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# State of Louisiana

## BOARD OF PARDONS AND PAROLE

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### NOTICE AND AGENDA

PARDON HEARING DOCKET: July 20, 2020

The Board of Pardons (Pardon Board) will meet and conduct pardon hearings on the day of Monday, July 20, 2020. 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](mailto: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](mailto:ParoleBoard@La.gov) or call the Board office at 225-342-6622.*



**NOTICE AND AGENDA  
LOUISIANA BOARD OF PARDONS  
REGULAR MEETING  
Monday, July 20, 2020  
8:30 am**

The Louisiana Board of Pardons will meet on Monday, July 20, 2020, 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
  - a. Review and Approval of Minutes, Monday, May 18, 2020 Regular Meeting
  - b. Consideration of applications for clemency (see docket at doc.la.gov)
  - c. Administrative review of clemency applications
  - d. Administrative review of Paul Will DOC# 447357
5. New Business
  - a. Review and consideration for updating of the following policies:
    - i. 05-0509-POL: VICTIM NOTICE AND PARTICIPATION
    - ii. 05-511-A-DIR: SPECIAL NEEDS
    - iii. 05-511-POL: PANEL ACTION
    - iv. 05-513-POL: SINGLE MEMBER ACTION
    - v. 05-514-POL: VOTING\_VOTES REQUIRED
    - vi. 05-515-DIR: PUBLIC MEETING DECORUM
    - vii. 07-701-POL: PAROLE DECISIONS
    - viii. 07-703-POL: DECISION TO GRANT OR DENY PAROLE
    - ix. 07-705-A-DIR: REHEARING GUIDELINES
    - x. 07-705-POL: APPLICATION FOR REHEARING
    - xi. 07-707-POL: PAROLE PLANS
    - xii. 07-709-POL: PAROLE TO DETAINER
    - xiii. 07-711-POL: CONDITIONAL PAROLE
    - xiv. 08-801-POL: AMELIORATIVE PENALTY CONSIDERATION
    - xv. 09-903-POL: SEX OFFENDERS\_GENERAL
    - xvi. 11-1101-POL: TYPES OF VIOLATIONS
    - xvii. 11-1103-POL: ACTIVITY REPORT

- xviii. 11-1105-POL: PRELIMINARY HEARING FOR DETAINED PAROLE VIOLATORS
- xix. 11-1107-DIR: ADMINISTRATIVE SANCTIONS
- xx. 11-1113-POL: REVOCATION HEARINGS
- xxi. 13-1301-POL: TIME MUST BE SERVED IF REVOKED
- xxii. 15-1501-POL: SUSPENSION OF SUPERVISED PAROLE
- xxiii. 15-1503-POL: TERMINATION OF PAROLE
- xxiv. 17-1701-POL: GRIEVANCE PROCEDURE
- xxv. 02-203-POL: ELIGIBILITY FOR CLEMENCY CONSIDERATION
- xxvi. 02-205-POL: APPLICATION FILING PROCEDURES
- xxvii. 02-207-POL: CAPITAL CASES
- xxviii. 02-208-DIR: CLEMENCY FOR CAPITAL CASES
- xxix. 02-209-POL: HEARINGS BEFORE THE BOARD OF PARDONS
- xxx. 03-305-DIR: REQUEST FOR CONTINUANCE, REQUEST TO WITHDRAW FROM PAROLE CONSIDERATION, REFUSAL OF PAROLE RELEASE
- xxxi. 05-500-DIR: PAROLE HEARING PROCESS
- xxxii. 05-501-POL: TYPES OF MEETINGS
- xxxiii. 05-503-POL: PAROLE PANELS
- xxxiv. 05-505-POL: GENERAL PROCEDURES
- xxxv. 05-506-DIR: SCHEDULING AND DOCKETS

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](http://DOC.LA.GOV) for Board contact information.  
Contact person: John Poche at 225-342-5421*



## LOUISIANA BOARD OF PARDONS

**HEARING DOCKET: July 20, 2020 – 8:30 AM**

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

### ADMINISTRATIVE REVIEW DOCKET

Assigned	Applicant's Name	DOC #	Request/Location	JDC/Location	Offense	Vote
1.	WILL, PAUL Attorney: Keith Nordyke	447357	CTO HDQ	24 <sup>TH</sup> JDC JEFFERSON	AGGRAVATED KIDNAPPING	

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



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**Hearing Location: LA Department of Public Safety & Corrections, Headquarters Complex  
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Assigned	Applicant's Name	DOC #	Request/Location	JDC/Location	Offense	Vote
1.	Brakefield, Charles M.	585302	RELEASED PWF	5 <sup>TH</sup> JDC RICHLAND	Simple Burglary; Distribution of Schedule III CDS	
2.	Bridges, Corey Attorney: Keith Nordyke	504833	RELEASED PWF	17th/32nd JDC LAFOURCHE/TERREBONNE	Driving While Intoxicated 3rd Offense; Attempted Possession of Schedule IV, Attempted Possession of Schedule II; Issuing Worthless Checks over \$100 under \$500	
3.	Faight, Michael A. Jr.	399739	RELEASED PWF	22 <sup>ND</sup> JDC ST. TAMMANY	Carnal knowledge of a Juvenile	
4.	Faust, Correy D. Attorney: Erin Fisher	562765	RELEASED PWF	24 <sup>th</sup> JDC JEFFERSON	Possession of Hydrocodone, Possession of Oxycodone; Possession of Buprenorphine	
5.	McCracken, Tonia N.	513224	RELEASED PWF	35 <sup>th</sup> JDC GRANT	Possession with Intent to Distribute Schedule II Methamphetamines	
6.	Ortega, Carlos Attorney: Mario Arteaga	527596	RELEASED PWF	24 <sup>th</sup> JDC JEFFERSON	Possession with Intent to Distribute Cocaine	
7.	Parsons, Jordan C. Attorney: Rhett Spano	426962	RELEASED PWF	19 <sup>th</sup> JDC EBR	Aggravated Second Degree Battery	

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LAST	FIRST	DOC#	R S	DOB	LOC	OFC	REQTYP	R3DEC
ATES	CHRISTOPHER	00410465	W M	01/23/81	RAYMOND LABORDE	01	CTO	_ _ _ _
		OUACHITA		98F1219	/	FORCIBLE RAPE		0300000 NA
BALLARD	JOSEPH	00418752	W M	06/03/57	LA STATE PEN	01	CTO	_ _ _ _
		TERREBONNE		313550	/	SECOND DEGREE MURDER	LIFE	NA
BARTIE	HARRY	00128330	B M	03/31/69	LA STATE PEN	01	CTO	_ _ _ _
		CALCASIEU		423389	/	SECOND DEGREE MURDER	LIFE	NA
BILLIOT	LOGAN	00734302	W M	08/26/95	RELEASE	01	PWF	_ _ _ _
		TERREBONNE		764641	/	CARNAL KNOWLEDGE-JUV	0020000	NA
BOWENS	DANIEL	00297206	B M	10/10/71	LA STATE PEN	02	CTO	_ _ _ _
		ORLEANS		366874	/	SECOND DEGREE MURDER	LIFE	NA
		ORLEANS		346116	/	POSS ECGONINE	0020000	NA
		ORLEANS		350591	/	POSS ECGONINE	0020000	NA
BRADLEY	DEMETRIUS	00327039	B M	11/25/67	LA STATE PEN	03	CTO	_ _ _ _
		BOSSIER		87951	CRIM /	FIRST DEGREE MURDER	0050529	NA
		CADDO		240612	HABIT/	ARMED ROBBERY	0520000	CC
		CADDO		163948	/	THEFT	0030000	NA
BROWN	LEROY	00122771	B M	04/25/58	WCC/PROTECTION	01	CTO	_ _ _ _
		OUACHITA		46295	/	AGGRAVATED KIDNAPPIN	LIFE	NA
		OUACHITA		46295	/	ARMED ROBBERY	0150000	CC
CAMPBELL	KEVIN	00540913	B M	05/25/83	RELEASE	01	PWF	_ _ _ _
		E. BATON ROUGE		208236	/	FALSE PERS OF PEACE		NA
		E. BATON ROUGE		208236	/	THEFT \$500 OR MORE		NA

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CATES	ERIC	00455895	B M 08/25/80	LINCOLN PP	03	CTO	_ _ _ _
		E. BATON ROUGE	109202	HABIT/	P-FIREARM-CCW-CNV	CR 0150000	CC
		E. BATON ROUGE	109202	HABIT/	ILL CAR WPN CVCDS	0150000	CC
		ORLEANS	428909	2ND O/	POSS MARIJUANA	0030000	CC
		ORLEANS	428909	/	POSS ECGONINE		NA
		ORLEANS	428909	/	POSS ECGONINE	0030000	CC
		ORLEANS	436731	/	POSS ECGONINE	0000900	NA
CAZENAVE	IAN	00255461	B M 12/04/65	LA STATE PEN	03	CTO	_ _ _ _
		JEFFERSON	982946	/	SECOND DEGREE MURDER	LIFE	NA
		ORLEANS	317523	/	SIMPLE BURGLARY		CC
		ORLEANS	388100	/	POSS MARIJUANA	0000600	NA
		ORLEANS	353999A	/	POSS ECGONINE	0050000	NA
CHAISSON	ALVIN	00506940	W M 02/11/58	ALLEN CORR CTR	01	CTO	_ _ _ _
		JEFF DAVIS	CR75904	/	MANSLAUGHTER	0400000	NA
		JEFF DAVIS	CR87004	/	AGGRAVATED BURGLARY	0070000	NA
CHARLES	EMILE	00587595	B M 08/26/88	PLAQUEMINES PP	01	CTO	_ _ _ _
		ST. MARY	09181740	/	MANSLAUGHTER	0280000	NA
CLARK	JAMIL	00375487	B M 03/12/77	DIXON CORR INST	02	CTO	_ _ _ _
		IBERVILLE	104102	/	S-ESCAPE TYPE I	0020000	NA
		IBERVILLE	155500	/	MANSLAUGHTER	0350000	NA
			MS58572	/	THEFT		NA
		E. BATON ROUGE	496391	/	UNAUTH USE OF MOVABL		
COUTEE	GREGORY	00338685	B M 03/02/69	LA STATE PEN	03	CTO	_ _ _ _

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		RAPIDES		236735	/	ARMED ROBBERY	0020728	NA
		RAPIDES		234392	/	FIRST DEGREE ROBBERY	0030000	NA
		RAPIDES		236231	/	FIRST DEGREE ROBBERY	0030000	NA
		RAPIDES		281725	/	FIRST DEGREE ROBBERY	0400000	NA
		RAPIDES		261572	/	THEFT \$500 OR MORE	0010019	NA
		RAPIDES		261572	/	THEFT \$500 OR MORE	0010709	CS
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CREAUX	EDWARD	00091067	B M	06/16/59	LA STATE PEN	01	CTO	_ _ _
		TERREBONNE		78254	/	FIRST DEGREE MURDER	LIFE	NA
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DARENSBOURG	JOSEPH	00463914	B M	10/18/55	DIXON CORR INST	01	CTO	_ _ _
		ASCENSION		14627	/	SMPL-CRMNL DMG PROPE	0040000	NA
		E. BATON ROUGE		402403	/	AGGRAVATED BURGLARY	0200000	CC
		ASCENSION		14626	/	SIMPLE BURGLARY	0040000	CC
		ASCENSION		14628	/	SIMPLE BURGLARY	0040000	NA
		E. BATON ROUGE		402403	/	SMPL-BURGLARY-INHAB	0100000	CC
		E. BATON ROUGE		402403	/	SMPL-BURGLARY-INHAB	0100000	CC
		E. BATON ROUGE		402403	ATTEM/	ARMED ROBBERY	0120000	CS
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DAVENPORT	ANGELO	00108407	B M	03/19/62	DAVID WADE CORR	04	CTO	_ _ _
		CADDO		160757	/	AGGRAVATED BATTERY	0001117	AG
		CADDO		2351	/	AGGRAVATED ASSAULT	0020000	NA
		CADDO		187061	HABIT/	AGG-CRMNL DMG PROPER	0350000	NA
				TDC46930	/	SIMPLE BURGLARY	0020600	CC
		CADDO		127540	ATTEM/	SIMPLE BURGLARY	0010000	NA
		CADDO		120031	/	THEFT	0020000	NA
		CADDO		179928	/	THEFT	0001117	AG
		CADDO		118819	/	CAJUN 1 UNKNOWN	0020000	NA



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DAWSON	JEFFERY	00567002	B M	05/05/69	RAYMOND LABORDE	02	CTO	_ _ _
		POINTE COUPEE		74163F	/		FORCIBLE RAPE	0400000 NA
DILLARD	BILLY	00087044	B M	09/04/51	LA STATE PEN	02	CTO	B I N
		E. CARROLL		12736	/		FIRST DEGREE MURDER LIFE	NA
ERVIN	JOSEPH	00130175	B M	01/15/63	LA STATE PEN	03	CTO	_ _ _
		AVOYELLES		9687574	/		SECOND DEGREE MURDER LIFE	NA
		POINTE COUPEE		27518	/		SMPL-CRMNL DMG PROPE	NA
		POINTE COUPEE		51777F	/		SMPL-BURGLARY-INHAB	0000823 NA
		POINTE COUPEE		29394	/		THEFT	NA
GANT	GARY	00416926	B M	10/18/81	RAYMOND LABORDE	02	CTO	B I N
		ST. JOHN-BAPTIS		2000231	ATTEM/		FIRST DEGREE MURDER	0400000 CC
		ST. JAMES		99CR0029	/		SIMPLE BURGLARY	0050000 NA
		ST. JOHN-BAPTIS		2000231	ATTEM/		ARMED ROBBERY	0400000 NA
GIBSON	TYRONE	00449420	B M	07/29/81	RELEASE	02	PWF	B I N
		ORLEANS		436763	/		DIST MARIJUANA	0050000 NA
		ORLEANS		436891	1ST O/		POSS MARIJUANA	0000600 NA
		ORLEANS		427141	2ND+ /		POSS MARIJUANA	0010000 NA
		ORLEANS		457174	2ND O/		POSS MARIJUANA	0010000
GRANT	GERALD	00378176	B M	07/22/73	DIXON CORR INST	02	CTO	_ _ _
		BOSSIER		106106	ATTEM/		ARMED ROBBERY	0250000 NA
		BOSSIER		106106	ATTEM/		ARMED ROBBERY	
		BOSSIER		106106	ATTEM/		ARMED ROBBERY	0250000 NA
				18136	/		POSS MARIJUANA	0010000
				16737	/		POSS MARIJUANA	

