



State of Louisiana

BOARD OF PARDONS AND PAROLE

NOTICE AND AGENDA

PARDON HEARING DOCKET: February 22, 2021

The Board of Pardons (Pardon Board) will meet and conduct pardon hearings on the day of Monday, February 22, 2021. These meetings will be conducted by video conference using ZOOM. The offender or applicant will not be physically present, but will meet with the Pardon Board through video conference from their current correctional institution or home location (for non-incarcerated applicants). The Pardon Board virtual waiting room will open at 8:00 AM. If attending in person, you should join the meeting 15 minutes prior to the start time. If you are unable to attend the hearing and wish to know the results, please contact the Pardon Board office at (225) 342-5421 or (225)342-5422, after the date of the hearing.

Pursuant to the Public Meeting Law, the Pardon Board may go into Executive Session to discuss confidential information relative to the referenced case.

The Department of Public Safety and Corrections maintains a database for victims of crimes and if a victim wishes to do so, they can register with the department. Once registered, a victim will be notified of certain changes in the status of the convicted offender. If you are not registered and would like to be, you can contact Crime Victims Services Bureau by calling (225) 342-1056 or download a copy of the registration form from the Victim Services page on the agency website at <http://www.doc.louisiana.gov/>.

You may choose to participate in the hearing process through ZOOM Video Conferencing on a PC, Mac, Linux, iOS or Android device or by TELEPHONE. If you do not plan to speak, and wish only to observe, you can watch the hearing live at [Youtube](#). You can also visit our website [here](#) for more information pertaining to upcoming Pardon and Parole hearings.

Public Comment:

There are two options to provide public comment for the Pardon Hearing, of which you have interest, prior to or during the meeting. See the process below for both options. Any public comment received will be read during the meeting, except those provided by victims, which will be kept confidential.

Prior to the Meeting:

- Emailing the Board, a Video and/or letter, up to 5:00 pm on the day before the hearing. All emails must be submitted to ParoleBoard@La.gov and must include the offender's name and DOC number, your name and a statement. If you will be attending or wish to speak during the meeting, please indicate in your email and you will be addressed during the meeting.
- Mail in a letter and/or video to the Pardon Board at P.O. Box 94304, Baton Rouge, LA 70804.

During the Meeting:

- If you choose to participant live through ZOOM, please see the attached instructions for attending through [ZOOM](#). The meeting ID # is: 986-320-2809. You can also access the meeting using this link: <https://ladoc-adm.zoom.us/j/9863202809>
- Once in the meeting room, inform staff if you would like to speak.
- If you choose to participating by phone, you will dial 1(669)900-6833 or 1(646)876-9923 and enter the meeting ID# shown above.

If there are any question regarding the instructions above, please contact (225) 342-5421 or (225) 342-6622. You are encouraged to test your device prior to the meeting to ensure there are no connectivity problems.

Please refer to the Board's webpage at [Board of Pardon/Committee on Parole](#) for specific docket information.

If special accommodations are needed, please email ParoleBoard@La.gov or call the Board office at 225-342-6622.



**NOTICE AND AGENDA
LOUISIANA BOARD OF PARDONS
REGULAR MEETING
Monday, February 22, 2021
8:30 am**

The Louisiana Board of Pardons will meet on Monday, February 22, 2021, at 8:30 am through video conference using ZOOM. Please see the above agenda for meeting ID#.

Please silence your cell phones before entering the meeting.

1. Call to Order
2. Roll Call
3. Public Comment (allowed on request before any action item)
4. Regular Business
 - Review and Approval of Minutes, Monday, January 25, 2021 Regular Meeting
 - Consideration of applications for clemency (see docket at doc.la.gov)
 - Administrative review of clemency applications
 - Review and approval of Board Policy No. 15-1501-POL for promulgation in accordance with LA Legislature Act No. 203.
5. New Business
6. Adjournment

The Board may convene an Executive Session at any time to discuss information that is confidential and not subject to public disclosure.

*If special accommodations are needed, please visit DOC.LA.GOV for Board contact information.
Contact person: John Poche at 225-342-5421*



LOUISIANA BOARD OF PARDONS

HEARING DOCKET: February 22, 2021 – 8:30 AM

**Hearing Location: LA Department of Public Safety & Corrections, Headquarters Complex
504 Mayflower Street, Baton Rouge, LA 70802, 225.342.5421**

| Assigned | Applicant's Name | DOC # | Request/Location | JDC/Location | Offense | Vote |
|----------|---|-------------------|-----------------------|--|---|------------------|
| 1. | LELAND SINGLETARY | 560289 | CTO RLCC | 30 TH JDC VERNON | ARMED ROBBERY USE OF A FIREARM | |
| 2. | ESTHER PENNS | 96556 | CTO LCIW | ORLEANS | FIRST DEGREE MURDER | |
| 3. | BRIAN SANDERS | 634515 | CTO DCI | 19 TH JDC EBR | ATTEMPTED SECOND DEGREE MURDER | |
| 4. | MCKINLEY PHIPPS | 445656 | CTO Lafourche TWP | 22 ND JDC ST. TAMMANY | MANSLAUGHTER | |
| 5. | LONNIE JOHNSON | 295286 | CTO EHCC | ORLEANS | CRUELTY TO JUVENILES – 2 COUNTS; AGGRAVATED RAPE | |
| 6. | JOHN CORLEY ATTY: KEITH NORDYKE | 131810 | CTO LSP | 11TH JDC SABINE | SECOND DEGREE MURDER | CONTINUED |
| 7. | CAMERON EMANUEL- DUNN | 462332 | CTO LSP | 19 TH JDC EBR | SECOND DEGREE MURDER | |
| 8. | RONALD PORTER | 98752 | CTO LSP | ORLEANS | FIRST DEGREE MURDER – 2 COUNTS | |
| 9. | BOBBY R. HALL, SR. | 92673 | CTO LSP | 1 ST JDC CADDO | FIRST DEGREE MURDER | |
| 10. | JAMES T. WILLIAMS | 369067 | CTO LSP | 21 ST JDC LIVINGSTON | SECOND DEGREE MURDER | |
| | | | | | | |

CTO=Commutation of Sentence - PWF=Pardon with Restoration of Firearms - PWOFF=Pardon without Restoration of Firearms - Released=Not incarcerated



**LOUISIANA
BOARD OF PARDONS & PAROLE**

Number: 15-1501-POL
Date: July 20, 2020
Page: 1 of 2

BOARD POLICY

SUBJECT: SUSPENSION OF SUPERVISED PAROLE & INACTIVE PAROLE SUPERVISION

PURPOSE: To establish guidelines for review of cases that maybe recommended for suspension of supervised parole or Inactive Parole Supervision.

AUTHORITY: LAC Title XI, Title 22, Chapter 7; La. R.S. 15:574.2, La. R.S. 15:574.10, 15:574.7, Act 203 of 2020 Regular Legislative Session

REFERENCES: Board Policy 11-1101-POL, "Types of Violations"

POLICY:

The Board of Pardons and Committee on Parole (Board) supports the mission of the Department of Public Safety & Corrections and the Division of Probation & Parole. Supervision of offenders by P&P is done in a manner that safeguards the community and meets the programmatic needs of the offender. In order to make the most efficient use of P&P Officer time, cases that qualify for suspension of parole supervision may be placed in suspended status without impacting public safety. Placement of offenders in inactive status will allow for enhanced management of offenders in the greatest need of supervision.

DEFINITION:

Suspended Status: Parole cases that meet the necessary requirements to be placed in a non-reporting status, and who remain in such status until the period of supervision expires or a violation occurs. Once a violation occurs, all conditions of parole shall be reactivated.

