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General Circular No. 173

Date: May 26, 2015

Subject: Revision of State Police Commission Rule - Chapter 1
Definitions

Pursuant to the provisions of State Police Commission Rule 2.10 (a), the State Police Commission will hold a public hearing on June 11, 2015, to consider the revision of State Police Commission Rule Chapter 1 Definitions. The hearing will begin at 9:00 A.M. in Suite 208, Office of Management and Finance and OMV Building, 7979 Independence Boulevard, Baton Rouge, Louisiana.

CHAPTER 1

DEFINITIONS

The following words and phrases when used in these Rules shall have the following meaning ---

Abandonment of Position - the desertion by a classified employee of his position.

Acceptable Rating - a performance appraisal rating of either ~~"Achieves Results Expected," "Exceeds Results Expected" or "Outstanding"~~ "Exceptional", "Successful", or "Needs Improvement/ Unsuccessful".

Action - means a personnel transaction effecting a change to a person's employment or to a position.

Administration - The State Police Commission in one agency, one program and one activity.

AN EQUAL OPPORTUNITY EMPLOYER

Allocation - the determination of the job to which a position is deemed to pertain. Any approval to changes in allocations made subsequent to the submission of a layoff plan shall not affect such layoff.

Anniversary Date - the date at which an employee is eligible for a merit increase in pay measured from the first date of continuous State Police Service, normally one (1) year from date of hire. All time experienced in the State Police Service is counted as eligible time. If service time has been interrupted by breaks in service, add the composite of all State Police Service experience to the new hire date to determine the employee's anniversary date.

Annual Leave - is leave with pay granted an employee for the purpose of rehabilitation, restoration and maintenance of work efficiency, or transaction of personal affairs.

Appeal - The State Police Commission shall have the exclusive power and authority to hear and decide all removal and disciplinary cases, with subpoena power and power to administer oaths. To hear classified commissioned officers' complaints stemming from disciplinary actions and provide decisions that are consistent with the basic requirements of a merit system, the State Police Service article, the State Police Commission rules, and existing jurisprudence and improve the appeal and discipline processes. Statutory authority: LA Constitution, Article X, Part IV, Section 41-51.

Applicant - a person who has completed and submitted a cadet application to the Louisiana State Police Commission seeking a Trooper position with the Louisiana State Police Department. The State Police Commission is an equal opportunity employer.

Application - is an application to apply to become a Louisiana State Trooper. Include information, disclosure statements, releases, certificates or any other form required by Louisiana State Police Commission in the application process.

Appointing Authority - the agency, department, board or commission, and the officers and employees thereof authorized by statute or by lawfully delegated authority to make appointments to and removals from positions in the State Police Service.

Appointment: ~~the designation, by Chapter 8 of the State Police Commission Rules, of an employee to a certain office and his acceptance thereof.~~ means an offer by an appointing authority to a qualified person of employment in a classified position and

the acceptance of such offer. –

Article or State Police Commission Article' – Article X, Part IV of the Constitution of the State of Louisiana of 1974, Section 41(A), Service established. The state police service is established and includes all regularly commissioned full-time law enforcement officers employed by the Department of Public Safety and Corrections, office of state police, or its successor, who are graduates of the state police training academy course of instruction and are vested with full state police powers, as provided by law, and persons in training to become such officers.

Attorney – works directly with the State Police Commission in all phases of the administrative hearing process. Attorneys representing appellants in disciplinary hearings are also a part of the client population served.

Audit – the Commission is empowered to ensure a yearly, independent, audit of the Commission's accounts and equipment is conducted. The Commission is authorized to hire a firm to conduct this audit or enlist the services of an outside state agency to conduct this audit. A complete report of this audit will be submitted to the Commission members upon completion of the audit.

Availability / Personal Data Questionnaire Packet – After passing the written cadet test, and when the department schedules an academy class, applicants are mailed a packet, including this Data Questionnaire to be returned within two weeks.

Background Investigation and Polygraph – A background investigation will be conducted of all applicants who turn in the Availability/ Personal Data Questionnaire packets. While the backgrounds are being conducted, a polygraphist will contact each applicant to schedule a polygraph exam. This process can take several months for completion, depending on when an academy class is scheduled.

Base Supplement pay – means additional pay above the range maximum, when authorized by the Commission and approved by the Governor under limiting factors (e.g., by job titles, geographic areas, organizations, etc.) it deems appropriate when market and employment conditions require such supplement in order to maintain competent and experienced staff, which is treated as a part of base pay.

