

State Police Commission

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July 17, 1992

Jane Orr, Director

General Circular No. 15

To: State Police Commission Members, Colonel Paul W. Fontenot, Russell J. Culotta, Rosemary Hannie, Walt Smith, James E. Jordan, Jr., L.S.T.A. Affiliate Presidents, Region Majors and Troop Captains

Subject: Promotional Examinations for Sergeant and Lieutenant

Promotional applicants without a current score (individuals who did not test in April 1992, or who failed to obtain a passing score) must submit a promotional application, transcript and availability form. Please make sure your application consists of two (2) pages, or a front and back page.

Applicants with a score who wish to retake the written examination must submit a written request to retest, including any updates in formal education or time in grade points. Transcripts must be submitted to verify updated formal education. Do not submit a new promotional application.

Applicants who wish to retain their current written test score and merely have their formal education or time in grade updated, must submit a written request, including any updates in formal education (i.e., transcripts, copies of diplomas) or time in grade points. These applicants will receive their updated score in the mail when all other scores from the September 1992 testing are mailed.

You must first attain a passing raw score before educational points and time in grade points can be added to your score. The referenced points cannot assist you in the attainment of a passing score.

Remember to sign and date your application. Check your desired locations on your availability form and sign and date the availability form. Your most recent availability form will be your current availability which is why you must double check this form and sign and date the form.

NOTE: You will be allowed to take the same promotional examination two (2) times per calendar year.

Your most recent written test score will supersede previous test scores.

Promotional examinations will be offered four (4) times per year. Four (4) times for Sergeant and four (4) times for Lieutenant.

Updates for formal education and time in grade will be accepted on a quarterly basis.

Availability changes are accepted continuously.

The period for accepting applications will be from August 3, 1992 to August 19, 1992. Applications must be received in the Commission's office on or before August 19, 1992. There will be no extensions or exceptions to these dates. You may fax application packets to the State Police Commission at (504) 925-7058. Do not rely on certified mail or Federal Express when mailing applications one (1) or two (2) days prior to the closing date. If you want to deliver your

application to our office, we are now located at 1885 Wooddale Boulevard, Suite 1111, Eleventh Floor, Baton Rouge, Louisiana. It is your responsibility to ensure that your application and supporting documentation are mailed, faxed or hand-delivered in a timely manner.

Test dates are September 15 and 16, 1992 at 9:00 a.m. and 1:30 p.m. on both days. Please arrive at the State Police Training Academy Auditorium at least thirty (30) minutes before examination time. Once the exam has started, no one will be admitted.

The exam will consist of 145 items with a time limit of 150 minutes. There will be no exceptions to the 150 minutes time limit.

If you should mark your answers in your test booklet, please allow yourself enough time to transfer the answers to the appropriate answer sheet within the 150 minutes time limit.

Your final grade notice will include the following:

1. total number of correct answers,
2. percent correct based on 145 questions,
3. converted written score,
4. education points [six (6) points maximum],
5. time in grade points [ten (10) points maximum],
6. final score.

Points for education and time in grade will only be added if you attain a passing raw score.

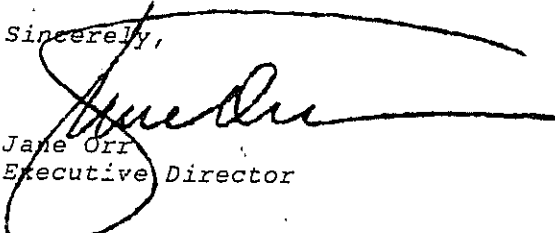
Every applicant will be mailed a numerical score, even if your score is below the pass point. We will also give you the pass point for the particular examination you have taken.

It is impossible to anticipate all questions; however, I have tried to use the last testing period as a guide to make this a better and less confusing period for all affected. Please do not hesitate to contact the Commission's office for questions and concerns I have not addressed in this Circular.

Please post this General Circular in an area where it is accessible to all commissioned employees.

Good luck on your examination!

Sincerely,



Jane Orr
Executive Director