



# State Police Commission

Post Office Box 66555  
Baton Rouge, LA. 70896-6555  
Phone (225) 925-7057  
Fax (225) 925-7058  
[www.laspc.com](http://www.laspc.com)

John Bel Edwards  
Governor

Jason Hannaman  
Executive Director

## General Circular No. 232

Date: August 25, 2023

Subject: Performance Evaluation System - Adjusted Deadlines

State Police Commission (SPC) Rule 10.10 provides that the Director may approve exceptions to Chapter 10 rules. On August 11, 2023, Governor John Bel Edwards declared a state of emergency as a result of the imminent threat of emergency conditions that threaten the lives and property of the citizens of the State. The Department of Public Safety - Public Safety Services and members of the state police service have been tasked with working out of traditional roles in order to respond to this event. Therefore, I am extending the official evaluation deadline for the 2022-2023 performance year to September 30, 2023. As a result of this change, the deadline for employees to submit a request for Agency Review will be adjusted to October 15th. Agencies must respond to the request for Agency Review no later than November 15th.

A chart showing the current deadlines and the revised deadlines, as provided for in this General Circular, is provided below for your reference:

PES Component/SPC Rule	Current Deadline	Revised Deadline per Gen. Circular 232
Evaluations for FY 2022-2023 - SPC Rule 10.6(b)	August 31, 2023	September 30, 2023
Plannings for FY 2023-2024 - SPC Rule 10.4(f)3	September 30, 2023	October 31, 2023
Deadline for Employee to Submit Request for Agency Review - SPC Rule 10.9(d)	September 15, 2023	October 15, 2023
Deadline for Agency to Respond to Request for Agency Review - SPC Rule 10.9(f)	October 15, 2023	November 15, 2023

This is not a mandatory deferral; the regular evaluation process should be followed if possible. Please contact DPS Human Resources at (225) 925-6067 with questions regarding this timeline.

Sincerely,

s/Jason Hannaman, PHR, SHRM-CP  
Executive Director