

December, 1976

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Executive Orders

✓ EXECUTIVE ORDER EWE-76-15

WHEREAS, the State of Louisiana has a primary and continuing moral and humane responsibility to safeguard and protect the rights and interests of children who have been abused, neglected, or threatened with physical and mental harm; and

WHEREAS, the prevention of such abuse, neglect and harm as well as the protection of the rights of such children requires an effective professional plan and program of identification, treatment, and prevention of child abuse, neglect, and mistreatment; and

WHEREAS, any such program should be separate from day care, foster care, counseling, and homemaker services; and

WHEREAS, the delivery of protective and preventive services in child neglect and child abuse cases is now loosely administered by a number of different agencies; and

WHEREAS, a State plan for services in child abuse, child neglect, and child mistreatment cases is necessary if Louisiana is to insure that the rights and interests of such children and of their parents are fully safeguarded and protected; and

WHEREAS, Louisiana law mandates a system of reporting and investigation of complaints regarding the abuse and neglect of children; and

WHEREAS, the Louisiana Department of Health and Human Resources is the agency responsible for investigating complaints of child abuse and neglect and should plan and make recommendations with respect to the handling of child abuse, child neglect, and child mistreatment cases;

NOW, THEREFORE, I, EDWIN EDWARDS, Governor of Louisiana, by the power and authority vested in me by the Constitution and laws of Louisiana, do hereby request and direct the Louisiana Department of Health and Human Resources, through its Advisory Board, to make a comprehensive study of all facets of the problems attending child abuse, child neglect, and child mistreatment, and, as part of such study, to review current legislation, policies, programs and services;

BE IT FURTHER ORDERED that the said Louisi-

ana Department of Health and Human Resources shall prepare, for consideration and appropriate action by the Governor and the Legislature, a plan for the handling of such cases and that such plan shall include recommendations concerning fiscal, personnel, and research requirements necessary for implementation of the plan;

BE IT FURTHER ORDERED, that all organizations, agencies, departments, boards, and commissions of this State shall extend full cooperation to the Department of Health and Human Resources and its Advisory Board in the preparation and development of this plan.

IN WITNESS WHEREOF, I have hereunto set my hand officially and caused to be affixed the Great Seal, at the Capitol, in the City of Baton Rouge, on this 8th day of December, A.D., 1976.

EDWIN EDWARDS

Governor of Louisiana

EXECUTIVE ORDER EWE-76-16

WHEREAS, the purpose of this order is to implement a course of action dedicated to reducing the number of State employees at every level and in every agency where possible without reducing State services or creating hardships; accordingly,

1. Except as hereinafter authorized, no vacancy occurring for any reason whatsoever after December 1, 1976, is to be filled without my express approval pursuant to provisions set forth in this order.
2. The following conditions, emergencies, and officials are exempted from the provisions of Paragraph 1 herein:
 - A. Any and all Statewide elected officials, provided, however, that this order shall apply to the Office of the Governor; the legislative and judicial branches of government; constitutionally created boards dealing with education; or any other board, agency, or commission which is not under the direct authority of the Governor or one of the Secretaries appointed by the Governor. As Governor, I cannot and will not order such action, but I urge all officials of government to accept the spirit and intent of this order in the public interest.

- B. The Department of Corrections, the Department of Health and Human Resources and any other agencies only insofar as it is necessary to fill vacancies or increase personnel in order to accommodate any court orders.
- C. A position which must be filled following the occurrence of a vacancy in order to prevent emergencies or serious disruptions of service. Secretaries shall be required to justify in writing such action to the Governor when taken under the provisions of this section within seventy-two hours.
- D. Transfers, promotions, and reallocations within a department and between departments which will not in any way increase the aggregate number of employees within the department after the action has occurred.
- E. The foregoing exceptions relate only to the possibility of filling vacancies when they occur. In no event are any new positions to be created or filled without express approval of the Governor.
3. Each Secretary shall be required to file a report with the Governor on April 1, 1977, and quarterly thereafter which will reflect a full accounting of personnel changes within the agency for the period covered by the report. The first report shall cover the period from December 1, 1976, through March 31, 1977. This report and each report thereafter shall specify employment figures at the beginning of the period and at the end of the period and shall indicate how many vacancies have been filled and have not been filled pursuant to this order.
4. Secretaries are urged to publicly and by every means possible notify and advise State employees that this is not an effort to dismiss personnel or force early retirements. Everyone now employed and performing a creditable, necessary function may expect to be retained. The purpose of this order is to avoid filling vacancies when they occur, unless clearly required in the public interest.
5. The Department of Civil Service, and its Director in particular, has expressed a willingness to work with the Executive Department in achieving the aims and purposes of this executive order, and secretaries are urged to counsel with
- and seek the advice and counsel of the Director while implementing this order. Copies of quarterly reports of the Secretaries shall be filed with the Director of Civil Service, who will monitor the program.
6. Written requests by the Secretaries for permission to fill vacancies or to create or fill new positions shall be directed to the Governor and shall include justifications for filling the vacancies. In order to facilitate decisions on the written requests of the Secretaries, the Governor's Chief Executive Assistant, Dan Borne', is designated to act on behalf of the Governor on such written requests.
7. Secretaries are enjoined from obtaining Civil Service lists to fill vacancies until approval has been obtained by the Governor, or the proposed action is covered by one of the exceptions listed herein. A request for a Civil Service list by a Secretary shall be prima facie evidence that such approval does exist, either from the Governor or by the Secretary as specified in the exceptions to this order.
8. Personnel actions of department and/or agency heads who do not report to Secretaries but who report to the Office of the Governor are covered by the provisions of this executive order.

