

LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
SUPPLEMENTAL PAYMENTS TO LAW ENFORCEMENT PERSONNEL
STRATEGIC PLAN

FISCAL YEAR 2011 - 2012 through 2015 - 2016

MISSION

The mission of this agency is to satisfy all constitutional and statutory requirements in regards to State Supplemental Pay. Supplemental Payments to Law Enforcement Personnel is divided into three programs specifically targeting three groups: municipal police officers, firefighters, and constables and justices of the peace. Each program strives to achieve the same goal.

GOAL

I. To comply with the statutory requirements governing state supplemental pay.

OBJECTIVE I.1. To process monthly payments to all eligible Municipal Police Officers, annually, through June 30, 2016.

STRATEGY I.1.1. Maintain a database with Municipal Police Officers who apply for supplemental pay

STRATEGY I.1.2. Create a tracking system that will account when payments are made to Municipal Police Officers

PERFORMANCE INDICATORS

Percentage of eligible Municipal Police Officers paid
Number of eligible Municipal Police Officers

OBJECTIVE I.2. To process monthly payments to all eligible Firefighters, annually, through June 30, 2016.

STRATEGY I.2.1. Maintain a database of Firefighters who apply for supplemental pay

STRATEGY I.2.2. Create a tracking system that will account when payments are made to Firefighters

PERFORMANCE INDICATORS

Percentage of eligible Firefighters paid
Number of eligible Firefighters

OBJECTIVE I.3. To process monthly payments to all eligible Constables and Justices of the Peace, annually, through June 30, 2016.

STRATEGY I.3.1. Maintain a database of Constables and Justices of the Peace for supplemental pay

STRATEGY I.3.2. Create a tracking system that will account when payments are made to constables and justices of the peace

PERFORMANCE INDICATORS

Percentage of eligible Constables and Justices of the Peace

Number of eligible Constables and Justices of the Peace

APPENDIX

Our principal clients and users are local Municipalities who are paid the sum total of all Constables and Justices of the Peace payments each month as well as individual clients/users receiving direct payment such as Municipal Police, Marshals and Firemen. The local Municipalities administer the distribution of payments to the individual Constables and Justices of the Peace within their districts. Local Municipalities in this instance would be considered principal clients/users while individual Constables and Justices of the Peace would be considered secondary clients/users. In addition, our principal clients and users include all local Municipal Police, Marshals and Firemen who receive supplemental pay. These payments for Municipal Police, Marshals and Firemen are made directly to the recipients on a monthly payment distribution schedule. Each recipient is considered individual clients/users in these cases.

Potential external factors beyond the control of this agency include but are not limited to the following: further reduction in staff; change in the legislation affecting the entities to which Supplemental Pay for Law Enforcement provides assistance; increases or decreases in legislatively mandated monthly supplemental payment amounts; and continued funding appropriations to support continued payments.

The statutory authority for these programs are: Louisiana Revised Statute 33:2218.1 to 33:2218.10 Et Seq., Louisiana State Constitution Article 7, Section 10.(3)(a) to Section 10.(3)(d); Louisiana Revised Statute 33:2001 to 22:2010 Et Seq., Louisiana State Constitution Article 7, Section 10.(3)(a-d); and Louisiana Revised Statute 13:2591.A Et Seq.

The primary persons who will benefit by each objective are included in the plan objectives: the Office of Management and Finance, Supplemental Pay Division, will continue processing monthly Supplemental Pay to benefit all eligible Municipal Police, Firefighters and Constables and Justices of the Peace.

Supplemental Payments to Law Enforcement Personnel is within the Department of Public Safety and Corrections (DPS&C). Although Supplemental Payments to Law Enforcement Personnel is administratively responsible to DPS&C, the Supplemental Payments to Law Enforcement Personnel is a separate budget unit. The budget and program review process provides assurance to the State so that duplication is avoided. For this reason, no true duplication of efforts has been identified.

Performance indicators are used to evaluate the effectiveness of this program. These more detailed indicators will further allow the agency to evaluate cost effectiveness, the processes used to provide these services, and the services provided.

Children's Budget Link: Not Applicable

Human Resources Policies Beneficial to Women and Families Link: Public Safety Services grants flexible work schedules, when possible, to accommodate employees with child care or other family issues. The Department has an Employee Assistance Program which provides information and guidance for employees and/or family members. In accordance with federal law, the department supports the Family and Medical Leave Law Act and upholds practices within those guidelines, supporting employees and families.

PERFORMANCE INDICATOR DOCUMENTATION

Program: Municipal Police Officers

Objective I.1: Process monthly payments to all eligible Municipal Police Officers, through June 30, 2016.

