



## Police/Marshal Application Required Documentation

Attachment to “Application for Supplemental Pay”

### POLICE/MARSHAL: CIVIL SERVICE

1. APPLICATION – “Application for Supplemental Pay.”
  - a. Must be DPS form DPSMF REV 4/2024
  - b. Must be signed by the employee and all three officials designated in the latest “Certifying Signature Letter.”
2. Prior Service Form
  - a. Must be completed and signed by the prior service Municipality, not the applying Municipality
3. Basic POST Certificate (COPY)
4. The Personnel Action Form must verify the following and must include at least two of the three signatures—Recommended, Approved, and Chairperson. Each signature must be from a different individual:
  - a. Employment Date
  - b. Job Title
5. A copy of the Official Civil Service Job Description
6. A legible copy of the Applicant’s Commission Card (front & back). If the back of the card is blank, please indicate that on the page with the copy of the front of the card.
  - a. If the Department does not have Commission Cards, attach a copy of the Oath of Office
  - b. For “Elected Chiefs/Marshals,” you must submit a copy of the Oath of Office
7. A legible copy of Applicant’s Social Security Card
8. DPS Supplemental Pay Direct Deposit Form signed by the Applicant

### POLICE/MARSHAL: NON-CIVIL SERVICE

1. APPLICATION – “Application for Supplemental Pay”
  - a. Must be DPS form DPSMF REV 4/2024
  - b. Must be signed by the employee and all three officials designated in the latest “Certifying Signature Letter”
2. Prior Service Form
  - a. Must be completed and signed by the prior service Municipality, not the applying Municipality
3. Basic POST Certificate (COPY)
4. A copy of the Signed Board Minutes verifying the following:
  - a. Employee Name
  - b. Employment Date
  - c. Job Title
  - d. If the Employee is Full Time



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SUPPLEMENTAL PAY

5. If there are no board minutes or if the minutes do not verify the above, then a letter on department stationery, signed by the mayor, must be included. The letter should include details of the hiring process and why board minutes cannot be provided. If the chief/marshal is the hiring authority, the revised statute must be included in the application packet
  - a. The letter must also include the employee's name, employment date, job title, and that they are full-time.
6. A copy of the Official Job Description (must be detailed)
7. A legible copy of the Applicant's Commission Card (front & back). If the back of the card is blank, please indicate that on the page with the copy of the front of the card.
  - a. If the Department does not have Commission Cards, attach a copy of the Oath of Office
  - b. For "Elected Chiefs/Marshals," you must submit a copy of the Oath of Office
8. A legible copy of Applicant's Social Security Card
9. DPS Supplemental Pay Direct Deposit Form signed by the Applicant

### **NOTES TO TOWNS:**

A partial, incomplete, or illegible application is not acceptable and will be returned

All applications should be submitted in a PDF format via the SuMPay Portal  
**Do not send "Originals" by hand delivery, USPS mail, e-mail, or Fax**

Original documents **must be maintained** in your office for Record Retention and Audit Purposes

All PDF documents must be legible  
The documents must be in the order listed above  
The PDF must have all documents in the same reading position

Proof of ALL prior service must be provided to calculate the PROPER effective date

If the applicant experienced breaks in service at your department, prior service forms are required for the past service dates

Applications must be submitted at least THREE months prior to the estimated effective date to ensure ample time for board approval and staff processing prior to the actual effective month.

**Applications should be submitted with all required documents before the one-year requirement is met.**



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**MUNICIPAL POLICE SUPPLEMENTAL PAY**

R.S. 40:1667.1-9, Act 49 of 1959, ET SEQ

**APPLICATION FOR SUPPLEMENTAL PAY**

**SUBMIT COMPLETED APPLICATION PACKET THROUGH THE SUMPAY PORTAL**

MUNICIPALITY NAME		EMPLOYEE NAME (As it appears on the Social Security Card)	
MUNICIPALITY MAILING ADDRESS		EMPLOYEE MAILING ADDRESS (Required-will be confidential)	
CITY	STATE	ZIP	CITY STATE ZIP
MUNICIPALITY TELEPHONE NUMBER		SOCIAL SECURITY NUMBER ( <u>Attach legible copy of SS card</u> )	
EMPLOYMENT DATE:	IS EMPLOYMENT FULL-TIME AND PAID IN ACCORDANCE WITH FLSA? <input type="checkbox"/> YES <input type="checkbox"/> NO	POST CERTIFICATION DATE:	ATTACH A COPY OF THE: 1. POST CERTIFICATE 2. COMMISSION CARD

