P.O. 236 State Police Retirement Systems			
Effective From:	4-17-2025	Effective To:	Current

JJ. P.O. 236 - State Police Retirement Systems

1. RETIREMENT PROCEDURES

i) Louisiana State Police Retirement System (LSPRS)

a) Troopers should first contact LSPRS within ninety days of intended retirement to get a retirement estimate and to determine retirement eligibility and the best date for retirement. LSPRS will assist the Trooper in determining the retirement date and preparation of all related retirement documents. Upon the Trooper's selection of an intended retirement date, they shall schedule a date with LSPRS to sign all retirement documents; such date should be set no later than forty-five days before the intended retirement date.

b) LSPRS shall draft a Letter of Intent to Retire for the Trooper's signature, which shall be provided to the Trooper at their official retirement meeting with LSPRS. This letter must contain, as applicable, years of State Police service, transferred and military time, accrued leave, total years of service, the starting date of terminal leave, if any, and effective retirement date. The Trooper will review and sign the Letter of Intent to Retire. LSPRS shall then provide the Trooper a copy of the letter and forward the letter to the Superintendent's Office and other DPS sections for processing.

c) The Trooper will provide their Commander a copy of their Letter of Intent to Retire and advise the Commander, in writing, of any request for terminal leave. The Trooper's Commander may approve up to one hundred sixty (160) terminal hours of leave that can be utilized. One hundred sixty (160) hours of terminal leave is automatically authorized if there is enough accrued annual and/or compensatory leave to cover the time. This policy does not affect the 300 hours of annual leave payable at separation. A request for more than one hundred sixty (160) terminal hours of leave must be approved by the Superintendent's Office. The request shall be made on the Additional Terminal Leave Request form provided by LSPRS. The Letter of Intent to Retire from LSPRS indicating the starting date of terminal leave and the effective retirement date must be received in the Superintendent's Office before the officer can begin their terminal leave.

d) The Trooper's assigned Troop/Section will notify the Louisiana State Police Property Coordinator and the Human Resources Office of the Trooper's intent to retire. The Property Coordinator shall provide the Troop/Section Commander with a list of equipment for which the Trooper is personally accountable. Before starting terminal leave, the Trooper must return all assigned equipment, including their vehicle.

e) The Human Resources Office will provide a Payroll Exit Questionnaire form and the Office of Group Benefits (OGB) Enrollment Change form (GB01) to the Trooper for completion. The Trooper must return both forms via email or fax to the Human Resources office prior to the prospective retirement date. The Human Resources Office will send the completed Payroll Exit Questionnaire form to LSPRS and the OGB GBO1 form to OGB for processing. The Human Resources Office will prepare and complete the Payroll Deduction Authorization Form (DPSMF 1301), based on the information the Trooper provides on the Payroll Exit Questionnaire form, the OGB Enrollment Change form, and leave information from the LaGov System, and send to LSPRS for processing.

ii) Louisiana State Employees' Retirement System (LASERS)

a) DPS Officers should contact LASERS to obtain a retirement estimate and to determine

when they are eligible to retire.

b) The DPS Officer will contact Human Resources (HR) and request the retirement application and Intent to Retire form after obtaining a retirement estimate from LASERS. The DPS officer will need to submit a copy of the retirement estimate to HR.

c) HR will assist with completing the retirement paperwork and the Intent to Retire form.

d) Upon completing the Intent to Retire form, the DPS Officer will submit a copy to HR and turn in the original to their supervisor with a Letter of Intent to Retire. Should the officer not have the Letter of Intent prepared, the Retirement System/Human Resources will assist the officer in preparing one. This letter must contain the starting date of terminal leave, if any, and effective retirement date.

e) The officer will submit the Letter of Intent to Retire to their Commander and request for terminal leave. The officer's Commander may approve up to one hundred sixty (160) terminal hours of leave that can be utilized (160 hours of terminal leave is automatically authorized if there is enough accrued leave to cover the time; however, this policy does not affect the 300 hours of annual leave payable at separation). A request for more than one hundred sixty (160) terminal hours of leave shall be made in writing through the officer's chain of command, with final approval by the Superintendent's Office. A letter from the Retirement System indicating the starting date of terminal leave, if any, and the effective retirement date must be received in the Superintendent's Office before the officer can begin their terminal leave.

f) The officer's assigned Troop/Section will notify the Louisiana State Police Property Coordinator of the officer's intent to retire. The Property Coordinator shall provide the Troop/Section Commander with a list of equipment for which the officer is personally accountable. Before starting terminal leave, the officer must return all assigned equipment, including their vehicle.