Bona Fide Student – means a person enrolled in an accredited high school, college or university in the State, or a person enrolled in a state-operated ~~vocational/~~ technical school, in a

sufficient number or courses and classes in such institution to be classified as a full-time regular student under the criteria used by the institution in which he is enrolled; ~~who meets the criteria of such institution to be classified by that institution as a full-time regular student;~~ or a person enrolled in an off-campus college work-study program in a proprietary institution of higher education as defined in Section 102 (b) of the Higher Education Act of 1965, as amended. A bona fide student shall ~~not lose such status because of vacations during the academic year or because of his failure to attend summer school.~~ retain his status during breaks, which occur in the course of or between sessions, including summer breaks.

Cadet - is to provide services to the public regarding the use of the Louisiana highway traffic system after completing a training program. The Cadet position 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.

Cadet Application Process - The entire applicant process can take approximately 9-12 months or longer, depending on budget issues and when the Academy Class is scheduled to begin.

Career Field - any one of a job series or group of positions considered having a close occupational relationship and categorized as such by the State Police Commission. A career field shall include a job series, or series of jobs created to provide a natural progression. The career field(s) used by an agency in a layoff shall be the career field(s) in the official career field listing ~~as updated through the latest Transmittal Sheet dated~~ before the layoff plan is received by the State Police Commission.

Cause - means conduct which impairs the efficient or orderly operation of the public service.

Certifiable Scores - a range of scores on a selection procedure which would likely be in the top five grade groups on a certificate of eligibles if one were issued.

Certificate of Eligibles - a list that represents the top five grade groups or rank groups from a promotional examination are certified as eligible, The Director, in issuing certificates, shall certify to the appointing authority the names of the highest ranking eligibles from the appropriate list for the class of the vacant position.

Change in Position - for the performance ~~appraisal-rating~~ evaluation system, means either a voluntary demotion or the assignment of an employee to another position in the same or a different job with significantly different duties from those of the position he previously held, or the movement of an employee to another position ~~in another agency.~~ within the State Police Service.

Civil Service - The Louisiana State Police Commission was created by constitutional amendment to provide an independent *civil service system* for all regularly commissioned full-time law enforcement officers employed by the Department of Public Safety and Corrections, Office of State Police, or its successor, who are graduates of the State Police training academy of instruction and are vested with full state police powers, as provided by law, and persons to become such officers.

Class - for these Rules, means the same as 'Job'.

Classification and Pay - Maintain an equitable and uniform pay system for all Louisiana State Police commissioned officers. Establish new positions, recommend pay adjustments and allocate positions. Statutory authority: LA Constitution, Article X, Part IV, Section 41-51.

Classification Plan - the hierarchical structure of jobs, arranged in pay grades according to job evaluation results. ~~Consist of all current classification in the system including any new or amended jobs added.~~ Such plans consist of job specifications designated by standard titles designed to encompass all positions and jobs in the classified service.

Classified Position - any office or position in the Classified Service.

Classified Service - any person in the State Police Service, except those specifically placed in the unclassified service by these Rules by the Commission or exempt from the classified service by the Article.

Commission - the State Police Commission ~~members must hold the department accountable for following rules and the law in taking disciplinary action.~~ Members insure that due process is afforded to officers who challenge discipline. Members must ultimately make a decision that's in the best interest of the state's citizens.

Commuting Area - the geographic area in which employees are subject to competition for a layoff, which shall encompass ~~only ei-~~

ther 1) the parish of the abolished position(s) ~~and all bordering parishes.~~ or 2) an expanded area which will be defined by the agency and will consist of the parish of the abolished position(s) plus one or more parishes bordering the parish of the abolished position(s) ~~and all bordering parishes.~~

Compensation - ~~salary, wages, fees, and special pay considerations authorized under Chapter 6 of these Rules earned by or paid to any employee, because of service rendered in any position.~~ means any salary, wages, fees, special pay considerations, or any other cash payment directly to an employee as a result of service rendered in any position. It shall not include reimbursement for travel incurred in the performance of official duties nor the authorized assignments on utilization of automobiles, houses or other movable property of the state or other governmental entity.

Conditional Offer of Employment - All selected candidates will receive a letter for Conditional Offer of Employment. If a candidate accepts the offer, he/she must sign and return the letter before a specified deadline.

