

State Police Commission

Post Office Box 66555
Baton Rouge, La. 70896-6555
Phone (504) 925-7057
Fax (504) 925-7058



General Circular No. 85

Issue Date: December 17, 1997

In Re: December 15, 1997 Commission Meeting

At its December 15, 1997 meeting, on motion duly made and seconded, by unanimous vote of the members present, the State Police Commission voted to approve the new Pay Plan, which has been forwarded to Governor Foster for his approval. Additionally, the Commission adopted changes in the minimum qualifications as follows:

Cadet	Sixty semester hours of college training; two years of full-time commissioned law enforcement experience with arrest powers; or four consecutive years of active duty in the United States military. (Includes college substitution for experience on the basis of thirty semester hours for one year of experience.)
Trooper	One year experience as a Louisiana State Police Cadet.
Master Trooper	Eighteen months of experience as a Louisiana State Police Officer.
Sergeant	Five years of experience as a Louisiana State Police Officer.
Lieutenant	Two years of experience as a Louisiana State Police Sergeant.
Captain	Two years of experience as a Louisiana State Police Lieutenant.
Major	Two years of experience as a Louisiana State Police Captain.
Lt. Colonel	Three years experience as a Louisiana State Police Officer at a level at least equivalent to a Louisiana State Police Captain.

The changes are indicated in **bold print**. Attached for your convenience are revised copies of the class specifications for your records.

Please post this General Circular in a prominent place, accessible to all employees, so that everyone will be aware of the changes.

Sincerely,

Debra L. Johnson

Debra L. Johnson
Director

Attachments

STATE OF LOUISIANA
STATE POLICE COMMISSION
POST OFFICE BOX 66555
BATON ROUGE, LOUISIANA 70896-6555

F5
PS
05/10/96

Job Class Code: 133380

STATE POLICE CADET

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

JOB TITLE: STATE POLICE CADET

FUNCTION OF WORK: To provide services to the public regarding the use of the Louisiana highway traffic system after completing a training program.

LEVEL OF WORK: Trainee.

SUPERVISION RECEIVED: Close from State Police Sergeants and State Police Troopers acting as Training Officers.

SUPERVISION EXERCISED: None.

LOCATION OF WORK: Department of Public Safety and Corrections, Office of State Police; Statewide.

JOB DISTINCTIONS: Differs from State Police Trooper by assignment to the State Police Academy as a trainee and assignment to a State Police Trooper who acts as a Training Officer.

EXAMPLES OF WORK: Learns, in the Academy, to prepare reports, qualifies with firearms, learns pursuit driving and learns to enforce motor vehicle laws and state criminal code.

Applies knowledge and skills learned under the direction of a State Police Trooper in the field.

MINIMUM QUALIFICATIONS: Any of the following will qualify:

1. Two (2) years of full-time commissioned law enforcement experience, with arrest powers.
2. Sixty (60) semester hours of college training.
3. Four (4) consecutive years of active duty in the United States Military.
3. Any two (2) year combination of full-time commissioned law enforcement experience and college semester hours, whereby thirty (30) hours will be equivalent to one year of experience.

NECESSARY SPECIAL REQUIREMENTS:

Must be able to read, write and speak the English language.

Must possess a high school diploma or equivalency.

Must be at least eighteen (18) years old at time of application.

Must possess a valid Louisiana Driver's License at time of

appointment.

Must pass physical examination.

STATE POLICE CADET (continued page 2)

REQUIREMENTS: (continued)

An applicant will be disqualified if there are any indictments or bills of information pending against him in which he is charged with a felony, or if he has been convicted within the past three (3) years of hit and run or driving while intoxicated. An applicant who has been convicted of a felony will be disqualified until relief from the disabilities imposed by the state and federal law is granted.

R/8-24-95

STATE OF LOUISIANA
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F5
PS
05/10/96

Job Class Code: 143130

STATE POLICE SERGEANT

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude these tasks from the position if the work is similar, related or a logical assignment of the position.

JOB TITLE: STATE POLICE SERGEANT

FUNCTION OF WORK: To supervise State Police Troopers in a variety of services designed to aid the Office of State Police in fulfilling its objectives.

LEVEL OF WORK: Supervisor--first line.

SUPERVISION RECEIVED: General from State Police Lieutenant.

SUPERVISION EXERCISED: Direct over State Police Troopers.

LOCATION OF WORK: Department of Public Safety and Corrections, Office of State Police.

