

# State Police Commission



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

October 15, 1996

General Circular No. 65

To: State Police Commission Members, Colonel William R. Whittington, Personnel, Legal, Retirement, Walter L. Smith, Floyd J. Falcon and State Police Command Staff

In Re: State Police Commission Rule 8.16

The State Police Commission will hold a public hearing on Monday, November 18, 1996, at 9:00 a.m. in the Conference Room, Eleventh Floor, Wooddale Towers Building, 1885 Wooddale Boulevard in Baton Rouge, Louisiana to consider revisions of State Police Commission Rules 8.16(d) and (e). Please review these proposals and furnish, in writing, by November 06, 1996, any comments you consider pertinent. If you would like to appear before the Commission and present your written comments orally, you are invited to do so. You must notify Gilda Russ by November 06, 1996 of your intention to address the Commission, in order to be placed on the agenda. Any oral comments you wish to present must be furnished, in writing, by November 06, 1996.

## 8.16

### (d) Detail to Special Duty.

1. When, in the discretion of the appointing authority, the services of an employee are temporarily needed in a higher position within the department other than the position to which he/she is regularly assigned, the employee may be detailed to perform the duties of such position for a period not to exceed thirty (30) calendar days without change in title, status or pay.
2. If the detail exceeds thirty (30) calendar days, within five (5) business days thereafter, the employee shall be officially detailed into the position, with the approval of the director. The notice of the official detail shall state the position and class to which the employee has been temporarily assigned and briefly describe the duties such employee is then performing in the detail, as well as the anticipated duration of the

detail.

3. When an employee is officially detailed to special duty, he/she shall be retroactively paid at the rate he/she could receive upon promotion to such position, all in accordance with Rule 6.11.
4. An employee detailed into a position must meet the minimum qualifications for the detailed job.

(e) Temporary Duty Assignment (TDY).

1. When in the discretion of the appointing authority, the services of an employee are temporarily needed in a position within the same or lower class, an employee may be assigned to such temporary duty for a period not to exceed one hundred eighty (180) days. Such assignment to temporary duty shall not affect the employee's status or pay.
2. When a temporary duty assignment exceeds thirty (30) calendar days, the appointing authority shall, within five (5) business days thereafter, report such temporary duty assignment to the director in writing. The notification shall briefly describe the assigned temporary duties to be performed, as well as the anticipated duration of the temporary assignment.
3. When the assignment to temporary duty requires a change in the employee's duty station from one geographical area to another, the appointing authority shall pay all related expenses of such temporary assignment, in accordance with State Travel Regulations.

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 meeting date.

Sincerely,

*Debra L. Johnson*

Debra L. Johnson  
Director