HCSO Headquarters.

The front doors will be unlocked from 7:00 am – 4:30 pm, Monday – Friday on workdays. The side door will remain locked at all times. Employees will always be able to exit through any door at any time. Employees will not ever be locked in.

Each employee will be assigned an access code followed by the * symbol. Human Resources will notify employees of their access code.

You will enter your access code into the keypad which is located to the left of the doors. Access codes are to be used prior to 7:00 am and after 4:30 pm on a workday; on any holiday; on the weekend; or any other day the office is officially closed.

An incorrect access code entered three (3) times will cause a lock-out of the system for 30 minutes. Access into the building is monitored on a regular basis for any unauthorized entry.

Questions regarding access, etc., should be referred to Human Resources.

Doors on the rear of the building and all emergency exit doors at the front of the building shall remain locked at all times.

Security Cameras:

Recording security cameras have been strategically installed both outside and inside the ABO building. The cameras are monitored on a regular basis.

Custodial Staff:

Custodial staff are contracted to provide services. They are provided with a specific code for door access when needed. Their code cannot be used after 6:30 pm on a workday. Approval by Elizabeth Sumrall is required for any access by custodial staff into the ABO for other than a normal workday.

Record Storage Area:

The entrance into the records storage area shall be locked each evening and unlocked each morning. Only authorized personnel are allowed into the records storage area. Keys to the storage area will be maintained by the Compliance Officer and Human Resources.

Employees should use precaution and be aware of their surroundings as they enter and exit the building.

Employees who experience/observe unusual or suspicious activities should report the activity immediately to the Facility Services Director, Building Coordinator, Deputy CEO or immediate supervisor.

Employees whose work domicile is other than the ABO shall follow the security policy of the location where they are domiciled.

X. PROCUREMENT CARDS

The LSU HCSD Deputy CEO and the Comptroller are responsible for determining which employees within the organization will be issued a procurement card. Other responsibilities include training monitoring and reporting requirements related to the LaCarte procurement cards.

The cardholder will be responsible for obtaining preauthorization from the Deputy CEO for all purchases made with the LaCarte card. The cardholder must submit a p-card log and documentation to support preauthorized purchases to Accounts Payable for timely processing.

Upon termination or transfer of an employee, LaCarte cards assigned to employees will be returned during the Exit Interview, and the Employee Exit Checklist will be filled out certifying the return of the card. The employee's will turn in log sheets for any unpaid transactions by the Agency at that time. The LSU HCSD Deputy CEO and the Comptroller will be notified of the effective date of termination to request from Bank of America immediate cancellation of the card. Any log sheets turned in by the employee will be forwarded to Accounts Payable for payment processing.

Loss of cards will be reported to the LSU HCSD Deputy CEO's office who will in turn notify the Comptroller.

XI. **PROCEDURES**

Procedures are to be implemented in accordance with this policy and all applicable federal and state laws.

XII. **IMPLEMENTATION**

This policy and subsequent revisions to this policy shall become effective upon the date of signature of the Deputy CEO of the LSU HCSD.