



# DESOTO PARISH POLICE JURY

August 05, 2024 at 5:00 PM

## Administrative Committee Meeting

Police Jury Meeting Room, 101 Franklin Street, Mansfield, LA 71052

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## AGENDA

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### A. CALL TO ORDER

### B. INVOCATION

### C. PLEDGE OF ALLEGIANCE

### D. PRESIDENT'S REPORT

### E. LEGAL COUNSEL'S REPORT

### F. CALL FOR ADDITIONS AND DELETIONS

### G. GUEST AND PUBLIC COMMENTS

### H. ADMINISTRATIVE ITEMS

1. Discuss and take action on renting out the David Means 4-H Building
2. Adopt the most current edition of the State Uniform Construction Code
3. Discuss the Jurors having to write a letter to get a public records request and not getting the information requested in a timely manner
4. Discuss Public Information/Relations Officer
5. Authorize a Public Hearing to receive Guest and Public comments regarding the intent to abandon Azalea Road off HWY 171 on Monday August 19, 2024 at 5:05 PM
6. Authorize the sale of the property located on Liberty Lane classified as lots 1 & 2 as listed in the attached appraisal for the sum of \$158,000, to be dedicated to the Jail Fund, to the Sheriff and authorize the Administrator to sign all necessary documents of the sale
7. Appoint Kirk Lee to the Bayou Pierre Game and Fish Commission

### I. ADJOURN

**DESOTO PARISH 4-H EXHIBITION FACILITY  
BUILDING AND PROPERTY USE POLICY  
DESOTO PARISH POLICE JURY**

1. The DeSoto Parish Police Jury, as the owner and operator of the Parish 4-H Exhibition Facility, hereby establishes the following policies for the use of the facility.
2. The day-to-day management of the DeSoto Parish Police Jury's 4-H Exhibition Facility will be performed by the Parish Administrator or his/her designee. The Jury's Building & Property Committee is responsible for recommending policy changes to the Jury. The Police Jury may modify this policy at any time upon recommendation by the Building and Property Committee.
3. The Jury's staff will maintain a master schedule of events for the facility. Users will be accommodated on a first-come, first-served basis no more than one (1) year in advance. The User's preferred date(s) may not conflict with 4-H Extension Office sponsored events. The official 4-H calendar of events is published in January of each year. Additionally, no event will be confirmed as scheduled by staff until all requirements of this policy are met. An organization may place their request for a date already scheduled for another User and the staff will notify said organization(s) of a cancellation by the scheduled User on a first-come, first-served basis. **Any User who cancels an event less than 30 days before said event will forfeit its deposit unless the cancellation was caused by an Act of God (e.g. ice storm). In such case, the User may reschedule the event or request a refund.**
4. The person, agency or group (User) desiring to use the 4-H Exhibition Facility shall provide the central office of the Police Jury with a complete application form (attached) stating the group name, person in charge, address, telephone number, certificate of liability insurance (minimum \$1,000,000), copy of valid driver's license, assurance of clean-up after the event, and any other requirements of the Police Jury. **The DeSoto Parish Police must be listed as certificate holder on the certificate of liability with the address, 101 Franklin Street, Mansfield La. 71052.**
5. The person, agency or group (User) desiring to use the 4-H Exhibition Facility shall submit a refundable deposit of \$300.00. This \$300.00 deposit shall be mailed to the User of the facility within five (5) business days of all facility keys being returned to the Extension Office and a satisfactory inspection of the facility by Jury staff.
6. The person, agency or group (User) desiring to use the 4-H Exhibition Facility shall be charged a User fee of \$150.00 per day (24 hours from the beginning of the event, excluding set-up time) to cover expenses of utilities, depreciation and inspection. The User fee will be waived if the event is sponsored by a non-profit organization or a resident of DeSoto Parish and DeSoto Parish residents will constitute a majority of the attendees. The burden of proof for these restrictions rests with the User.
7. Upon receiving confirmation of their scheduled event the person, agency, or group (User) shall contact the 4-H Extension Office (318-872-0533) to arrange for access to the facility. Door keys will be provided to the User not more than one (1) business day before the event. The User shall return said keys not more than one (1) business day after the event. Arrangements for access to the building more than one (1) business day before or after the event can be made directly with the 4-H Extension Office.
8. When the keys are returned to the 4-H Extension Office, the User's representative will affirm that the facility is in its pre-event condition and that no damage was done to the facility. Each User shall be responsible for any damage done to the facility during the User's scheduled event. The User shall, at the direction of the Jury staff, either be charged for necessary repairs or shall have the repairs made in accordance with Police Jury construction standards. A designated employee of the Police Jury shall inspect the facility after each use and determine if any repairs and/or additional clean-up is required. If the inspection finds that the facility has been left in satisfactory condition, a refund of the deposit will be made not more than five (5) business days after the keys are returned.
9. No person, agency, or group (User) or vendor shall sell food, beverage, merchandise, or services during their event unless so indicated on the event application form. If said items are sold, each User/vendor shall contact the DeSoto Parish Sales and Use Tax Commission about sales tax collections and obtain an occupational license (fee determined



by the State of Louisiana) from the Jury. (The occupational license for non-profits is provided by the Police Jury at no cost. However, an annual exemption from the collection of Louisiana Sales Taxes at certain fundraising events must be obtained by application to the Louisiana Department of Revenue.) Additionally, if alcoholic beverages are sold, the vendor must obtain a liquor license from the State of Louisiana for such sales.

- Security personnel are required for events held after 5:00 p.m. on weekdays, any time on weekends, and any time alcohol is consumed (whether sold or not) in accordance with the following table:

| <b># Attendees</b> | <b>Conditions</b> | <b># Officers/Guard</b> |
|--------------------|-------------------|-------------------------|
| ≤ 100              | Alcohol           | 1                       |
| ≤ 100              | No Alcohol        | 0                       |
| 101-200            | Alcohol           | 2                       |
| 101-200            | No Alcohol        | 0                       |
| 201-300*           | Alcohol           | 3                       |
| 201-300*           | No Alcohol        | 0                       |
| 301-400*           | Alcohol           | 4                       |
| 301-400*           | No Alcohol        | 0                       |

\*Due to Louisiana State Fire Marshal restrictions, any event anticipating more than 250 attendees shall provide an “event floor plan” to the Parish Engineer for approval of means of egress and number of officers/guards.

Security personnel may be arranged with any **DeSoto Parish law enforcement officer, Louisiana State Police officer, or security guard licensed by the Louisiana Board of Private Security Examiners.** Appropriate documentation shall be provided to the Police Jury by the User for confirmation of said credentials for the appropriate number of officers/guards. If at any time during the event an appropriate number of officers/guards is not maintained, the event shall cease operations until said number is obtained.

- Official 4-H sponsored events are exempt from the refundable deposit, User fee, and certificate of liability insurance. Additionally, as the primary building tenant, the 4-H Extension office is a keeper of the master building key.
- Each prospective User will be provided with an application and a copy of this policy by the Jury staff.
- Non-profit organizations must provide appropriate US Internal Revenue Service and/or LA Department of Revenue documents prior to receiving confirmation of the scheduled event.
- Confirmed Users are entitled to the use of specified areas inside the building and parking areas outside the building. Other areas outside the building and in proximity to said building are generally available to the User if pre-approved by Jury staff.
- Tables and chairs may be rented from the 4-H Extension Office for a fee. Contact said office directly at (318) 872-0533.

**I have read and understand the Desoto Parish Police Jury Policy for use of the David Means 4-H facility. Please sign below:**

**Date**

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Event \_\_\_\_\_ Date of Event \_\_\_\_\_

To rent 4-H building Desoto Parish Police Jury requires you to provide the following:

- A completed Application
- Desoto Parish 4-H Exhibition Facility Policy with Renters signature and date at bottom.
- Copy of valid Driver's License
- Deposit of 300.00 (must have deposit to hold date)

*-Payment Type (office use only)*

*Deposit*  
*Deposit # \_\_\_\_\_ Deposit Date \_\_\_\_\_*

*Credit Card*  
*Credit Card Date \_\_\_\_\_*

- User Fee (due 15 days prior to event date)
  - NON-PROFIT EXEMPT FROM USER FEE**
  - Exempt from fee-Parish resident with majority of guest being parish residents**

*-Payment Type (office use only)*

*Deposit*  
*Deposit # \_\_\_\_\_ Deposit Date \_\_\_\_\_*

*Credit Card*  
*Credit Card Date \_\_\_\_\_*

- Receipt for security with proof that security guard is licensed through the state. **See Desoto Parish 4-H Exhibition Facility Building and Property Use Policy Section 10 for Security requirements.**

*No alcohol served no security guards required*

- Special Event Permit will be required if charging admission for your event.  
\_\_\_ Admission \_\_\_ N/A \_\_\_ Special Event Application  
Special Event License # OL \_\_\_\_\_

- Indemnify and Hold Harmless (if using property other than building and parking lot)
- Certificate of Insurance (minimum of 1,000,000)

**Note: Indemnify and Hold Harmless Agreement, Receipt for security, and Certificate of Liability needs to be turned in 7 days prior to the event.**

- Return Deposit (office use only)**  
**Refund date \_\_\_\_\_ Check # \_\_\_\_\_**

**\*Tables and chairs can be rented from the 4-H Extension Office for a fee. For more information call 318-872-0533.**

**DESOTO PARISH 4-H EXHIBITION FACILITY  
APPLICATION FOR USE**

**Return to:**  
**DeSoto Parish Police Jury**  
**101 Franklin St.**  
**Mansfield, LA 71052**

Group Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Person Responsible: \_\_\_\_\_  Check box if you at least 25 years old.  
**\*Must provide copy of Driver's License.**

Purpose: Describe in detail the event or activity that will be held in the 4-H Exhibition Facility. The DeSoto Parish Police Jury reserves the right to deny certain types of functions.

Event Name: \_\_\_\_\_

Number of Attendees anticipated: \_\_\_\_\_ Are you a DeSoto Parish resident and majority attending are DeSoto Parish Residents? \_\_\_\_\_

Date(s) & hours requested for use of facility: \_\_\_\_\_

- |  |     |                          |    |                          |
|--|-----|--------------------------|----|--------------------------|
| Is your group a non-profit organization?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Will admission be charged? <b>(If yes you are required to obtain a Special Event Permit)</b> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Will food be served?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Will non-alcoholic beverages be served?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| If food is served, will the food be for sale?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| If non-alcoholic beverages are served, will the beverages be for sale?                       | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Will alcoholic beverages be served?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

The undersigned, representing the reserving group, agrees to assume the responsibility for clean-up and repairs that result from use of the facility. The undersigned further agrees that the security deposit may be used to correct problems resulting from the reserving groups' use of the facility if so required by the Police Jury. The security deposit held by the Police Jury will be returned after an inspection by a designated Police Jury employee has confirmed that the facility is in pre-event condition.

For Office Use Only

Group Representative

Date

|  |     |                          |    |                          |
|--|-----|--------------------------|----|--------------------------|
| Security Deposit (\$300.00) Attached?        | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| User Fee (\$150.00 per day) Attached?        | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Certificate of Liability Insurance Attached? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Revision Date: 3/01/2012





# Public Records Law

R.S. [44:1](#) - [44:41](#).

## Overview

The following document is a summary of the general principles and guidelines concerning [Louisiana's Public Records Law](#). This document is presented in a frequently asked questions (FAQ) format. Remember that because every situation is unique, each deserves careful individual review.

To facilitate your use of this document, numerous links within the document will direct your attention to areas within the document and to other related documents posted on the Louisiana Legislative Auditor's website and on external websites. For example, clicking the question in the index section will take you directly to any area of the FAQ you wish to view. Within the FAQ, several links will direct you to other areas of the FAQ and to relevant external documents. If you click on the individual question number, a link will return to the index to allow you to select another question to view.

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[Recent AG Opinions](#)



## I. Scope

**Q.1. What is the Public Records Law? R.S. [44:1](#), *et seq.***

**A.1.** The Public Records Law is found in La. R.S. [44:1](#), *et seq.*, which provides for the maintenance and disclosure of public records.

The Public Records Law is meant to ensure that public documents are preserved and open to view by the public. The Public Records Law, which operates in conjunction with Louisiana’s Open Meetings Law, is the enabling legislation to ensure the mandate in [Article XII, Section 3](#) of the Louisiana Constitution that states, “no person shall be denied the right to observe the deliberations of public bodies and examine public documents, except in cases established by law.” The Public Records Law is designed to ensure unfettered access to documents and to implement the inherent right of the public to be reasonably informed as to what public records contain and the manner, basis, and reasons upon which governmental affairs are conducted, while at the same time balancing the right of the public against the necessity for the custodian of public records to act in the public interest by protecting and preserving public records against unreasonable dangers of loss or damage, or acts detrimental to the integrity of public records. *Title Research Corp. v. Rausch*, 450 So.2d 933, (La. 1984).

There is no conflict between the Federal Privacy Act (5 U.S.C.A. Section 552a) and Louisiana’s Public Records Act because the two bodies of law cannot apply to the same entities. [AG Op. No. 07-0251](#).

**Q.2. What are Public Records? R.S. [44:1](#)**

**A.2.** Public Records are defined in R.S. [44:1\(A\)\(2\)\(a\)](#) to include all of the following, including copies, duplicates, photographs (including microfilm or other reproductions:

- Books
- Records
- Writings
- Accounts
- Letters and letter books
- Maps
- Drawings
- Photographs
- Cards
- Tapes
- Recordings
- Memoranda

- Papers
- Documentary Materials (regardless of physical form or characteristics, and including), electronically stored information or information contained in databases, or in electronic data processing equipment)\*

**Note: This list is illustrative and not exclusive.**

The documents must have been used, in use, or prepared, possessed, or retained for use in the following:

- Conduct, transaction, or performance of any:
  - Business
  - Transaction
  - Work
  - Duty, or
  - Function
  
- Conducted, transacted, or performed:
  - By or under the authority of the constitution or laws of the state
  - By or under the authority of any:
    - Ordinance, regulation, mandate, or order of any public body
  - Concerning the receipt or payment of any money received or paid by or under the authority of the constitution or laws of the state:
    - Records regarding public funds are public records; therefore, right to inspection of non-public foundations exists -- provided that inspection is limited to records regarding the public funds. *State ex rel. Guste v. Nicholls College Foundation*, 592 So.2d 419 (La. App. 1 Cir. 1991).

R.S. 44:1(A)(2)(c) declares that any blueprint or floor plan of the interior of a public school building or facility is not a “public record”.

R.S. 44:3.6, provides that blueprints, floor plans, and renderings of the interior of an airport facility or of a facility on airport property or of airport infrastructure shall be confidential. The law provides that these documents, except in certain circumstances, shall not be subject to public inspection, examination, copying, or reproduction.

Documents that may otherwise be Public Records are exempted from inclusion if the Louisiana Constitution provides an exemption, such as the right to privacy afforded under [Article I, Section 5](#). Documents may also be statutorily exempted in Title 44 Chapter 1 of the Louisiana Revised Statutes.

R.S. [44:6](#) mandates that the completed reports of the Legislative Auditor shall be public records and shall be available at the office of the Legislative Auditor three days after the completion of the reports.

R.S. [44:8](#) declares that the Louisiana Office Building Corporation is a quasi-public corporation; that all papers, documents, contracts, legal agreements, correspondence, minutes of meetings, and any other records of the corporation are matters of public record; and all books and records of the corporation are subject to audit and review by the Legislative Auditor to the same extent as those of all other state departments or agencies.