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				16737	/	POSS MARIJUANA		0050000
		CADDO		240305	/	PWID MARIJUANA		0100000 NA
GREEN	RAYMOND	00488049	B M	12/21/87	LA STATE PEN	01	CTO	_ _ _ _
		RAPIDES		272179	/	SECOND DEGREE MURDER	LIFE	NA
		RAPIDES		272179	/	SECOND DEGREE MURDER	LIFE	NA
		RAPIDES		273842	/	ARMED ROBBERY	0250000	NA
GRIFFIN	JENNIFER	00556325	W F	09/23/85	RELEASE	01	PWF	_ _ _ _
		BOSSIER		164968	/	POSS CDS -NON SPECIF	0020000	NA
HARTLEY	KENNETH	00271472	B M	09/25/69	LA STATE PEN	02	CTO	_ _ _ _
		ST. TAMMANY		240046	/	SECOND DEGREE MURDER	LIFE	NA
		ST. TAMMANY		205057	/	DIST ECGONINE	0070000	NA
		ST. TAMMANY		210769	/	DIST ECGONINE	0070000	NA
		ST. TAMMANY		29655X	/	POSS MARIJUANA	0000600	NA
HOUSTON	MONIQUE	00552881	B F	09/08/86	LCW/JETSON	01	CTO	_ _ _ _
		CALCASIEU		689507	/	MANSLAUGHTER	0300000	NA
KING	MICHAEL	00091377	B M	08/30/52	LA STATE PEN	01	CTO	_ _ _ _
		CADDO		109890	/	FIRST DEGREE MURDER	LIFE	NA
LEBOUEF	GAIL	00519710	W F	08/02/80	RELEASE	01	PWF	_ _ _ _
		LAFOURCHE		436626	/	CONTRABAND	0050000	NA
		LAFOURCHE		436627	/	CONTRABAND	0050000	CC
		LAFOURCHE		436627	/	DIST MARIJUANA	0050000	CC
LOSTON	WHITNEY	00129337	B M	10/31/63	ELAYN HUNT CORR	02	CTO	_ _ _ _

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		ST. MARY		162554	/	ARMED ROBBERY	0250000	CC
		ST. MARY		162554	/	ARMED ROBBERY USE OF	0250000	CC
		IBERIA		44532	/	SIMPLE ROBBERY	0010516	AG
		LAFAYETTE		57852	/	SIMPLE ROBBERY	0010516	AG
		ST. MARTIN		114005	/	SIMPLE ROBBERY	0010516	AG
		TERREBONNE		192307	/	SIMPLE ROBBERY	0010516	AG
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LOZANO	RICARDO	00584272	W M	01/28/79	RELEASE	01	PWF	_ _ _
		JEFFERSON		1101081	/	PWID METHAMPHETAMINE	0030000	NA
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MART	TRAVIS	00458902	B M	07/05/72	DIXON CORR INST	02	CTO	_ _ _
		LAFOURCHE		473882	/	FORCIBLE RAPE	0350000	NA
		TERREBONNE		393246	/	OPER-VEHICLE-INTOXIC	0000100	NA
		TERREBONNE		[393246]	3RD O/	OPER-VEHICLE-INTOXIC	0040000	NA
-----								
MASSEY	CHIQUITA	00614444	B F	02/24/72	LA TRANSITION C	01	CTO	RT N
		ORLEANS		499076	/	MANSLAUGHTER	0200000	NA
-----								
MATTHEWS	JAMES	00323455	B M	09/14/44	LA STATE PEN	01	CTO	_ _ _
		E. BATON ROUGE		3921903	/	SECOND DEGREE MURDER	LIFE	CC
-----								
MCDONALD	JOEL	00481665	W M	08/05/75	LA STATE PEN	01	CTO	_ _ _
		CATAHOULA		030735	/	SECOND DEGREE MURDER	LIFE	NA
		CATAHOULA		030816	ATTEM/	SECOND DEGREE MURDER	0400000	NA
		CATAHOULA		030816	ATTEM/	SECOND DEGREE MURDER	0400000	NA
-----								
MILTON	JOHNELL	00536568	B M	11/01/73	DAVID WADE CORR	02	CTO	_ _ _
		ST. JOHN-BAPTIS		2010CR52ATTEM/		SECOND DEGREE MURDER		NA
		ST. JOHN-BAPTIS		2010cr52ATTEM/HABIT		SECOND DEGREE MURDER	0400000	NA

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		ST. CHARLES		060544	/	POSS	ECGONINE	0010600 NA
MIZELL	JANELL	00503327	W F	02/06/84	RELEASE	01	PWF	_ _ _
		E. BATON ROUGE		1005255	/	POSS	ECGONINE	NA
MORENO	JOSE	00600522	W M	06/06/86	DAVID WADE	CORR 01	CTO	_ _ _
		LAFOURCHE		500503	/	OBSTRUCTION OF JUSTI	0150000	CS
		LAFOURCHE		500503	/	MANSLAUGHTER	0200000	CS
OFFICE	BRANDON	00396954	B M	11/06/80	RAYMOND LABORDE	04	CTO	_ _ _
		NATCHITOCHE		C2964	/	S-ESCAPE TYPE I	0000600	NA
		VERNON		69156	/	SECOND DEGREE KIDNAP	0400000	NA
		VERNON		69156	/	ARMED ROBBERY	0400000	CC
		BOSSIER		88580	/	ILL-USE WEAPON OR DA	0020000	NA
		BOSSIER		97197	/	ILL-USE WEAPON OR DA	0020000	NA
		SABINE		60517	ATTEM/	P-FIREARM-CCW-CNV	CR 0070000	CC
OLIVIERI	EDGAR	00171683	W M	11/13/72	DIXON	CORR INST 03	CTO	_ _ _
		ST. TAMMANY		412822	/	SMPL-CRMNL DMG PROPE	0000800	CC
		ST. TAMMANY		187156	/	SIMPLE BURGLARY	0050000	CC
		ST. TAMMANY		412822	/	SIMPLE BURGLARY	0010301	NA
		JEFFERSON		095166	/	ARMED ROBBERY	0300000	NA
		ST. TAMMANY		187911	/	THEFT	0020000	CC
		ST. TAMMANY		357161	/	ILL-POSS STOLEN THIN	0010301	NA
		ST. TAMMANY		357111	/	POSS MARIJUANA	0000600	CC
PARDEE	DAVID	00405419	W M	07/11/72	RELEASE	01	PWF	_ _ _
		JEFFERSON		985458	ATTEM/	DIST	ECGONINE	0050000 NA

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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		
POLLOCK	DOUGLAS	00319754	W M	06/13/71	RELEASE	02	PWF	_ _ _		
					542381	/	DIST ECGONINE	0100000	CC	
					542381	/	POSS ECGONINE	0100000	CC	
					E. BATON ROUGE	301657	/	POSS GAMMA HYDROXYBU	0200000	NA
ROMERO	BRANDY	00559533	W F	04/19/81	RELEASE	01	PWF	RTIN		
					EVANGELINE	78030F	/	SALE OF MINOR CHILDR	0050000	CC
ROMERO	PAUL	00559531	W M	10/17/62	RELEASE	01	PWF	RTIN		
					EVANGELINE	78030F	/	SALE OF MINOR CHILDR	0050000	CC
ROUGEAU	JASON	00413001	W M	11/19/80	RELEASE	02	PWF	RTIN		
					VERNON	62557	/	AGGRAVATED BATTERY	0080600	
					VERNON	62557R	/	AGGRAVATED BATTERY	0080000	NA
					VERNON	55663	/	SMPL-CRMNL DMG PROPE	0000600	NA
					VERNON	55663	/	THEFT	0030000	NA
RUBEN	DANNY	00542124	B M	03/30/75	UNION PP	01	CTO	RTIN		
					CADDO	256336	/	FORCIBLE RAPE	0300000	NA
SENEGAL	ALFRED	00549105	B M	07/10/66	DIXON CORR INST	01	CTO	RTIN		
					IBERIA	06CR0020	/	FORCIBLE RAPE	0300000	NA
SHEPARD	ALEXANDER	00131255	B M	08/09/65	LA STATE PEN	06	CTO	_ _ _		
					JEFFERSON	90604	/	SIMPLE BURGLARY	0020600	NA
					JEFFERSON	0112361	/	ARMED ROBBERY	0300000	CC
					JEFFERSON	011236	ATTEM/	ARMED ROBBERY	0300000	NA
					JEFFERSON	0112361	HABIT/	ARMED ROBBERY	LIFE	NA
					JEFFERSON	894491	/	SIMPLE ROBBERY		NA

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DPS&C CORRECTIONS SERVICES  
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LAST	FIRST	DOC#	R S	DOB	LOC	OFC	REQTYP	R3DEC
		JEFFERSON		9503350	/	SIMPLE ROBBERY		0020000 NA
		LAFOURCHE		259858	/	SIMPLE ROBBERY		0010602 AG
		LAFOURCHE		303861	/	SIMPLE ROBBERY		0030000 NA
		TERREBONNE		243807	/	UNAUTH USE OF MOVABL		0010602 AG
SKIPPER	ROBERT	00075027	B M	05/22/41	LA STATE PEN	02	CTO	_ _ _
SOILEAU	JOSEPH	00158117	W M	10/15/61	RAYMOND LABORDE	02	CTO	_ _ _
		ST. LANDRY		98K4576B	/	ARMED ROBBERY		0450000 NA
		ST. LANDRY		98K3547B	/	FIRST DEGREE ROBBERY		0100000 NA
		ST. LANDRY		L35228	/	OPER-VEHICLE-INTOXIC		0020000 NA
		ST. LANDRY		91K0095D	/	DIST MARIJUANA		
STEPHAN	PAUL	00316085	W M	10/04/50	DIXON CORR INST	07	CTO	R T N
		PLAQUEMINE		921792	/	JUMPING BAIL		0010020 AG
		CALCASIEU		1365808	/	SECOND DEGREE BATTER		NA
		LAFOURCHE		292834	/	SIMPLE ARSON		0000505 AG
		LAFOURCHE		292835	/	SIMPLE BURGLARY		0000505 AG
		PLAQUEMINE		903303	/	SIMPLE BURGLARY		0010020 AG
		PLAQUEMINE		943439	/	SIMPLE BURGLARY		0010020 AG
		PLAQUEMINE		944158	/	SIMPLE BURGLARY		0010020 AG
		CALCASIEU		08cr0136	/	SECOND DEGREE ROBBER		0200824 NA
		LAFOURCHE		292836	/	FORGERY		0000505 AG
		PLAQUEMINE		932949	/	FORGERY		0010600 NA
STUKES	ROMALLIS	00121468	B M	01/17/52	WCC/PROTECTION	02	CTO	_ _ _
		ORLEANS		310196	/	MALFEASANCE IN OFFIC		0010600 CC
		ORLEANS		322351	/	AGGRAVATED RAPE		LIFE NA

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LAST	FIRST	DOC#	R S	DOB	LOC	OFC	REQTYP	R3DEC
VIDAU	RODERICK	00346754	B M	05/16/77	ELAYN HUNT	CORR	03 CTO	_ _ _ _
		ASCENSION		8040	/		ARMED ROBBERY	0050000 CC
		E. BATON ROUGE		01060441	/		FIRST DEGREE ROBBERY	0350000 CC
		E. BATON ROUGE		106441	/		FIRST DEGREE ROBBERY	0200000 CC
		E. BATON ROUGE		01060441	ATTEM/		FIRST DEGREE ROBBERY	0200000 CC
		E. BATON ROUGE		106441	ATTEM/		FIRST DEGREE ROBBERY	0100000 CC
		E. BATON ROUGE		01060441	ATTEM/		SIMPLE ROBBERY	0070000 NA
		E. BATON ROUGE		106441	ATTEM/		SIMPLE ROBBERY	0030600 CC
		ASCENSION		8040	/		ILL-POSS STOLEN THIN	0010300 CC
		ASCENSION		8010	/		POSS ECGONINE	0010300 NA
		IBERVILLE		123701	/		POSS ECGONINE	0020600 NA
-----								
WALKER	LARRY	00321655	B M	05/03/54	LA STATE PEN		01 CTO	_ _ _ _
		ST. JAMES		F1983	/		SECOND DEGREE MURDER	LIFE NA
-----								
WARD	JOSEPH	00469152	W M	03/05/83	LA STATE PEN		01 CTO	_ _ _ _
		RAPIDES		269573	/		MANSLAUGHTER	0400000 NA
		RAPIDES		269573	/		SECOND DEGREE KIDNAP	0400000 CS
		RAPIDES		269573	/		FIRST DEGREE ROBBERY	0200000 CS
-----								
WILSON	KENNETH	00120864	W M	12/27/60	DIXON CORR INST		05 CTO	_ _ _ _
		CADDO		207959	HABIT/		SIMPLE ROBBERY	LIFE NA
		CADDO		207959	HABIT/		SIMPLE ROBBERY	LIFE NA
		CADDO		207959	HABIT/		SIMPLE ROBBERY	0250000 CS
		CADDO		153931	/		ILL-POSS STOLEN THIN	0001000 CC
		BOSSIER		65302	/		ISSUING WORTHLESS CH	NA
		BOSSIER		[65302]	/		ISSUING WORTHLESS CH	0010000 NA
		CADDO		139531	/		ISSUING WORTHLESS CH	NA
		CADDO		179048	/		ISS-WRTHLSS-CKS>\$100	0001129 NA

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LAST	FIRST	DOC#	R S DOB	LOC	OFC	REQTYP	R3DEC
WOODS	DAMIAN	00339982	B M 11/18/68	ALLEN	CORR	CTR 04 CTO	_ _ _
		ORLEANS	404217	/		MANSLAUGHTER	0400000 NA
		ORLEANS	373185	/		SIMPLE BURGLARY	0030000 NA
		ORLEANS	369882	/		POSS ECGONINE	0001123 NA
YOUNG	WILLIE	00298290	B M 08/06/66	RELEASE		01 PWF	<u>R</u>   <u>T</u>   <u>N</u>
		E. BATON ROUGE	789675	/		UNAUTH ENTRY-BUSINES	0020000 NA

Total: 58  
RTN: 12  

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LOUISIANA  
BOARD OF PARDONS & PAROLE

Number: 02-203-POL  
Date: ~~XX-XX-XXXX~~ December 20, 2018  
Page: 1 of 3

**BOARD POLICY**

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**SUBJECT:** ELIGIBILITY FOR CLEMENCY CONSIDERATION

**PURPOSE:** To describe the eligibility requirements for clemency consideration~~n#~~

**AUTHORITY:** LAC Title 22, Part 5, Chapter 1; La. R.S. 15:572

**REFERENCE:** ACA Standard 2-1011

**DEFINITIONS:**

Violent Offense: a conviction for any offense as defined in La.R.S.14:2(B).

