

# State Police Commission



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General Circular No. 97

Issue Date: October 14, 1998

Subject: Promotional Testing

At its September 21, 1998 meeting, the State Police Commission adopted the following policies regarding promotional testing:

- continue to issue promotional certificates until September 30, 1998;
- continue to make promotions from certificates issued by September 30, 1998;
- expire all current scores on September 30, 1998;
- approve detail rank between October 1, 1998 and establishment of a new promotional list;
- yearly promotional examinations, beginning in January 1999;
- test applicants who will become eligible for promotion in the upcoming year; and
- promotional scores will be effective for one year.

## I. STUDY MATERIALS

The examinations administered in January 1999 will be parallel versions of the examinations previously administered. The study materials for each examination are as follows:

### A. SERGEANT EXAMINATION

- Current LSA-R.S. 14:1. et seq. (Open Book)
- Current LSA-R.S. 32:1. et seq. (Open Book)
- Current Department of Public Safety and Corrections, Office of State Police Policy and Procedural Orders Manual. (Open Book)
- Iannone, N.F., Supervision of Police Personnel, Prentice Hall, Old Tappan, NJ, Fifth Edition, 1994. (Entire book.)
- Geller, W.A., Local Government and Police Management, International City Management Association, Washington, DC, Third Edition, 1991. (Chapters 1 - 10.)
- O'Hara, C.C., and O'Hara, G.L., Fundamentals of Criminal Investigation, Charles C. Thoms: Publisher, Springfield, IL, Revised Fifth Edition, 1988. (Chapters 1, 2, 7 and 17 - 25.)

Exam Time Limit: 2 hours 35 minutes

## B. LIEUTENANT EXAMINATION

- Current LSA-R.S. 14:1, et seq. (Open Book)
- Current LSA-R.S. 32:1, et seq. (Open Book)
- Current Department of Public Safety and Corrections, Office of State Police Policy and Procedural Orders Manual. (Open Book)
- Iannone, N.F., Supervision of Police Personnel, Prentice Hall, Old Tappan, NJ, Fifth Edition, 1994. (Entire book.)
- Lynch, R.G., The Police Manager: Professional Leadership Skills, Random House/McGraw Hill, Third Edition, 1986. (Entire book.)

Exam Time Limit: 2 hours

## C. CAPTAIN EXAMINATION

- Iannone, N.F., Supervision of Police Personnel, Prentice Hall, Old Tappan, NJ, Fifth Edition, 1994. (Entire book.)
- Lynch, R.G., The Police Manager: Professional Leadership Skills, Random House/McGraw Hill, Third Edition, 1986. (Entire book.)
- Geller, W.A., Local Government and Police Management, International City Management Association, Washington, DC, Third Edition 1991. (Entire book.)

Exam Time Limit: 2 hours

The portions of the Sergeant and Lieutenant examinations developed from LSA-R.S. 14:1, et seq., LSA-R.S. 32:1 et seq., and the Policy and Procedural Orders Manual will be by open book. This means that you will be allowed to bring these reference materials to the examination and utilize them in answering questions during the examination.

## II. ANNUAL TESTING

The new policy regarding annual testing, requires that all employees interested in competing for promotions in the upcoming year must participate in the examination each year. Scores will no longer be carried forward from year to year.

## III. MINIMUM QUALIFICATIONS

The minimum qualifications for participation in examinations are as follows:

Sergeant - four (4) years as a State Police Officer;  
Lieutenant - one (1) year as a State Police Sergeant; and  
Captain - one (1) year as a State Police Lieutenant.

This policy will enable candidates to participate in the examination prior to actually meeting the minimum qualification for the position. Scores achieved on the examination will become effective on the date that the candidate actually becomes

eligible for the position for which they have tested. The minimum qualifications for the positions of Sergeant, Lieutenant and Captain are as follows:

Sergeant - five (5) years as a State Police Officer;  
Lieutenant - two (2) years as a State Police Sergeant; and  
Captain - two (2) years as a State Police Lieutenant.