R.S. [44:11](#) provides for the confidentiality of certain portions of a public employee's personnel records. These items include:

- The home telephone number of a public employee, if the number is a private or unlisted number, or the employee has requested that such the number be confidential;
- The home address of the public employee, if the employee requests that it be confidential;
- The name and account number of any financial institution to which the public employee's wages or salary are directly deposited;
- Public employee's social security number; and
- Public employee's medical records, claim forms, insurance applications, benefit payment requests, and other health related records of the employee and their dependents.

Additionally, the following have also been held by the courts and the Attorney General to be exempt from disclosure under the Public Records Law:

- Tax info, including withholding information of the Public Employee;
- Performance Evaluations; and
- Date of Birth of the Public Employee.

R.S. [44:12.1](#) requires that the name, related qualifications, relevant employment history or experience of each applicant for a public position of authority or a public position with policymaking duties shall be available for public inspection, examination, copying, or reproduction as provided for in Chapter 2 of Title 44.

Further R.S. [44:12.1\(B\)\(1\)](#) prohibits a public body or agent acting on behalf of a public body from using **only** oral contacts and interviews of applicants considered when filling vacancies in public positions of authority or public positions with policymaking duties, or use of any other means to circumvent the provisions of this section.

Applications for alcohol permits are public records; but the names, addresses, ownership interests, social security numbers, and information on criminal background inquiry must be redacted before disclosure of remaining application information to third parties. [AG Op. No. 05-0412](#).

**Q.3. What is a Public Body?**

**R.S. [44:1](#).**

**A.3.** A Public Body is defined in R.S. [44:1\(A\)](#) (1) as any of the following, including any committee, subcommittee, advisory board, or task force of the following:

- Branch
- Department
- Office
- Agency
- Board
- Commission
- District
- Governing Authority
- Political Subdivision
- Instrumentality of State, Parish, or municipal government, or
- Public or quasi-public nonprofit corporations designated as an entity to perform a governmental or proprietary function.

Note: Affiliates of housing authorities are subject to public records law (R.S. 40:487 and R.S. 44:1(A)(1)).

The nominating committee and appointing authority for public bodies are subject to the Open meetings Law and Public Records Law. [AG Op. No. 16-0093](#); [AG Op. No. 08-0148](#) and [AG Op. No. 06-0311](#).

Drug courts, as quasi-public nonprofit corporations, are public bodies for the purpose of Louisiana's Public Records Law and subject to the Audit Law. [AG Op. No. 06-0138](#).

Advisory committees of local governing authorities are subject to the Open Meetings Law and Public Records Law. [AG Op. No. 08-0211A](#); [AG Op. No. 08-0143](#); [AG Op. 07-0261](#); [AG Op. No. 05-0424](#).

**For additional discussion of application of the Public Records Law to private entities carrying out public functions, please see the LLA's Whitepaper:**

**[The Public Record Law & Private Entities Engaging in Public Functions.](#)**



**Q.4. What is a custodian?**

R.S. [44:1](#).

- A.4. A custodian is defined in R.S. [44:1\(A\)\(3\)](#) as the public official or head of any public body having custody of a public record or a representative specifically authorized to respond to requests to inspect any such public records.

The identity of the custodian of a town's records is the mayor; however, the mayor may designate the town clerk, the town attorney, or the director of finance to respond to public records requests.

**C.B. Forgotson Act**

[R.S. 44:33.1](#), also known as the C.B. Forgotson Act, requires that public bodies shall make the contact information of the custodian available to the public in a manner that will allow a member of the public to quickly determine the appropriate person to whom a public records request should be submitted, including placing this contact information on the internet.

**Q.5. How should the Public Records Law be interpreted?**

- A.5. Louisiana's Public Records Law should be interpreted liberally, with any doubt resolved in favor of the right of access. *First Commerce Title Co., Inc. v. Martin*, 887 So.2d 716 (La. App. 2 Cir. 2004).

In other words, in cases where there is any doubt as to the public's right to view a document, the courts will decide on the side of the document being open to public review.

**Q.6. What documents are specifically exempted from being classified as public records under the Public Records Law?**

- A.6. R.S. [44:4.1](#) mandates that only exceptions provided for in Chapter 1 of Title 44 and within the Constitution of Louisiana are valid, and that all other exceptions, exemptions, and limitations pertaining to public records not provided for under Chapter 1 of Title 44 or the Louisiana Constitution **shall have no effect**.

R.S. [44:4.1](#) then lists exemptions from other titles and chapters of the Revised Statutes and State Codes that are continued into effect by incorporation into Chapter 1 of Title 44. **Please check the extensive list in R.S. [44:4.1\(B\)](#)**

Unless R.S. [44:1](#), *et seq.* expressly exempts a record, or unless there is a recognized constitutional right, such as the right to privacy found under [Art I, Section 5](#) of the Louisiana Constitution, that requires exclusion of a record, all public records are generally subject to inspection and copying.

Examples of exempted documents include:

- The work papers of the Legislative Auditor,
- Documents containing trade secrets or proprietary information,
- Documents pertaining to the security procedures, investigative techniques, or containing internal security information of a body,
  - Security camera video tapes are not exempted and are public records subject to inspection by the public; however, video of executive session may be excluded. [AG Op No 05-0166](#).
- Accident reports, or information in accident reports, as provided in R.S. 32:398,
- Social Security Numbers of teachers,
- Blueprints or floor plans of the interior of public school buildings or facilities,
- Blueprints, floor plans, or renderings of the interior of airports, facilities on airport property, or airport infrastructure Private and unlisted phone numbers,
- Protected health information as defined in R.S. 29:762(10),
- **Documentation or other information related to closed litigation claims that are provided by a State entity to the litigation subcommittee of the Joint Legislative Committee on the Budget pursuant to R.S. 24:653(H)(3)\***
  - \* Enacted by **[Act 291 of the 2023 Regular Session](#)** (Effective 08/01/23).
- Investigative records (R.S. 44:3) held by attorney general, police, district attorney, etc. pertaining to pending criminal litigation, and
  - This includes videos pertaining to the investigation, which should remain confidential until final adjudication or settlement.  
[AG Op. No. 08-0218](#).
  - This includes video or audio recordings generated by law enforcement officer body-worn cameras that are found by the custodian to violate an individual's reasonable expectation of privacy
  - Includes the Council on Peace Officer Standards and Training and the Louisiana Commission on Law Enforcement and Administration of Criminal Justice.
  - Includes affidavits of probable cause executed by law enforcement officers in support of arrest warrant applications.  
[AG Op. No. 19-0169](#)



However, see *McKay v. State, Div. of Admin.*, 2013-1265 (La. App. 1 Cir. 3/21/14), which holds that R.S. 44:3(A)(1) applies to investigative documents in the hands of the Attorney General, not to public records held by other agencies that the Attorney General intends to use in its investigation. The court rejected AG opinions to the contrary.

- Names of minors must be redacted from police records when presented to third parties.
  - Names of minor delinquents may be released to victims but not to third parties due to Children’s Code and application under R.S. [44:4.1](#). [AG Op. No. 06-0007](#).

### **Statutory exceptions to the Public Records Law**

A complete list of the statutory exceptions to the Public Records Law can be found in R.S. [44:1](#), [44:2](#), [44:3](#), [44:3.1](#), [44:3.2](#), [44:3.3](#), [44:3.4](#), [44:3.5](#), [44:4](#), [44:4.1](#), [44:5](#), [44:6](#), [44:7](#), [44:10](#), [44:11](#), [44:12](#), [44:13](#), [44:15](#), [44:16](#), [44:17](#), [44:18](#), [44:19](#), [44:20](#), [44:21](#), [44:22](#), and [44:23.1](#).

### **Notable exceptions:**

- [R.S. 40:1379.3\(A\)\(3\)](#), which makes it a crime for anyone to knowingly publicize or release for publication the information regarding concealed handgun permit holders, except when specific exceptions are present.
- [R.S. 44:11\(E\)](#) relates to the confidentiality of information in personnel records of certain public employees. The home address of a member of the Firefighters' Retirement System shall not be confidential if that information is requested by a member of the Louisiana Legislature, an agency or employer reporting information to the system, or a recognized association of system members.
- [R.S. 44:4.1\(B\)\(26\)](#) and [R.S. 40:1379.1.1](#) provide with respect to concealed handgun permits issued by sheriffs.
- Security surveillance video of the capitol area and grounds. [R.S. 44:4\(50\)](#)
- Questionnaires completed by members of a petit jury venire. [R.S. 44:4\(49\)](#)
- Commercially sensitive information in the custody or control of a public power authority. [R.S. 44:3.3](#)
- Any tax information in the possession of the Board of Tax Appeals that is required by law to be held confidential or privileged or to any internal correspondence among the members and staff of the Board of Tax Appeals pertaining to discussion of a case being adjudicated by the board. [R.S. 44:4\(48\)](#)

- To allow the secretary of state or any employee or official of the Department of State to disclose electronic mail addresses or short message service numbers to an agency, official, or employee of state government or of a political subdivision of the state in the course of interaction with the Department of State. However, they may be used only for the governmental purposes for which the information was submitted or captured, and they shall not be disclosed. [R.S. 12:1702](#)
  - The exception in [R.S. 12:1702](#) is incorporated by reference into the Public Records Law through [R.S. 44:4.1\(B\)\(5\)](#).
- Certain video or audio recordings generated by law enforcement body-worn cameras are exempt from the Public Records Law. [R.S. 44:3\(I\)](#)
- Certain records (licensee fitness and examination questions) of the State Licensing Board for Contractors are exempt from the provisions of the Public Records Law. [R.S. 44:4\(51\)](#) and (52)
- Confidentiality of Records disclosed to or by the Commissioner of Insurance during the course of an insurance receivership are confidential. [R.S. 44:4.1\(B\)\(11\)](#)
- Several exemptions exempt papers of the insurance commissioner related to insurance fraud and unfair trade practices, the anti-fraud plan of insurers and health maintenance organizations, work papers related to self-insurance funds; privileged communications related to police power of municipalities and parishes for code enforcement officers including animal control; reports from agency head under governmental ethics; and records of the coroner's office related to health intervention.
- School crisis management and response plans. [R.S. 44:3.1\(B\)](#)
- Writings, records or reports of cyber incidents or payment of cyber ransoms submitted to the Louisiana Fusion Center pursuant to [R.S. 51:2114](#) shall not be considered public records for sixty days from the date of submission to the commission. After the sixty days, the records would then be subject to the provisions of the Public Records Law, if no other exemption applies.

Further information that constitutes critical infrastructure information as defined in 6 U.S.C. §671, regardless of whether the information has been shared with any federal governmental agency, shall not be considered public records. [R.S. 44:4.1\(D\)](#)

- Cybersecurity plans, financial security procedures, or the assessment or implementation of such plans and procedures required under [R.S. 39:372\(D\)](#) for State Executive Branch agencies, boards, and commissions. [R.S. 44:4\(59\)](#)



- Registration information provided to the Secretary of State by providers that manage a public body's information technology structure, security, or end-user systems. R.S. 51:2113(E)
  - ❑ The exception in R.S. 51:2113(E) is incorporated by reference into the Public Records Law through R.S. 44:4.1(B)(35).
  
- The following records enumerated under R.S. 51:2370.16 related to the Granting Unserved Municipalities Broadband Opportunities (GUMBO) program:
  - Providers' trade secret and proprietary information, including coverage data, maps, and shapefiles;
  - Information regarding unserved coverage areas not yet awarded or announced; and
  - Applications pending evaluation.
  
- ❑ The exception in R.S. 51:2370.16 is incorporated by reference into the Public Records Law through R.S. 44:4.1(B)(25).
  
- The following information concerning Unclaimed Property:
  - The specific monetary value and name of a company that remits assets held in the State Treasury pursuant to the Unclaimed Property Act of 1997, except as provided in R.S. 9:161. R.S. 44:4(59)
  - The following identification information submitted by a claimant of property held in the State Treasury pursuant to the Unclaimed Property Act of 1997, except as provided in R.S. 9:161: R.S. 44:4(60)
    - Name;
    - Address;
    - Telephone Number;
    - Email Address;
    - Social Security Number;
    - Driver's License Number; or
    - Copy of a license or other form of identification.
  
- Records, files, documents and communications, and any information contained therein, that are made, generated, received, or maintained by or in connection with a peace officer and public safety personnel peer support program or session conducted by a trained peer support member, or relating to the personal information of approved peer support members by the Louisiana Commission on Law Enforcement and Administration of Criminal Justice. R.S. 44:4(59) \*
  
- Camera footage from self-contained classroom or special education settings recorded pursuant to R.S. 17:1948. R.S. 17:1948(D)(1)

- The exception in R.S. 17:1948 is incorporated by reference into the Public Records Law through R.S. 44:4.1(B)(9).

**Q.7. How does the Constitutional Right of Privacy apply to Public Records?**

- A.7** The constitutional right of privacy in Louisiana arises from [Article I, Section 5](#) of the Louisiana State Constitution, which states, “every person shall be secure in his person, property, communications, houses, papers, and effects against unreasonable searches, seizures, or **invasions of privacy**.” The court has consistently held that the right to privacy in Louisiana can be described as the right to be left alone and to be free from unnecessary public scrutiny. *DeSalvo v. State*, 624 So.2d 897 (La. 1993). The right, however, like other personal rights, may be lost in many ways -- by express or implied waiver or consent, or by a course of conduct that prevents assertion. *Parish Nat. Bank v. Lane*, 397 So.2d 1282 (La. 1981). The right of privacy is also limited by society’s right to be informed about legitimate subjects of public interest. *Id.*

The right to privacy applies only when one has a **reasonable expectation** of privacy in the matter sought to be protected. *Capital City Press v. East Baton Rouge Parish Metropolitan Council*, 696 So.2d 562 (La. 1997). In order for the expected privacy to be reasonable and thus constitutionally protected, the expectation must not only be an actual or subjective expectation of privacy, but also of a type that society at large is prepared to recognize as being reasonable. *State v. Ragsdale*, 381 So.2d 492 (La. 1980).

Louisiana Supreme Court holdings on whether or not a balancing test should determine if a public record should be exempted from inspection on privacy grounds have been inconsistent. In *Capital City Press* (1997) the court held that a balancing test was inappropriate, ruling that applications for assistant director positions for the metropolitan airport were public records and subject to inspection and not protected by a constitutional right to privacy. Ten years later, the court held in *Copeland v. Copeland*, 966 So.2d 1040 (La. 2007) that a balancing test was appropriate, balancing the public’s interest in right to inspect public records and the individual’s interest in right to privacy, ruling that divorce records were public records and subject to inspection upon necessary redaction of information for the protection of the children.

In *Trahan v. Larivee*, 365 So.2d 294 (La. App. 3<sup>rd</sup> Cir. 1979) the court held that privacy provisions exempted from inspection the performance evaluation of a public employee. However in *Hilbun v. State, ex rel. Division of Administration*, 745 So.2d 1189 (La. App. 1<sup>st</sup> Cir. 1999), the court held that the investigative report concerning the alleged improprieties of a state employee, which contained statements from co-employees, was not entitled to protection under the right of privacy.

