



OFFICE of
STATE EXAMINER
FIRE & POLICE CIVIL SERVICE

June 5, 2026

Chief Daniel Folks, Fire Chief
City of Hammond Fire Department
P. O. Box 2788
Hammond, LA 70404

Dear Chief Folks:

According to our records, the term of office of Mr. John Notariano as the fire department board member of the Hammond Municipal Fire and Police Civil Service Board will expire **July 29, 2026**.

Louisiana Revised Statute 33:2476 requires, in part,

Upon expiration of the term of office of the fire department board member or whenever a vacancy is created in this office by resignation or other cause, the governing authority shall, within ninety days, appoint a successor in the same manner as the outgoing member was appointed.

The employee-nominee from the fire department shall be elected by secret ballot of the regular employees of the department at an election to be called and held for that purpose by the chief of the department.

I have enclosed a copy of the guidelines our office recommends for the election procedures and a sample of the posting notices for accepting nominations and for holding the election. A copy of this letter has been sent to the civil service board secretary which includes an oath of office for this appointment and a roster of officials form. Please have this oath signed, notarized, and distributed as indicated on the enclosed instructions. If I can be of further assistance, please do not hesitate to call me at (225) 925-4419.

Sincerely,

Angela K. Floyd
Resource Services

cc: Ms. Julie Monteleone, Civil Service Board Secretary

STATE OF LOUISIANA

HAMMOND

I, _____, residing at _____ in the City
of _____, do solemnly swear, or affirm, that I will
support the Constitution and laws of the United States and the Constitution
and laws of this State; and I will faithfully and impartially discharge and
perform the duties incumbent upon me as a member of the Hammond
Municipal Fire and Police Civil Service Board, and that I will faithfully and
impartially administer the provisions of the Civil Service Laws of the State of
Louisiana as well as amendments and rules adopted pursuant thereto,
according to the best of my ability and understanding. So help me God.

Signature

My term of office expires:

July 29, 2029

FIRE DEPARTMENT BOARD MEMBER

Sworn to and subscribed before me this

_____ day of _____ A.D., 20____

Notary Public

ALL COPIES MUST HAVE ORIGINAL SIGNATURES

INSTRUCTIONS FOR COMPLETING AND DISTRIBUTING THE OATH OF OFFICE FOR AN APPOINTMENT TO THE MUNICIPAL FIRE & POLICE CIVIL SERVICE BOARD

1. All oaths must be notarized, so we suggest making prior arrangements with a local notary public to be present for the swearing-in.
2. Complete the TOP portion of the oath- PLEASE PRINT: the oath must reflect the member's FULL LEGAL NAME – middle initial, Jr., Sr. and any other notations, which are part of the member's LEGAL NAME. The oath must also reflect the member's PHYSICAL ADDRESS, to demonstrate residency. (We have provided a "Roster of Officials" form or a "preferred mailing address" form along with the oath. Please indicate the address at which the member prefers to receive mail, if they do not receive mail at their physical address.)
3. Make five (5) copies of the oath with the top portion completed and the signature lines left blank, for a total of six (6) oaths to be signed and notarized.
4. The board member will recite the oath out loud, then sign his/her name on all six documents in the presence of the notary.
5. The notary will witness the member's oath and signature, then sign, date and place their notary seal or stamp on all six (6) documents.
6. An oath with all original signatures/notary seal is distributed to each of the following:
 1. The Governing Authority.
 2. The Civil Service Board's file.
 3. The Parish Clerk of Court's Office.
 4. The Civil Service Board member.
 5. *The State Examiner's Office.***
 6. *The Secretary of State's Office.***

The first four oaths are distributed locally, as indicated above. ***Oath number 5 and 6 should be mailed to the Office of State Examiner at the address below. Our office will retain one oath for our records and file the remaining oath with the Secretary of State's Office on behalf of your local governing authority.*

PLEASE NOTE: AS THIS APPOINTMENT WILL BE ENTERED INTO OFFICIAL STATE AND LOCAL RECORDS, ALL OATHS MUST HAVE THE ORIGINAL SIGNATURE OF BOTH THE BOARD MEMBER AND THE NOTARY. THE SECRETARY OF STATE WILL NOT ACCEPT A COPY OF THE SIGNED OATH OF OFFICE.

Please feel free to call us with any questions at 225-925-4400.

**** Office of State Examiner – 7722 Office Park Blvd., Suite 500 - Baton Rouge, LA 70809**