

# State Police Commission



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General Circular No. 120

Issue Date: January 4, 2002

Subject: State Police Commission Rules 12.2(b), 12.7(a), 12.9(a) and (b)

Pursuant to the provisions of State Police Commission Rule 2.10(a), the State Police Commission will hold a public hearing on Thursday, February 21, 2002, to consider repealing and reenacting State Police Commission Rules 12.2(b), 12.7(a), and 12.9(a) and (b). The hearing will begin at 9:00 a.m. in the Conference Room, Eleventh Floor, Wooddale Towers Building, 1885 Wooddale Boulevard, Baton Rouge, Louisiana. These changes will remove written reprimands as disciplinary actions.

## Chapter 12

### Disciplinary Actions, Removals and Resignations

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#### 12.2 Cause; Disciplinary Actions:

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- (b) Disciplinary actions include only the following: dismissals, suspensions without pay, reductions in pay, and involuntary demotions.

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#### 12.7 Pre-dismissal, Removal Or Discipline Procedure.

- (a) A permanent employee may not be dismissed, or removed or subjected to any discipline, until he/she has been given written notice of the proposed action, and the reasons therefor, a description of the evidence supporting the proposed action, and a reasonable opportunity to respond thereto.

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#### 12.9 Letters Of Counseling, Warning, or Reprimands; Responses.

- (a) A letter of counseling, warning, or reprimand is not a disciplinary action. Such

letters may be maintained in a supervisory or investigatory file; however, they shall not be included in any record which is accessible to the public. Such a letter is not appealable to the Commission, except on the basis of discrimination or a violation of the Article or these Rules.

- (b) The employee may submit a written response to any letter of counseling, warning, or reprimand issued to them, and such response shall be attached to each copy of the letter of counseling, warning, or reprimand that is maintained by the employing agency.

Please review this proposal and furnish, in writing, by February 11, 2002, 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 February 11, 2002, of your intention to address the Commission, in order to be placed on the agenda.

Please post this General Circular prominently, so that all employees will receive notice of this hearing. If any special accommodations are needed, please notify us prior to the hearing date.

Sincerely,

*Debra L. Johnson*

Debra L. Johnson  
Director