Contempt of the Commission - contempt of the Commission or its Referee is an act or omission tending to obstruct or interfere with the orderly discharge of the responsibilities and duties of the Commission or its Referee, or to impair the dignity of the Commission or its Referee or respect for their authority.

Continuing Position - an office or position of employment in the Classified Service which reasonably can be expected to continue for more than twelve months.

Continuous State Service - uninterrupted status of a Classified employee of a State agency or agencies exclusive of interruption caused by authorized leave of absence, layoff of not more than one year, military service consisting of active duty in the armed forces of the United States for not more than six years of voluntary service or an indefinite period of involuntary service, or separation of not more than thirty (30) calendar days.

Declined Appointment - results in removal of your name from the Availability List.

Delegated Authority- is an authority obtained from another that has authority since the authority does not naturally exist. Typically this is used in a government context where an organization that is created by a legitimate government, such as a Board, City, Town or other Public Corporations to allow them to legally function in the name of the constitutional government.

Demotion - a change of ~~a permanent or probationary~~ an employee from a position of one grade level to a position of a lower grade level.

Department - any legally constituted agency, board or commission whose employees are in the State Service as defined by the Article.

Department Preferred Reemployment List - a list of permanent employees ~~whom we~~ who have been laid off or otherwise affected off by a layoff (e.g., displaced and/or demoted in lieu of layoff, changed in duty station, reassigned). Employees on such a list are given preferential hiring rights in the department or agency affected by a layoff.

Designated Holiday - a holiday or part of a holiday an employee observes, in lieu of a regular holiday observed by his agency, because the regular holiday or a portion thereof, fell on the employee's regular day off.

Detail to Special Duty - the temporary assignment of an employee to perform the duties and responsibilities of a position other than the one to which he is regularly assigned, without prejudice to his rights in and to his regular position.

Director - the Director of the State Police Commission. To serve as the executive and administrative head of the State Police Commission and direct and supervise all of the Commission's administrative and technical functions.

Disciplinary Actions - include only the following: dismissals, suspensions without pay, reductions in pay, involuntary demotions and written reprimands. No person who has gained permanent status in the classified state police service shall be subjected to disciplinary action except for cause expressed in writing. A classified state police officer subjected to such disciplinary action shall have the right of appeal to the commission. Statutory authority: LA Constitution, Article X, Part IV, Section 41-51

Discrimination - consideration in the appointment, removal, discipline or any other action which adversely affects a probationary or permanent employee and is based on any non-merit factor relating to the employee's religious or political beliefs, gender or race. No classified state police officer shall be discriminated against because of his political or religious beliefs, sex, or race. A classified state police officer so discriminated against shall have the right of appeal to the commis-

sion. The burden of proof on appeal, as to the facts, shall be on the state police officer. Added by Acts 1990, No. 1106, §1, approved Oct 6, 1990, eff. Jan. 1, 1991.

Dismissal- means the separation from employment for disciplinary reasons.

Drug Test- upon acceptance of the Conditional Offer of Employment with the Louisiana State Police, a candidate is required to report for a drug test and be able to pass before the candidate will receive a letter for Final Offer of Employment.

Duplication of Effort- Duplication of effort shall be avoided by no other civil service system handling any matters pertaining to commissioned Louisiana State Troopers.

Efficiency Rating - the service rating of an employee on the basis of satisfactory or unsatisfactory.

Eligibility List - for the position of State Police Cadet an applicant who successfully passes the entrance exam is considered eligible for the Academy for which they are hiring. If the applicant is not selected for hire, they may submit a letter to the Louisiana State Police Commission (P.O. Box 66555, Baton Rouge, La. 70896-6555), requesting that their name be placed back on the eligibility list.

Eligible - any person who, after receiving a final passing rating in a State Police Commission examination, is currently on an eligible list.

Employee Affected by a Layoff - one who has experienced any consequence of a layoff such as separation, displacement, demotion, reassignment, or change in duty station.

Entrance Exam- The entrance test is a pass/fail exam for applicants for employment by the Office of State Police. The exam is currently offered on monthly basis. Results are mailed within 4-6 weeks after the exam. Once an applicant has passed the written exam, the applicant is advised by the State Police Commission that the next phase of the process will be handled by the Office of State Police. If an applicant fails the written test, re-application can be made by sending a letter to the State Police Commission requesting to be scheduled for another test date.

Evaluating Supervisor - shall be the employee's immediate supervisor or someone in the employee's supervisory chain of command unless unavailable, in which case, the appointing authority or

his designee shall designate a person most familiar with the employee's performance.