Sex Offense: a conviction for any offense as defined in La.R.S.15:541.

**POLICY:**

It is the policy of the Louisiana Board of Pardons (Board) that it may consider individuals for a recommendation of clemency to the Governor based on the eligibility requirements set forth in this policy.

**PROCEDURES:**

**A. Eligibility**

- 1) **Pardon** - A person may not apply for a pardon if the applicant has any outstanding detainers, or any pecuniary penalties or liabilities which total more than \$1,000 and result from any criminal conviction or traffic infraction. In addition, no person is eligible to apply for pardon unless the applicant has paid all court costs which were imposed in connection with the conviction of the crime for which pardon is requested.
- 2) **Commutation of Sentence** - A person may not be considered for a commutation of sentence unless he or she has been granted a hearing by the Pardon Board and has had his or her case placed upon a Pardon Board agenda.

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- 3) **Remission of Fines and Forfeitures** - A person may not apply for a remission of fines and forfeitures unless he or she has completed all sentences imposed and all conditions of supervision have expired or been completed, including, but not limited to, parole, and /or probation.
- 4) **Specific Authority to Own, Possess, or Use Firearms** - A person may not apply for the specific authority to own, possess, or use firearms unless he or she has completed all sentences imposed for the applicant's most recent felony conviction and all conditions of supervision imposed for the applicant's most recent felony conviction have expired or been completed, including, but not limited to, parole, probation, and conditional release, for a period of five years. The applicant may not have any outstanding detainers, or any pecuniary penalties or liabilities which total more than \$1,000 and result from any criminal conviction or traffic infraction. In addition, the applicant may not have any outstanding victim restitution, including, but not limited to, restitution pursuant to a court or civil judgment or by order of the Committee on Parole.
- 5) **First Offender Pardon - Automatic** - On the day that an individual completes his sentence, the Division of Probation and Parole, after verifying that the individual is a first offender and has completed his sentence shall issue a certificate recognizing and proclaiming that the petitioner granted, the individual shall not be entitled to receive another automatic pardon.

#### B. Applications

All applications must be submitted in accordance with Board Policy 02-205-POL 3, "Application Filing Procedures".

#### C. Incarcerated Applicants or Applicants Under Supervision of the Louisiana Department of Public Safety and Corrections

- 1) An executive pardon shall not be considered for an offender while in prison, except when exceptional circumstances exist.
- 2) An incarcerated offender who is serving a sentence for a non-violent or non-sex offense may request a commutation of sentence:
  - a. At any time; and
  - b. Must have been disciplinary report free for a period of at least 24 months prior to the date of the application or at the time of the hearing (if a hearing is granted); and
  - c. Must not be classified to a maximum custody status at the time of the application or at the time of the hearing (if a hearing is granted); and
  - d. Must possess a marketable job skill, either through previous employment history or through successful completion of vocational training while incarcerated, unless deemed unable to work due to medical or mental health condition-

- 3) An incarcerated offender who is not serving a life sentence, but who is serving a sentence for a violent offense as defined in R.S. 14:2(B) or a sex offense as defined in R.S. 15:541, may request a commutation of sentence.
  - a. After having served a minimum of 10 years;
  - b. Must have been disciplinary report free for a period of at least 24 months prior to the date of the application or at the time of the hearing (if a hearing is granted); and
  - c. Must not be classified to a maximum custody status at the time of the application or at the time of the hearing (if a hearing is granted); and
  - d. Must possess a marketable job skill, either through previous employment history or through successful completion of vocational training while incarcerated.

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#### **D. Life Sentences**

Life Sentences. An offender sentenced to life may not apply until he has served 15 years from the date of sentence, unless he has sufficient evidence which would have caused him to have been found not guilty. The 15 years shall include periods of time prior to the imposition of the sentence in which the defendant was in actual custody for the offense for which he was sentenced to life imprisonment. The offender must also meet the criteria stated in Subparagraphs C.3.a-d of this Section.

#### **E. Capital Cases**

Any offender sentenced to death may submit an application within one year from the date of the direct appeal denial. See also Board Policy, 02-207-POL, "Capital Cases."

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

*This policy replaces and supersedes Board Policy 02-203-POL, "Eligibility for Clemency Consideration" dated December 20, 2018.*

*~~This policy replaces and supersedes Board Policy 02-203, Eligibility for Clemency Consideration", dated June 20, 2018.~~*



LOUISIANA  
BOARD OF PARDONS  
BOARD POLICY

Number: 02-205-POL  
Date: ~~xx-xx-xxxx~~ August 20,  
2019  
Page: 1 of 5

**SUBJECT:** APPLICATION FILING PROCEDURES

**PURPOSE:** To establish procedures for filing an application for clemency

**AUTHORITY:** LAC, Title 22, Part V, Chapter ~~2~~; La. R.S. 15:572

**REFERENCE:** Board Policy ~~ies~~ 02-209, "Hearings Before the Board of Pardons", ~~and 08-801, "Ameliorative Penalty Consideration"~~  
ACA Standard 2-1011

**POLICY:**

It is the policy of the Board of Pardons to consider only those applications for clemency which conform to the procedures outlined in this board policy. An Application for Clemency form shall be made available on the Board's webpage at [doc.la.gov](http://doc.la.gov). Applications must be received in the Board of Pardons office by the fifteenth of the month to be placed on the docket for consideration the following month. No application shall be considered by the Board until it deems the application to be complete in accordance with this policy.

**PROCEDURES:**

**A. All Applicants**

- 1) Every application must be submitted on the form approved by the Board of Pardons and posted on the Board's webpage at [doc.la.gov](http://doc.la.gov). The answers on the application must be typed or printed in ink. If the application is illegible it will be returned and will not be processed.
- 2) It is the applicant's responsibility to submit a complete application. The application will not be processed until it is complete. If any required information does not apply, the response should be "NA." If, after receipt of the application, it is determined incomplete, the applicant will be notified about the missing information.

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XXXX August 20,  
2019~~

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- 3) Each answer must be answered fully, truthfully, and accurately. The submission of any false information is grounds for immediate denial of the application.
- 4) Additional documentation that is relevant to the application may also be attached, including letters of support on behalf of the applicant, military DD-214 if applicable, other attachments that the applicant would like to include that are relevant to the application. (See also section B. below for required documentation.)

5) The mailed application must be filled out completely, signed, dated, and notarized where required.

5) The online application must be digitally signed and submitted through the website.

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**B.** In addition to the information submitted by application, the following required documents must be attached as they apply to each applicant.

1) **Incarcerated Applicants:** Any applicant presently confined in any institution must attach a current master prison record and have the signature of a classification officer verifying the conduct of the applicant in the appropriate section of the application, and a copy of conduct summary report. Applicants sentenced to death must attach proof of direct appeal denial (see also Board Policy 02-207, "Capital Cases").

2) **Parolees:** Applicants who have completed parole supervision must attach:

- a. A copy of their parole certificate (see also Board Policy 02-201-POL, "Types of Clemency");
- b. A certified judgment and sentence on each conviction for which they are applying for a pardon;
- c. A certified statement from the Clerk of Court that all fines, fees, and court costs (including restitution and probation fees) have been paid in full;
- d. A current credit report (current within 90 days of date of application); and
- e. Proof of residence.

3) **Probationers:** Applicants who have completed their period of probation must attach:

- a. A certified copy of sentencing minutes or copy of automatic first offender pardon;
- b. A certified judgment and sentence on each conviction for which they are applying for a pardon;

- c. A certified statement from the Clerk of Court that all fines, fees, and court costs (including restitution and probation fees) have been paid in full;
- d. A current credit report (current within 90 days of date of application); and
- e. Proof of residence.

4) **First Offender Pardons** [R.S. 15:572 (B)]: Any applicants who have ever received an Automatic First Offender Pardon must attach a certified copy of the Automatic First Offender Pardon.

- C. No additional information or documents may be submitted until applicant has been notified that he/she will be given a hearing. The Board of Pardons will not be responsible for items submitted prior to notification that a hearing will be granted.
- D. Re-application upon denial by board to grant clemency hearing- Any applicant denied by the Board shall be notified, in writing, of the reason(s) for the denial and thereafter may file a new application as indicated below.
- 1) **Applicants Sentenced to Life Imprisonment** - Any applicant with a life sentence may reapply five years after the initial denial; five years after the subsequent denial; and every five years thereafter.
  - 2) **Other** - Applicants without a life sentence may file a new application two years from date of the letter of denial.
  - 3) **Fraudulent Documents or Information** - Any fraudulent documents or information submitted by applicant will result in an automatic denial by the Board and no new application will be accepted until four years have elapsed from the date of letter of denial. Any lifer denied because of fraudulent documents may reapply IO years from the date of letter of initial denial; seven years if subsequent denial; and six years for denials thereafter.
  - 4) **Governor Granted Clemency** - The Office of the Governor will notify an applicant if any clemency is granted. Any otherwise eligible person who has been granted any form of executive clemency by the Governor may not reapply for further executive clemency for at least four (4) years from the date that such action became final.
  - 5) **Denial/No Action Taken by Governor after Favorable Recommendation** - The board shall notify an applicant after its receipt of notification from the Governor that the Board's favorable recommendation was denied or no action was taken.

- a. If the applicant is notified of denial by the Governor, the applicant may not reapply for clemency for at least four years from the date of denial. The application filing procedures in A through C above shall apply.
- b. When no action is taken by the Governor on a recommendation for clemency issued by the board, the person seeking clemency shall not be required to reapply to the board and the recommendation shall not expire upon the expiration of the Governor's term in office and may be reviewed by the next Governor to take office.
  - 1) Upon receipt of the no action files from the Governor's office, the parole board staff shall review the following:
    - i. Offender's disciplinary record; and
    - ii. State Police rap sheet.
  - 2) Staff will use the updated information to determine if the applicant is still eligible to apply for clemency.
  - 3) Once approved, the file will be sent back to the Governor's office within six months of being received, with a recommendation to the Governor from the pardon board, signed by the Board Chair.
  - 4) If upon review the applicant is deemed no longer eligible, the recommendation will be denied and the offender will be notified in writing.

~~e. **Ameliorative Penalty Consideration** — If an offender is notified by the Board of Pardons that their request for ameliorative penalty consideration has been denied, the offender may re-apply to the Board twelve months from the date of the letter of denial.~~

- E. Notice of Action Taken on Application - After review of the application for clemency by the Board, applicants shall be notified, in writing, of action taken by the Board. Action can include granting a hearing before the Board or denial of a hearing.
- F. Hearing Granted/Advertisement in Local Journal - After notice to an applicant that a hearing has been granted, the applicant shall provide the Board office with proof of advertisement within 90 days from the date of notice to grant a hearing. Advertisement must be published in the official journal of the parish where the offense occurred. This ad must state:  
"I (applicant's name), (DOC number), have applied for clemency for my conviction of (crime).  
If you have any comments, contact the Board of Pardons (225) 342-5421."

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XXXX August 20,  
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- G. At this stage of the process, along with proof of advertisement published in the local journal, the applicant may submit additional information (e.g., letters of recommendation and copies of certificates of achievement and employment/residence agreement).

**SHERYL M. RANATZA, BOARD CHAIR**

*\*signature on file*

*This policy replaces and supersedes Board Policy 02-205-POL, "Application Filing Procedures" dated August 20, 2019.*

*This policy replaces and supersedes Board Policy 02-205, "Application Filing Procedures" dated January 11, 2017.*





**LOUISIANA  
BOARD OF PARDONS**

**Number:** 02-207-POL  
**Date:** December 19, 2012  
**Page:** 1 of 5

**BOARD POLICY**

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**SUBJECT:** CAPITAL CASES

**PURPOSE:** To establish procedures for applications for clemency from offenders sentenced to Death.

**AUTHORITY:** LAC Title 22, Part V, Chapter 1; La. R.S. 15:572

**POLICY:**

The Board will consider recommending to the Governor a reprieve of execution of death sentence upon receipt of a written application in behalf of a condemned felon. Notwithstanding any provision to the contrary by Board policy, in any case in which the death sentence has been imposed, the Governor may at any time place the case on the agenda and set a hearing for the next scheduled meeting or at a specially called meeting of the Board.

**PROCEDURES:**

**A. Request for Board Recommendation of Stay of Execution**

The individual filing such application to the Board for a Stay of Execution, if other than the condemned felon, may be required to demonstrate that he is authorized by the condemned felon to file such application. Any such application shall contain the following information:

- 1) The name of the applicant, together with any other pertinent identifying information;
- 2) Identification of the applicant's agents, if any, who are presenting the application;
- 3) Certified copies of the indictment, judgment, verdict of the jury, and sentence in the case, including official documentation verifying the scheduled execution date;
- 4) A brief statement of the offense for which the prisoner has been sentenced to death;

- 5) A brief statement of the appellate history of the case, including its current status;
- 6) A brief statement of the legal issues which have been raised during the judicial progress of the case;
- 7) The requested length of duration of the stay, which shall be in increments of 30 days that is, 30, 60, 90, etc., unless a different duration is requested upon the basis of the grounds for the application set forth pursuant to paragraph (8) of this section;
- 8) All grounds upon the basis of which the stay is requested; provided that such grounds shall not call upon the Board to decide technical questions of law which are properly presented via the judicial process; and,
- 9) A brief statement of the effect of the offender's crime upon the family of the victim.