2. EQUIPMENT ACCOUNTABILITY AND TRANSFER

i) The Louisiana State Police Property Coordinator will coordinate with Police Logistical Services and Technology and Communications Support (TCS)/Mobility and Communication Services (MCS) to provide the requesting Troop/Section with a list of state owned equipment held under the officer's personal accountability record. This list will include the cost of each item.

ii) All officers shall return all assigned equipment to LSP Police Logistical Services located at Headquarters – Baton Rouge.

iii) Each officer shall schedule an appointment to drop off all issued equipment through the TCS SharePoint site in the "Employee Exit Portal".

iv) Any shortages or discrepancies will be noted and the officer will be informed. In accordance with section 4 of this order (Retiree's Weapons Purchase) a qualified retiring officer who desires to purchase their primary handgun, backup handgun and/or rifle at fair market value will be allowed to do so.

a) If a qualified officer retires from the department and is subsequently rehired in another commissioned position, they will not be eligible to purchase additional weapons unless they have twenty years of active service in their new position.

v) The officer must submit an incident report for damaged or missing equipment to their Commander. The Commander will provide a recommendation stating whether or not the officer was negligent. Should the Commander determine that the officer was negligent, a recommendation shall be made that the officer reimburse the Department for the cost of the damaged or missing equipment. The Commander's recommendation along with the officer's incident report will then be forwarded through the chain of command. Should the officer be

found to be negligent, they will be required to reimburse the state for the damaged or missing equipment.

vi) The Property Coordinator will initiate a letter to Human Resources, Office of Management and Finance, to request the amount of recommended reimbursement to be withheld from the officer's final paycheck. The Payroll Manager, in the event of damaged or missing equipment, will deduct the appropriate amount from the final payroll check. The final paycheck will be a paper check mailed directly to the officer's retirement address.

vii) When equipment is returned and/or transferred to another officer, a Property Control Transfer Form (DPSMF 1521) will be completed, signed by the receiving officer/troop/section and the original sent to the Property Coordinator. This will clear the equipment accountability record of the retiring officer. Once the equipment has been accounted for, the Troop/Section shall sign the release papers. The Troop/Section will be responsible for the equipment until it is returned to the appropriate section. The return of the equipment to the appropriate sections should be accomplished within two (2) weeks.

3. RETIRED IDENTIFICATION CARD

i) Before their retirement date, the officer should refer to the LSP Website, http://www.lsp.org/retired.html, for the procedures necessary to obtain and submit the Retired Identification Card Application (DPSSP 6679). Any request for additional information should be directed to Internal Affairs.

ii) Before an officer can apply for a Retired Identification Card, they must have at least 10 years of full-time service with the Department.

iii) Officers must be in good standing at the time of separation from the Department. Officers who leave while under investigation, or in lieu of disciplinary action, may not be eligible for a Retired Identification Card.

iv) Officers who receive a medical retirement may be eligible to receive a Retired Identification Card.

v) Retired officers who meet all the exemptions under LRS 14:95(G) may be authorized to carry a concealed handgun.

4. RETIREE'S WEAPONS PURCHASE

i) LRS 11:1307B and LRS 11:609 state that any officer who qualifies to retire with at least twenty years of active service with the Department shall be entitled to purchase their primary handgun, backup handgun and/or rifle at fair market value upon retirement and separation of service. The value of the weapon to be purchased will be determined by the Commander of Police Logistical Services. This value will be calculated based off the current replacement cost of the weapon (the current cost of purchasing the same weapon brand new and the life expectancy of the weapon).

ii) If the qualifying member was unable to purchase their firearm prior to their death, an immediate family member has the right of first refusal to purchase the firearm unless the immediate family member is prohibited from possessing a firearm under the provisions of LRS 14:95.1 or any other state or federal law. The order of precedence is outlined in LRS 11:1307B(2).

iii) The final approval for the purchase of a retiree's weapon(s) shall be at the discretion of the Superintendent.

iv) The following procedures shall be utilized by an officer desiring to purchase their primary handgun, backup handgun and/or rifle:

a) The officer must submit a Retiree Weapons Purchase Request Form (DPSSP 4380) to Internal Affairs requesting approval to purchase their primary handgun, backup handgun and/or rifle at least thirty (30) days prior to retirement.

b) If the purchase is approved, the officer will be notified by the Commander of Police Logistical Services and advised of the purchase price.

c) When the officer is completing the checkout process for retirement, he will present the approval letter and payment to the Office of Management and Finance.

d) The weapon(s) and a copy of the receipt will be submitted to Police Logistical Services.

e) Once all paperwork is completed by the Department and approved by the Superintendent, the Commander of Police Logistical Services will notify the officer that he may pick up the weapon(s) from Police Logistical Services.

v) The following procedures will apply to a surviving immediate family member desiring to purchase the service weapon of a deceased officer:

a) The family member must submit DPSSP 4380 to Internal Affairs, requesting approval to purchase the deceased officer's primary handgun, backup handgun and/or rifle.

b) Internal Affairs will coordinate with Operational Development to verify the family member's relationship to the deceased officer and ensure they are authorized to purchase the firearm(s) as outlined in LRS 11:1307B.

c) If approved, Internal Affairs will coordinate with the Commander of Police Logistical Services to transfer the firearm(s) to an FFL dealer of the family member's choice. Police Logistical Services will supply the family with an approval letter and advise the family member of the purchase price.

d) The family member will submit the approval letter and payment to the Office of Management and Finance.

e) Once all paperwork is completed by the Department and approved by the Superintendent, the Commander of Police Logistical Services will notify the family member that they may pick up their weapon(s) from the designated FFL dealer.

f) The family member will then complete the transaction (including background check) with the FFL dealer, who will transfer the weapon(s) to the family member.

vi) Under no circumstances will any retiring officer or family member maintain possession of any Department firearm(s) until they have received notification from the Commander of Police Logistical Services that the purchase of the weapon(s) has been approved.

vii) A retiring officer who is still in possession of their original Smith and Wesson revolver(s), four inch and/or two and one-half inch, will be allowed to purchase one or both for 10% of their original cost.