

YOUTH SERVICES POLICY

Title: Financial and Property Loss Prevention Program Next Annual Review Date: 10/07/2017	Type: A. Administrative Sub Type: 3. Fiscal Number: A.3.11
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References: La. R.S. 39:233, 39:321, 39:324, 39:330, and 39:1596; ACA Standards 2-CO-1B-05 and 2-CO-3A-01 (Administration of Correctional Agencies); 4-JCF-2A-23, 4-JCF-6B-01, 4-JCF-6B-02, and 4-JCF-6B-05 (Performance-Based Standards for Juvenile Correctional Facilities); 2-7066 (Standards for Juvenile Probation and Aftercare Services); Office of Statewide Reporting and Accounting Policy; Property Control Agencies Policies and Procedures Manual; Executive Order BJ 08-67 "Small Purchase Procedures"; Office of Risk Management Loss Prevention Program; State of Louisiana Loss Prevention Policy Statement; Office of Contractual Review; Louisiana Property Assistance Agency (LPAA); YS Policy Nos. A.1.7 "Risk Management", A.2.1 "Employee Manual", A.2.55 "Time and Attendance"; A.3.1 "Asset Management", A.3.6 "Grants Administration Program", A.3.7 "Procurement of Supplies and Equipment", A.3.8 "Budget and Fiscal Management Activities", A.4.1 "Contract Policy", A.7.1 "Safety Plan", C.2.10 "Safety and Emergency Management", C.2.13 "Key Control Program", C.2.21 "Security Manual - Secure Care Facilities" and C.5.3 "Quality Assurance Reviews-Central Office Audits, Secure Facilities and Regional Offices"	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 10/07/2013

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish and maintain a "Financial and Property Loss Prevention Program" to protect YS from losses resulting from acts and/or omissions by employees in the performance of their duties.

III. APPLICABILITY:

This policy shall apply to all employees of YS.

IV. DEFINITIONS:

Asset Management System (AMS) - An automated program used for state property control.

Central Office Property Control Manager (CO PCM) - The Administrative Program Specialist over property control for YS.

ISIS – Initials used for “Integrated Statewide Information Systems”.

Louisiana Property Assistance Agency (LPAA) - Property and fleet management for the control and disposition of all state moveable property and fleet management for the State of Louisiana.

Office of Management and Finance (OMF) - A unit within Public Safety Services (PSS) that shares the fiscal responsibility with the YS Deputy Secretary for administrative and operational financial and property loss functions of YS.

Petty Cash - Cash on hand used for small incidental or emergency purchases where a check is not required or cost effective. Only secure facilities are authorized to have petty cash.

Petty Cash Custodian - The Facility Director/designee who has been authorized to make payments from a petty cash fund and who is directly responsible for the administration of the fund.

Property Control Managers (PCMs) – Employees who are designated by Facility Directors to handle and/or coordinate property control at the facilities.

Property Liaisons (PLs) – Employees who are designated by Regional Managers to handle and/or coordinate property control at the regional offices.

Taggable Movable Property - Equipment with a purchase cost of one thousand dollars (\$1,000.00) or more.

Training Records Entry Completed (TREC) – The database used to track hours of all YS employees.

Unit Head - Deputy Secretary, Facility Directors and Regional Managers.

YS Central Office (CO) - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that each Unit Head shall be responsible for ensuring that procedures are in place to comply with the Office of Risk Management's (ORM) “Loss Prevention Program Manual”.

VI. GENERAL INFORMATION/REFERENCED POLICIES:

- YS Policy No. A.1.7 outlines procedures for providing insurance coverage and for the reporting of all accidents, property damage and injuries sustained where the state may be liable for damages.
- YS Policy No. A.2.1 was implemented to introduce employees to YS and acquaint them with information concerning policies, procedures, benefits, and other general guidelines, including the “Employee Rules of Conduct”.
- YS Policy No. A.2.55 describes YS procedures regarding employee leave and attendance.
- YS Policy No. A.3.1 requires that all units follow established laws, policies and procedures to allow for the proper accounting and control of property, supplies and assets of YS.

