



## 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. 185

Date: August 30, 2017

Subject: **TROPICAL STORM HARVEY - Exceptions to Performance Evaluation Deadlines**

Louisiana State Police personnel are focused on the impact of Tropical Storm Harvey and the immediate emergency needs of the state. The current deadline for rendering official evaluations for the 2016-2017 performance year is August 31<sup>st</sup> in accordance with State Police Commission (SPC) Rule 10.6(b); however, SPC Rule 10.10 provides that the Director may approve exceptions to Chapter 10 rules. Therefore, under my authority, I am extending the official evaluation deadline for the 2016-2017 performance year to September 30, 2017.

As a result of this change, the deadline for employees to submit a request for Agency Review will be adjusted to October 16th. Agencies must respond to the request for Agency Review no later than November 16th. 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 (Gen. Circular 185)</b>
Evaluations for FY 2016-2017 - SPC Rule 10.6(b)	August 31, 2017	September 30, 2017
Deadline for Employee to Submit Request for Agency Review - SPC Rule 10.9(d)	September 15, 2017	October 16, 2017
Deadline for Agency to Respond to Request for Agency Review - SPC Rule 10.9(f)	October 15, 2017	November 16, 2017

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,

A blue ink signature of Jason Hannaman, Executive Director of the Louisiana State Police Commission.

Jason Hannaman, PHR, SHRM-CP  
Executive Director

**AN EQUAL OPPORTUNITY EMPLOYER**