IN WITNESS WHEREOF, I have hereunto set my hand officially and caused to be affixed the Great Seal of the State of Louisiana, at the Capitol, in the City of Baton Rouge, on this 9th day of December, A.D., 1976.

EDWIN EDWARDS

 Governor of Louisiana

Emergency Rules

DECLARATION OF EMERGENCY

Indigent Defender Board

The Louisiana Indigent Defender Board has exercised the provisions of R.S. 49:953B to adopt the following fees and guidelines to be observed by the various district indigent defender boards, as required by Act 653 of the Regular Session of 1976. They became effective on the day of adoption, November 29, 1976.

Hourly Rate: Thirty-five dollars per hour in court; twenty-five dollars per hour out of court.

The base payment for all cases shall be fifty dollars for misdemeanors, one hundred dollars for felonies. The base payment shall be made in all cases. Services covered by the base payment shall include the initial interview and the court appearance for arraignment.

Any other investigative, preparatory work, and court appearances shall be at the hourly rate, except that no more than one thousand dollars shall be paid for any felony case, and no more than five hundred dollars shall be paid for any misdemeanor case.

District boards may approve exceptions to these ceilings provided funds are available to the district board and the exception would not impair the Board's ability to make future payments in accordance with this schedule.

Each appointed counsel, except full-time indigent defenders and salaried part-time defenders, shall submit a detailed billing showing time spent and activity to the appropriate district indigent defender board.

The district indigent defender board shall review, approve, reject, or adjust the billings so that payments made for defense of indigents shall comply with the above schedule.

The Louisiana Indigent Defender Board authorized its chairman to grant temporary exemptions and exceptions to any district unable to immediately comply with the fixed schedule. Any temporary grant shall not exceed the time fixed for the next meeting of the Board and all temporary exemptions and exceptions shall then terminate, unless extended by the Board.

Robert G. Pugh, Chairman
Louisiana Indigent
Defender Board

DECLARATION OF EMERGENCY

Racing Commission

The Louisiana State Racing Commission adopted and made effective on November 18, 1976, the following emergency rules:

LAC 11-6:45 Claiming Rule

S. 45.1 In claiming races any horse is subject to being claimed for its entered price by any racing interest recognized by the Commission, by any licensed horse owner, or his authorized agent, but only for the account of the person making the claim, or for whom the claim was made by the agent (provided however, that no person shall claim his own horse or a horse in which he has an interest or cause his horse to be claimed directly or indirectly for his own account). Also, a claim may be made by any person who has established his qualifications to claim by filing an application for license as a horse owner and has been granted a certificate authorizing the claim by the stewards at the meeting where a horse is to be claimed. A claim certificate shall not be issued until all conditions and qualifications for a horse owner's license have been met or completed. A claim certificate thus issued will be voided if no claim is made within thirty days of issuance, and the owner's license will be withdrawn.

S. 45.2 The licensed prospective claimant must have obtained the services of a licensed trainer and may be required to provide additional evidence of his qualifications as a horse owner when such evidence is requested by the stewards of the meeting.

S. 45.3 A claimed horse shall not enter in starter, optional, or claiming races for thirty days after being claimed in a race in which the determining eligibility price is less than twenty-five percent more than the price at which the horse was claimed. The day claimed shall not count, but the following calendar day shall be the first day and the horse shall be entitled to enter whenever necessary so the horse may start on the thirty-first day following the claim for any claiming price. This provision shall not apply to starter handicaps in which the weight to be carried is assigned by the handicapper. A similar rule in other states will be recognized and enforced.

S. 45.4 The claiming price of each horse in a claiming race shall be the entered claiming price, plus tax.

S. 45.5 If a horse is claimed it shall not be sold or transferred to anyone wholly or in part, except in a selling or claiming race, for a period of thirty days from date of claim, nor shall it, unless reclaimed, remain in the same stable or under the control or management of its former owner or trainer for a like period, nor shall it race in any other state until after the close of the meeting at which it was claimed, unless special permis-

sion is obtained from the Commission. However, a horse claimed at a track in Louisiana must remain at the track where it was claimed for a period of sixty calendar days or until the current meeting at which it was claimed is terminated. The following calendar day shall be the first day and the horse shall be entitled to enter at another track in the state whenever necessary so the horse may start on the sixty-first day following the claim.

S. 45.6 All claims for the entire race card shall be signed, sealed, time stamped, and deposited in a locked box provided for that purpose in a designated place, at least fifteen minutes prior to post time for the first race. The claim box shall be opened by the stewards and all claims remain in their possession. The claim envelopes shall not be opened by the stewards earlier than ten minutes prior to post time for the designated claiming race. Notification will be made by the stewards to the proper officials of any claim or claims, if any. No money shall accompany the claim. Each person desiring to make a claim, unless they have such amount to their credit with the horsemen's bookkeeper, must first deposit with the horsemen's bookkeeper the whole amount of his claim in cash, for which a receipt will be given. If more than one person shall enter a claim for the same horse, the disposition of the horse shall be decided by lot by one of the stewards or his deputy, and the person so determined to have the right of the claim shall become the owner of the horse whether it be alive or dead, sound or unsound, or injured during the race or after it. Any horse, other than the winner, that has been claimed, shall be taken to the paddock after the race has been run, for delivery to the claimant unless sent to the retention barn for delivery to the claimant after the specimen has been collected.

