

MINUTES

STATE POLICE COMMISSION

JANUARY 27, 1997

The Commission convened its monthly meeting at 9:20 a.m. on Monday, January 27, 1997 in the Conference Room, Eleventh Floor, Wooddale Towers Building, 1885 Wooddale Boulevard in Baton Rouge, Louisiana. Present were Chairman Helen O. Mendell, Vice-Chairman Lori A. Landry and Members Joseph S. Cage, Jr., Gary M. Clark, Michael T. Johnson, Genevieve L. May and Theodore J. Newnam.

The first order of business was the election of chairman and vice-chairman of the Commission, pursuant to State Police Commission Rule 2.1(b). On motion duly made and seconded, by unanimous vote of the members present, Lori A. Landry was elected Chair; and Gary M. Clark Vice-Chairman. Also, Joseph S. Cage, Jr., was welcomed as a newly appointed member of the Commission, replacing Richard N. Kinsey.

There were no employees present to address the Commission.

On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to adopt the Minutes from the December 02, 1996 meeting.

The Commission received comments from Norman Ershler, Helen Mendell, Lori Landry, Michael Johnson, Keith Pyburn, Richard Sherburne, Theodore Newnam and Nancy DeWitt concerning the amendment of State Police Commission Rules 7.11, 7.13 and 7.17. On motion duly made and seconded, by unanimous vote of the

members present, the Commission voted to table the rule proposal for further discussion.

At the conclusion of the General Business Agenda, on motion duly made and seconded, by unanimous vote of the members present, the Commission voted to enter into an executive session to discuss pending litigation. At the conclusion of the executive session, the Commission reentered into a public session, at which time on motion duly made and seconded, by a vote of six to one, the Commission voted to approve a resolution, endorsing and selecting the AON Consulting examination for use by the Commission for selection of persons eligible for employment in the position of State Police Cadet. The following members voted to adopt the resolution: Landry, Clark, Cage, Mendell, Johnson and Newnam. Member May voted against adopting the resolution.

At the conclusion of the vote on the resolution, the Commission reentered into an executive session to discuss pending decisions. At the conclusion of the executive session, the Commission reentered into a public session, at which time on motion duly made and seconded, by unanimous vote of the member present, the Commission voted to adjourn at 1:00 p.m., until Monday, February 17, 1997.

Respectfully submitted:

  
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Lori A. Landry, Chair

  
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Debra L. Johnson, Director

MINUTES

STATE POLICE COMMISSION

FEBRUARY 17, 1997

The State Police Commission convened its monthly meeting at 9:10 a.m. on Monday, February 17, 1997, in the Conference Room, Eleventh Floor, Wooddale Towers Building, 1885 Wooddale Boulevard in Baton Rouge, Louisiana. Present were Vice-Chairman Gary M. Clark and members Joseph S. Cage, Jr., Michael T. Johnson, Genevieve L. May and Theodore J. Newnam. Chair Lori A. Landry and Member Helen O. Mendell were absent.

There were no employees present to address the Commission.

On motion duly made and seconded, by unanimous vote of the members present, the Commission approved the Minutes from the January 27, 1997 meeting.

The Commission received a presentation from Lt. Brian Wynne relative to approval of a temporary increase in pay of \$122.00 per month for State Police Trooper Merwyn D. Erwin, while Erwin was serving a detail to Sergeant. On motion duly made and seconded, by unanimous vote of the members present, and pursuant to the provisions of State Police Commission Rule 6.16(c), the Commission voted to approve the request.

The public hearing of the appeal of Clennard Ross, Docket No. 96-79-O, was called. On motion duly made and seconded, the Commission unanimously voted to appoint Norman Ershler as the Referee for the taking of testimony in this matter. Mr. Ross was not present at the time scheduled for the hearing. The Commission paged

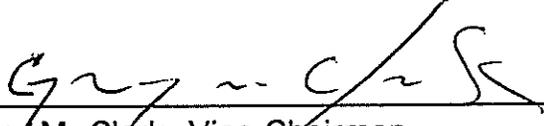
Mr. Ross in the hall, in a loud and clear voice, but there was no response. The Commission stood in recess, allowing Mr. Ross additional time to appear for his hearing.

On motion duly made and seconded, by unanimous vote of the members present, the Commission entered into executive session to discuss pending decisions. At the conclusion of the executive session, the Commission reentered into its public session.

At 9:35 a.m., the Commission once again called the public hearing of the appeal of Clennard Ross, Docket No. 96-79-O. Mr. Ross was still not present for the scheduled hearing. On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to dismiss the appeal for the failure of the appellant to appear at the scheduled time and location for the hearing. A written decision will be forthcoming.

There being no further business, on motion duly made and seconded, by unanimous vote of the members present, the Commission voted to adjourn its meeting at 9:40 a.m., until Monday, March 17, 1997.

Respectfully submitted:

  
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Gary M. Clark, Vice-Chairman

  
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Debra L. Johnson, Director

MINUTES

STATE POLICE COMMISSION

MARCH 17, 1997

The State Police Commission convened its monthly meeting at 9:20 a.m. on Monday, March 17, 1997, in the Conference Room, Eleventh Floor, Wooddale Towers Building, 1885 Wooddale Boulevard in Baton Rouge, Louisiana. Present were Chair Lori A. Landry, Vice-Chairman Gary M. Clark and Members Joseph S. Cage, Jr., Genevieve L. May, Helen O. Mendell and Theodore J. Newnam. Member Michael T. Johnson was absent.

At the employees' opportunity to address the Commission, comments were received from Trooper Troy Mistretta and Lieutenant Kenneth Williams concerning a reschedule of the State Police Sergeants' examination for Trooper Mistretta, due to the illness of Mistretta on the regularly scheduled test date. The Commission denied Mistretta's request to be rescheduled because the current testing policy does not provide for rescheduling due to illness.