JOB DISTINCTIONS: Differs from State Police Trooper by having supervisory responsibility.

Differs from State Police Lieutenant by the lack of shift supervisory responsibility or by the lack of the responsibility for planning and coordinating the activities of a State Police unit.

EXAMPLES OF WORK: Traffic Services
Directs, inspects and reviews all law enforcement activities of subordinate Troopers.

Directs work of radio operators, custodial workers and other support personnel.

Assigns Troopers to respond to requests for assistance.

Answers telephone and walk-in requests for information and assistance.

Instructs, occasionally, Cadets at the Louisiana State Police Training Academy in various aspects of law enforcement work.

Completes troop records and writes reports.

Inspects troop vehicles to determine condition and submits records and reports on their maintenance and repairs.

STATE POLICE SERGEANT (continued page 2)

EXAMPLES OF WORK: (continued)

Patrols highways, gives information and assistance to motorists.

Writes citations for law violations.

Investigates accidents; keeps bystanders out of danger.

Renders first aid.

Questions witnesses and drivers.

Investigates and prepares narrative reports of conditions and causes of accidents.

Supervises removal of debris to restore normal traffic flow.

Conducts preliminary investigations of crimes and complaints; documents findings and enlists further aid if necessary.

Arrests violators of the law and prefers charges.

Searches for, collects and preserves evidence.

Appears in court as a witness.

Transports and provides security for V.I.P.'s.

Gives lectures and talks to the public, civic organizations and other groups.

Assists other law enforcement agencies in their investigatory activities.

Serves as regional Public Information Officer.

Prepares press releases for State Police regions.

Investigative Services

Serves as assistant to a Lieutenant or Captain in the management of one of the various sections including operational development, internal affairs, etc.

Analyzes and reviews all auto theft and heavy equipment theft reports submitted by Troopers and evaluates the content of these reports to ascertain patterns of theft.

Assimilates and records auto theft and heavy equipment theft statistics on a daily and monthly basis.

STATE POLICE SERGEANT (continued page 3)

EXAMPLES OF WORK: (continued)

Advises and assists State Police personnel on matters of vehicle identification, investigative procedures, procedures for examination of reconstructed vehicles and issuance of replacement

State Police vehicle identification numbers and motor numbers and on all legal aspects of auto theft investigations.

Trains law enforcement officers (state and local) in methods of investigations, identification of stolen vehicles, proper reporting techniques, etc.

Provides investigative leads to investigators and assists in those investigations when necessary.

Inspects vehicle salvage pools, wrecker and storage services to determine proper procedures are being followed.

Serves as first-line supervisor over a unit of Troopers in the Internal Affairs Section.

Assigns duties.

Reviews investigations and recommends actions to be taken.

Trains new Troopers in the Internal Affairs Section.

Conducts confidential, indepth pre-employment back-ground investigations on individuals who have met the preliminary requirements for employment with the Louisiana State Police and other offices of the Department of Public Safety.

Conducts confidential and sensitive investigations into civil, criminal and/or procedural complaints against any Department of Public Safety employee including interviewing complainant, interrogating suspects, filing criminal charges and making arrests.

Participates in merit board examinations for employee promotions.

Prepares various forms, reports and special studies.

Serves as first-line supervisor in the Intelligence/Investigative Support Center Section.

Assigns investigations, reviews work and recommends actions to be taken.

STATE POLICE SERGEANT (continued page 4)

EXAMPLES OF WORK: (continued)

Analyzes complaints to determine if a state law has been violated.

Trains new Troopers in investigative techniques.

Investigates violators through surveillance, undercover infiltration, checking background of suspects, developing sources of information, etc. in order to acquire evidence to arrests and prosecute law violators.

Debriefs confidential informants, interrogates suspects and interviews crime victims and witnesses.

Executes legal search and arrest warrants.

Patrols areas utilized by narcotics traffickers and known law violators.

Recruits, develops and supervises confidential informants.

Prepares bi-weekly and monthly reports, documents all case activities and prepares other forms and reports as necessary.

Assists other law enforcement agencies in conducting investigations.

Maintains equipment.

Support Services

Serves as assistant to a Lieutenant or Captain in the management of one of various support sections of the Office of state Police including operational development, criminal laboratory services, criminal records, inspectional services, fleet operations or training and education/special task, etc.

Instructs or supervises the instruction of classes at the Louisiana State Police Training Academy and/or performs in-service training and/or serves as a counselor at the Louisiana State Police youth Camp.

