

P.O. 1101 Administration

Effective From:	7-15-2012	Effective To:	Current
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A. *P.O. 1101 - Administration*

1. SHIFT LIEUTENANT AUTHORITY

- i) The Shift Lieutenant's authority is delegated from the Troop Commander and shall aid him by making recommendations for the betterment of the shift, the Troop, and the Office of State Police. He shall maintain supervisory standards consistent with the policy and procedures set forth by the Office of State Police.
- ii) The Shift Lieutenant may relieve from duty, pending investigation, any commissioned officer of the State Police subordinate to him and assigned to his supervision for any infraction of any rule, regulation, policy or procedure whenever the situation warrants immediate removal of said subordinate. Such removal shall be reported to the Commanding Officer as soon as possible after the occurrence in order to initiate an immediate investigation, which will be forwarded to the Superintendent. Such notification shall be followed up in writing sufficiently detailing events, facts and circumstances which warrant such action, in accordance with State Police Commission rules.

2. SHIFT LIEUTENANT RESPONSIBILITIES

- i) The Shift Lieutenant is responsible for the efficient operation of his shift.
- ii) He shall ensure that all policies, procedural orders, operational memoranda or directives from administrators of the Office of State Police are adhered to by all personnel under his command.

3. SHIFT LIEUTENANT DUTIES

- i) Confer with the off-going Shift Lieutenant on matters needing immediate attention and/or pending action.
- ii) Ensure that a supervisor or senior officer is always assigned to desk duties.
- iii) Assign field personnel selectively to those areas with a high incidence of crashes. Consideration will be given to these areas using crash experience by time of day, day of week, and violations causing crashes. He shall also consider heavy traffic flow routes and the need for officers in the direction and control of this traffic. These assignments shall be made in cooperation with and upon the approval of the Troop Commander, who will communicate his commands through regular Troop staff meetings and/or the Traffic Stat program.
- iv) Review issued citations, crash reports and the officer's Daily Activity Report for accuracy. His initials, or signature, shall be affixed on each report reviewed. He may delegate this duty to the Shift Sergeant.
- v) Familiarize himself with new policies, procedural orders, operational memoranda, directives, teletypes and wanted bulletins and disseminate this information to his shift.
- vi) Give the desk sergeant instructions and information for the day.
- vii) Continuously be observant and note conditions of the roadway, traffic flow and heavy crash locations. He shall report problems to the proper authorities for correction or assign personnel to address the problems.
- viii) Supervise as well as aid in the investigation of all fatal and serious injury crashes, whenever possible, and ensure that notification of next of kin in fatal crashes is made.
- ix) When available, investigates all fleet crashes involving State Police vehicles that occur on his shift in compliance with Fleet Safety Policy. If circumstances delay the Shift Lieutenant's response to a fleet crash or fleet incident and a Sergeant is unavailable, the Lieutenant shall assign a trooper to the investigation. A statement shall be submitted with

the Fleet Report explaining the factors that necessitated a trooper's investigation of the event. Individual Section supervisors will investigate all fleet incidents involving their personnel that do not involve traffic matters.