The court in *Capital City Press* held that absent statutory authorization, if the Legislature has spoken on an issue (e.g., employee records) and has not chosen to exempt a specific type of record (e.g., employee applications), then the court will not read into the constitution a right of privacy for those records and will hold that the individual has no objective expectation of privacy in regard to those records. Given this difference in the court’s view of an appropriate test, and the apparent difference in the level of acceptance in recognizing a constitutional right of privacy, each case should be treated individually, considering all the facts and circumstances of the situation. The court (although applying varying tests) appears to favor disclosure over individual privacy rights, seemingly under the *Lane* ruling that privacy rights can be waived expressly, implicitly, or through a course of conduct.

For additional information on public records and privacy in the workplace, please see the LLA’s Whitepaper [here](#).

**Q.8. Are records involved in legislative investigations subject to public records requests? [R.S. 44:2](#)**

**A.8.** No, R.S. 44:2 exempts records, writings, accounts, letters, letter books, photographs or copies of books, in the custody or control of the legislature, either house or any committee or officer, and that concern or hold relative to any case, cause, charge, or investigation being conducted through the legislature, or either house or any committee, until after the case, cause, charge or investigation has been fully disposed of.

**Q.9. Are there any exceptions for proprietary or trade secret information submitted to the Department of Economic Development? [R.S. 44:3.2\(C\)](#)**

**A.9.** Yes, R.S. 44:3.2(C), states that the Public Records Law shall not be construed to require the disclosure of proprietary or trade secret information that has been submitted to the Department of Economic Development for economic development purposes.

**Q.10. Are the work papers of the Legislative Auditor subject to inspection or reproduction under the Public Records Law? [R.S. 44:4\(6\)](#)**

**A.10.** No. The public records law shall not apply to: “Any records, writings, accounts, letters, letter books, photographs or copies or memoranda thereof, in the custody or control of the legislative auditor, or the actual working papers of the internal auditor of a municipality **until the audit is complete.**” R.S. [44:4\(6\)](#)

- [AG Op. No. 08-0055A](#) states that the **working papers of the Legislative Auditor remain exempt from the Public Records Law even after completion of the audit.**

The legislative history of R.S. [44:4\(6\)](#) as well as [AG Op. No. 08-0055A](#) clarify that the language at the end of R.S. [44:4\(6\)](#) exempting the work papers only until the audit is complete applies to only the working papers of the internal auditor of a municipality. Prior language of [44:4\(6\)](#) required that the work papers of the Legislative Auditor remain exempt, and the legislative history suggests that the legislature intended the temporal limitation to apply solely to the inclusion of an exemption for the work papers of municipal internal auditors. Further, reading the statute in conjunction with [R.S. 44:6](#) (which mandates that the completed reports of the Legislative Auditor shall be public records and shall be available at the office of the Legislative Auditor three days after the completion of the reports) makes clear that the Legislature never intended that the work papers of the Legislative Auditor lose the exemption status given in R.S. [44:4\(6\)](#)

**Q.11. Are there exemptions for the books and records of the Governor? R.S. [44:5](#).**

**A.11.** Prior to Act 145 of the 2015 Regular Session, R.S. [44:5](#) exempted the books, records, writings, accounts, letters, letter books, photographs or copies thereof, ordinarily kept in the custody or control of the Governor in the usual course of the duties and business of his/her office, or to those having been used, being in use, or prepared, possessed, or retained for use by or on behalf of the Governor in the usual course of the duties and business of his office.

As of January 11, 2016, R.S. [44:5](#), as amended in 2015, declares the records of the Office of the Governor to be public records subject to the provisions of the Public Records Law for all in-coming governors. Further records of the Office of the Governor related to fiscal or budgetary matters, including but not limited to records of communications between the Legislative Auditor's office and the Office of the Governor related to fiscal or budgetary matters, shall be public records.

Intraoffice communications between the Governor and his internal staff may be privileged from disclosure. The Office of the Governor is defined for the purposes of R.S. [44:5](#) to only include the Governor, his Chief of Staff, Deputy Chief of Staff, and Executive Counsel. Internal staff is defined to include the Governor's Chief of Staff, Deputy Chief of Staff, Executive Counsel, and Director of Policy, but shall not include any employee of any other agency, department, or office.

Additionally records regarding the schedules and transportation of the Governor and his/her family which may contain security details may be held confidential for up to seven days following the scheduled event. The Governor is also permitted to keep a record concerning a meeting or event that he/she attends and transportation related information privileged for up to seven days after the occurrence of the meeting or event.



## II. General Provisions

### Q.12. What rights does an individual have to examine public records?

A.12. [Article XII, Section 3](#) of the Louisiana Constitution’s mandate that “No person shall be denied the right to observe the deliberations of public bodies and **examine public documents**, except in cases established by law” provides the origin for an individual’s right to examine public records. Further, R.S. [44:31](#) states that it is the responsibility and duty of the appointive or elective office of a custodian and his or her employees to provide access to public records.

### Q.13. Who is entitled to make a public records request? R.S. [44:31](#).

A.13. Except as otherwise provided for by law, any person of the age of majority may inspect, copy, or reproduce any public record, and **any** person may obtain a copy or reproduction of any public record.

R.S. [44:31.1](#) limits the definition of person to exclude individuals in custody after sentencing following a felony conviction who has exhausted his appellate remedies if the request is not limited to grounds upon which the individual could file for post-conviction relief under Code of Criminal Procedure Article [930.3](#).

The limitation of R.S. 44:31.1 does not extend to the attorney representing the incarcerated felon. *Boren v. Taylor*, 16-2078 (La. 6/29/17) 223So.3d 1130.

The number or length of records that an individual may request is unlimited, except that the record must be available. The individual’s right is not impaired by use of the records to publish or distribute the information in a manner critical to the public body. **AG Op. No. 93-0482**, [AG Op. No. 09-0298](#).

### Q.14. Who carries the burden of proving that a record is not subject to inspection? R.S. [44:31](#).

A.14. The burden of proving that a public record is not subject to inspection, copying, or reproduction **rests with the custodian**.

### Q.15. What must be included in a request for public records?

A.15. The request need not include specific name or type of document requested; it is sufficient that requester gives reasonable description of information sought. *Nungesser v. Brown* 664 So.2d 132, (La. App. 1 Cir. 1995). \* reversed on other grounds.

The request may be made in person during regular business hours or requested by letter. *Elliot v. District Attorney of Baton Rouge*, 664 So.2d 122 (La. App. 1 Cir. 1995).

For in person requests, the custodian may ask for and examine proof of identification, such as the requestor's driver's license, but may not retain a redacted copy of the license. If the requestor voluntarily submits a copy of their proof of identification as part of an electronic public records request, the custodian may retain the submitted copy. The custodian may request contact information, in order to contact the requestor if the requested documents are not currently available; however, the custodian may not require providing of contact information as a condition for responding to a public records request.

[AG Op. No. 17-0056A](#)

**Q.16. To whom should a request for public documents be made?**

**A.16.** All requests for public documents should be directed to the custodian of the particular public record.

**Q.17. What are the duties of the custodian?**

**R.S. [44:31](#), [44:32](#), [44:33](#).**

**A.17.** R.S. [44:31](#) states that it is the responsibility and duty of the appointive or elective office of a custodian and his/her employees to provide access to public records. R.S. [44:32](#) requires that the custodian present any public record to any person of the age of majority who so requests. Further, the custodian shall make no inquiry of any person who applies for a public record, except an inquiry as to the age and identification of the person.

A custodian may make inquiries as to whether an individual falls within the exclusions of R.S. [44:31.1](#) concerning requests from individuals in custody for a felony conviction who have exhausted their appellate remedies. The custodian can inquire as to whether the requestor is in custody for a felony conviction, has exhausted his appellate remedies, and whether the request is limited to grounds for post-conviction relief under [CCRP 930.3](#).

R.S. 44:32 provides that the custodian shall be permitted to make an inquiry regarding the specificity of the records sought by the applicant, if, after review of the initial request, the custodian is unable to ascertain what records are being requested.

The custodian shall extend to the requestor all reasonable comfort and facility for the full exercise of the right granted under Chapter 2 of Title 44, provided that nothing prevents the custodian from maintaining such vigilance as is required to prevent alteration of any record while it is being examined.

If any record contains material that is not a public record, the custodian may separate the nonpublic record and make the public record available for examination.

For all public records, it is the duty of the custodian of the public records to provide copies to persons requesting unless the requestor fails to pay the applicable copying fees after being notified of the amount in advance of production or the requestor has an outstanding balance from a prior request.

The custodian is required to use reasonable means to notify the public that information submitted to the public body may become a public record pursuant to the Public Records Law. [R.S. 44:33.1\(B\)](#).

**No fee may be charged to any person to examine or review any public records, except as provided for under R.S. [44:32\(C\)](#), and no fee may be charged for examination or review to determine if a record is subject to disclosure, except as may be determined by a court of competent jurisdiction.**

If a record is requested and the custodian raises a question regarding whether or not the requested record is a public record, the custodian must within five (5) days, exclusive of Saturdays, Sundays, and legal public holidays, of receipt of the request, notify in writing the person making the request of the custodian's determination and reasons therefor. The written notification shall contain a reference to the basis under the law that the custodian has determined exempts the record, or any part of the record, from inspection, copying, or reproduction.

Under R.S. [44:33](#) a custodian must segregate any requested public record from the other records under his/her custody so that the public can reasonably view the requested record.

If segregating the record would be unreasonably burdensome or expensive, or if the record requested is maintained in a fashion that makes it readily identifiable and renders further segregation unnecessary, the official shall so state in writing and shall state the location of the requested record.

See [AG Op. No. 09-0298](#) for a discussion of the duties of the custodian.

The custodian, under the language of R.S. 44:32(B), has discretion on whether to separate or redact nonpublic material from an otherwise public record prior to examination by a requestor, unless the custodian is legally prohibited from disclosing the nonpublic information. [AG Op. No. 17-0056A](#)

**C.B. Forgotson Act**

R.S. 44:33.1, also known as the C.B. Forgotson Act, requires that public bodies shall make the contact information of the custodian available to the public in a manner that will allow a member of the public to quickly determine the appropriate person to whom a public records request should be submitted, including placing this contact information on the internet.

**Q.18. What requirements may a custodian place upon a requestor of public records? R.S. 44:32\*.**

**A.18.** A custodian may require a person to sign a register but shall not review, examine, or scrutinize any copy, photograph, or memoranda in the possession of any person requesting public records.

For in person requests, the custodian may ask for and examine proof of identification, such as the requestor's driver's license, but may not retain a redacted copy of the license. If the requestor voluntarily submits a copy of their proof of identification as part of an electronic public records request, the custodian may retain the submitted copy. The custodian may request contact information, in order to contact the requestor if the requested documents are not currently available; however, the custodian may not require providing of contact information as a condition for responding to a public records request.

**AG Op. No. 17-0056A**

A custodian of public records, not of a state agency, may establish and collect reasonable fees for making copies of public records, **which may include the transmission of electronic copies** If a custodian elects to establish and collect fees for copies, the custodian shall establish a reasonable fee schedule and post the schedule where it can be readily accessed by the public\*.

\* As amended by **Act 247 of the 2023 Regular Session** (Effective 08/01/23).

The custodian of public records of a state agency shall charge fees for copies, according to the uniform fee schedule adopted by the commissioner of administration as provided by R.S. 39:241.

The custodian of any public records **may** furnish copies without charge or at a reduced charge to indigent citizens of the state.

Custodians of public records of state agencies **may** also furnish free copies or at reduced charge for individuals whose use of the copies, as determined by the custodian, will be limited to a public purpose, including but not limited to use in a hearing before any governmental regulatory commission.



The custodian may require that examination of public documents occur during regular office and working hours or may authorize examination at other times, with any additional costs for staffing paid out of funds paid in advance by the person examining the public records outside of regular office and working hours.

**Q.19. When must a custodian present the requested record for examination or production? R.S. [44:33](#).**

**A.19.** The custodian shall immediately present to a requestor any public record that is immediately available and not in use. If the record is not immediately available, i.e., is in active use at the time of the application requesting it, the custodian shall promptly certify the unavailability of the record to the requestor in writing, and in this certificate fix a day and hour within three (3) days, exclusive of Saturdays, Sundays, or legal holidays, for the exercise of the requestor’s right to examine or receive a copy of the record.

**Q.20. May a custodian deny a request for public records if the request would substantially disrupt government operations? R.S. [44:32\(B\)\(2\)](#)**

**A.20.** If the custodian reasonably determines that the request would substantially disrupt required government operations, the custodian may deny access only after reasonable attempts to narrow or specify the request with the requestor.

**Custodians of public records should consult with their legal counsel in responding to public records requests.**

**Q.21. What if the record is not currently in the possession of the custodian? R.S. [44:34](#).**

**A.21.** R.S. [44:34](#) requires that the custodian of a requested public record that is currently not in the custody or control of the custodian promptly certify in writing to the requestor the absence of the record, citing the reason for the absence of the record from the custodian's custody or control, the current location of the record, the person who has current custody or control of the record, and the exact time at which the record was taken from the custodian's custody or control, to the best of his/her knowledge and belief. The custodian shall also include in the certificate ample and detailed answers to inquiries of the applicant that may facilitate the exercise of the right granted by Chapter 2 of Title 44.

**Q.22. Who is the custodian of a public record used by two or more different agencies?**

**A.22.** A public record may have more than one custodian when that record is used by more than one public agency. In *Shane v. Parish of Jefferson, et al*, 2014-2225 (La. 12/8/15), 209 So.3d 726, the Louisiana Supreme Court interpreted the definition of “custodian” in La. R.S. 44:1, which provides “the public official or head of any

public body having custody or control of a public record” to mean that “custody” under the statute “may be a mere physical possession” for purposes of determining a custodian of a public record. The Court found this conclusion supported by the fact that the definition of “public records” is not limited to originals, but includes “all copies, duplicates, photographs, including microfilm, or other reproductions.” La. R.S. 44:1(A)(2)(a). The Court reasoned that public records custodian includes not only the original custodian, but also subsequent public officials who have obtained custody of the record. This reasoning is consistent with the legislative goal that all doubts regarding public records requests be resolved in favor of the public’s expansive and unrestricted right to access.

**Q.23. May the requestor specify a format for provision of the record?**

**A.23.** The third circuit court held that a Requestor was entitled to have records of city employee's e-mail account be electronically reproduced on compact disc (CD), digital video disc (DVD), or flash drive pursuant to a Public Records Act request, despite claim that permitting electronic reproduction would allow members of the public to undetectably alter the copies they received, where requester provided the medium at his own cost, no law existed restricting the reproduction of records in digital format, and records reproduced on hard copy had potential to be altered as well. *Johnson v. City of Pineville*, App. 3 Cir.2009, 9 So.3d 313, 2008-1234 (La. App. 3 Cir. 4/8/09).

**Q.24. What rights does an individual have if denied his or her right to inspect a public record? R.S. [44:35](#).**

**A.24.** R.S. 44:35 provides that a person who has been denied the right to inspect, copy, reproduce, or obtain a copy or reproduction of a record either by a determination of the custodian or by the passage of five days, exclusive of Saturdays, Sundays, and legal public holidays, from the date of his in-person, written, or electronic request without receiving a determination in writing by the custodian or an estimate of the time reasonably necessary for collection, segregation, redaction, examination, or review of a records request, may institute proceedings for the issuance of a writ of mandamus (court order compelling the custodian to act), injunctive, or declaratory relief, as well as payment of attorney’s fees, costs, and damages as provided for under [44:35](#). The proceedings must be filed in the district court for the parish in which the office of the custodian is located.