**B. Request for Board Recommendation of Reprieve of Execution**

- 1) The written application in behalf of a convicted person seeking a Board recommendation to the Governor of a reprieve from execution must be delivered to the Louisiana Board of Pardons, Post Office Box 94304, Baton Rouge, LA 70804 not later than the twenty-first calendar day before the execution is scheduled. If the twenty-first calendar day before the execution is scheduled falls on a weekend or state observed holiday, the application shall be delivered not later than the next business day. Otherwise, the applicant's recourse will be directly to the governor.
- 2) All supplemental information, including but not limited to amendments, addenda, supplements, or exhibits, must be submitted in writing and delivered to the Louisiana Board of Pardons, Post Office Box 94304, Baton Rouge, LA 70804, not later than the fifteenth calendar day before the execution is scheduled. If the fifteenth calendar day before the execution is scheduled falls on a weekend or state observed holiday, all additional information including but not limited to amendments, addenda, supplements, or exhibits shall be delivered not later than the next business day.
- 3) Any information filed with the application, including but not limited to amendments, addenda, supplements, or exhibits, which require reproduction facilities, equipment, or technology not operated by the Board, must be provided by the applicant in an amount sufficient to allow review by all members of the Board. An amount sufficient shall mean not less than 10 and not more than 20 copies of the duplicate item.

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- 4) A convicted person seeking a Board recommendation to the governor of a reprieve from execution may request an interview with a member of the Board. Such request shall be included in the written application or any supplement filed therewith in accordance with this section.
- 5) Upon receipt of a request for an interview, the presiding officer (chair) shall designate at least one member of the Board to conduct the requested interview. Such interview shall occur at the confining unit of DPS&C. Attendance at such interviews shall be limited to the convicted person, the designated Board member(s), and institutional staff. The Board may consider statements by the offender made at such interviews when considering the offender's application for reprieve.
- 6) The Board shall consider and decide applications for reprieve from execution. Upon review, a majority of the Board, or a majority thereof, in written and signed form, may:
  - a. Recommend to the Governor a reprieve from execution (which may include a recommendation to commute the sentence to life imprisonment);
  - b. Not recommend a reprieve from execution; or
  - c. Set the matter for a hearing as soon as practicable and at a location convenient to the Board and the parties to appear before it.
- 7) When the Board sets a hearing pursuant to B.6.3. of this section, it shall notify the trial officials of the parish of conviction and the attorney general of the State of Louisiana and allow any such official(s), or the designated representatives thereof, the opportunity to attend the hearing and/or to present any relevant information. At the time of notifying the trial officials, the Board shall also notify any representative of the family of the victim (who has previously requested to be notified) of the receipt of the application, the setting of a hearing, and of said representative or family member's rights to provide any written comments or to attend the hearing.
- 8) All hearings conducted by the Board under this section shall be in open session pursuant to requirements of the Louisiana Open Meetings Act. For the purpose of discussing matters which are deemed confidential by statute, or where otherwise authorized by the provisions of the Louisiana Open Meetings Act, the proceedings

may be conducted in executive session closed to members of the general public, for that limited purpose. Only those persons whose privacy interests and right to confidentiality may be abridged by discussion involving disclosure of confidential information may be allowed to meet with members of the Board in their executive session to discuss that information. No decision, vote, or final action by the Board shall be made during a closed meeting; the Board's decision, vote, or final action shall be made and announced in an open meeting. The hearing may be recessed prior to its completion and reconvened pursuant to the directions of the Board.

- 9) Advocates for and against the death penalty, generally, and members of the general public may present written information for the Board's consideration at its central office headquarters at any reasonable time.
- 10) After the conclusion of the hearing, the Board shall render its decision, reached by majority vote, within a reasonable time, which decision shall be either to:
  - a. Recommend to the Governor a reprieve from execution (which may include a recommendation for a commutation of sentence to life imprisonment);
  - b. Not recommend a reprieve from execution; or
  - c. Recess the proceedings without rendering a decision on the merits, if a reprieve has been granted by the governor or if a court of competent jurisdiction has granted a stay of execution.
- 11) Each of the provisions of this policy are subject to waiver by the Board when it finds that there exists good and adequate cause to suspend said provisions and adopt a different procedure which it finds to be better suited to the exigencies of the individual case before it.
- 12) Successive or repetitious reprieve applications submitted in behalf of the same condemned felon may be summarily denied by the Board without meeting.

**C. Time Limits**

At the clemency hearing for capital punishment cases, the offender's clemency counsel and the attorneys for the State may make an oral presentation, each not to exceed 15 minutes collectively. Representatives of the victim's family may make oral statements not to exceed an additional five minutes collectively. The Chairman may extend these time frames at his or her discretion.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*



**LOUISIANA  
BOARD OF PARDONS**

**Number: 02-208-DIR  
Date: January 31, 2013  
Page: 1 of 3**

**BOARD DIRECTIVE**

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**SUBJECT: CLEMENCY FOR CAPITAL CASES**

**PURPOSE:** To provide guidance for the voting members and staff of the Board of Pardons and Paroles (Board) to process a clemency application for offenders who received a sentence of death.

**AUTHORITY:** LAC Title 22, Part 5, Chapter 1; La. R.S. 15:572

**POLICY:**

In accordance with the Louisiana Constitution, an offender who is convicted and sentenced to death may request clemency from the Governor. The Board of Pardons shall review all such requests in accordance with this directive. Any request for which a hearing is granted shall be handled in accordance with Board policy A-02-007, "Capital Cases".

**PROCEDURES:**

The Board of Pardons staff shall request a "pen packet" from the Department of Public Safety & Corrections (DPS&C) staff, Classification and Records sometime after the offender is received on death row at Louisiana State Penitentiary or Louisiana Correctional Institute for Women. Once the pen packet is received, a clemency file is created and maintained by the Board.

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**I. Board of Pardons Clemency File**

The Administrative Program Director is responsible for creating a file that contains all appropriate documents and will contact the Division of Probation & Paroles to request an executive clemency case report.

**II. Application, Interview and Hearing**

The Administrative Program Director shall receive clemency applications or requests for capital cases. All capital case applications requesting clemency must be in writing and signed by the offender or his attorney, or in cases where the offender is unable to sign due to a mental or physical impairment, by a person acting on his behalf, in accordance with Board Policy, 02-205, "Application Filing Procedures" and 02-207, "Capital Cases".

- A. **Application:** An offender, or his attorney, is required to submit an application no later than the 21st calendar day before the scheduled execution date. The offender or his attorney may submit supplemental information no later than the 15th calendar day before the execution is scheduled. The offender may request a Reprieve (Stay of Execution) or Commutation of Sentence.
- B. **Interview** - If the clemency application includes a request for a Board interview, the Administrative Program Director shall contact the Chairman who shall designate at least one member of the Board to conduct the requested interview.
  - 1) The assigned Board Member(s) shall conduct the interview and make arrangements for the interview date and time with the Chairman.
  - 2) The interview shall occur at the confining DPS&C Unit. Attendance shall be limited to the convicted person, designated Board Member(s), and unit staff.
  - 3) The Administrative Program Director shall also contact the institution~~at~~ for staff assignment of interview and accommodations for the Board Member(s).
- C. **Hearing** – If the clemency application includes a request for a hearing, the Board may grant the request and follow the procedures outlined in Board Policy, 02-207-POL, "Capital Cases".
- D. **Notice** - The Board's Assistant shall send a letter to the trial officials and victims notifying them that the offender has requested clemency and is soliciting their input.

### III. Board Members Vote

Unless notified otherwise by the Chairman, Board Members shall vote not later than seven (7) days before the execution date at 1 p.m. If a Board Member is on leave and out of the country, the ~~M~~member shall not be required to vote.

- A. The Board Members shall submit their votes by facsimile or hand delivery to the Administrative Program Director at the Board Office, 504 Mayflower, Baton Rouge, LA 70802. Upon receipt of all votes, the Administrative Program Director shall notify the Chairman who will cast final vote.
- B. The Chairman shall notify the Secretary of DPS&C and the Governor's office of the final vote.
- C. The Administrative Program Director shall notify Board Members, trial officials who submitted a response to the notice, and DPS&C Crime Victim Services Bureau of the final vote. If the vote is to grant a hearing before the Board, the Administrative Program Director shall notify all parties as required by law.

**02-208-DIR**

January 31, 2013

Page 3 of 3

**IV. Clemency File Return**

Each Board Member shall return their clemency file to the Board Office after the Administrative Program Director notifies them of the Board's final decision.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on File*



**LOUISIANA  
BOARD OF PARDONS**

Number: 02-209-POL  
Date: ~~xx-xx-xxxx~~ January  
20, 2017  
Page: 1 of 2

**BOARD POLICY**

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**SUBJECT:** HEARINGS BEFORE THE BOARD OF PARDONS

**PURPOSE:** To describe the Pardon Board hearing process

**AUTHORITY:** LAC Title 22, Part 5, Chapter 1; La. R.S. 15:572

**REFERENCE:** ACA Standard 2-1074-1, 1093, and 1128-1, Board Policy 02-205-POL, "Application Filing Procedures", Board Policy 05-509-POL, "Victim Notification and Participation in Hearings"

**POLICY:**

The Board of Pardons (Board) shall meet on regularly scheduled dates as determined by it, and at such other times as the Chairman may determine are necessary for the purpose of reviewing and taking action on clemency applications before it and to transact such other business as it deems necessary. The meeting calendar shall be available to the public. The hearing dates shall also be posted on the website maintained by the Board.

**PROCEDURES:**

- A. After receipt of all documents required by Board Policy 02-205-POL, "Application Filing Procedures" and the clemency investigation from the appropriate probation and parole district, the Board shall set the matter for public hearing.
  - 1) Applications and/or requests for reconsideration as outlined in Board Policy 02-205-POL, "Application Filing Procedures" shall be conducted during an administrative review, without testimony taken from the applicant.
- B. At least 30 days prior to public hearing date, the Board shall give written notice of the date, time, and place in accordance with Board Policy 05-509-POL, "Victim Notification and Participation in Hearings".



02-209-POL

~~xx-xx-xxxx~~ January 20, 2017

Page 2 of 2

- C. If an applicant is released from custody and/or supervision prior to public hearing date, the case will be closed without notice to the applicant. Applicant may reapply two years from the date of release.
- D. Applicant's failure to attend and/or notify the Board of Pardons office of his/her inability to attend the hearing will result in an automatic denial. The applicant may reapply two years from the date of scheduled hearing. Lifers who fail to attend and/or advise the Board of their inability to attend may reapply in five years if it is his/her initial hearing, and every five years thereafter.
- E. Four members of the Board shall constitute a quorum for the transaction of business, and all actions of the Board shall require the favorable vote of at least four members of the Board.

~~4-1) If a favorable clemency recommendation is reached during a pardon hearing, any other specific recommendation regarding clemency (i.e., restoration of firearms privileges, commutation of sentence to a specified number of years, commutation of sentence with or without parole eligibility) shall be based on a majority vote of those members who voted to recommend clemency.~~

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**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

*This policy replaces and supersedes Board Policy 02-209-POL, "Hearings, Before the Board of Pardons" dated January 20, 2017.*

*This policy replaces and supersedes 02-209 dated July 20, 2016.*



**LOUISIANA  
BOARD OF PARDONS AND PAROLE**

Number: 03-305-DIR  
Date: ~~2020 December 5,~~  
February 18,  
~~2016~~  
Page: 1 of 2

**BOARD DIRECTIVE**

**SUBJECT:** REQUEST FOR CONTINUANCE, REQUEST TO WITHDRAW FROM PAROLE CONSIDERATION, REFUSAL OF PAROLE RELEASE

**PURPOSE:** To establish guidelines for processing a request from an offender or an offender's representative to continue (postpone) a scheduled parole hearing; a request to withdraw from consideration for parole, or an offender's refusal of parole release.

**AUTHORITY:** LAC Title 22, Part V and Part XI

**DIRECTIVE:** After an offender has been scheduled and docketed for a parole hearing, the hearing shall only be re-scheduled for good cause and only in the rarest of circumstances. The procedures described in this directive shall be applied for all such requests for continuance or withdrawal from parole consideration, and in situations when an offender refuses parole release.

**PROCEDURE**

**1) Request for Continuance of Scheduled Parole Hearing**

- a. An offender or an offender's representative may request, in writing, to continue or postpone their scheduled parole hearing for good cause. The written request must be received in the Board office no later than fourteen (~~21~~14) days prior to the scheduled hearing date and must contain the specific reason(s) for the request.
- b. The request for continuance will be placed on the administrative review docket at the next available parole panel hearing.
- c. The parole panel will review the request and will vote to grant or deny the request for continuance.
- d. The offender and/or offender's representative will be informed in writing of the parole panel's decision, within seven (7) days of the date of the decision.
  - i. If the request is granted, the hearing shall be re-scheduled within ~~90-~~120 days of the original scheduled hearing date.

- ii. If the request is denied, the hearing shall be conducted on the original scheduled hearing date. Failure of the offender to appear at this hearing may result in disciplinary action.

## 2) Request to Withdraw from Parole Consideration

- a. An offender may request, in writing, to withdraw from parole consideration no later than forty-five (45) days in advance of the scheduled parole hearing. The written request must state the reasons for the request.
  - i. The offender shall not be allowed to withdraw from parole consideration during a parole panel hearing.
- b. The offender's request to withdraw from parole consideration shall be placed on the administrative review docket at the next available parole panel hearing.
- c. The parole panel will review the request and will vote to grant or deny the request for continuance.
- d. The offender shall be informed in writing of the parole panel's decision within seven (7) days of the decision.
  - i. If the request to withdraw from parole consideration is granted, the offender shall be eligible to re-apply for parole consideration at the intervals specified in Board Policy 07-705-POL, "Application for Rehearing/Request for Reconsideration of Decision".
  - ii. If the request is denied, the hearing shall be conducted on the original scheduled hearing date. Failure of the offender to appear at this hearing may constitute a violation of Disciplinary Rules and Procedures for Adult Offenders.

## 3) Refusal of Parole Release

- a. If an offender refuses parole release after a parole hearing has been conducted during which parole was granted, that offender shall be required to indicate on the parole certificate "refused" and sign the certificate.
- ~~b.~~ The parole certificate indicating "refused" shall be placed in the offender's parole record.