- x) Respond to all critical incidents.
 - xi) Conduct quarterly inspections of personnel on his shift.
 - xii) Investigate all complaints against personnel on his shift, or otherwise as directed by the Troop/Section Commander. Minor complaints may be delegated to the Shift Sergeant.
 - xiii) Conduct performance planning and review sessions of Shift Sergeants.
4. **SHIFT SERGEANT AUTHORITY**
- i) The Shift Sergeant's authority is delegated from the Shift Lieutenant.
 - ii) The Shift Sergeant shall report infractions of rules, regulations, policy or procedure by any commissioned officer of the State Police to the Shift Lieutenant.
 - iii) In the absence of a Shift Lieutenant, a Sergeant shall carry out the duties and responsibilities of the Shift Lieutenant.
5. **SHIFT SERGEANT GENERAL DUTIES**
- i) The Shift Sergeant shall:
 - a) Confer with the Shift Lieutenant on matters needing immediate attention and/or are pending action.
 - b) Relay directions/assignments and other information from the Shift Lieutenant to shift personnel.
 - c) Familiarize himself with new procedural orders, operational memoranda and directives at the beginning of each tour-of-duty and convey such to shift personnel.
 - d) Inspect all personnel for appearance.
 - e) Inspect units for needed maintenance, damage and cleanliness.
 - f) Answer inquiries and always be receptive to recommendations from personnel under his command.
 - g) Provide information to the Shift Lieutenant for job performance evaluations of shift personnel.
 - h) Conduct performance planning and review sessions of Troopers under his supervision.
 - i) Maintain the desk log which shall reflect the status of all personnel on the shift and all other information required by this order.
 - j) Determine the appropriate response code and dispatch the appropriate number of officers required to handle a specific incident based upon:
 - 1) The threat of injury to officers or bystanders.
 - 2) The severity of the incident and the need of additional officers to secure the scene.
 - 3) The location of the incident requiring an enhanced response to expedite the flow of traffic.
 - k) Dispatch wreckers, when needed and maintain the wrecker log.
 - l) Handle incoming telephone calls.
 - m) Complete physical inspections of and assign serial numbers to trailers brought to the Troop.
 - n) Assign off-duty escorts and maintain the off-duty escort log.
 - o) Issue ticket books.
 - p) Issue pool units.
 - q) Release stored vehicles.
 - r) Maintain Troop security.
 - s) Assist and direct citizens who come to the Troop.
 - t) When needed, supervise and coordinate activities of communications specialists and officers.
 - u) Keep the Shift Lieutenant informed of all shift activity.

- v) Upon completion of pre-shift activities, concentrate on field supervision, routine observation and enforcement patrol.
- w) Check on field personnel to ensure that they are on their assigned routes.
- x) Observe and note conditions of the roadway, traffic flow and high frequency crash locations. Report problems to the proper authorities or to the Shift Lieutenant for correction.
- y) Whenever possible, assist the Shift Lieutenant in the investigation of all fatal and serious injury crashes.
- z) Investigate all fleet crashes involving State Police vehicles when the Shift Lieutenant is unavailable.

6. DESK LOG

- i) A Desk Log entry shall be made for all calls for service and those activities outlined below. The ten (10) digit control number generated by the entry shall be utilized to reference the event. It shall be the responsibility of the Shift Supervisor to monitor and ensure that all required information is properly entered into the Desk Log during his tour of duty. Such information includes:
 - a) Names of officers working extra details, the name of the details and the assigned work area.
 - b) Traffic crashes:
 - 1) Time of the report.
 - 2) Parish in which the crash happened.
 - 3) Signal code assigned to the crash (20, 20I, or 20F).
 - 4) Unit assigned to the crash.
 - 5) Location of the crash.
 - 6) Highway or roadway name or number.
 - 7) Milepost, if applicable and available.
 - 8) Nearest intersection.
 - 9) Unit or units assigned to assist.
 - 10) Vehicle Information.
 - 11) Driver Information.
 - 12) Name(s) of wrecker services.
 - 13) Name(s) of hospital(s) to where injured taken.
 - 14) Reason no report needed, if applicable.
 - c) Physical arrests:
 - 1) Name, date of birth, driver's license number, sex and race of the arrested person.
 - 2) Time and location of the arrest.
 - 3) Charges filed.
 - 4) Place of incarceration.
 - 5) Unit number of officer making the arrest.
 - 6) Disposition of the arrested person's vehicle.
 - d) Public Assists:
 - 1) An entry shall be made for those public assists where an officer calls for an additional public service, which entry shall include:
 - (i) Date and Time of Incident.
 - (ii) Location.
 - (iii) Vehicle plate or description.
 - (iv) Parish.
 - (v) Reporting officer and assisting officers.
 - (vi) Disposition.
 - (vii) Comments, if required.
 - e) Sick leave notification by employees:
 - 1) Time the employee calls in sick.