On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to adopt the Minutes from the February 17, 1997 meeting.

The Commission received comments from Genevieve L. May, Lori A. Landry and Helen O. Mendell concerning the adoption of State Police Commission Rule 1.30.1 and the amendment of Rule 7.5(a)1., 2., 3., 4., 5., 6. On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to adopt and amend the rules. (See Attachment A.)

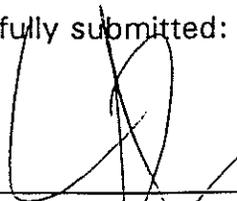
The Commission received comments from Command Pilot Tim Carbary and Wanda Raber concerning a proposed restructure of the Aviation Section. This proposal includes revising class specifications and minimum qualifications, creating a new position of State Police Master Pilot and upgrading all existing Pilot classes. After lengthy discussion and questions from Members, the matter was placed on the General Business Agenda of the Commission's April 21, 1997 meeting. Any questions members may have about the proposal will be forwarded to the Director for submission to the Aviation Section for clarification.

The Commission participated in an informational briefing conducted by Mr. Dan Sullivan, Executive Vice President of the Louisiana Civil Service League, and Mr. Robert R. Boland, General Counsel, Department of State Civil Service. Messrs. Sullivan and Boland discussed, for the benefit of the new members, the importance of their role as members and their constitutionally mandated duties. Sullivan and Boland entertained questions from the members as well. Members were thanked for their participation and commitment to serving the taxpayers of the State.

On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to enter into an executive session to discuss personnel matters and other housekeeping business. At the conclusion of the executive session, the Commission reentered into its public session.

· There being no further business, on motion duly made and seconded, by unanimous vote of the members present, the Commission voted to adjourn its meeting at 2:00 p.m., until Monday, April 21, 1997.

Respectfully submitted:



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Lori A. Landry, Chair

  
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Debra L. Johnson, Director

Attachment

1.30:1 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.

## 7.5 Rejection of Application

- (a) Under any of the below circumstances, the Director shall reject the application of any person for admission to examination, refuse to examine any applicant or refuse to reinstate a prior grade or pass status:
1. Whose employment in the State Police Service would be prohibited by law or these Rules;
  2. Who lacks the minimum qualifications (and any other special qualifications) prescribed as requirements for admission to examination for the class for which he/she has applied or has been examined;
  3. Who has been adjudged guilty by a court of competent jurisdiction of any felony; or who has been convicted of any misdemeanor which involves moral turpitude;
  4. Who has been dismissed from public employment (as defined by Rule 1.30.1) for cause or has been permitted to resign in lieu thereof;
  5. Who has made a false statement of any material fact or has practiced or attempted to practice deception or fraud in his/her application for examination for public employment (as defined by Rule 1.30.1), or otherwise in securing or attempting to secure public employment and/or eligibility for appointment for himself/herself or anyone else; or
  6. Whose application was filed after the closing date fixed for receipt of the application. In such case, the application shall automatically be accepted for the next available examination.

MINUTES

STATE POLICE COMMISSION

APRIL 21, 1997

The State Police Commission convened its monthly meeting at 9:07 a.m. in the Conference Room, Eleventh Floor, Wooddale Towers Building, 1885 Wooddale Boulevard in Baton Rouge, Louisiana. Present were Chair Lori Ann Landry and Members Joseph S. Cage, Jr., Genevieve L. May and Theodore J. Newnam. Vice-Chairman Gary M. Clark and Members Michael T. Johnson and Helen O. Mendell were absent.

The Commission received comments from Colonel William R. "Rut" Whittington concerning the proposed changes in the State Police Command Staff, including one unclassified position for Deputy Superintendent for Operations, Planning and Training, as well as redefining the responsibilities for the Chief of Staff and Deputy Superintendent and renaming those positions as Deputy Superintendent for Support and Deputy Superintendent for Patrol, respectively. Colonel Whittington responded to questions from the Members. On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to approve Colonel Whittington's Command Staff proposal, with the change of minimum qualifications for the unclassified Deputy Superintendent for Operations, Planning and Training, to include the qualification of "at least one (1) year service as a State Police Captain prior to appointment."

At the employees' opportunity to address the Commission, comments were received from Jerry Patrick, President of the Louisiana State Troopers Association, concerning the promotional examination scores from the March 1997 examination process. After receiving all comments from Patrick, on motion duly made and seconded, by unanimous vote of the members present, the Commission voted to hold a public hearing on Monday, May 19, 1997 at the State Police Training Academy to accept public comments concerning promotional examinations. The Commission also voted to "freeze" all promotions for the positions of State Police Sergeant and State Police Lieutenant for thirty (30) days, pending the acceptance of comments at the May 19, 1997 meeting. The Commission assured all present that a formal decision would be reached at that meeting concerning the future of promotional examinations. As a result of this discussion, General Circular No. 73 was issued on April 23, 1997, announcing the public hearing. (See Attachment A.)

The Commission received comments from Colonel William R. "Rut" Whittington, Nancy DeWitt and Brian Wynne concerning the restructure of the State Police Aviation Section, including the updating of job specifications for positions in the Aviation Section, as well as the establishment of the new position of State Police Master Pilot, at the SPS-19 level. On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to approve Colonel Whittington's Aviation Section proposal.

On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to approve the Minutes from the March 17, 1997

meeting, with the correction on page two of the Minutes referring to "a training session conducted by Mr. Dan Sullivan" changed to "an informational briefing conducted by Mr. Dan Sullivan."

The Commission received comments from Nancy DeWitt and Brian Wynne concerning an individual pay adjustment for Master Trooper Terrell R. Mayeux, pursuant to the provisions of State Police Commission Rule 6.16(c). On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to approve the request for the special pay adjustment.

