

State Police Commission



Post Office Box 66555
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General Circular No. 109

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Subject: Telephone Calls & Advice

In order to better serve the needs of State Police personnel, below is a guide to assist in obtaining information, answers to questions or documents.

State Police Commission

Information, answers to questions or documents can be obtained from the State Police Commission on the matters listed below:

- Commission testing;
- Appeal procedures;
- Commission schedule and agenda;
- Records kept by the State Police Commission;
- Requests for State Police Commission Rules; and
- Vacancy announcements.

Because the State Police Commission hears and decides employee appeals, other than listed above, the Commission or its staff cannot discuss or give any kind of advice, including legal advice, on pending appeals, or claims, or grievances, which may be the subject of a future appeal, nor can we interpret State Police Commission Rules (which the Commission does in its decisions), or give advice on matters which are under consideration by the Commission, or which may be considered by the Commission in the future.

Anyone who believes that they have any claim which comes within the Commission's appeal jurisdiction, should file a written appeal with the Director of the State Police Commission, which can and will then be addressed by the Commission.

Mail to the Commission should be sent to the State Police Commission, Post Office Box 66555, Baton Rouge, Louisiana 70896-6555. The Commission office can be reached by telephone in Baton Rouge at (225) 925-7057, or by fax at (225) 925-7058.

Human Resources Department - Office of State Police

Requests for information or questions concerning these matters should be directed to, and can be obtained from your Human Resources Department.

- Personal employment matters (insurance, other benefits, etc.);
- Leave requested, taken or accumulated;
- Personnel duty assignments;
- Command structure;
- Contents of official personnel file;
- State Police Commission Rule explanation;
- Personnel actions (merit increases, promotions, reallocations, position changes, etc.);
- Job descriptions;
- Miscellaneous payroll deductions (credit union, LSTA dues, honor fund, etc.);
- Salary and special pay;
- Garnishments and/or child support;
- Commendations;
- Light duty status reports;
- Proposed job creation;
- Performance Planning and Review;
- Vacancies; and
- Other general personnel matters.

Mail to the Office of State Police Human Resources Department should be sent to Post Office Box 66614, Baton Rouge, Louisiana 70896-6614. The Human Resources office can be reached by telephone in Baton Rouge at (225) 925-6067, or by fax at (225) 925-3970.

Louisiana State Police Retirement System

All requests or questions concerning retirement from the State Police Service should be directed to the Louisiana State Police Retirement System.

Mail to the Retirement System should be sent to the Louisiana State Police Retirement System, 3100 Brentwood Drive, Suite B, Baton Rouge, Louisiana 70809. The Retirement System office can be reached by telephone in Baton Rouge at (225) 925-4878, or by fax at (225) 925-3797.

Sincerely,

Debra L. Johnson

Debra L. Johnson
Director