- 2) Name of the employee calling in sick.
- 3) Nature of the illness.
- 4) Where the employee can be contacted.
- f) Victim / Witness Assistance:
 - 1) Time and date of occurrence.
 - 2) Contact Telephone Number.
 - 3) Parish of Occurrence.
 - 4) Type of Service Requested.
 - 5) Type of Service Issued.
 - 6) Corresponding Arrest or Crash Report Number.
 - 7) The Victim/Witness' name, address and phone number.
 - 8) Brief Narrative of conversation.
 - 9) Action Taken.
- g) Employee of the Department is injured on the job:
 - 1) Time of the injury or report of injury/incident/crash.
 - 2) Location of the incident or crash.
 - 3) Name of the injured employee.
 - 4) Nature and extent of the injury.
 - 5) Disposition of the injured employee.
- h) Requests for VIP security assistance:
 - 1) Time of the request.
 - 2) Name of the requesting party.
 - 3) Details of the request.
 - 4) Unit assigned to comply with the request.
 - 5) Time of the completion of the detail.
- i) Major events or incidents (Haz-Mat, Derailment, etc.):
 - 1) Time.
 - 2) Location.
 - 3) Units assigned.
 - 4) Disposition.
 - 5) References to other reports or teletype messages.

7. TRAFFIC STAT PROGRAM

- i) To reduce the number of traffic collisions and improve the quality of life for motorists of Louisiana, the Department has implemented the Traffic Stat program. The electronic desk log at each Troop contains the "Traffic Stats" icon. Troops may utilize the information entered into the desk log to comply with this order.
- ii) The goals of the Traffic Stat program are:
 - a) Identify locations where crashes are most likely to occur.
 - b) Design an effective crash analysis program to determine the primary factors that contribute to traffic crashes at those locations.
 - c) Maintain constant analysis so that problems can be addressed immediately.
 - d) Develop effective countermeasures to correct hazardous conditions.
 - e) Implement a public information and education campaign to help the public avoid traffic dangers and crash risks.
 - f) Institute a highway incident management program.
 - g) Develop and sustain cooperative partnerships with DOTD, community groups and other law enforcement agencies.
- iii) Each Troop shall:
 - a) Identify the areas where crashes are most likely to occur. Factors that should be used in labeling these areas are:
 - 1) Location of the crashes.
 - (i) Number of crashes.

- (ii) Number of hazardous moving violations committed.
 - (iii) Amount of traffic.
 - (iv) Input from road troopers.
 - (v) Public complaints.
 - 2) Time of the crashes.
 - b) Conduct a Traffic Crash Analysis Each Troop shall compile data to determine the high crash locations
 - c) Implement a Plan to Reduce Crashes
 - 1) Enforcement measures:
 - (i) Target enforcement of unsafe driving violations at specific times of day, days of the week, or locations identified as crash-prone.
 - 2) DOTD:
 - (i) Change the timing of a traffic light; add a turn arrow; install signs or barriers; paint new pavement marking, etc.
 - 3) Education:
 - (i) Public information and education campaigns are conducted to increase the public's awareness of traffic hazards and crash risks.
 - d) Conduct a Traffic Enforcement Analysis
 - 1) Each Troop shall establish a traffic enforcement program that determines when, where, and why citations are being written by analyzing:
 - (i) Tickets issued in high crash locations.
 - (ii) General enforcement tickets.
 - (iii) DWI enforcement from patrol and checkpoints.
 - (iv) Seatbelt enforcement from patrol and checkpoints.
 - (v) Compulsory Insurance enforcement from patrol and checkpoints.
 - e) Implement Selective Enforcement Techniques and Procedures
 - 1) Each Troop shall use the data compiled from the analysis of crashes and traffic enforcement to determine the techniques necessary for proper enforcement. The selective enforcement may include but is not limited to:
 - (i) Assigning officers to certain locations.
 - (ii) Changing the way runs are determined.
 - (iii) Allocating manpower differently for each shift.
 - (iv) Checkpoints.
 - f) Conduct an Annual Evaluation of the Selective Enforcement Activities
 - 1) The Troop must determine:
 - (i) The areas of concern.
 - (ii) The procedures and enforcement measures needed to correct the problem.
 - (iii) The enforcement measures that could be implemented.
 - (iv) If a change in traffic conditions, i.e. construction, new signage, etc., contribute to the problem.
 - (v) If DOTD could help correct the problem.
 - (vi) If all possibilities were exhausted.
 - iv) Troop Commanders shall ensure that a copy of the annual analysis remains on file at the Troop for a period of at least five (5) years.
8. BREATH-ALCOHOL TESTING FIELD SUPERVISOR (BAS)
- i) Selection and Assignment
 - a) Troop Commanders will coordinate with Applied Technology in the selection and training of a Breath-Alcohol Testing Field Supervisor.
 - 1) The Troop Commander will assign at least one additional officer as a BAS.
 - 2) In the absence of the BAS, the BAS alternate will ensure continuity of BAS duties on a yearly basis.
 - b) It is not intended that the BAS have authority over existing lines of supervision.