If a person seeking the right to inspect, copy, or reproduce a record or to receive or obtain a copy or reproduction of a public record prevails at court, he or she shall be awarded reasonable attorney fees and other costs of litigation. If the person prevails in part, the court has discretion to award reasonable attorney fees or an appropriate portion thereof.



**Q.25. What is the penalty for violation of the Public Records Law? R.S. [44:37](#).**

**A.25.** Any person having custody or control of a public record, who violates any of the provisions of Chapter One of Title 44, or any person not having custody or control who by any conspiracy, understanding, or cooperation with any other person, hinders or attempts to hinder the inspection of any public records declared by that chapter to be subject to inspection, shall **upon first conviction** be fined not less than one hundred dollars ( $\geq \$100$ ), and not more than one thousand dollars ( $\leq \$1,000$ ), **or** shall be imprisoned for not less than one month, nor more than six months (**1 – 6 months**).

**Subsequent convictions** shall be fined not less than two hundred fifty dollars ( $\geq \$250$ ) and not more than two thousand dollars ( $\leq \$2000$ ), or imprisoned for not less than two months, nor more than six months (**2-6 months**), **or both**.

R.S. [14:132](#) makes it a criminal offense for the intentional removal, mutilation, destruction, alteration, falsification, or concealment of any record, document, or other thing:

Filed or deposited, by authority of law, in any public office or with any public officer; or

Defined as a public record pursuant to R.S. [44:1](#), *et seq.* and required to be preserved in any public office or by any person or public officer pursuant to R.S. [44:36](#).

R.S. [14:133](#) makes it a crime to file a false public record. The statute defines the filing of false public records as:

“The filing or depositing for record in any public office or with any public official, or the maintaining as required by law, regulation, or rule, with knowledge of its falsity, of any of the following”

- Any forged document
- Any wrongfully altered document
- Any document containing a false statement or false representation of a material fact.

The penalty clause found in R.S. [14:133](#)(C) applies to both the “filing” and “maintaining” of false public records. **AG Op No 04-0248**.

[R.S. 15:1352](#) adds injuring public records and filing or maintaining false public records to the Louisiana Racketeering Act which applies additional criminal penalties.

**Q.26. What damages may be awarded in a suit filed pursuant to R.S. [44:35](#)?**

- A.26.** If the court finds that the custodian
- arbitrarily and capriciously withheld the requested record, or
  - unreasonably or arbitrarily failed to respond to the request as required by R.S. [44:32](#).

The court may award the requestor:

- Any actual damages (proven by the requestor to have resulted from the actions of the custodian)
- Civil penalties **not to exceed one hundred dollars per day**, exclusive of Saturdays, Sundays, and legal public holidays for each day of the custodian's failure to give notification.
  - ❖ Awarded only when the custodian fails to respond. See *Aswell v. Divisions of Administration, State of Louisiana*, 2015-1851 (La.App. 1 Cir. 06/03/16), 196 So.3d 90, 96

**If the requestor prevails** in his/ her suit against the custodian, then he/she **shall be awarded reasonable attorney's fees and other costs of litigation.**

R.S. [44:35](#)(D)

**Q.27. Who is liable for damages or payment of attorney's fees and costs of litigation under a suit for denial of rights under the Public Records Law?**

R.S. [44:35](#)(E)(2)

- A.27.** The custodian is **personally liable** for the payment of any damages awarded, and is liable *in solido* with the public body for the payment of the requestor's attorney fees and other costs of litigation.

The custodian is **not personally liable** for attorney fees and costs of litigation if he/she **withheld or denied** production of the requested record or records **on the advice of the legal counsel representing the public body in which the office of such custodian is located.**

In the event the custodian retains private legal counsel for his/her defense or for bringing suit against the requestor in connection with the request for records, the court may award attorney fees to the custodian.

**Q.28. Who may bring suit under R.S. [44:35](#)?**

- A.28.** Only the person who requests to inspect or copy a public record and is denied that right has a right of action. *Vourvoulis v. Movassaghi*, 906 So.2d 461 (La. App. 1<sup>st</sup> Cir. 2005).

The language of R.S. [44:35](#) provides that “**any person**” may institute proceedings, so even individuals who make requests in their “**official capacity**” may bring suit if denied right to inspect or copy public records. *Nungesser v. Brown*, 664 So.2d 132 (La. App. 1<sup>st</sup> Cir. 1995). \* reversed on other grounds.

**Q.29. Does the custodian of records receive immunity from suit for invasion of privacy? [R.S. 44:42](#)**

**A.29.** R.S. 44:42 provides that any custodian who releases records in response to a public records request made pursuant to this Chapter shall be immune from any lawsuit for invasion of privacy alleged to be caused by the release of public records, provided the custodian acts on advice of counsel.

The statute further provides that a custodian who claims the immunity shall be entitled to a presumption that his conduct was not arbitrary and capricious upon presenting a prima facie case of his reliance on advice of counsel.

For purposes of this statute, "advice of counsel" means a determination by the custodian's selected attorney, or if the custodian is an attorney, upon the custodian's own diligent determination in his capacity as attorney.

**Q.30. Who has a duty to preserve public records? [R.S. 44:36](#)**

**A.30.** All persons and public bodies having custody or control of any public record, other than conveyance, probate, mortgage, or other permanent records required by existing law to be kept for all time, shall exercise diligence and care in preserving public record for the period or periods of time specified for such public records **by law** for public records or in formal records retention schedules developed and approved by the state archivist and director of the division of archives, records management, and history of the Department of State.

R.S. [44:39](#) and [44:40](#) allow for electronic conversion of all public documents. The policies and procedures for this conversion and retention of original documents and digital backups are established by the Department of State Archives. [AG Op. No. 05-0408](#); See also [AG Op. No. 08-0140](#).

For additional information on retention of public records, please review the LLA’s FAQ on [Records Retention](#).

**Q.31. How long must public records be preserved? [R.S. 44:36](#).**

**A.31.** The records retention period depends primarily on the nature of the record.

[R.S. 44:36](#) requires that all persons or public bodies that have custody or control of any public record, other than those such as conveyance, mortgage, and other similar

permanent records that are required to be preserved forever by law, must maintain the record **for the period specified by law.**

If the law does not prescribe a particular period of time for the record to be retained, the public records must be preserved and maintained for a period of at least three years from the date on which the public record was made, **except when an agency as defined in R.S. 44:402, has an approved retention schedule pursuant to R.S. 44:36(B).**

The Secretary of State's Office cautions against disposal of records as Federal guidelines may require extended periods of preservation, thus making imperative the creation of a formal retention schedule.

R.S. 44:36(B) provides that all agencies as defined in R.S. 44:402 shall keep all records for the time specified in records retention schedules developed and approved by the State Archivist and Director of the Division of Archives, Records Management, and History of the Department of State, pursuant to the provisions of R.S. 44:411.

- R.S. 44:402(5) defines "Agency" as:

**...state, parish and municipal office, department, division, board, bureau, commission, authority, or other separate unit of state, parish, or municipal government created or established by the constitution, law, resolution, proclamation, or ordinance.**

R.S. [44:411](#) requires these entities to develop and submit a records retention schedule (a listing of their agency's records with the retention requirements to meet their administrative, legal and financial needs) for review and approval by the State Archives.

For additional information on retention of public records, please review the LLA's FAQ on [Records Retention](#).

**Q.32. How is a formal retention schedule created?**

**A.32.** Agencies (State or local) should contact the Secretary of State's Office or visit [www.sos.la.gov](http://www.sos.la.gov) to establish a formal retention schedule regarding the entity's individual records.

For additional information on retention of public records, please review the LLA's FAQ on [Records Retention](#).

**Q.33. Do local inspectors general and ethics review boards have any extra confidentiality protection?**

**A.33.** Yes, R.S. [33:9613\(A\)\(3\)](#) and [33:9613\(A\)\(4\)](#), [33:9614\(B\)](#) and [\(C\)](#), provide that any material, records, data and information compiled by an office of inspector general in an investigation, examination, audit, inspection, or performance review is confidential and privileged and not subject to public records law until the investigation, examination, audit, inspection, or performance review is complete.

[R.S. 33:9614\(E\)](#), relative to the Legislative Auditor, provides that the LLA shall have the authority to examine, audit, inspect or copy all records compiled, prepared or obtained by the ethics entity, ethics review board or office of the inspector general, including but not limited to all books, accounts, papers, documents, records, files, instruments, films, tapes, or any other forms of recordation, including but not limited to computers and recording devices, whether confidential, privileged, or otherwise. However, the LLA shall comply with all restriction imposed by law on documents, data, or information deemed confidential and privileged by law and furnished to the legislative auditor.

**Q.34. Does the Public Records Law apply to private entities?**

**A.34.** In some case, the Public Records Law may apply to private entities. The Louisiana Supreme Court recently extended the Public Records Law to private entities engaged in public functions. *New Orleans Bulldog Society v. Louisiana Society for the Prevention of Cruelty to Animals*, 16-1809 (La. 5/3/17); 222So.3d 679. The Court held that the contractual agreement between the LASPCA, a private, non-profit corporation, and the City of New Orleans, wherein the LASPCA provided mandated city services regarding animal control, made the LASPCA an instrumentality of the City. As an instrumentality of the government, the Court found that the LASPCA was a quasi-public entity subject to the Public Records Law. The functionality test created by the Court is fact specific and distinguishes between a private entity providing services to a public entity and those engaged in performing public functions on behalf of the public entity. For more information on this case please see the LLA's White Paper [\[Click here\]](#)

**Q.35. What resources on Public Records Law are available online?**

**A.35.** Several resources are available online.

The LLA's FAQ on Records Retention can be viewed [here](#).

The *Attorney General's Office* has a summary that can be viewed [here](#).

[R.S. 44:31.2](#) requires the Attorney General to create a Public Records awareness program for the education of the general public, public bodies and custodians regarding the provisions of the Public Records Law.

The *Public Affairs Research Council of Louisiana's (PARC) website on Public Records* information can be seen [here](#).

*PARC* also has a webpage on “Citizens' Rights under Louisiana's Sunshine Laws” which can be viewed [here](#).

Tulane’s Environmental Law Clinic has a brief summary [here](#).

## Recent AG Opinions:

**AG Op. No. 22-0117** – Separate data maintained in a private third-party vendor’s computer system that is not used, mandated, stored, accessible, or owned by a public entity is not a “public record” as it is not used, prepared, possessed, or retained for use in the performance of work performed by the public entity. A public entity is only required to provide a requested public record in the format that it receives from a third-party vendor.

**AG Op. No. 21-0147** –HIPAA does not apply to a decedent. Therefore, a coroner may disclose an autopsy report without violating HIPAA. However, the decision to disclose an autopsy report is within the coroner’s discretion as, pursuant to R.S. 44:19, a coroner cannot be compelled to disclose autopsy reports. The Attorney General advises that coroners who wish to disclose autopsy reports may adopt procedures to protect and/or address any privacy concerns the coroner may have regarding the information within the autopsy reports.

**AG Op. No. 21-0052** - Discusses the requirements of R.S. 44:39 concerning the digitization of records.

**AG Op. No. 19-0006** – R.S. 44:36 requires public bodies to preserve and maintain original records for the period of time specified in the formal retention schedule. If no formal retention period exists, the original must be preserved for a period of at least three years from the date on which the record was made.

**AG Op. No. 17-0084** - Generally information concerning a public body’s pharmacy benefit plan, such as prescription numbers, drug codes, drug names, total prices for medications, and total tax figures, are subject to production under the Public Records Law. If the information contains any identifying information of an employee or information protected under the Constitutional Right of Privacy (Article I, §5) or other privacy laws, the protected information must be first redacted prior to production. AG Op. No. 17-0084

**AG Op. No. 17-0056A** - For in person requests, the custodian may ask for and examine proof of identification, such as the requestor’s driver’s license, but may not retain a redacted copy of the license. If the requestor voluntarily submits a copy of their proof of identification as part of an electronic public records request, the custodian may retain the submitted copy.



The custodian may request contact information, in order to contact the requestor if the requested documents are not currently available; however, the custodian may not require providing of contact information as a condition for responding to a public records request. The custodian, under the language of R.S. 44:32(B), has discretion on whether to separate or redact nonpublic material from an otherwise public record prior to examination by a requestor, unless the custodian is legally prohibited from disclosing the nonpublic information.

**AG Op. No. 17-0044** – A person who makes a valid public records request to inspect documents and at the time of inspection uses a personal hand-held scanner to copy said public records is not obligated to pay a fee for each page copied.

**AG Op. No. 16-0061** – Payroll records of municipal employees, including hours worked, leave accumulated, and time taken through leave procedures, are public records and subject to inspection, as long as proper redactions are made to protect personal, private information.

**AG Op. No. 15-0056** – If the assessment rolls of an assessor are maintained in a manner which permits a copy to be easily made onto a disc, the assessor must provide an electronic copy of the records in response to a public records request and may assess a reasonable fee, notwithstanding the fact that the assessor also maintains the information electronically in a searchable database on its website.

The Public Records Law is not designed to recoup costs incurred by a public entity in preparing records requested and a “reasonable fee” allowed under the law does not include the original costs of generation of the information or the actual value of the information. A “reasonable fee” includes, at a minimum, the actual costs for making the copies.

An individual may also submit a public records request to a clerk of court or a sheriff in order to obtain copies of information currently in their possession which was provided to them from the assessor, which were received and maintained in the ordinary course and scope of business by the sheriff or clerk of court, and which is not otherwise confidential in nature, in lieu of seeking copies from the assessor.

**AG Op. No. 15-0085** – A Type 3 charter school must disclose the name of an admissions exam used in the course of evaluating students for admission in response to a public records request. The school may however deny requests for access to the contents of the exam, as the contents of the exam are excepted from public review under the Public Records Law.

**AG Op. No. 15-0086** - The Advocacy Center is a non-profit entity performing a governmental function and receiving public funds. As such, it is considered a quasi-public body subject to the Public Records Law (La. R.S. 44:1 et seq.), but only to the extent that its records and/or documents are connected to the receipt or expenditure of public funds.

**AG Op. No. 15-0080** - A 501(c)3 Volunteer Fire Department (VFD) is generally not a public entity. A VFD performing a governmental function and receiving public funds is considered a public body subject to the Louisiana Public Records Law (La. R.S. 44:1 *et seq.*), but only to the extent that its records are connected to the receipt or expenditure of public funds. Further, a VFD is considered a quasi-public entity subject to the Audit Law (La. R.S. 24:511 *et seq.*), if it meets at least one of the elements enumerated in La. R.S. 24:513(A)(1)(b)(i)-(v). However, a VFD is not subject to the Public Bid Law (La. R.S. 38:2211 *et seq.*), Open Meetings Law (La. R.S. 42:1 *et seq.*), or the Local Government Budget Act (La. R.S. 39:1301 *et seq.*).

**AG Op. No. 14-0204** - The dates and times that law enforcement personnel cross the Greater New Orleans Expressway's Causeway toll bridge are protected from disclosure under the Public Records Law pursuant to La. R.S. 44:4(30).

**AG Op. No. 14-0170** - Inmate intake records donated to the Louisiana State Penitentiary Foundation by the Louisiana State Penitentiary, which have expired beyond their required retention and which have been confirmed by the custodian as constituting information of a general nature as described by La. R.S. 15:574.12(G), may be used and exhibited at the Louisiana State Penitentiary Museum, subject to any limitations set forth in the act of donation.

