

## LIUTENANT VACANCY ANNOUNCEMENT

IMPORTANT NOTICE: DISTRIBUTE TO ALL COMMISSIONED PERSONNEL

Opening Date: **DECEMBER 1, 2020** Closing Date: **DECEMBER 8, 2020**  
Rank of Position: State Police Lieutenant Announcement No. 1038  
Work Location: Baton Rouge/EBR Number of Vacancies: 1  
BOI/ISS  
Position Number 50310505

**OVERVIEW:** This position serves as the Executive Officer (XO). The XO is the primary Administrator for the SHSP and UASI Federal Grants. The XO is responsible for property control of all personnel equipment, vehicles and building contents in the Investigative Support Section. The XO serves as custodian of the investigative expense fund for the Criminal Intelligence Unit. The XO coordinates all technology purchases /procurements and monthly operating expenses for the Investigative Support Section.

If you are interested in applying for this vacancy, please fill out the information below and forward this application to our office. The application may be sent via electronic mail (email) by completing and signing the application, scanning it into a PDF file, and then emailing the document to [Debbie.Givens@la.gov](mailto:Debbie.Givens@la.gov). An electronic receipt / return receipt shall be selected when submitting your email for verification of delivery (If you do not receive an email response from [Debbie.Givens@la.gov](mailto:Debbie.Givens@la.gov), please contact the Commission to verify that your application has been received). The application must be received in our office by 4:00 p.m. central standard time (CT) the date this vacancy announcement closes. The application will be deemed timely when it is mailed on or before the due date. Timeliness of mailing shall be shown by an official United States postmark or by official receipt or certificate from the United States Postal Service, or bona-fide commercial mail services such as Federal Express or United Parcel Service, made at the time of mailing which indicates the date thereof. Hand deliveries must be received by 4:00 p.m. on the closing date of the announcement.

Minimum Qualification: Two years of experience as a Louisiana State Police Sergeant.

State Police Commission  
P. O. Box 66555  
Baton Rouge, Louisiana 70896  
Phone (225) 925-7057

At the close of this announcement, a certificate of eligibles, consisting of the top seven grade groups from all interested applicants, will be compiled and forwarded to the appointing authority.

\_\_\_\_\_  
Print Name (Clearly)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number or Personnel #

\_\_\_\_\_  
Score

\_\_\_\_\_  
Email Address to receive confirmation

Availability forms will not be accepted by fax.

# BOI / ISS - Lieutenant Vacancy



Mary Vanvalkenburg on behalf of Chief of Staff

Today, 8:33 AM

HRDocuments; Jason Starnes; Doug Cain; Ginger Krieg; Debbie Givens

Reply all |

Inbox

RECEIVED



Action Items



12/11/2020

Public Comment

LTC Cain has approved this request. Please post this vacancy for seven (7) days.

Thanks,  
Mary

**AUTHORITY:** LTC M. Doug Cain, II, Assistant Superintendent

Position# and Job Title: 50310505 / State Police Lieutenant

Former Incumbent: Aaron Marcelle

Section / Unit and Cost Center: BOI / ISS / 4192032250

Pay Level: P-3

Parish Domicile: East Baton Rouge

City: Baton Rouge

Time Administrative Group: 032

Reporting Category: 41900P2900

Time Entry Status: Positive

Work Schedule: 24 / 7


**Overview:**

This position serves as the Executive Officer (XO). The XO is the primary Administrator for the SHSP and UASI Federal Grants. The XO is responsible for property control of all personnel equipment, vehicles and building contents in the Investigative Support Section. The XO serves as custodian of the investigative expense fund for the Criminal Intelligence Unit. The XO coordinates all technology purchases / procurements and monthly operating expenses for the Investigative Support Section.