**SHERYL M. RANATZA, CHAIR**

*\*Signature on file*

*This directive replaces and supersedes Board Directive 03-305-DIR, "Request for Continuance, Request to withdraw from Parole Consideration, Refusal of Parole Release" dated December 5, 2016.*

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**LOUISIANA  
COMMITTEE ON PAROLE**

**Number:** 05-500-~~DR~~POL  
**Date:** October 20, 2014  
**Page:** 1 of 2

**BOARD POLICY**

---

**SUBJECT:** PAROLE HEARING PROCESS

**PURPOSE:** To establish procedures for conducting parole hearings

**AUTHORITY:** LAC Title 22, Part V, La. R.S. 15:572, and Part XI, La. R.S. 15:574.2

**REFERENCE:** ACA Standards 2-1078, 2-1080 through 2-1085, 2-1086.1, 2-1091, 2-1092, 2-1092.1, 2-1094, 2-1097, 2-1098, Board Policy 01-122-POL, "Records Management"

**POLICY:**

Offenders shall be automatically scheduled for a parole hearing within six months of the offender's parole eligibility date. Parole hearings shall be conducted in an atmosphere conducive to a safe, secure, professional and dignified manner, with careful attention to the offender, and with ample opportunity for the expression of his or her views. Hearings must be conducted without extraneous interruptions, and with very careful focus on the offender. The offender shall be notified in writing of the parole panel's recommendation or decision.

**PROCEDURES:**

A. Members of the Committee on Parole shall afford each offender case appropriate due diligence. Case records shall be reviewed prior to the offender's presence in the hearing room. Case files shall be reviewed during the hearing only to refresh the member's memory of the case and to determine questions of fact.

B. A Committee member shall recuse himself from any hearing that presents a conflict of interest.

- 1) Having been involved in normal supervision or been responsible for the normal care and custody during some phase of the offender's incarceration or probation/parole supervision shall not warrant recusal. However, a Committee member's direct involvement in any litigation or direct involvement in a major disciplinary action in connection with the Committee member's past responsibilities for the care, custody, or supervision of an offender may warrant recusal.
- 2) If brought to the attention of a Committee member by an offender at or before a parole hearing that a possible conflict exists involving the Committee member's past

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involvement in the care, custody, or supervision of the offender, the Committee member shall ask, on the record, if the offender has any objection to the Committee member serving on the parole panel. If there is an objection, the Committee member shall be recused and the parole hearing continued until the next available docket.

C. The offender's representative shall be given the opportunity to present information to the Committee.

D. If more than one person is entitled to appear for a parole hearing, the person chosen by all persons entitled to appear may serve as spokesperson for all those entitled to appear. Any person making an oral presentation to the parole panel will be allowed no more than five minutes. However, at the parole panel chairman's discretion more than one person may present a written or oral statement to the panel. All persons making oral presentations in favor or against an applicant, including victims, shall be allowed cumulatively no more than 10 minutes.

~~D. The offender's victim shall be given the opportunity to present information, orally or in writing, to the Committee. Any written information shall be added to the offender's case record. If requested, the victim shall be notified of the parole decision in writing.~~

E. Committee members must be cognizant of the impact their decisions have on offender populations. As such, due consideration shall be given to decisions regarding deferrals. A decision to defer a case shall be made only in rare and unusual circumstances, the reason for which shall be noted in the offender's case record.

F. The presence of a detainer shall not automatically bar an offender from parole consideration. The Committee's staff shall pursue the basis of any such detainer. When appropriate, the Committee shall grant parole release to the detainer.

G. For those cases which, in the opinion of Committee members, an examination and opinion is required of psychiatrists or psychologists, the Committee may request that qualified DPS&C staff provide the needed examinations and written opinions.

~~H. Each public hearing shall be audio recorded, face to face or video hearing shall be electronically recorded.~~

I. Each Committee member shall provide written reason for their parole decision. This written documentation establishes the official rationale for the decision and is important for the continued development of criteria for the decision-making process.

J. Records of the activities of the parole process shall be preserved and maintained in accordance with Board Policy-01-122-POL, "Records Management", by staff of the Board of Pardons and Parole.

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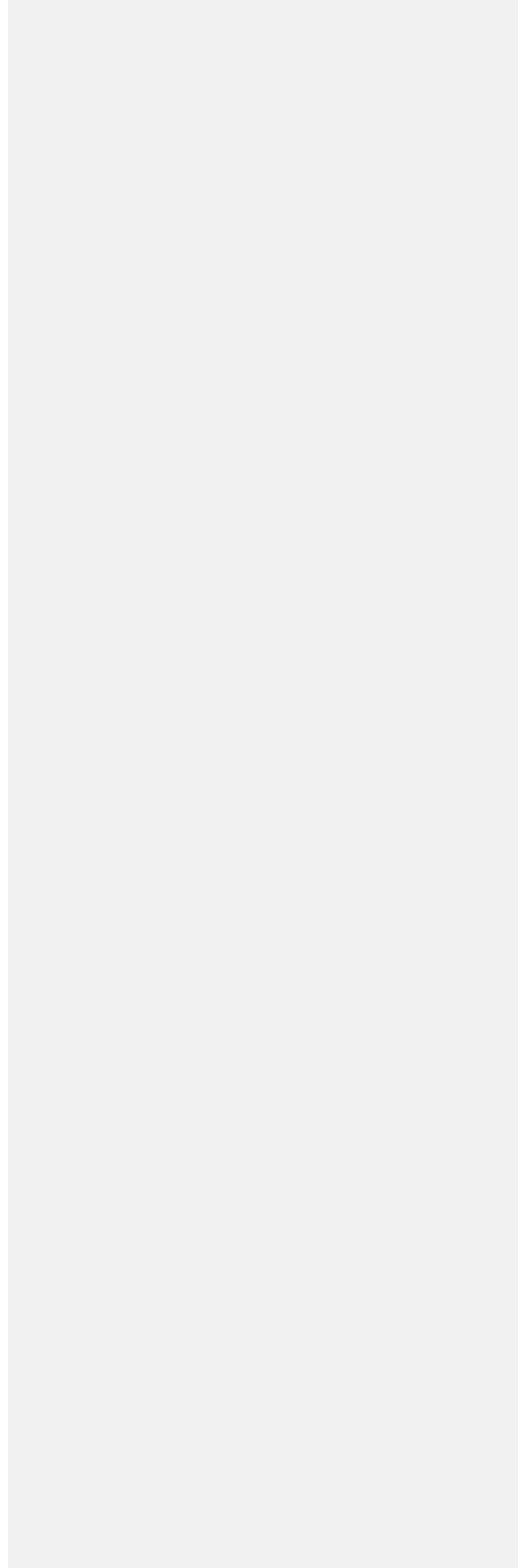
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**SHERYL M. RANATZA, CHAIRMAN**

| \*Signature on file





**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number:** 05-501-POL  
**Date:** ~~XX-XX-~~  
~~XXXX~~ August 1,  
2012

**Page:** 1 of 1

**BOARD POLICY**

**SUBJECT:** TYPES OF MEETINGS

**PURPOSE:** To describe the types of meetings conducted by the Louisiana Board of Pardons & Parole

**AUTHORITY:** LAC Title 22, Part V and Part XI, Chapter 5; La. R.S. 15:574.2

**REFERENCES:** Board Policy 05-507-POL, "Business Meetings", Board Policy 05-511-POL, "Public Hearings/Videoconferencing",

**POLICY:** All meetings of the Louisiana Board of Pardons and Committee on Parole shall be open to the public.

**PROCEDURES:**

- A. For the purpose of convenience and in order to differentiate between different types of forums for conducting business, the following designation or title has been given, depending upon the nature of the matters or actions being considered:
- 1) Business Meeting - a business meeting is a meeting of the full board to discuss all general business matters as set forth in Board Policy 05-507-POL, "Business Meetings";
  - 2) Public Hearing - a public hearing is a meeting of randomly selected three or five- member parole panels, as set forth in Board Policy 05-511-POL, "Public Hearings/Videoconferencing".

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

*This policy replaces and supersedes Board Policy 05-501-POL, "Types of Meetings" dated August 1, 2012.*

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**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number: 05-503-POL  
Date: September 30, 2014  
Page: 1 of 1**

**BOARD POLICY**

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**SUBJECT: PAROLE COMMITTEE - PANELS**

**PURPOSE:** To establish parole panels for matters of release on parole and revocation of parole.

**AUTHORITY:** LAC Title 22, Part XI, Chapter 5; La. R.S. 15:574.2

**POLICY:** The Committee on Parole shall meet in panels comprised of at least three members of the board, except as otherwise provided in statute or Board policy.

**PROCEDURES:**

- A. The chairman *or designee* of the Board shall randomly assign all three-member panels. Each panel shall appoint the chairperson of that three-member panel.
- B. The random selection of panels shall be done in such a manner as to result in the smallest probability of having a panel constituted by the same three members for two consecutive months.
- C. A Member may request a change in the composition of a panel to which that member has been assigned only with just cause. However, such requests shall be carefully considered and shall generally only be made in the case of illness or emergency.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

*~~This policy supersedes and replaces Board Policy 05-503, dated August 1, 2012.~~*

*This policy replaces and supersedes Board Policy 05-503-POL, "Parole Committee – Panels" dated August 1, 2012.*





**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number:** 05-505-POL  
**Date:** ~~xx-xx-xxxx~~ January 20, 2020  
**Page:** 1 of 3

**BOARD POLICY**

**SUBJECT:** GENERAL PROCEDURES

**PURPOSE:** To outline general procedures for conducting the business of the Louisiana Board of Pardons and its Committee on Parole.

**AUTHORITY:** LAC, Title 22, Part V, Chapter 2 and Part XI, Chapter 5; La. R.S. 15:574.2

**REFERENCE:** Board Policies, 05-514-POL "Voting/Votes Required", 05-511-POL "Panel Action", 05-513-POL "Single Member Action", 07-711-POL "Conditional Parole", 05-503-POL "Parole Panels", 05-509-POL "Victim Notification and Participation In Hearings"  
ACA Standards 2-1081, 2-1093

**POLICY:**  
The Board shall conduct its business meetings and public hearings in accordance with the provisions of R.S. 42:1 et seq. (Public Policy for Open Meetings Law) and *Robert's Rules of Order*.

**PROCEDURES:**

**A. Business Meetings Minutes of Public Meetings and Hearings**

1) At public meetings and hearings, detailed meeting minutes indicating time of commencement, persons present, adoption of previous minutes, motions and seconds, and time of adjournment shall be recorded and maintained by the Board staff member so designated by the Chairman.

4) **B. Public Hearings**

- 2) 1) The Board's minutes of public meetings and hearings shall include the following information as applicable:
  - a. Name and Department of Corrections (DOC) number of the offender;
  - b. Name of counsel representing the offender (an offender docketed for a public hearing may be represented by counsel);
  - c. The vote of each Member; and
  - d. The decision of the Board.

**B. C. Voting (See also Board Policy 05-514-POL "Voting/Votes Required")**

2) The vote of each panel member shall be recorded by name and date on the vote sheet.

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**05-505-POL**

~~xx-xx-xxxx January~~

~~20, 2020~~

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~~23)~~ Only those ~~M~~members present shall vote; voting by proxy is prohibited.

~~34)~~ No vote shall be taken while the panel is in executive session.

~~45)~~ The panel shall not rescind the original vote without conducting a new hearing, except as ~~provided~~ outlined in section M. of this policy, and ~~provided~~ in Board Policies, 05-511-POL "Panel Action"; 05-513-POL "Single Member Action"; or 07-711-POL "Conditional Parole".

~~56)~~ The original vote sheet shall remain in the inmate's DOC file and a copy shall be attached to the minutes and maintained in a separate locked file in the board office.

**~~C.~~ D. Parole Panels** (See also Board Policy 05-503-POL, "Parole Panels")

The chairperson of the panel shall appoint a staff member, other than the chair, to review case records subsequent to voting to assure the accuracy of all documents.

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**~~D.~~ E. Continuance or Recess**

A majority vote is required to continue or recess a meeting or hearing. Generally, the matter will be rescheduled for the next month, but may be rescheduled for an earlier date if deemed appropriate by the panel (see Board Policy 05-514-POL, "Voting/Votes Required").

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**~~E.~~ F. Executive Session**

The board or a parole panel may go into executive session to discuss each offender's case prior to a decision pursuant to the provisions of R.S. 42:6, 42:6.1 and 15:574.12. No vote shall be taken while the panel is in executive session.

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**~~F.~~ G. Invitations to Meetings**

The board may extend invitations to individuals to observe board proceedings.

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**~~G.~~ H. Questions by the Board**

The board may direct questions to and/or request statements from anyone appearing before the board.

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**~~H.~~ I. Children Under the Age of 12**

It is generally inappropriate for children under the age of 12 years, except when the child is a victim and chooses to appear, to be present during any public meeting or hearing of the ~~B~~board.

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**~~I.~~ J. Space and Security**

The number of people supporting or opposing the granting of parole, including victims and/or family members of victims will be limited only by space and security considerations.

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**~~J.~~ K. Public Hearing Schedule**

The chairman shall be responsible for schedules of business meetings and public hearings. The schedule shall be available for public inspection at the Board's offices.

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a. Such schedules may be changed, only upon prior notice, provided that such changes are made in a timely manner in order to notify all concerned.

05-505-POL

~~xx-xx-xxxx January~~

~~20, 2020~~

Page 3 of 3

- b. Such meetings may be rescheduled without notice due to inclement weather, or any other emergency or unforeseen situation.

~~K.~~ **L. Duty Officer**

- 1) The chairman of the board or his or her designee shall develop a duty calendar and shall designate one board member as the daily duty officer.
  - a. The duty officer shall be available to act on behalf of the board concerning both routine office and administrative matters as authorized by these rules.
  - b. If the duty officer must substitute for another member at a hearing or is absent for any other reason, he or she need not be replaced by another duty officer.

~~L.~~ **M. Rescinding Board Decision**

1) Upon notification by the Secretary of the Department of Public Safety and Corrections that an offender has violated the terms of the decision granted by the board or has engaged in misconduct prior to the offender's release, the ~~B~~board may rescind its decision to grant parole. In such cases, the offender shall promptly receive another parole hearing, except as provided in Section M.a.1.

a. The Board may choose to automatically rescind and change the decision for granting of parole under the below conditions:

- 1) Offender has received a disciplinary report subsequent to the hearing, but prior to parole release;
- 2) Time calculation adjustments by the Department of Corrections that changes the parole eligibility date, causing the offender to become ineligible for parole or pushing his parole eligibility dates beyond the allowed time frame for parole release or rescheduling;

~~3) Refusing to comply with post and/or prior to release conditions set forth by the panel,~~

- b. If it is determined prior to an offender's parole release that proper notification requirements were not met, the Board may rescind its decision to grant parole.
- c. If the Board rescinds its decision to grant parole, the offender shall promptly receive another parole hearing.
- d. In the event that the offender has been granted parole, the board may rescind its decision and promptly schedule a hearing in accordance with Board Policy 05-509-POL, "Victim Notice and Participation in Hearings".