**AG Op. No. 14-0169** - East Side Water System, Inc., a non-profit corporation, is not subject to Louisiana's Open Meetings Law or Public Records Law. However, members of East Side Water System, Inc. have the right to be given notice of meetings and attend such meetings, as set forth by La. R.S. 12:229, the Articles of Incorporation and By-laws and have the right to review records of the corporation, as authorized by La. R.S. 12:223.

**AG Op. No. 14-0163** - Addresses various questions which have arisen in the City of Mandeville upon receipt of a public records request for documents created or received by elected officials and a member of an advisory board on privately owned electronic devices

**AG Op. No. 14-0074** - In general, materials submitted by candidates who wish to be considered for employment with Lycée Français de la Nouvelle-Orléans, a public charter school, are public records subject to inspection under the Public Records Act. The names of the individuals awarded public position are likewise subject to public inspection. Other items at issue related to the evaluation of candidates considered for public employment may be subject to a constitutionally protected privacy interest.

**AG Op. No. 14-0048** - In light of the formal record retention policy of the Louisiana State Board of Social Work Examiners (Board), the Board has an obligation to retain a former Impaired Professional Program (IPP) participant's file permanently. Documents contained within a former IPP participant's file may be exempt from disclosure pursuant to La. R.S. 44:4(26) of the Public Records Act. Further, preservation of a former IPP participant's file does not, in and of itself, violate the American Disability Act.

[AG Op. No. 14-0010](#) - Digital map and data requested by private companies with apparent intent to use information for marketing and profit are public records and should be made available to requestors. The custodian may charge a reasonable fee for a copy of the records.

[AG Op. No. 13-0141](#) - Personal e-mails sent on a public e-mail account are not “public records” subject to production under the Public Records Act when the records have no relation to the function of the public body, there is no evidence of illegal activity, and there has been no finding of the public body that disciplinary action is appropriate based on the records at issue.

[AG Op. No. 12-0177](#) - The AG notes that if an e-mail of a public body communicating electronically falls within the definition of a “public record” under La. R.S. 44:1 (A)(2)(a), and no specific exception is applicable, the e-mail would be subject to inspection upon a request under the Public Records Act.

[AG Op. No. 12-0044](#) - To the extent that public records do not contain confidential or privileged information, the custodian is not only permitted, but is obligated to produce the public records to members of the public. The AG notes that this obligation rests with the custodian of such records but does not require that the custodian be physically present when records are produced to a requestor.

[AG Op. No. 12-0005](#) - Discusses exceptions from public records requests of certain police department information.

[AG Op. No. 12-0002](#) - The creation of a registry of permanent partial disabled employees will not automatically create an ADA violation for those employees listed. Further, an employee's right to privacy is likely affected by the creation of such a registry.

[AG Op. No. 11-0236](#) - In general, sign-in sheets created at Town Hall Meetings are not “public records” as defined by the Public Records Act when there is no indication that the information on the sign-in sheet is gathered by a council member in the performance of his or her official duties.

[AG Op. No. 11-0210](#) - When the Assessor does not possess records in the particular format requested, the Public Records Act does not require the Assessor to obtain the information in the format demanded by the requestor. If the Assessor provides access to an electronic version of the records requested, he should not be required to incur additional costs to make the record available in an alternative electronic format.

[AG Op. No. 10-0272](#) – E-mails of a purely personal nature sent on a public e-mail account with no relation to public business are not public records subject to disclosure under R.S. 44.1(A)(2)(a).

[AG Op. No. 10-0233](#) - Electronic communication during a public meeting between members of a public body and constituents, staff and/or another member of a public body is not, in and of itself, a violation of the Open Meetings Law. However, the analysis of a potential Open Meetings Law violation is much different when considering electronic communication between a quorum of members of a public body during a public meeting.

[AG Op. No. 10-0218](#) – The AG opines that water usage figures from the records of a public water district are a public record subject to inspection under the public records act.

## Michael Norton

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**From:** Jennifer Woods  
**Sent:** Friday, June 21, 2024 11:06 AM  
**To:** Jeri Burrell; Jeri Burrell  
**Cc:** Michael Norton  
**Subject:** RE: Public Information Request - Special Events

Mrs. Burrell,

I put a copy of the information you requested in your box here at the Police Jury. It is ready for whenever you want to pick it up.

Thanks

---

**From:** Michael Norton <MNorton@desotoppj.com>  
**Sent:** Wednesday, June 12, 2024 4:23 PM  
**To:** Jeri Burrell <JBurrell@desotoppj.com>; Jeri Burrell <cowgirljerib@yahoo.com>  
**Cc:** Jennifer Mckay <jmckay@colvinfirm.com>; Kerri Hubier <khubier@desotoppj.com>; Liliana Garcia <LGarcia@desotoppj.com>; Jennifer Woods <JWoods@desotoppj.com>; Bubba Clark <bubbagclark@gmail.com>; Ernel Jones <ejones129@bellsouth.net>; Greg Baker <gbb1611@hotmail.com>; Jimmy Holmes <shilohcattleland@luckymail.com>; Keith Parker <parkerbktc@gmail.com>; Nick Rains <nick\_rains@aol.com>; Richard Fuller <unclerichardshouse69@yahoo.com>; Robby Latham <RLatham@desotoppj.com>; Rodriguez Ross <rossservices76@yahoo.com>; Trina B. Simpson <tbsimpson@desotoppj.com>  
**Subject:** Public Information Request - Special Events

Mrs. Burrell,

I received your letter today, copy attached. We are currently working on getting you all this information, but this will take some time since some of the information contained within the special events applications may be private/privileged information and need to be redacted. As the jury's appointed public information officer, it is my duty to let you know within three days of the request that we are working on your request and will get it to you as soon as possible. I have no immediate timeline on the release of all this information, but it is my hope to have you the information by the end of June 2024. As to your question on why a juror must submit a written request for information from the main office I can tell you when a juror is asking for this much information that may contain private/privileged information, it is also my duty as the appointed public information officer for the jury, see attached minutes from March 13, 2017, regular meeting reaffirming this duty for the Administrator, to do my due diligence and make sure the information has been reviewed and approved for distribution to the public.

Have a blessed day,

**Michael Norton**  
**Parish Administrator**  
**DeSoto Parish Police Jury**  
**Work (318)872-0738**  
**Fax (318)872-5343**



January 12, 2024

Jeri Burrell

881 Oxford Road

Mansfeld, Louisiana

318 461 9255

*Received*

*6/12/24*

*ⓐ*

*2:00 PM.*

The DeSoto Parish Administrator

I am requesting copies of all Special Event applications. I will also need all applicants' paperwork associated with the necessary requirement to obtain a Special Event permit including a copy of their R-1048 from the Louisiana Department of Revenue as of January 2023 until today's date 6/12/2024. I would also like an explanation in writing why a Police Jury must put in writing to request information from our main office.

Jeri Burrell



*De Seta Parish Administrator*



# DESOTO PARISH POLICE JURY

## DESOTO PARISH POLICE JURY

MINUTES • MARCH 13, 2017

Regular Meeting

Police Jury Meeting Room

5:00 PM

101 Franklin Street, Mansfield, LA 71052

### ROLL CALL

| Attendee Name      | Present                             | Absent                   | Late                     | Arrived |
|--------------------|-------------------------------------|--------------------------|--------------------------|---------|
| Charlie Roberts    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| B. D. Mitchell     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| J. O. Burch        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Greg Baker         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Richard Fuller     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Ernel Jones        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Thomas Jones       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Reggie Roe         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Jeri Burrell       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Jim "Jimbo" Davlin | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Rodriguez Ross     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |

1. **CALL TO ORDER**
2. **INVOCATION GIVEN BY MR. ERNEL JONES**
3. **PLEDGE OF ALLEGIANCE LED BY MR. THOMAS JONES**
4. **ANNOUNCEMENTS**

#### *A. Notice of Public Meeting*

Notice of Public Meeting

Notice is hereby given that at its meeting to be held on Monday, May 8, 2017 at 5:00 p.m. at the Police Jury Meeting Room of the Police Jury Annex, 101 Franklin Street, Mansfield, Louisiana, the Police Jury of the Parish of DeSoto, State of Louisiana, plans to consider adopting a resolution ordering and calling an election to be held in the Parish of DeSoto to authorize the continuation or renewal of an ad valorem tax.

5. **GUEST AND PUBLIC COMMENTS**

- 1. *Lendora Baker - Former Caddo Commissioner - Absent*
- 2. *Chad Thompson and James Dermody- Southern Cross Electric Transmission Project*
- 3. *Mark Moore - Pinnergy - Absent*
- 4. *Representative Larry Bagley - Southern Cross*
- 5. *Representative Kenny Cox - Southern Cross*

**6. CALL FOR ADDITIONS AND DELETIONS TO THE AGENDA**

- 1. Adopt a Resolution authorizing the President, or in his absence, Kerri Woods-Davis, to execute any documents necessary to transfer surplus property at the March 18, 2017 public auction.

**RESULT:**           **ADOPTED [UNANIMOUS]**  
**MOVER:**           B. D. Mitchell, District 1B  
**SECONDER:**       Jim "Jimbo" Davlin, District 2  
**AYES:**            Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

**7. ADMINISTRATOR'S REPORT - ABSENT**

**8. TREASURER'S FINANCIAL REPORT - ABSENT**

**9. APPROVAL OF MINUTES**

Motion to approve February 6, 2017, Committee Meeting and February 13, 2017, Regular Meeting Minutes was made by Mr. Ernel Jones, seconded by Mr. Fuller. Motion carried.

- A. February 6, 2017 - Committee Meeting*
- B. February 13, 2017 - Regular Meeting*

**10. OLD BUSINESS**

- A. Authorize the District Attorney to inform IBTS of our decision on terminating the contract and to request the Police Jury Data (second request) from IBTS within thirty (30) days.

**RESULT:**           **ADOPTED [UNANIMOUS]**  
**MOVER:**           Ernel Jones, District 4C  
**SECONDER:**       Thomas Jones, District 4D  
**AYES:**            Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

**11. NEW BUSINESS**



**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**       Richard Fuller, District 4A  
**SECONDER:**   Thomas Jones, District 4D  
**AYES:**        Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

F. Authorize Cooperative Endeavor Agreements (Dolet Hills, Property Owners and Water System) for the improvements on the East Red Bayou Road Project.

**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**       Rodriguez Ross, District 6  
**SECONDER:**   Jeri Burrell, District 4B  
**AYES:**        Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

G. Adopt a Resolution authorizing the President, or in his absence, Kerri Woods-Davis, to execute any documents necessary to transfer surplus property at the March 18, 2017 public auction.

**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**       Greg Baker, District 3  
**SECONDER:**   Charlie Roberts, District 1A  
**AYES:**        Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

**12. RESOLUTIONS**

A. Recommends authorizing the President to sign a Resolution Adopting a Citizen Participation Plan for the CBDG Program for 2018-2019 (Grant)

**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**       Thomas Jones, District 4D  
**SECONDER:**   Rodriguez Ross, District 6  
**AYES:**        Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

**13. ORDINANCES NONE**

**14. ADMINISTRATIVE ITEMS**

A. Recommends re-appointing E. R. Scoggins, Benjamin Simon and Paul Holder to the Fire District 9 Board of Commissioners. (For a 2 year term)

**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**       Charlie Roberts, District 1A  
**SECONDER:**   Richard Fuller, District 4A  
**AYES:**        Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

B. Recommends awarding low bid for Exterior Slider Doors for Correctional Facility in the amount of \$38,700. (Securitec, Inc.)

**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**       Thomas Jones, District 4D  
**SECONDER:**   Rodriguez Ross, District 6  
**AYES:**        Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

C. Direct the four (4) Division Managers (Steve, Linda, Amy and Jodi) to meet no less than once per month to share ideas and concerns.

**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**       Richard Fuller, District 4A  
**SECONDER:**   Jim "Jimbo" Davlin, District 2  
**AYES:**        Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

D. Recommends authorizing Michelle Hughes, Roger Foppe' and Butch Hester to attend the WAP 2017 HPC National Home Performance Conference and Trade Show in Nashville, Tennessee on March 19-22, 2017. (Certification)

**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**       Thomas Jones, District 4D  
**SECONDER:**   Richard Fuller, District 4A  
**AYES:**        Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

E. Reaffirm authorizing the Administrator to be the Public Information/Relations Officer.



**RESULT:**           **ADOPTED [UNANIMOUS]**  
**MOVER:**           Richard Fuller, District 4A  
**SECONDER:**       Thomas Jones, District 4D  
**AYES:**             Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

**15. BUDGET AND FINANCE ITEMS**

A. Recommends authorizing the payment of approved bills.

**RESULT:**           **ADOPTED [UNANIMOUS]**  
**MOVER:**           Thomas Jones, District 4D  
**SECONDER:**       Richard Fuller, District 4A  
**AYES:**             Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

**16. PERSONNEL ITEMS**

A. Recommends the President request an AG opinion on the employees right to privacy versus the public's disclosure requirements associated with a recent public records request (La. RS 42:17 A. (4) Investigative proceedings regarding allegations of misconduct) and ask the District Attorney to review and approve the draft letter of request.

Alternate Motion was made for the District Attorney to do an opinion.

**RESULT:**           **ADOPTED AS AMENDED [UNANIMOUS]**  
**MOVER:**           Thomas Jones, District 4D  
**SECONDER:**       Richard Fuller, District 4A  
**AYES:**             Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

**17. ROAD ITEMS**

A. Recommends authorizing a CEA with the Town of Keachi to grade, rock and oil Kalmbach Road from La. 5 to the railroad tracks with the town paying for materials.

**RESULT:**        **ADOPTED [UNANIMOUS]**  
**MOVER:**        Rodriguez Ross, District 6  
**SECONDER:**    Charlie Roberts, District 1A  
**AYES:**         Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

- B. Recommends authorizing the Road Department to work on roads inside St. Mark's Cemetery (off of Bradshaw Road) and St. Elizabeth's Cemetery (off of La. 3015) subject to ownership of the Cemeteries.

**RESULT:**        **WITHDRAWN**

- C. Recommends authorizing the Administrator to obtain and the President to contract for Engineering Services to prepare record drawings and load ratings for up to three (3) Off System Bridges as required by La. DOTD. West Red Bayou Road Bridge, Power Plant Road Bridge and Johnson Street Bridge (City of Mansfield)

**RESULT:**        **ADOPTED [UNANIMOUS]**  
**MOVER:**        Ernel Jones, District 4C  
**SECONDER:**    Rodriguez Ross, District 6  
**AYES:**         Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

**18. ANIMAL & MOSQUITO CONTROL ITEMS**

- A. Recommends authorizing the Kennel Tech II/ACO's, Shelter/ACO Supervisor and Director to issue citations for Animal Control.

**RESULT:**        **ADOPTED [UNANIMOUS]**  
**MOVER:**        Thomas Jones, District 4D  
**SECONDER:**    Greg Baker, District 3  
**AYES:**         Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

**19. SOLID WASTE ITEMS**

- A. Recommends deferring the award of the low bid (Plum Creek Environmental) for ten (10) Recycling Bins in the amount of \$54,980 to research the public bid law.

**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**       Richard Fuller, District 4A  
**SECONDER:**   Thomas Jones, District 4D  
**AYES:**        Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

- B. Recommends awarding the low bid (Doggett Machinery Services) for two (2) Articulating Haul Truck Bed Liners in the amount of \$40,980.

