

P.O. 1404 Training Academy & JESTC Lodging / Facility Rental Procedures

Effective From:

07-22-2019

Effective To:

Current

D. P.O. 1404 – Training Academy & JESTC Lodging / Facility Rental Procedures

1. PURPOSE

- i) This policy provides rules and procedures for training and lodging facilities maintained by the department. Training facilities are utilized for training departmental personnel and may be rented by other agencies or groups in accordance with rental procedures outlined in this policy. Lodging facilities are only approved for use by departmental personnel or other persons attending or providing approved training or in conjunction with an ongoing operational response to an event unless otherwise authorized by the Appointing Authority or his designee.

2. TRAINING ACADEMY & JESTC LODGING / FACILITY RENTAL

i) PROCEDURES

- a) All lodging and facility rentals for the Donald J. Thibodeaux Training Academy will be coordinated through the T.A. Administrative Program Specialist A or designee.
 - 1) In the event the T.A. Administrative Program Specialist A is unavailable, the following Training Academy Staff members are responsible for the coordination of lodging / facility rental in descending order:
 - (i) Executive Officer (Lieutenant)
 - (ii) Administrative Supervisor (Sergeant)
 - (iii) Training Supervisor (Lieutenant)
 - (iv) Commander (Captain)
- b) All lodging and facility rentals for the JESTC Training Facility will be coordinated through the Administrative Program Specialist A or designee.
 - 1) In the event the Administrative Program Specialist A is unavailable, the following JESTC staff members are responsible for the coordination of lodging / facility rental in descending order:
 - (i) Administrative Program Director 1
 - (ii) Facility Director
 - (iii) Professional Training Services Supervisor (Lieutenant)
 - (iv) Commander (Captain)
- c) Emergency lodging at the Donald J. Thibodeaux Training Academy or the JESTC Training Facility in response to a critical incident and / or natural disaster for Department personnel or first responders shall be at the discretion of the Appointing Authority or his designee.
 - 1) Emergency lodging priority will be given to DPS / LSP first responders, critical support personnel, and immediate family members in the affected area(s) of the critical incident and / or natural disaster.
- d) The sale of alcoholic beverages at JESTC is strictly prohibited. Any alcohol consumption during a special event at JESTC must be approved by the Section Commander or Command Inspector of Training or his designee at least 24 hours prior to the event. Approval must be sought for each day the Client wishes to provide alcohol at JESTC. Approval for one event shall not constitute approval for all days the Client is utilizing the facility. All alcohol consumed at JESTC must be provided by the host free of charge to the guests. Alcohol consumption at JESTC will be restricted to the Recreational Room (Room 207) and the patio. No alcohol shall be stored or consumed in any of the overnight rooms. If a caterer provides food and alcohol, the caterer must possess a valid alcohol license or permit as required by state or local law.

- 1) A duty officer must be present during any function that involves the consumption of alcohol at JESTC. The duty officer must be approved by the Section Commander or Command Inspector of Training or his designee. The cost of the duty officer will be charged to the Client at the duty officer's overtime rate.
 - 2) It shall be the responsibility of the duty officer to ensure that all alcohol containers are removed from the Recreational Room (Room 207) and the patio at the end of the function. Unopened alcohol will be secured in a locked vehicle or inside a locked room that offenders do not have access to. Empty bottles and cans will be placed in the dumpster outside of the Staff Development Center.
 - 3) Special events at JESTC approved for alcohol consumption will end no later than 10:00 p.m. unless otherwise approved by the Section Commander or Command Inspector of Training or his designee.
- ii) RENTAL FEES
- a) All fees for lodging and facility rental shall be in accordance with Louisiana Administrative Code 55:3.301.
 - b) The Training Academy / JESTC Commander shall have the authority to waive or reduce facility rental fees and / or lodging fees if it is in the best interest of, and clear benefit to the Department. A reason why a fee was waived or reduced will be documented and maintained on file.
 - c) Methods of payment:
 - 1) Personal or Business Checks
 - 2) Interagency Transfers (IAT)
 - 3) Credit Cards
 - 4) Money Orders
 - 5) Cash (JESTC only)
 - d) All lodging and facility rentals should be entered into the "RoomMaster – Property Management Software." Each rental should include at a minimum the following information:
 - 1) The name of the individual and the associated agency
 - 2) Contact telephone number
 - 3) Purpose of rental
 - 4) Dates of rental
 - 5) Classroom number or Dormitory room number
 - 6) Fee charged
- iii) FEE DEPOSIT
- a) Administrative Procedures:
 - 1) All payments received shall be posted in the "RoomMaster – Property Management Software" against the applicable charge.
 - 2) All payments (checks / money orders / cash) are then reconciled for deposit. All bank deposits will be made by a staff member designated by the Training Academy / JESTC Commander.
 - 3) Once the deposit is made, the designated staff member will make a copy of the deposit slip and create a spreadsheet of the deposit and send it to the DPS Office of Management and Finance.
 - 4) Copies of receipts, checks, money orders, cash, deposit slips, and spreadsheets are retained in accordance with the Department's record retention policy.

3. HEADQUARTERS BUILDING CLASSROOM RESERVATIONS

i) PROCEDURES

- a) These Classrooms are for the use of departmental personnel to conduct work related meetings, training sessions or hearings unless otherwise authorized by the Appointing Authority or his designee.
- b) All reservations of the Louisiana State Police (LSP) Headquarters Building first floor classrooms (A, B, C, and D) are coordinated through the LSP Superintendent's office.
- c) All reservations of Classroom 3000, located on the third floor of the Louisiana State Police (LSP) Headquarters Building, are coordinated through the office of the Deputy Superintendent of Investigations.