



PERSONNEL AND BENEFITS COMMITTEE

Lincoln Parish Police Jury

Tuesday, April 13, 2021 at 6:30 PM

Library Events Center | 910 North Trenton Street, Ruston, LA 71270

AGENDA

In compliance with the Americans With Disabilities Act, individuals needing special accommodations during this meeting should notify the Lincoln Parish Police Jury at 318-513-6200 at least three working days before the meeting.

COMMITTEE MEMBERS

Joe Henderson, Chair; TJ Cranford, Logan Hunt, Milton Melton, Sharyon Mayfield

Call to Order

Invocation

Approval of Agenda

New Business

1. Recommendation for Appointment - Northeast Delta Human Services Authority - Mr. Robert Flowers II
2. Recommendation for Appointment - Library Appointment (5 year term) One Vacancy - Mr. Jay Ligon; Mr. Edward Richmond
3. Recommendation to Adopt Cellphone/Tablet Use Policy
4. Recommendation to Adopt Purchasing Policy
5. Recommendation to Adopt Vehicle Use Policy

Adjournment



Mental Health • Addiction Disorders
Developmental Disabilities

March 17, 2021

Mr. Doug Postel
Parish Administrator
Lincoln Parish Police Jury
100 West Texas Avenue
Ruston, LA 71270

Dear Mr. Postel;

This letter is to request the appointment of **Mr. Robert Flowers, II, 1402 Bistineau Avenue, Ruston LA 71270** to the Board of Directors of the Northeast Delta Human Services Authority (NEDHSA). This nomination will fill the current vacancy and second Board position available to Lincoln Parish. If approved by the Police Jury, Mr. Flowers' term would be for three years, commencing May 1, 2021 and running through April 30, 2024. His letter of interest is enclosed for your review.

As a faculty member, I had the pleasure of meeting and working with Mr. Flowers while he was a student at Louisiana Tech. In the intervening years, we keep in contact and I was thrilled when he and Ivana moved to Ruston in 2013 to serve our community.

Thank you very much for your time and consideration regarding this matter. Please feel free to contact me at personally at 318.245.7361 or mshipp1426@gmail.com if you have any questions.

Regards,

Michael K. Shipp, M.Ed., CDRS
Chairman, Board of Directors

Enclosure

c Dr. Monteic Sizer
Delores Harris

Robert Flowers II, MA, LPC, LCA
1402 Bistineau St.
Ruston LA 71270
Robertf34@yahoo.com

March 16, 2021

Re: Northeast Delta Human Services Authority Board

Dear Northeast Delta Human Services Authority Board, I would like to formally ask consideration for the open position in Lincoln Parish.

I have spent the last 20 years of my career engaged in the personal welfare of others. As you will note, both my credentials and my wide range of experiences result from my desire to serve people in their personal areas and educational endeavors. My desire is to provide those with services which would enable them to excel in life.

I was employed at ULM in the capacity of Counselor/Advisor for 3 years, Coordinator of Academic Counseling for athletics 5 years, and 5 years as Associate Director of Academics for Athletics at Texas State University. I'm a current Therapist at Louisiana Methodist Children's Home and, continue working with a very diverse population. My responsibilities have covered over 300 student athletes, personal/couples counseling, teaching college classes, workshops, and involvement on university committees. I also worked closely with incoming students and parents, providing information about our services and the university.

Returning to Ruston in 2013, my goal has been to be involved and continue giving back to the community. My wife of 12 years and I love Ruston and hope we can make a difference.

I look forward to the opportunity of interviewing with you in the near future. Please give me a call at 318-265-7624 to schedule. Thank you very much for your consideration.

Sincerely,
Robert Flowers

Robert E. Flowers, II, MA, LPC, LCA

Contact

1706 Decatur Drive
3182438593 (Home)
ligon@latech.edu

www.linkedin.com/in/jayrligon
(LinkedIn)

Top Skills

Leadership
Innovation
Strategy

Certifications

COVID-19 Contact Tracing
CELTA
Immigration Law

Jay R. Ligon

International Director at Louisiana Tech University | Innovative
Problem Solver | Customer Focused

Ruston

Summary

Global strategist with 8 years experience in marketing, and management, Jay has worked with and served students from over 100 countries. He works tirelessly in support of diversity and inclusion. Jay loves customer-focused innovation and his marketing efforts are always driven by personalization and authenticity.

Jay graduated Psi Chi International Honors Society of Psychology in 2020 with a 3.909 GPA in Industrial & Organizational Psychology while serving as director of international student & scholar services at Louisiana Tech University. He is currently pursuing an MBA, which will be his second masters degree.

Currently Jay Ligon is serving as Director for International Student & Scholar Services at Louisiana Tech University. He also functions as President of Friends of the Lincoln Parish Library and Chair of International Recruitment and Marketing at AACRAO. Jay is always open to new challenges and opportunities to grow.

Experience

Friends of the Lincoln Parish Library

President

March 2021 - Present (1 month)

Ruston, Louisiana, United States

Develop revenue streams for the public library

Provide leadership for the corporation and our members.