**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**       Thomas Jones, District 4D  
**SECONDER:**   J. O. Burch, District 1C  
**AYES:**        Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

- C. Recommends developing a "Take Pride in DeSoto" litter program.

**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**       Ernel Jones, District 4C  
**SECONDER:**   Jeri Burrell, District 4B  
**AYES:**        Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

**20. BUILDING AND PROPERTIES ITEMS**

- A. Recommends approving the building permit fees.

**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**       Ernel Jones, District 4C  
**SECONDER:**   Thomas Jones, District 4D  
**AYES:**        Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

- B. Recommends deferring the proposed changes for the 4H Building Facilities Use Agreement to April for further review.

**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**        Thomas Jones, District 4D  
**SECONDER:**   Rodriguez Ross, District 6  
**AYES:**         Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

- C. Recommends modifying the Archives Building (Old Library) design and construction to accommodate the Louisiana Department of Child and Family Services.

**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**        Thomas Jones, District 4D  
**SECONDER:**   Richard Fuller, District 4A  
**AYES:**         Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

- D. Recommends authorizing Ms. Burrell to ask the City of Mansfield for the two buildings adjacent to the concrete water tanks.

**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**        Rodriguez Ross, District 6  
**SECONDER:**   Jeri Burrell, District 4B  
**AYES:**         Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

**21. ECONOMIC DEVELOPMENT ITEMS**

- A. Discuss and approve a Resolution of Support for the Southern Cross Electric Transmission Project.

**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**        Thomas Jones, District 4D  
**SECONDER:**   Jeri Burrell, District 4B  
**AYES:**         Charlie Roberts, B. D. Mitchell, J. O. Burch, Greg Baker, Richard Fuller, Ernel Jones, Thomas Jones, Reggie Roe, Jeri Burrell, Jim "Jimbo" Davlin, Rodriguez Ross

**22. ADJOURN**

Motion to adjourn was made by Mr. Mitchell, seconded by Mr. Ernel Jones. Motion carried.

/s/Reggie Roe, President  
DeSoto Parish Police Jury

/s/Jodi Zeigler, Parish Secretary  
DeSoto Parish Police Jury

*The DeSoto Parish Police Jury is an equal opportunity provider and employer*



**Scope: DeSoto Parish Police Jury**

**Job Title: Parish Administrator**

**Category: Administrative**

**Salary: \$107,036 - \$160,534**

**Description:** The Parish Administrator is appointed by the DeSoto Parish Police Jury to manage the overall operations of the Parish in accordance with adopted policies and procedures and requires the use of considerable judgment, independent action, and delegation of duties to others.

## **DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following: (Other duties may be assigned.)

- Responsible for the execution of all policies and procedures adopted by the Police Jury.
- Advises and informs the Police Jury on the operation and affairs of the parish.
- Manages various studies and analyses; coordinates and assembles the findings to recommend and advise the Police Jury.
- Acts as a liaison ensuring Parish resources are used to best serve the citizens and employees of the Parish.
- Maintains working knowledge of federal and state laws relating to parish government.
- Develop and sustain positive working relationships with all elected officials to include federal, city and parish entities.
- Responsible for the overall direction, coordination, and evaluation of all departments.
- Coordinate with the Finance Department in preparation of the annual operation budget and works with Department Heads to ensure budgets are met and good judgment is used in spending parish funds.
- Collaborate with Human Resources to determine staffing requirements and leadership development needs for Department Heads and Supervisors.
- Promotes staff leadership and development, by encouraging creativity, ownership, and skill development.
- Ensures proper public relations by following-up with all departments to ensure public services are efficiently provided and that all complaints, concerns, and public contacts are effectively handled.
- Creates and manages succession planning for key positions within the organization.
- Responsible for planning, developing and coordination of various projects, and for the implementation and fulfillment of contractual provisions.
- Provides oversight and management of construction projects and keeps track of spending to ensure budgets are maintained within the project scope.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree from an accredited college or university in Public or Business Administration or related field; and eight years related experience; a master's degree is preferred.



## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

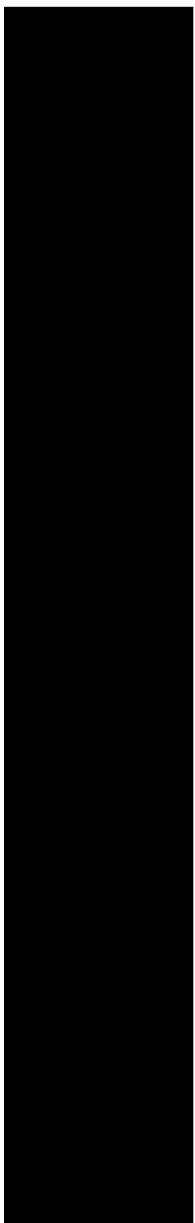
- Comprehensive knowledge of the organization and operations of parish government.
- Comprehensive knowledge of state and federal laws relative to parish government, management procedures and techniques.
- Considerable knowledge of public administration.
- Ability to train and supervise employees and maintain effective working relationships with department heads and other parish officials, employees, and the general public.
- Ability to express ideas clearly and concisely in oral and written form.
- Strong leadership and teamwork abilities.

## **LICENSE**

- Valid Driver's License Required

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment, travel, and outdoor functions. This is primarily a sedentary office classification, although the job involves field inspection work requiring walking over uneven ground and over and around obstacles at construction sites to monitor performance and to identify problems or hazards with occasionally having to bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.



**APPRAISAL REPORT**

OF THE REAL PROPERTY LOCATED AT

TBD Liberty Ln  
Grand Cane, LA 71032

for

DeSoto Parish Police Jury  
101 Franklin St  
Mansfield, LA  
71052

as of

April 30, 2024

by

Robert Powell  
610 Lake Forbing Drive  
Shreveport, LA 71106

Powell Appraisal Service

Powell Appraisal Service  
610 Lake Forbing Drive  
Shreveport, LA 71106  
318-868-2832

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May 3, 2024

DeSoto Parish Police Jury  
101 Franklin St  
Mansfield, LA  
71052

Property - TBD Liberty Ln  
Grand Cane, LA 71032  
Client - Client and assignees  
File No. - 24050004  
Case No. - TBD Liberty Ln

Dear Sirs :

In accordance with your request, I have prepared an appraisal of the real property located at TBD Liberty Ln, Grand Cane, LA.

The purpose of the appraisal is to provide an opinion of the market value of the property described in the body of this report.

Enclosed, please find the report which describes certain data gathered during our investigation of the property. The methods of approach and reasoning in the valuation of the various physical and economic factors of the subject property are contained in this report.

An inspection of the property and a study of pertinent factors, including valuation trends and an analysis of neighborhood data, led the appraiser to the conclusion that the market value, as of April 30, 2024 is :

\$158,000

The opinion of value expressed in this report is contingent upon the Limiting Conditions attached to this report.

It has been a pleasure to assist you. If I may be of further service to you in the future, please let me know.

Respectfully submitted,

Powell Appraisal Service



Robert Powell  
LA Certification #1030

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LAND APPRAISAL REPORT

TBD Liberty Ln  
File No. 24050004

IDENTIFICATION

Owner Police Jury of DeSoto Parish Census Tract 9503 Map Reference 22-031  
 Property Address TBD Liberty Ln  
 City Grand Cane County DeSoto State LA Zip Code 71032  
 Legal Description Industrial Park - Lot 1 & 2  
 Sale Price \$N/A Date of Sale N/A Property Rights Appraised  Fee  Leasehold  De Minimis PUD  
 Actual Real Estate Taxes \$N/A (yr.)  
 Client DeSoto Parish Police Jury Address 101 Franklin St, Mansfield, LA, 71052  
 Occupant Vacant Land Appraiser Robert Powell Instructions to Appraiser Provide an opinion of value  
 Intended User: Client and assignees Intended Use: Provide supported market based opinion of market value

NEIGHBORHOOD

|                            |   |  |   |  |                               |  |                                     |                               |
|----------------------------|---|--|---|--|-------------------------------|--|-------------------------------------|-------------------------------|
| Location                   | <input type="checkbox"/> Urban                    | <input type="checkbox"/> Suburban              | <input checked="" type="checkbox"/> Rural | Employment Stability                   | <input type="checkbox"/> Good | <input checked="" type="checkbox"/> Avg. | <input type="checkbox"/> Fair       | <input type="checkbox"/> Poor |
| Built Up                   | <input type="checkbox"/> Over 75%                 | <input checked="" type="checkbox"/> 25% to 75% | <input type="checkbox"/> Under 25%        | Convenience to Employment              | <input type="checkbox"/>      | <input checked="" type="checkbox"/>      | <input type="checkbox"/>            | <input type="checkbox"/>      |
| Growth Rate                | <input type="checkbox"/> Fully Dev.               | <input checked="" type="checkbox"/> Rapid      | <input type="checkbox"/> Steady           | Convenience to Shopping                | <input type="checkbox"/>      | <input checked="" type="checkbox"/>      | <input type="checkbox"/>            | <input type="checkbox"/>      |
| Property Values            | <input type="checkbox"/> Increasing               | <input checked="" type="checkbox"/> Stable     | <input type="checkbox"/> Declining        | Convenience to Schools                 | <input type="checkbox"/>      | <input checked="" type="checkbox"/>      | <input type="checkbox"/>            | <input type="checkbox"/>      |
| Demand/Supply              | <input type="checkbox"/> Shortage                 | <input checked="" type="checkbox"/> In Balance | <input type="checkbox"/> Over Supply      | Adequacy of Public Transportation      | <input type="checkbox"/>      | <input type="checkbox"/>                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>      |
| Marketing Time             | <input type="checkbox"/> Under 3 Mos.             | <input checked="" type="checkbox"/> 4-6 Mos.   | <input type="checkbox"/> Over 6 Mos.      | Recreational Facilities                | <input type="checkbox"/>      | <input checked="" type="checkbox"/>      | <input type="checkbox"/>            | <input type="checkbox"/>      |
| Present Land Use           | <u>60</u> % 1 Family                              | <u>1</u> % 2-4 Fam                             | <u>5</u> % Apts.                          | Adequacy of Utilities                  | <input type="checkbox"/>      | <input checked="" type="checkbox"/>      | <input type="checkbox"/>            | <input type="checkbox"/>      |
|                            | <u>100.000000</u> % Industrial                    | <u>34</u> % Vacant                             | <u>100.000000</u> % Undeveloped/Agri-Use  | Property Compatibility                 | <input type="checkbox"/>      | <input checked="" type="checkbox"/>      | <input type="checkbox"/>            | <input type="checkbox"/>      |
| Change in Present Land Use | <input type="checkbox"/> Not Likely               | <input checked="" type="checkbox"/> Likely (*) | <input type="checkbox"/> Taking Place (*) | Protection from Detrimental Conditions | <input type="checkbox"/>      | <input checked="" type="checkbox"/>      | <input type="checkbox"/>            | <input type="checkbox"/>      |
|                            | (*) From <u>Vacant Land</u> To <u>Residential</u> |  |   | Police and Fire Protection             | <input type="checkbox"/>      | <input checked="" type="checkbox"/>      | <input type="checkbox"/>            | <input type="checkbox"/>      |
| Predominant Occupancy      | <input checked="" type="checkbox"/> Owner         | <input type="checkbox"/> Tenant                | <u>    </u> % Vacant                      | General Appearance of Properties       | <input type="checkbox"/>      | <input checked="" type="checkbox"/>      | <input type="checkbox"/>            | <input type="checkbox"/>      |
| Single Family Price Range  | <u>\$ 10,000</u> to <u>\$ 685,000</u>             |  | Predominant Value \$ <u>120,000</u>       | Appeal to Market                       | <input type="checkbox"/>      | <input checked="" type="checkbox"/>      | <input type="checkbox"/>            | <input type="checkbox"/>      |
| Single Family Age          | <u>New</u> yrs. to <u>176</u> yrs.                | Predominant Age <u>48</u> yrs.                 |   |  |                               |  |                                     |                               |

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, noise) Mansfield/Grand Cane - Area has access to stable employment, medical facilities, shopping, schools and other amenities in the Mansfield(5,000) & Grand Cane(145) market as well as the larger Shreveport market (Shreveport population approx 190,000), approx 30 minutes N. Area provides the advantages of small town living while being close to the city conveniences. This is a rurban area. Homes in the area are compatible. Appeal to market is average.

SITE

Dimensions Lot 1 - 5.26 ac, +/-/Lot 2 - 5.26 ac, +/- = 10.52 acres, +/-  Corner Lot  
 Zoning Classification None - Any legal, community accepted use Present improvements  do  do not conform to zoning regulations  
 Highest and best use:  Present use  Other (specify) Commercial  
 Elec.  Public Available OFF SITE IMPROVEMENTS  
 Gas  Other (Describe) Available Street Access:  Public  Private  
 Water  Available Surface Asphalt Maintenance:  Public  Private  
 San. Sewer  To Be Septic  Storm Sewer  Curb/Gutter  
 Underground Elect. & Tel.  Sidewalk  Street Lights  
 Topo Level, slopes to street  
 Size Typical for area  
 Shape Rectangular  
 View Typical for Area  
 Drainage Appears adequate  
 Is the property located in a HUD Identified Special Flood Hazard Area?  No  Yes  
 Comments (favorable or unfavorable including any apparent adverse easements, encroachments or other adverse conditions) The site is located at the corner of Liberty Ln and Sprocket Ln in the DeSoto Industrial Park. This area is adjacent to the DeSoto Airport, approx 1/2 way between Mansfield and Grand Cane. There were no adverse easements or encroachments that would adversely affect the marketability of the subject site. \*\*\* See Additional Comments \*\*\*

MARKET DATA ANALYSIS

The undersigned has recited three recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment, reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to, or more favorable than, the subject property, a minus (-) adjustment is made, thus reducing the indicated value of subject; if a significant item in the comparable is inferior to, or less favorable than, the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.