The Commission received comments from James Dixon and Nancy DeWitt concerning the proposed rule changes to Chapter 12 of the State Police Commission Rules. After a lengthy discussion on the proposals, the Commission instructed Norman Ershler to meet with Dixon and DeWitt, and to incorporate into a new general circular the comments made by the representatives of the Office of State Police. The Commission instructed that a new general circular be issued, announcing the acceptance of comments on the proposal, no later than May 14, 1997, for presentation at the June 16, 1997 meeting.

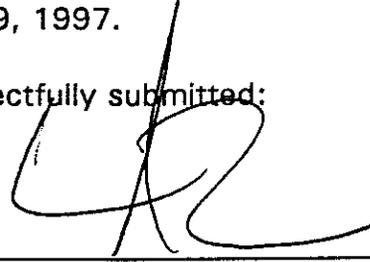
At the conclusion of the scheduled agenda, on motion duly made and seconded, by unanimous vote of the members present, the Commission voted to enter into an executive session, to discuss personnel matters and other housekeeping items.

At the conclusion of the executive session, the Commission reentered into its public session, at which time they announced their decisions taken under advisement

earlier in the general business session. For easier reading of the minutes, these rulings have been included in the minute entries as they occurred in the general business session.

There being no further business, on motion duly made and seconded, by unanimous vote of the members present, the Commission voted to adjourn its meeting at 3:50 p.m., until Monday, May 19, 1997.

Respectfully submitted:



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Lori A. Landry, Chair



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Debra L. Johnson

Attachment

# State Police Commission



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

April 23, 1997

General Circular No. 73

Subject: Prior Promotional Examinations

Issue Date: April 23, 1997

Prior to its April 1997 meeting, the State Police Commission received a number of comments about the unusually high failure rate in the last promotional examinations, given in March 1997. Because of these comments, the Commission considered this matter at its April 21, 1997 meeting. In order to allow for further study of this matter, including receiving public comments, the Commission has "frozen" all Sergeant and Lieutenant promotions for thirty (30) days, and decided to consider several options at its next regular meeting, which will be held on Monday, May 19, 1997, at 9:00 a.m. in the Auditorium of the State Police Training Academy.

The options to be considered by the Commission are as follows:

1. Making promotional examinations pass/fail, which would require a change in the State Police Commission Rules;
2. Including the top ten (10) grade groups on promotional lists, which would require a change in the State Police Commission Rules;
3. Integrating the grades from a number of tests and increasing the number of candidates issued on the promotional certificates, which would require a change in the State Police Commission Rules;
4. Retain the highest score from any test for use in issuing promotional certificates;
5. Eliminate all grades and give another test to all candidates;
6. Make no changes until a new test can be developed and implemented, which would require approximately eight (8) to ten (10) months; or

7. Retain the highest test score from any test and add points for longevity to the raw score.

All comments on these proposals/options and any other suggestions or comments from interested persons are welcome and will be received by the State Police Commission at its May 1997 meeting. The location of the meeting is listed above.

If you wish to forward your comments/concerns in writing to the Commission, please do so no later than May 9, 1997. Requests received prior to May 9, 1997, will be forwarded to the Members of the Commission prior to the meeting date, and your name will be listed on the agenda for an appearance at the meeting.

Please post this circular in a prominent place, so that all employees will receive notice of this public hearing. If any special accommodations are needed, please notify us prior to the meeting date.

Sincerely,

*Debra L. Johnson*

Debra L. Johnson  
Director

MINUTES

STATE POLICE COMMISSION

MAY 19, 1997

The State Police Commission convened its monthly meeting at 9:17 a.m. on Monday, May 19, 1997 in the Auditorium, State Police Training Academy, 7901 Independence Boulevard in Baton Rouge, Louisiana. Present were Chair Lori A. Landry, Vice-Chair Gary M. Clark and Members Joseph S. Cage, Jr., Michael T. Johnson, Genevieve L. May, Helen O. Mendell and Theodore J. Newnam.

At the employees' opportunity to address the Commission, comments were received from the below-listed employees regarding General Circular No. 73, Promotional Examinations.

Carl Bennett	Dane Morgan
George Dean	Bobby Osborne
John Fusilier	Brad Stewart
William Lopez	Buzzy Trahan
William Miller	Donald White

Comments were also received from Lieutenant Colonel Ronald B. Jones on behalf of Colonel William R. Whittington; Ms. Nancy DeWitt, Human Resources Administrator; and Jerry Patrick, President of the Louisiana State Troopers Association.

After receiving comments from all parties present, the Commission took the matter of promotional examinations under advisement, with additional comments and discussion to be received on July 21, 1997. On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to extend the

utilization of details for the positions of Sergeant and Lieutenant until July 21, 1997.

On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to approve the Minutes from the April 21, 1997 meeting.

There being no further business on the Commission's agenda, on motion duly made and seconded, by unanimous vote of the members present, the Commission adjourned at 3:20 p.m., until Monday, June 16, 1997.

Respectfully submitted:



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Lori Ann Landry, Chair



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Debra L. Johnson, Director

MINUTES

STATE POLICE COMMISSION

JUNE 16, 1997

The State Police Commission convened its monthly meeting at 9:20 a.m. on Monday, June 16, 1997, in the Conference Room, Eleventh Floor, Wooddale Towers Building, 1885 Wooddale Boulevard in Baton Rouge, Louisiana. Present were Chair Lori A. Landry, Vice-Chair Gary M. Clark and Members Helen O. Mendell and Theodore J. Newnam. Member Michael T. Johnson arrived at 9:35 a.m. Members Joseph S. Cage, Jr. and Genevieve L. May were absent.