AACRAO

Chair, International Recruitment and Marketing

May 2020 - Present (11 months)

Louisiana Tech University

Director of International Student and Scholar Services

July 2017 - Present (3 years 9 months)

Ruston, Louisiana

Utilized Zoom and Google Team Drives to maximize virtual team performance during COVID

Team developed 600+ ideas for alternative recruitment/marketing efforts due to COVID

Utilized Zoom, GroupMe, collaborative playlists on Spotify, video collaborations, Reddit, Twitter, Facebook and Instagram to engage international community during lockdown

Fundraised to help international students experiencing economic hardships due to COVID

Developed international recruiting and marketing strategy resulting in 12% growth in international undergraduate enrollments, upending a 46% drop prior to my employment.

ELS Educational Services, Inc

4 years 1 month

Director of Center Sales

February 2017 - June 2017 (5 months)

Princeton, New Jersey

Report directly to executive leadership

Created Strategic Domestic Recruitment Plan for North American operations (60+ language centers)

Performed on numerous cross functional teams

Center Director at ELS\Houston Clear Lake at University of Houston - Clear Lake

August 2015 - February 2017 (1 year 7 months)

Houston Clear Lake

Led center through turnaround

Regained support of key external stakeholders

Elevated customer satisfaction into the top three of all US centers (60+ Language Centers)

Achieved highest student referral rate within North American operations

Developed new revenue streams

Center Director at ELS\Ruston at Louisiana Tech University

June 2013 - August 2015 (2 years 3 months)

Ruston, Louisiana

Led center through turnaround

Achieved a 72% increase in Full-Time Enrollment

Maximized retention to become #1 center for retention in the USA (60+ Language Centers)

Created the ELS and Louisiana Tech International Pathways Certificate.

Trained and supported Center Directors, as needed

Jeju National University, Foreign Language Institute

Senior Instructor at Jeju National University

June 2007 - July 2010 (3 years 2 months)

Jeju-Du, South Korea

International placement

Education

Louisiana Tech University

Master of Arts - MA, Industrial and Organizational Psychology · (2018 - 2020)

University of Houston

BA, Advertising · (2000 - 2004)

British Council

Celta · (2010 - 2010)

John Hopkins University

COVID-19 Contact Tracing , COVID 19 · (2020 - 2020)

Edward Richmond
1305 Bienville Ave.
Ruston, LA 71270
Cell: 985-507-8591
edward.richmond@gmail.com

Lincoln Parish Police Jury
ATTN: Doug Postel
P.O. Box 979
Ruston, LA 71270

25 March, 2021

Dear Ladies and Gentlemen of the Police Jury:

On 15 April, 2021, the term of office for Dr. Deborah Hollimon, currently a member on the Lincoln Parish Library Board of Control, expires. This letter is to place myself under consideration to fill Dr. Hollimon's seat on the Board. In 2020, the parish library became the subject of intense controversy, with matters coming to a head at the board's meeting of December 8th. Since November 2020, the Board has placed Lincoln Parish under national news coverage, casting the parish government as the villain in an anti-LGBTQ/censorship controversy, presided over the failure of a millage renewal of existential importance to the operation of the library, and ousted a respected professional who was more familiar with its operations than any of its members.

As a member of the community in Lincoln Parish, I find all of this extremely concerning. I'm not a native of this area, but this is my home, now; we're all part of the same community, which has a great deal to offer, and it's distressing to see that threatened and obscured by the kinds of issues that lately have swirled around the Library Board of Control. I want to be part of a solution, instead of merely complaining about what I see as a problem.

At their best, libraries create opportunity, and that makes them precious. I want this resource to remain available in the future, to anyone and everyone in the community who needs it.

There's a personal dimension to this; I'm offering to serve the community in this fashion because I've spent a great deal of time in libraries. I hold an advanced degree in English, and you don't get one of those if you don't like—even love—to read. I was a bookish child, who grew up to be a bookish adult, and my enduring interest in language and literature was fostered with the help of a cadre of very patient librarians in my hometown, who taught me how to use inter-library loan to get hold of obscure books that weren't part of the local collection. It's left me with a soft spot for libraries and librarians. In a very real sense, I wouldn't be the person I am today if I hadn't grown up with access to a succession of libraries, and been able to depend on the help of the men and women who staff them.

But a passion for libraries, whether because of a love of books or because they're a public good, isn't enough to make me a fit for the Library Board of Control. I started my professional life as a high school teacher; leaving education, I went into the portion of my career when I picked up most of the knowledge that I think would help me contribute to the Library's continued success. First, I got comfortable with technology, especially Web-based tech, very early on. Given that the Lincoln Parish Library is in the midst of an update to its website, and given that the digital resources on offer through the library are integral to its value to the community, it's helpful for a prospective board member to be comfortable with and able to assess the costs and benefits of new technology.

In addition, I've held positions that have developed my ability to understand an organization's finances and logistics. I've been involved with accounts payable/receivable and inventory management, as well as responsible for payroll, sales tabulations, and bank reconciliation, and have learned that good administration and planning, whatever the enterprise, is impossible without due consideration to budgetary concerns.

To vouch for my character and practical qualifications for a seat on the board, my resume also includes several references. Mary desBordes is the former director of a public library system, and can tell you how I'll get along with the people who actually keep the doors open and the books circulating. Paul Tran Austin is another transplant to Ruston; like me, he's putting down roots. He sits on the Ruston Cultural Board, is employed by Louisiana Tech's school of nursing, and prior to the coronavirus pandemic, his baked goods were a prominent attraction at the Ruston Farmer's Market on Saturdays. Finally, Joe Mitcham is an institution here in Lincoln Parish, and also my father-in-law; I'm married to his older daughter, Laura.