Indicator: Percentage of eligible Municipal Police Officers paid

LaPas PI Code: 24176

1. **Indicator Type and Level:** Outcome; Key
2. **Rationale:** The indicator provides a measure of the eligible municipal police officers
3. **Use:** The indicator can be used to help direct resource allocation.
4. **Clarity:** None
5. **Validity, Reliability, and Accuracy:** No audit has been performed. This is a common indicator for other state agencies. Data collection is standard and documentation procedures assure reliability and accuracy of data.
6. **Data Source, Collection, and Reporting:** Internal
7. **Calculation Methodology:** Division of the number of eligible municipal police officers paid by the number of eligible municipal police officers
8. **Scope:** Aggregate
9. **Caveats:** None
10. **Responsible Person:** Scott Erwin, Financial Services Director
Phone: 225-925- 4547
Fax: 225-925-4990
Email: scott.erwin@dps.la.gov

PERFORMANCE INDICATOR DOCUMENTATION

Program: Municipal Police Officers

Objective I.1: Process monthly payments to all eligible Municipal Police Officers, through June 30, 2016.

Indicator: Number of eligible Municipal Police Officers

LaPas PI Code: 24177

1. **Indicator Type and Level:** Output; Key
2. **Rationale:** The indicator provides a measure of the eligible municipal police officers
3. **Use:** The indicator can be used to help direct resource allocation.
4. **Clarity:** None
5. **Validity, Reliability, and Accuracy:** No audit has been performed. This is a common indicator for other state agencies. Data collection is standard and documentation procedures assure reliability and accuracy of data.
6. **Data Source, Collection, and Reporting:** Internal
7. **Calculation Methodology:** Simple count of the number of municipal police officers eligible to be paid
8. **Scope:** Aggregate
9. **Caveats:** None
10. **Responsible Person:** Scott Erwin, Financial Services Director
Phone: 225-925- 4547
Fax: 225-925-4990
Email: scott.erwin@dps.la.gov

PERFORMANCE INDICATOR DOCUMENTATION

Program: Firefighters

Objective I.2: Process monthly payments to all eligible Firefighters, through June 30, 2016.

Indicator: Percentage of eligible Firefighters paid

LaPas PI Code: 24178

1. **Indicator Type and Level:** Outcome; Key
2. **Rationale:** The indicator provides a measure of paid Firefighters
3. **Use:** The indicator can be used to help direct resource allocation.
4. **Clarity:** None
5. **Validity, Reliability, and Accuracy:** No audit has been performed. This is a common indicator for other state agencies. Data collection is standard and documentation procedures assure reliability and accuracy of data.
6. **Data Source, Collection, and Reporting:** Internal
7. **Calculation Methodology:** Division of the number of eligible firefighters paid by the number of firefighters
8. **Scope:** Aggregate
9. **Caveats:** None
10. **Responsible Person:** Scott Erwin, Financial Services Director
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Fax: 225-925-4990
Email: scott.erwin@dps.la.gov

PERFORMANCE INDICATOR DOCUMENTATION

Program: Firefighters

Objective I.2: Process monthly payments to all eligible Firefighters, through June 30, 2016.

Indicator: Number of eligible Firefighters

LaPas PI Code: 24179

1. **Indicator Type and Level:** Output; Key
2. **Rationale:** The indicator provides a measure of the eligible firefighters
3. **Use:** The indicator can be used to help direct resource allocation.
4. **Clarity:** None
5. **Validity, Reliability, and Accuracy:** No audit has been performed. This is a common indicator for other state agencies. Data collection is standard and documentation procedures assure reliability and accuracy of data.
6. **Data Source, Collection, and Reporting:** Internal
7. **Calculation Methodology:** Simply count of the number of eligible Firefighters
8. **Scope:** Aggregate
9. **Caveats:** None
10. **Responsible Person:** Scott Erwin, Acting Financial Services Director
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Email: scott.erwin@dps.la.gov

PERFORMANCE INDICATOR DOCUMENTATION

Program: Constables and Justices of the Peace

Objective I.3: Process monthly payments to all eligible Constables and Justices of the peace, through June 30, 2016.

