

NOTICE OF REVISION/CHANGE

TO

POLICY AND PROCEDURE MEMORANDUM #19

SUBJECT: LAW ENFORCEMENT CERTIFICATION

TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: APRIL 29, 1981; REVISED JUNE 9, 1987; REVISED APRIL 24, 1990

REVISION DATE: **March 1, 2001**

This memorandum supersedes and replaces all previous information included in PPM #19 originally issued April 29, 1981. The current PPM is to be replaced in its entirety by this revised issue.

To obtain forms refer to PPM #50.

The substantive change is the requirement that all Office of State Parks commissioned officers re-qualify annually during the annual law enforcement in-service training.

A black and white image of a handwritten signature, which appears to be "Doug Anderson", written in cursive script. The signature is positioned above a horizontal line.

This is revision No. 3 to this PPM with an original effective date of April 29, 1981.

IMPORTANT:

Insert this revision notice in PPM file preceding all other information on this subject to maintain a current document file.

POLICY AND PROCEDURE MEMORANDUM NO. 19

SUBJECT: LAW ENFORCEMENT CERTIFICATION

TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: APRIL 29, 1981

POLICY:

To maintain certification of all law enforcement personnel in accordance with the requirements established by the Council on Peace Officer Standards and Training (P.O.S.T.).

BACKGROUND:

The Louisiana Revised Statutes of 1950, Chapter 6, Section 1688, provides that the Secretary of the Department of Culture, Recreation and Tourism may appoint competent men to serve as State Park Wardens.

State Park Wardens shall, in addition to the authority otherwise conferred by law upon such officers, be vested with the same authority and powers conferred by law upon regular law enforcement officers of this state while such Wardens are acting within the course and scope of their duties and on property subject to the jurisdiction of the Department of Culture, Recreation and Tourism, Office of State Parks.

State Park Wardens shall have specific authority and responsibility to enforce all rules and regulations of the Department of Culture, Recreation and Tourism, Office of State Parks, and all laws of the State of Louisiana within the limits of their jurisdiction.

Duly commissioned State Park Wardens may carry concealed or exposed weapons while acting within the course and scope of their duties.

PROCEDURE:

A. Certification

The Office of State Parks maintains a Law Enforcement Manual which stipulates procedures, requirements, and conditions by which agents may be certified as "State Park Wardens" and procedures that must be met pursuant to this certification.

Once these conditions have been met, the incumbent will be formally certified by the Chief of Operations and approved by the Assistant Secretary for recognition as a "State Park Warden". This procedure will be accomplished by completion of Form LE-1.

Following certification, the Secretary of the Department of Culture, Recreation and Tourism may certify the applicant as a "State Park Warden" pursuant to Chapter 6, Section 1688 of Title 56 of the Revised Statutes of 1950, Form LE-2.

These conditions are generally recognized as the "primary requirements" of the Civil Service classification of State Park Ranger I. Once these conditions have been met and the incumbent is certified as a State Park Warden, he shall then proceed to the advanced requirements of a State Park Ranger I, which are completion of a 160 hour on-the-job training law enforcement program involving training within the district to which he is to ultimately be assigned.

Once both the preliminary requirements and the advanced requirements of the State Park Ranger I classification have been successfully met, the Chief of Operations and the Assistant Secretary will certify to the Personnel Officer of the Department of Culture, Recreation and Tourism (Form LE-3) that the incumbent has met the training requirements necessary to meet the qualifications for the State Park Ranger II position, and pursuant to this recommendation, the incumbent is therefore eligible for promotion to that status, assuming funds are available for the implementation and assuming that he meets all other recognized Civil Service requirements for promotion.

A State Park Warden commission is automatically rescinded and cancelled if the incumbent leaves the employment of the agency for any reason. In addition, if the incumbent is placed on a leave status for disciplinary reasons or if the incumbent fails to properly discharge the duties and responsibilities of the position, the Secretary may rescind or cancel the Warden commission.

It should be expressly understood that the State Park Ranger I may enforce park rules and regulations but shall not issue citations, carry a sidearm, or be authorized any other law enforcement authority prior to the completion of the preliminary requirements as herein stipulated and certification by the Secretary as a State Park Warden under Title 56, Chapter 6 of the Louisiana Revised Statutes of 1950.

To ensure the proper recording of LE officers records in the officer's personnel file, the following process will be used:

1. The officer's supervisor will secure source documents for all the officers in training as listed on form J-35 and send them to the Administrative Office through the normal chain of command.
2. The form J-35 must have a source document attached as described below for each step.
 - (a.) When a new officer is employed, submit a 305 form attached to a J-35 to begin the LE file on this officer.
 - (b.) When a new officer is employed, attach a Condition of Employment Statement to a J-35 to verify that the officer has signed the statement.
 - (c.) Upon completion of his/her training in fee collection, maintenance, and rules interpretation, the Manager of that facility will submit a letter verifying this phase of training.
 - (d.) Upon notification from a P.O.S.T. certified training academy, the Chief of Operations will submit to the Manager applications for this school who will, in turn, fill out the applications and return to the Chief of Operations for processing.
 - (e.) When the officer successfully completes the school, a certificate of completion shall be submitted. As part of the documents, there shall be verification of the firearms score and first aid certification.
 - (f.) Submit a dated receipt or affidavit that the officer has purchased a duty weapon which meets the requirements of this office.
 - (g.) Along with the documents described in Section F, supply the serial number of the duty weapon that the officer is to utilize in his work.

- (h.) The Manager shall submit to this office a letter stating that the officer has completed the necessary hours of on-the-job training in law enforcement.
- (i.) The Manager shall verify by letter that a uniform has been issued to the officer.
- (j.) If the officer is transferred to another facility, it shall be documented through the use of a 301 form submitted by the Manager of the facility to which the officer is to be transferred.
- (k.) When an officer leaves the employment of the Office of State Parks, a letter shall be submitted verifying the date of this action.
- (l.) The Manager shall verify that all uniform parts are returned by the officer leaving the employment of the Office of State Parks.
- (m.) If there are any items that are not identified with the above topics, use this space for the description of such topics.

Although all LE files will be maintained as a part of the officer's permanent personnel file, it is advised that all Managers maintain a duplicate file on site.

B. Firearms re-qualification for all law enforcement personnel

Beginning March 1, 2001, every Office of State Parks commissioned officer will be required to re-qualify annually with his/her approved duty weapon during the annual law enforcement in-service training. Prior to the training, all law enforcement personnel are encouraged to practice with their duty weapons. Those needing assistance (practice rounds, instruction, etc.) preparing for re-qualification should request assistance from their supervisor who will process the request through the normal chain of command. A certified firearms instruction will evaluate all commissioned officers in accordance with P.O.S.T. standards.

Receiving and maintaining P.O.S.T. certification is a mandatory job requirement for all state park wardens. Failure to re-qualify may result in re-assignment, demotion or dismissal.

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