P.O. 211 Disciplinary			
Effective From:	07/25/2025	Effective To:	Current

P.O. 211 – Disciplinary

1. POLICY
   i) As a public service agency, the Louisiana State Police must be accountable for the acts and omissions of its employees. The employee must also be accountable for their acts and omissions. Internal investigations and reviews are a method of ensuring accountability. These investigations and reviews may be initiated by a complaint lodged by an employee, a citizen, or a third party. The goal of this system is to review office policies, procedures, and employee conduct, and to take action to correct deficiencies.
   ii) Discipline is a method of deterring misconduct and ensuring public trust and confidence in our law enforcement officers. Discipline is viewed as a positive process to deter misconduct, change behavior, and sanction misconduct.
   iii) The procedures provided for in this policy provide a prompt, just, and open disposition of complaints against employees. These procedures are intended to encourage compliance with all policies and procedures, provide sanctions for proven misconduct, and protection from false accusations. The Department welcomes constructive and valid criticism of its policies and procedures from citizens as well as employees.
2. ROLE OF SUPERVISORS
   i) Supervisors have the best opportunity to observe the day-to-day performance of employees and learn their individual personality traits. This knowledge makes the supervisor a crucial element in the training and disciplinary procedure. While conformance to office standards is primarily the employee's responsibility, the first-line supervisor is responsible for ensuring and enforcing compliance. Supervisors shall remain alert for employee problems and shall assess and immediately address any problems or changes that may affect an employee's job performance. Supervisors should attempt to resolve minor work deficiencies through coaching, counseling, and training, and should be proactive in identifying and remedying employee problems.
   ii) Supervisors may counsel employees for minor deficiencies or infractions which do not warrant disciplinary action. Such counseling should be documented in a letter of counseling acknowledged by the supervisor and the employee. Counseling should include identifying the employee's acts or omissions that violate policy or procedure, the policies or procedures violated, and suggestions for preventing future violations. The employee should play an active role in the counseling session. Letters of counseling may be maintained in a supervisory or investigatory file; however, they shall not be included in any record which is accessible to the public. Although counseling is not a disciplinary action, letters of counseling may be used to support a disciplinary action if future violations occur.
   iii) Deficiencies in training may be corrected through in-service training or special training set up by the supervisor. Such records of training shall be maintained in a supervisory file and/or training record.
   iv) The Shift Lieutenant or anyone of higher rank may immediately relieve from duty any member of the State Police subordinate to him and assigned to their supervision, when the employee is not fit for duty, or their continued presence on the job poses an immediate threat or danger to the public safety or the efficient operations of the public service. The ranking officer taking the action shall immediately notify their Commander of the action taken, who shall cause an investigation of the employee to be undertaken.
3. DISCIPLINARY PROCEDURE
   i) Disciplinary actions are further governed by the State Police Commission or Civil Service Rules, Chapter 12, and are incorporated into and made a part of this policy. No permanent

employee shall be disciplined except in accordance with State Police Commission Rules, Civil Service Rules, and this policy. In order to protect the integrity of Public Safety Services (PSS), the imposition of discipline shall follow the Disciplinary Matrix. Any deviation from the recommended discipline ranges outlined in the Disciplinary Matrix requires written justification from the appointing authority or their designee, which shall be provided to the employee in conjunction with their decision letter. Discipline is prescribed in a progressive manner, and the nature and severity of the misconduct should dictate the level of discipline imposed. More severe levels of discipline should be imposed when lesser actions are deemed inadequate or have not achieved the desired results. One or any combination of disciplinary actions may be imposed when warranted.

ii) Disciplinary actions shall include only the following:
   a) Suspension Without Pay
   b) Reduction In Pay (Temporary or Permanent)
   c) Involuntary Demotion
   d) Dismissal

iii) Any action not specifically listed above, such as transfers, corrective actions of coaching, letters of improvement, training, or payment for lost or damaged property, is not disciplinary action.

iv) When it has been determined that an employee has engaged in misconduct which warrants discipline, the Troop/Section Commander shall make a recommendation for disciplinary action and other appropriate corrective actions. Although the appropriateness of discipline should be determined on a case-by-case basis, in determining the severity of the disciplinary action, Commanders should consider mitigating or aggravating factors, including but not limited to the seriousness of the conduct as it relates to the employee's duties and responsibilities, the employee's previous employment records, extraordinary circumstances beyond the employee's control, and action taken with respect to similar conduct by other employees.

v) A disciplinary suspension without pay shall not begin on or include the employee's regular days off, any paid holiday, or any leave taken. Except as otherwise provided by State Police Commission Rules, a disciplinary suspension without pay shall not exceed 720 working hours. Except as otherwise provided by Civil Service Rules, a disciplinary suspension without pay shall not exceed 176 working hours.

vi) The appointing authority or their designee may demote an employee to a lower rank as discipline. The employee's duties shall be changed to reflect the new classification.

vii) The appointing authority or their designee may reduce an employee's pay for disciplinary purposes.

viii) The reduction in pay may be temporary or permanent. A disciplinary reduction in pay may not reduce the employee's pay below the minimum of the employee's pay range, or below the minimum wage.

ix) The appointing authority or their designee may dismiss an employee. An employee who is subject to dismissal shall be informed in writing to contact the State Police/LASERS Retirement System for information regarding the status of retirement benefits, and the Human Resources Office for information regarding other benefits.

x) When disciplinary action is proposed, a permanent employee shall be given prior written notice of the proposed action (Loudermill letter). Such notice shall include the reason(s) for the proposed action, a description of the evidence supporting the proposed action, and advise the employee that he has seven (7) days from receipt of the letter to respond to the allegations in writing. If the employee chooses to respond, the response shall be delivered to the Internal Affairs Section. Any written response shall be considered by the Disciplinary Review Board, which may then make recommendations to the appointing authority for appropriate action.

xi) After receipt of the Loudermill letter and expiration of the opportunity to respond, a permanent employee who is disciplined shall be given prior written notice (Final Letter) of

the disciplinary action which states the action being taken and the effective date and time thereof; contains such information which will fully inform the employee of the conduct on which the action is based and which will enable him or her to prepare a defense, including where pertinent the date, time and place of such conduct, and the names of the persons directly involved in or affected by such conduct (unless their identities are protected by law, in which case, identification shall be made as permitted by law); contains notification of the employee's right to appeal the action; and advises the employee where to obtain a copy of the procedures for appealing the action. *Discipline shall not be enforced upon or served by an employee prior to the Final Letter being issued.*

4. APPEALS
   i) The State Police Commission has exclusive jurisdiction to hear appeals of disciplinary actions for LSP Troopers. The Civil Service Commission has exclusive jurisdiction to hear appeals of disciplinary actions for DPS Officers. The time limits and procedures for appealing a disciplinary action are contained in Chapter 13 of the State Police Commission/Civil Service Rules.
5. RECORDS
   i) Final letters of disciplinary actions shall be maintained in the employee's official personnel file at the Human Resources Office, and shall be deemed to be a public record. A copy shall also be maintained in the employee's Internal Affairs file. These letters shall be maintained until three (3) years after the employee separates from the office.