At the employees' opportunity to address the Commission, comments were received from Dane Morgan concerning the Commission's decision as regards promotional testing from the May 19, 1997 meeting. The Commission advised that promotional testing issues were not on the agenda for June 16, 1997, but would again be entertained at the July 21, 1997 meeting.

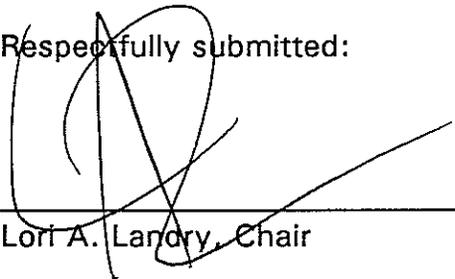
A presentation was made by Lieutenant Colonel Ronald B. Jones and Ms. Wanda Raber requesting utilization of a special pay rate for Field Training Officers and nine Sergeant Coordinators, pursuant to the provisions of State Police Commission Rule 6.16(b). On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to approve the request, and grant a special pay rate of \$225.00 per month, effective June 16, 1997.

The public hearing of the appeal of Jennifer E. Mistretta, Docket No. 97-81-S was called. On motion duly made and seconded, by unanimous vote of the

members present, the Commission voted to appoint Norman Ershler as Referee for the taking of testimony in this matter. Upon completion of the testimony, evidence and arguments by the parties, the matter was taken under advisement, with a written decision to be forthcoming.

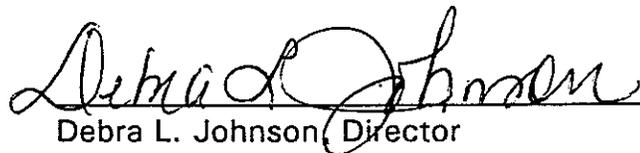
On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to enter into an executive session to discuss the Mistretta appeal. Upon conclusion of the executive session, the Commission reentered into a public session and on motion duly made and seconded, by unanimous vote of the members present, the Commission voted to adjourn its meeting at 4:05 p.m., until Monday, July 21, 1997.

Respectfully submitted:



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Lori A. Landry, Chair



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Debra L. Johnson, Director

MINUTES

STATE POLICE COMMISSION

AUGUST 18, 1997

The regularly scheduled meeting of the State Police Commission was canceled due to the lack of items to be placed on an agenda.



MINUTES  
STATE POLICE COMMISSION  
SEPTEMBER 15, 1997

The State Police Commission had a regularly scheduled meeting for 9:00 a.m. on Monday, September 15, 1997 in the Conference Room, Eleventh Floor, Wooddale Towers Building, 1885 Wooddale Boulevard in Baton Rouge, Louisiana. The following members were present: Vice-Chairman Gary M. Clark and Members Joseph S. Cage, Jr. and Theodore J. Newnam. Absent members were: Chair Lori A. Landry, Michael T. Johnson and Helen O. Mendell. There was not a quorum of members present to conduct any business.

Mesdames Nancy DeWitt and Wanda Raber made a presentation to the members present, giving an overview of the Pay Plan Committee's work, as related to the development of a new pay plan for State Police commissioned officers.

Start Time: 9:30 a.m.

Finish Time: 9:55 a.m.



MINUTES  
STATE POLICE COMMISSION

OCTOBER 17, 1997

The regularly scheduled meeting of the State Police Commission was canceled due to the lack of items to be considered by the Commission. However, on the same date, both Committees met to discuss promotional testing selection. Members present were Gary Clark, Joseph Cage, Michael Johnson, Theodore Newnam and Baxter Welch. Members Lori Ann Landry and Helen O. Mendell were absent. These Committee meetings commenced at 10:00 a.m. and concluded at 11:45 a.m.



MINUTES

STATE POLICE COMMISSION

JULY 21, 1997

The State Police Commission convened its monthly meeting at 9:25 a.m. on Monday, July 21, 1997, in the Conference Room, Eleventh Floor, Wooddale Towers Building, 1885 Wooddale Boulevard in Baton Rouge, Louisiana. Present were Chair Lori A. Landry; Vice-Chairman Gary M. Clark; and Members Joseph S. Cage, Jr., Michael T. Johnson and Theodore J. Newnam. Member Helen O. Mendell was absent. By letter dated July 19, 1997, received in the Commission offices on July 25, 1997, Member Genevieve L. May resigned her position on the Commission, effective July 19, 1997.

On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to adopt the Minutes from the June 16, 1997 meeting.

The Commission received a presentation from Nancy DeWitt, Lieutenant Colonel Ronald Jones and Colonel William R. Whittington regarding the establishment of a new position of State Police Deputy Superintendent for Support, Security, Safety and Communications, in the unclassified service, at a salary of \$64,188 per year, effective July 21, 1997. Additionally, comments were received on a request to correct the SPS level previously approved for the classified position of Deputy Superintendent for Support, from the level of SPS-23 to SPS-25, retroactive to April 21, 1997. Lastly, request for the job merger and title change of the two classified positions of Deputy Superintendent for Support and Deputy Superintendent for Traffic, SPS-25, to State Police Lieutenant Colonel, SPS-25, effective July 21, 1997. On motion duly made,

by unanimous vote of the members present, the Commission voted to approve the requests.

At the employees' opportunity to address the Commission, comments were received from Dane Morgan, Ronald Jones, Leland Falcon, Debra Johnson, Rut Whittington, Jerry Patrick, Nancy DeWitt, Robert Landry and William Lopez regarding promotional and entry level testing administered by the Commission staff. On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to change the office policy as regards the freezing of promotional certificates during testing periods, to allow promotional vacancies to be filled continuously. Additionally, regarding the issue of promotional examinations, the Commission considered, but took no action, on a change in policy/rules as regards the manner in which promotional examinations and promotional certificates are handled. The Commission also removed the previously issued "freeze" on promotional certificates for the positions of Sergeant and Lieutenant, effective July 21, 1997, and requested that the staff issue all pending requests for promotional certificates as soon as possible. The previously issued proposals to change State Police Commission Rules 7.23 and 8.9 received no motion for consideration and/or discussion.