S. 45.7 Title to a claimed horse shall be vested in the successful claimant at the time the horse becomes a starter. The successful claimant shall then become the owner of the horse whether he be alive or dead, sound or unsound, or injured leaving the starting gate, during the race, or after. However, the successful claimant may request on the claim blank at the time he makes his claim that the horse be tested for the presence of equine infectious anemia via a Coggins test. Should this test prove positive, it shall be cause for a horse to be returned to his previous owner and barred from racing in the State of Louisiana. The expense of the Coggins test and the maintenance of the horse during the period required for the test, shall be absorbed by the successful claimant. If such a test is requested, the claimed horse will be sent to the retention barn of the Louisiana State Racing Commission where the State Veterinarian will draw a blood sample, which sample shall be sent to a laboratory approved by the Louisiana Livestock Sanitary Board for the conduct of such test.

S. 45.8 No person shall claim more than one horse in a race.

S. 45.9 Each horse shall run for the account of the person in whose name it starts.

S. 45.10 When a claim has been lodged it is irrevocable, and it is at the risk of the claimant.

S. 45.11 Where a claimed horse has had a posterior digital (heel nerve) neurotomy performed prior to the claim, the claimant shall have forty-eight hours from the moment that the horse becomes a starter to protest the claim.

S. 45.12 If the stewards should be of the opinion that any person is claiming a horse for the benefit of another, they may require him to make an affidavit that he is not doing so.

S. 45.13 No horse shall be delivered except on a written order from the racing secretary.

S. 45.14 Any person refusing to deliver a claimed horse shall be suspended and his case referred to the Commission. The claimed horse is disqualified until it is delivered to the successful claimant.

S. 45.15 In claiming races, engagements follow the horse.

S. 45.16 Any person who shall attempt to prevent another person from claiming any horse in a claiming race, or any owners running a horse in claiming races who may make any agreement for the protection of claiming of each other's horses, may be fined or suspended by the stewards or ruled off by the Commission.

S. 45.17 Any person or persons who shall enter, or allow to be entered, in a claiming race a horse against which any claim is held, either as mortgage, bill of sale, or lien of any kind, shall be ruled off, unless when or before entering the horse the written consent of the holder of the claim shall be filed with the racing secretary where the horse is entered.

S. 45.18 The stewards shall be the sole judge of the validity of a claim.

S. 45.19 All claims shall be on blanks and in envelopes furnished by the association and approved by the Commission. Both blanks and envelopes must be filled out completely and be letter perfect, otherwise the claim will be void. The horse's name must be identical to the way it is printed in the official racing program of the association, otherwise the claim will be void.

S. 45.20 When a trainer is training for more than one owner, only one claim from that stable will be allowed for any one race. Only one claim from owners having the same trainer will be allowed for any one horse.

S. 45.21 Delivery of a claimed winning horse to the claimant or his representative shall be made in the Commission retention barn after specimens (blood, urine, and/or saliva) have been obtained. This rule shall also apply to claimed horses selected for extra tests ordered by the Commission, stewards, or racing officials.

S. 45.22 Notwithstanding any designation of sex or age appearing on the racing program or in any racing

publication, the claimant of a horse shall be solely responsible for determining the age or sex of the horse claimed.

* * * *

LAC 11-6:54 Permitted Medication

S. 54.1 The use of phenylbutazone (Butazolidin), Arquel, and/or Lasix is permitted upon a race horse within a licensed racing enclosure or an auxiliary (off-track) stable area, subject to compliance with the following:

A. Only a veterinarian may prescribe, dispense, and administer phenylbutazone, Arquel and/or Lasix, except a trainer may administer phenylbutazone or Arquel if it is an ingestible or is topically applied.

B. Lasix may be administered the day of the race upon approval of the State Veterinarian or the veterinarian attending the horse.

C. Daily reports of the administration of Lasix must be given to the State Veterinarian by 12:00 noon. They must be signed by the attending veterinarian and cosigned by the State Veterinarian, and must contain the following:

- (1) Date of the race.
- (2) Number of the race in which the horse is to run.
- (3) Name of the horse and its tattoo identification number.
- (4) Name of permissive medication or medications administered.
- (5) Hour and date that all permitted medication was administered to the horse.

D. Prior to or at the time of its entry in a race at each race meeting, a trainer shall report to the State Veterinarian each horse under his care by name, including the tattoo identification number, which shall run on phenylbutazone or Arquel. Once a horse is reported to be on a phenylbutazone or Arquel program, it shall be deemed to be continued on the program unless removed in accordance with the provisions of Section 54.1F.

E. Whenever bleeder medication, Arquel, or phenylbutazone is to be administered to a horse entered for racing, that information will be posted for public information in the Daily Racing Form, and the Daily Racing Program.

F. Any horse on a phenylbutazone or Arquel program that races well and "lights the board" must be treated each time he races. A horse that races poorly, or is pronounced cured, or is not responding to phenylbutazone or Arquel therapy, may be taken off the treatment upon the recommendation of the treating veterinarian, subject to the approval of the State Veterinarian or, where a trainer administered the phenylbutazone or Arquel upon the recommendation of any veterinarian, subject to the approval of the State Veterinarian. Once a horse is taken off a phenylbutazone

or Arquel program, it shall not be placed back on phenylbutazone or Arquel for thirty days.

G. To insure that the use of phenylbutazone and Arquel is consistent and the reporting is accurate, the Commission reserves the right to pre-race blood tests or post-race urine tests, or both, whenever it is deemed necessary.

H. Notwithstanding anything herein contained to the contrary, phenylbutazone or Arquel shall not be prescribed, dispensed, or administered to a two-year-old horse.

S. 54.2 As used in this rule, "veterinarian" shall mean a person who is licensed to practice veterinary medicine in Louisiana, and who is in good standing and is licensed by the Commission.

