



**DESOTO PARISH POLICE JURY**  
**February 05, 2024 at 5:04 PM**  
**Policy and Procedures Committee Meeting**

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

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## **AGENDA**

Bubba Clark, Chairman, Jimmy Holmes, Greg Baker, Ernel Jones, and Jeri Burrell

**A. CALL TO ORDER**

**B. CALL FOR ADDITIONS AND DELETIONS**

**C. GUEST AND PUBLIC COMMENTS**

**D. POLICY AND PROCEDURES ITEMS**

1. Adopt Policy 511 - Sexual Abuse, Molestation and Misconduct Prevention Policy
2. Adopt Policy 607 Inclement Weather Policy
3. Update the Employee Handbook definition of a family member to include legal guardian, grandchildren and grand parents
4. Approve updating the \$30,000 threshold to \$60,000 to the Purchasing Policy and Procedures for materials and Supplies as per State Law that became effective 8/2022

**E. ADJOURN**

## MuniPak® Abuse or Molestation Supplemental Application

Insured Name: DeSoto Parish Police Jury

### LIMIT

Limit requested:  \$100,000  \$250,000  \$500,000  \$1,000,000

### INCIDENT AND CLAIM HISTORY

1. Describe ANY Abuse or Molestation Allegation/Incident/Loss/Claim  None

Date of Incident	Description	Loss Amount	<input type="checkbox"/> Open <input type="checkbox"/> Closed
			<input type="checkbox"/> Open <input type="checkbox"/> Closed
			<input type="checkbox"/> Open <input type="checkbox"/> Closed
			<input type="checkbox"/> Open <input type="checkbox"/> Closed

2. Did a public authority investigate each Incident/Claim?  Yes  No

3. For each Incident/Claim describe procedures instituted to prevent recurrence: (additional space is provided in Comments section).

4. Has any insurer ever cancelled or non-renewed coverage?  Yes  No

### OPERATION/EXPOSURE

1. Please check all that apply:	# Children	Total # Employees	Total # Volunteers	Seasonal (S) / Year-Round (YR)
<input type="checkbox"/> After School Care	_____	0	2	<input type="checkbox"/> S <input type="checkbox"/> YR
<input type="checkbox"/> Amateur Sport League or Team	_____			<input type="checkbox"/> S <input type="checkbox"/> YR
<input checked="" type="checkbox"/> Community Center	_____			<input type="checkbox"/> S <input checked="" type="checkbox"/> YR
<input type="checkbox"/> Day Camp	_____			<input type="checkbox"/> S <input type="checkbox"/> YR
<input type="checkbox"/> Day Care	_____			<input type="checkbox"/> S <input type="checkbox"/> YR
<input type="checkbox"/> Mentoring Programs	_____			<input type="checkbox"/> S <input type="checkbox"/> YR
<input type="checkbox"/> One-On-One Training	_____			<input type="checkbox"/> S <input type="checkbox"/> YR
<input type="checkbox"/> Overnight Camp	_____			<input type="checkbox"/> S <input type="checkbox"/> YR
<input type="checkbox"/> Transportation of Children	_____			<input type="checkbox"/> S <input type="checkbox"/> YR
<input type="checkbox"/> Youth Recreation Program	_____			<input type="checkbox"/> S <input type="checkbox"/> YR
<input type="checkbox"/> Hosted Activities (Fire Dept. tours, etc.)	_____			<input type="checkbox"/> S <input type="checkbox"/> YR
2. Does the entity secure parental consent and/or waives?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### BACKGROUND CHECKS

1. Do you conduct background checks on the following?: (Check Yes/No for ALL that apply)		
Type	New Hires	Volunteers/Vendors
Verification of Prior Employment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Personal References	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Criminal - State	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Criminal - Federal	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. Are Background Checks repeated periodically?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
3. Do you verify gaps in employment history of New Hires?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Do you conduct personal interviews with each New Hire and Volunteer?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5. Who performs background checks?	<u>HR Dept.</u>	