Performs various public relations duties including speeches, press releases, etc.

Answers correspondence and telephone inquiries regarding the State Police.

Assists the Deputy Secretary in a staff capacity in writing policies, procedures, legislation, budget requests, etc.

Coordinates the purchasing program in a section of State Police

STATE POLICE SERGEANT (continued page 5)

EXAMPLES OF WORK: (continued)

including preparation of requisitions, records maintenance, budget reports, etc.

Prepares special research reports.

Assists in conducting staff inspections.

Supervises a small staff of troopers and/or civilian personnel.

Assigns and reviews work performed by subordinates.

Serves as liaison between local law enforcement agencies and state police.

Prepares various daily, weekly, monthly and/or yearly reports and statistics.

Protective Services

Serves as first-line supervisor over a group of Troopers responsible for the protection and security of various public officials and their families including the Governor, Lieutenant Governor, Attorney General and visiting dignitaries.

Assigns duties to Troopers.

Trains new Troopers in protective services.

Patrols the Governor's Mansion and screens mail and visitors.

Plans and provides security for the Governor, Lieutenant Governor, or Attorney General in all trips.

Monitors electronic surveillance equipment.

Supervises inmates who work at the Governor's Mansion.

Serves as first-line supervisor over a section of Troopers in the Hazardous Materials Section.

Assigns investigations.

Reviews work and recommends actions to be taken.

Trains new Troopers in the Hazardous Materials Section.

Responds to hazardous materials accidents and assists in the coordination of activities at the site.

Investigates hazardous materials violations.

STATE POLICE SERGEANT (continued page 6)

EXAMPLES OF WORK: (continued)

Trains emergency response personnel and industry personnel statewide on emergency response procedures and hazardous materials rules and regulations.

Develops hazardous materials training programs.

Inspects vehicles and containers for compliance with hazardous materials regulations.

Prepares various reports, forms and special reports.

MINIMUM QUALIFICATIONS: Five years of experience as a Louisiana State Police Officer.

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F5
PS
05/10/96

Job Class Code: 143140

STATE POLICE LIEUTENANT

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

JOB TITLE: STATE POLICE LIEUTENANT

FUNCTION OF WORK: To supervise subordinate personnel engaged in a variety of services designed to aid the Office of State Police in fulfilling its objectives.

LEVEL OF WORK: Supervisor.

SUPERVISION RECEIVED: General from a State Police Captain.

SUPERVISION EXERCISED: *Direct over State Police Sergeants; or, communications, clerical, maintenance and custodial personnel.*

LOCATION OF WORK: Department of Public Safety and Corrections; Office of State Police; Troops Statewide.

JOB DISTINCTIONS:

Differs from State Police Sergeant by responsibility for evaluating needs/requests and making assignments according to resource, jurisdictional and priority perimeters.

Differs from State Police Captain by lack of managerial responsibility over a major field or Headquarters Section.

EXAMPLES OF WORK:

Traffic Services
Analyzes statistical data to determine problem areas, establishes priorities and designs work schedules accordingly.

Reviews all shift reports for accuracy, completeness and legibility.

Confers with Lieutenants on other shifts regarding matters requiring immediate attention.

Reviews memoranda regarding changes in procedures.

Counsels subordinates on work-related problems.

Prepares and completes reports.

Recommends courses of action and changes in policies and procedures to Troop Captain.

STATE POLICE LIEUTENANT (continued page 2)

EXAMPLES OF WORK: (continued)

Investigates fleet accidents.

Provides information on troop activities to public.

Investigative Services

Serves as Lieutenant of a functional unit of Louisiana State Police including intelligence/investigative support section, internal affairs, etc.

Supervises troopers, sergeants and/or civilian personnel.

Analyzes statistical data in order to design, prepare and implement work schedules and priorities and assign work for subordinates, providing them with direction and control.

Ensures that all necessary reports are taken, completed filed and transmitted to the proper authority and checks all section reports for accuracy, legibility and conciseness.

Conducts external investigations as needed or when directed to do so by a superior officer, taking statements and making reports when necessary.

Conducts internal investigations in reference to offenses or alleged offenses committed by a subordinate officer, effects necessary reports and makes recommendations for disciplinary action to the Captain.

Disseminates to subordinates organizational information concerning policies, rules and procedures.

Functions as the Captain in his absence.

Supervises the Vehicle Theft Unit occasionally which includes assisting all police agencies in any vehicle theft investigations throughout Louisiana.

