

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

**STRATEGIC PLAN**

**FISCAL YEAR 2017-2018 through 2021-2022**

**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, through June 30, 2022.

**STRATEGY I.1.1.** Maintain a database with municipal police officers who apply for supplemental pay

**STRATEGY I.1.2.** Maintain a tracking system that will account when payments are made to municipal police officers

**PERFORMANCE INDICATORS**

Input: Number of eligible municipal police officers

Outcome: Percentage of eligible municipal police officers paid

**OBJECTIVE I.2.** To process monthly payments to all eligible firefighters, through June 30, 2019.

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

**STRATEGY I.2.2.** Maintain a tracking system that will account when payments are made to firefighters

**PERFORMANCE INDICATORS**

Input: Number of eligible firefighters

Outcome: Percentage of eligible firefighters paid

**OBJECTIVE I.3.** To process monthly payments to all eligible constables and justices of the peace, through June 30, 2022.

**STRATEGY I.3.1.** Maintain a database of constables and justices of the peace for supplemental pay

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

**PERFORMANCE INDICATORS**

Input: Number of eligible constables and justices of the peace

Outcome: Percentage of eligible constables and justices of the peace

**LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS**  
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**APPENDIX**

1. Our principal clients and users are local parishes 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 parishes administer the distribution of payments to the individual constables and justices of the peace within their districts. Local parishes 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.
2. 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 Payments to Law Enforcement Personnel provides assistance; increases or decreases in legislatively mandated monthly supplemental payment amounts; and continued funding appropriations to support continued payments.
3. The statutory authority for these programs are: Louisiana Revised Statute 40:1667 to 40:1667.8 Et Seq., Louisiana State Constitution Article 7, Section 10.(3)(a) to Section 10.(3)(d); Louisiana Revised Statute 40:1666 to 40:1666.9 Et Seq., Louisiana State Constitution Article 7, Section 10.(3)(a-d); and Louisiana Revised Statute 13:2591.A Et Seq.
4. Objectives and strategies were developed primarily by internal/external assessments, mandatory process priorities, master plans and legislative review and input of proposed plan.
5. 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.
6. 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.
7. See attached Indicator Documentation sheets.

8. Performance indicators are used to evaluate the effectiveness of this program. These indicators will allow the agency to evaluate cost effectiveness, the processes used to provide these services, and the services provided.
9. All data used in preparing this Strategic Plan will be preserved and maintained for a period of at least three years, or longer, if required by record retention laws.
10. 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:** OBJECTIVE I.1: To process monthly payments to all eligible municipal police officers, through June 30, 2022.

**Indicator Name:** Number of eligible municipal police officers

**Indicator LaPAS PI Code:** 24177

**1. Type and level:**

Output

Key

**2. Rationale, Relevance, Reliability:**

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:**

The indicator name clearly identifies what is being measured.

**5. Data Source, Collection and Reporting:**

Source – Internal log/database

Collection – Monthly

Reporting – Quarterly on a state fiscal year basis

**6. Calculation Methodology:**

Simple count of the number of municipal police officers eligible to be paid

**7. Scope:**

Aggregate

**8. Caveats/Limitations:**

None.

**9. Validity, Reliability, and Accuracy:**

No audit has been performed. Data collection is standard and documentation procedures assure reliability and accuracy of data.

**10. Responsible Person:**

Name/Title – Kelli Greene/Administrative Specialist, Supplemental Pay

Phone – 225-925-6347

Email – [kelli.greene@la.gov](mailto:kelli.greene@la.gov)

## PERFORMANCE INDICATOR DOCUMENTATION

**Program:** Municipal Police Officers

**Objective:** OBJECTIVE I.1: To process monthly payments to all eligible municipal police officers, through June 30, 2022.

**Indicator Name:** Percentage of eligible municipal police officers paid

**Indicator LaPAS PI Code:** 24176

### 1. Type and level:

Outcome

Key

### 2. Rationale, Relevance, Reliability:

The indicator provides a measure of the eligible municipal police officers paid. The indicator directly measures achievement of objective.

### 3. Use:

The indicator can be used to help direct resource allocation.

### 4. Clarity:

The indicator name clearly identifies what is being measured.

### 5. Data Source, Collection and Reporting:

Source – Internal log/database

Collection – Monthly

Reporting – Quarterly on a state fiscal year basis

### 6. Calculation Methodology:

Division of the number of eligible municipal police officers paid by the number of eligible municipal police officers

### 7. Scope:

Aggregate

### 8. Caveats/Limitations:

None.

### 9. Validity, Reliability, and Accuracy:

No audit has been performed. Data collection is standard and documentation procedures assure reliability and accuracy of data.

### 10. Responsible Person:

Name/Title – Kelli Greene/Administrative Specialist, Supplemental Pay

Phone – 225-925-6347

Email – [kelli.greene@la.gov](mailto:kelli.greene@la.gov)

## PERFORMANCE INDICATOR DOCUMENTATION

**Program:** Firefighters

**Objective:** OBJECTIVE I.2: To process monthly payments to all eligible firefighters, through June 30, 2022.

**Indicator Name:** Number of eligible firefighters

**Indicator LaPAS PI Code:** 24179

**1. Type and level:**

Output

Key

**2. Rationale, Relevance, Reliability:**

The indicator provides a measure of the eligible firefighters.

