

## CHAPTER 3

### DUTIES OF THE DIRECTOR

#### 3.1 Duties of the Director

It shall be the duty of the Director

- (a) To serve as the executive and administrative head of the State Police Commission and direct and supervise all of its administrative functions.
- (b) To attend all meetings of the Commission and to act as its secretary and keep minutes of its proceedings.
- (c) To establish and maintain a roster of all employees within the State Police Service, which roster shall indicate as to each employee the class title of the position held, the salary or pay, any change in class title, pay or status and any other necessary data.
- (d) To appoint, review, remove and otherwise discipline, unclassified State Police Commission personnel, and such experts and special assistants as may be necessary to carry out effectively the provisions of the State Police Service Article and Rules, and exercise powers and duties to the extent prescribed by the Commission appointing him.
- (e) Consistent with the State Police Service Article and the Rules, to formulate and prescribe procedures, and to publish them in a Personnel Manual; conduct examinations; maintain a list of eligibles; and to certify qualified persons for appointment within the State Police Service.  

Permanent appointments and promotions in the classified State Police Service shall be made only after certification by the Director under a general system based upon merit, efficiency, fitness, and length of service, as ascertained by examination which, so far as practical, shall be competitive.
- (f) To develop, in cooperation with the appointing authority of the Office of State Police, training, educational, and safety programs for all employees governed by the State Police Service Article.
- (g) Implement policies as well as create a strategic plan with annual goals and objectives to include the financial and administrative management of the agency. To make and publish annual reports regarding the work of the Commission, and such special or other reports upon request by the Commission.

- (h) To perform any other acts or functions which are necessary or desirable to carry out the purposes of the State Police Service Article, or which he may be directed to perform by the Commission or the Chairman.
- (i) To serve as referee in employee appeals or to appoint the Commission's Attorney to serve as referee when needed.
- (j) Subject to review by the Commission, to prepare and submit budget requests covering the estimated costs of administering the Commission.
- (k) To act between meetings of the Commission on routine matters requiring Commission approval. Subject to the provisions of Sub-section (n) of this Rule, any such action of the Director shall be reported to the Commission at its next meeting and unless approved by the Commission at such meeting, shall be rendered invalid.
- (l) To make such investigations as may be necessary to enforce the provisions of the State Police Service Article and Rules and to determine the qualifications and suitability of applicants for employment in the Classified Service.
- (m) To establish mandatory grievance procedures within each department to provide the means to resolve employee complaints and other personnel problems not appealable to the Director or the Commission under the State Police Service Article.
- (n) To act between meetings on piecemeal Classification and Pay Plan matters requiring Commission approval. Any such action by the Director shall be reported to the Commission at the next public hearing called to consider Classification and Pay Plan matters and unless approved by the Commission following such hearing, shall terminate.
- (o) To review and approve or disapprove State contracts for personal services, prior to their effective date, between State Police Commission and any instrumentality thereof, or between the State Police Commission and any persons, firms, corporations or other entities rendering personal services to or on behalf of the State Police Commission.
- (p) To develop and propose to the Commission uniform classification and pay plans and amendments thereto.

- (q) To develop and propose to the Commission, rules and amendments thereto governing employment conditions for employees in State Police Service within the Classified Service.
- (r) To establish and implement, in accordance with established policy, an affirmative action program to assure equal employment opportunity in the Classified Service of State government.
- (s) To notify the State Police Commission of any proposal which would affect the pay of jobs in the protective services, concurrent with the issuance of the State Police Commission monthly agenda and supplemental agenda.
- (t) Present a monthly report to the Commission detailing all expenditures for the previous month. The Director shall also provide, if requested by any commission member, documentation in support of this report.
- (u) To provide written notice of any vacancy to the Office of the Governor, the Director of the Office of Boards and Commissions, and to the University Presidents enumerated in Article X, Part IV, Section 43(C) of the Louisiana Constitution of 1974. Said notice shall include the date of the vacancy and the date on which any nominations must be submitted.

3.2 Repealed effective September 10, 2015

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### 3.4 Appointment of the Director

- (a) Subject to the provisions of Sub-section (b) of this Rule, the Director shall be appointed by the Commission following competitive examination administered in a manner prescribed by the Commission.
- (b) The Commission may appoint a temporary interim acting director, if such becomes necessary, without administering a competitive examination.
- (c) The salary of the Director shall be established by the State Police Commission.

### 3.5 Status of the Director

- (a) The Director shall be employed within the Unclassified Service of the State.