#### IV. APPLICATION PERIOD

Applications for promotional testing will taken from **November 20** through **December 21, 1998**. Promotional applications and availability forms are available from our website at [spc.state.la.us](http://spc.state.la.us). No FAX transmittals, internet or lotus notes submissions will be accepted. To verify receipt by this office of your application and availability form, certified mail, return receipt requested, may be utilized. All completed applications and availability forms must be received in this office no later than 4:00 p.m. on December 21, 1998. Postmarks of December 21, 1998 will not allow your application to be received timely. Late submissions will be rejected.

#### V. AVAILABILITY FORMS

Mark only those areas of serious intent on your availability form. In the event that any new positions are established, a New Position Announcement will be issued and you will have the opportunity to indicate your availability for the new position, if interested.

#### VI. TESTING SCHEDULE

Please plan your work and personal schedules carefully to accommodate testing dates and locations.

##### Baton Rouge

Location: Training Academy - Auditorium  
7901 Independence Boulevard  
Baton Rouge, Louisiana

January 12, 1999	10:00 a.m. or 2:00 p.m.
January 13, 1999	10:00 a.m. or 2:00 p.m.
January 14, 1999	10:00 a.m. or 2:00 p.m.

Pineville

Location: Camp Beauregard  
Special Operations Group Training Center  
F Street, Pineville, Louisiana

January 12, 1999 2:00 p.m.  
January 13, 1999 8:00 a.m. or 12:00 p.m.

Sincerely,

*Debra L. Johnson*

Debra L. Johnson  
Director

## STATE POLICE AVAILABILITY FORM FOR PROMOTION

This form must be attached to your application for promotional testing. It is extremely important that you mark only those areas of serious intent. You will be considered only for those areas you check. The most recent availability form submitted reflects your official availability status and rescinds all previous submissions. NO FAX TRANSMITTALS WILL BE ACCEPTED.

RANK OF POSITION FOR WHICH YOU ARE APPLYING: (Check One)

Sergeant     Lieutenant     Captain     Major

### HEADQUARTERS:

- |   |  |
|---|--|
| <input type="checkbox"/> TESS-ADMINISTRATIVE        | <input type="checkbox"/> OPERATIONAL DEVELOPMENT     |
| <input type="checkbox"/> TESS-TOWING & RECOVERY     | <input type="checkbox"/> - TECH. SERVICES UNIT-NORTH |
| <input type="checkbox"/> TESS-HAZMAT/EXPLOSIVES     | <input type="checkbox"/> - TECH. SERVICES UNIT-SOUTH |
| <input type="checkbox"/> TESS-MOTOR CARRIER SAFETY  | <input type="checkbox"/> MOTOR VEHICLE POLICE        |
| <input type="checkbox"/> TESS-WEIGHTS & STANDARDS   | <input type="checkbox"/> PUBLIC SAFETY POLICE        |
| <input type="checkbox"/> TRAINING ACADEMY           | <input type="checkbox"/> BOI COMMANDER               |
| <input type="checkbox"/> CRIME LABORATORY           | <input type="checkbox"/> BOI ADMINISTRATIVE          |
| <input type="checkbox"/> INTERNAL AFFAIRS           | <input type="checkbox"/> BOI DETECTIVES              |
| <input type="checkbox"/> PROTECTIVE SERVICES        | <input type="checkbox"/> BOI NARCOTICS               |
| <input type="checkbox"/> SUPPORT SERVICES           | <input type="checkbox"/> BOI INTELLIGENCE            |
| <input type="checkbox"/> CRIMINAL & TRAFFIC RECORDS | <input type="checkbox"/> BOI GAMING                  |
| <input type="checkbox"/> POLICE SUPPLY              | <input type="checkbox"/> BOI ANALYTICAL              |
| <input type="checkbox"/> RADIO MAINT/COMM/FLEET     | <input type="checkbox"/> BOI ASSET FORFEITURE        |
| <input type="checkbox"/> ATAP                       | <input type="checkbox"/> BOI MARIJUANA ERADICATION   |
| <input type="checkbox"/>                            | <input type="checkbox"/> BOI EVIDENCE CONTROL        |
| <input type="checkbox"/> ALL OF THE ABOVE           | <input type="checkbox"/> TECHNICAL SUPPORT SERVICES  |