Examining- Enable the Office of State Police to meet their staffing needs in a timely fashion by hiring and promoting the best qualified applicants. Test and certify applicants for employment by the Office of State Police and also for promotions. Statutory authority: LA Constitution, Article X, Part IV, Section 41-51.

Exceptional - Work and behavior consistently exceeded the performance criteria.

Exempt - is a term referring to those groups of employees that are exempt from the overtime provisions of the Fair Labor Standards Act.

Final Offer of Employment - After passing the medical exam, drug test and psychological evaluation, candidates will receive a letter for a Final Offer of Employment from Louisiana State Police. They will be required to sign and return the letter before a specified deadline.

Furlough - a period of leave without pay required of employees by an appointing authority in order to avoid a layoff.

General Increase - an across the board wage and salary increase designed to bring pay in line with increases in cost of living.

Hearing - when an appeal is filed, all attempts are made to ensure the parties of an orderly adjudication conducted by an independent impartial Commission. The hearing is normally set for the first available hearing date. All hearings of the Commission shall be open to the public except executive meetings.

Hiring Rate - the beginning rate at which persons are hired into a job.

Individual Pay Rate - the rate of pay assigned to a given individual. Individual pay rates may vary on the same job as a function of service in grade, performance or some other basis for establishing variation in employee's merit.

Initial Military Active Duty for Training - training of not less than three months, which is an obligation for members of the Reserve and National Guard who have not previously served on active duty.

Job or Job Title - is a homogeneous cluster of work tasks. Taken as a whole, the collection of tasks, duties and responsibilities constitutes the assignment for one or more individuals whose work is the same nature which is performed at the same skill/responsibility level. This definition means the same as "Class".

Job Analysis - a comprehensive, systematic breakdown that identifies the relevant components in a particular job through a detailed description of work behaviors and tasks performed. The process of gathering, analyzing, and synthesizing information about a position in order to identify the essential tasks, functions, notes and competencies required to perform the work of the position, and written documentation of the results of the analysis.

Job Appointment - a temporary appointment of an employee for work of a temporary nature or to substitute for another employee. An employee serving in a third successive job appointment shall be considered to have acquired permanent status.

Job Evaluation - a formal process which determines the relative value to be placed on various jobs within the organization.

Job Specification - a summary of the most important features of a job including the general nature of the work performed, specific task responsibilities, and employee characteristics (including skills) required to perform the job. A job specification focuses on the job itself and not any specific individual who might fill the job.

Layoff - ~~the removal of an employee from a position because of a lack of work or funds or for other non-disciplinary reasons not provided for in Rules 12.6 or 12.10~~ means the separation of an employee from a position because of lack of work or a lack of funds or the abolition of a position.

Layoff Avoidance Measures - action taken by an appointing authority and approved by the Director and/or the commission to help prevent a layoff. These include early retirement incentives, withholding of merit increases, reductions in pay, reductions in work hours and furloughs without pay. Whenever an agency submits a plan to use layoff avoidance measures or conduct a layoff, the Director may order a review of all contracts.

Leave Without Pay - ~~leave or time off from work, other than a disciplinary suspension as provided for in Chapter 12, which is granted or ordered by the appointing authority and during which the employee receives no pay~~ means time off from work without pay granted by an appointing authority or imposed by an appoint-

ing authority for an unapproved absence.

Market Grade Job - a job assigned a grade having a pay range more appropriate to the market rate for that job than the range assigned its evaluated grade.

Medical Examination - upon acceptance of the Conditional Offer of Employment with the Louisiana State Police Department, a candidate is required to report for a medical exam by a licensed, contracted physician on the Louisiana State Police staff. Another physical condition assessment will be given during this step. The candidate will be required to pass a medical examination before the candidate will receive a letter for Final Offer of Employment from the Louisiana State Police Department.

Meeting - The Commission shall meet at such time and place as may be fixed by the Commission, the Chairman, or the Director. Notice of each meeting shall be given to all members of the Commission. All meetings and hearings of the Commission shall be open to the public except executive meetings.

Merit Increase - an adjustment to an individual pay rate based on performance, or some other individual equity basis.

Military Active Duty - full-time duty in the active military service, other than active duty for training.

Military Active Duty for Training - full-time paid duty in the active military service for training purposes. This may be indicated on military orders as "ADT" (Active Duty for Training), "FFTD" (Full-time Training Duty), "AT" (Annual Training), or IADT (Initial Active Duty for Training).