20-1370 - 1038 - 12/1/2020 - 12/8/2020

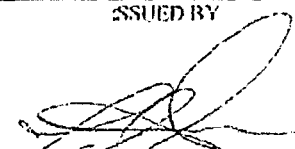
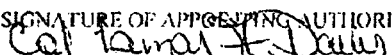
Request for  
Certificate of Eligibles  
SF 2 (8/05)

STATE OF LOUISIANA  
STATE POLICE COMMISSION

<p>To: State of Louisiana State Police Commission P. O. Box 66555 Baton Rouge, LA 70896-6555</p>	<p>FOR STATE POLICE COMMISSION USE ONLY - SF2 TRACKING</p> <p>Org ID: _____ Req #: _____</p>																
<p>CHECK DEPT. PREFERRED REEMPLOYMENT LISTS</p> <p>DATE: 12/01/2020</p> <p>ORGANIZATION ID: 080041900</p> <p>REQUISITION NO.(6 DIGITS): 200055</p> <p>ISIS Personnel Area Code: 419</p> <p>LOCATION OF VACANCIES (City and Parish): Baton Rouge/East Baton Rouge</p> <p>JOB CODE AND TITLE: 7143140/SP Lieutenant</p> <p>PAY LEVEL: P-3</p> <p>NO. OF VACANCIES: 1</p> <p>POSITION NUMBER(S): 50310505</p> <p>FORMER INCUMBENTS(S): Aaron Marcelle</p> <p>Please check ONLY ONE box:</p> <p>APPOINTMENT TYPE    <input type="radio"/> Probational                                   <input type="radio"/> Job                                   <input checked="" type="radio"/> Promotional</p> <p>If Promotion, Promotional Zone requested: BO/ISS</p>	<table border="0"> <tr> <td>DATE</td> <td>ACTION</td> </tr> <tr> <td>_____</td> <td>01 - To Applicant Records Supervisor</td> </tr> <tr> <td>_____</td> <td>02 - To Application Processing Unit</td> </tr> <tr> <td>_____</td> <td>04 - To Applicant Rec'ds Pending Announcement</td> </tr> <tr> <td>_____</td> <td>06 - To Applicant Records for certificate issue</td> </tr> <tr> <td>_____</td> <td>07 - Certificate issued # _____</td> </tr> <tr> <td>_____</td> <td>08 - Request Cancelled</td> </tr> <tr> <td>_____</td> <td>09 - Returned to agency for correction</td> </tr> </table> <p>Cert initials : _____ Notes: _____</p> <p>Existing Register Information</p> <p>Series/Card: _____ No existing register: _____</p> <p>_____ - CTS    _____ - STE    _____ - ANN*    _____ - OTH*</p> <p>Is there a Dept Preferred Re-employment List?    Y    N</p> <p>J S Posting Info : A U Cons: _____</p>	DATE	ACTION	_____	01 - To Applicant Records Supervisor	_____	02 - To Application Processing Unit	_____	04 - To Applicant Rec'ds Pending Announcement	_____	06 - To Applicant Records for certificate issue	_____	07 - Certificate issued # _____	_____	08 - Request Cancelled	_____	09 - Returned to agency for correction
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<p>SPECIAL REQUIREMENTS AND JUSTIFICATION: Please post for seven (7) days.</p>																	
<p>ORG ID - CONTACT PERSON - MAILING ADDRESS TELEPHONE - EMAIL ADDRESS</p> <p>080041900 DPS---HUMAN RESOURCES P O BOX 66614 BATON ROUGE LA 70896 (225) 925-6067</p>	<p>REQUESTING OFFICER: Kristin Garcia</p> <p>TITLE OF REQUESTING OFFICER: Human Resources Analyst</p> <p>SIGNATURE OF REQUESTING OFFICER: </p>																

State Police Commission  
 Post Office Box 66555  
 Baton Rouge, Louisiana 70896-5555

**OFFICIAL CERTIFICATION OF ELIGIBLES**

			CERTIFICATION NO <b>20-1391</b>	
ISSUE DATE <b>12/28/2020</b>	EXPIRATION DATE <b>2/11/2021</b>	RESQUESTION NO <b>200056</b>	NO OF VACANCIES <b>1</b>	
JOB TITLE <b>State Police Sergeant</b>		ANNOUNCEMENT NO <b>1039</b>	TYPE OF APPOINTMENT <b>Promotional</b>	
LOCATION <b>BREAUX BRIDGE / AMELIA ST. MARTIN / ST. MARY</b>		OFFICE <b>BOI/Gaming Enforcement</b>		
ISSUED TO HUMAN RESOURCE ADMINISTRATOR DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS POST OFFICE BOX 66614 BATON ROUGE, LOUISIANA 70896-6614		ISSUED BY  <b>Jason Hannaman, Executive Director</b>		
IF YOU WISH TO CANCEL THIS CERTIFICATE, PLACE A CHECK MARK ON THIS LINE				
ELIGIBLES	SCORE	ACTION	APPOINTMENT EFFECTIVE DATE	
Charity Knoblock				
Paul DuBois		Promoted	1/7/21	
Jesse LaGrange				
Leon Defelice				
Ronald Dawsey				
Todd Christopher McConnell				
Jason D. Flack				
Timothy Barlow				
Jacob Dickinson				
Christopher Lee Mason				
*****NOTE: THIS LIST CONTAINS ALL APPLICANTS*****				
SIGNATURE OF APPOINTING AUTHORITY 		DATE <b>1/7/2021</b>		