I look forward to speaking to you about how I can help to preserve and strengthen the Lincoln Parish Library, and try to regain the public's confidence and enthusiasm for all that it has to offer.

Sincerely,



Edward Richmond

Edward P. Richmond
 1305 Bienville Dr.
 Ruston, LA 71270
 Cell 985-507-8591
edward.richmond@gmail.com

Educational Background

M. A. in English, January 2005, University of Notre Dame, Notre Dame, Indiana.

B. A. in English, May 2002, Southeastern Louisiana University, Hammond, Louisiana. *Summa cum laude.*

Knowledge, Skills and Abilities

- Search engine optimization
- Online advertising (pay-per-click and cost-per-impression)
- Web content management
- Social media management
- Marketing analysis—demographics, ROI, customer engagement
- Mailing list development
- Website usability and accessibility best practices
- Print and e-mail newsletter publication
- Business process automation
- Web service integration
- Copywriting/copyediting
- Superior research skills

Software/Web Tools

- Salesforce.com
- Google AdSense
- Microsoft Office 2013
- Sharepoint
- Joomla 2.5
- Google Analytics
- Constant Contact
- Microsoft Access
- Exchange Online
- Wordpress
- Google AdWords
- Vertical Response
- Zapier.com
- Office 365
- Drupal 7
- Quickbooks
- Intuit Online Payroll

Computing Languages

- HTML 5
- PHP
- XSL-T/F
- CSS 3
- XML
- SQL
- JQuery
- RDF
- Python

Professional Experience

Webmaster/IT Manager, JEB Design/Build, LLC, Shreveport, LA. Full-time position. September 2012-March 2014. Duties included maintenance of company website, online marketing and social media presence. Additionally, the position required significant activity related to the following major projects:

- Implement and administered Salesforce.com
- Automated direct response marketing to clients and prospects
- Performed regression analysis to identify top-performing clients' demographics
- Developed a qualified sales prospects list based on top clients' demographics
- Conducted initial postal mail campaign based on the above list
- Created automation pipeline to republish blog content as a monthly e-mail newsletter
- Outsourced the publication of company's print newsletter
- Redesigned and redeployed company website, improving SEO performance and page rank
- Implemented Exchange Online and Office 365 to replace previous locally-hosted mail server and various outdated versions of Microsoft Office
- Deployed a new company network based on AVAYA/Nortel hardware, allowing remote access for employees working in the field

Project Manager, Synche Enterprises, LLC, New Orleans, LA. Full-time position. February 2011-September 2012. Instrumental in the design, development, importation, and launch of four successful consumer products for the tobacco industry.

- Installed and configured the company's IP phone systems
- Prepared business plan, policy and procedure documents, and product design documentation
- Sourced and managed a diverse portfolio of vendors in China and the US
- Forecasted sales and set restocking points to prevent over- and under-stock of inventory
- Administered payroll, accounts payable/receivable, and bank reconciliations

Operations Manager, Tommy's Lock and Alarms, Inc., Hammond, LA. Full-time position. May 2009-November 2010. Primary responsibilities included sourcing and managing Chinese camera vendors, managing inventory and supply chain to prevent over- and under-stock. Secondary involvement in proposal writing, online marketing and social media, and print marketing.

Documentation Specialist, Strategic Staffing Services, Baton Rouge, LA. Full-time temporary position. June 2008-May 2009. Composed system and business process documentation for the insurance claims processing system of Blue Cross and Blue Shield of Louisiana. Member of configuration and design team for BCBSLA's corporate intranet portal using Microsoft Office Sharepoint Server 2007.

Business Consultant, Hammond, LA and Ruston, LA. Part-time position. January 2006-present. Network design and configuration, web design and development, online and print marketing.

English, Civics/Free Enterprise, and Publications Teacher, Loranger High School, Loranger, LA. Full-time position. August 2007-December 2007. Teaching duties covered English I, Civics/Free Enterprise, and Publications I and II courses. Other duties included budgeting, fund-raising, and oversight of publication of LHS's yearbook, oversight of coverage and content of yearbook, and editing, proofreading, and revision of material associated with the publication.

English and Photojournalism/Yearbook Teacher, Archbishop Hannan High School, Covington, LA. Full-time position. August 2006-June 2007. Taught English III, IV, and V (H) as well as Photojournalism/Yearbook. Duties also included fund-raising, budgeting, and oversight of publication of yearbook, procurement of hardware necessary for desktop publishing components of yearbook program, and editing, proofreading, and revision of material published in the book.

References

Mary desBordes
 Director (retired), St. Charles Parish Library System
 1108 Rue Cannes, Hammond, LA 70403
 Email: marydesbordes65@gmail.com
 Cell: 985-320-3744

Note: Mary doesn't answer her phone to unfamiliar numbers, but she reliably returns calls after an unknown caller leaves voicemail. Her preferred contact is via e-mail.