Inactive Parole Supervision: Status for parole cases which relieves the offender of all conditions of parole stated in La. R.S. 15:574.4.2(A),(2) except the authority of the Board to revoke based on a new felony conviction as provided in La. R.S. 15:574.10. This action would include relief from supervision fees.

PROCEDURES:

SUSPENDED PAROLE SUPERVISION

- A. After a minimum of eighteen months supervised parole and upon the recommendation of the Division of Probation and Parole, the Board may determine that a parolee merits unsupervised parole and may suspend a parolee's supervision.
 - 1) A Parole Officer may recommend that an offender be placed in suspended status if the offender meets the following criteria:
 - a. Completed a minimum of eighteen months supervision;

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- b. Is a first or second felony offender;
- c. Scored "minimum" on the DOC approved Risk Needs Assessment Tool;
- d. Has completed all special conditions ordered by the sentencing judge and/or Board;
- e. Has remained conviction free (excludes minor traffic and local municipal statutes) for the period of supervision and has no pending criminal matters;
- f. Is a non DWI case;
- g. Is free of any conviction, deferred adjudication withheld for a sex offense as defined in R.S. 15:541;
- h. Is a current non-violent offender (a prior violent offense does not rule out the recommendation for suspended status if the current case meets eligibility requirements).

1. Exceptions to A.1.h.:

- (i) Parole case with a current violent offense that has been on supervision for at least five (5) years and has remained arrest free;
- (ii) Parole case with a current violent offense with a medical or physical condition and is no longer considered a threat to public safety;
- (iii) Parole case with a current violent offense who has been displaced to another state due to emergency situation (i.e., hurricane or other natural disaster) and who do not have a residence plan in Louisiana.

B. A parolee in suspended status may be subject to revocation for parole violations committed prior to the expiration of his full term discharge date. The parolee may be returned to maximum supervision any time prior to the expiration of his full term discharge date if the Division of Probation and Parole makes a report showing that such supervision is in the interest of either the public or the parolee.

INACTIVE PAROLE SUPERVISION

A. During the onset of parole supervision and development of the Supervision Plan, an offender who is free from any conviction for a sex offense as defined in R.S. 15:541, shall be advised of the incentive to be compliant with conditions of supervision in order to be recommended for Inactive Parole Supervision.

B. As determined by the District Manager or during the Annual Review, the officer shall review the offender's case based on the following eligibility requirements.

1) Offender's instant offense is not a crime of violence as defined by R.S. 14:2(B) and the offender has served a minimum of three years without a violation of the terms and conditions of parole.

2) Offender's instant offense is a crime of violence as defined by R.S. 14:2(B) and the offender has served a minimum of seven years without a violation of the terms and conditions of parole.

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15-1501-POL

July 20, 2020

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- C. Upon the offender becoming eligible, the officer may submit an Activity Report to the Parole Board recommending the offender be placed on Inactive Parole Supervision.
- D. Upon the Board's approval, the offender's supervision level will be changed to Administrative-Inactive Parole Supervision. At this effective date, the offender is no longer subject to the conditions of parole as defined in La. R.S.15:574.4.2(A)(2). Supervision fees will be inactivated in the DOC approved offender management system.
- E. Should the parolee have a new arrest, the supervising officer will notify the Parole Board and request the parolee to be returned to active parole supervision where the offender will be subject to the conditions of parole as defined in La. R.S.15:574.4.2(A)(2). Supervision fees will be reactivated in the DOC approved offender management system. The supervising officer will follow normal procedures for the violation process outlined in Board Policy 11-1101-POL, "Types of Violations".
- F. Offenders convicted of a new felony conviction while under supervision are subject to revocation under La. R.S. 15:574.10.
- G. If the pending charges against the offender are rejected or dismissed, an Activity Report will be submitted to return the offender to Inactive Parole Supervision.
- H. If the offender completes his period of supervision with no new arrests, the case will be closed at their earned compliance date or full term date as appropriate.

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SHERYL M. RANATZA, CHAIRMAN

**signature on file*

This Policy replaces and supersedes Board Policy 15-1501-POL, "Suspension of Supervised Parole" dated July 20, 2020 ~~August 1, 2012~~. (Technical revisions only)

ACT No. 203

2020 Regular Session

HOUSE BILL NO. 643

BY REPRESENTATIVE JONES

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AN ACT

To amend and reenact R.S. 15:574.2(D)(1) and to enact R.S. 15:574.7(E), relative to the committee on parole; to provide relative to the powers and duties of the committee on parole; to provide relative to the time and conditions of release on parole; to provide relative to the supervision and fees associated with the supervision of a parolee; to provide relative to a parolee on inactive status; to provide relative to the committee on parole's authority to revoke parole and reduce terms and conditions of parole; and to provide for related matters.

Be it enacted by the Legislature of Louisiana:

Section 1. R.S. 15:574.2(D)(1) is hereby amended and reenacted and R.S. 15:574.7(E) is hereby enacted to read as follows:

§574.2. Committee on parole, Board of Pardons; membership; qualifications; vacancies; compensation; domicile; venue; meetings; quorum; panels; powers and duties; transfer of property to committee; representation of applicants before the committee; prohibitions

* * *

D. In accordance with the provisions of this Part, the committee on parole shall have the following powers and duties:

(1) ~~Except as provided in Paragraph (C)(4) of this Section, to~~ To determine the time and conditions of release on parole of any offender who has been convicted of a felony and sentenced to imprisonment, and confined in any penal or correctional institution in this state in accordance with R.S. 15:574.7.

* * *

DATE: 02/02/21
TIME: 09:58
HEARING DATE 02/22/21

DPS&C CORRECTIONS SERVICES
PARDON BOARD HEARING DOCKET

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| LAST | FIRST | DOC# | R S | DOB | LOC | OFC | REQTYP | R3DEC |
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| ADDISON | LLOYD | 00163846 | W M | 11/25/60 | OAS/STATE | POLIC | 03 CTO | _ _ _ |
| | | JEFFERSON | | 062416 | ATTEM/ | MANSLAUGHTER | | 020000 NA |
| | | JEFFERSON | | 062416 | HABIT/ATTEM | MANSLAUGHTER | | 040000 NA |
| | | ST. JOHN-BAPTIS | | 15181 | / | ILL-POSS STOLEN THIN | | 0030000 CC |
| | | ST. JOHN-BAPTIS | | 9910 | / | POSS ECGONINE | | 0030000 NA |
| ----- | | | | | | | | |
| BREAUX | DANIEL | 00618188 | W M | 12/22/68 | RELEASE | | 01 PWF | _ _ _ |
| | | LIVINGSTON | | 29398 | / | SMPL-CRMNL DMG PROPE | | 0020000 |
| | | TANGIPAHOA | | 1400502 | / | POSS TESTOSTERONE | | 0050000 |
| ----- | | | | | | | | |
| CASTER | HARRY | 00250755 | B M | 08/29/51 | RELEASE | | 01 PWF | RT N |
| | | CADDO | | 163470 | / | AGGRAVATED BATTERY | | 0030000 NA |
| | | CADDO | | 116992 | ATTEM/ | SIMPLE ARSON | | NA |
| ----- | | | | | | | | |
| CITIZEN | BRANDON | 00338915 | B M | 09/06/75 | ALLEN CORR CTR | | 02 CTO | _ _ _ |
| | | CALCASIEU | | 1019999 | / | SECOND DEGREE KIDNAP | | 0350000 CS |
| | | CALCASIEU | | 1019999 | / | ILL-USE WEAPON OR DA | | 0020000 CS |
| | | CALCASIEU | | 1019999 | / | P-FIREARM-CCW-CNV CR | | 0100000 CS |
| | | CALCASIEU | | 93CR0026 | / | DIST ECGONINE | | 0050000 NA |
| ----- | | | | | | | | |
| DAVIS | COREY | 00385676 | B M | 06/20/78 | RAYMOND LABORDE | | 02 CTO | _ _ _ |
| | | IBERIA | | 971445 | / | ARMED ROBBERY | | 0500000 NA |
| | | IBERIA | | 971100 | / | THEFT | | 0050000 NA |
| ----- | | | | | | | | |
| FRAZIER | GABRIEL | 00701775 | W M | 05/30/86 | RELEASE | | 01 PWF | RT N |
| | | LAFAYETTE | | 149708 | / | SIMPLE BURGLARY | | NA |
| ----- | | | | | | | | |
| GUIDRY | KASEY | 00494750 | W M | 05/02/80 | RELEASE | | 01 PWF | _ _ _ |
| | | ST. MARTIN | | 04228933 | / | POSS METHAMPHETAMINE | | 0040000 |