THE APPLICANT MUST BE EMPLOYED FULL TIME AND MUST HAVE COMPLETED REQUIRED POST CERTIFICATION TO BE ELIGIBLE FOR SUPPLEMENTAL PAY

DOES YOUR MUNICIPALITY BELONG TO A MUNICIPAL FIRE AND POLICE CIVIL SERVICE SYSTEM? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, ATTACH A COPY OF THE <b>HIRING PERSONNEL ACTION FORM</b> IF NO, SEE REQUIRED DOCUMENTATION INSTRUCTIONS (ATTACHED)	ATTACH EMPLOYEE'S OFFICIAL JOB DESCRIPTION AND PROVIDE OFFICIAL JOB TITLE BELOW:
PREVIOUS MUNICIPAL POLICE EMPLOYMENT (Individual prior service forms from each Previous Municipality are <b>REQUIRED</b> )		
		DATES OF PREVIOUS EMPLOYMENT
		DATES OF PREVIOUS EMPLOYMENT
		DATES OF PREVIOUS EMPLOYMENT
		DATES OF PREVIOUS EMPLOYMENT

We hereby certify that the person named in this application is in a full-time Certified and Commissioned Law Enforcement Position of the above-named police department, paid solely from municipal funds, and is entitled to supplemental pay in accordance with R.S. 40:1667.1-9, Act 49 of 1959, ET SEQ

EMPLOYEE	PRINT EMPLOYEE'S NAME:	SIGNATURE:	DATE:
PREPARER	PRINT PREPARER'S NAME:	SIGNATURE:	DATE:
APPROVER	PRINT POLICE CHIEF'S NAME:	SIGNATURE:	DATE:
CERTIFIER	PRINT MAYOR'S NAME:	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.



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**MUNICIPAL POLICE SUPPLEMENTAL PAY**  
 R.S. 40:1667.1-9, Act 49 of 1959, ET SEQ

## CERTIFICATE OF PRIOR SERVICE FOR NEW APPLICANTS

**TO BE COMPLETED AND SIGNED BY PRIOR SERVICE MUNICIPALITY/PARISH/STATE AGENCY  
 AND RETURNED TO CURRENT MUNICIPALITY**

**COMPLETE A SEPARATE FORM FOR EACH PERIOD OF EMPLOYMENT OR  
 CHANGES IN CLASSIFICATION/JOB TITLE**  
*(Make copies as needed)*

MUNICIPALITY/PARISH/STATE AGENCY NAME	FORMER EMPLOYEE NAME (As it appears on the SS Card)
MUNICIPALITY MAILING ADDRESS	
CITY	STATE
ZIP	
TELEPHONE NUMBER OF PREPARER	E-MAIL ADDRESS OF PREPARER

FOR THE PRIOR SERVICE TO BE ELIGIBLE, IT MUST HAVE BEEN SERVED IN AN OFFICIAL FULL TIME LAW ENFORCEMENT POSITION IN  
 ACCORDANCE WITH R.S. 40:1667.1-9, Act 49 of 1959, ET SEQ

<b>DATES OF EMPLOYMENT</b> FROM _____ TO _____	<b>SOCIAL SECURITY NUMBER OF FORMER EMPLOYEE</b> _____
<b>WAS EMPLOYMENT FULL-TIME AND PAID IN ACCORDANCE WITH FLSA?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>CLASSIFICATION/JOB TITLE</b>  
<b>DID APPLICANT RECEIVE SUPPLEMENTAL PAY?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>REASON FOR SEPARATION</b>  

We hereby certify that the person named in this certificate occupied a full-time Certified & Commissioned Law Enforcement position of the above-named police department, paid solely from municipal funds, and was entitled to receive supplemental pay in accordance with R.S. 40:1667.1-9, Act 49 of 1959, ET SEQ.

<b>PREPARER</b>	PRINT PREPARER'S NAME:	SIGNATURE:	DATE:
<b>APPROVER</b>	PRINT POLICE CHIEF'S NAME:	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.**