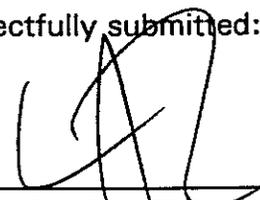
The Commission received comments from Ronald Jones, Wanda Raber, Nancy DeWitt, James Dixon and Debra Johnson regarding the proposed changes to State Police Commission Rule 7.11 and entire Chapters 12 and 14 of the State Police Commission Rules. On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to adopt the Rules as proposed. Regarding the proposals of State Police Commission Rules 7.13 and 7.17, Norman Ershler

requested that these matters be removed from consideration, pending further language changes, and resubmitted at the Commission's September 15, 1997 meeting. All rules adopted have an effective date of July 21, 1997.

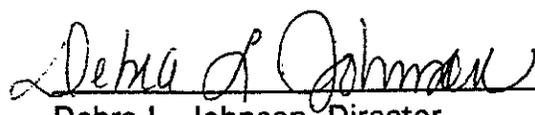
The Commission received a Director's Report from Debra Johnson, addressing the issues of the Legislative Auditor's Report, for year ending June 30, 1997; testing statistics for fiscal year 1996/97; the appropriations letter for fiscal year 1997/98; and information obtained from various vendors in preparation for the development of new promotional examinations.

At the conclusion of the Director's Report, on motion duly made and seconded, by unanimous vote of the members present, the Commission voted to enter into an executive session to discuss the pending appeal matter of Jennifer Mistretta, Docket No. 97-81-S. At the conclusion of the executive session, the Commission reentered into a public session. On motion duly made, by unanimous vote of the members present, the Commission voted to adjourn its meeting at 12:45 p.m., until Monday, August 18, 1997.

Respectfully submitted:



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Lori A. Landry, Chair



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Debra L. Johnson, Director



MINUTES  
STATE POLICE COMMISSION  
NOVEMBER 17, 1997

The State Police Commission convened its monthly meeting at 9:10 a.m. on Monday, November 17, 1997 in the Conference Room, Eleventh Floor, Wooddale Towers Building, 1885 Wooddale Boulevard in Baton Rouge, Louisiana. Present were Chair Lori A. Landry and Members Helen O. Mendell, Theodore J. Newnam and Baxter W. Welch. Vice-Chairman Gary M. Clark arrived at 9:30 a.m. Members Joseph S. Cage, Jr. and Michael T. Johnson were absent.

On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to approve the Minutes from the July 21, 1997 meeting.

There were no employees present to address the Commission at the employees' opportunity part of the agenda.

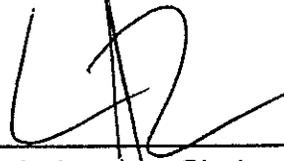
The public hearing of the appeal of Ben E. Johnson, Docket No. 97-86-S, was continued, and rescheduled for Monday, December 15, 1997.

The public hearing of the appeal of Dane K. Morgan, Docket No. 97-87-O, was called. On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to appoint Norman W. Ershler as Referee for the taking of testimony in this matter. Upon receipt of all written stipulations and oral arguments by counsel for both parties, the matter was taken under advisement, with a written decision to be forthcoming.

The Commission reviewed an October 20, 1997 letter from Allen H. Reynolds, Director of the Department of State Civil Service, regarding administration of State Police examinations.

On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to enter into an executive session to discuss the Morgan appeal. Upon conclusion of the executive session, the Commission reentered into a public session to complete the review of the letter from the Department of State Civil Service regarding test administration. At the conclusion of the general business agenda, on motion duly made and seconded, by unanimous vote of the members present, the Commission voted to adjourn its meeting at 11:45 a.m., until Monday, December 15, 1997.

Respectfully submitted:



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Lori A. Landry, Chair



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Debra L. Johnson, Director

MINUTES

STATE POLICE COMMISSION

DECEMBER 15, 1997

The State Police Commission convened its monthly meeting at 9:10 a.m. on Monday, December 15, 1997 in the Conference Room, Eleventh Floor, Wooddale Towers Building, 1885 Wooddale Boulevard in Baton Rouge, Louisiana. Present were Chair Lori A. Landry and Members Joseph S. Cage, Jr., Michael T. Johnson, Theodore J. Newnam and Baxter W. Welch. Vice-Chairman Gary M. Clark arrived at 9:15 a.m. Member Helen O. Mendell was absent. Member Michael T. Johnson departed at 12:55 p.m.

On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to approve the Minutes from the November 17, 1997 meeting.

At the employees' opportunity to address the Commission, comments were received from Bill Spencer and Jerry Patrick, representing the Louisiana State Troopers Association, relative to the decision rendered by the Commission in the appeal of Dane Morgan.

Pursuant to the provisions of State Police Commission Rule 3.1(p), the Commission held a public pay plan hearing. Presentations were made by Ronald B. Jones, Nancy E. DeWitt, and Wanda Raber, and questions from Commission members entertained. After receiving all public comments and/or questions, on motion duly made, seconded and passed, by unanimous vote of the members

present, the Commission voted to approve the following:

- Exhibit A - State Police Pay Plan, effective July 01, 1998
- Exhibit B.1 - State Police Schedule Pay Grid, effective July 01, 1998
- Exhibit B.2 - State Police Schedule Pay Grid Key, effective July 01, 1988
- Exhibit C - Transition Guide to the Pay Plan and State Police Pay Scale Summary, effective July 01, 1998
- Exhibit N - Pay Plan Job Evaluation Results, effective December 15, 1997 for Cadet and January 01, 1998 for promotional positions
- Exhibit O - Minimum Qualification Change - Cadet - effective December 15, 1997
- Exhibit P - Minimum Qualification Changes - Sergeant, Lieutenant and Captain - effective January 01, 1998
- Exhibit Q - Prior Work Experience Factor Scale, effective December 15, 1997.