For the Market Data Analysis  See grid below.  See narrative attachment.

| ITEM                             | Subject Property                       | COMPARABLE NO. 1   |                        | COMPARABLE NO. 2   |                        | COMPARABLE NO. 3  |                        |
|----------------------------------|--|--|------------------------|--|------------------------|---|------------------------|
| Address                          | TBD Liberty Ln<br>Grand Cane, LA 71032 | 9803 Hwy 171<br>Grand Cane, LA 71032                                       |                        | 156 Hayes Hills Rd<br>Grand Cane, LA 71032                                 |                        | Firetower Rd Unit 1<br>Grand Cane, LA 71032                     |                        |
| Proximity to Subj.               |  | 1.14 miles W   |                        | 5.82 miles NE  |                        | 4.95 miles N  |                        |
| Sales Price                      | \$ N/A                                 | \$ 145,000   |                        | \$ 160,000   |                        | \$ 70,000   |                        |
| Price                            | \$                                     | \$ 20,714  |                        | \$ 7,711   |                        | \$ 14,000   |                        |
| Data Source                      | Observation                            | DeSoto Inst #759859  |                        | DeSoto Inst #795966  |                        | NTREIS #20092866  |                        |
| Date of Sale and Time Adjustment | DESCRIPTION<br>N/A                     | DESCRIPTION<br>05/21/2019  | + (-) \$<br>Adjustment | DESCRIPTION<br>02/14/2024  | + (-) \$<br>Adjustment | DESCRIPTION<br>09/12/2022                                       | + (-) \$<br>Adjustment |
| Location                         | Airport area(36-13-14)                 | Airport area(35-13-14)   |                        | Rural(5-13-13)/Inf   | +1,928                 | Rural(1-13-14)/Inf  | +3,500                 |
| Site/View                        | Typical for Area                       | Typical for Area   |                        | Typical for Area   |                        | Typical for Area  |                        |
| Site Area                        | 10.52 acres, +/-                       | 7.0 ac, +/-  | -2,071                 | 20.75 ac, +/-  | +2,568                 | 5.00 acres, +/-   | -3,500                 |
| Road Access                      | Asphalt Road                           | Asphalt Road   |                        | Asphalt Road   |                        | Asphalt Road  |                        |
| Land Use                         | Commercial                             | Commercial   |                        | Residential  |                        | Residential   |                        |
| Improvements                     | Utilities available                    | \$20,000 gravel foundation   | -2,857                 | Utilities available  |                        | Utilities available   |                        |
| Sales or Financing Concessions   |  | Conventional<br>None Noted   |                        | Conventional<br>None Noted   |                        | Conventional<br>None Noted                                      |                        |
| Net Adj. (Total)                 |  | <input type="checkbox"/> Plus <input checked="" type="checkbox"/> Minus \$ | -4,928                 | <input checked="" type="checkbox"/> Plus <input type="checkbox"/> Minus \$ | 4,496                  | <input type="checkbox"/> Plus <input type="checkbox"/> Minus \$ |                        |
| Indicated Value of Subject       |  | Gross 3.4%   |                        | Gross 2.8%   |                        | Gross 10.0%   |                        |
|                                  |  | Net -3.4%  | \$ 15,786/ac           | Net 2.8%   | \$ 12,207/ac           | Net 0.0%  | \$ 14,000/ac           |

Comments on Market Data: Above similar sales are in the market area and are believed to be the best available to reflect the market value of the subject. Adjustments were required for site size for # 1 (-10%) for being a smaller tract, # 2 (+33.3%) for larger site, # 3 (-25%) for smaller tract, none for amenities, and none as a time adjustment. Comps # 2 & # 3 are slightly inferior to the subject and # 1 (+25%) The range of values is normal and typical for this market area. \*See add'l comments\*

RECONCILIATION

Comments and Conditions of Appraisal: The estimated indicated value is "as is" value to facilitate a sale within 90 days. After the analysis of the data gathered was reviewed, the four sales most like the subject were selected to use in the final analysis. It was felt that all comparables are reflective of the estimated value of subject. Opinion of value is contingent on attached limiting conditions. \*In appraiser's opinion, the site value = 10.52 acres x \$15,000/ac = \$157,800 (\$158,000)\*

Final Reconciliation: The Income Approach and Cost Approach are not applicable in a vacant land appraisal. The Direct Sales Approach is deemed most reliable to indicate market value as the sales in this analysis were considered physically similar to the subject and the Direct Sales Comparison Approach is most reflective of the current market reactions.



**ADDITIONAL COMMENTS**

|                  |                           |          |        |
|------------------|---------------------------|----------|--------|
| Intended User    | Client and assignees      |          |        |
| Property Address | TBD Liberty Ln            |          |        |
| City             | Grand Cane                | County   | DeSoto |
|                  |                           | State    | LA     |
|                  |                           | Zip Code | 71032  |
| Client           | DeSoto Parish Police Jury |          |        |

**LEGAL DESCRIPTION**

Scope of Work: The type and extent of research and analyzes in an assignment  
The following steps were used by appraiser in developing an opinion of value for the subject property.

1. Defining the problem - Provide an opinion of value for the subject property based on current market conditions.

2. Analyze the information

Information obtained from:

Governmental agencies/sources for subject characteristics

MLS or similar data base maintained by appraiser

Determination of subject property characteristics - size, amenities, market area, and market expectations

Research into physical and economic factors that could affect subject

3. Observation/inspection of subject property.

Appraiser will:

Inspect the property to note characteristics of the property that are relevant to its valuation.

Investigate available market data for use in a sales comparison approach to value (The Income and Cost Approach are not reliable indicators of value in a Land Appraisal)

Investigate and analyze any pertinent easements or restrictions

Analyze the data found and reach conclusions regarding the market value

Prepare the appraisal in accordance with the Uniform Standards of Professional Appraisal Practice

4. Forming an opinion of value

5. Reporting the analysis, conclusions, and market data on the client requested format.

**SITE**

A multitude of considerations affecting an analysis of this subject site exist.

This site analysis included consideration of the following factors:

1. Shape, size, and road frontage.

2. Topography

3. Flooding - Not in a Flood Zone

4. Easements and encroachments

5. Utilities

6. Environmental - No hazardous materials or waste site was observed upon inspection.

7. Soils - No testing of the soil was performed but soil type appeared to be typical of the area.

8. Zoning - No zoning in area

9. Private restrictions - No restrictions were found that would affect subject site.

10. Current Use - Commercial use

11. Highest and best use

The main consideration of site analysis is determination of "highest and best use."

There are four criteria for estimating highest and best use:

1. Physically possible use

2. A legal use

3. A feasible use

4. Among the feasible uses, which will produce the highest net return or the highest present worth?

The strongest indicator for potential of this site is some form of commercial use.

Appraiser's conclusion of value is based upon the assumption that there are no hidden or unapparent conditions of the property that might impact upon the build ability. Appraiser recommends due diligence be conducted through local building department or municipality



**ADDITIONAL COMMENTS**  
 Page 2

|                  |                           |          |        |
|------------------|---------------------------|----------|--------|
| Intended User    | Client and assignees      |          |        |
| Property Address | TBD Liberty Ln            |          |        |
| City             | Grand Cane                | County   | DeSoto |
|                  |                           | State    | LA     |
|                  |                           | Zip Code | 71032  |
| Client           | DeSoto Parish Police Jury |          |        |

to investigate build ability and whether property is suitable for intended use. Appraiser makes no representations, guarantees or warranties.

**COMMENTS ON MARKET DATA**

Supply and Demand Analysis:

Factors affecting supply include slightly increased land values which have caused land to become available on the market.

Factors affecting demand include location, schools, and access to amenities wanted and expected by this market.

A comparison of sales activity in the market area indicated that the market is stable with slightly increasing land values.. Lower interest rates in recent years have generated add'l interest in the area.

The expected absorption trends are 60 to 180 days fro properties on the market.

Reasonable exposure time (1-4 months) and marketing time (1-4 months) is inherent in this market and is used in this analysis

This analysis provided a range of values from \$11,198/ac to \$15,786/ac.

The mean of the range = \$13,298 with the median of the range = \$13,000.

In appraiser's opinion, the subject is near the upper end of the value range = \$15,000 (Most like # 1)

In appraiser's opinion, the subject site value is \$15,000/ac.

**FINAL RECONCILIATION**

Competency Provision: Appraiser has completed previous appraisals of similar type properties and is very familiar with the market area and similar properties.

This appraisal assignment acceptance was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.

The purpose of this report is to develop and report an opinion of value for the subject property. The intended use of the report is to assist the client in evaluation the subject property. The definition of market value which was applied by this appraiser was taken from the USPAP Standards Definitions 01/01/24, and is used by agencies that regulate federally insured financial institutions in the United States.

A reasonable exposure time (1-4 months) is inherent in the market-value concept. In this analysis, an examination of exposure time was linked to the value incorporated in the final opinion of value for this type of property in this market area.

Add'l Certification Statements:

I have performed no other services, as an appraisal or in any other capacity, regarding the property that is the subject of this report within the three year period immediately preceding the acceptance of this assignment.

Exposure Time - estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal.

**ADDITIONAL COMMENTS**  
Page 3

|                  |                           |        |        |       |    |          |       |
|------------------|---------------------------|--------|--------|-------|----|----------|-------|
| Intended User    | Client and assignees      |        |        |       |    |          |       |
| Property Address | TBD Liberty Ln            |        |        |       |    |          |       |
| City             | Grand Cane                | County | DeSoto | State | LA | Zip Code | 71032 |
| Client           | DeSoto Parish Police Jury |        |        |       |    |          |       |

Exposure time is a retrospective opinion based on an analysis of past events assuming a competitive and open market. The exposure time was concluded to be equal to the marketing time reported on page 1 of this report.

\*\*\*Appraiser did not include any mineral rights in this analysis or valuation.

### PHOTOGRAPH ADDENDUM

|                  |                           |        |        |       |    |          |       |
|------------------|---------------------------|--------|--------|-------|----|----------|-------|
| Intended User    | Client and assignees      |        |        |       |    |          |       |
| Property Address | TBD Liberty Ln            |        |        |       |    |          |       |
| City             | Grand Cane                | County | DeSoto | State | LA | Zip Code | 71032 |
| Client           | DeSoto Parish Police Jury |        |        |       |    |          |       |



**FRONT VIEW OF  
SUBJECT PROPERTY**



**REAR VIEW OF  
SUBJECT PROPERTY**



**STREET SCENE OF  
SUBJECT PROPERTY**



### PHOTOGRAPH ADDENDUM

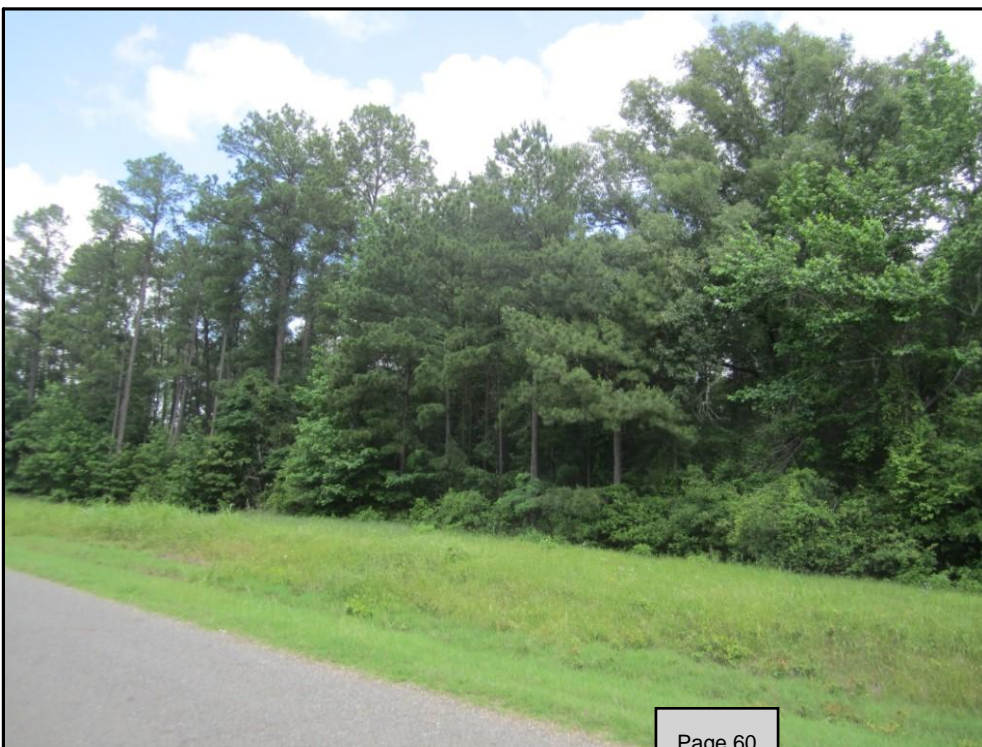
|                  |                           |        |        |       |    |          |       |
|------------------|---------------------------|--------|--------|-------|----|----------|-------|
| Intended User    | Client and assignees      |        |        |       |    |          |       |
| Property Address | TBD Liberty Ln            |        |        |       |    |          |       |
| City             | Grand Cane                | County | DeSoto | State | LA | Zip Code | 71032 |
| Client           | DeSoto Parish Police Jury |        |        |       |    |          |       |



Street Scene



Front View

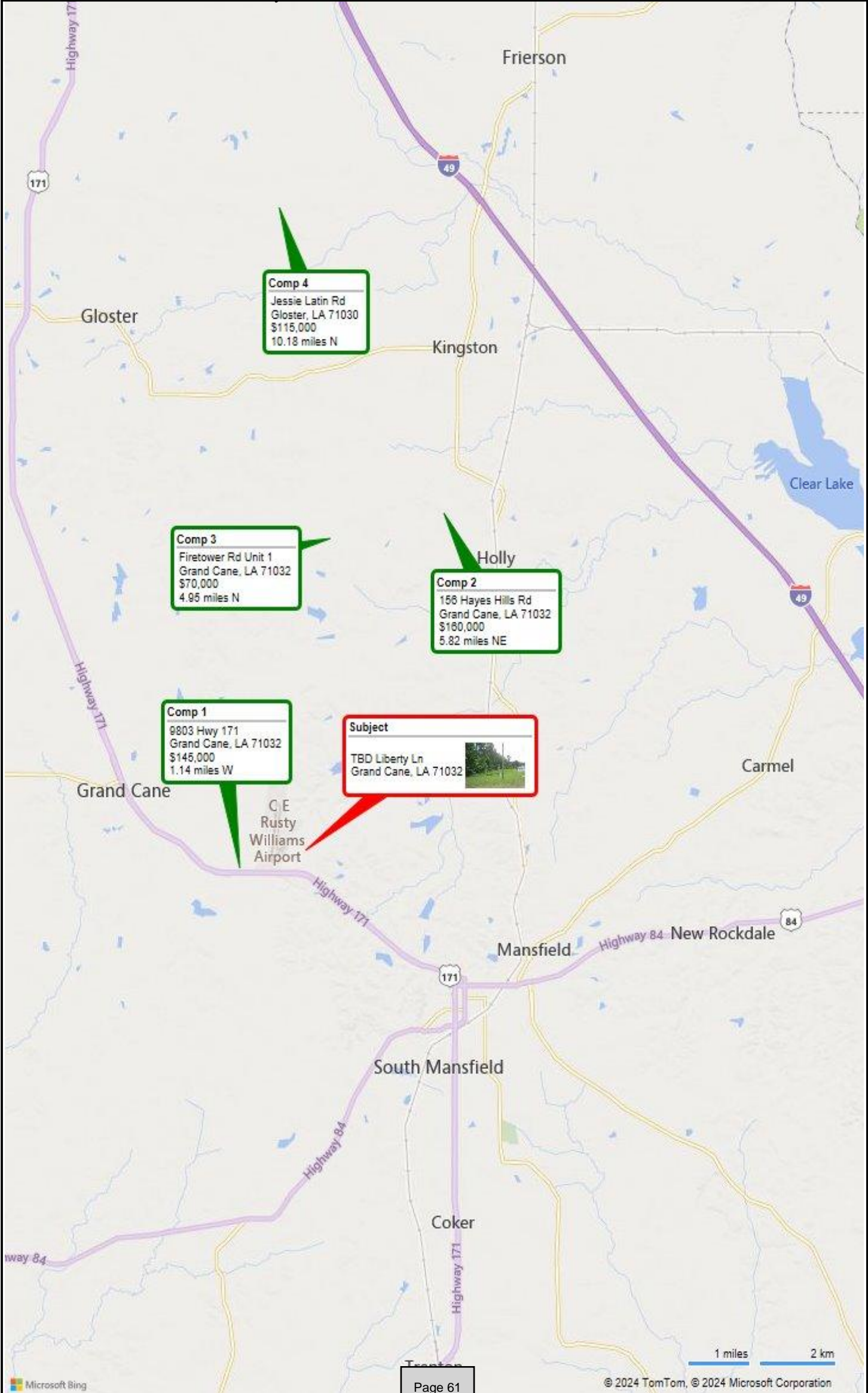


Front View



### Location Map

|                  |                           |        |        |       |    |          |       |
|------------------|---------------------------|--------|--------|-------|----|----------|-------|
| Intended User    | Client and assignees      |        |        |       |    |          |       |
| Property Address | TBD Liberty Ln            |        |        |       |    |          |       |
| City             | Grand Cane                | County | DeSoto | State | LA | Zip Code | 71032 |
| Client           | DeSoto Parish Police Jury |        |        |       |    |          |       |