### REGION 1 - BOI - SOUTH DISTRICT:

- |  |   |
|--|---|
| <input type="checkbox"/> REGION 1 COMMANDER          |   |
| <input type="checkbox"/> TROOP A                     | <input type="checkbox"/> BOI NARCOTICS-A        |
| <input type="checkbox"/> TROOP B                     | <input type="checkbox"/> BOI NARCOTICS-B        |
| <input type="checkbox"/> TROOP L                     | <input type="checkbox"/> BOI NARCOTICS-L        |
| <input type="checkbox"/> TESS-HAZMAT/EXPLOSIVES-A    | <input type="checkbox"/> BOI DETECTIVES-A       |
| <input type="checkbox"/> TESS-HAZMAT/EXPLOSIVES-B    | <input type="checkbox"/> BOI DETECTIVES-B       |
| <input type="checkbox"/> TESS-HAZMAT/EXPLOSIVES-L    | <input type="checkbox"/> BOI DETECTIVES-L       |
| <input type="checkbox"/> TESS-MOTOR CARRIER SAFETY-A | <input type="checkbox"/> BOI VIDEO DRAW POKER-A |
| <input type="checkbox"/> TESS-MOTOR CARRIER SAFETY-B | <input type="checkbox"/> BOI VIDEO DRAW POKER-B |
| <input type="checkbox"/> TESS-MOTOR CARRIER SAFETY-L | <input type="checkbox"/> BOI VIDEO DRAW POKER-L |
| <input type="checkbox"/> BOI CHARITABLE GAMING-A     | <input type="checkbox"/> BOI INTELLIGENCE-A     |
| <input type="checkbox"/> BOI CHARITABLE GAMING-B     | <input type="checkbox"/> BOI INTELLIGENCE-B     |
| <input type="checkbox"/> BOI CHARITABLE GAMING-L     | <input type="checkbox"/> BOI INTELLIGENCE-L     |
| <input type="checkbox"/> BOI RACING INVESTIGATIONS-A | <input type="checkbox"/> BOI INDIAN GAMING-A    |
| <input type="checkbox"/> BOI RACING INVESTIGATIONS-B | <input type="checkbox"/> BOI INDIAN GAMING-B    |
| <input type="checkbox"/> BOI RACING INVESTIGATIONS-L | <input type="checkbox"/> BOI INDIAN GAMING-L    |
| <input type="checkbox"/> BOI RIVERBOAT GAMING-A      | <input type="checkbox"/> ALL OF THE ABOVE       |
| <input type="checkbox"/> BOI RIVERBOAT GAMING-B      |   |
| <input type="checkbox"/> BOI RIVERBOAT GAMING-L      |   |
| <input type="checkbox"/> BOI LAND BASED CASINO UNIT  |   |

**REGION 2 - BOI - WEST DISTRICT:**

- |  |   |
|--|---|
| <input type="checkbox"/> REGION 2 COMMANDER          | <input type="checkbox"/> BOI NARCOTICS-C        |
| <input type="checkbox"/> TROOP C                     | <input type="checkbox"/> BOI NARCOTICS-D        |
| <input type="checkbox"/> TROOP D                     | <input type="checkbox"/> BOI NARCOTICS-I        |
| <input type="checkbox"/> TROOP I                     | <input type="checkbox"/> BOI DETECTIVES-C       |
| <input type="checkbox"/> TESS-HAZMAT/EXPLOSIVES-C    | <input type="checkbox"/> BOI DETECTIVES-D       |
| <input type="checkbox"/> TESS-HAZMAT/EXPLOSIVES-D    | <input type="checkbox"/> BOI DETECTIVES-I       |
| <input type="checkbox"/> TESS-HAZMAT EXPLOSIVES-I    | <input type="checkbox"/> BOI VIDEO DRAW POKER-C |
| <input type="checkbox"/> TESS-MOTOR CARRIER SAFETY-C | <input type="checkbox"/> BOI VIDEO DRAW POKER-D |
| <input type="checkbox"/> TESS-MOTOR CARRIER SAFETY-D | <input type="checkbox"/> BOI VIDEO DRAW POKER-I |
| <input type="checkbox"/> TESS-MOTOR CARRIER SAFETY-I | <input type="checkbox"/> BOI INTELLIGENCE-C     |
| <input type="checkbox"/> BOI CHARITABLE GAMING-C     | <input type="checkbox"/> BOI INTELLIGENCE-D     |
| <input type="checkbox"/> BOI CHARITABLE GAMING-D     | <input type="checkbox"/> BOI INTELLIGENCE-I     |
| <input type="checkbox"/> BOI CHARITABLE GAMING-I     | <input type="checkbox"/> BOI INDIAN GAMING-C    |
| <input type="checkbox"/> BOI RACING INVESTIGATIONS-C | <input type="checkbox"/> BOI INDIAN GAMING-D    |
| <input type="checkbox"/> BOI RACING INVESTIGATIONS-D | <input type="checkbox"/> BOI INDIAN GAMING-I    |
| <input type="checkbox"/> BOI RACING INVESTIGATIONS-I | <input type="checkbox"/> ALL OF THE ABOVE       |
| <input type="checkbox"/> BOI RIVERBOAT GAMING-C      |   |
| <input type="checkbox"/> BOI RIVERBOAT GAMING-D      |   |
| <input type="checkbox"/> BOI RIVERBOAT GAMING-I      |   |