REMINDER: It is important to note that whenever a Property Control Manager (PCM)/Property Liaison (PL) has knowledge or reason to believe that any property of a unit has been stolen; the related procedures included in this policy shall be followed, specifically the immediate notification to Investigative Services (IS) by the appropriate Regional Director.

- YS Policy No. A.3.6 outlines the procedures and responsibilities for YS “Grants Administration Program”.
- YS Policy No. A.3.7 provides for Youth Services (YS) procurement of supplies and equipment through Public Safety Services (PSS) Purchasing Authority in accordance with the “Louisiana Procurement Code”.
- YS Policy No. A.3.8 governs fiscal management to include planning, budgeting and accounting procedures.
- YS Policy No. A.4.1 includes the proper procedures for requesting and executing contracts between YS and approved Vendors and Lessors.
- YS Policy No. A.7.1 provides for the occupational safety of staff and youth. The policy requires that each unit implement a written operational safety plan that meets all mandates of the ORM “Loss Prevention Manual” and all requirements of the State Fire Marshal, or any other similar regulatory agency, and ACA Standards relating to safety.

- YS Policy No. C.2.10 requires that safety and emergency management policies/procedures pertaining to the issues listed in the policy be established in conformity with Accreditation Standards.
- YS Policy No. C.2.13 promotes public safety through the safe and secure operation of secure care facilities by ensuring that each adopts established procedures for the control of all keys and locks.
- YS Policy No. C.2.21 requires that secure care facilities use a combination of supervision, inspection, accountability and clearly defined procedures in the use of security practices and equipment to promote safe and orderly operations.
- YS Policy No. C.5.3 provides for ongoing Quality Assurance Reviews of the secure care facilities for programs and functions, and the Community Based Services (CBS) Regional Office functions. The reviews shall be conducted with an objective, informative assessment of operational activities and shall ensure compliance with YS policies, the American Correctional Association (ACA) Performance-Based Standards, ORM, and applicable laws.

VII. ASSIGNMENT OF RESPONSIBILITY:

A. Office of Management and Finance:

Fiscal responsibility is shared between the YS Undersecretary and the, PSS Undersecretary. The specific duties, assigned in areas covered under the Financial and Property Loss Prevention Program, are as follows:

1. Property Control

The CO Administrative Program Director shall oversee Property Control. Annual inventory of property shall be conducted by the Property Managers and reconciled to the "Asset Certification Reports". Discrepancies shall be investigated by the CO Property Control Manager (PCM). Verifications shall be made to assure that all equipment over one thousand dollars (\$1000.00) is maintained in the "Asset Management System" (AMS). The YS Property Managers or Agency Property Liaisons shall tag movable property and enter required information into the AMS within 30 days of receipt.

2. Timekeeping

PSS HR shall oversee timekeeping. Timesheets, leave request forms, and time entry into ISIS shall be monitored by PSS HR staff to assure compliance with payroll requirements.

Unit Heads shall review and spot check reports for accuracy and assure that division verification approvals and employee review signatures are present.

3. Contracts/Grants

PSS / OMF / Accounting staff shall oversee and review Contracts/Grants for compliance to assure agreements are sound, and that all required documentation is complete and all deliverables have been met. Contracts/Grants shall be developed according to the policies, procedures, and the rules and regulations of the Office of Contractual Review. PSS/OMF/Accounting staff shall evaluate all Contracts/Grants 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.

4. Petty Cash

The Facility Director shall oversee Petty Cash. Petty Cash at each secure care facility shall be maintained in a secure location, in a fire proof safe with combination ingress. The Facility Director shall have access to the safe and combination. Funds shall be verified weekly and reconciled monthly pursuant to YS Policy No. A.3.8.

B. Unit Heads:

1. Unit Heads shall ensure that at a minimum "Standard Operating Procedures" (SOPs) outline the responsibilities for managers and supervisors who perform job duties covered by the ORM "Loss Prevention Program".