These pay plan changes will be forwarded to Governor Foster for his approval and submission to the legislature.

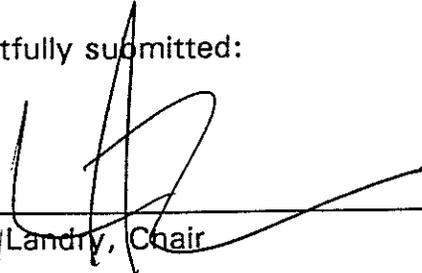
Director Johnson advised the Commission of the withdrawal of the proposed rule changes to State Police Commission Rules 7.3, 7.4 and 7.5.

The public hearing of the appeal of Ben E. Johnson, Docket No. 97-86-S was called. On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to appoint Norman W. Ershler as Referee for the taking of testimony in this matter. At the conclusion of testimony, exhibits and oral

arguments, the Commission took this matter under advisement, with a written decision to be forthcoming.

On motion duly made and seconded, by unanimous vote of the members present, the Commission voted to enter into an executive session to discuss the Johnson appeal. Upon conclusion of the executive session, the Commission reentered into a public session. There being no further business, on motion duly made and seconded, by unanimous vote of the members present, the Commission voted to adjourn its meeting until Monday, January 26, 1998.

Respectfully submitted:



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Lori A. Landry, Chair



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Debra L. Johnson, Director

**PROPOSED****STATE POLICE PAY PLAN**

7/1/1998

<b>JOB TITLE</b>	<b>PAY LEVEL</b>
STATE POLICE CADET	P-1
STATE POLICE TROOPER	P-2
STATE POLICE MASTER TROOPER	P-3
(No job title(s) assigned to this pay level at the present.)	P-4
STATE POLICE SERGEANT	P-5
STATE POLICE PILOT	P-6
STATE POLICE LIEUTENANT STATE POLICE POLYGRAPHIST STATE POLICE TECHNICAL SUPPORT OFFICER STATE POLICE MASTER PILOT	P-7
STATE POLICE DEPUTY COMMAND PILOT STATE POLICE FINANCIAL INVESTIGATOR	P-8
STATE POLICE CAPTAIN	P-9
STATE POLICE COMMAND PILOT	P-10
STATE POLICE MAJOR	P-11
(No job title(s) assigned to this pay level at the present.)	P-12
STATE POLICE LIEUTENANT COLONEL	P-13

# Proposal

## STATE POLICE SCHEDULE PAY GRID

July 1, 1998

S A L A R Y R A T E																								
PAY Grade	*	**	***	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	25
P-1	1837	1893	1950	2009	2070	2133	2197	2263	2331	2401	2474	2549	2626	2705	2787	2871	2958	3047	3078	3109	3141	3173	3269	3368
P-2	1966	2025	2086	2149	2214	2281	2350	2421	2494	2569	2647	2727	2809	2894	2981	3071	3164	3259	3292	3325	3359	3393	3495	3600
P-3	2104	2168	2234	2302	2372	2444	2518	2594	2672	2753	2836	2922	3010	3101	3195	3291	3390	3492	3527	3563	3599	3635	3745	3858
P-4	2252	2320	2390	2462	2536	2613	2692	2773	2857	2943	3032	3123	3217	3314	3414	3517	3623	3732	3770	3808	3847	3886	4003	4124
P-5	2325	2395	2467	2542	2619	2698	2779	2863	2949	3038	3130	3224	3321	3421	3524	3630	3739	3852	3891	3930	3970	4010	4131	4255
P-6	2488	2563	2640	2720	2802	2887	2974	3064	3156	3251	3349	3450	3554	3661	3771	3885	4002	4123	4165	4207	4250	4293	4422	4555
P-7	2570	2648	2728	2810	2895	2982	3072	3165	3260	3358	3459	3563	3670	3781	3895	4012	4133	4257	4300	4343	4387	4431	4564	4701
P-8	2750	2833	2918	3006	3097	3190	3286	3385	3487	3592	3700	3811	3926	4044	4166	4291	4420	4553	4599	4645	4692	4739	4882	5029
P-9	2840	2926	3014	3105	3199	3295	3394	3496	3601	3710	3822	3937	4056	4148	4304	4434	4568	4706	4754	4802	4851	4900	5047	5199
P-10	3039	3131	3225	3322	3422	3525	3631	3740	3853	3969	4089	4212	4339	4470	4605	4744	4887	5034	5085	5136	5188	5240	5398	5560
P-11	3139	3234	3332	3432	3535	3642	3752	3865	3981	4101	4225	4352	4483	4618	4757	4900	5047	5199	5251	5304	5358	5412	5575	5743
P-12	3359	3460	3564	3671	3782	3896	4013	4134	4259	4387	4519	4655	4795	4939	5088	5241	5399	5561	5617	5674	5731	5789	5963	6142
P-13	3469	3574	3682	3793	3907	4025	4146	4271	4400	4532	4668	4809	4954	5103	5257	5415	5578	5746	5804	5863	5922	5982	6162	6347

Salary Rates #1 through #25 represent Years of State Police Officer Service.

**PROPOSED STATE POLICE SCHEDULE PAY GRID**

Salary adjustments between each salary rate from \* through #15 and for #20 and #25 for all pay ranges are equal to 3%.  
Salary adjustments between each salary rate from #15 through #19 are equal to 1%.