Supervises and coordinates the efforts of a regional narcotics unit.

Support Services

Serves as the Lieutenant of one of several support sections of State Police including operational development, criminal laboratory services, criminal records, inspectional services, fleet operations or training and education/special tasks, protective services, etc. and may perform any of the duties listed below.

Supervises Troopers, Sergeants and/or civilian personnel.

STATE POLICE LIEUTENANT (continued page 3)

EXAMPLES OF WORK: (continued)

Interprets and enforces the policies of the Office of State Police.

Plans and organizes activities and programs to support special state police organizational needs such as personal equipment, vehicles, weaponry (lethal and non-lethal) and specific supplies for management.

Supervises operation of polygraph, psychological stress evaluator, voice print identification and counter-intelligence devices.

Supervises the processing of films forwarded from troops and maintains records and files requests from the general public for photographs of accident scenes.

Supervises research and planning in various phases of the Louisiana State Police activity.

Conducts staff inspections of all operational and administrative sections and troops.

Supervises the receiving, processing, analyzing and interpreting of accident and arrest reports.

Analyzes statistical data in order to design, prepare and implement work schedules and priorities and assigns work to subordinates, providing them with direction and control.

Ensures that all necessary reports are taken, completed, filed and transmitted to the proper authority and checks all section reports for accuracy and legibility.

Conducts external investigations as needed or when directed to do so by a superior officer, taking statements and making reports when necessary.

Conducts internal investigations in reference to offenses or alleged offenses committed by a subordinate officer, effects necessary reports and makes recommendations for disciplinary action to the Captain.

Serves as instructor and/or counselor in the Louisiana State Police Academy.

Disseminates organizational information concerning policies, rules and procedures to subordinates.

Troop Executive Officer

Serves as the Executive Officer in a troop of the Louisiana State Police.

STATE POLICE LIEUTENANT (continued page 4)

EXAMPLES OF WORK: (continued)

Supervises the communications, clerical, maintenance and custodial personnel.

Assigns work to subordinates.

Analyzes statistical data in order to design, prepare and implement work schedules and priorities.

Prepares annual troop budget.

Coordinates the requisitioning, purchasing and distribution of supplies.

Maintains records on troop equipment, vehicles and personnel.

Maintains troop library and evidence locker.

Receives and investigates complaints on troopers.

Assists in formulating troop policies and procedures.

Performs various public relations duties.

Acts as Troop Captain in his absence.

MINIMUM QUALIFICATIONS: Two year of experience as a Louisiana State Police Sergeant.

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05/10/96
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Job Class Code: 133390

STATE POLICE CAPTAIN

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

JOB TITLE: STATE POLICE CAPTAIN

FUNCTION OF WORK: To manage personnel assigned to law enforcement services programs.

LEVEL OF WORK: Manager.

SUPERVISION RECEIVED: Broad review from a State Police Major or higher level State Police personnel.

SUPERVISION EXERCISED: Direct line over State Police Lieutenants and Sergeants.

LOCATION OF WORK: Department of Public Safety and Corrections; Office of State Police; statewide.

JOB DISTINCTIONS: Differs from State Police Lieutenant by responsibility for the management of a functional section in the Office of State Police.

Differs from State Police Major by having responsibility for the management of only one functional section while a Major has administrative responsibility for multiple sections.

EXAMPLES OF WORK: Serves as Captain of a functional section of Louisiana State Police including intelligence investigation support, traffic services, operational development, support services, internal affairs, inspectional services, hazardous substance, protective services, training and education/special task, safety enforcement, communications, deputy regional commander, and crime lab.

Develops and implements policies and procedures regarding sectional operations.

Performs in-house staff inspections which cover all phases of organization management and activities of a section and provides information for comprehensive analysis of performance.

Reviews leave requests, overtime reports, expense account vouchers, outside employment requests and similar items pertaining to personnel.

STATE POLICE CAPTAIN (continued page 2)

EXAMPLES OF WORK: (continued)

Assists the Deputy Superintendent in interpreting and integrating into policy, plans and programs, new laws, executive orders and other regulations affecting the section.

Administers all forms of training for the State Police and provides information and education for the general public.

Establishes staff and administrative priorities for allocation of assets, equipment and other resources.

Provides assistance to federal and local law enforcement agencies.

Guides the implementation of operational plans and procedures during special operations or emergency conditions.

MINIMUM QUALIFICATIONS: Two year of experience as a Louisiana State Police Lieutenant.