Military Training Duty - includes active and inactive duty for training such as annual two-week summer encampments and cruises, weekly and weekend drills or training meetings, attendance at service schools for refresher training or the upgrading of military skills, field exercises, and the like.

Minimum Qualification - ~~the starting salary or hiring rate of a pay range for a job~~ are the minimum requirements established by the Director and included on the job specification necessary for appointment to a classified job unless specifically waived elsewhere in these rules.

Mission - The State Police Commission Mission is to provide a separate merit system for the commissioned officers of Louisiana State Police. To accomplish this mission, the program administers entry level enforcement examinations and promotional exami-

nations; process personnel actions; issue certificate of eligibles; schedule appeal hearings on disciplinary matters on a monthly basis and pay hearings when necessary.

Movement of Employees after Layoff - An appointing authority may, upon submitting written justification and getting prior approval of the Director move an employee from one position to another position for which he qualifies in the same pay grade, career field and commuting area after a layoff, if the efficiency of agency operations requires it.

Multiple Restricted Appointment - more than one restricted appointment of one person during any twelve (12) month period when the person's total accumulated time on such appointments will exceed three (3) calendar months.

Needs Improvement / Unsuccessful - Work and/or behavior did not meet the performance criteria.

Notice of Meetings - The Commission shall give written public notice of any regular, special, or rescheduled meeting no later than 24 hours before that meeting. Such notice shall include the agenda, date, time, and place of the meeting, provided that upon the approval of two-thirds of the members present at a meeting of the Commission, the Commission may take up a matter not on the agenda.

Notification of Layoff Avoidance Measures or Layoff - the appointing authority shall, as soon as it is determined that a layoff or a layoff avoidance measure is necessary, make a reasonable attempt to notify all employees in the area(s) to be affected.

Official Domicile - is the following:

(a) The official domicile of an officer or employee assigned to an office, exclusive of temporary assignments, shall be the city in which the office is located.

(b) The official domicile of a person in the field shall be the city or town nearest to the area where the majority of work is performed, or such city, town, or area as may be designated by the department head, provided that in all cases such designation must be in the best interests of the agency and not for the convenience of the employee.

Official Holiday - either the employee's actual or designated holiday, whichever is selected by the appointing authority for overtime compensation purposes.

Opportunity to Address the Commission - In order to inform itself, so as to better perform its executive and legislative functions, during regularly or specially scheduled meetings, or otherwise as determined by the Commission, the Commission may provide an opportunity for employees and/or others to address the Commission on subjects relevant to its jurisdiction.

Oral Interview - Applicants will receive a letter informing them of their scheduled date for appearance before an oral interview board.

Organization Unit - any administrative agency or part thereof designated by rule or regulation hereunder as a unit for purposes of administering these Rules.

Organizational Unit for purposes of layoff - means the area subject to a layoff, as approved by the Director. It shall normally be one of the following:

(a) One of the state Departments authorized in the Constitution.

(b) An office headed by a secretary, assistant secretary, or undersecretary, or an office established by law and headed by a comparable official having appointing authority over that office.

(c) An institution with an appointing authority and supporting services such as a hospital or school.

(d) A separate state agency or one housed in a department but has a separate appointing authority, separate identity, a distinct mission and powers granted by statute. Such agencies include those transferred under a statute, each of which continues to exercise all of the powers, duties, functions and responsibilities authorized by the Constitution or laws. The functions of such agencies are exercised independently of the secretary and any assistant secretary.

Original Appointment - initial appointment of a person to a classified position by provisional, probationary or job appointment.

Overall Performance Evaluation - At the end of the performance evaluation period, the Evaluating Supervisor shall assign one of the three values listed below to the Employee's overall performance based upon the work tasks and behavior standards established in the performance plan. Acceptable Ratings consist of "Exceptional", "Successful", or "Needs Improvement/ Unsuccessful".

Pay Grade - a pay level at which jobs are assigned by job evaluation and/or market adjustment.

Pay Plan - a schedule of pay rates or ranges and a list showing the assignment of each job in the job evaluation plan to one of the rates or ranges and includes rules of administration.

Pay Range - the range of pay rates from the lowest salary rate to the highest salary rate set for a pay grade.

Pay Structure - the organization of pay grades and ranges or salary rates established for jobs within the classified service.