S. 54.3 Any person found to have violated the provisions of this rule may be punishable by fine, and/or suspension, and/or revocation of license.

Albert M. Stall, Chairman
Louisiana State Racing
Commission

DECLARATION OF EMERGENCY

Board of Supervisors of Southern University

At its meeting on December 11, 1976, the Board of Supervisors of Southern University adopted the following rule, effective immediately:

**Schedule of Registration Fees for Undergraduate
Graduate and Law Students
Southern University System**

Louisiana Resident Fees

Effective Spring Semester, 1977. (The activity fee and the building use fee are not included.)

	Baton Rouge	New Orleans	Shreveport
0 Hours	\$ 45.00	\$ 45.00	\$ 25.00
1- 3 Hours	75.00	75.00	65.00
4- 6 Hours	128.00	117.00	105.00
7-11 Hours	150.00	150.00	105.00
12 and above (full time)	150.00	150.00	105.00
Graduate (full time)	160.00		
Law School	150.00		

Effective Summer 1977: Based on a nine-week

session, registration fees will be one-half of those charged in the preceding term.

RULES

Department of Civil Service

Out-of-State Resident Fees

	On Campus	Off Campus
Arkansas	\$135.00	\$150.00
Mississippi	270.00	300.00
Texas	180.00	200.00
Other States	283.50	315.00
Graduate	90.00	100.00
Law	324.00	360.00

This emergency rule is necessary in order to implement the tuition change prior to registration for the Spring semester which begins January 4, 1976. This action was taken in accordance with the emergency provision of the Administrative Procedures Act and under the authority of Article VIII, Section 6, of the 1974 Louisiana Constitution.

Jessie N. Stone, Jr., Secretary
Board of Supervisors of Southern
University

Rules

RULES

Office of the Governor Division of Administration Purchasing Section

Section 1, Page IV, No. 16 of the Purchasing Rules and Regulations have been amended to read as follows:

16. One Copy Required. One copy of bid proposal and request for quotation and contract proposal is mailed out unless otherwise specified. Only one copy of bid proposal, quotation, and contract proposal on prescribed forms will be required.

Charles E. Roemer, II
Commissioner of Administration

Chapter 12

12.3 Procedure in Adverse Actions for Cause, Except Suspensions.

- (a) In every case of removal, demotion, or reduction in pay for cause of a permanent employee, the appointing authority of his authorized agent shall furnish to the employee as the time such action is taken, or prior thereto, a statement in writing giving detailed reasons for such action. The appointing authority shall furnish the Director a copy of such statement within fifteen calendar days of the date the employee is notified.
- (b) A written statement to which reference is made in the preceding paragraph shall be deemed furnished to the employee:

1. Upon actual receipt by, or manual delivery to, the employee or to any resident of suitable age and discretion of the employee's domicile, or
2. On the seventh day subsequent to the day on which an appointing authority establishes that it was deposited in the United States mail, with proper postage affixed, and addressed to the employee at his last known address as furnished to the appointing authority at the time of employment, or as changed by the employee in writing.

* * * *

Chapter 13

13.12 Delay for Making Appeal

- (a) No appeal shall be effective unless a written notice complying with the requirements of Rule 13.11 is either (i) received in the office of the Director of the State Department of Civil Service at Baton Rouge, Louisiana, or (ii) is addressed to the Director of the State Department of Civil Service at Baton Rouge, Louisiana, with proper postage affixed, and is dated by the United States Post Office:
 1. Within thirty calendar days after the date on which appellant received written notice of the action on which the appeal is based,

when written notice before or after the action is required by these rules; or

- 2. Within thirty calendar days after the date when appellant learned or was aware that the action complained of had occurred when no written notice is required by these rules or, if required, was given tardily or not at all.

* * * *

13.21 Subpoena of Witnesses; Production of Documents.

* * * *

- (b) Any party desiring the issuance of a subpoena for any witness at any hearing must file the request in the office of the Director of the Department of Civil Service in writing at least ten days before the date fixed for the hearing. The requestor must give the name and address of the witness to whom the subpoena is to be directed together with a brief statement of what he intends to prove by such witness.

* * * *

- (d) Any party desiring the production of books, papers, photographs, or other items at any hearing must file the request in the office of the Director of the Department of Civil Service in writing at least ten days before the date fixed for the hearing. Such application must describe the items to be produced in sufficient detail for identification, must give the full name and address of the person required to make such production, and must state briefly what is intended to be proved by such books, papers, photographs, or other items. The materiality of their production to the issues must be sworn to by the appellant or his counsel.

* * * *

Chapter 16

16.14 Subpoena of Witnesses; Production of Documents.

* * * *

- (b) Any respondent desiring the issuance of a subpoena for any witness at an investigation by public hearing must apply for it in writing. The

application must be filed in the office of the Director of the Department of Civil Service at least ten days before the date fixed for the hearing and must give the name and address of the witness to whom the subpoena is to be directed together with a brief statement of what he intends to prove by such witness.

* * * *

- (d) Any respondent desiring the production of books, papers, photographs, or other items at any investigation by public hearing must apply for an appropriate order in writing. The application must be filed in the office of the Director of the Department of Civil Service at least ten days before the date fixed for the hearing. Such application must describe the books and papers to be produced in sufficient detail for identification, must give the full name and address of the person required to make such production, must state briefly what is intended to be proved by such books, papers, photographs, or other items; and the materiality of their production to the issues must be sworn to by the respondent or his counsel.