### POLICIES AND PROCEDURES

1.	Does the entity have a Policy addressing abuse or molestation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	If Yes, please provide a copy of the Policy.	<input checked="" type="checkbox"/> Policy attached
3.	Date of last Policy Revision: _____	
4.	Does the entity ensure that all their employees and volunteers receive adequate training in the abuse or molestation Policies?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5.	Are the trainees required to sign off on receipt of training and understanding of Policies and Procedures prior to being placed in contact with children?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### COMMENTS

**Note: Any person who knowingly and with intent to defraud any insurance company or another person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any facts material thereto, commits a fraudulent insurance act, which is a crime and subjects the person to criminal and civil penalties.**

<u>Lilliana Garcia</u> Signature of Authorized Official	<u>Treasurer</u> Title	<u>Lilliana Garcia</u> Printed Name	<u>10/18/2023</u> Date
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## 511 Sexual Abuse, Molestation and Misconduct Prevention Policy

### OBJECTIVE:

It is the policy of the DPPJ to provide a work environment free from all forms of abuse and molestation. The DPPJ strives to create a safe environment for all minors involved in DPPJ sponsored programs. Our goal is to protect children from sexual abuse including molestation or any type of inappropriate sexual behavior by employees or volunteers and to protect employees and volunteers from false accusations. The DPPJ strives to create a culture where child sexual abuse including molestation is discussed, addressed, and prevented.

The policy and procedures set forth will apply to all people who give supervision or have custody of minors or who have opportunity to have contact with minors in any DPPJ sponsored activity or facility operated by the DPPJ.

### POLICY:

### DEFINITIONS:

- Minors – Anyone between the ages of zero and 19 years.
- Child Sexual Abuse: Child sexual abuse involves any sexual activity with a child. This includes sexual contact that is accomplished by force or threat of force regardless of the age of the participants, and all sexual contact between an adult and a minor. Sexual contact between an older and a younger child also can be abusive if there is a significant disparity in age, development, or size. Sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism.

Sexual abuse is criminal behavior that involves minors in sexual activity, contact or behavior. Child sexual abuse includes fondling, sodomy, penetration, intercourse, and forcible rape. Other forms of abuse can include verbal comments, any exposure to pornographic materials, inappropriate internet activity, obscene phone calls, exhibitionism, or allowing children to witness sexual activity.

This policy will address four (4) areas that are critical for the protection of all minors and our employees: selection process, protection policy, reporting procedures, and responses to allegations.

### I. Selection Process

- A. **Employee** – Any person who is paid by the DPPJ on a full-time or part-time basis, whether they work directly with minors.

#### Current Employee

- Complete a confidential application form
- Undergo background records check
- Complete a release for Criminal Records Check

## **New Employee**

- Complete a confidential application form
- Undergo background records check
- Interview by Department Head
- References checked and verified
- Complete a release for Criminal Records Check

All records, forms and reports will become a part of the employee's confidential personnel file.

**B. Volunteer** – Any person who is not paid by the DPPJ on a full-time or part-time basis and is serving in any position involving the supervision or custody of minors.

- Complete a confidential application form
- Undergo background records check
- Interview by Department Head
- References checked and verified
- Complete a release for Criminal Records Check

Nationwide background checks using the National Sex Offenders database will be conducted on an annual basis for all full-time employees, part-time employees and volunteers working directly or indirectly with minors on a scheduled or routine basis.

## **II. Protection Policy**

**A. Two Adults** – Two adult employees and/or volunteers will be present, or nearby, and available on each floor and in the hallways where minors are present. Reasonable efforts will be made to have two (2) adult workers present, or nearby, with all minors during each DPPJ activity involving minors. Reasonable effort shall be made to assure one adult is not left alone with one minor at any time.

**B. View Windows/Open Doors** – Reasonable effort will be made to place minors in rooms with view windows or open doors for all DPPJ activities.

**C. Red Flags** – There are a number of “red flags” that suggest someone is being sexually abused. They may take the form of physical or behavioral evidence.

Physical evidence of sexual abuse includes, but is not limited to:

- Sexually transmitted diseases.
- Difficulty walking normally.
- Stained, bloody or torn undergarments.
- Genital pain or itching; and
- Physical injuries involving the external genitalia.

