



## County Executive Office

2818 S. Bus. Hwy. 281 • Edinburg, Texas 78539 • Phone: (956) 292-7025 • Fax: (956) 292-7034 • [www.co.hidalgo.tx.us/budget](http://www.co.hidalgo.tx.us/budget)

### SAFEguard Committee Identified Activities (Prioritized)

Priority*	Activity	Project Lead
1	Outsource to a third-party 1-800 service for reporting fraud and have Sheriff's Office receive the call information with issues routed to the appropriate agency or department.	Purchasing Department
2	Finalize the countywide Time and Attendance Policy to address payroll and timekeeping issues as approved.	Workgroup (IT & Treasurers' Office)
3	Have Commissioners' Court examine a countywide "no take-home vehicles" policy.	DBM
4	Centralize grants process (research, analysis and management) via the Budget Department to ensure all aspects of funding are taken into consideration (i.e., matching funds, sustainability beyond grant period, cost to County).	DBM
5	Implement a system to run background checks on every new employee and implement relevant policies and procedures, including defining violations that would bar employment and identifying the types of background checks to be conducted.	Workgroup (DBM & HR)
6	Implement countywide Global Positioning System (GPS) on all vehicles, and implement relevant policies and procedures including conducting analysis on savings and studies on County vehicle use to identify and eliminate waste or misuse.	Workgroup (DBM & IT)
7	Develop a Central Purchasing and Receiving System to standardize the purchases of supplies and equipment, and implement relevant policies and procedures.	DBM
8	Centralize the Human Resources department. Identify those departments or offices that have HR positions and rename or reclassify to "personnel specialist" or similar position title.	HR



## County Executive Office

2818 S. Bus. Hwy. 281 • Edinburg, Texas 78539 • Phone: (956) 292-7025 • Fax: (956) 292-7034 • [www.co.hidalgo.tx.us/budget](http://www.co.hidalgo.tx.us/budget)

### SAFEguard Committee Identified Activities (Prioritized)

Priority	Activity	Project Lead
8	Develop and implement a training division in HR for general training necessary for all county staff.	HR
9	<i>Develop and implement procedures to more effectively track contract and project dates and timelines.</i>	TBD
9	<i>Develop and implement a contract approval process and include all relevant departments in major pre-construction or pre-project meetings.</i>	TBD
9	<i>Examine a County Morgue Facility to eliminate the need for separate contracts for autopsy facilities and transport of dead bodies.</i>	TBD
9	<i>Further examine creating a County Engineering Department to handle road and bridge work in-house as opposed to hiring outside consultants.</i>	TBD
9	<i>Centralize the Information Technology department. Identify those departments that have IT positions and rename or reclassify.</i>	TBD

\* Priorities 1-8 are considered high priority and will be addressed for implementation accordingly.