

**LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
MUNICIPAL FIRE, POLICE, MARSHAL & CJP SUPPLEMENTAL PAY
WARRANT GUIDELINES**

WARRANTS: Each month, you will receive one copy of the supplemental pay warrant. The warrant consists of a listing of each recipient in each department who is currently receiving supplemental pay and a signature sheet. The warrant is the governing authority's authorization for the Department of Public Safety and Corrections, Public Safety Services to pay the listed recipients for the following month. For example, the warrant listing payments dated March 31st is signed and returned to the Department authorizing the issuance of payments dated April 30th.

APPROVED SIGNATURES: Two officials must sign every warrant authorizing payment of Supplemental Pay in addition to the Preparer.

- Fire: The Fire Chief is required to sign the warrant as the approving officer. The certifying official will be the Mayor in a city department and the Parish President or Fire Board President in a Fire Protection District.
- Police: The Police Chief is required to sign the warrant as the approving officer. The certifying official will be the Mayor.
- Marshal: The Marshal is required to sign the warrants as the approving officer. The certifying official will be the Mayor.
- Constable and JOP: The Parish Secretary/Treasurer is required to sign the warrants as the approving officer. The certifying official will be the Parish President/Police Jury President.

The Department of Public Safety and Corrections, Public Safety Services will send out certifying signature letters annually in January. These letters must be notarized and returned to the Department prior to the issuance of any payments. The governing authority must notify the Department by notarized statement whenever there is a change in either of the two authorized signatures.

MUNICIPALITIES' RESPONSIBILITY: In the event that an overpayment occurs due to error, the Department of Public Safety and Corrections, Public Safety Services will collect the overpayment from the Fire Department, Police Department, or Municipality who employs the recipient. Use extreme care in ascertaining each recipient's eligibility for the next month prior to certifying and submitting the warrant.

The following statement defines the legal ramifications of the Municipalities in preparing and submitting all Supplemental Pay forms and documents:

“The submission of this form and the contents therein constitutes the filing or depositing of a public record pursuant to La. R.S. 14:132 and La. R.S. 14:133. Intentionally submitting false information, forging the document or wrongfully altering the document and the contents therein may constitute a violation of applicable criminal law, including but not limited to La. R.S. 14:132 and/or La. R.S. 14:133 and subjects the submitting parties to felony criminal prosecution, criminal fines and criminal restitution.”

MUNICIPALITIES’ REVIEW OF WARRANT: Carefully review each month’s warrant, verifying each recipient’s name and job title. Mark any changes in name, job title, dates, municipality mailing and email address, etc., boldly in **Red** on the warrant. Indicate on the warrant any time one of your employees resigns, retires, is suspended without pay, goes on military leave with or without pay, is on leave for workmen’s compensation, or any type of leave without pay.

Note: Recipient addresses do not appear on the warrant, however, you should submit an Address Change Form if one of your recipients has an address change. The form can be found on the website.

JOB TITLES: The Legislative Auditor’s Office requires that our staff collect Supplemental Pay recipient’s job titles. Municipalities are responsible for verifying the existing job titles on the monthly warrant and notating any that need updating. Ongoing changes in classification, job title, or primary duties must be indicated on the warrant, and a current job description, including percentages, along with the Personal Action form (PA-1), if applicable, and a letter signed by the Fire Chief or Police Chief is required to be submitted to the Supplemental Pay Office. The letter should state the recipient’s name, social security number, nature of the change, and the effective date of the change. This letter will be presented to the Supplemental Pay Board of Review for review.

DUE DATE OF WARRANTS The Approved and Certified warrants are due in the Supplemental Pay Office by the fifteen (15th) of the month. If the warrants are not received by that deadline, recipients from your department will not receive their supplemental pay. Do not mail or fax the warrant. Scan and email your warrant to munpay@la.gov. The subject line must indicate your system type, Municipality name, and the purpose of your email as shown below:

Police – Bossier City PD – Warrant
Fire – Crowley Fire Department – Warrant
CJP – Webster Parish – Warrant

You must retain the original Approved and Certified Warrant in your files for Record Retention and Audit purposes. The DPS&C retention period for Warrants is five fiscal years. You should include this as a record type on your Municipalities Record Retention Schedule. Please contact your Administrative Offices for instructions.

In all email correspondence, please include the Municipality Name and the name and telephone number of the contact individual at the department.

LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS SUPPLEMENTAL PAY

P. O. BOX 66614, BOX B-8

BATON ROUGE, LA 70896

Email: MUNPAY@la.gov

Website: http://mfn.dps.louisiana.gov/supp_pay.html