Behavioral signals suggestive of sexual abuse include, but are not limited to:

- Fear or reluctance about being left in the care of a particular person.
- Recoiling from being touched.
- Bundling oneself in excessive clothing.
- Nightmares or fear of night and/or darkness.

### **III. Reporting Process**

Observed or reported child sexual abuse or child molestation shall be reported immediately to the Department Head or Human Resources Director. Once the allegation is reported the DPPJ will immediately notify law enforcement. The DPPJ will cooperate fully with any investigation conducted by law enforcement and/or regulatory agencies. The DPPJ reserves the right to place the subject of the investigation on an involuntary leave of absence or reassign that person to responsibilities that do not involve personal contact with minors. To the fullest extent possible, but consistent with any legal obligations to report suspected abuse to appropriate authorities, the DPPJ will endeavor to keep confidential the identities of the alleged victims and of the subject under investigation.

If the investigation substantiates the allegation, DPPJ policy provides for disciplinary actions, including termination of employment.

### **IV. Responses to Allegations**

- A. All allegations will be taken seriously and the DPPJ will take appropriate action in accordance with the laws of the State of Louisiana, insurance policy requirements, and based upon the advice of legal counsel.
- B. The official spokesperson for the DPPJ in any of these manners will be the Human Resources Director or their appointee. No other employee shall speak to the media in an official capacity or on the behalf of the DPPJ.
- C. The DPPJ will document (in writing, with date and signature) all efforts in the handling of any incident.
- D. The DPPJ will not deny, minimize, or blame any individual involved in allegations and will cooperate with the authorities during any incident.
- E. This policy must be read and understood by each DPPJ employee and volunteer who works directly or indirectly with minors.

**Desoto Parish Police Jury(DPPJ)  
Sexual Abuse and Molestation Policy  
Acknowledgement and Acceptance Form**

After you have read the Sexual Abuse and Molestation Prevention Policy,  
**complete** this page and return to the Human Resources Director of the DPPJ

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**Print your name clearly.**

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First Name	MI	Last Name	Date of Birth
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I have read, understand, and hereby agree to abide by the terms and conditions as provided in the DPPJ Sexual Abuse and Molestation Policy. I understand that any violation of the aforesaid terms and conditions may result in my being subject to discipline up to and including termination as outlined in the DPPJ Human Resources Policy and Procedure Manual. I further agree to report any abuse, lack of compliance or suspicious behavior by others to the Department Head or Human Resources Director. Any violation of this policy, or any inappropriate behavior that is not included in the policy but has the effect of causing harm to another or any minor will be reported immediately.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **607 Inclement Weather Policy**

Employee safety is a priority for the Police Jury. The Parish Administrator in consultation with the Police Jury President will make determinations regarding delayed openings, partial days, or full day closures.

On days when weather conditions worsen as the day progresses the Parish Administrator may decide to close the office early. Employees will be expected to remain at work until the appointed closing time, unless their flextime day ends prior to that time, or unless they receive permission from their department head to do otherwise.

When an employee is already on pre-approved leave, that leave will apply even though the office may have been closed due to inclement weather.

All full-time employees will be paid for such time off. Part-time employees will be paid if normally scheduled to work that day and only for those hours which the employee would normally work.

Non-exempt employees that are scheduled to work during inclement weather will be paid one day regular wages plus 1.5 times the regular hourly rate for each hour worked up to 8 hours and thereafter 2.5 times the regular hourly rate for each hour worked for inclement weather. Exempt employees that worked during inclement weather will receive no additional compensation.

Time off from work due to inclement weather is not counted as hours worked when computing weekly overtime.

If employees have questions about this policy or are unsure about any expectations or issues during inclement weather, please contact your supervisors, department management, Parish Administrator, or the Human Resources Director.



## ***DEFINITIONS***

When the below defined terms are used in this Manual, they have the meaning set forth below unless otherwise specified in this Manual:

***He, She, Him, Her, Himself or Herself:*** When these terms are used in the Manual the terms are gender neutral. They apply to all employees regardless of gender.

