



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

According to LRS 40:1669, newly hired law enforcement officers (LEOs) who are hired after June 30, 2023 and have never worked as a law enforcement officer before are eligible for a \$5,000 incentive payment. The LEO must become POST certified within one year of being hired and work full-time for a municipality for two years with no breaks in service longer than fifteen calendar days. If the LEO does not obtain POST certification within one year or has a break in service for more than fifteen calendar days, the LEO must repay the state treasury in full within twelve months of receiving the determination letter from the Louisiana Department of Treasury (Treasury).

Prior to submitting applications, the municipality must be registered with the state and obtain a LaGov Vendor number in order to receive treasury payments. The instructions can be found on <https://www.doa.la.gov/media/bahlig4w/lagov-new-vendor-registration.pdf>.

According to statute, every request must include pre-application certifications: (1) signed by the Chief of Police stating that the newly-hired officer meets the eligibility criteria for receiving the incentive payment (**Municipal Chief of Police Acknowledgement Certificate**, Appendix A); (2) signed by the newly-hired officer acknowledging the reimbursement requirements if eligibility is not maintained (**Municipal Police Officer Acknowledgement Certificate**, Appendix B).

To request the incentive payment, the municipality must submit an application (**Law Enforcement Incentive Eligibility Form**, Appendix C) along with two pre-application certifications. When completing the application (Appendix C), leave the **Submitting Agency** section blank. All applications are in fillable format.

Email three forms to the Supplemental Pay office at munpay@la.gov. The subject line must state "**Incentive Pay Application.**"

You must follow the deadline for submitting Supplemental Pay applications that is indicated on the 2023 Board Meeting Schedule at https://mfn.dps.louisiana.gov/supp_pay.html.

It is the responsibility of the municipality to notify the Supplemental Pay Board if a newly-hired officer fails to maintain eligibility. In the event the officer is no longer eligible for incentive pay, the **Enforcement Incentive Eligibility Change Form** (Appendix D) must be emailed to munpay@la.gov. The subject line must state "**Incentive Pay Change.**"

MUNICIPAL CHIEF OF POLICE ACKNOWLEDGMENT CERTIFICATE

In accordance with Louisiana Legislative ACT 376 Regular Session 2023

_____ certifies that Officer
(Applying Municipality)

_____ commits to serve in Louisiana Law Enforcement forces
(Applicant)

and thus is qualified for one-time incentive payment of \$5,000. The newly employed officer has gained employment as a law enforcement officer with a Louisiana eligible agency on or after July 1, 2023 and has never been employed as a law enforcement officer in this state. The officer's permanent duties actually include the making of arrests, the performing of searches and seizures, or the execution of criminal warrants, and who is responsible for the prevention or detection of crime or for the enforcement of the penal, traffic, or highway laws of Louisiana State.

The Officer's intent is

1. To attain POST - certification within one (1) year of the officer employment date:
_____.
2. To maintain continuous full-time employment with any of the following eligible agencies: municipal police department, Louisiana State Police, or sheriff's office for at least two years from the above date. The required two-year employment period may be satisfied by maintaining employment at one or more eligible agencies, but such period shall not contain any break in service longer than fifteen (15) calendar days.

Chief of Police Signature

Date

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.

Municipal Police Officer Acknowledgement Certificate

Officer: _____ SSN: _____

Officer Mailing Address: _____

Municipality: _____

Employment Start Date: _____

Job Position: _____

Job Description: _____

By signing this this form, I acknowledge the understanding of the State of Louisiana ACT 376 requirement to repay one-time incentive pay of \$5,000 if any of the following take place.

(a) I voluntarily separate from employment with an employing agency prior to completion of two years of employment.

(b) I have a break in service of more than fifteen (15) days.

(c) I am dismissed for cause by the employing agency.

I understand that

- My employing agency will notify the treasurer if I received payment, but failed to meet the required two-year employment period.

- The treasurer will send a determination letter requiring me to reimburse an incentive payment to the treasurer within twelve (12) months of the date on the determination letter.

Officer's Signature: _____

Date: _____

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.



Law Enforcement Incentive Eligibility Form

This form is to be used to submit payment requests to LA Department of Treasury for approved Law Enforcement Incentive Payments per LRS 40:1669.

* Required

Submitting Agency

Please complete the following for your Board/Agency

1. Submitting Agency *

- ☐ Deputy Sheriff's Supplemental Pay Board
- ☐ Supplemental Pay Board of Review for Municipal Police Officers
- ☐ State Police

2. Contact Name *

3. Contact Number *

4. Email *

Entity Receiving Payment

Please complete the following for the parish/municipality/office receiving the payment

5. Entity Name *

6. LaGov Vendor Number *

7. Contact Name *

8. Contact Number *

9. Contact Email Address *

Law Enforcement Officer Information

10. Officer Name *

11. Officer Mailing Address *

12. Officer Hire Date *



Confirm Submission

13. By clicking submit, we are certifying the officer is eligible and will notify LA Department of Treasury of changes in employment, breaks in service, and POST certifications. *

☐ Yes

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms

Law Enforcement Incentive Eligibility Change Form

This form is to be used to submit payment requests to the Deputy Sheriff's Supplemental Pay Board for consideration of approval for Law Enforcement Incentive Payments per LRS 40:1669.

* Required

Submitting Agency

Please complete the following for your Board/Agency

1. Submitting Agency *

- ☐ Deputy Sheriff's Supplemental Pay Board
- ☐ Supplemental Pay Board of Review for Municipal Police Officers
- ☐ State Police

2. Contact Name *

3. Contact Number *

4. Contact Email Address *

Entity that Received Payment

Please complete the following for your entity.

5. Parish/Municipality/Office *

6. Contact Name *

7. Contact Number *

8. Contact Email Address *

Law Enforcement Officer Information

9. Officer Name *

10. Officer Mailing Address *

11. Officer Hire Date *



Changes

12. Officer had a break in service *

☐ Yes

☐ No

13. Officer was terminated and is no longer eligible. *

☐ Yes

☐ No

14. Officer obtained POST-certification. *

☐ Yes

☐ No

15. Officer's break in service was for these dates:

16. Officer was terminated on:

17. Officer received POST certification on:

Confirm Submission

18. By clicking submit, we are certifying the information in the form is correct and current. *

☐ Yes

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