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 TIME: 09:58
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DPS&C CORRECTIONS SERVICES
 PARDON BOARD HEARING DOCKET

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| LAST | FIRST | DOC# | R S | DOB | LOC | OFC | REQTYP | R3DEC |
|-----------|-------------|-----------|-----|----------|-----------------|-----|----------------------|------------|
| JAGERS | BOBBY | 00178028 | W M | 09/03/67 | DAVID WADE CORR | | CTO | _ _ _ _ |
| | | BOSSIER | | 66800 | / | | SECOND DEGREE BATTER | 0020000 NA |
| | | BOSSIER | | 89358 | / | | AGGRAVATED KIDNAPPIN | LIFE CC |
| | | BOSSIER | | 89358 | / | | ARMED ROBBERY | 0300000 NA |
| | | BOSSIER | | 89358 | / | | ARMED ROBBERY | 0200000 CS |
| | | BOSSIER | | 84774 | / | | UNAUTH USE-ACCESS CA | 0010800 NA |
| | | CADDO | | 186662 | / | | UNAUTH USE-ACCESS CA | 0010300 NA |
| JONES | KENNETH | 00582560 | W M | 10/28/69 | RAYMOND LABORDE | 01 | CTO | _ _ _ _ |
| | | CADDO | | 284907 | / | | ORAL SEXUAL BATTERY | 0250000 NA |
| LEDET | MARIO | 00261591 | B M | 07/25/68 | RAYMOND LABORDE | 01 | CTO | _ _ _ _ |
| | | LAFAYETTE | | 79671 | / | | FORCIBLE RAPE | 0400000 NA |
| | | CALCASIEU | | 68515288 | / | | THEFT | 0020000 NA |
| MCCORMICK | CHRISTOPHER | 00284954 | W M | 07/27/72 | RELEASE | 02 | PWF | _ _ _ _ |
| | | CADDO | | 152137 | / | | THEFT | 0010000 NA |
| | | CADDO | | 239918 | / | | POSS ECGONINE | 0040000 |
| PERRIER | GERALD | 00306630 | B M | 11/23/70 | RELEASE | 02 | PWF | _ _ _ _ |
| | | ORLEANS | | 363205 | / | | ARMED ROBBERY | 0050000 NA |
| | | ORLEANS | | 350469 | / | | POSS ECGONINE | NA |
| | | ORLEANS | | 350469 | / | | POSS ECGONINE | 0050000 NA |
| RUBEN | DANNY | 00542124 | B M | 03/30/75 | MADISON DETENTI | 01 | CTO | _ _ _ _ |
| | | CADDO | | 256336 | / | | FORCIBLE RAPE | 0300000 NA |
| SHEEHAN | JOHN | 00116199 | W M | 02/19/65 | LA STATE PEN | 01 | CTO | _ _ _ _ |

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 PARDON BOARD HEARING DOCKET

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| SINGLETON | MELANIE | 00584308 | B F | 12/20/89 | RELEASE | 02 | PWF | _ _ _ _ |
| | | LAFAYETTE | | 146743 | / | | SIMPLE ROBBERY | 0050000 NA |
| | | VERNON | | 80706 | / | | IDENTITY THEFT | 0030000 NA |
| SONNIER | STACY | 00125680 | B M | 04/02/69 | OAS/STATE | POLIC | 01 CTO | _ _ _ _ |
| | | CALCASIEU | | 165289 | / | | SECOND DEGREE MURDER | LIFE NA |
| | | CALCASIEU | | 317587 | / | | THEFT | CC |
| SYKES | ELBERTINE | 00466773 | B F | 01/04/60 | LCW/JETSON | | CTO | _ _ _ _ |
| | | NATCHITOCHE | | C1092A | / | | SECOND DEGREE MURDER | LIFE NA |
| THOMAS | GERALD | 00406979 | B M | 04/23/80 | RIVERBEND | DETEN | 04 CTO | _ _ _ _ |
| | | JEFFERSON | | 986315 | / | | AGGRAVATED ARSON | 0020000 NA |
| | | JEFFERSON | | [986315] | / | | AGGRAVATED ARSON | 0040000 NA |
| | | JEFFERSON | | 055669 | / | | ILL CAR WPN CVCDS | 0020811 AG |
| | | JEFFERSON | | 064468 | / | | DIST ECGONINE | 0020811 AG |
| | | JEFFERSON | | 011944 | / | | POSS DEXTROPROPOXYPH | 0020000 NA |
| | | JEFFERSON | | 055669 | / | | PWID ECGONINE | 0020811 AG |
| | | JEFFERSON | | 090274 | HABIT/ | | PWID ECGONINE | 0200000 NA |
| WILCOX | KAREN | 00165103 | W F | 10/27/57 | LCW/JETSON | | 05 CTO | _ _ _ _ |
| | | ST. TAMMANY | | 293158 | / | | CONTRABAND | 0050000 CC |
| | | ST. TAMMANY | | 186698 | / | | SMPL-BURGLARY-INHAB | 0021100 CC |
| | | ST. TAMMANY | | 188095 | / | | THEFT | 0021100 CC |
| | | ST. TAMMANY | | 186699 | / | | ISSUING WORTHLESS CH | CC |
| | | ST. TAMMANY | | 300876 | / | | DIST ECGONINE | 0050000 NA |
| | | ST. TAMMANY | | 432880 | / | | DIST ECGONINE | 0200000 CC |
| | | ST. TAMMANY | | 432880H | HABIT/ | | DIST ECGONINE | 0300000 NA |

DATE: 02/02/21
TIME: 09:58
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DPS&C CORRECTIONS SERVICES
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| | | ST. TAMMANY | 432880 | / | POSS | CDS -NON SPECIF | 0050000 CC |
| | | ST. TAMMANY | 246748 | / | POSS | ECGONINE | 0030000 |
| | | ST. TAMMANY | 285571 | / | POSS | ECGONINE | 0050000 NA |
| | | ST. TAMMANY | 289438 | / | POSS | ECGONINE | 0050000 CC |
| | | ST. TAMMANY | 293158 | / | POSS | ECGONINE | 0050000 CC |
| | | ST. TAMMANY | 289438 | / | POSS | HYDROCODONE | 0050000 CC |
| | | ST. TAMMANY | 432880 | / | POSS | HYDROCODONE | 0050000 CC |
| | | ST. TAMMANY | 289438 | / | POSS | VALIUM | 0050000 CC |
| | | ST. TAMMANY | 405990 | / | PWID | HYDROCODONE | 0010000 NA |
| | | ST. TAMMANY | [405990] | / | PWID | HYDROCODONE | 0100000 CC |
| | | ST. TAMMANY | 405990 | / | PWID | METHADONE | 0010000 CC |
| | | ST. TAMMANY | [405990] | / | PWID | METHADONE | 0100000 CC |
| | | ST. TAMMANY | 405990 | / | PWID | ALPRAZOLAM/XANA | 0010000 CC |
| | | ST. TAMMANY | [405990] | / | PWID | ALPRAZOLAM/XANA | 0100000 CC |
| ----- | | | | | | | |
| WILLIAMS | DWAYNE | 00397846 | B M 03/08/67 | ELAYN HUNT | CORR 01 | CTO | _ _ _ _ |
| | | ORLEANS | 389825 | / | MANSLAUGHTER | | 0400000 NA |
| ----- | | | | | | | |