- \* denotes entrance salary
- \*\* denotes salary upon graduation from the State Police Training Academy/POST Certification
- \*\*\* for P-1 denotes Cadet salary upon successful completion of Field Training Officer Program
- \*\*\* for P-2 through P-13 denotes salary upon eight (8) months of State Police Service
- P-2 Salary Rate #1 denotes Cadet Salary Upon Reallocation to State Police Trooper
- P-3 Salary Rate #10 denotes State Police Trooper Salary Upon Reallocation to State Police Master Trooper after Ten (10) Years of State Police Service.

# Proposal

## STATE POLICE SCHEDULE PAY GRID

SALARY RATE																									
Pay Grade	A	AA	AAA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	25	Range Sprea
P-1																									
P-2																									
P-3																									
P-4																									
P-5																									
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Salary Rates #1 through #25 represent Years of State Police Officer Service.

**PROPOSED  
TRANSITION GUIDE TO THE JULY 1, 1998 PAY PLAN  
AND  
STATE POLICE PAY SCALE SUMMARY**

JOB TITLE	CURRENT PAY LEVEL	PROPOSED PAY LEVEL	ENTRANCE PAY RATE	ONE-YEAR PAY RATE	25-YEAR PAY RATE
STATE POLICE CADET	SPS-13	P-1	22,044 yr 1837 mth 10.60 hr	24,108 yr 2009 mth 11.59 hr	40,416 yr 3368 mth 19.43 hr
STATE POLICE TROOPER	SPS-14	P-2	23,592 yr 1966 mth 11.34 hr	25,800 yr 2150 mth 12.40 hr	43,200 yr 3600 mth 20.77 hr
STATE POLICE MASTER TROOPER	SPS-15	P-3	25,248 yr 2104 mth 12.14 hr	27,624 yr 2302 mth 13.28 hr	46,296 yr 3858 mth 22.26 hr
(No job title(s) assigned to this pay level at the present.)	SPS-16	P-4	27,024 yr 2252 mth 12.99 hr	29,544 yr 2462 mth 14.20 hr	49,488 yr 4124 mth 23.79 hr
STATE POLICE SERGEANT	SPS-17	P-5	27,900 yr 2325 mth 13.41 hr	30,504 yr 2542 mth 14.67 hr	51,060 yr 4255 mth 24.55 hr
STATE POLICE PILOT	SPS-18	P-6	29,856 yr 2488 mth 14.35 hr	32,640 yr 2720 mth 15.69 hr	54,660 yr 4555 mth 26.28 hr
STATE POLICE LIEUTENANT STATE POLICE POLYGRAPHIST STATE POLICE TECHNICAL SUPPORT OFFICER STATE POLICE MASTER PILOT	SPS-19	P-7	30,840 yr 2570 mth 14.83 hr	33,720 yr 2810 mth 16.21 hr	56,412 yr 4701 mth 27.12 hr
STATE POLICE DEPUTY COMMAND PILOT STATE POLICE FINANCIAL INVESTIGATOR	SPS-20	P-8	33,000 yr 2750 mth 15.87 hr	36,072 yr 3006 mth 17.34 hr	60,348 yr 5029 mth 29.01 hr
STATE POLICE CAPTAIN	SPS-21	P-9	34,080 yr 2840 mth 16.39 hr	37,260 yr 3105 mth 17.91 hr	62,388 yr 5199 mth 29.99 hr

JOB TITLE	CURRENT PAY LEVEL	PROPOSED PAY LEVEL	ENTRANCE PAY RATE	ONE-YEAR PAY RATE	25-YEAR PAY RATE
STATE POLICE COMMAND PILOT	SPS-22	P-10	36,468 yr 3039 mth 17.53 hr	39,864 yr 3322 mth 19.17 hr	66,720 yr 5560 mth 32.08 hr
STATE POLICE MAJOR	SPS-23	P-11	37,668 yr 3139 mth 18.11 hr	41,184 yr 3432 mth 19.80 hr	68,916 yr 5743 mth 33.13 hr
(No job title(s) assigned to this pay level at the present.)	SPS-24	P-12	40,308 yr 3359 mth 19.38 hr	44,052 yr 3671 mth 21.18 hr	73,704 yr 6142 mth 35.43 hr
STATE POLICE LIEUTENANT COLONEL	SPS-25	P-13	41,628 yr 3469 mth 20.01 hr	45,516 yr 3793 mth 21.88 hr	76,164 yr 6347 mth 36.62 hr

Current Pay Level reflects previous marketgrade adjustments (\*) above the evaluation level derived from the State Job Evaluation System developed by the Department of State Civil Service for the June 29, 1987 pay plan.

NOTE: Hourly rates are not exact due to rounding up to the whole cent for .005 or greater and down for .004 or less.

0205

## PAY PLAN JOB EVALUATION RESULTS

JOB TITLE	EVAL LEVEL	MKT/PAY LEVEL	EDU	EXP	O/C	PER	PUR	CPL	IMP	PHY	HAZ	TOTAL POINTS	EFFECTIVE DATE
STATE POLICE CADET	GS-11	SPS-13	S	E	T	//	//	P	O	L	I	C Y	6/28/89
STATE POLICE TROOPER	GS-12	SPS-14	3	2	1	3	4	4	3	3	5	1400	6/28/89
STATE POLICE MASTER TROOPER	GS-13	SPS-15	3	3	2	3	4	4	3	3	5	1559	8/9/90
STATE POLICE SERGEANT	GS-15	SPS-17	3	4	4	3	4	4	3	3	5	1780	7/21/97
STATE POLICE LIEUTENANT	GS-17	SPS-19	3	5	5	5	5	4	4	2	3	2087	7/21/97
STATE POLICE CAPTAIN	GS-19	SPS-21	3	5	6	6	6	5	5	1	3	2465	7/21/91
STATE POLICE MAJOR	GS-21	SPS-23	3	6	8	6	6	5	6	1	2	2772	7/21/97
STATE POLICE LIEUTENANT COLONEL	GS-23	SPS-25	3	6	9	7	6	6	7	1	1	3065	7/21/97

