2-07/030.00 - Headquarters Operations

Headquarters Operations is comprised of the Headquarters Unit, Board of Supervisors Liaison Team, Internal Audit Unit and the Business Systems Planning and Management Unit.

Headquarters Unit

Headquarters Unit responsibilities include Division administrative and clerical support; special projects; preparation and maintenance of the service and supplies and fixed asset budgets for Executive Offices and Administrative Services, as well as Division personnel transactions; and Division Injury and Illness Prevention Programs.

Business Systems Planning and Management Unit

Business Systems Planning and Management Unit manages the automation planning and projects for Administrative and Training Division. Responsibilities include:

- Sheriff's Department project management team for the countywide implementation of Enterprise Resource Planning (ERP) Systems including e-Caps (Financial Module) and the future Procurement, Inventory, Timekeeping, and Human Resource modules;
- represents the Department on Countywide automation projects related to automation of administrative functions and ensures that the Department's requirements and issues are addressed;
- evaluates requests from Administrative and Training Division Bureaus and Units for automation, system enhancement, system procurement, and system implementation to ensure they are in alignment with the automation plan;
- coordinates project planning activities, project scope development, project implementation, and tracking of all automation projects that impact Administrative and Training Division;
- provides project management consistency and oversight to business process improvement and automation projects within Administrative and Training Division;
- in conjunction with the administrative business Units, redesigns and where applicable automates the identified business process to improve efficiency, effectiveness, and to focus on customer service;
- coordinates the "If I Were Sheriff," Employee Suggestion Award Program; and
- alternative representative for the Department to the Quality and Productivity Commission Network Managers Group.

Board of Supervisors Liaison Staff

MISSION

The Board of Supervisors Team acts as the liaison between the Board of Supervisors and the Department. The team performs the following functions:

- receive, process and file letters from the Department to the Board of Supervisors in keeping with Chief Executive Office protocols;
- assist Departmental Units in drafting Board letters;
- develop and maintain positive working relationship with the Board of Supervisors' offices;

- coordinate Departmental responses to Board of Supervisors requests for information, including responses to Board motions and the Civil Grand Jury;
- coordinate Departmental appearances before the Board;
- schedule preliminary meetings between Departmental Units, the Chief Executive Office's Public Safety Cluster Deputy, and the Justice Deputies;
- monitor and track the status of pending Board of Supervisors actions;
- provide information to and from the Board of Supervisors and the Department;
- review all Board of Supervisors' agenda items for any impact to the Department;
- attend all Board of Supervisors meetings; and
- prepare executive summaries of Board of Supervisors actions affecting the Department.

Internal Audit Unit

The Internal Audit Unit is committed to services and workforce excellence and fiscal integrity. They ensure compliance with the Government and the County codes.

The audit assignments are completed objectively with great emphasis to the sensibility of the clients. Apparent problems are transferred into opportunities for improvement and progressive changes.

The duties of the Internal Audit Unit

- Routine Assignments - Internal Control Certification Program, Affiliation with Foundation and Support Groups, and liaison with outside audits;
- Financial Audits - expenditure, revenue, contracts, trust accounts, Unit funds, Special Appropriation Fund, property and evidence, and the inmate's personal property and money. Shortages/overages and misappropriation of funds;
- Timekeeping Audits - compliance with County policy and Department rules;
- Management Audits - improving the processing procedures, internal controls, and the efficiency and economy of the operations; and
- sensitive and confidential studies and financial investigations.