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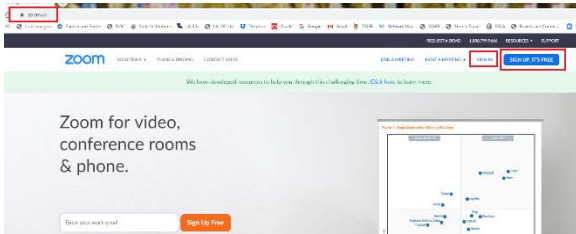
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Zoom Account Creation

Go to zoom.us in your [Web Browser\(A\)](#) or open the [Zoom app\(B\)](#) on your ios device.

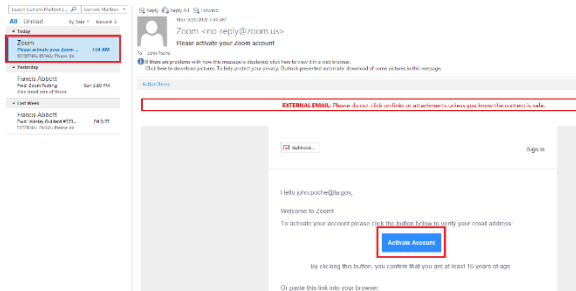
(A) Website:

Click on Sign up to create a new profile or Sign in if you already have a profile associated with your @La.gov e-mail.

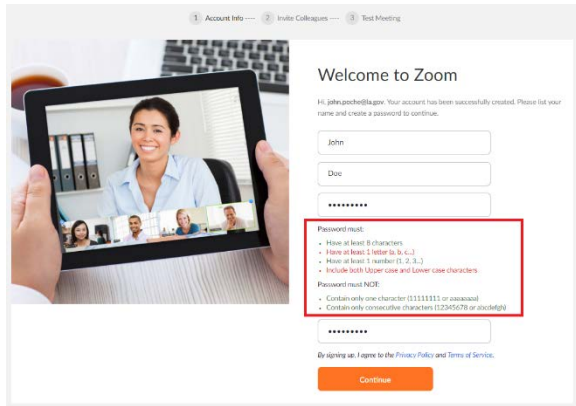


Enter your @la.gov e-mail address and click Sign Up:

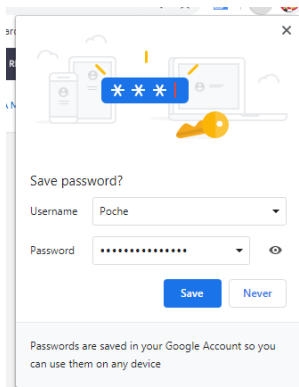
You will receive an e-mail to confirm and activate your account:



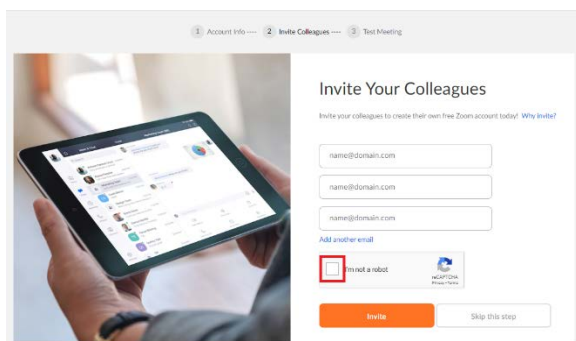
When clicking on activate account, it should open up a profile creator in your web browser. Enter you First and Last name and password following the instructions outlined in red for your password.



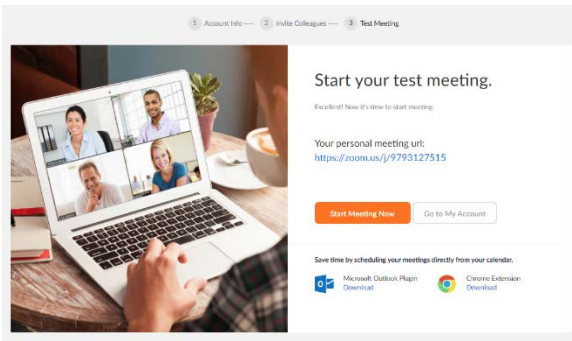
If prompted, allow your web browser to save the username and password



Click the check box below and then the “Skip this step” button:

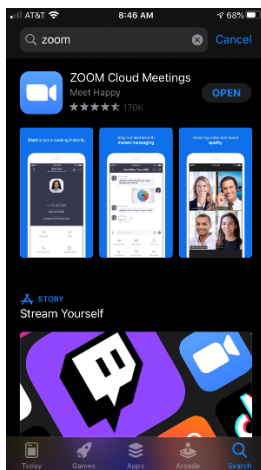


You are done setting up your profile. You can now click on “Go to my Account” to change your settings.

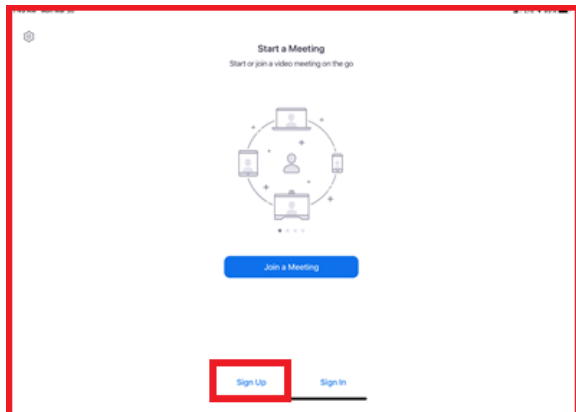


(B) Zoom App

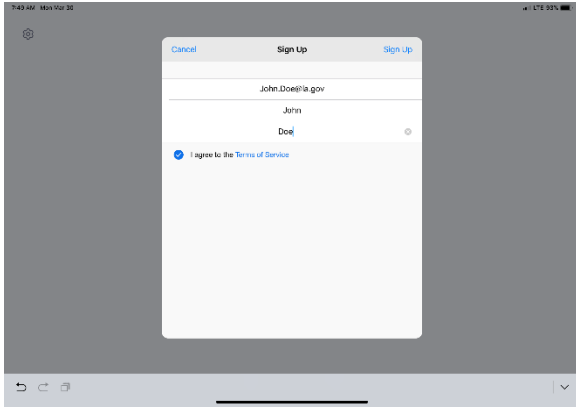
Download the Zoom App from the App Store:



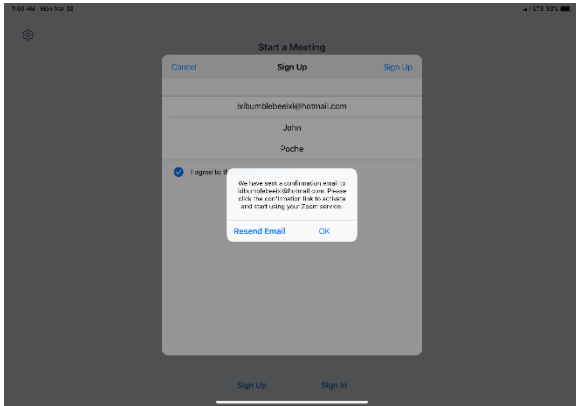
Click on Sign up to create a new profile or Sign in if you already have a profile associated with your @La.gov e-mail.