***Immediate Family Member:*** children, the spouses of children (daughter-in-law and son-in-law), **grandchildren**, siblings (brothers and sisters), the spouses of siblings (brother-in-law and sister-in-law), parents (mother and father), spouse (husband or wife), parents of spouse (mother-in-law and father-in-law), **grandparents, grandparents of spouse or legal guardian per determination of a controlling judicial court.**

***Manual:*** The DeSoto Parish Police Jury Human Resources Policy and Procedure Manual.

***Police Jury:*** The DeSoto Parish Police Jury.

**PURCHASING POLICY AND PROCEDURES FOR  
MATERIALS AND SUPPLIES UNDER \$30,000 60,000**

**Policy**

This policy is a result of the DeSoto Parish Police Jury's recognition that there is a need to set forth acceptable guidelines to those authorized to make purchases and to ensure expenditures are properly recorded and payables are maintained in a timely manner and comply with Louisiana R.S. 38:2212.1. This policy does not include aggregate purchases subject to the bidding process on an annual basis or purchases over ~~\$30,000~~ subject to the state bid laws.

60,000

**Internal Control Objectives:**

**Purchasing:**

- To ensure that purchases are made on the basis of competitive prices, considering quality, suitability, delivery and service.
- To ensure properly approved by authorized personnel.
- To ensure that the goods have been received and verify the materials and supplies meet the requirements of the approved purchase order.

**Expenditures/Accounts Payable:**

- To ensure all expenditures are recorded in a timely manner and are adequately documented with the approvals from proper authorities prior to being processed.

**Purchasing Procedures**

Purchasing Authority Each Department Head has the authority and is responsible for the purchasing of goods and services within his/her department. Leasing and service agreements must be approved by the Parish Administrator. Only the Parish Administrator is authorized to sign contracts on behalf of the Parish.

The following guidelines have been established to assist Department Heads in determining the extent of effort needed to obtain competitive prices:

Purchases up to \$5,000 do not require quotes.

\$5,000 to ~~\$30,000~~ 60,000; three written quotations shall be obtained by Purchasing and forwarded to the Department Head for review and approval. The Department Head will return this documentation, along with a Requisition for Purchase (RFP) to Purchasing for approval and issuance of a Purchase Order.

Equipment parts and repair from a Louisiana authorized dealer do not require competitive quotes in accordance with Executive Order BG 08-67, Section 5(A)(1) and 5(A)(2). However, an estimate for parts and repairs shall be obtained prior to requisitioning a purchase order.

Purchasing Limits: The Department Head shall have the authority to authorize and /or approve purchases up to \$5,000 based on appropriations contained in the Parish budget. Department Heads shall

have the authority to authorize and/or approve purchases from \$5,000 to \$10,000 based on appropriations contained in their specific functional areas of responsibility, subject to the approval of the Parish Administrator. Purchases over \$ 10,000 require the Police Jury Committee Chairman approval.

Road Materials: Requisitions for Road Materials must be submitted to Purchasing who will contact the Police Jury President, Finance Committee Chairman and Road Chairman for approval. If one of the individuals authorized to approve the requisition does not respond within 24 hours, the Parish Administrator is authorized to approve the requisition on their behalf.

Uniforms: Certain Police Jury positions require uniforms, monogrammed shirts, jackets and other safety equipment. These positions include: Parish Administrator, Supervisory Personnel, Weatherization Crew, Permit Officers, Animal Services, Mechanics and Maintenance personnel. Upon departure from the Police Jury, employees must return uniforms or safety equipment provided.

Open Supply Purchase Order or (price agreements) The Open Supply Purchase Orders may be used to acquire items the Parish frequently purchases in small quantities from local suppliers, for example, Ivey's Lumber, Napa Auto Parts and O'reilly Auto. An open supply purchase order is meant to provide small, varied and unpredictable items needed for the day-to-day operations of the Parish work crews. Individual items above \$500 should not appear on open supply purchase orders. Inappropriate purchases appearing on open supply purchase orders will be referred to the department head for review and appropriate action.

An open supply purchase order is an agreement between the Parish and a vendor. Under it, the vendor agrees to supply all of the Parish's requirements for a specified commodity during the period of the agreement. The price may be fixed or variable, such as a fixed discount from market price.