Paul Tran Austin
 Member, Ruston Cultural Board
 117 Godchaux Dr., Ruston, LA 71270
 Cell: 214-505-5909

Joe Mitcham
 Owner, Mitcham Farms
 Member, Lincoln Parish School Board
 1007 Woods Rd., Ruston, LA 71270

Electronic Device Acceptable Use Policy

Purpose: Policy to establish the acceptable use and care of electronic devices issued out by the Lincoln Parish Police Jury (herein referred to as "Police Jury").

Scope: This policy applies to all employees and elected or appointed officials of the Police Jury that have been issued an electronic device for business use.

Policy Statement: The Police Jury recognizes the importance of, and the necessity to utilize available technology as a tool and resource. The primary function of any device is to make employees and the Police Jury as a whole more efficient.

Data Protection and Security:

- The Police Jury will issue electronic devices to any employee/official that needs such a device for the betterment of Police Jury functions.
- All users must have their device set up through the Police Jury Office (if necessary) and with Police Jury issued user information (no personal accounts).
- Do not place personal information on any device. All information on any device may be regularly monitored by Information Technology or Administrative personnel.
 - Information Systems and Administrative employees shall observe the highest possible degree of confidentiality in the discharge of their duties, however, complete privacy cannot be guaranteed. Therefore, neither the parish nor any of its offices shall be responsible or liable for the disclosure of personal information in the event that an employee chooses to send such information via electronic media.
- Information pertaining to the types, brands and configuration of the computer systems and networks of the parish is confidential information. Do not disseminate any information about the computer systems and networks of the parish, including your password, via telephone, electronic means, or in person unless explicitly instructed to do so by Parish Information Technology or Administrative Personnel.
- All users must turn in their device when requested by authorized personnel for diagnostics, updates, and general maintenance. The interval of maintenance will be based on the device.
- All devices that have security protection capabilities (complex password/fingerprint id) should have protection set up on the device and be changed regularly.
- Any device password set up must be unique and must be recorded in the Administrative Offices of the Police Jury or Department main office.
- Any devices that can be backed up should be on a regular basis.
- You must not jailbreak your device or otherwise hack, or tamper with it.

User Responsibility:

- If your device must be transported, it should be placed in the provided protective case.

- Property of the Lincoln Parish Police Jury shall not be removed from the premises without proper authorization from the Parish Administrator.
- Users of parish computers, electronic communications equipment and systems are expected to comply with all parish policies, as well as applicable state and federal laws, including copyright, discrimination, harassment, defamation, libel, and slander laws.
- Employees are expected to exhibit courtesy and professionalism in all electronic commiques in accordance with established Police Jury policies pertaining to code of conduct as well as confidentiality. Use of the parish devices and communication systems for writing, producing, sharing, retrieving, transmitting, or receiving any communications or images which are threatening or disruptive, obscene or pornographic, and/or would serve to discredit an individual, the parish, or public service are strictly prohibited.
- Only properly licensed software may be loaded onto the parish's electronic devices. Such software may only be loaded by authorized information Technology employees at the request of a supervisor and with the approval of the Parish Administrator.
- Handle your device with care and respect. Do not throw, damage, place heavy items on, or intentionally drop your device.
- Devices are not for commercial, political, or personal gain.
- Do not keep, or leave your device unattended in vehicles where excessive temperature can damage it.
- Keep your device safe and secure at all times. You should know where your device is at all times.
- Ensure your battery is charged and ready for use when needed.
 - Users such as officials can turn in their device with charging cables a minimum of two business days prior to a meeting and the Administration Office will take responsibility for charging and setting up the device for a meeting.

Lost, Damaged, or Stolen Devices:

- If your device becomes lost or has been stolen, report it to the Administration Office (Purchasing Officer) immediately.
- If your device has become damaged, report it to the Administration Office (Purchasing Officer) and submit the device to them.
- You must not carry out repairs on any Police Jury owned device.
- You must not solicit any individual or company to repair a Police Jury owned device on your behalf.

Safeguarding and E-Safety:

- All device usage is subject to the rules and guidelines of the Police Jury Handbook. Anyone in breach of these policies may be subject, but not limited to disciplinary action, confiscation, removal of content, or referral to external agencies.
- Do not tamper with any device belonging to other employees or officials of the Police Jury. Anyone found trying to access another user's device or associated content will be subject to disciplinary action.

- If a device is found, take it to the Administration Office.
- Do not take photographs of others without their express permission.
- You are strictly forbidden from using your device to create, store, access, view, download, distribute, send, or upload inappropriate content or materials.
- You are forbidden from utilizing your device to partake in illegal activities of any kind.
- Do not use your device to post images, movies, or audio to a public facing part of the internet (i.e. social media), without the express permission of individuals imaged/recorded. Where this includes colleagues or employees, refer to them and their Superintendent, and ensure that full permission has been received.