Pay Structure Adjustment - ~~a change in the salary rates for all pay grades to maintain a general competitive level with the market for recruitment. Individual pay rates will increase accordingly~~ means a change in the range minimums and maximums for all grades. The purpose is to maintain a general competitive level with the market for recruitment purposes and is generally accomplished without increases to individual pay rates.

Performance Adjustments - means an adjustment to individual pay rate based upon performance, or some other individual equity basis.

Performance Evaluation - means the overall rating of an employee, made in accordance with the performance evaluation system established by these Rules.

Performance Evaluation System - a tool used to measure individual performance and to develop employees into high-performing individuals and applies to all classified employees.

Performance Evaluation year - shall be July 1st through June 30th of each year.

~~**Performance Appraisal Rating** - the overall rating of an employee, made in accordance with the performance appraisal system established by these Rules.~~

Performance Standard - a statement or description of observable conditions that define the levels of performance for each major task or duty area.

Personnel Action - means a personnel transaction effecting a change to a person's employment or to a position.

Personnel Management- Promote effective personnel management practices for the Office of State Police to check and enforce compliance with State Police Commission rules, and to provide assistance with federal and state laws as appropriate or designated. Review, develop and implement State police rules, conduct investigations, review contracts, review and accept or deny performance appraisal programs and issue general circulars and transmittals. Statutory authority: LA Constitution, Article X, Part IV, Section 41-51.

Physical Condition Assessment - In order to be considered for employment, applicants must pass a Physical Condition Assessment. This is comprised of three events: push-ups, sit-ups, and a 1.5 mile run for time. Applicants are graded by Cooper's Standards for Law Enforcement Personnel.

Entrance Standards - Male

Activity	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60+
1.5 Mile Run	15:14	15:56	17:04	19:24	23:27
Sit-ups	30	26	22	15	10
Push-ups	18	13	9	6	4

Entrance Standards - Female

Activity	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60+
1.5 Mile Run	18:39	20:13	21:52	23:55	26:32
Sit-ups	21	15	10	6	1
Push-ups	8	6	4	--	--

Political Activity - an effort or activity to support or oppose the election of a candidate for political office or, to support a particular political party in an election, ~~other than party registration,~~ effort or activity to support or oppose a particular party in an election or otherwise.

Position - any office and any employment in the classified Service. Position for job evaluation and pay purposes means a collection of duties and responsibilities assigned to an individual employee. Multiple positions may constitute a job.

Powers of the Commission- the Commission is empowered to represent the public interest in the improvement of personnel admin-

istration in the departments whose personnel practices are governed by the Article and the State Police Commission Rules.

Preference Employee - an employee who is an ex-member of the armed forces and his or her dependents as defined in Rule 7.11.

Principal Clients - The principal clients of the State Police Commission are commissioned Louisiana State Troopers and members of the public interested in becoming a Louisiana State Trooper.

Probationary Appointment - appointment of a person to serve a working test period in a position.

Progress Review - a scheduled meeting between an employee and his supervisor in which they discuss the employee's accomplishments and possible problems in performance (e.g., performance standards), and in which performance criteria is reviewed and revised if necessary.

Promotion - Permanent appointments and promotions in the classified state police service shall be made only after certification by the director under a general system based upon merit, efficiency, fitness, and length of service, as ascertained by examination which, so far as practical, shall be competitive. A change of a permanent employee in the Classified Service from a position of one job to a position of another job assigned to a higher pay grade.

Promotional Exam - Promotional examinations are currently administered once per calendar year to permanent employees of the State Police Service. Ranks of position are Sergeant, Lieutenant, and Captain. All sections in the examination are closed book and may include areas within: 1) The Relational Leadership Model, 2) Louisiana District Attorneys' Association Law Enforcement Officers' Handbook, 3) Louisiana State Police Policy and 4) Procedural Orders and Titles 32 and 14 of the Criminal and Traffic Codes.

Promotional List - a list, established in conformity with these Rules, of permanent employees who have demonstrated their fitness for a position of a higher grade by successfully passing an examination for such higher job position and are eligible for promotion within the same department or transfer and promotion from another department.

Provisional Appointment - a temporary appointment of a nonpermanent employee to a position without an adequate eligible list, until the appointed employee demonstrates the required skill level to qualify for the job.

Psychological Evaluation - Upon acceptance of the Conditional Offer of Employment with the Louisiana State Police Department, candidates are required to report for a psychological evaluation by a licensed, contracted physician on the Louisiana State Police staff.