George Hamner, Director
Department of Civil Service

RULES

Board of Trustees for Colleges and Universities

In the published Policies and Procedures Manual of the Board of Trustees for State Colleges and Universities, amendments have been made as follows:

Part V, General Administrative Policies and Procedures, specifically Section 5.4 B(2), General Conditions, Paragraph 3, shall read as follows:

- 3. All local ordinances, except proximity, regarding the sale of beer shall be observed.

* * * *

Part VI, Financial and Leave Policies and Procedures, and specifically Section 6.6B shall read as follows:

B. Activity, Registration and Tuition Fees

- 1. Schedule of Registration Fees for Undergraduate and Graduate Students

Louisiana Resident Fees

Hours	Effective Next Term*	Effective Fall 1977*
1- 3	\$ 60	\$ 70
4	70	80
5	80	90
6	90	100
7	100	110
8	110	120
9	120	130
10	130	140
11	140	150
12 and above (full-time)	145	160

*Includes a \$10 activity fee, but does not include a \$10 building use fee.

Effective Summer 1977: Based on a nine-week session, registration fees will be one-half of those charged in the preceding term.

Out-of-State Resident Fees

Full-time--In addition to Louisiana resident fees: \$315/semester.

Part-time--In addition to Louisiana resident fees: \$26.25 per credit hour.

Note: Total fees paid may vary from institution to institution because of additional administrative, or student self-assessed fees, and room and board charges.

2. Off-Campus Fees

- a. Fees for extension courses and other off-campus offerings (except contractual arrangements) shall be assessed in the same manner as for on-campus offerings. (B.1)
- b. Fees for courses offered under contractual arrangement may not be for a lesser consideration than B.2.a.

3. Late Registration Fee--an additional fee of fifteen dollars will be charged any student registering after the close of the regular registration period.

4. Refund Policy--each university shall develop a refund policy for registration fees appropriate to the individual campus.

* * * *

PART VII, Faculty and Staff Personnel Policies and Procedures, and specifically:

Section 7.13C--Salaries of faculty for summer work in 1978 shall be at a minimum rate of 2/9 of a 9-month salary for a 9-week session. At the option of the institution implementation of the minimum rate may be over a two-year period. Exception may be made to this rate of pay provided that the faculty, by a majority vote, agrees to accept an alternate plan.

Section 7.16, Emeritus Titles, shall be added and read as follows:

7.16 Emeritus Titles--The title Professor Emeritus shall, upon recommendation by the President, be conferred upon all persons who upon retirement have attained the title of Professor and who have been in the service of the college or university for a period of at least ten years. The said title may also be conferred at the discretion of the Board of Trustees for State Colleges and Universities upon a person who upon retirement has attained the title of Professor even though his period of service is less than ten years, if it is determined that he has made outstanding contributions to a college or university in either the field of scholarship or public service.

Any person who has held the position of academic dean, director, or department head for a period of ten years may be retired with the title of Dean, Director, or Department Head Emeritus. Where applicable to other positions within a college or university, an emeritus title may be conferred upon the recommendation of the President in appropriate cases.

Bill Junkin
Executive Director

RULES

Board of Elementary and Secondary Education

(a) Rule 3.01.70 u(2)

Amendment to Louisiana Standards for State Certification of School Personnel, (Bulletin 746, revised, 1971) Part IX, Ancillary Personnel)

Requirements for a Special Certificate for School Food Service Supervisors and/or Directors

- 1. Parish School Food Service Supervisor's Certificate.
The applicant must present the following qualifications:

- (a) A Master's degree in Home Economics, Institutional Management, Nutrition, Business Administration, Food Technology or other food service fields from a regionally accredited institution of higher education.
- (b) A minimum of three years of successful experience in home economics education, school food service management, or other quantity food management. At least two years of this experience must have been served within a five-year period immediately preceding employment as parish school food service supervisor.
- (c) A minimum of three semester hours in a supervised practicum in school food service management of other quantity food service management.
- (d) A minimum of eighteen semester hours, of this six semester hours must be in Human Nutrition. The remaining twelve semester hours must be presented in course credit in at least four of the following subject matter areas:
 - Quantity food purchasing
 - Quantity food service organization and management
 - Quantity cookery
 - Quantity food service equipment and layout
 - Accounting

2. Provisional School Food Service Supervisor's Certificate.

A special provisional certificate may be issued to an individual employed as acting school food service supervisor. This certificate will be valid for one year and renewable each year thereafter upon presentation of six semester hours of applicable credit toward completion of all requirements for permanent certification as a school food service supervisor. Special provisional certificates shall be issued only to persons with a baccalaureate degree in Home Economics, Institutional Management, Nutrition, Business Administration, Food Technology, or other food service fields from a regularly accredited institution of higher education. This certificate does not authorize the holder to perform any services in the school system of Louisiana other than acting parish school food service supervisor.

Payment from school food service funds shall be made only for school food service directors, supervisors, or acting supervisors who meet all of the foregoing certification requirements, or

those who meet the requirements for a special provisional certificate. Audit exceptions will be made in those school systems which are not in compliance. This becomes mandatory on January 1, 1977.

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(b) Rule 4.02.02

Standards for Approval of Special Schools

(The Department of the State Register, in accordance with R.S. 49:954.1C, has exercised its privilege to omit from the Louisiana Register the text of the Standards for Approval of Special Schools. The public may inspect these rules at the Board's office, Room 104, Education Building, 646 North Fourth Street, Baton Rouge, Louisiana.)

Earl Ingram, Director
Board of Elementary and
Secondary Education

RULES

**Commission on Fire Fighting Personnel
Standards and Education**

**Requirements for Becoming Commission
Certified**

Fire Officer I

Chapter I—Administration

1-1 Scope: These requirements identify the professional levels of competence required for certification as fire department officers at various levels.

