

General Circular No. 147

Issue Date: April 30, 2009

Subject: Adoption of State Police Commission Rule 12.12

Pursuant to the provisions of State Police Commission Rule 2.10(a), the State Police Commission will hold a public hearing on Thursday, June 18, 2009, to consider the adoption of State Police Commission Rule 12.12. The hearing will begin at 9:00 a.m. in the Conference Room, Eleventh Floor, Wooddale Towers Building, 1885 Wooddale Boulevard, Baton Rouge, Louisiana.

Chapter 12

DISCIPLINARY ACTIONS, REMOVALS AND RESIGNATIONS

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12.12 Extension Of Time To Complete An Administrative Investigation

In order to request an extension of time within which to complete an administrative investigation in accordance with R.S. 40:2531(B)(8), the appointing authority shall file a written request for an extension of time, with the Louisiana State Police Commission through its Chairman, or the Executive Director. The Chairman, or the Executive Director, shall set the matter for a hearing before the Commission or the Executive Director to be held within 10 business days of receipt of the request. The Chairman or the Executive Director shall forward a copy of the written request to the employee, and provide notice of the hearing to the appointing authority and the employee. Such notice may be made via facsimile, email, U.S. mail or hand delivery. The employee who is under investigation shall have the right to attend the hearing and present evidence and arguments against the extension requested. The Commission or the Executive Director, upon finding that good cause exists for the granting of the requested extension of time not to exceed 60 days, shall rule on the request for an extension of time to complete the investigation within 2 business days of the hearing, and immediately provide written notice of the decision to the appointing authority and the employee.

Please review this proposal and furnish, in writing, by June 1, 2009 any comments which you consider pertinent. If you would like to appear before the Commission and present your comments orally, you are invited to do so. You must notify this office by June 1, 2009 of your intention to address the Commission, in order to be placed on the agenda.

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

Sincerely,

Jodi Patterson

Jodi Patterson

Deputy Director