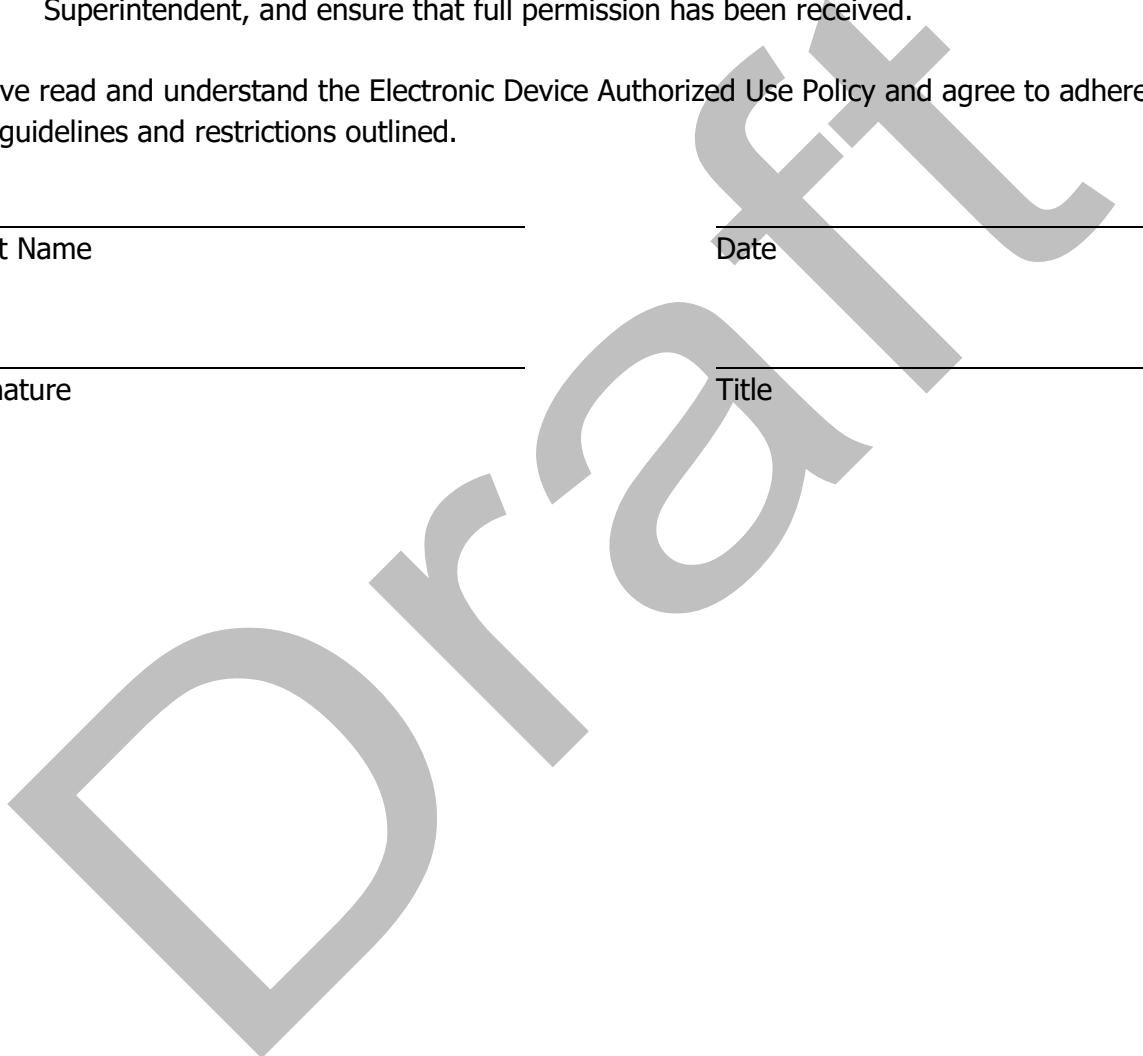
I have read and understand the Electronic Device Authorized Use Policy and agree to adhere to the guidelines and restrictions outlined.

Print Name

Date

Signature

Title



PURCHASING SYSTEM

POLICIES

AND

GUIDELINES

LINCOLN PARISH POLICE JURY

Draft

(Purchasing regulations mandated by Act 504, of 1980, "Louisiana Local Government Budget Act")

SECTION 1.00

PURPOSE

To set forth the established written plan and policy of the Lincoln Parish Police Jury for the purchasing of goods and services; and appropriate financial management and budgetary control, by providing a uniform purchasing procedure for the acquisition of such goods and services of this government.

This centralized purchasing system is not intended to be so strict as to be impractical. These policies and regulations are intended to have sufficient flexibility to allow authorized personnel to act in the best interest of the parish in emergencies or extenuating circumstances.

Budgetary allocations and appropriated funds for specific line items of various functions of parish government shall constitute advanced Police Jury approval for purchases except in such cases as state law or Police Jury policies provide otherwise.

SECTION 2.00

AUTHORITY

The Purchasing Officer shall conduct the operation and business of purchasing goods and services and shall report to the Parish Administrator. The Purchasing Officer shall be responsible for implementing these policies and procedures in organizing, developing, and directing the purchasing process necessary to provide for the materials, equipment, supplies, and services with the most effective expenditure of funds; and within the limits of budgeted and available funds.

The Purchasing Officer may delegate duties and convey assignments to staff personnel in carrying out these policies and procedures, as well as, be responsible for the content and correctness of solicitations and contracts including specifications and contractual terms and conditions.

The Purchasing section, under supervision of the Purchasing Officer, shall initiate, conduct, and conclude, all negotiations for the procurement of all materials, services, equipment, equipment rental, tools, and supplies for the operation of the Lincoln Parish Police Jury.

