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LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

PHILLIP J. JONES  
SECRETARY

MATTHEW A. JONES  
UNDERSECRETARY

## HUMAN RESOURCE MEMORANDUM NO. 01-060

**August 13, 2001**

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT: NEW AND REVISED DEPARTMENTAL POLICIES:**

- 1. Prohibiting Possession and use of Dangerous Weapons in the Workplace**
- 2. Violence-Free Workplace Policy**
- 3. Vehicle Operation Policy**

In accordance with the rules and regulations of the Office of Risk Management (ORM), two new policies and one policy revision have been approved by Secretary Phillip Jones for implementation into the operations of each office within this department.

*The attached policies must be disseminated to all employees in your office.* Please follow these procedures for dissemination:

**Current Employees:** Employees should sign the attached policy acknowledgment form after they have read the policies. Please forward these acknowledgments to the Human Resources Office, where they will be filed in the employees= personnel folders.

**New Employees:** The new policies have been added to the revised New Hire Checklist and Employee Policy Acknowledgments (both forms are attached). Please begin using these new forms and policies for new employee orientation.

If you have any questions, please call the Human Resources Office at (225) 342-0880.

Attachments

**Please Post and Circulate**

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