1-2 Purpose: The purpose of these requirements is to specify, in terms of performance objectives, the minimum requirements of professional competence required for service as a certified fire officer.

It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

1-3 General

1-3.1 All of the requirements for any level of fire officer shall be performed in accordance with recognized practices and procedures or as defined by an accepted authority.

1-3.2 It is not required for the objectives to be mastered in the order they appear. The training program in charge shall establish the instructional priority and the program content to prepare individuals to meet the performance objectives as listed.

1-3.3 The Fire Fighter III shall meet all the objectives for Fire Officer I before being certified at the Fire Officer I level.

1-4 Definitions

1-4.1 Fire Officer I. The fire officer, at the first level of command, who has demonstrated the knowledge and the ability to perform the minimum objectives specified herein for that level.

1-4.2 Fire Department. The organization that provides fire rescue, and fire suppression services, and may provide fire prevention services to governmental or nongovernmental agencies.

1-4.3 With Competence. Possessing knowledge, skills, and judgment needed to perform indicated objectives satisfactorily.

1-4.4 Demonstrate. To show by actual use, illustration, simulation, or explanation.

1-4.5 Identify. To physically select, indicate, or explain verbally or in writing, using standard terms recognized by the fire service.

1-4.6 Objective. Observable or measurable demonstration of a skill, knowledge, or both.

1-4.7 Qualification. Having satisfactorily completed the requirements of the objectives.

1-4.8 Describe. To explain verbally or in writing, using standard terms recognized by the fire service.

1-4.9 Understanding. The process of gaining or developing the meaning of various types of materials or knowledge.

1-4.10 Commission. Commission on Fire Fighting Personnel Standards and Education.

Chapter 2—Fire Officer I

2-1 General.

2-1.1 The Fire Officer I shall meet all the objectives of Fire Fighter III as required by the Commission.

2-1.2 The Fire Officer I shall meet all the objectives for Instructor I as required by the Commission.

2-2 Leadership. (-See Appendix)

2-2.1 The Fire Officer I shall describe the advantages, disadvantages, and effects of various recognized styles of leadership.

2-2.2 The Fire Officer I, given a summary of the functions of a leader, shall: (a) Describe the officer's responsibility in promoting cooperation, (b) Describe how group cooperation may be obtained.

2-2.3 The Fire Officer I shall identify the three types of verbal orders and demonstrate their use in each of the following situations: (a) During emergency situations, (b) In the station, (c) During training sessions.

2-2.4 The Fire Officer I, given a list of policies which may be used by a department, shall: (a) Describe how the various policies effect the officer. (b) Describe the officer's role in interpreting the policies. (c) Describe why accuracy, clarity, and impartiality are important in interpreting policy. (d) Describe how to implement the policies in the leadership role.

2-2.5 The Fire Officer I, given the personnel rules of the department, shall describe how to deal fairly, firmly, and equally with subordinates.

*2-3 Community Relations. The Fire Officer I shall describe how each of the following factors affect the behavior of groups within the community in relation to the fire department: (a) economic conditions, (b) religion, (c) race and ethnic groups, (d) community organizations, (e) family structure.

*2-4 Fire Prevention

*2-4.1 The Fire Officer I shall explain the procedures for conducting a fire inspection program within the authority having jurisdiction for the following types of occupancies: (a) public assembly, (b) educational, residential and nonresidential, (c) institutional, (d) residential, (e) storage and offices, (f) basic industry, (g) manufacturing, (h) storage, (i) special properties.

*2-4.2 The Fire Officer I shall explain the procedures to record and evaluate the information gathered from fire inspection reports for the following types occupancies: (a) public assembly, (b) educational, residential and nonresidential, (c) institutional, (d) residential, (e) storage and offices, (f) basic industry, (g) manufacturing, (h) storage, (i) special properties.

*2-4.3 The Fire Officer I shall identify the procedure to conduct and evaluate fire and exit drills for the following occupancies in accordance with regulations within the authority having jurisdiction: (a) public assembly, (b) educational, residential and nonresidential, (c) institutional, (d) residential, (e) storage and offices, (f) basic industry, (g) manufacturing, (h) storage, (i) special properties.

2-4.4 The Fire Officer I shall describe the components and procedures for the development and implementation of a public fire prevention education program.

*2-5 Fire Suppression.

2-5.1 The Fire Officer I shall identify the components of the fire suppression organization in the authority having jurisdiction.

2-5.2 The Fire Officer I shall define the authority

and responsibility of each component of the fire suppression organization in the authority having jurisdiction.

2-5.3 The Fire Officer I shall describe the lines of authority within the department.

2-5.4 The Fire Officer I shall describe generally duties and responsibilities of each rank category in both line and staff functions.

2-5.5 The Fire Officer I shall describe the chain of command of the fire-ground organization in the authority having jurisdiction.

*2-6 Fire Protection Organizations and Systems.

2-6.1 The Fire Officer I shall demonstrate a knowledge of the public and private national organizations which support the fire protection services, and describe generally the functions of each.

2-6.2 The Fire Officer I shall demonstrate a knowledge of the public and private state organizations which support the fire protection services, and describe generally the functions of each.

2-6.3 The Fire Officer I shall demonstrate a knowledge of the public and private local organizations which support the fire protection services, and describe generally the functions of each.

2-6.4 The Fire Officer I shall demonstrate the procedures for the inspection of stationary fire pumps according to the authority having jurisdiction.

2-6.5 The Fire Officer I shall demonstrate the procedures for the inspection of standpipe systems according to the authority having jurisdiction.

