



## 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. 212

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Date: September 11, 2020

Subject: Performance Evaluation System - Adjusted Deadlines

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Louisiana State Police personnel have been impacted by multiple declared emergencies across the state, such as the COVID-19 health pandemic and more recently the responses to Hurricanes Marco and Laura.

State Police Commission (SPC) Rule 10.10 provides that the Director may approve exceptions to Chapter 10 rules. Therefore, to provide assistance and continuity for performance evaluation deadlines across the Department of Public Safety, I am extending the official evaluation deadline for the 2019-2020 performance year to October 31, 2020. As a result of this change, the deadline for employees to submit a request for Agency Review will be adjusted to November 14th. Agencies must respond to the request for Agency Review no later than December 14th.

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

<b>PES Component/SPC Rule</b>	<b>Current Deadline</b>	<b>Revised Deadline per <i>Gen. Circular 212</i></b>
Evaluations for FY 2019-2020 - <i>SPC Rule 10.6(b)</i>	August 31, 2020	October 31, 2020
Plannings for FY 2020-2021 - <i>SPC Rule 10.4(f)3</i>	September 30, 2020	October 31, 2020
Deadline for Employee to Submit Request for Agency Review - <i>SPC Rule 10.9(d)</i>	September 15, 2020	November 14, 2020
Deadline for Agency to Respond to Request for Agency Review - <i>SPC Rule 10.9(f)</i>	October 15, 2020	December 14, 2020

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

Sincerely,

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