**REGION 3 - BOI - NORTH DISTRICT:**

- |  |   |
|--|---|
| <input type="checkbox"/> REGION 3 COMMANDER          | <input type="checkbox"/> BOI NARCOTICS-E        |
| <input type="checkbox"/> TROOP E                     | <input type="checkbox"/> BOI NARCOTICS-F        |
| <input type="checkbox"/> TROOP F                     | <input type="checkbox"/> BOI NARCOTICS-G        |
| <input type="checkbox"/> TROOP G                     | <input type="checkbox"/> BOI DETECTIVES-E       |
| <input type="checkbox"/> TESS-HAZMAT/EXPLOSIVES-E    | <input type="checkbox"/> BOI DETECTIVES-F       |
| <input type="checkbox"/> TESS-HAZMAT/EXPLOSIVES-F    | <input type="checkbox"/> BOI DETECTIVES-G       |
| <input type="checkbox"/> TESS-HAZMAT/EXPLOSIVES-G    | <input type="checkbox"/> BOI VIDEO DRAW POKER-E |
| <input type="checkbox"/> TESS-MOTOR CARRIER SAFETY-E | <input type="checkbox"/> BOI VIDEO DRAW POKER-F |
| <input type="checkbox"/> TESS-MOTOR CARRIER SAFETY-F | <input type="checkbox"/> BOI VIDEO DRAW POKER-G |
| <input type="checkbox"/> TESS-MOTOR CARRIER SAFETY-G | <input type="checkbox"/> BOI INTELLIGENCE-E     |
| <input type="checkbox"/> BOI CHARITABLE GAMING-E     | <input type="checkbox"/> BOI INTELLIGENCE-F     |
| <input type="checkbox"/> BOI CHARITABLE GAMING-F     | <input type="checkbox"/> BOI INTELLIGENCE-G     |
| <input type="checkbox"/> BOI CHARITABLE GAMING-G     | <input type="checkbox"/> BOI INDIAN GAMING-E    |
| <input type="checkbox"/> BOI RACING INVESTIGATIONS-E | <input type="checkbox"/> BOI INDIAN GAMING-F    |
| <input type="checkbox"/> BOI RACING INVESTIGATIONS-F | <input type="checkbox"/> BOI INDIAN GAMING-G    |
| <input type="checkbox"/> BOI RACING INVESTIGATIONS-G | <input type="checkbox"/> ALL OF THE ABOVE       |
| <input type="checkbox"/> BOI RIVERBOAT GAMING-E      |   |
| <input type="checkbox"/> BOI RIVERBOAT GAMING-F      |   |
| <input type="checkbox"/> BOI RIVERBOAT GAMING-G      |   |

If your name is included on a Certification of Eligibles in accordance with your stated conditions of availability, and you decline a promotion, your name shall be removed from all promotional lists for a period of one (1) year. (Also see Procedural Order No. 205 concerning participation in merit boards.)

\_\_\_\_\_  
Name (Print)  
Revised: 06/98

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date