



LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
PUBLIC SAFETY SERVICES
SUPPLEMENTAL PAY

APPLICATION GUIDELINES FOR MUNICIPAL FIREMEN AND POLICEMEN

APPLICATIONS

1. Legibly type all applications.
2. A partial, incomplete or illegible application is not acceptable and will be returned to the town from which it came.
3. Original applications must be mailed to the Supplemental Pay office. ***Faxed copies will not be accepted.
4. Proof of **ALL** prior service must be provided or else a later effective date may result in less money. The original Certificate of Prior Service must be completed, signed and returned with the application.
5. Applications should be submitted three (3) months prior to one's effective date.
6. When completing the "Information Request for New Employees," the most common mistakes are:

- Boxes are left unmarked, all blanks may not be filled in
- Employment date and salary must be verified by one of the following:

FOR CIVIL SERVICE TOWNS:

Personnel Action Form – this form needs to verify the monthly salary, job title and employment date that appears on the "Information Request for New Employees."

FOR NON-CIVIL SERVICE TOWNS:

Town Minutes – these minutes must verify the monthly salary, job title and employment date that appears on the "Information Request for New Employees."

-OR-

Letter from the Hiring Authority (generally the Chief or Mayor) – this letter needs to verify the monthly salary, job title and employment date that appears on the "Information Request for New Employees."

REQUIRED DOCUMENTATION FOR SUBMITTING AN APPLICATION

1. INFORMATION REQUEST FOR NEW EMPLOYEES – Completely filled out and signed by the employee, Police or Fire Chief, Mayor and Notary.
2. CERTIFICATE OF PRIOR SERVICE – Completely filled out, signed by the employee, Police Chief/Sheriff or Fire Chief, Mayor and Notary. (This is to be done for police officers who have eligible prior service with another Police or Sheriff's Department).
3. P.O.S.T CERTIFICATE or FIREFIGHTER ONE CERTIFICATE –
 - If your classification is "Police Officer" then you must have the Basic POST Certificate.
 - If your classification is "Police Officer/Jailer" then you can use the Basic Correctional Peace Officer Certificate.
 - No other POST Certificates are considered Supplemental Pay eligible.
4. COMMISSION CARD – Copy of **front and back** is required for Police Officers. It should read, "John Doe is a commissioned law enforcement officer with full powers of arrest..." (at least something of that magnitude).
5. PERSONNEL ACTION FORM – See #6 above for details.
6. SOCIAL SECURITY CARD – A copy is required because names must be entered into the Supplemental Pay System as it appears on the card in order for our records to match those of the Social Security Administration.
7. APPLICATION FOR DIRECT DEPOSIT – All supplemental funds are issued via electronic transfer. Applicants and current recipients must use the Dept. of Public Safety Municipal Supplemental Pay Direct Deposit Enrollment Form to submit/change account information. Other direct deposit enrollment forms may not require the same information needed to update your account information (i.e. Social Security number, signature, etc.)

**Supplemental Pay follows the same break-in-service rule as P.O.S.T. If a break-in-service of 5 or more years is experienced, then the police officer must complete a refresher course thru P.O.S.T.