

## *P.O. 207 Classification System*

Effective From:	9-09-2013	Effective To:	Current
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### *G. P.O. 207 - Classification System*

#### 1. TERMINOLOGY

- i) State Police Commission
  - a) Unclassified Positions
    - 1) Those appointive positions not included in the Classified Service, as set forth in [Article X, Part IV of the Constitution of the State of Louisiana of 1974](#).
  - b) Classified Positions
    - 1) Those positions in the State Police service except those specifically placed in the Unclassified Service by the State Police Commission or exempt from the Classified Service by Article X.
  - c) Class
    - 1) Tasks, duties and responsibilities which constitute the assignment for one or more individuals whose work is the same nature which is performed at the same skill/responsibility level.
  - d) Louisiana State Police Sworn and Commissioned
    - 1) Officers All classified and unclassified personnel who have completed the State Police Training Academy course of instruction who have taken an oath of office; who possess the powers of arrest and; who are filling positions that require the exercise of police authority to include the application of special knowledge, skills, aptitude and/or considerable educational attainment, as may be necessary for peace officers.
  - e) Rank
    - 1) The status of one or more sworn officers in the chain-of-command established by the position classification plan.
  - f) Grade
    - 1) The status of one or more officers within a rank.
  - g) Superior Officer
    - 1) One having supervisory responsibilities, either temporarily or permanently, over officers of lower rank.
  - h) Commanding Officer
    - 1) One in command of the Office of State Police, Region, Troop, Bureau, Section, Unit, Office, Squad or any other subdivision of the Office of State Police.
  - i) Ranking Officer
    - 1) The commissioned officer having the highest grade or rank. Generally, officers of the same grade are ranked according to the date of their appointment to that grade; however, for a special detail and for a specific period, an officer may be designated to take command without regard to rank or position.
  - j) 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 the employee 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. Detail to Special Duty may be approved for up to one year.
  - k) Temporary Duty Assignments
    - 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 title, status or pay.

2. METHOD FOR FILLING VACANCIES

- i) Vacancies in the Department may be filled by original appointment or by promotion, reassignment, demotion, transfer, reinstatement following an appeal, restoration to duty following military service, or noncompetitive reemployment as specified in [Chapter 8 of the Louisiana State Police Commission Rules](#).
- ii) Assignments into Detailed Special Duty and Temporary Duty Assignments shall consist of:
  - a) The commanding officer over the Section in which a vacancy exists, determining whether to fill the vacancy with a temporary assignment, and if so, which type.
  - b) The commanding officer considering those officers who meet the minimum qualifications and possess general knowledge of the position to be filled.
  - c) The completion and proper routing of a Personnel Action Request for the officer selected.
- iii) Commanders shall observe pending action dates related to the appointment.

3. STATE POLICE CAREER POSITIONS

- i) The concept of the Louisiana State Police as a para-military organization continues to play an important part in its structure and operation. The widespread authority and responsibility of the State Police necessitates that all personnel be kept in a highly disciplined state of preparedness. Such a state not only includes physical condition but also an efficient internal management.

4. OFFICIAL POSITION, CLASSIFICATION, RANK AND TITLE

- i) Appointed Positions
  - a) Secretary, Department of Public Safety & Corrections Secretary
  - b) Deputy Secretary, Office of Public Safety Services, Colonel, Superintendent of State Police
- ii) Unclassified State Police Positions
  - a) Assistant Superintendent Lt. Colonel
  - b) Deputy Superintendent for Investigations Lt. Colonel
  - c) Deputy Superintendent for Support Lt. Colonel
  - d) Deputy Superintendent for Patrol Lt. Colonel
  - e) Commander of Protective Services Captain
- iii) Classified State Police Positions
  - a) State Police Command Pilot Command Pilot
  - b) State Police Major
  - c) State Police Deputy Command Pilot Deputy Command Pilot
  - d) State Police Captain
  - e) State Police Master Pilot Master Pilot
  - f) State Police Senior Pilot
  - g) State Police Lieutenant
  - h) State Police Polygraphist
  - i) State Police Technical Support Officer
  - j) State Police Pilot
  - k) State Police Sergeant
  - l) State Police Master Trooper
  - m) State Police Trooper
  - n) State Police Cadet

5. INTRA-DEPARTMENTAL CLASSIFICATION OF THE RANK OF TROOPER

- i) Each of these ranks will remain within the State Police Commission SPS level assigned to State Police Trooper.

- ii) Time used to attain ranks of Trooper will be determined by State Police service.
  - a) Trooper: 0-5 yrs, Trooper First Class: 5-10 yrs, Senior Trooper: 10-15 yrs, and Master Trooper: 15+ yrs
- 6. SPECIALIZED ASSIGNMENTS
  - i) Specialized assignments are those assignments which are characterized by increased levels of responsibility, specialized training and additional pay.
  - ii) The Department recognizes the following positions as specialized assignments:
    - a) State Police Pilot/Master Pilot/Deputy Command Pilot/Command Pilot
    - b) State Police Polygraphist
    - c) State Police Technical Support Officer.
  - iii) The Section Commander for the specialized assignment shall perform an annual review to determine whether the position should be continued. The Section Commander shall maintain the review on file for a period of three (3) years and it shall include:
    - a) The name of the specialized assignment
    - b) The purpose for the assignment
    - c) An evaluation of the initial problem or condition that required the implementation/continuation of the specialized assignment.
- 7. WAE TROOPER/INVESTIGATOR POSITIONS
  - i) WAE (When Actually Employed) Trooper and Investigator positions are re-hired at-will employees that have retired in good standing from full time service as a commissioned LSP Trooper and serve in unclassified positions at the discretion of the Superintendent.
  - ii) WAE Troopers/Investigators shall be certified through the Police Officer Standards and Training (P.O.S.T.) Council and be commissioned as officers within the Office of State Police with law enforcement authority granted in accordance with L.R.S. 40:1379.
  - iii) WAE Troopers/Investigators whose P.O.S.T. certification has expired may, at the discretion of the Superintendent, receive a "Special Officer" commission through the Department's Concealed Handgun Permit Section in accordance with the provisions of L.R.S. 40:1379.1. Those WAE Troopers/Investigators commissioned as "Special Officers" shall have the same powers and duties as a peace officer when performing those tasks requiring a special officer's commission; provided, however, that when not performing those tasks directly related to the special officer's commission, they shall be regarded as a private citizen and their commission shall not be in effect.
  - iv) All WAE Troopers/Investigators shall be required to attend annual in-service training.