Indicator: Percentage of eligible Constables and Justices paid

LaPas PI Code: 24180

1. **Indicator Type and Level:** Outcome; Key
2. **Rationale:** The indicator provides a measure of the eligible constables and justices paid
3. **Use:** The indicator can be used to help direct resource allocation.
4. **Clarity:** None
5. **Validity, Reliability, and Accuracy:** No audit has been performed. This is a common indicator for other state agencies. Data collection is standard and documentation procedures assure reliability and accuracy of data.
6. **Data Source, Collection, and Reporting:** Internal
7. **Calculation Methodology:** Division of the number of eligible constables and justices paid by the number of eligible constables and justices officers
8. **Scope:** Aggregate
9. **Caveats:** None
10. **Responsible Person:** Scott Erwin, Acting Financial Services Director
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PERFORMANCE INDICATOR DOCUMENTATION

Program: Constables and Justices of the Peace

Objective I.3: Process monthly payments to all eligible Constables and Justices of the Peace, through June 30, 2016.

Indicator: Number of eligible Constables and Justices

LaPas PI Code: 24181

1. **Indicator Type and Level:** Output; Key
2. **Rationale:** The indicator provides a measure of the eligible constables and justices
3. **Use:** The indicator can be used to help direct resource allocation.
4. **Clarity:** None
5. **Validity, Reliability, and Accuracy:** No audit has been performed. This is a common indicator for other state agencies. Data collection is standard and documentation procedures assure reliability and accuracy of data.
6. **Data Source, Collection, and Reporting:** Internal
7. **Calculation Methodology:** Simple count of the number of constables and justices of the peace eligible for supplemental pay
8. **Scope:** Aggregate
9. **Caveats:** None
10. **Responsible Person:** Scott Erwin, Acting Financial Services Director
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STRATEGY ANALYSIS CHECKLIST

STRATEGY I.1.1. Maintain a database with Municipal Police Officers, annually, through June 30, 2016.

Analysis

- Cost/benefit analysis conducted
- Other analysis used
- Impact on other strategies considered

Authorization

- Authorization exists
- Authorization needed

Organization Capacity

- Needed structural or procedural changes identified
- Resource needs identified

Time Frame

- Already ongoing
- New, startup date estimated
- Lifetime of strategy identified

Fiscal Impact

- Impact on operating budget
- Impact on capital outlay
- Means of finance identified

STRATEGY ANALYSIS CHECKLIST

STRATEGY I.1.2. Create a tracking system that will account when payments are made to Municipal Police Officers.

Analysis

- Cost/benefit analysis conducted
- Other analysis used
- Impact on other strategies considered

Authorization

- Authorization exists
- Authorization needed

Organization Capacity

- Needed structural or procedural changes identified
- Resource needs identified

Time Frame

- Already ongoing
- New, startup date estimated
- Lifetime of strategy identified

Fiscal Impact

- Impact on operating budget
- Impact on capital outlay
- Means of finance identified

STRATEGY ANALYSIS CHECKLIST

STRATEGY I.2.1. Maintain a database of Firefighters who apply for supplemental pay.

Analysis

Cost/benefit analysis conducted
 Other analysis used
 Impact on other strategies considered

Authorization

Authorization exists
 Authorization needed

Organization Capacity

Needed structural or procedural changes identified
 Resource needs identified

Time Frame

Already ongoing
 New, startup date estimated
 Lifetime of strategy identified

Fiscal Impact

Impact on operating budget
 Impact on capital outlay
 Means of finance identified

STRATEGY ANALYSIS CHECKLIST

STRATEGY I.2.2. Create a tracking system that will account when payments are made to Firefighters.

Analysis

- Cost/benefit analysis conducted
- Other analysis used
- Impact on other strategies considered

Authorization

- Authorization exists
- Authorization needed

Organization Capacity

- Needed structural or procedural changes identified
- Resource needs identified

Time Frame

- Already ongoing
- New, startup date estimated
- Lifetime of strategy identified

Fiscal Impact

- Impact on operating budget
- Impact on capital outlay
- Means of finance identified

STRATEGY ANALYSIS CHECKLIST

STRATEGY I.3.1. Maintain a database of Constables and Justices of the Peace for supplemental pay.

Analysis

- Cost/benefit analysis conducted
- Other analysis used
- Impact on other strategies considered

Authorization

- Authorization exists
- Authorization needed

Organization Capacity

- Needed structural or procedural changes identified
- Resource needs identified

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Fiscal Impact

- Impact on operating budget
- Impact on capital outlay
- Means of finance identified

STRATEGY ANALYSIS CHECKLIST

STRATEGY I.3.2. Create a tracking system that will account when payments are made to Constables and Justices of the Peace.

Analysis

- Cost/benefit analysis conducted
- Other analysis used
- Impact on other strategies considered

Authorization

- Authorization exists
- Authorization needed

Organization Capacity

- Needed structural or procedural changes identified
- Resource needs identified

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- Already ongoing
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Fiscal Impact

- Impact on operating budget
- Impact on capital outlay
- Means of finance identified