An open supply purchase order requires a Requisition for Purchase (RFP) to be initiated by the department head, and submitted to Purchasing for approval by the Policy Jury Treasurer and issuance of the purchase order.

Only permanent employees may use the open supply purchase orders. When using open supply purchase orders, the employee must show employee identification to the supplier, and sign and print his/her name on the packing list. The department head must also sign and write the account code on the packing list. Prior to payment, the packing lists will be matched to the supplier's invoices.

### **Procedures for Purchasing**

Department heads will forward required paperwork to purchasing to obtain approvals as per this policy and subsequent issuance of the purchase order.

It is the responsibility of purchasing to ensure 1) requisitions have approval from the department head and all requisition and related quotes are included; 2) sufficient funds are available in the department budget to meet the request; 3) the vendor is approved.

Once the Purchase Order is approved the copies are distributed as follows: 1) the original copy of the PO is sent to the vendor; 2) one copy is kept on file in the Administrative office by the Accounts Payable Clerk to reconcile to the invoice, packing slip, and/or receiving's blank copy once received; 3)

the blank copy (copy with number of items ordered unavailable) to the department's receiving; 4) one copy to the Department Head; and 5) one copy kept in purchasing.

Maintenance of Current Vendors' List. An approved vendor list will be maintained in purchasing. The approval process will include: 1) a due diligence memo that the Police Jury is not entering into purchase agreements with police jurors, employees or their related parties. 2) vendors that provide quality products or services in the most economical and efficient manner possible—past performance is an important factor; 3) proper tax identification numbers (W-9), either corporate id or a social security number, are on file.

### **Procedures for Receiving**

The receiving clerk (or designated employee) in each department counts the items received and compares the delivery packing slip against the blank Purchase Order. The packing slip is signed by the department head (or designee) and sent to the Administrative office. If there is no packing slip a copy of the blank PO is marked received, signed and forwarded to the Administrative office.

### **Procedures for Accounts Payable.**

Vendors must be instructed to forward bills to the Administrative office. All billings should indicate the Purchase Order Number. The Accounts payable clerk matches the approved invoice to the packing slip/blank purchase order and the purchase order. The invoice is reviewed for accuracy, price, etc. Any discrepancies are corrected. The payment is processed and a check is prepared. The check is cosigned by the Treasurer and President of the Police Jury.

Upon receipt of approved invoices, the Accounting Department will process the invoice and prepare payments. Payments will be made no sooner than seven days and no later than 14 days from receipt of approved invoices.

This policy may be amended or revised from time to time as the need arises.

2022 Regular Session  
HOUSE BILL NO. 221  
BY REPRESENTATIVE MAGEE

**ACT No. 204**  
*Effective 8/1/2022*

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AN ACT

To amend and reenact R.S. 38:2212.1(A)(1)(a) and (b), relative to certain purchases of materials or supplies paid by public funds and publicly bid; to increase the purchasing limit for materials and supplies; to increase the purchasing range requiring quotes for the purchase file; and to provide for related matters.

Be it enacted by the Legislature of Louisiana:

Section 1. R.S. 38:2212.1(A)(1)(a) and (b) are hereby amended and reenacted to read as follows:

§2212.1. Advertisement and letting to lowest responsible bidder; materials and supplies; exemptions

A.(1)(a) All purchases of any materials or supplies exceeding the sum of ~~thirty~~ sixty thousand dollars to be paid out of public funds shall be advertised and let by contract to the lowest responsible bidder who has bid according to the specifications as advertised, and no such purchase shall be made except as provided in this Part.

(b) However, purchases of ~~ten~~ thirty thousand dollars or more, but less than ~~thirty~~ sixty thousand dollars, shall be made by obtaining not less than three quotes by telephone, facsimile, email, or any other printable electronic form. If telephone quotes are received, a written confirmation of the accepted offers shall be obtained

1 and made a part of the purchase file. If quotations lower than the accepted quotation  
 2 are received, the reasons for their rejection shall be recorded in the purchase file.  
 3 \* \* \*

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SPEAKER OF THE HOUSE OF REPRESENTATIVES

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PRESIDENT OF THE SENATE

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GOVERNOR OF THE STATE OF LOUISIANA

APPROVED: \_\_\_\_\_