Public Employment - employment in any capacity or status, whether appointed or elected, classified or unclassified, by any branch, agency or program of the United States government or any branch, agency or program of any State government or any political subdivision thereof.

Public Hearing - a hearing held after public notice of at least 24 hours, at which any person may have a reasonable opportunity to be heard, in accordance with such rules and regulations as may be adopted by the Commission.

Public Information Officers - Public information officers are assigned to work at each of the local state police troops. These individuals will be available to you to answer any job related or job specific questions you might have.

Quorum and Voting - Four (4) members of the Commission shall constitute a quorum for the transaction of business. The concurrence of a majority of the members present shall constitute a ruling upon an item of business then before the Commission.

~~**Public Employment** - employment in any capacity or status, whether appointed or elected, classified or unclassified, by any branch, agency or program of the United States government or any branch, agency or program of any State government or any political subdivision thereof.~~

Reallocation - a change in the allocation of a position from one job to another in which the duties of the position have undergone a change.

Reassignment - the change within the same department of a probationary or permanent employee from a position in one job to another position in a different job, both jobs of which have the same pay range.

Red Circle Rate - an individual pay rate that does not match an established salary rate of the assigned pay grade for the position occupied.

Reemployment - the noncompetitive appointment of a person based

on permanent status attained in former employment in the Classified Service.

1) **Department Preferred Reemployment List:** An employee who is reemployed in a permanent position following certification from a department preferred reemployment list shall have permanent status in his position.

2) **Open Preferred Reemployment List:** An employee, who is reemployed, other than on a temporary basis, from an open preferred reemployment list shall serve a probationary period as provided in Chapter 9.

Referee - The Commission may appoint a Referee to hear appeals. A Commission Referee does not have "decisional authority"; they may not make final decisions to grant or deny an appeal. A Commission Referee may only conduct hearings, receive evidence and perform other duties ancillary to managing and hearing an appeal. After hearing an appeal, a Referee may make a recommendation to the Commission, however, only the Commission may decide an appeal.

Regular or Permanent Appointment - the status attained by a classified employee upon the successful completion of his probationary period.

Reinstatement - the restoration to duty and pay status, under the conditions set forth by the restoring authority, of a former classified employee pursuant to an order by the Commission or a court.

Removal or Dismissal - the termination of employment of an employee for cause.

Reserve Component - consists of members of the National Guard and Reserves of all Branches, officers and enlisted personnel, who perform active duty, active duty for training or inactive training duty.

Resignation - the voluntary termination, including retirement, by an employee of his employment in the Classified Service.

Restricted Appointment - a temporary appointment of a person to a temporary position or to a temporarily vacant allocated position for a period up to three (3) calendar months.

Retitle - occurs when the revision in the job specifications re-

sults in a change in the job title.

Salary Rate - a preestablished and designated rate of pay within the pay range for each job.

Second Level Supervisor - shall be the immediate supervisor's supervisor unless unavailable, the appointing authority or his designee shall designate a person most familiar with the employee's performance.

Selection of Candidates - Upon completion of the applicant process, applicant information will be assembled in a candidates' pool. This information will be reviewed for available positions by members of the selection board. Candidates will then be selected in a nondiscriminatory manner.

Service Rating - the individual rating of an employee, made in accordance with the service rating system established by these rules.

Shift Differentials - extra pay allowances made to employees who work nonstandard hours.

Sick Leave - leave with pay requested by and granted to an employee who is suffering from an illness, disability or other physical condition which prevents him from performing his usual duties and responsibilities or who requires medical, dental, optical or psychological consultation or treatment.

Start of Academy - all candidates who accept the Final Offer of Employment by the Louisiana State Police Department will receive information regarding the Academy reporting date and time as well as a list of required items to bring with them.

State Police Service - is divided into the unclassified and the classified service. Persons not included in the unclassified services are in the classified service. To formulate and prescribe procedures, to publish them in a Personnel Manual; conduct examinations; maintain a list of eligibles; and to certify qualified persons for appointment within the State Police Service.