- 1) The title of supervisor is restricted to staff and support duties that relate to breath-alcohol testing; however, this is not to imply the BAS must relinquish the privileges afforded him according to his rank.
 - ii) Duties and Responsibilities
 - a) The Troop Commander shall:
 - 1) Designate the BAS. The Shift Lieutenant or Shift Sergeant, shall check all DWI paperwork for completeness and correctness.
 - 2) Ensure that any DWI testing demonstrations are approved by the Applied Technology Supervisor.
 - b) The BAS shall:
 - 1) Review Troop Intoxilyzer logbooks to ensure that all information is completed properly and a copy mailed to Applied Technology on a monthly basis.
 - 2) Inspect Troop instruments weekly to ensure that the instruments and supplies are clean and properly stored.
 - 3) See that ample quantities of all supplies and forms used by the Troop are available.
 - 4) Report any problems concerning chemical testing and court cases to Applied Technology immediately.
 - iii) Educational Requirements
 - a) The Applied Technology Unit will be responsible for the management of BAS in-service training and ensure that the requirements of the Department Chemical Testing Program are met.
9. LOUISIANA AMBER ALERT
 - i) The Department is an active participant in the "Louisiana Amber Alert System." The program is designed to provide a rapid response to the most serious child abduction cases.
 - ii) The Amber Alert Plan is:
 - a) Only activated by law enforcement agencies.
 - b) Only used for serious abduction cases involving children under the age of 17.
 - iii) Should not be used for runaway or most parental abduction cases unless the circumstance is life-threatening to the child.
 - iv) A completed [Louisiana Amber Alert System Initial Reporting Form](#) must be submitted to Troop F either via electronic mail or fax as soon as possible. Questions concerning the Amber Alert program should be directed to Public Affairs.
 - v) The Department's State Amber Plan Coordinator is appointed by the Superintendent and shall:
 - a) Represent the Governor's Office through the Superintendent.
 - b) Coordinate training through the Department of Justice for all Louisiana law enforcement agencies on matters pertaining to the Amber Alert Program and the National Center for Missing and Exploited Children.
 - c) Coordinate through the National Association of Broadcasters with each state's association to create an Amber Alert network and develop guidance on criteria for issuing an Amber Alert.
 - d) Serve as the liaison for the State of Louisiana with the Department of Justice for matters pertaining to the Amber Alert Program.
10. NIXLE COMMUNICATION
 - i) Nixle is a community information service which is used to communicate with the public through cellular text messaging.
 - ii) The Troop Executive Officer or his designee shall be responsible for maintaining the operation of the Nixle account.
 - a) The following personnel shall have access to their corresponding LSP Nixle account.
 - 1) Desk Sergeants and above
 - 2) Public Information Officers

- b) At the discretion of the Troop/Section Executive Officer, other personnel may be allowed access to their corresponding LSP Nixle account.
- c) Only information of immediate importance shall be disseminated through Nixle, which includes and is limited to the following:
 - 1) Crashes/incidents with extended road blockage or closures.
 - 2) Haz-Mat incidents requiring extended road blockage or closures.
 - 3) Amber/Silver alerts
 - 4) Evacuations
- d) Due care should be used when releasing any information through Nixle. Information dealing with investigations, traffic stops, or unverified information shall not be released.