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**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

This policy replaces and supersedes Board Policy 05-505-POL, "General Procedures" dated ~~August 20, 2019.~~ January 20, 2020



**LOUISIANA  
BOARD OF PARDONS ~~&AND~~ PAROLE**

**Number:** 05-506-DIR  
**Date:** ~~May 18,~~  
~~2020~~**November 19,**  
~~2018~~  
**Page:** 1 of 2

**BOARD DIRECTIVE**

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**SUBJECT:** SCHEDULING AND DOCKETS

**PURPOSE:** To establish protocols for scheduling hearings.

**AUTHORITY:** LAC Title 22, Part V and Part XI, La. R.S. 15:572, and La. R.S. 15:574.2

**REFERENCE:** ACA Standards 2-1045, 2-1047, 2-1047, 2-1070 through 2-1074-1, 2-1090, and 2-1096, DPS&C Regulation IS-A-2, "Orientation"

**DIRECTIVE:** The Chairman of the Board has responsibility to coordinate the work schedules of Board ~~M~~members and for organizing and directing the work of ~~M~~members.

**PROCEDURES:**

**A. Parole Panel Assignments**

The Chairman, or designee, shall establish an annual schedule of parole panel assignments. Such schedule shall be established no later than October 31st for the succeeding calendar year. The schedule shall be developed in accordance with Board Policy 05-503-~~POL~~, "Parole Panels".

**B. Pardon Board Dockets and Assignments**

- 1) Each member of the Pardon Board shall be expected to participate in monthly Pardon Board hearings and proceedings.
- 2) The Pardon Board hearing schedule shall be developed no later than October 31st for the succeeding calendar year.
- 3) Dockets for pardon board hearings shall not exceed a total of ~~15~~ ~~20~~ cases, regardless of whether the applicant is incarcerated or not.

**C. Parole Dockets**

- 1) Designated office staff shall schedule hearings for parole consideration. Generally, parole hearings will be scheduled nine (9) months in advance of an offender's parole eligibility date.

- 2) Designated office staff shall schedule hearings for revocation decisions. Such hearings shall be scheduled after notification by the Division of Probation & Parole that an offender's case is ready for a revocation hearing, after a preliminary hearing has been conducted or waived.
- 3) In order that appropriate time is allotted for members of the Committee on Parole to thoroughly consider each case, a normal workday docket shall not exceed a total of ~~2025~~ cases (parole consideration, revocation, and/or administrative review). Adjustments necessary to manage the workload of a diverse mix of offender classifications, custody levels, Probation & Parole caseloads, and population increases shall be permitted, upon approval of the Chairman.

#### **D. Notification of Offender**

- 1) An offender shall be notified in writing within 90 days of incarceration by the DPS&C of the offender's legal eligibility date for a parole hearing, in accordance with DPS&C Regulation, ~~IS-A-2B-08-014~~, "~~Offender~~ Orientation".
- 2) Board staff shall notify an offender, in writing, at least 14 calendar days in advance of their scheduled hearing before the Committee on Parole in order to allow the offender to adequately and properly prepare for the hearing.

#### **E. Requests for Parole Re-Hearing**

After a decision to deny parole, an offender may request, in writing, a re-hearing, in accordance with Board Policy 07-705-~~POL~~, "Application for Re-hearing". These cases shall be scheduled for hearing on the next available docket schedule.

#### **F. Requests for Reconsideration of Parole Decision**

An offender whose parole is denied, or an offender whose parole supervision is revoked or rescinded, may request reconsideration by the Board. The offender must apply for such reconsideration in accordance with Board Policy 07-705-~~POL~~, "Application for Re-hearing". Reconsideration shall be at the discretion of the Board.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

*This directive supersedes and replaces Board Directive 05-506, dated September 30, 2014.*

*This directive replaces and supersedes Board Directive 05-506-DIR, "Scheduling and Dockets" dated November 19, 2018.*



**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number: 05-509-POL**  
**Date: August 20, 2019**  
**Page: 1 of 3**

**BOARD POLICY**

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**SUBJECT:** VICTIM NOTIFICATION AND PARTICIPATION IN HEARINGS

**PURPOSE:** To establish procedural guidelines for notification to a victim of an offender's scheduled pardon or parole hearing and to allow a victim, the legal guardian of the victim, or close relative of the deceased person to appear in person before a parole panel relative to parole consideration.

**AUTHORITY:** LAC Title 22, Part V, Chapter 2 and Part XI, Chapter 5; La. R.S. 15:572 et seq. and 15:574 et seq.; Acts 280 and 337 of the 2017 Regular Legislative Session

**REFERENCE:** ACA Standard 2-1074, 2-1074-1, 2-1082, 2-1093, and 2-1128-1; Board Policies 05-505-POL "General Procedures", 02-209-POL "Hearings Before the Board of Pardons", 03-301-POL "Parole Eligibility and Types of Parole", 07-701-POL "Parole Decisions", and 08-801-POL "Ameliorative Penalty Consideration"; Department of Public Safety & Corrections Regulation, ~~01-007PS-H-1~~, "Crime Victims Services Bureau"

**POLICY:**

Before the Board of Pardons or Committee on Parole considers clemency or parole release for an Offender who is serving a sentence for an offense in which a person was a victim, the direct victim of the offense shall be allowed to present written or oral statement of the victim's views about the offense, the offender, and the effect of the offense on the victim. The Board of Pardons shall allow victim testimony in accordance with Board Policy 02-209-POL, "Hearings Before the Board of Pardons".

Nothing in this policy is intended to limit the Board of Pardons or parole panel's discretion to allow additional victims to make personal appearance or to make contact by phone through the local district attorney's victim advocacy representative. There is no limit on written correspondence in favor of and/or opposition to an offender's consideration for clemency or parole.

**DEFINITIONS:**

- A. *Close Relative of a Deceased Victim:* a person who was the spouse of a deceased victim at the time of the victim's death, a parent of the deceased victim, an adult brother, sister or child of the deceased victim; or nearest relative by consanguinity if previous listed relatives are deceased or incapacitated due to physical or mental illness or infirmity.

- B. *Guardian of a Victim*: a person who is the legal guardian of a victim whether or not the legal relationship between the guardian and victim exists because of the age of the victim or the physical or mental incompetency of the victim.
- C. *Victim*: For purposes of this policy, a *victim* is defined as an individual against whom a crime has been perpetrated.

## **PROCEDURES:**

### **A. Victim Notification**

- 1) The direct victim, spouse, or next of kin of a deceased victim, and any person who has filed a victim notice and registration form shall be advised in writing no less than 60 days prior to the scheduled pardon or parole hearing date.
- 2) The parole hearing notice shall advise victim that:
  - a. The hearing is open to the public;
  - b. He or she may remain in the hearing room during the entire hearing (except during executive session); and
  - c. The direct victim, the guardian of the victim, or close relative of a deceased victim, or designee will be allowed to speak to the panel prior to its making a decision in the case.
- 3) The board has delegated the responsibility for advance notice of a scheduled hearing to the direct victim to the Department of Public Safety and Corrections, Division of Probation & Parole. This notification is not required when the direct victim cannot be located despite the exercise of due diligence.
- 4) The written notice is not required when the victim, the spouse, or next of kin of a deceased victim, advises the board in writing that such notification is not desired.
- 5) If victim notification is determined to have not met the advance notice time requirements required by this section, a victim may request that a hearing be re-scheduled. In the event that the offender has been granted parole, the board may rescind its decision and promptly schedule a hearing in accordance with Bboard Ppolicy 05-505-POL, "General Procedures". Likewise, a victim may waive the notice requirement; however, such waiver must be received in writing from the victim. See Board Policy 03-301-POL, "Parole Eligibility and Types of Parole", for victim notice requirements on medical parole.
- 6) Should a hearing be re-scheduled by the Board for any reason other than the victim's request, the Board shall notify the victim as soon as possible by telephone and shall follow-up with written confirmation of the telephone notification via certified U.S. Mail (with return receipt requested).

**B. Victim Personal Appearance**

- 1) The direct victim, the guardian of the victim, or close relative of a deceased victim shall have the right to make a written or oral statement as to the impact of the crime.
- 2) The direct victim, the guardian of the victim, or close relative of a deceased victim, a victim advocacy group, and the district attorney or his representative may also appear before the panel by means of telephone communication from the office of the local district attorney.
- 3) If more than one person is entitled to appear for a parole hearing, the person chosen by all persons entitled to appear may serve as spokesperson for all those entitled to appear. Any person making an oral presentation to the parole panel will be allowed no more than five minutes. However, at the parole panel chairman's discretion more than one person may present a written or oral statement to the panel.
- 4) All persons making oral presentations against an applicant, including victims, shall be allowed cumulatively no more than 10 minutes.

**C. Notice to Victim of Parole Release**

The Board shall notify all persons who have filed a Victim Notice and Registration Form with the Department of Public Safety & Corrections of an offender's release from incarceration by parole. Such written notice shall be sent by certified mail (with return receipt requested).

**D. Notice to Crime Victim Services Bureau of Pardon and Parole Hearings**

The Board shall provide notice to the Department of Public Safety & Corrections Crime Victims Services Bureau at least thirty days prior to pardon and parole hearings.

**SHERYL M. RANATZA, BOARD CHAIR**

*\*Signature on file*

*This policy replaces and supersedes Board Policy 05-509-POL, "Victim Notification and Participation in Hearings" dated December 20, 2018.*





**LOUISIANA  
BOARD OF PARDONS AND PAROLE**

**Number: 05-511-A-DIR  
Date: June 17, 2013  
Page: 1 of 1**

**BOARD DIRECTIVE**

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**SUBJECT:** SPECIAL NEEDS

**PURPOSE:** To accommodate for the special needs of offenders

**REFERENCES:** ACA Standards 2-1020, 2-1089, Board Policy 05-511-POL,  
"Public Hearings/Videoconferencing"

**AUTHORITY:** LAC Title 22, Part V and Part XI

**POLICY:**

Discrimination on the basis of disability in the provision of services, programs, or activities administered by the Board is prohibited. An offender with special needs may request assistance in advance of the offender's hearing. All necessary assistance shall be provided in a timely manner.

**PROCEDURES:**

- A. When physical or mental handicaps or language barriers prevent an offender from fully understanding the parole process, parole conditions, parole procedures, or hearings or appeals, assistance shall be provided to the offender by an individual qualified to work with the offender in the offender's problem area.
- B. If the Board finds that additional time is needed to provide necessary assistance or accommodations for an offender's special needs, the Board may continue the hearing or order a brief deferment in order to provide the Board with adequate time to provide the necessary assistance or accommodations.
- C. In cases where the offender is in a medical treatment facility or facility in another jurisdiction, a hearing in absentia may be conducted. Hearings in absentia shall observe the same safeguards as hearings where the offender is present.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

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**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number:** 05-511 POL  
**Date:** ~~September 15, 2015~~  
~~XX-XX-XXXX~~  
**Page:** 1 of 2

**BOARD DIRECTIVE**

**SUBJECT:** PANEL ACTION

**PURPOSE:** To establish guidelines for public hearings of the Louisiana Board of Pardons and its Committee on Parole (Board).

**AUTHORITY:** LAC Title 22, Part V and Part XI, Chapter 5; La. R.S. 15:574.2, 15:574.4.1

**REFERENCES:** ACA Standard 2-1089, Board Policies 05-511-A, "Special Needs", 05-513-POL, "Single Member Action", 08-801-POL, "Ameliorative Penalty Consideration."

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**POLICY:**

It is the policy of the Board that all Pardon Board and Parole panel hearings shall be public hearings. The chairperson, or designee, shall schedule all public hearings. A copy of the schedule shall be available for public inspection at the board office.

**PROCEDURES:**

A. The panel may consider the following actions with the offender present:

1. Parole (see exception in Section C. below);
2. Revocation;
3. Recommendations for transitional work program; and
4. To evaluate and consider any application filed pursuant to R.S. 15:308 in accordance with rules promulgated by the DPS&C and Board Policy 08-801-POL, "Ameliorative Penalty Consideration."

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B. The panel may consider the following actions without the offender present:

1. To consider rehearing requests; and

05-511-POL

~~xx-xx-xxxx~~September 15, 2015

Page 2 of 2

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2. To consider those matters referred by a Member from single-member action (see Board Policy 05-513-POL, "Single Member Action"); the Member who makes such a referral may not serve on the panel.

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**C. Offenders incarcerated in a parish jail or parish correctional center may be interviewed by a single member of the Committee on Parole prior to a public parole hearing. The interviewing member will then present the case to the full parole panel for parole release consideration during the public parole hearing. Due to transport considerations, the offender will not be present during the public hearing. However, the public hearing will be conducted in a manner which allows for observation and input by members of the public.**

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**D.** Generally, public hearings shall be conducted via videoconferencing, with the Board Members participating from the Board's headquarters in Baton Rouge, and offenders appearing before the Board via videoconferencing at the designated prison facility.

1. **In the event the offender is unable to appear before the Board due to a medical condition, a medical professional shall be made available to the parole panel to provide information about the offender's medical condition. The hearing will occur in absentia.** ~~In the event a medical parole is being considered and the offender is unable to appear via videoconferencing, the Board shall travel to the prison facility at which the offender is housed to conduct the hearing~~ (see Board Policy 05-511-A "Special Needs" when the offender is housed in an outside medical treatment facility).

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2. In the case of videoconferencing, the family, friends, and attorney of the offender shall be at the location of the offender.

3. In the case of videoconferencing, the victim(s) shall be at the location of the Board **or at the office of the District Attorney.**

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**SHERYL M. RANATZA**

*Signature on file*

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*This policy replaces and supersedes Board Policy POL-05-511, "Panel Action" dated ~~August 1, 2014~~ **September 15, 2015.***



**LOUISIANA BOARD  
OF PARDONS & PAROLE**

**Number:** 05-513 POL  
**Date:** XX-XX-XXXX  
**Page:** 1 of 2

**BOARD POLICY**

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**SUBJECT:** SINGLE MEMBER ACTION

**PURPOSE:** To describe those matters that may be acted upon by a single member of the Committee on Parole (Committee).

**AUTHORITY:** LAC Title 22, Part XI, Chapter 5, La. R.S. 15:574.2

**REFERENCE:** ACA Standards 2-1117, 2-1118, Board Policy 11-1113-POL, "**Revocation Hearing**", 05-505-POL, "**General Procedures**", 11-1103-POL, "**Activity Report**"

**POLICY:** A single committee member may act upon matters as described within this policy. These actions do not require review by a parole panel unless otherwise noted herein.