~~**State Service** - for layoff and layoff avoidance measures, means the total length of Classified State Service in the equivalent full-time years, months, and days as an employee of a State agency or agencies subject to the following:~~

~~(a) Periods of time not counted as Classified State Service under this definition for the purposes of layoff and layoff avoidance shall be:—~~

- ~~1. All leave without pay not expressly authorized in Subsection (b) 9 of this Rule.~~
- ~~2. State service earned before retirement in any state retirement system by an employee rehired into state service after such retirement.~~
- ~~3. Unclassified State Service acquired after January 1, 1983, subject to the provisions of Subsection (b) of this Rule.~~
- ~~4. Classified State Service obtained after January 1, 1983, on a restricted or provisional appointment if such an appointment was not converted to a probation or job appointment.~~
- ~~5. Classified or Unclassified State Service on a part-time intermittent (i.e., when actually employed - WAE) appointment, if such service was acquired after January 1, 1983.~~

~~(b) Periods of time counted as Classified State Service under this definition for layoff or layoff avoidance measures are the following, which are all subject to Rule 1.39.2(a) 2:—~~

- ~~1. All time spent on any type of Classified and/or Unclassified appointment before January 1, 1983.~~
- ~~2. Classified State Service obtained after January 1, 1983, on probation, job and permanent appointments and on restricted or provisional appointments converted to probation or job appointments, subject to the provisions of Subsection (a) 5 of this Rule.~~
- ~~3. Absence from State Service of not more than one year as the result of a layoff of an employee with permanent status.~~
- ~~4. Any military service that interrupts Classified employment, including military service consisting of active duty in the armed forces of the United States for not more than six years of voluntary service or an indefinite period of involuntary service, subject to the provisions of Rule 17.21(a).~~

~~5. Separations of not more than thirty days from the Classified State Service, except that no breaks between emergency and/or restricted and/or multiple restricted appointments count.~~

~~6. Unclassified State Service acquired by an unclassified employee relative to his being brought into the Classified Service under Rule 8.27.~~

~~7. Periods of time that the layoff avoidance measures stipulated in Rule 17.5(c), 17.12 and 17.13 are in effect for full-time employees shall count as full-time employment.~~

~~8. All authorized leave with pay.~~

~~9. Authorized leave without pay under the following conditions:—~~

~~a. Any leave without pay taken before January 1, 1983.~~

~~b. Any period(s) of leave without pay which does not exceed 30 calendar days, if taken after January 1, 1983. Additionally, if any period of leave without pay taken after January 1, 1983 equals or exceeds a 30-calendar day period, i.e., a reportable action to the State Police Commission, 30 days on one reportable period shall be counted in any calendar year, i.e., January 1, 1983 through December 31, 1983.~~

~~c. To hold an unclassified office, job or position with the State.~~

~~d. Leave without pay for military purposes as provided in Rule 11.26.~~

~~e. If authorized for educational purposes and approved by the Director. Such education must be required by the agency, pertinent to the job or needs of the agency, and full-time as defined by the educational institution attended, except that a final semester's work toward a degree need not be full-time.~~

~~(e) All periods of Classified State Service not expressly excluded or included in these Rules shall be submitted to the Director for a ruling.~~

Subpoena of Witnesses - the Commission, each member thereof, the Director, any referee appointed by the Commission shall have the power to order the appearance of witnesses and compel the production of books and papers pertinent to the issues involved in any appeal, provided such witnesses and such books and papers are within the State.

Successful - Work and behavior met the performance criteria.

Suspension - the enforced leave without pay of an employee for disciplinary purposes.

Title Change - a change in the title of the class to which a position is allocated without change in the position is allocated without change in the position's duty and responsibility content.

Transfer - the change of an employee from a position in one department to a position in another department without change in probation or permanent status and without a break in service of one or more working days.

Unacceptable Rating - a performance appraisal rating of either "Needs Improvement" or "Unsatisfactory".

Unclassified Service - those positions specifically placed in the Unclassified Service by these Rules by the Commission or exempt from the Classified Service by the Article.

Uniform Pay Plan - a pay plan in which the pay structure and administrative rules are uniformly applicable to all agencies for positions of the Classified Service.

Vacancy - when a vacancy arises one can apply using the vacancy announcement form posted with the State Police Commission. There is an opening and closing date of period to which to apply.

Veterans Preference - applies once you have achieved a passing score on the cadet examination. Applicants must submit their DD-214 with their application. This preference cannot be used to achieve a passing score.

Withholding of Merit Increases to Avoid Layoff - when an appointing authority determines that it is necessary to withhold merit increases after June 30, 1989, of all employees under his jurisdiction in order to avoid a layoff, he may do so, subject to the provisions as described in Chapter 17.

Work Period - ~~14 consecutive calendar days instead of the work-week for computing overtime pay.~~ The work period for each full-time employee in the classified service shall be eighty (80) hours in a two week period.