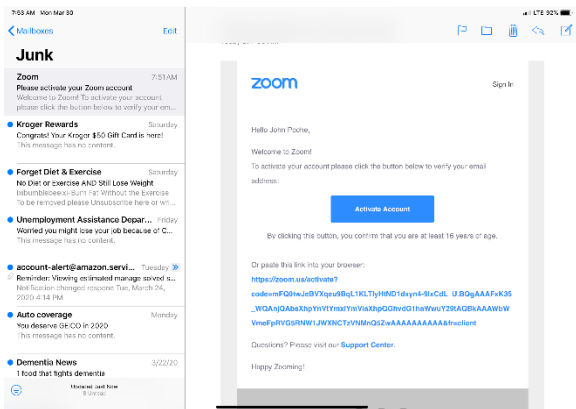
Fill in the information below using your @La.gov address:



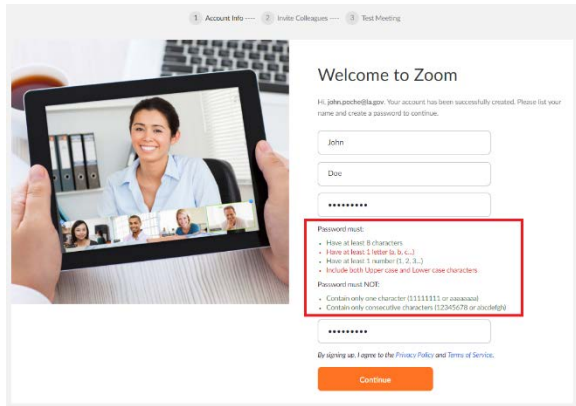
Check your e-mail before exiting this screen. If you did not receive the e-mail notice, click to resend the notice. Also, check your junk e-mail box as the notice may have been sent there.



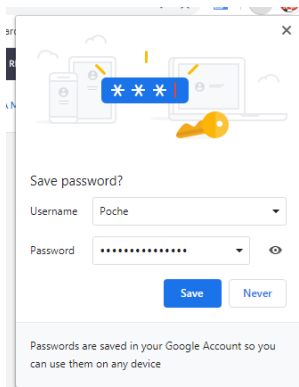
Once you receive the email, click activate your account. This will open up your web browser to complete your profile.



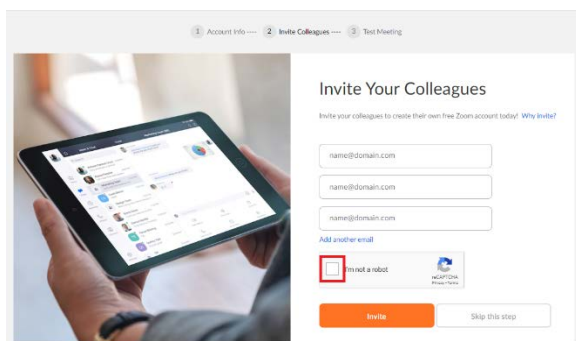
When clicking on activate account, it should open up a profile creator in your web browser. Enter you First and Last name and password following the instructions outlined in red for your password.



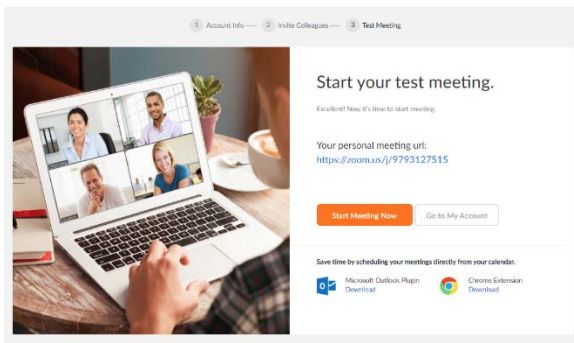
If prompted, allow your web browser to save the username and password



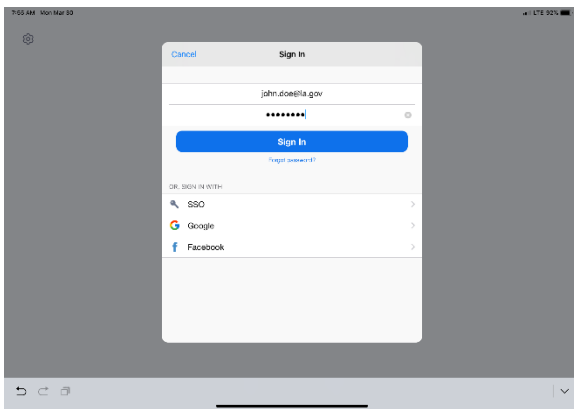
Click the "check box" below and then the "Skip this step" button:



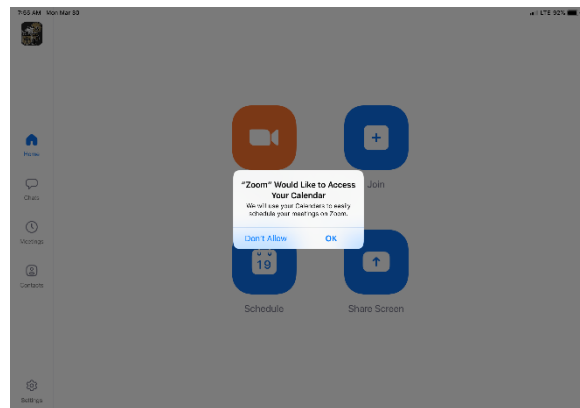
You are done setting up your profile. You can now click on “Go to my Account” to change your settings.



Once you have filled out your profile you can now reopen your zoom app and sign in with your e-mail address and password.



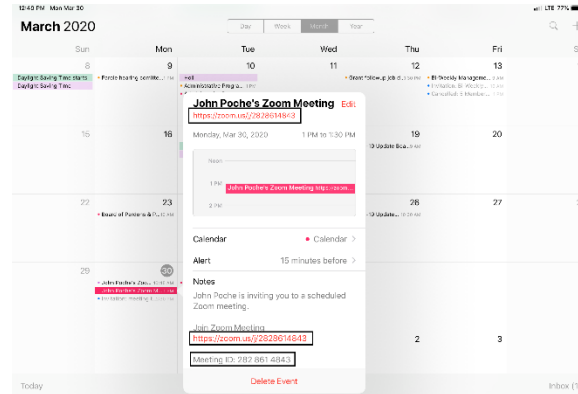
Click OK to allow Zoom to access your camera and Microphone.



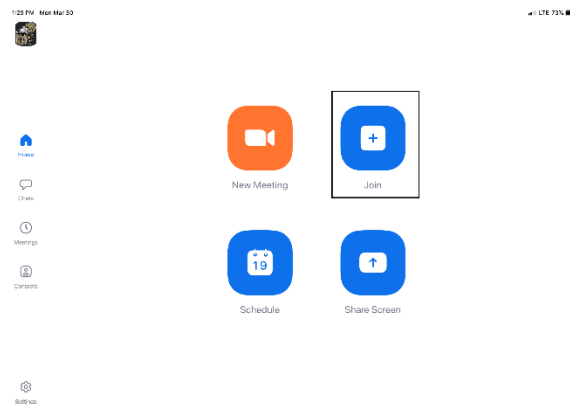
You are now setup for Zoom conference calls!!