**3. Use:**

The indicator can be used to help direct resource allocation.

**4. Clarity:**

The indicator name clearly identifies what is being measured.

**5. Data Source, Collection and Reporting:**

Source – Internal log/database

Collection – Monthly

Reporting – Quarterly on a state fiscal year basis

**6. Calculation Methodology:**

Simple count of the number firefighters eligible to be paid

**7. Scope:**

Aggregate

**8. Caveats/Limitations:**

None.

**9. Validity, Reliability, and Accuracy:**

No audit has been performed. Data collection is standard and documentation procedures assure reliability and accuracy of data.

**10. Responsible Person:**

Name/Title – Kelli Greene/Administrative Specialist, Supplemental Pay

Phone – 225-925-6347

Email – [kelli.greene@la.gov](mailto:kelli.greene@la.gov)

## PERFORMANCE INDICATOR DOCUMENTATION

**Program:** Firefighters

**Objective:** OBJECTIVE I.2: To process monthly payments to all eligible firefighters, through June 30, 2022.

**Indicator Name:** Percentage of eligible firefighters paid

**Indicator LaPAS PI Code:** 24178

### 1. Type and level:

Outcome

Key

### 2. Rationale, Relevance, Reliability:

The indicator provides a measure of the eligible firefighters paid. The indicator directly measures achievement of objective.

### 3. Use:

The indicator can be used to help direct resource allocation.

### 4. Clarity:

The indicator name clearly identifies what is being measured.

### 5. Data Source, Collection and Reporting:

Source – Internal log/database

Collection – Monthly

Reporting – Quarterly on a state fiscal year basis

### 6. Calculation Methodology:

Division of the number of eligible firefighters paid by the number of eligible firefighters

### 7. Scope:

Aggregate

### 8. Caveats/Limitations:

None.

### 9. Validity, Reliability, and Accuracy:

No audit has been performed. Data collection is standard and documentation procedures assure reliability and accuracy of data.

### 10. Responsible Person:

Name/Title – Kelli Greene/Administrative Specialist, Supplemental Pay

Phone – 225-925-6347

Email – [kelli.greene@la.gov](mailto:kelli.greene@la.gov)

## PERFORMANCE INDICATOR DOCUMENTATION

**Program:** Constables and Justices of the Peace

**Objective:** OBJECTIVE I.3: To process monthly payments to all eligible constables and justices of the peace, through June 30, 2022.

**Indicator Name:** Number of eligible constables and justices of the peace

**Indicator LaPAS PI Code:** 24181

**1. Type and level:**

Output

Key

**2. Rationale, Relevance, Reliability:**

The indicator provides a measure of the eligible constables and justices of the peace.

**3. Use:**

The indicator can be used to help direct resource allocation.

**4. Clarity:**

The indicator name clearly identifies what is being measured.

**5. Data Source, Collection and Reporting:**

Source – Internal log/database

Collection – Monthly

Reporting – Quarterly on a state fiscal year basis

**6. Calculation Methodology:**

Simple count of the number of constables and justices of the peace eligible to be paid

**7. Scope:**

Aggregate

**8. Caveats/Limitations:**

None.

**9. Validity, Reliability, and Accuracy:**

No audit has been performed. Data collection is standard and documentation procedures assure reliability and accuracy of data.

**10. Responsible Person:**

Name/Title – Kelli Greene/Administrative Specialist, Supplemental Pay

Phone – 225-925-6347

Email – [kelli.greene@la.gov](mailto:kelli.greene@la.gov)

## PERFORMANCE INDICATOR DOCUMENTATION

**Program:** Constables and Justices of the Peace

**Objective:** OBJECTIVE I.3: To process monthly payments to all eligible constables and justices of the peace paid, through June 30, 2022.

**Indicator Name:** Percentage of eligible constables and justices of the peace paid

**Indicator LaPAS PI Code:** 24180

### 1. Type and level:

Outcome

Key

### 2. Rationale, Relevance, Reliability:

The indicator provides a measure of the eligible constables and justices of the peace paid. The indicator directly measures achievement of objective.

### 3. Use:

The indicator can be used to help direct resource allocation.

### 4. Clarity:

The indicator name clearly identifies what is being measured.

### 5. Data Source, Collection and Reporting:

Source – Internal log/database

Collection – Monthly

Reporting – Quarterly on a state fiscal year basis

### 6. Calculation Methodology:

Division of the number of eligible constables and justices of the peace paid by the number of eligible constables and justices of the peace

### 7. Scope:

Aggregate

### 8. Caveats/Limitations:

None.

### 9. Validity, Reliability, and Accuracy:

No audit has been performed. Data collection is standard and documentation procedures assure reliability and accuracy of data.