# SITE PLAN

|                  |                           |        |        |       |    |          |       |
|------------------|---------------------------|--------|--------|-------|----|----------|-------|
| Intended User    | Client and assignees      |        |        |       |    |          |       |
| Property Address | TBD Liberty Ln            |        |        |       |    |          |       |
| City             | Grand Cane                | County | DeSoto | State | LA | Zip Code | 71032 |
| Client           | DeSoto Parish Police Jury |        |        |       |    |          |       |

int <https://desotoaisweb.azurewebsites.net/Details?parcelNumber=7600...>

**This document is for informational purposes only.**  
2024 Assessment Listing

**Parcel#**  
7600003400

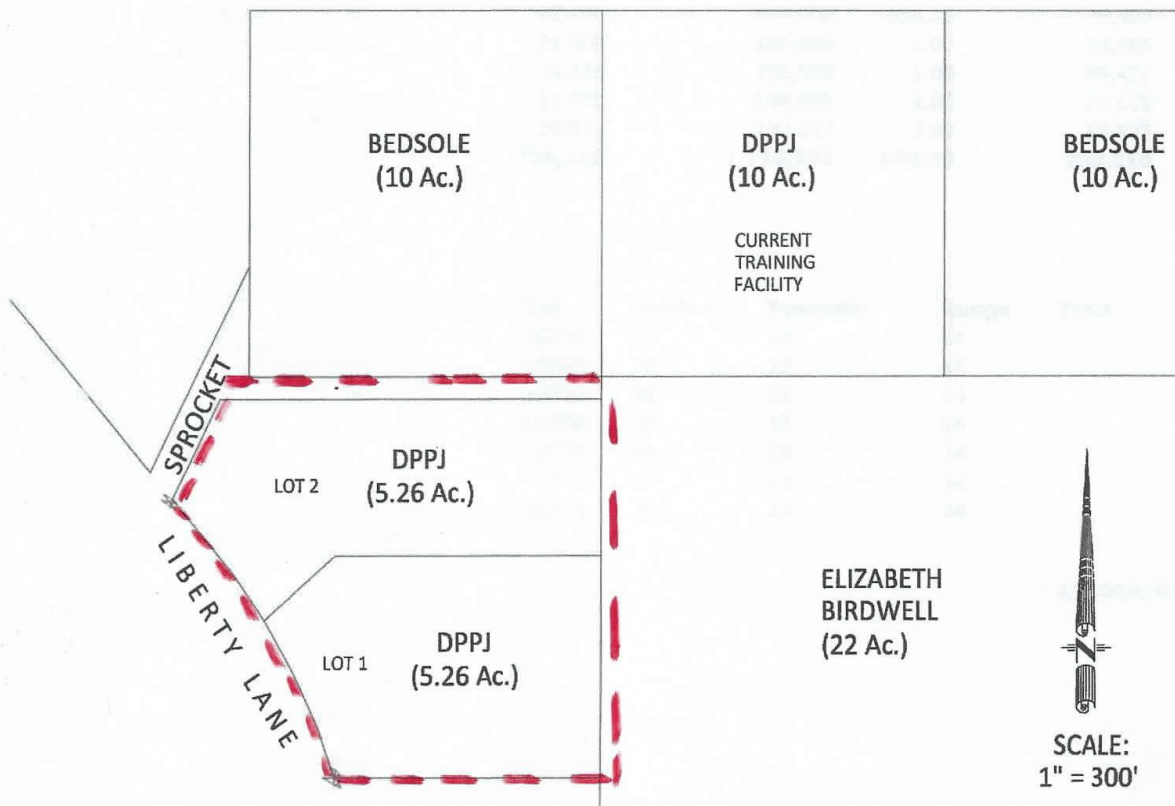
**Primary Owner**  
POLICE JURY OF DESOTO PARISH

**Mailing Address**  
101 FRANKLIN ST.  
MANSFIELD LA 71052

**Ward**  
WARD 6

**Type**  
EXEMPT PROPERTY

**Legal**  
THE SW 1/4 OF SEC. 25, AND THE E 1/2 OF THE SE 1/4 OF SEC. 26, AND THE N 1/2 OF THE N 1/2 OF THE NE 1/4 OF SEC. 35, AND THE E 1/2 OF THE SE 1/4 & THE E 1/2 OF THE E 1/2 OF THE W 1/2 OF THE SE 1/4 OF SEC. 35, AND THE W 1/2 OF SEC 36, T13, R14. AND THE S 1/2 SW SE OF SEC. 26, T13, R14; CONT. 700 ACRES, MORE OR LESS(143-23)(1068-385)(1068-388)(1068-391)(1068-394)(1068-397)(1068-400)(1068-382)(1075-813)(1075-816)(1075-819)(1110-213)(1110-216)(1110-222)(1110-228)LESS 39.338A FROM SEC 35-13-14(1138-206)LESS 4.89A (1142-158)(785088).





|                  |                           |        |        |       |    |          |       |
|------------------|---------------------------|--------|--------|-------|----|----------|-------|
| Intended User    | Client and assignees      |        |        |       |    |          |       |
| Property Address | TBD Liberty Ln            |        |        |       |    |          |       |
| City             | Grand Cane                | County | DeSoto | State | LA | Zip Code | 71032 |
| Client           | DeSoto Parish Police Jury |        |        |       |    |          |       |





# FLOOD MAP

|                  |                           |          |        |
|------------------|---------------------------|----------|--------|
| Intended User    | Client and assignees      |          |        |
| Property Address | TBD Liberty Ln            |          |        |
| City             | Grand Cane                | County   | DeSoto |
|                  |                           | State    | LA     |
|                  |                           | Zip Code | 71032  |
| Client           | DeSoto Parish Police Jury |          |        |



### Flood Zones

- |  |   |
|--|---|
|  Areas inundated by 100-year flooding             |  Floodway areas with velocity hazard |
|  Areas inundated by 500-year flooding             |  Floodway areas                      |
|  Areas of undetermined but possible flood hazards |  COBRA zone                          |

### Flood Zone Determination

**Latitude:** 32.068732  
**Longitude:** -93.756494  
**Community Name:**  
 DE SOTO PARISH  
**Community:** 220363  
**SFHA (Flood Zone):** No  
**Within 250 ft. of multiple flood zones:** No  
**Zone:** X  
**Panel:** 0275C  
**FIPS Code:** 22031

**Map #:** 22031C0275C  
**Panel Date:** 12/16/2003  
**Census Tract:** 9503

This Report is for the sole benefit of the Customer that ordered and paid for the Report and is based on the property information provided by that Customer. That Customer's use of this Report is subject to the terms agreed to by that Customer when accessing this product. No third party is authorized to use or rely on this Report for any purpose. THE SELLER OF THIS REPORT MAKES NO REPRESENTATIONS OR WARRANTIES TO ANY PARTY CONCERNING THE CONTENT, ACCURACY OR COMPLETENESS OF THIS REPORT, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. The seller of this Report shall not have any liability to any third party for any use or misuse of this Report.

|                  |                           |        |        |       |    |          |       |
|------------------|---------------------------|--------|--------|-------|----|----------|-------|
| Intended User    | Client and assignees      |        |        |       |    |          |       |
| Property Address | TBD Liberty Ln            |        |        |       |    |          |       |
| City             | Grand Cane                | County | DeSoto | State | LA | Zip Code | 71032 |
| Client           | DeSoto Parish Police Jury |        |        |       |    |          |       |





This appraisal report is subject to the scope of work, intended use, intended user, definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser may expand the scope of work to include any additional research or analysis necessary based on the complexity of this appraisal assignment.

**SCOPE OF WORK:** The scope of work for this appraisal is defined by the complexity of this appraisal assignment and the reporting requirements of this appraisal report form, including the following definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser must, at a minimum: (1) perform a complete visual inspection of the subject property, (2) inspect the neighborhood, (3) inspect each of the comparable sales from at least the street, (4) research, verify, and analyze data from reliable public and/or private sources, and (5) report his or her analysis, opinions, and conclusions in this appraisal report.

**DEFINITION OF MARKET VALUE:** The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he or she considers his or her own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions\* granted by anyone associated with the sale.

\*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

**STATEMENT OF ASSUMPTIONS AND LIMITING CONDITIONS:** The appraiser's certification in this report is subject to the following assumptions and limiting conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it, except for information that he or she became aware of during the research involved in performing this appraisal. The appraiser assumes that the title is good and marketable and will not render any opinions about the title.
2. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in this appraisal report whether any portion of the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
3. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand, or as otherwise required by law.
4. The appraiser has noted in this appraisal report any adverse conditions (such as the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the research involved in performing this appraisal. Unless otherwise stated in this appraisal report, the appraiser has no knowledge of any hidden or unapparent deficiencies or adverse conditions of the property (such as, but not limited to, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) that would make the property less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, this appraisal report must not be considered as an environmental assessment of the property.

**APPRAISER'S CERTIFICATION:** The Appraiser certifies and agrees that:

1. I have, at a minimum, developed and reported this appraisal in accordance with the scope of work requirements stated in this appraisal report.
2. I performed a complete visual inspection of the subject property.
3. I performed this appraisal in accordance with the requirements of the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.
4. I developed my opinion of the market value of the real property that is the subject of this report based on the sales comparison approach to value. I have adequate comparable market data to develop a reliable sales comparison approach for this appraisal assignment. I further certify that I considered the cost and income approaches to value but did not develop them, unless otherwise indicated in this report.
5. I researched, verified, analyzed, and reported on any current agreement for sale for the subject property, any offering for sale of the subject property in the twelve months prior to the effective date of this appraisal, and the prior sales of the subject property for a minimum of three years prior to the effective date of this appraisal, unless otherwise indicated in this report.
6. I researched, verified, analyzed, and reported on the prior sales of the comparable sales for a minimum of one year prior to the date of sale of the comparable sale, unless otherwise indicated in this report.
7. I selected and used comparable sales that are locationally, physically, and functionally the most similar to the subject property.
8. I have reported adjustments to the comparable sales that reflect the market's reaction to the differences between the subject property and the comparable sales.
9. I verified, from a disinterested source, all information in this report that was provided by parties who have a financial interest in the sale of the subject property.
10. I have knowledge and experience in appraising this type of property in this market area.
11. I am aware of, and have access to, the necessary and appropriate public and private data sources, such as multiple listing services, tax assessment records, public land records and other such data sources for the area in which the property is located.
12. I obtained the information, estimates, and opinions furnished by other parties and expressed in this appraisal report from reliable sources that I believe to be true and correct.
13. I have taken into consideration the factors that have an impact on value with respect to the subject neighborhood, subject property, and the proximity of the subject property to adverse influences in the development of my opinion of market value. I have noted in this appraisal report any adverse conditions (such as, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) observed during the inspection of the subject property or that I became aware of during the research involved in performing this appraisal. I have considered these adverse conditions in my analysis of the property value, and have reported on the effect of the conditions on the value and marketability of the subject property.
14. I have not knowingly withheld any significant information from this appraisal report and, to the best of my knowledge, all statements and information in this appraisal report are true and correct.
15. I stated in this appraisal report my own personal, unbiased, and professional analysis, opinions, and conclusions, which are subject only to the assumptions and limiting conditions in this appraisal report.
16. I have no present or prospective interest in the property that is the subject of this report, and I have no present or prospective personal interest or bias with respect to the participants in the transaction. I did not base, either partially or completely, my analysis and/or opinion of market value in this appraisal report on the race, color, religion, sex, age, marital status, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property or on any other basis prohibited by law.
17. My employment and/or compensation for performing this appraisal or any future or anticipated appraisals was not conditioned on any agreement or understanding, written or otherwise, that I would report (or present analysis supporting) a predetermined specific value, a predetermined minimum value, a range or direction in value, a value that favors the cause of any party, or the attainment of a specific result or occurrence of a specific subsequent event.
18. I personally prepared all conclusions and opinions about the real estate that were set forth in this appraisal report. If I relied on significant real property appraisal assistance from any individual or individuals in the performance of this appraisal or the preparation of this appraisal report, I have named such individual(s) and disclosed the specific tasks performed in this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in this appraisal report; therefore, any change made to this appraisal is unauthorized and I will take no responsibility for it.
19. I identified the client in this appraisal report who is the individual, organization, or agent for the organization that ordered and will receive this appraisal report.
20. I am aware that any disclosure or distribution of this appraisal report by me or the client may be subject to certain laws and regulations. Further, I am also subject to the provisions of the Uniform Standards of Professional Appraisal Practice that pertain to disclosure or distribution by me.
21. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

**SUPERVISORY APPRAISER'S CERTIFICATION:** The Supervisory Appraiser certifies and agrees that:

1. I directly supervised the appraiser for this appraisal assignment, have read the appraisal report, and agree with the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.
2. I accept full responsibility for the contents of this appraisal report including, but not limited to, the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.
3. The appraiser identified in this appraisal report is either a sub-contractor or an employee of the supervisory appraiser (or the appraisal firm), is qualified to perform this appraisal, and is acceptable to perform this appraisal under the applicable state law.
4. This appraisal report complies with the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.
5. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

**APPRAISER**

Signature *Robert Powell*  
 Name Robert Powell  
 Company Name Powell Appraisal Service  
 Company Address 610 Lake Forbing Drive  
Shreveport, LA 71106  
 Telephone Number 318-868-2832  
 Email Address powellappraisal@yahoo.com  
 Date of Signature and Report 05/03/2024  
 Effective Date of Appraisal April 30, 2024  
 State Certification # 1030  
 or State License # \_\_\_\_\_  
 or Other \_\_\_\_\_ State # \_\_\_\_\_  
 State LA  
 Expiration Date of Certification or License 12/31/2025

ADDRESS OF PROPERTY APPRAISED  
TBD Liberty Ln  
Grand Cane, LA 71032  
 APPRAISED VALUE OF SUBJECT PROPERTY \$ 158,000  
 CLIENT  
 Name Sirs  
 Company Name DeSoto Parish Police Jury  
 Company Address 101 Franklin St  
Mansfield, LA 71052  
 Email Address \_\_\_\_\_

**SUPERVISORY APPRAISER (ONLY IF REQUIRED)**

Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Date of Signature \_\_\_\_\_  
 State Certification # \_\_\_\_\_  
 or State License # \_\_\_\_\_  
 State \_\_\_\_\_  
 Expiration Date of Certification or License \_\_\_\_\_

**SUBJECT PROPERTY**

- Did not inspect subject property  
 Did inspect exterior of subject property from street  
 Date of Inspection \_\_\_\_\_  
 Did inspect interior and exterior of subject property  
 Date of Inspection \_\_\_\_\_

**COMPARABLE SALES**

- Did not inspect exterior of comparable sales from street  
 Did inspect exterior of comparable sales from street  
 Date of Inspection \_\_\_\_\_