**PROCEDURE:**

- A. A single committee member may act upon the following matters which have been reviewed and recommended by the Division of Probation and Parole:
- 1) Activity Reports, as described in Board Policy 11-1103, "Activity Report";
  - ~~2) Violation Reports, as described in Board Policy 11-1104, "Violation Report";~~
  - ~~3) Activity and/or Violation~~ Activity reports from other states via the Interstate Compact Agreement; or
  - ~~4)3) Consideration to delay an offender's revocation hearing beyond 60 calendar days of the offender's return to prison (arrest or detainment), but such a delay may only be authorized by a Committee member for good cause.~~

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- B. A single committee member may rescind parole as under the conditions provided in Board Policy 05-505, "General Procedures", ~~pending another parole hearing.~~
- C. A single committee member may add or remove conditions relative to parolees, as recommended by the Division of Probation and Parole and/or board counsel on matters in litigation.
  - 1) In the event the committee member fails to follow the recommendation of the Division of Probation and Parole, the matter shall be automatically scheduled for consideration by a three-member panel at the next available public hearing date.
- D. Written documentation must be placed in the offender's file, which clearly documents the reason for the decision by the single member panel.
- E. Under no circumstances should a committee member sign a blank form concerning single-member action matters.

**SHERYL M. RANATZA, CHAIRMAN**

*\* Signature on file*

*This policy replaces and supersedes Board Policy, 05-513-POL, "Single Member Action" dated March 17, 2014.*

*This policy supersedes and replaces Board Policy 05-513 dated August 1, 2012.*



**LOUISIANA  
BOARD OF PARDONS & PAROLE  
BOARD POLICY**

Number: 05-514 POL  
Date: ~~xx-xx-xxxx~~ December 20, 2018  
Page: 1 of 3

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**SUBJECT: VOTING/VOTES REQUIRED**

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**PURPOSE:** To establish policy that outlines the number of votes required for actions of the Louisiana Committee on Parole.

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**AUTHORITY:** LAC Title 22, Part XI, Chapter 5; La. R.S. 15:574.2, 15:574.4, 15:574.9

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**REFERENCES:** Board Policy 05-511-POL, "Public Hearings/Video Conferencing", and 05-513-POL, "Single Member Action", 08-801-POL, "Ameliorative Penalty Consideration."

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**POLICY:**

It is the policy of Louisiana Board of Pardons, Committee on Parole, to consider cases in accordance with the Louisiana Administrative Code, Title 22, Part XI, Chapter 5. The votes required to take action are outlined in this policy.

**PROCEDURES:**

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**A. Unanimous Vote**

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- 1) A unanimous vote is required to grant parole or to recommend transitional work program (Work release) regardless of the number of Board Members at the parole hearing, except as provided for in Subparagraph B below.
- 2) A unanimous vote of a five member parole panel is required for a person convicted of a crime of violence against any peace officer as defined in R.S. 14.30(B).
- 3) A unanimous vote of a five member parole panel is required for a person serving a life sentence for second degree murder, committed after July 2, 1973, and prior to June 29, 1979.
- 4) A unanimous vote is required to consider any action when the offender is not present as described in Board Policy 05-511-POL, "Public Hearings/Video Conferencing", and 05-513-POL, "Single Member Action", except when the criteria set forth in Board Policy 05-511-POL Section C is met, voting requirements shall remain in effect as outlined in this policy.
- 5) A unanimous vote is required to impose all special conditions of release.

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**B. Majority Vote**

1) The committee may grant parole with two votes of a three-member panel, or, if the number exceeds a three-member panel, a majority vote of those present if all of the following conditions are met.

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a. The offender has not been convicted of a crime of violence as defined in R.S. 14:2(B) or a sex offense as defined in R.S. 15:541, or convicted of an offense which would constitute a crime of violence as defined in R.S. 14:2(B) or a sex offense as defined in R.S.15:541, regardless of the date of conviction.

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b. The offender has not committed any Schedule B disciplinary offenses in the 12 consecutive months prior to the parole hearing.

i. If the offender's period of incarceration is less than 12 months, the offender must not have committed any disciplinary offenses during his/her entire period of incarceration.

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c. The offender has completed the mandatory minimum of 100 hours of pre-release programming in accordance with R.S. 15:827.1, if such programming is available at the facility where the offender is incarcerated.

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d. The offender has completed substance abuse treatment as applicable, if such programming is available at the facility where the offender is incarcerated.

e. The offender has obtained an HSE credential, unless the offender has previously obtained a high school diploma or is deemed by a certified educator as being incapable of obtaining a HSE credential due to a learning disability. If the offender is deemed incapable of obtaining a HSE credential, the offender must complete at least one of the following:

i. A literacy program;

ii. An adult basic education program; or

iii. A job skills training program.

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f. The offender has obtained a low-risk level designation determined by a validated risk assessment instrument approved by the Secretary of the Department of Public Safety and Corrections.

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2) A majority vote is required to revoke parole.

3) A majority vote is required to continue or recess a meeting or hearing.

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4) A majority vote is required to grant an offender's request for a rehearing.

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5) A majority vote is required for executive session.

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6) A majority vote is required to recommend to the Board of Pardons as to whether an applicant is eligible for a reduction in sentence pursuant to R.S. 15:308 and Board Policy 08-801-POL, "Ameliorative Penalty Consideration."

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#### C. Rescission

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Once the panel votes to grant or deny parole at a particular hearing, the vote may not be rescinded at that hearing.

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#### D. Special Conditions

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If a member of a panel moves that a particular condition of parole be considered and determined prior to the vote to grant or deny parole, that issue shall be determined prior to the vote on parole. Otherwise, following a vote granting parole, the panel shall consider whether to impose special conditions of release.

#### E. Ex-Officio Members

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The ex-officio member of the Board is a non-voting member.

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#### **SHERYL M. RANATZA, CHAIRMAN**

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*This policy rescinds and supersedes Board Policy 03-301 dated March 20, 2018.*  
*This policy replaces and supersedes Board Policy 05-514-POL, "Voting/Votes Required" dated December 20, 2018.*





**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number: 05-515-DIR  
Date: December 10, 2018  
Page: 1 of 3**

**BOARD DIRECTIVE**

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**SUBJECT: PUBLIC MEETING DECORUM**

**PURPOSE:** To establish guidelines for meeting decorum during Pardon Board and Committee on Parole hearings.

**AUTHORITY:** La. R.S. 15:572, 15:574.2, 42:11-28, and 44:1-41

**REFERENCES:** ACA Standard 2-1093, Board Policies 02-209-POL, "Hearings Before the Board of Pardons, 05-500-POL, "Parole Hearing Process", 05-505-POL, "General Procedures", and 05-509-POL, "Victim Notification and Participation in Hearings".

**POLICY:**

It is the policy of the Louisiana Board of Pardons & Parole (Board) to provide the public with a reasonable opportunity to observe and participate in its proceedings.

**DISCUSSION:**

The Board shall provide access and opportunity for public comments on issues under the jurisdiction of the Board. The hearing room is relatively small, therefore the number of individuals allowed to attend the hearing may be limited due to space and security considerations. Members of the public are subject to security procedures and processes employed by the Louisiana Department of Public Safety & Corrections.

**PROCEDURE:**

**A. Public Comments**

- 1) At meetings the Board will afford the public an opportunity to present comments on subjects within the Board's jurisdiction that are on the posted agenda for that specific meeting.

- 2) The Chairman shall have discretion in setting reasonable limits on the time allocated for public comments. If several persons have notified Board staff of their desire to address the Board on the same topic, it shall be within the discretion of the Chairman to request that those persons select a representative amongst themselves to express such comments, or limit their comments to an expression of support for views previously articulated.
- 3) Public comment presenters may submit related documentation (a minimum of 5 copies) to the Board staff no later than three (3) calendar days prior to the posted meeting date when the comments are to occur. Such documentation will be distributed to the Board at the meeting. Any documentation submitted after the above-referenced date will not be distributed to the Board until after the comments. Distribution will occur only if the required minimum of 5 copies is provided to the Board staff.
- 4) Comments shall remain pertinent to the issues denoted on the written notification submitted cards.
- 5) A presenter who is determined by security or the Chairman to be disrupting a meeting or hearing shall immediately cease the disruptive activity or leave the meeting room if ordered to do so by the Chairman.

#### **B. Disability Accommodations**

- 1) Persons with disabilities who have special communication or accommodation needs and who plan to attend a meeting may contact the Board Office at (225)342-9191. Requests for accommodation shall be made at least two (2) business days prior to a posted meeting.
- 2) The Board shall make every reasonable effort to accommodate these needs. The Board staff will contact the requestor to provide specific information concerning the accommodation.

#### **C. Testimony Conduct and Decorum during Proceedings**

- 1) For clemency or parole hearings, only three persons in favor, to include the applicant, and three in opposition, to include the victim/victim's family member, will be allowed to speak at the hearing.
  - a. Any person making an oral presentation to the Board will be allowed no more than five minutes. All persons making oral presentations in favor of an applicant shall be allowed cumulatively no more than 10 minutes.
  - b. All persons making oral presentations against an applicant, including victims, shall be allowed cumulatively no more than 10 minutes.
- 2) There is no limit on written correspondence in favor of and/or opposition to a candidate for parole release or an applicant for clemency.

- 3) As Pardon and ~~P~~parole hearings may be considered quasi-judicial proceedings, the Department of Public Safety & Corrections provides security procedures, technology and trained personnel to protect the safety of the people and property within and around the hearing room, as well as the integrity of the process.
  
- 4) To assure proper decorum in pardon and parole hearings, all proceedings (except executive sessions) shall be audio recorded by Board staff on suitable audio equipment provided by the Department of Public Safety & Corrections. Video recording will not be allowed.
  - a The audio recording will serve as the official record of the proceedings.
  - b Members of the public may request a copy of the audio recording in accordance with La. R.S. 44:1-44:41, the Louisiana Public Records law.
  - c The procedure for making a public request is located at <http://doc.la.gov/public-information/>.
  - d The Department of Public Safety & Corrections has established reasonable fees for the cost of reproduction.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

*This directive replaces and supersedes Board Directive 05-515-DIR, "Public Meeting Decorum" dated October 20, 2017.*

*This policy supersedes and replaces Board Policy 05-515, dated October 20, 2017.*



**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number:** 07-701-POL  
**Date:** August 20, 2019  
**Page:** 1 of 5

**BOARD POLICY**

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**SUBJECT:** PAROLE DECISIONS

**PURPOSE:** To establish guidelines to assist in the selection of suitable candidates for parole release.

**AUTHORITY:** LAC Title 22, Part XI, Chapter 9; La. R.S. 15:574.2, Acts 258 and 280 of the 2017 Regular Legislative Session

**REFERENCE:** Board Policies, 03-301-POL, "Parole Eligibility and Types of Parole", 05-509-POL, "Victim Notification and Participation in Hearings", 07-705-POL, "Application for Rehearing; Request for Reconsideration of Decision", ACA Standards 2-1074 and 2-1082, DPS&C Regulation IS-B-7, "Louisiana Risk Need Assessments"

**POLICY:**

It shall be the policy of the Board of Pardons, Committee on Parole (Committee) to give every eligible offender meaningful consideration for parole. The Committee will exercise its discretionary releasing authority based upon consideration of the unique factors and variables of each individual case. The Committee shall determine release suitability of eligible offenders through decisions that promote fairness, objectivity, and public safety and are responsive to the concerns of victims, members of the community, and other persons within the criminal justice system.

**PROCEDURES:**

- A. The Committee shall consider all pertinent information (at a minimum to include, but not limited to, a pre-parole investigation and institutional record) six to nine months prior to the offender's parole eligibility date. The information shall be a part of the offender's consolidated summary record. No case may be considered for parole release without a pre-parole investigation.
- B. The Committee shall apply the following guidelines as a basis, but not as the exclusive criteria, upon which parole panels should base parole release decisions.

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**1) Nature and Circumstances of the Crime**

- a. The Committee will evaluate and consider the circumstances of the crime based upon the official version of the offense, as well as the victim's and offender's versions of the offense, to determine, if possible, whether the particular conditions that contributed to the commission of the crime are likely to reoccur.
- b. The Committee shall also consider the seriousness of the offense, the offender's role in the offense and the degree of his involvement, whether the offender was the instigator of the crime, and whether the crime was premeditated.
- c. Particular consideration will be given to those cases which involved the use of a weapon and/or caused injury to the victim; where the offender committed one or more violent acts indicating a conscious disregard for the lives, safety, or property of others; or the instant offense has elements of brutality, violence, or conscious selection of victim's vulnerability such that the offender poses a continuing threat to public safety.

**2) Prior Criminal Record**

- a. The Committee must evaluate and consider any available prior adult and/or juvenile records and the number and seriousness of prior convictions including the length of time between any prior convictions and the commitment of the instant offense to determine the seriousness of the offender's prior criminal history.
- b. A pattern of repeated criminal episodes or a pattern of similar offenses may indicate a predisposition to commit criminal acts upon release and the likelihood that the offender will not succeed on parole.
- c. The Committee may also consider whether the instant offense was committed while the offender was on probation or parole, and the offender's response to prior community supervision, if any.

**3) Character, Social Background, and Emotional and Physical Condition**

- a. The Committee will evaluate and consider information pertaining to the offender's work record, level of education, occupational skills, and evidence of emotional stability.
- b. A history of chronic drug and alcohol abuse may increase the likelihood that the offender will not succeed on parole.

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**4) Institutional Adjustment**

- a. The Committee will evaluate and consider information concerning the offender's attitude while incarcerated, including the offender's participation in available programs and his overall compliance with institutional regulations.
- b. Obedience to institutional rules may evidence that the offender will comply with parole conditions, while a disciplinary record consisting of major and/or minor infractions may be viewed negatively.
- c. A decidedly poor disciplinary record will weigh heavily against the offender.
- d. Offenders with one or more major rule infractions in the twelve months prior to screening for parole eligibility, would generally not be considered a good risk for early release and will, therefore, not be given parole consideration until such time as the offender has been disciplinary report free for twelve consecutive months. Offenders may be removed from a parole docket if they receive a Schedule B Disciplinary Report during the investigation period prior to the parole hearing.
  - 1. The offender may request reconsideration of this decision in writing in accordance with the process outlined in Board Policy 07-705-POL ("Application for Rehearing; Request for Reconsideration of Decision"). Such request must include any mitigating factors that the offender wishes be considered during the review process.
  - 2. The offender will be notified if they are not considered for placement on or removed from a docket.
  - 3. The offender is responsible for notifying the Board in writing when they are disciplinary report free for twelve consecutive months to be reconsidered for scheduling for a parole hearing.
- e. Offenders assigned to cellblock areas for disciplinary reasons/lockdown would generally not be considered a good risk for early release and will, therefore, be ineligible for parole consideration until such time as the offender has not been in lockdown status for a period of six consecutive months.