2-6.6 The Fire Officer I shall identify the special extinguishing systems within the authority having jurisdiction and demonstrate the procedures for the inspection of the systems.

*2-6.7 The Fire Officer I shall identify and describe the operating principles of special fixed extinguishing systems, fire detection systems, and special communications systems as found in the area of the authority having jurisdiction.

*2-7 Fire Hazards and Causes.

2-7.1 The Fire Officer I shall describe the fire hazard characteristics of the following materials: (a) Class A materials, (b) Class B materials, (c) Class C materials, (d) Class D materials.

2-7.2 The Fire Officer I shall identify the leading causes of fire as established by NFPA.

2-7.3 The Fire Officer I shall identify the leading causes of fire spread as established by NFPA.

*2-7.4 The Fire Officer I shall identify the common hazards which might be encountered in the following occupancies: (a) public assembly, (b) educational, residential and nonresidential, (c) institutional, (d) residen-

tial, (e) stores and offices, (f) basic industry, (g) manufacturing, (h) storage, (i) special properties.

*2-7.5 The Fire Officer I shall identify the special hazards which might be encountered in the following occupancies: (a) public assembly, (b) educational, residential and nonresidential, (c) institutional, (d) residential, (e) stores and offices, (f) basic industry, (g) manufacturing, (h) storage, (i) special properties.

2-7.6 The Fire Officer I, given an actual or simulated fire inspection report of facilities and areas where flammable liquids are stored, handled, and transported, shall for each given situation: (a) evaluate the reports and identify the hazards that exist, and (b) list recommendations to correct the hazards identified.

2-7.7 The Fire Officer I, given an actual or simulated fire inspection report of facilities and areas where flammable gases are stored, handled, and transported, shall for each situation given: (a) evaluate the reports and identify the hazards that exist, and (b) list recommendations to correct the hazards identified.

2-7.8 The Fire Officer I, given an actual or simulated fire inspection report of facilities and areas where hazardous materials are stored, handled, and transported, shall for each situation given: (a) evaluate the reports and identify the hazards that exist, and (b) list recommendations to correct the hazards identified.

2-7.9 The Fire Officer I shall identify and explain the local, national and international symbols used to designate hazardous materials, and identify the precautions that fire fighters are expected to observe and follow.

2-7.10 The Fire Officer I shall demonstrate knowledge of the color coding required for the various compressed gas cylinders as defined by the American Gas Association.

*2-8 Building Construction.

2-8.1 The Fire Officer I shall identify and define symbols and maps used by the authority having jurisdiction.

2-8.2 The Fire Officer I, given actual or simulated buildings for any of the following occupancies, shall identify the construction features which might contribute to the spread of fire, heat, and smoke throughout the building or from one building to another: (a) public assembly, (b) educational, residential and nonresidential, (c) institutional, (d) residential, (e) stores and offices, (f) basic industry, (g) manufacturing, (h) storage, (i) special properties.

2-8.3 The Fire Officer I shall demonstrate knowledge of the characteristics of basic building materials and their behavior under fire conditions.

*2-9 Codes and Ordinances.

2-9.1 The Fire Officer I shall be able to demonstrate knowledge of the fire prevention codes, building codes and ordinances applicable to fire safety in the authority having jurisdiction.

2-9.2 The Fire Officer I shall demonstrate knowledge of nationally recognized fire prevention codes and building codes.

***2-10 Fire Fighting Strategy and Tactics.**

2-10.1 The Fire Officer I shall identify and describe the factors of size-up which must be considered to determine procedures for control of an emergency situation.

2-10.2 The Fire Officer I, given a simulated fire-ground situation requiring rescue and a list of available resources, shall demonstrate the utilization and coordination of manpower and equipment to complete the rescue operation.

2-10.3 The Fire Officer I, given a simulated fire problem which would require the application of recognized principles of overhaul, shall describe or demonstrate the overhaul procedures necessary.

2-10.4 The Fire Officer I, given a simulated structural fire condition requiring salvage operations, shall describe the salvage operation procedures and techniques necessary.

2-10.5 The Fire Officer I, given a simulated fire-ground situation, shall describe how basic organizational principles would be applied.

2-10.6 The Fire Officer I, given a simulated interior fire situation, shall: (a) describe how fire may extend within the building, and (b) describe how to control the spread of fire within the building.

2-10.7 The Fire Officer I, given a simulated exterior fire situation, shall: (a) evaluate the situation, and (b) describe how to control the spread of fire to keep it from extending to adjacent buildings.

2-10.8 The Fire Officer I shall identify the three types of ventilation procedures and demonstrate the use of each.

2-10.9 The Fire Officer I, given equipment and personnel, shall demonstrate the attack procedures required to control, confine, and extinguish a fire in each of the following simulated situations: (a) structures, (b) flammable liquids, (c) flammable gases, (d) hazardous materials.

2-10.10 The Fire Officer I, given a simulated fireground situation requiring multiple company operations, shall analyze the situation and determine the resources required for control and demonstrate the assignment and placement of the resources.

2-10.11 The Fire Officer I, given an actual or simulated target hazard and all pertinent information, shall develop a prefire plan, which will include the utilization of manpower, equipment and extinguishing agents.

***2-11 Chemistry.**

2-11.1 The Fire Officer I shall define the following terms and demonstrate how each relates to emergency situations: (a) vapor pressure, (b) vapor density, (c) ignition temperature, (d) flash point, (e) flammable limits, (f) specific gravity, (g) boiling point, (h) reactivity, (i) alkalines, (j) acids, (k) oxidizers.

2-11.2 The Fire Officer I shall explain the following as defined by an accepted authority; atom, molecule, ions, atomic and molecular weights, chemical changes, chemical equilibrium, and acids and bases.