State of Louisiana  
Department of Public Safety and Corrections / Public Safety Services  
**INTERVIEW SUMMARY FORM**

**JOB TITLE (Vacant Pos.):** State Police Sergeant (7000094) **ANNOUNCEMENT NO./CERTIFICATE NO.:** 20-1391

**BUDGET UNIT:** Office of State Police  
**SECTION/UNIT:** BOI Gaming Enforcement-Breaux Bridge

**APPLICANTS SELECTED:**

NAME	ETHNICITY			RACE CATEGORY						SEX	REASON FOR SELECTION
	1.HISP/LAT	2.NOT HISP/LAT	3.DECLINED TO STATE	4.IND/AK	5.ASIAN	6.AFR/AM	7.HI/PI	8.WHITE	9.DECLINED TO STATE	10.M/F	
Paul DuBois		X						X		M	Training, experience and job performance.

1=Hispanic/Latino; 2=NOT Hispanic/Latino; 3=Declined to State; 4=American Indian/Alaskan Native; 5=Asian; 6=Black/African American; 7=Native Hawaiian/Other Pacific Islander; 8=White; 9=Declined to State; 10=Sex- Male/Female; 11=Interviewed-Yes/No

**APPLICANTS NOT SELECTED:**

NAME	ETHNICITY			RACE CATEGORY						SEX	INTER-VIEWED	COMMENTS (Interviewed, Declined Position, Failed to Report for Interview, etc.)
	1.HISP/LAT	2.NOT HISP/LAT	3.DECLINED TO STATE / UNKNOWN	4.IND/AK	5.ASIAN	6.AFR/AM	7.HI/PI	8.WHITE	9.DECLINED TO STATE / UNKNOWN	10.M/F	11.Yes/No (Y/N)	
Charity Knoblock		X						X		F	Yes	Interviewed
Jesse LaGrange		X						X		M	Yes	Interviewed
Leon Defelice		X						X		M	Yes	Interviewed
Ronald Dawsey		X						X		M	Yes	Interviewed
Todd Christopher McConnell		X						X		M	Yes	Interviewed
Jason D. Flack		X						X		M	Yes	Interviewed
Timothy Barlow		X				X				M	Yes	Interviewed
Jacob Dickinson		X						X		M	Yes	Interviewed
Christopher Lee Mason		X						X		M	Yes	Interviewed
<b>TOTAL:</b>												

1=Hispanic/Latino; 2=NOT Hispanic/Latino; 3=Declined to State; 4=American Indian/Alaskan Native; 5=Asian; 6=Black/African American; 7=Native Hawaiian/Other Pacific Islander; 8=White; 9=Declined to State; 10=Sex-Male/Female; 11=Interviewed-Yes/No

Coltman H. Davis  
Interviewing Supervisor Signature

1/7/2021  
Date

\_\_\_\_\_  
HR Analyst Date

**To be completed by HR Analyst:** Date Vacancy Filled: \_\_\_\_\_ HR Transaction: \_\_\_\_\_ (Prob. Appt., Job Appt., Rest. Appt., Promotion, etc.)  
 Total Number of Applicants: \_\_\_\_\_ # Qualified Applicants \_\_\_\_\_ # Non-Qualified Applicants \_\_\_\_\_ Certifiable Score List:  Yes  No  
 Internal Movement (within PSS)  (or) External Movement  (from another State Agency or Outside State Government)  
 Source(s) of Advertising: \_\_\_\_\_ (SPS Comm., C.S. Job Search, PSS Job Vacancy Announcement, Newspaper, LA Dept. of Labor, etc.)