No person or employee shall place any order, verbal or written, or make any commitment contrary to this procedure, except those persons to whom authority to purchase has been identified by this document.

The Purchasing Officer shall not originate any purchase requests. Minutes of Police Jury action indicating acceptance of goods and/or services for which sealed bids were

received shall constitute a legal purchase request and will be acted upon by the Purchasing Officer.

With knowledge and approval of the Purchasing Officer, intermediate negotiations with vendors may be conducted by department heads, other agencies, and public officials. Correspondence may be entered into with suppliers where technical details make it advisable.

The Purchasing Officer must be kept informed of all negotiations and quotations obtained by any department head, public official, or agency.

SECTION 3.00

RESPONSIBILITY

The Purchasing Officer has the responsibility for the establishment of reliable sources for goods and services, for prices and for terms that are fair and reasonable and that the method of shipment and delivery dates are acceptable and are in the best interest of this government.

The Purchasing Officer shall be familiar with current market prices of goods and services and with appropriate delivery information, as well as, be responsible for expediting the delivery of materials to the user, department, section, or agency.

The Purchasing Officer shall have the latitude in initiating and making purchases recognizing the fact that situations of price, of delivery, of standardization in production, and of availability vary.

The Purchasing Officer shall have the responsibility of verifying the availability of funds prior to any purchase order being approved.

SECTION 4.00

PURCHASING PROCEDURE

4.10 Routine Purchasing

4.11 Requisitioning:

Routinely, the purchasing process will begin with a user identifying a need and then completing a requisition to purchase form (removed outdated form #) which originates the purchasing process. In all instances a completed requisition to purchase form will be submitted to the Purchasing Officer. The requesting department head, official, or agency will ensure that the requisition to purchase form reflects accurately the necessary supplies, equipment, and labor required. A copy of the requisition to purchase form will be maintained by each department until the purchase is received.

Upon receipt of the requisition to purchase form, the Purchasing Officer will complete a quotation work sheet (removed outdated form #), when applicable, following the guidelines as specified in Section 4.12. The Purchasing Officer will then issue a purchase order (removed outdated form #) to initiate the purchase.

4.12 Purchasing Orders:

Purchase orders shall be issued to the selected vendor after the following appropriate action: For purchases

- \$0 to \$10,000.00 - As part of good public policy, should obtain at least 3 written quotes. Approved by Purchasing Officer.
- \$10,000.00 to \$30,000.00 - No less than three quotes by telephone, facsimile, or e-mail. Approved by Purchasing Officer.
- \$30,000.00 or more - Advertise for bids furnishing:
 - (1) Materials and supplies
 - (2) Public Works exceeding \$250,000.00 – As part of good public policy, should attempt to obtain at least 3 written quotes. Approved by Purchasing Officer.

If changes occur to the Louisiana Public Bid Law that affect the above mentioned thresholds, the jury will be notified and a revised policy adopted.

Under no circumstances shall procurement requirements (Requisitions or Purchase Orders) be artificially divided so as to constitute smaller purchases that would have the effect of avoiding the requirements of the aggregate dollar amounts prescribed by this section.

Items of materials, supplies and equipment that have a “single source supplier” are exempt from the above guidelines; however, prudent purchasing shall prevail.

All purchases released for bid must be approved by the jury.

4.13 Purchase Order Control Procedures:

The following steps outline the correct procedures of internal control that shall be strictly be followed concerning the administering of the purchase order:

- (removed outdated form information) A copy shall be maintained by the Purchasing Officer in a historical file with any supporting documents such as prices, persons contacted, etc.
- (removed outdated form information) A copy shall be sent to the receiving or user department, official, or agency to be filed until the order has been received. Upon receipt of merchandise, a copy shall be signed in the “received ok” block and sent back to the Purchasing Officer. The Purchasing Officer will hold the copy until an invoice is received, at which time, after checking the accuracy of the purchase order against the original invoice, both will be submitted to accounts payable for payment. Accounts payable shall check accuracy of the invoice against the system and check for any applicable discounts before issuing any checks for payment. If the purchase order resulted in the acquisition of fixed assets, the Purchasing Officer will log the fixed assets. The Purchasing Officer shall maintain a record of these transactions with all supporting documentation.

4.20 Non-Routine Purchasing

4.21 Open Orders:

This system shall permit (not require) “Open Orders”, i.e. purchase orders issued for a specific quantity of the commodity or service to be delivered in numerous shipments over an extended period of time from the same vendor. Procurement of such goods and services shall be initiated by a requisition issued by the authorized department head, official, or agency. The normal Purchase Order Control Procedures (Section 4.13) shall be followed. Such open orders are to be used for purchase of materials such as gasoline, diesel fuel, herbicide materials, concrete pipe, hot mix materials, asphalt materials, etc.

4.22 Field Orders:

Each authorized department head, official, or agency will be furnished pre-numbered field orders by the Purchasing Officer, which may be used for small incidental purchases of non-stock items totaling \$250.00 or less. These field purchase orders shall be the specific responsibility of the department head or official and must be issued by them personally or their designated representatives. Each department, official, or agency shall be limited, as approved the Parish Administrator, to field order purchases amounting to not more than \$4,999.00, within any thirty (30) day period. If field order purchases in excess of this amount are anticipated, justifiably, an additional allocation may be authorized by the Parish Administrator.