2. Unit Heads shall be responsible for the implementation of an "Internal Fiscal Control Program" that includes operating guidelines, and the specific duties of all employees involved in the program to address at a minimum:

- a. Handling/processing negotiable items; such as, cash, checks, postage stamps and money orders;
- b. Employee accountability for equipment assigned to them; and

- c. The securing of safes.

VIII. SEPARATION OF DUTIES:

Only those individuals authorized and trained to manage or handle cash, property, stamps, fees and other State assets shall be assigned to those duties.

VIX. SECURITY PLAN:

- A. All Unit Heads shall be responsible for establishing and implementing a written "Security Plan" that includes, but is not limited to, procedures that address limited, controlled access for authorized individuals to buildings twenty-four (24) hours a day, seven (7) days a week.
- B. The Unit's "Security Plan" shall also provide a means of controlling facility access for state employees, as well as clients/visitors and vendors. Means for access control may include, but are not limited to the following:
 - 1. Door locks;
 - 2. Alarm systems;
 - 3. Lighting;
 - 4. Surveillance cameras;
 - 5. Front Gate personnel;
 - 6. Entrance phones;
 - 7. ID cards; and
 - 8. Keypads.
- C. The Unit's "Security Plan" shall include assignment of responsibilities, as well as employee accountability, and facility lock down procedures.
- D. Other points the Unit's "Security Plan" should consider are:
 - 1. Parking lot security;
 - 2. Campus/Grounds security;
 - 3. Cyber/Data security;
 - 4. Alternative entrances (i.e. back gate);
 - 5. Securing equipment located within buildings; and
 - 6. Hours of operation.
- E. The Unit's "Security Plan" shall be re-evaluated at least annually, and as situations necessitate reviews.

X. KEY CONTROL:

- A. Unit Heads shall be responsible for establishing and implementing written procedures for key control to include keys, security badges, security systems, etc., which cover at a minimum:
 - 1. The issuance and return of keys/cards;
 - 2. Reporting lost or stolen key(s);
 - 3. Changing locks/codes (when applicable); and
 - 4. Employee responsibility for handling keys.
- B. An updated inventory log shall be maintained that indicates employees issued keys, the date the key(s) were issued and returned, and what areas the key(s) access.

XI. REPORTING AND INVESTIGATIONS:

- A. All YS employees shall be responsible for reporting problems or discrepancies in fiscal controls to their respective supervisors and/or the CO PCM.
- B. Unit Heads shall be responsible for the following:
 - 1. Outlining procedures for reporting discrepancies;
 - 2. Investigating incidents to determine the origin;
 - 3. Implementing a corrective action plan to prevent recurrence of the problems or discrepancies; and
 - 4. Ensuring that procedures are in place to address timely reporting of losses to the CO PCM to be filed with the ORM claims unit.

XII. QUALITY ASSURANCE:

- A. Internal auditing processes by the CO PCM assures that all procedures, in conjunction with the areas covered in the ORM "Loss Prevention Program Manual", are conducted two (2) times a year via the respective audit plans to test the internal controls for these procedures.
- B. Unit Heads shall evaluate and respond to internal audit findings and recommendations expeditiously. The response shall include a "Corrective Action Plan", with estimated implementation dates to resolve findings and whether or not the availability of resources is a restraining factor. Such lack of resources shall be documented.

- C. Following each CO audit, a report of findings shall be issued by the CO PCM. A meeting shall be held by the CO Administrative Program Director with the Unit Head and the appropriate Regional Director to address discrepancies found and “Corrective Action Plans”.

The CO PCM shall document discrepancies found and “Corrective Action Plans” discussed for monitoring during the next ORM audit.

XIII. STAFF DEVELOPMENT:

- A. Unit Heads/designees shall ensure that employees are properly trained in the policies and procedures developed as they apply to the employee's job duties, where losses may be incurred either willfully or without intention. All safeguards shall be followed at all times.
- B. Unit Heads shall also ensure that all mandatory annual training is documented and entered in the “Training Records Entry Completed” (TREC) database by designated unit staff.
- C. Training documentation shall be maintained on file at the units.

Previous Regulation/Policy Number: A.3.11

Previous Effective Date: 05/14/2012

Attachments/References: