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OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF MANAGEMENT AND FINANCE

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## HUMAN RESOURCES MEMORANDUM NO. 2012-035

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

**FROM:** Rikki Nicole David, SPHR *(RND)*  
Human Resources Director

**SUBJECT:** Policy Revisions

**DATE:** December 14, 2012

The following policy revisions have been made, effective December 13, 2012:

- **PPM #17, Vehicle Operation Policy**  
This policy has been revised in accordance with the Office of Risk Management's Driver Safety guidelines to **prohibit the use of Wireless Telecommunication Devices while driving on state business**. The term Wireless Telecommunication Device includes any type of instrument that is capable of transmitting or receiving messages, including but not limited to cell phones, laptops, iPads, Kindles, text-messaging devices, etc.

In accordance with the policy, it is also now permissible for a Department Head to designate a contractor as an authorized driver.

- **PPM #11, Substance Abuse and Drug-Free Workplace Policy**  
This policy has been revised in order to add the Office of State Museum's Police personnel to the random drug testing pool due to the agency's requirement that these employees certify for and carry a weapon (as needed).

The policy changes noted above may be accessed on OLG/DCRT's intranet (Channel Z), which is located at <http://www.crt.state.la.us/HR/Policies.aspx>. The policies are also attached for your convenience.

Should you have any questions regarding the above policies, please contact the Human Resources Division at (225) 342-0880.

RND:ap  
Attachments

c: Personnel Liaisons

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