

State Police Commission



Post Office Box 66555
Baton Rouge, La. 70896-6555
Phone (504) 925-7057
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January 31, 1995

General Circular No. 42

To: State Police Commission Members, Colonel Paul Fortencz, Russell Culotta, Foye Lowe, Walt Smith, William Spencer, Baxter Welch, Walter L. Smith, III, Floyd Falcon and LSTA Affiliate Presidents

Re: Sergeant and Lieutenant Promotional Testing

This General Circular cancels and supersedes General Circular No. 15, dated July 17, 1992, concerning promotional examinations. The following policy changes concerning promotional testing are effective immediately.

1. Promotional testing will be conducted twice during a calendar year. An applicant's most recent test score will be the applicant's current test score, regardless of whether the most recent score is lower than the previous score.
2. The minimum qualification for State Police Sergeant is four years experience as a State Police officer. The minimum qualification for State Police Lieutenant is one year as a Sergeant.
3. Points will NOT be awarded for time in grade or formal education. Promotional scores will be the written examination score only.
4. Upon announcement of testing from the new examination, all previous test scores will become invalid. Individuals wishing to compete and obtain a new score for promotional positions, MUST apply for and take the new examination.
5. Applicants are responsible for submitting applications and availability forms in a timely manner. **LATE APPLICATIONS WILL BE RETURNED AND THE APPLICANT WILL NOT BE SCHEDULED FOR NOR ALLOWED TO TAKE AN EXAMINATION.**
6. The two-page promotional application is attached to this General Circular.

7. Availability Forms may be changed ONLY during a testing period, and availability for promotion may NOT be changed on a daily basis. A General Circular, showing grade groups for several areas of the state, will be issued by the State Police Commission at the conclusion of the testing process. A sample Availability Form is attached to this General Circular.
8. Fax transmittals will NOT be accepted for any part of the testing process. Applications and Availability Forms may be HAND DELIVERED or MAILED to the State Police Commission and MUST be received by 4:30 p.m. on the closing date of a testing announcement.
7. The examination has been compiled from the following:
 - a. LSA-R.S. 14:1, et seq.
 - b. LSA-R.S. 32:1, et seq.
 - c. Iannone, N.F., Supervision of Police Personnel, Prentice Hall, Old Tappan, NJ, Fourth Edition, 1987. (Sergeant and Lieutenant Examination)
 - d. Lynch, R.G., The Police Manager: Professional Leadership Skills, Random House/McGraw Hill, Third Edition, 1986. (Sergeant and Lieutenant Examination)
 - e. Garmire, B.L., Local Government and Police Management, International City Management Association: Washington, DC, Second Edition, 1982 and Third Edition. (Sergeant Examination Only)
 - f. O'Hara, C.C., and O'Hara, G.L., Fundamentals of Criminal Investigation, Charles C. Thomas: Publisher, Springfield, IL, Revised Fifth Edition, 1988. (Sergeant Examination Only)
 - g. Department of Public Safety and Corrections, Office of State Police Policy and Procedural Manual.

This General Circular is not announcing promotional testing itself, but rather is issued to inform you of changes in policies and study materials. Actual test announcements will be forthcoming.

Sincerely,



Debra L. Johnson
Director

Attachments

STATE POLICE PROMOTIONAL APPLICATION

Return Application and Transcript ONLY To:
 State Police Commission
 Post Office Box 66555
 Baton Rouge, Louisiana 70896-6555

Title of Position for Which You Are Applying: _____

Name: _____
Last
First
Middle

Street Address _____
 OR
 Post Office Box No. _____

City/Town _____ State/Zip _____

Home Telephone No. _____ Office Telephone No. _____

Social Security No. _____ Date of Birth: _____

Education:

HIGH SCHOOL	A RECEIVED		IF NONE, HIGHEST GRADE COMPLETED	B NAME/ADDRESS OF HIGH SCHOOL AWARDING DIPLOMA/CERTIFICATE				C DATE RECEIVED			
	<input type="checkbox"/> DIPLOMA	<input type="checkbox"/> EQUIVALENCY CERTIFICATE		FROM	TO	SEMESTER	QUARTER	DEGREES RECEIVED (B.A., etc.)	DATE OF DEGREE	MAJOR FIELD	MAJOR SUBJECTS
D COLLEGE(S)/ UNIVERSITY(IES)	NAME/LOCATION										
	YEARS ATTENDED										
	TOTAL HOURS EARNED										
	DEGREES RECEIVED (B.A., etc.)										
E GRADUATE/ PROFESSIONAL SCHOOLS	NAME/LOCATION										
	YEARS ATTENDED										
	TOTAL HOURS EARNED										
	DEGREES RECEIVED (B.A., etc.)										

I CERTIFY THAT THE ANSWERS I HAVE GIVEN TO ALL QUESTIONS IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND MAY BE SUBJECT TO INVESTIGATION PRESCRIBED BY LAW. ANY MISREPRESENTATION MAY CAUSE MY APPLICATION TO BE REJECTED, MY NAME REMOVED FROM THE ELIGIBLE REGISTER AND/OR SUBJECT ME TO DISMISSAL FROM STATE SERVICE.

 Date

 Signature of Applicant

The following information is collected to complete equal opportunity reports required by law. You **ARE NOT** legally obliged to provide this information.

RACIAL/ETHNIC GROUP **SEX**

WHITE BLACK HISPANIC ASIAN/PACIFIC ISLANDER AMERICAN INDIAN/ALASKAN NATIVE MALE FEMALE

Work Experience:

Rank	Beginning Date	Ending Date
Rank	Beginning Date	Ending Date
Rank	Beginning Date	Ending Date
Rank	Beginning Date	Ending Date
Rank	Beginning Date	Ending Date
Rank	Beginning Date	Ending Date
Rank	Beginning Date	Ending Date
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Rank	Beginning Date	Ending Date
Rank	Beginning Date	Ending Date
Rank	Beginning Date	Ending Date
Rank	Beginning Date	Ending Date

XX

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

	EDUC	EXP						

STATE POLICE COMMISSION

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Baton Rouge, LA 70896-6555
Phone (504) 925-7057

STATE POLICE AVAILABILITY FOR PROMOTION

This form must be attached to your application for promotion. The State Police Commission has an automated certification system; therefore, it is extremely important that you mark only those areas of serious intent. You will only be considered for those areas you check. The most recent availability form submitted reflects your official availability status and rescinds all previous submissions.

NOTE: NO FAX TRANSMITTALS WILL BE ACCEPTED.

RANK OF POSITION FOR WHICH APPLYING: (Check One)

_____ SERGEANT _____ LIEUTENANT _____ CAPTAIN _____ MAJOR

HEADQUARTERS POSITIONS:

_____ TESS-ADMIN	_____ SUPPORT SERVICES
_____ TESS-TOWING & RECOV	_____ CRIM & TRAFFIC RECORDS
_____ TESS-RAIL INSP	_____ POLICE SUPPLY
_____ TESS- MOTOR CARRIER	_____ RADIO MAINT/COMM/FLEET
_____ CHARITABLE GAMING	_____ IISC-ADMIN
_____ RACING INV	_____ IISC-MARIJUANA ERAD
_____ VIDEO DRAW POKER	_____ IISC-ANALYTICAL
_____ RIVERBOAT GAMBLING	_____ IISC-EVIDENCE CONTROL
_____ TRAINING	_____ IISC-ASSET FORFEITJRE
_____ CRIME LAB	_____ OPERATIONAL DEVELOPMENT
_____ INTERAL AFFAIRS	_____ MOTOR VEHICLE POLICE
_____ PROTECTIVE SERVICES	_____ INDIAN GAMING

REGION I POSITIONS:

_____ REGIONAL CMDR	_____ VIDEO DRAW POKER-A
_____ TROOP A	_____ VIDEO DRAW POKER-B
_____ TROOP B	_____ VIDEO DRAW POKER-L
_____ TROOP L	_____ RIVERBOAT GAMBLING-A
_____ NARCOTIC INVEST-A	_____ RIVERBOAT GAMBLING-B
_____ NARCOTIC INVEST-B	_____ RIVERBOAT GAMBLING-L
_____ NARCOTIC INVEST-L	_____ TESS-RAIL INSPECT-A
_____ CRIMINAL INVEST-A	_____ TESS-RAIL INSPECT-B
_____ CRIMINAL INVEST-B	_____ TESS-RAIL INSPECT-L
_____ CRIMINAL INVEST-L	_____ TESS-MOTOR CARRIER-A
_____ CHARITABLE GAMING-A	_____ TESS-MOTOR CARRIER-B
_____ CHARITABLE GAMING-B	_____ TESS-MOTOR CARRIER-L
_____ CHARITABLE GAMING-L	_____ INDIAN GAMING-A
_____ RACING INVEST-A	_____ INDIAN GAMING-B
_____ RACING INVEST-B	_____ INDIAN GAMING-L
_____ RACING INVEST-L	

LAST NAME (Print) FIRST NAME MI SSN

** THIS IS A TWO-SIDED FORM, YOU MUST COMPLETE THE SIGNATURE BLOCK ON THE REVERSE SIDE!

REGION II POSITIONS:

_____ REGIONAL CMDR	_____ VIDEO DRAW POKER-C
_____ TROOP C	_____ VIDEO DRAW POKER-D
_____ TROOP D	_____ VIDEO DRAW POKER-I
_____ TROOP I	_____ RIVERBOAT GAMBLING-C
_____ NARCOTIC INVEST-C	_____ RIVERBOAT GAMBLING-D
_____ NARCOTIC INVEST-D	_____ RIVERBOAT GAMBLING-I
_____ NARCOTIC INVEST-I	_____ TESS-RAIL INSPECT-C
_____ CRIMINAL INVEST-C	_____ TESS-RAIL INSPECT-D
_____ CRIMINAL INVEST-D	_____ TESS-RAIL INSPECT-I
_____ CRIMINAL INVEST-I	_____ TESS-MOTOR CARRIER-C
_____ CHARITABLE GAMING-C	_____ TESS-MOTOR CARRIER-D
_____ CHARITABLE GAMING-D	_____ TESS-MOTOR CARRIER-I
_____ CHARITABLE GAMING-I	_____ INDIAN GAMING-C
_____ RACING INVEST-C	_____ INDIAN GAMING-D
_____ RACING INVEST-D	_____ INDIAN GAMING-I
_____ RACING INVEST-I	

REGION III POSITIONS:

_____ REGIONAL CMDR	_____ VIDEO DRAW POKER-E
_____ TROOP E	_____ VIDEO DRAW POKER-F
_____ TROOP F	_____ VIDEO DRAW POKER-G
_____ TROOP G	_____ RIVERBOAT GAMBLING-E
_____ NARCOTIC INVEST-E	_____ RIVERBOAT GAMBLING-F
_____ NARCOTIC INVEST-F	_____ RIVERBOAT GAMBLING-G
_____ NARCOTIC INVEST-G	_____ TESS-RAIL INSPECT-E
_____ CRIMINAL INVEST-E	_____ TESS-RAIL INSPECT-F
_____ CRIMINAL INVEST-F	_____ TESS-RAIL INSPECT-G
_____ CRIMINAL INVEST-G	_____ TESS-MOTOR CARRIER-E
_____ CHARITABLE GAMING-E	_____ TESS-MOTOR CARRIER-F
_____ CHARITABLE GAMING-F	_____ TESS-MOTOR CARRIER-G
_____ CHARITABLE GAMING-G	_____ INDIAN GAMING-E
_____ RACING INVEST-E	_____ INDIAN GAMING-F
_____ RACING INVEST-F	_____ INDIAN GAMING-G
_____ RACING INVEST-G	

It is your responsibility to keep us informed of any changes in your availability or address. Each change should be reported to the State Police Commission at once. If your name is included on a certificate of eligibles in accordance with your stated conditions of availability and you decline a promotion, your name shall be removed from all promotional lists for a period of one year.

Name (print)

Signature

Date