(removed outdated form information) All copies of said field purchase order shall be forwarded to the Purchasing Officer prior to the close of business the following day. The

Routine Purchasing Order Control Procedures (Section 4.13) shall be followed. It is specifically intended and expected that control of this type of purchase be strictly enforced. The use of more than one field purchase order to cover purchases totaling more than \$250.00 at the same place and near the same time is specifically prohibited. Department heads and authorized officials are charged with the proper and prudent use of these field purchase orders. Normal stock items and supplies should not be ordered on field purchase orders, but should be anticipated and ordered on a regular basis using the Routine Purchasing Procedure. (Section 4.10)

4.23 Emergency and Extreme Emergency Purchasing:

Emergency and Extreme Emergency Purchasing shall be done in accordance with the State of Louisiana Public Bid Law. R.S. 38:2211, 2212

When possible and practical, every effort should be made to obtain written or verbal quotations for purchasing under this section.

4.24 State Contracts and Piggyback Purchasing:

Purchases shall originate from a purchasing requisition and shall be authorized by purchase order approval authority as specified in Section 4.12. The Routine Purchasing Order Control Procedure (Section 4.13) shall be followed.

530 VEHICLE USE POLICY

Overview: As a driver of a Parish vehicle, the undersigned driver has been given certain privileges. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and otherwise following the policies and procedures outlined in this policy. After reviewing this document, your signature will certify that you understand the terms of this policy.

Vehicle Fleet Purpose: Parish vehicles are provided to support business activities and are to be used only by qualified and authorized employees in the conduct of Parish business. Employees are prohibited from using parish-owned vehicles without proper authorization or direction. Parish-owned, leased, or rental vehicles shall not be used for personal use. Parish-owned, leased, or rental vehicles that are used for commuting to and from work are considered as a taxable fringe benefit and will be added to the employee's taxable income at a rate (cents-per-mile rule) of 37.5 cents a mile or \$1.50 for a one way commute per day.

Driver Licensing: Authorized drivers must have a valid driver's license issued in the State of Louisiana for the class of the vehicle being operated.

Maintenance: Authorized drivers are required to properly maintain their Parish vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe and efficient operation. Each driver is responsible for the actual care and use of the Parish vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

- Operating the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Inspecting the vehicle (lights, brakes, horn, and fluids) prior to operation to insure safe mechanical operation.
- Using seat belts and shoulder harness for the driver and all passengers.
- Obeying all traffic laws.
- Restricting the use of vehicles to authorized drivers only.
- See other responsibilities under "Safety Issues" stated in this policy.
- Fire extinguisher and first aid kit is present and properly maintained.

Vehicle Insurance Coverage:

Department-Owned or Long-term Leased Vehicles

To ensure appropriate insurance coverage is obtained for the vehicle, it is essential that departments contact Risk Management when a vehicle is purchased or leased on a long-term basis with the following information: year, make, and model of vehicle; date of acquisition; amount paid or value of vehicle; vehicle identification number (VIN); license number; and if leased, the leasing agent.

When a vehicle is transferred to another department, transferred to surplus property, sold, or returned to the leasing agent, the department shall notify Risk Management.

- **Short-term Rental Vehicles**
If departments find it necessary to rent vehicles on a short-term basis from a rental agency, the vehicle should be rented in the name of the Police Jury. The rental agency may require the driver's name to be on the form, if this is the case; write "Lincoln Parish Police Jury / (driver's name)". The Police Jury carries automobile insurance coverage on the vehicle and the employee. Therefore, it is not necessary to purchase insurance offered by the rental agency. This insurance coverage is only available on vehicles rented in the Police Jury's name (as described above).
- **Personal Vehicles Used for Police Jury Business**
Mileage reimbursement for use of an employee's personal vehicle to conduct Parish business will be made in accordance to the Louisiana State Travel guidelines set forth by the Division of Administration for the State of Louisiana. This reimbursement is intended to cover the cost to operate an employee's vehicle, including insurance. The Police Jury's insurance is always in excess over any personal automobile insurance carried by the employee who uses his/her personal auto on Parish business. The Police Jury recommends that employees who regularly use their vehicles on Parish business maintain auto liability insurance with limits of at least \$100,000 for bodily injury.

Driver's Requirements and Qualifications:

- Authorized employee of the Parish
- Must be at least 21 years of age
- Must meet licensing requirements in the class of vehicle operated
- Must have reasonable experience driving the type of vehicle being operated
- Be expected to operate the vehicle in a safe and prudent manner

General Standards

- Compliance with Louisiana laws and the Police Jury's Vehicle Use Policy are required for any driver to be allowed to use a Parish vehicle. Individual departments may impose additional standards, restrictions, driver education or training requirements. This Vehicle Use Policy is in addition to any requirements, standards, operating restrictions, or suspensions imposed by law.
- All employees assigned a Parish vehicle will be required to sign a statement indicating that they have read and comply with the rules and provisions of this policy. Employees who do not comply with any of the provisions of this policy shall be subject to disciplinary action up to and including termination.