***2-12 Safety Practices.**

2-12.1 The Fire Officer I shall identify the most common causes of personal injury to the fire fighter.

2-12.2 Given specific hazards, the Fire Officer I shall develop an accident prevention program applicable to the officer's duty assignment.

2-12.3 Given actual or simulated accident and injury reports, the Fire Officer I shall evaluate the reports and describe appropriate prevention measures.

2-12.4 The Fire Officer I, given rules, regulations, directives, policies and laws regarding safety practices: (a) shall demonstrate procedures required to enforce the safety regulations, and (b) shall demonstrate how to maintain complete and accurate records.

***2-13 Fire Investigation.**

2-13.1 The Fire Officer I, given actual or simulated photographs, diagrams, and/or sketches, shall: (a) determine the area of origin, the point of origin, the cause of the fire, and (b) analyze the value of the structure and contents, the replacement costs and the business loss costs.

2-13.2 The Fire Officer I, given actual or simulated photographs, sketches and/or diagrams where arson is suspected, shall: (a) describe how personnel would be directed to identify and preserve evidence, (b) describe how personnel would properly collect, remove and preserve evidence, and (c) describe the procedures for preliminary interviewing of witnesses and identification of suspects at the fire scene.

2-13.3 The Fire Officer I shall identify the factors to be considered upon arrival on the fire scene which may indicate an incendiary fire.

2-13.4 The Fire Officer I, given an actual or simulated incendiary fire: (a) shall describe the procedures used in identifying incendiary fires, and (b) shall describe the procedures used in locating evidence to indicate arson intent.

2-13.5 The Fire Officer I, given a summary of the methods most generally used by persons setting fires, shall describe how the methods used by arsonists can be detected.

2-13.6 The Fire Officer I, given a summary of the motives for illegally setting fires, shall describe how the motives can be used by an investigator to determine a likely suspect.

2-13.7 The Fire Officer I shall identify which local, regional, and/or State agency may assist in fire investigations.

2-13.8 The Fire Officer I, given a summary of the record system maintained on fire investigations, shall describe how the record system is used and maintained.

Appendix

A-2-2 Leadership—Intent: The Fire Officer I shall understand the basic processes of management and how the officer applies the principles of leadership to fulfill the supervisory function.

A-2-3 Community Relations—Intent: The Fire Officer I shall have an understanding of the forces within the community which affects the group behavior in relation to the fire service. NFPA No. 901.

A-2-4 Fire Prevention—Intent: The Fire Officer I shall understand the fundamental principles, methods, techniques, and procedures of fire prevention administration.

A-2-4.1 NFPA No. 901.

A-2-4.2 NFPA No. 901.

A-2-4.3 NFPA No. 901.

A-2-5 Fire Suppression—Intent: The Officer I shall understand the authority and responsibility of the fire suppression organization.

A-2-6 Fire Protection—Intent: The Fire Officer I shall have knowledge of the public and private fire protection organizations and an understanding of fire protection systems.

A-2-7 Fire Hazards and Causes—Intent: The Fire Officer I shall understand potential hazards, causes, and behavior of fire.

A-2-7.4 NFPA No. 901.

A-2-7.5 NFPA No. 901.

A-2-8 Building Construction—Intent: The Fire Officer I shall have knowledge of the various types of building construction and understand how they relate to the fire protection organizations.

A-2-9 Codes and Ordinances—Intent: The Fire Officer I shall have knowledge of codes and ordinances and understand their effect on the fire protection organization.

A-2-10 Fire Fighting Strategy and Tactics—Intent: The Fire Officer I shall have knowledge of how to utilize manpower and equipment for controlling, confining, and extinguishing fires.

A-2-11 Chemistry—Intent: The Fire Officer I shall understand the principles of chemistry as they relate to fire protection. A transcript of a college-level chemistry course, or the results of a CLEP test, or an equivalent method of testing is acceptable.

A-2-12 Safety Practices—Intent: The Fire Officer I shall understand basic safety principles and how they apply to the fire protection organization.

A-2-12 Fire Investigation—Intent: The Fire Officer I, given an actual or simulated situation, shall have a basic knowledge of fire cause determination.

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Fire Instructor I and II

Chapter I—Administration

1-1 Scope: These requirements identify the professional levels of competence required of certified fire service instructors.

1-2 Purpose: The purpose of these requirements is to provide minimum qualifications for Fire Service Instructors.

It is not the intent to restrict any jurisdiction from exceeding these minimum requirements.

This shall cover the entrance requirements, and the requirements for two subsequent levels of progression, i.e., Fire Service Instructor I and Fire Service Instructor II.

1-3 General

1-3.1 All of the performance requirements for any level of fire service instructor shall meet the following criteria: They shall be performed with competence. Each objective shall be met in its entirety.

1-3.2 It is not required for the objectives to be mastered in the order they appear in each of the levels of progression. The Commission-approved training program shall establish the instructional priority, and the training program content to prepare individuals to meet the performance objectives as identified herein.

1-3.3 Performance of objectives for qualifications covered herein shall be evaluated and verified by instructors representing the agency approved to teach the course.

1-3.4 When accepted, after fulfilling the entrance requirements, the individual may be called a fire service instructor candidate. The fire service instructor shall meet all the objectives for Fire Service Instructor I before being certified at that level, and before applying for qualification at the next higher level.

1-3.5 The Fire Service Instructor I shall meet all the objectives for Fire Service Instructor II before being certified at that level, and before applying for qualification at the next higher level.

1-3.6 These requirements do not identify the level of skill and knowledge of the fire service instructor in