Joining a Meeting:

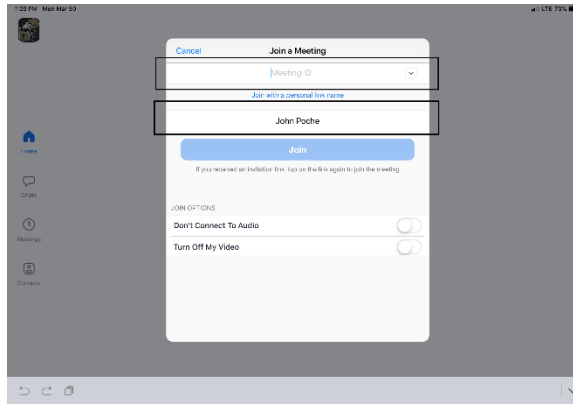
You can click the meeting address from your calendar. This will bring you straight into the meeting without needing a meeting ID or Password:



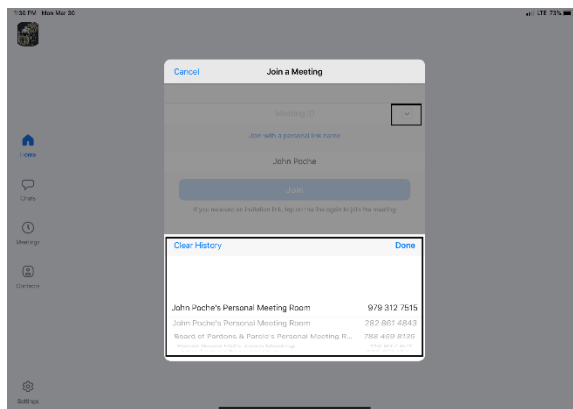
You can also click on Join from the main screen. In the Zoom App click on Join:



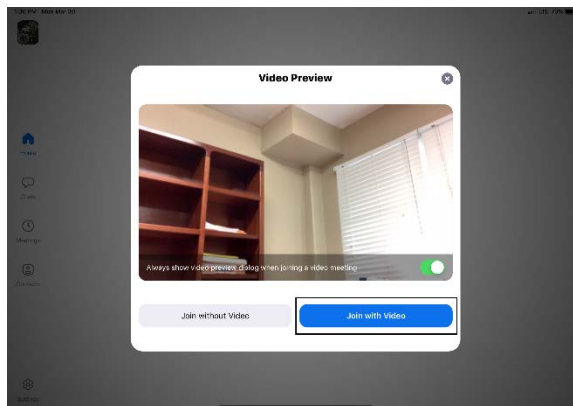
Enter your meeting ID and Name. The meeting ID number will be located on the invitation and a password may be required by the host:



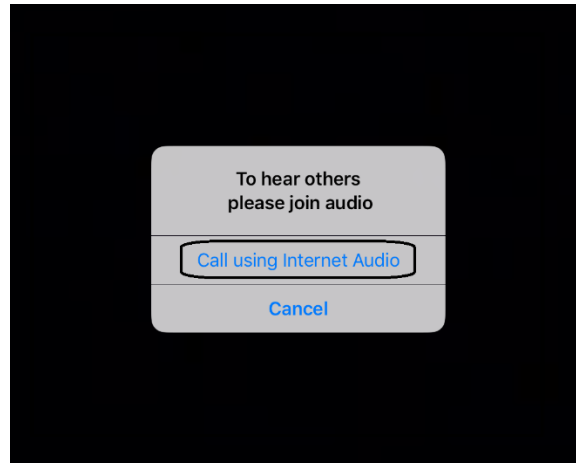
The dropdown arrow next to Meeting ID will show your previous rooms you have joined. This may help if you are continually joining the same room ID numbers:



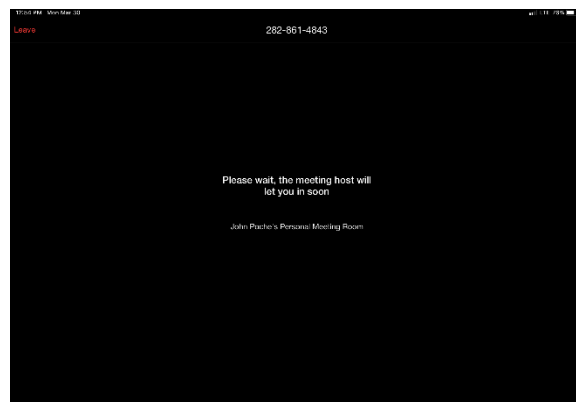
Click on Join with Video to enter the room:



Click on Call using Internet Audio:

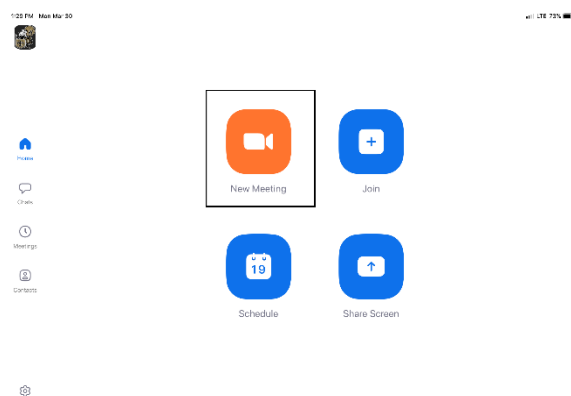


You may also see the screen below indicating that you are waiting for the host to allow you into the room:

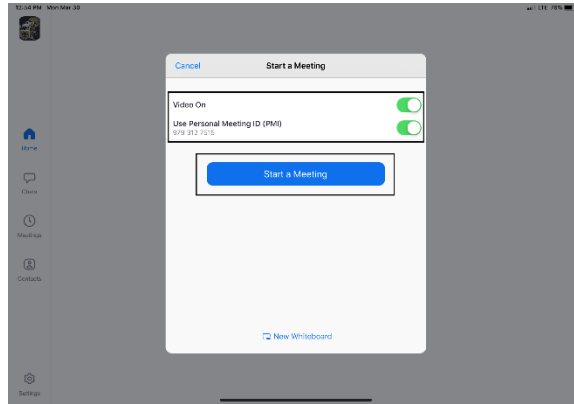


Hosting a Meeting:

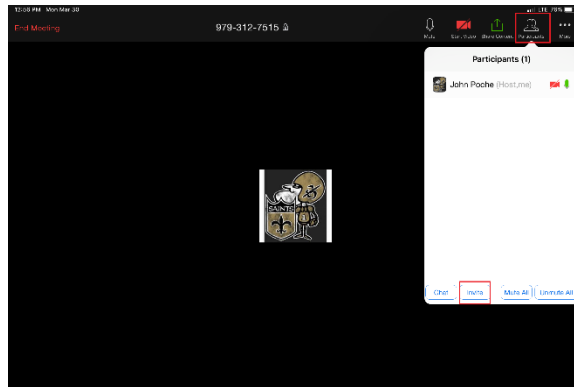
In the Zoom app click New Meeting:



Turn Video and PMI slider to on. The PMI is your personal meeting ID and will be the room ID if turned on. If you chose not to turn on the PMI, Zoom will create a random meeting ID number:

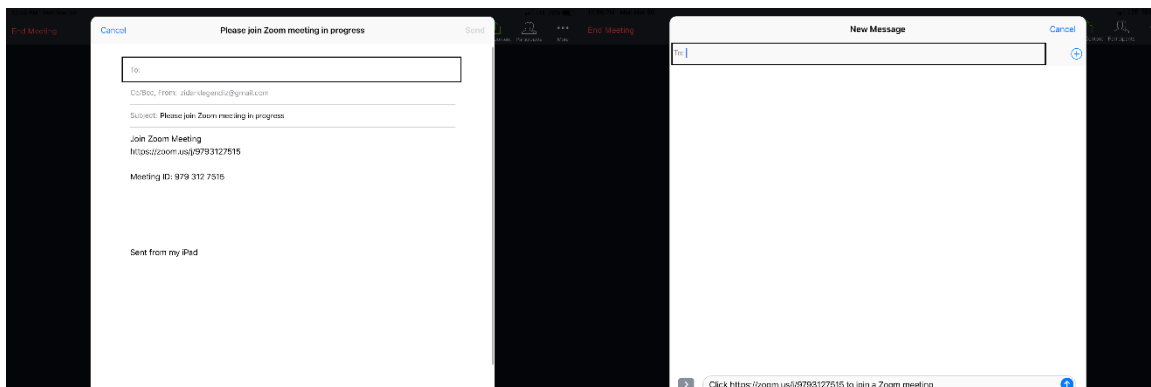


Click on Participants to see who is in the room and the Invite button to invite guest through e-mail or direct message:



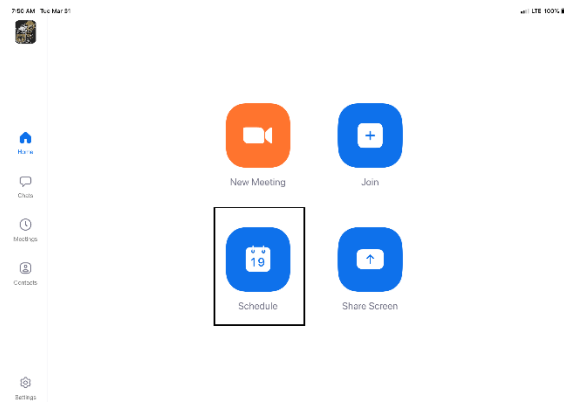
Left Side: Inviting by e-mail. You should have access to your e-mail contact list and be able to add the e-mail address to the “To” line and then hit send to invite them.

Right Side: This is for direct message. It will access your phone number list and send the invite through text.



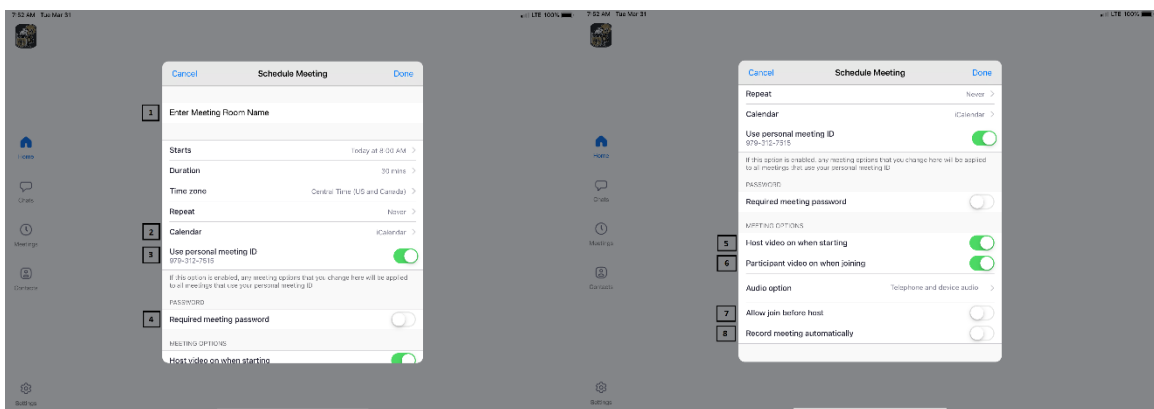
Scheduling a Meeting:

In the Zoom App click on Schedule:

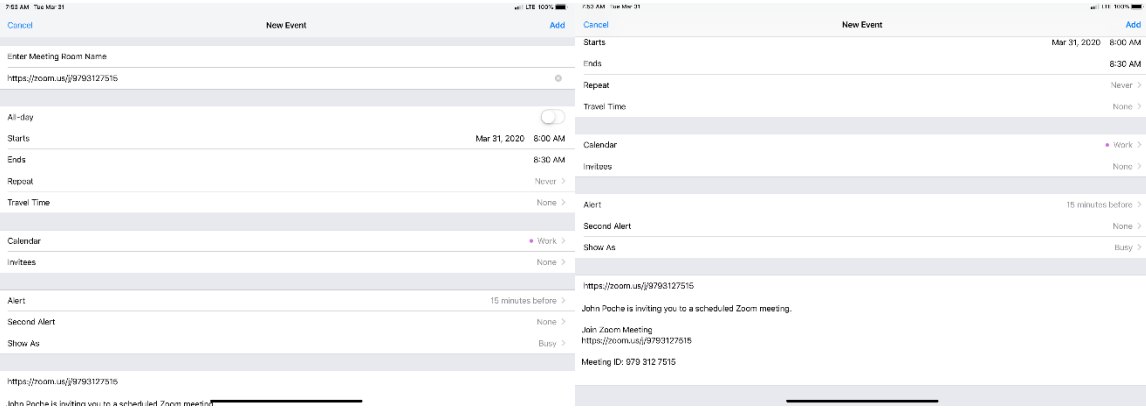


The next screen will set the criteria for your meeting:

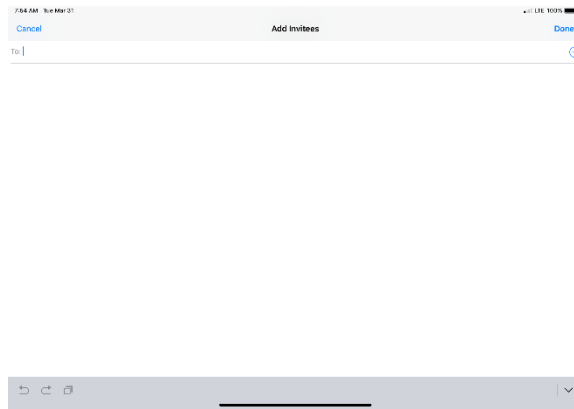
1. The room name will default to your user ID name (Example: Jon Doe's Meeting Room). You can change this room name to your liking.
2. Chose what calendar you want to use
3. If you chose yes, you will use your personal ID number as the meeting room ID. Otherwise, it will generate a random meeting room ID.
4. Select if you would like to set a password
5. This will start you video automatically when you join
6. This will start the participant's video automatically when they join
7. If selected it will let the participant join into the room before the host. Otherwise, the participant will be waiting for the host to start the meeting before there video feed starts.
8. This will record meeting automatically on your local device.



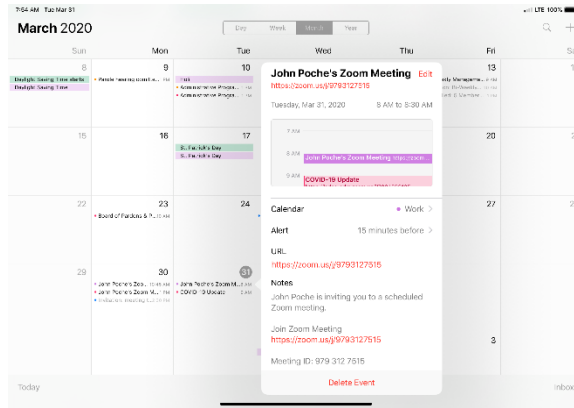
The next screen is a summary of your selections. You can click on the "Invitees" section to invite participants into the meeting:



You can see the screen below if the invite button is selected. You can invite through text or e-mail. Select done once completed and then Add to finish scheduling your meeting:



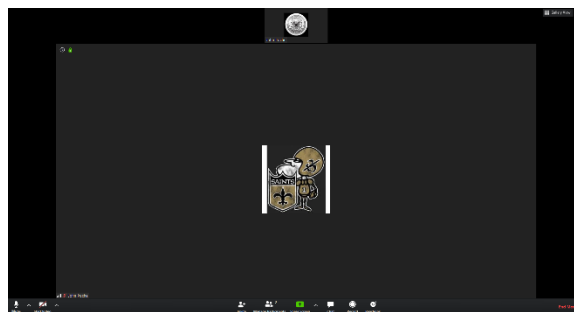
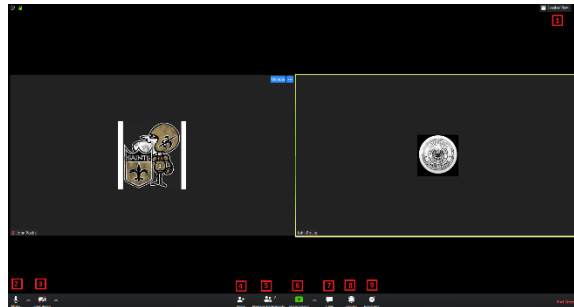
Your meeting is now scheduled and you can go to your calendar and see the event logged:



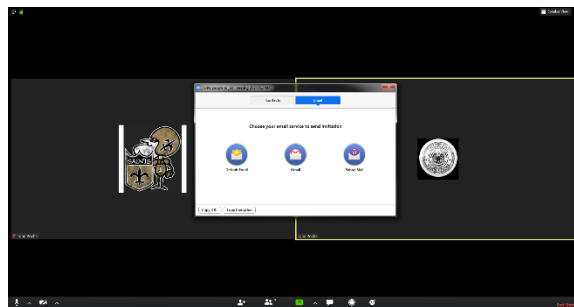
Features:

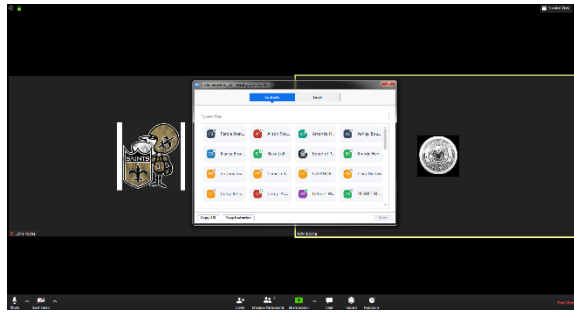
Main Screen:

1. The View can be changed from [Speaker View](#) to [Gallery View](#). Gallery View will allow you to see all participants and Speaker View will continuously change the camera to the current speaker.
2. Mute Button and Audio input selector
3. Stop video will cut off your camera feed. You can also select other video input sources from here.
4. [Used to invite participants into the meeting](#)
5. [Used to see and manage all participants in the meeting](#)
6. Used to Share your screen with all participants
7. Used to Chat with the group or pick a participant to have a private chat.
8. Records the meeting upon ending
9. Allows you to react with a “Thumps Up” and/or “Clap” emoji.

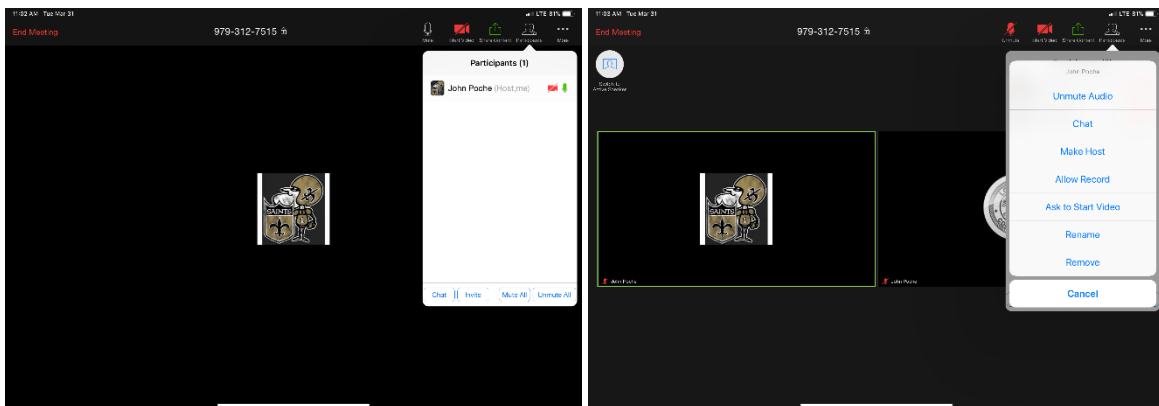


To invite participants, click on the Invite button and you will see the below options. You can invite through [e-mail](#) and [Direct Message](#). You can also use the “Copy URL” or “Copy Invitation” buttons to send your own text or e-mail message.

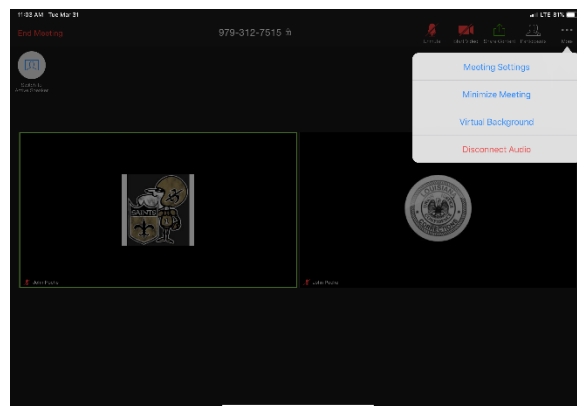




Participants Tab - You can click here to see all participants in the meeting. Clicking on a participant will give you the options to mute them, start a private chat, give them host, ask them to start their video feed, rename them and remove them from the meeting:



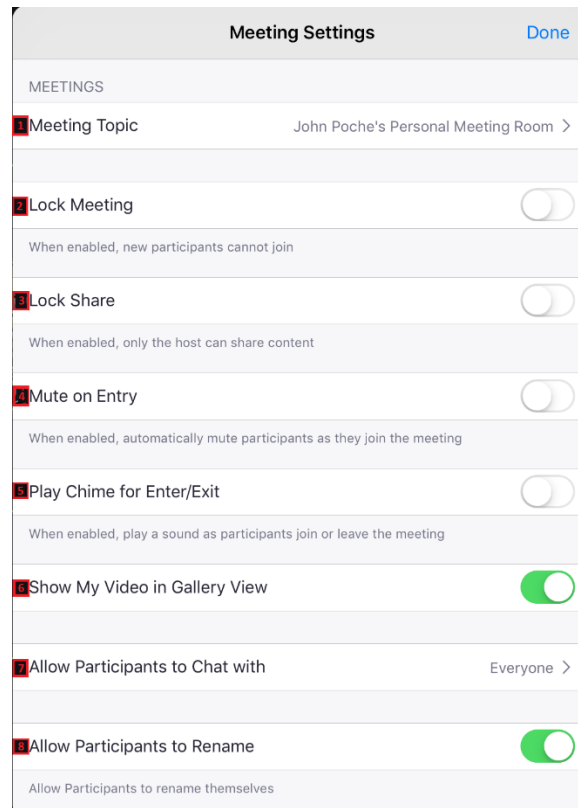
The “More” tab will give you the options to Minimize the window, add a Virtual Background and enter the [meeting settings](#):



Meeting Settings:

1. Meeting Topic -Change the meeting room name
2. Lock Meeting - makes it unable to be joined
3. Lock Share - locks the sharing option to only the host

4. Mute on Entry- mutes all participants upon entering the room
5. Play a chime every times someone enters and/or exits the meeting
6. Determines how the video layout will start
7. Determines how the participants can interact through chat
8. Allows the participants to rename themselves while in the meeting



The END