Motor Vehicle Records Checks

Departments are required to submit a list of drivers with license information to Risk Management annually for those drivers who will have routine access to departmental vehicles. All authorized drivers will be required to sign a Motor Vehicle Records (MVR) check release form. Risk Management will have the Parish's insurance provider conduct the MVRs and notify the department if any employee is not insurable based on the Driver's Standards listed below. To add employees to their approved driver's list, department

heads shall submit names, driver's license information and a MVR check release form to Risk Management for review and approval, prior to allowing the employee to drive departmental vehicles. State Motor Vehicle Records (MVRs) will be obtained and reviewed at least once a year. Driving privileges may be withdrawn or suspended for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken, up to and including termination of employment.

- Must pass drug and alcohol test, as needed

Driver's Standards

The Police Jury and the Police Jury's insurance provider have established the following standards for determining when a driver is not insurable under the Police Jury's policy.

- Driver's license is suspended or revoked OR
- Driver has been convicted of one or more of the following:
 1. Driving under the influence of alcohol or drugs
 2. hit and run
 3. evading the Police
 4. reckless driving
 5. negligent homicide arising out of the use of a motor vehicle
 6. operating during a period of suspensions or revocation
 7. using a motor vehicle without the owner's authority (grand theft)
 8. speed contest (racing) OR
- Any combination of three (3) "at fault" accidents, "no at fault" accidents, and or moving violations

Safety Issues –

- Alcohol and Drug Use - No alcoholic beverages, prescription drugs that could impair someone's driving ability, illegal drugs, or controlled substances are to be used or consumed by the driver of Parish-owned, leased, or rented vehicles, including personal vehicles while being used on Parish business.
- Seat Belt Use – Use of seat belts are required for all persons occupying the vehicle. It is the driver's responsibility to ensure that all persons are properly secured before the vehicle is put in motion.
- Smoking – Smoking is not permitted in Parish-owned, leased, or rented vehicles.
- Firearms – Firearms are not permitted in any Parish-owned, leased, or rented vehicles.
- Cell Phones – The use of cell phones are prohibited while driving a Parish-owned, leased, or rented vehicle. If you must use your cell phone while driving, you should put call on hold until you can safely pull over to the side of the road or nearest parking lot or use hands free feature or device. (Also see Section 365)

Traffic Violations - Fines for parking or moving violations are the personal responsibility of the assigned operator. The Parish will not condone nor excuse ignorance of traffic citations that result in court summons being directed to the Parish as owner of the vehicle. The driver is required to obey all state and federal traffic laws pertaining to the safe operation of a vehicle.

Each driver is required to report all moving violations to his immediate supervisor by the next working day or within 72 hours. The supervisor should notify the department head within 8 hours. This requirement applies to violations involving the use of any vehicle (Parish, personal or other) while on Parish business. Failure to report violations will result in appropriate disciplinary action. Any employee whose driver's license has been suspended must report the license suspension to his/her supervisor immediately. Any employee with a suspended driver's license shall not drive any parish vehicle.

If an employee becomes ineligible to qualify for a Commercial Driver's License (CDL) required for his/her job, he/she may be demoted to a classification that does not require a CDL driver's license until he/she becomes reinstated.

Traffic violations incurred during non-business (personal use) hours will affect each employee's driving status as well and are subject to review.

Accidents Involving Parish Vehicles

Accident Procedure – The following accident procedures shall be followed:

- Call the police
- Do not admit negligence or liability
- Do not attempt settlement, regardless of how minor
- Get the name, address and phone number of any injured persons and witnesses if possible.
- Contact your designated department representative immediately.
- Submit all required information to your department head within 24 hours.
- Report the accident to Risk Management as soon as practical, preferably the same day of the occurrence so that photographs of the scene of the accident can be taken.
- Any driver involved in an accident, must contact Risk Management and/or supervisor within one hour to schedule a drug and/or alcohol test.
- The driver may be held personally responsible for all costs of the accident if the driver is found to be operating the vehicle in a reckless manner due to being under the influence of alcohol, illegal drugs, and/or controlled substances.

Thefts – In the event of the theft of a Parish vehicle, notify local police and Department Head immediately.

Driver's Responsibilities – Each driver is responsible for the actual care and use of the Parish vehicle in their possession. Therefore, driver's responsibilities includes, but not limited to,

the following:

- Operating the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Inspecting the vehicle (lights, brakes, horn, and fluids) prior to operation to ensure safe mechanical operation.
- Using seat belts and shoulder harness for the driver and all passengers.
- Obeying all traffic laws.
- Restricting the use of vehicles to authorized drivers only.
- Reporting the occurrence of moving violations.
- Not operating a parish vehicle while under the influence of alcohol or any controlled substance, or any substance which may alter or impair the driver's ability to safely and efficiently operate the vehicle. Possessing, transporting or consuming alcohol or illegal drugs by anyone in the vehicle is not allowed. (See "Safety Issues" and **SECTION 710** in this policy)
- Attending to and practicing safe driving techniques and adhering to current safety requirement.
- Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.

Vehicle Labeling

No decal, sticker, license plate frame, or similar modifications to any part of your vehicle is allowed, except as required by law. You and your vehicle are a representation of Lincoln Parish Police Jury (LPPJ) in the community. Exceptions will be made only with administration approval for LPPJ brand related logos.

Failure to comply with any of these responsibilities will result in disciplinary action.