### 10. Responsible Person:

Name/Title – Kelli Greene/Administrative Specialist, Supplemental Pay

Phone – 225-925-6347

Email – [kelli.greene@la.gov](mailto:kelli.greene@la.gov)

## STRATEGY ANALYSIS CHECKLIST

### STRATEGY I.1.1. Maintain a database with municipal police officers who apply for supplemental pay.

<u>    x    </u>	Analysis	<u>          </u>	Cost/benefit analysis conducted
		<u>    x    </u>	Other analysis used
		<u>    x    </u>	Impact on other strategies considered
<u>    x    </u>	Authorization	<u>          </u>	Authorization exists
		<u>          </u>	Authorization needed
<u>    x    </u>	Organization Capacity	<u>          </u>	Needed structural or procedural changes identified
		<u>    x    </u>	Resource needs identified
<u>    x    </u>	Time Frame	<u>          </u>	Already ongoing
		<u>    x    </u>	New, startup date estimated
		<u>          </u>	Lifetime of strategy identified
<u>    x    </u>	Time Frame	<u>    x    </u>	Impact on operating budget
		<u>          </u>	Impact on capital outlay
		<u>    x    </u>	Means of finance identified

## STRATEGY ANALYSIS CHECKLIST

**STRATEGY I.1.2. Maintain a tracking system that will account when payments are made to municipal police officers.**

    x     Analysis

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

    x     Authorization

    x     Authorization exists  
           Authorization needed

    x     Organization Capacity

           Needed structural or procedural changes identified  
    x     Resource needs identified

    x     Time Frame

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

    x     Time Frame

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

## STRATEGY ANALYSIS CHECKLIST

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

<u>    x    </u>	Analysis	<u>          </u>	Cost/benefit analysis conducted
		<u>    x    </u>	Other analysis used
		<u>    x    </u>	Impact on other strategies considered
<u>    x    </u>	Authorization	<u>    x    </u>	Authorization exists
		<u>          </u>	Authorization needed
<u>    x    </u>	Organization Capacity	<u>          </u>	Needed structural or procedural changes identified
		<u>    x    </u>	Resource needs identified
<u>    x    </u>	Time Frame	<u>          </u>	Already ongoing
		<u>    x    </u>	New, startup date estimated
		<u>          </u>	Lifetime of strategy identified
<u>    x    </u>	Time Frame	<u>    x    </u>	Impact on operating budget
		<u>          </u>	Impact on capital outlay
		<u>    x    </u>	Means of finance identified

## STRATEGY ANALYSIS CHECKLIST

### STRATEGY I.2.2. Maintain a tracking system that will account when payments are made to firefighters.

<u>  x  </u>	Analysis	<u>          </u>	Cost/benefit analysis conducted
		<u>  x  </u>	Other analysis used
		<u>  x  </u>	Impact on other strategies considered
<u>  x  </u>	Authorization	<u>          </u>	Authorization exists
		<u>          </u>	Authorization needed
<u>  x  </u>	Organization Capacity	<u>          </u>	Needed structural or procedural changes identified
		<u>  x  </u>	Resource needs identified
<u>  x  </u>	Time Frame	<u>          </u>	Already ongoing
		<u>  x  </u>	New, startup date estimated
		<u>          </u>	Lifetime of strategy identified
<u>  x  </u>	Time Frame	<u>          </u>	Impact on operating budget
		<u>          </u>	Impact on capital outlay
		<u>  x  </u>	Means of finance identified

## STRATEGY ANALYSIS CHECKLIST

### STRATEGY I.3.1. Maintain a database of constables and justices of the peace who apply for supplemental pay.

<u>  x  </u>	Analysis	<u>          </u>	Cost/benefit analysis conducted
		<u>  x  </u>	Other analysis used
		<u>  x  </u>	Impact on other strategies considered
<u>  x  </u>	Authorization	<u>          </u>	Authorization exists
		<u>          </u>	Authorization needed
<u>  x  </u>	Organization Capacity	<u>          </u>	Needed structural or procedural changes identified
		<u>  x  </u>	Resource needs identified
<u>  x  </u>	Time Frame	<u>          </u>	Already ongoing
		<u>  x  </u>	New, startup date estimated
		<u>          </u>	Lifetime of strategy identified
<u>  x  </u>	Time Frame	<u>          </u>	Impact on operating budget
		<u>          </u>	Impact on capital outlay
		<u>  x  </u>	Means of finance identified

## STRATEGY ANALYSIS CHECKLIST

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

<u>    x    </u>	Analysis	<u>                    </u>	Cost/benefit analysis conducted
		<u>    x    </u>	Other analysis used
		<u>    x    </u>	Impact on other strategies considered
<u>    x    </u>	Authorization	<u>    x    </u>	Authorization exists
		<u>                    </u>	Authorization needed
<u>    x    </u>	Organization Capacity	<u>                    </u>	Needed structural or procedural changes identified
		<u>    x    </u>	Resource needs identified
<u>    x    </u>	Time Frame	<u>                    </u>	Already ongoing
		<u>    x    </u>	New, startup date estimated
		<u>                    </u>	Lifetime of strategy identified
<u>    x    </u>	Time Frame	<u>    x    </u>	Impact on operating budget
		<u>                    </u>	Impact on capital outlay
		<u>    x    </u>	Means of finance identified