EXHIBIT N

**PAY PLAN JOB EVALUATION RESULTS, continued**

JOB TITLE	EVAL LEVEL	MKT/PAY LEVEL	EDU	EXP	O/C	PER	PUR	CPL	IMP	PHY	HAZ	TOTAL POINTS	EFFECTIVE DATE
STATE POLICE PILOT	GS-15	SPS-18	4	6	2	3	3	5	4	2	5	1767	8/19/91
STATE POLICE MASTER PILOT	GS-16	SPS-19	4	4	3	3	4	5	4	2	5	2001	4/21/97
STATE POLICE DEPUTY COMMAND PILOT	GS-17	SPS-20	4	5	4	3	4	5	4	2	5	2160	8/19/91
STATE POLICE COMMAND PILOT	GS-20	SPS-22	4	6	6	4	5	5	5	2	4	2563	8/19/91
STATE POLICE POLYGRAPHER	GS-16	SPS-19	5	4	3	4	4	5	4	1	2	1952	8/19/91
STATE POLICE TECHNICAL SUPPORT OFFICER	GS-16	SPS-19	3	4	3	4	4	5	4	4	5	2014	7/15/96
STATE POLICE FINANCIAL INVESTIGATOR	GS-18	SPS-20	5	3	4	5	6	6	5	1	2	2293	12/2/96

## **PROPOSED MINIMUM QUALIFICATIONS FOR STATE POLICE CADET**

**MINIMUM QUALIFICATIONS:**

Any of the following options will qualify:

**OPTION 1.** Two (2) years of full-time commissioned law enforcement experience with arrest powers.

**OPTION 2.** Four (4) consecutive years of active duty in the United States military.

**OPTION 3.** 60 semester hours of college credit.

**SUBSTITUTIONS:**

College credit will substitute for the required experience in Options 1 and 2 on the basis of thirty semester hours for 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.

An applicant will be disqualified if there are any indictments or bills of information pending against him/her in which he/she is charged with a felony, or if he/she 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.

(Note: Bolded characters denote proposed changes.)

**PROPOSED MINIMUM QUALIFICATION CHANGES**

<b>JOB TITLE</b>	<b>PRIOR WORK EXPERIENCE</b>	<b>EXPERIENCE RATING</b>
State Police Cadet	Sixty semester hours of college training, two years of full-time commissioned law enforcement experience with arrest powers, or <b>four consecutive years of active duty in the United States military.</b> (Includes college substitution for experience on the basis on thirty semester hours for one year of experience.)	-----0----- (set by policy)
State Police Trooper	One year experience as a Louisiana State Police Cadet.	2
State Police Master Trooper	Eighteen months of experience as a Louisiana State Police Officer.	3
State Police Sergeant	<b>Five</b> years of experience as a Louisiana State Police Officer.	4
State Police Lieutenant	<b>Two</b> years of experience as a Louisiana State Police Sergeant. (Seven years experience as a LSP Officer.)	5
State Police Captain	<b>Two</b> year of experience as a Louisiana State Police Lieutenant. (Nine years experience as a LSP Officer.)	5
State Police Major	Two years of experience as a Louisiana State Police Captain. (Eleven years experience as a LSP Officer.)	6
State Police Lieutenant Colonel	Three years experience as a Louisiana State Police Officer at a level at least equivalent to a Louisiana State Police Captain. (Twelve years experience as a LSP Officer.)	6

**PROPOSED CHANGES**  
**PRIOR WORK EXPERIENCE RATING SCALE**  
**LOUISIANA JOB EVALUATION FACTOR SYSTEM**

## **PRIOR WORK EXPERIENCE**

This factor is intended to give credit for job related experience which is required in order to become proficient in performing job duties within a reasonable time period. It is used in conjunction with the education factor. For example, if an applicant for a position must have a specific educational background plus several years of work related experience, the job would receive credit as indicated by the corresponding level in both the education and experience scale. This scale is particularly important to those jobs which require no formal education, but require years of experience to gain skill necessary to perform job duties.

### **Level 1:**

No prior experience required to perform the assigned tasks. **(0 years)**

### **Level 2:**

A minimal amount of experience sufficient to acquire general familiarity with methods and terminology in commonplace work situations of the occupation; usually interpreted as between six months and one year of experience. **(6 mths - 1 year)**

### **Level 3:**

Sufficient experience to enable the employee to work effectively in common place work situations and to provide working knowledge of the principles, practices, standards, methods and techniques of the occupational field; usually interpreted as less than three but more than one year of applicable experience. **(>1 year; < 3 years)**

### **Level 4:**

Sufficient experience to provide advanced knowledge of the principles practices, methods and techniques applicable to a wide variety of work characteristics of the occupational field involving both unusually and commonplace work situations; usually interpreted as 3 or more years but less than 6 years of applicable experience. **(3 years; < 6 years)**

### **Level 5:**

Broad and intensive experience in all phases of work in the occupation; field sufficient for the employee to develop mastery of the field; usually interpreted as 6 or more years but less than 10 years of applicable experience. **(6 years; < 10 years)**

### **Level 6:**

Unusually broad and intensive experience in both commonplace and unusually work situations and problems of the occupational field. It means not only sufficient experience to provide mastery of the occupational field, but all an understanding of its interrelationship with related programs or field. This level of experience is generally acquired in 10 or more years of applicable experience. **(10 years +)**