**5) Police, Judicial and Community Attitudes toward the Offender**

- a. The Committee will evaluate and consider information concerning the offender from the community and public officials who are acquainted with the case.
- b. This factor is given greater weight, because the probability that an offender will succeed on parole is greatly diminished if he will return to a community which has expressed hostility toward him and is lacking support for him.

- c. Effective August 1, 2018, victims of any offender who appears before the Committee on Parole for a parole hearing may provide the parole panel a reentry statement to request proximity or contact restrictions, if that offender is granted parole. Victims must submit the re-entry statement to the Committee on Parole at least 60 days prior to the offender's scheduled parole hearing. The Committee will consider the re-entry statement only for the purpose of determining the inmate's parole conditions and not for the purpose of determining whether to order the release of the inmate on parole. The re-entry statement is not binding on the Committee on Parole, but shall be considered in concert with other information when determining conditions of parole.
- d. Evidence of official and/or community support may increase the likelihood of parole.

**6) Parole Plan**

- a. The Committee will evaluate and consider the strength of the offender's social ties, including whether he has a supportive family, resources available to him in the community, and employment opportunities.
- b. The Committee will place emphasis on the appropriateness of the parole plan; therefore, it is important for the offender to have secure employment plans and a stable living arrangement available upon parole.
- c. Lack of an acceptable parole plan may decrease the likelihood of parole.

**7) Program Participation** - The Committee will evaluate and consider an offender's participation in vocational training, adult education, or reading programs as well any treatment or rehabilitation program that has been certified by the Department of Public Safety & Corrections (DPS&C). Such participation is considered beneficial.

**8) Risk Assessment** - The Committee will consider the risk assessment instrument provided by the DPS&C ~~which consists of two sets of components, static and dynamic factors~~. The instrument validated for Louisiana's offender population is detailed in ~~DPS&C department~~ Regulation ~~IS-B-7 B-01-004~~, "Louisiana Risk Need Assessments".

- C. No offender may be paroled while there is pending against him any indictment or information for any crime suspected of having been committed by him while a prisoner.
- D. The use of these guidelines does not imply the creation of any parole release formula, or a right or expectation by an offender to parole based upon the guidelines. The guidelines are not to be construed so as to mandate either a favorable or unfavorable parole decision. The parole

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**07-701-POL**  
**August 20, 2019**  
**Page 5 of 5**

Guidelines serve as an aid in the parole decision process and the parole decision shall be at the discretion of the voting parole panel.

**SHERYL M. RANATZA, BOARD CHAIR**  
*\*Signature on file*

*This policy replaces and supersedes Board Policy, 07-701-POL, "Parole Decisions", dated December 20, 2018.*

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**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number:** 07-703-POL  
**Date:** March 20, 2018  
**Page:** 1 of 1

**BOARD POLICY**

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**SUBJECT:** DECISION TO GRANT OR DENY PAROLE

**PURPOSE:** To describe how an offender will be notified of a parole decision

**AUTHORITY:** LAC Title 22, Part XI, Chapter 7, La. R.S. 15:574.2

**REFERENCES:** ACA Standard 2-1095

**POLICY:**

The Committee on Parole's decision to grant or deny parole will be made and disclosed to the offender at the time of the parole hearing and he will be furnished with a copy of the Parole Decision Form. The Parole Decision Form shall also be made available to the facility housing the offender.

**PROCEDURES:**

- A. The original Parole Decision Form will be placed in the offender's DOC record and will serve as the authority for the Certificate of Parole to be prepared.
- B. The certificate will then be forwarded to the Division of Probation and Parole District Office where the offender will be supervised while on parole.
- C. No physical release from custody shall be authorized by the granting of a parole eligibility date that extends beyond nine months from the date of the hearing; nor shall release be authorized until all notice requirements, if any, have been made in a timely manner.

**SHERYL M. RANATZA, CHAIRMAN**

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*\*Signature on file*

*This policy replaces and supersedes Board Policy, 07-703-POL, "Result of Decision to Grant or Deny Parole" dated August 1, 2012.*

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**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number:** 07-705-A-DIR  
**Date:** September 30, 2015  
**Page:** 1 of 2

**BOARD DIRECTIVE**

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**SUBJECT:** REHEARING GUIDELINES

**PURPOSE:** ~~To establish guidelines for considering requests for parole re-  
Hearings~~

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**REFERENCES:** ACA Standards 2-1086, 1086-1, 2-1122, and 2-1125 Board Policy, 07-705-POL, "Application for Rehearing/Request for Reconsideration"

**PURPOSE:** ~~To establish guidelines for considering requests for parole re-  
hearings~~

**AUTHORITY:** LAC Title 22, Part XI; La. R.S. 15:574.2

**POLICY:**

If an offender is denied parole at his initial parole hearing, the offender may apply for a rehearing in accordance with Board Policy, 07-705-POL, "Application for Rehearing; Request for Reconsideration of Decision." In addition, an offender whose parole has been revoked, and who is otherwise eligible for re-parole, may request a subsequent parole hearing.

**PROCEDURE:**

- A. When considering requests for rehearing, the parole panel considering the request shall consider previous parole decisions, particularly the history of denials.
- B. The parole panel considering the request may deny the offender's request for rehearing, but each panel member must provide written reason for the decision to grant or deny the request for rehearing.
- C. Parole violators whose parole has been revoked may also request a rehearing. The parole violation should be considered in the context of an offender's total history in deciding whether or not to deny the offender's request for a rehearing.

**07-705-A-DIR**  
**September 30, 2015**  
**Page 2 of 2**

- D. An offender whose request for rehearing has been denied on multiple occasions, must be scheduled for a re-hearing no later than ten (10) years from the most recent parole hearing date, regardless of whether or not the offender has submitted a request for rehearing within the ten year—period. This subsequent hearing does not establish an expectation that an offender is likely to be granted parole.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

*This directive replaces and supersedes Board Directive, "Rehearing Guidelines" dated September 30, 2014.*

*This directive supersedes and replaces 07-705-A dated September 30, 2014.*



**LOUISIANA  
BOARD OF PARDONS & PAROLE**

Number: 07-705-POL  
Date: ~~xx-xx-xxxx~~ August  
20, 2019  
Page: 1 of 4

**BOARD POLICY**

**SUBJECT:** APPLICATION FOR REHEARING; REQUEST  
FOR RECONSIDERATION OF DECISION

**PURPOSE:** To establish procedures for requests for parole rehearing  
when an offender has previously been denied parole or  
revoked.

**AUTHORITY:** LAC Title 22, Part XI, Chapter 7; La. R.S. 15:574.2

**REFERENCES:** Board Policy 07-701, "Parole Decisions";  
ACA Standards 2-1083, 2-1086, 2-1096, 2-1122,  
and 2-1125

**REFERENCES:** Board Policy, 07-701-POL, "Parole Decisions", ACA Standards  
2-1083, 2-1086, 2-1096, 2-1122, 2-1125

**POLICY:**

If an offender is denied parole at his initial parole hearing or revoked by the Committee on Parole, the offender may reapply for a rehearing in accordance with this policy. An offender may also request reconsideration of the parole decision within 21 days of the parole hearing date in accordance with this policy.

**PROCEDURE:**

**I. REHEARING**

~~A.A.~~ If denied at the initial parole hearing, an offender must apply in writing for a subsequent parole hearing, referred to as a "parole rehearing". The written request must be submitted by the offender or his attorney, contain the following information (at a minimum):

- ~~1) Name/DOC#;~~
- ~~2) Current housing location;~~
  - ~~1) Name of facility~~
  - ~~2) Custody status~~
  - ~~3) Whether or not offender is currently in disciplinary lockdown~~
- ~~3) Date of last parole hearing;~~
- ~~4) Conduct reports;~~
  - ~~1) Total reports~~
  - ~~2) Date of last report~~

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**07-705-POL**

~~xx-xx-xxxx~~ **August 20, 2019**

- ~~5) Self Help program participation, including educational or other programs;~~
- ~~6) Physical or psychological problems and treatment received, if any;~~
- ~~7) Job plan/Residence plan; and~~
- ~~8) Final comments (any other comments the offender wishes the parole panel to consider when reviewing the request for rehearing).~~

~~B. The written request for rehearing may be submitted by the offender and/or their attorney.~~

**C. B.** Application for a parole rehearing will be allowed only under the following conditions.

- 1) The offender must not have had a major (Schedule B) disciplinary report in the six months prior to the reapplication request;
- 2) The offender must not have been in disciplinary lockdown status for a period of six consecutive months prior to the reapplication request.
- 3) If both criteria in B and C above are met, an offender may apply to the board for a rehearing at the following intervals:

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Type of Crime	Initial Request for Rehearing	Subsequent request for Rehearing <sup>1</sup>
Nonviolent, except as otherwise restricted	6 mos after original date of denial	6 mos after date of initial reapplication
Crime of Violence enumerated in R.S. 14:2(B)	1 yr after original date of denial	Every 2 yrs after date of initial reapplication
Crime Against Person enumerated in R.S. 14:29-47	1 yr after original date of denial	Every 2 yrs after date of initial reapplication
Sex Offense as defined in La. Revised Statutes	2 yrs after original date of denial	Every 2 yrs after date of initial reapplication
Murder, 1st or 2nd degree	2 yrs after original date of denial	Every 2 yrs after date of initial reapplication
Manslaughter	2 yrs after original date of denial	Every 2 yrs after date of initial reapplication

<sup>1</sup>Subsequent request for Rehearing may be submitted if initial request for rehearing was denied.

**II. PAROLE VIOLATORS/REVOICATIONS**

Parole violators whose parole has been revoked may request a rehearing one year from the date of revocation. If the request for a rehearing is denied on the initial request, the offender may re-apply every two years after the date of the initial re-application.

07-705-POL

~~xx-xx-xxxx August  
20, 2019~~

### III. RECONSIDERATION

- A. An offender may request that the Committee reconsider its decision to deny parole as outlined herein. However, this process does not establish a formal appeal process as parole is an administrative discretionary decision that is not subject to appeal.
- 1) A parole panel may reconsider a decision of any parole panel at the request of the Board Chairman.
  - 2) An offender whose parole is denied or rescinded, or whose parole supervision is revoked may request reconsideration by the Committee.
    - a. The request for reconsideration shall be made in writing by the offender (or the offender's authorized legal representative) and shall be postmarked no later than twenty-one (21) calendar days from the date of hearing during which parole panel action was taken.
    - b. If the request for reconsideration is not postmarked within twenty-one (21) calendar days, it shall be denied.
    - c. Reconsideration review shall be at the discretion of the Committee, and shall not be available except for the following reasons:
      - i. If there is an allegation of misconduct by a Committee member that is substantiated by the record;
      - ii. If there is a significant procedural error by a Committee member; or
      - iii. If there is significant new evidence that was not available when the hearing was conducted. A request based on the availability of new evidence or information shall be accompanied by adequate documentation.
    - d. A request based on an allegation of misconduct or significant procedural error shall clearly indicate the specific misconduct or procedural error being alleged.
    - e. A written request for reconsideration postmarked within the time period set forth in Subsection A.2.a. of this policy shall be screened by the Board Chairman or designee to determine whether the request for reconsideration raises substantial grounds to believe that one or more of the reasons for reconsideration set forth in Subsection A.2.c., of this policy may be present. The request for reconsideration shall be denied by the Chairman or designee, if in his or her discretion, it is determined that the request does not raise adequate grounds to believe that one or more of the reasons for reconsideration set forth in Subsection A.2.c., of this policy are present.

07-705-POL

~~xx-xx-xxxx August  
20, 2019~~

- 3) If the Chairman or designee determines upon screening that a request for reconsideration raises adequate grounds to believe that one or more of the reasons for reconsideration set forth in A.2.c. of this policy may be present:
  - a. The case shall be set for administrative review at the next available parole panel hearing date. The review shall be conducted from the record of the first hearing. The appearance of the offender shall not be necessary.
  - b. The reviewing panel may vote to:
    - i. Grant a new parole hearing and staff will make every attempt to schedule the hearing with a different parole panel than that which rendered the original decision; or
    - ii. Affirm the original decision.
  - c. The applicant shall be advised, in writing, of the results of the review.
- 4) If the Chairman or designee determine there is no basis to grant the request for reconsideration, the applicant will be advised in writing.

#### IV. Disciplinary Removals

- ⇒ 1) If the Offender has one or more major (Schedule B) Disciplinary Report(s) in the twelve months prior to their parole eligibility date, they will generally not be considered a good risk for early release and will, therefore, not be given parole consideration until such time as the offender has been disciplinary report free for twelve consecutive months. Offenders may be removed from a parole docket if they receive a Schedule B Disciplinary Report during the investigation period. The offender will be notified if they are not considered for placement on or removed from a docket.
- a. The offender may request reconsideration of this decision in writing in accordance with the process outlined in this policy. Such request must include any mitigating factors that the offender wishes be considered during the review process.
  - b. The offender is responsible for notifying the Board in writing when they are disciplinary report free for twelve consecutive months to be reconsidered for scheduling.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

*This policy replaces and supersedes Board Policy, 07-705-POL, "Application for Rehearing; Request for Reconsideration of Decision" dated August 20, 2019.*

*Replaces and supersedes Board Policy 07-705, "Application for Rehearing; Request for Reconsideration of Decision" dated September 15, 2015.*

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**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number: 07-707-POL**  
**Date: August 20, 2019**  
**Page: 1 of 2**

**BOARD POLICY**

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**SUBJECT:** PAROLE PLAN

**PURPOSE:** To ensure that the board's assessment of an offender extends beyond the offender's conduct while incarcerated to include consideration of how the offender will likely conduct himself in the community upon release.

**AUTHORITY:** LAC Title 22, Part XI, Chapter 7; La. R.S. 15:574.2

**REFERENCE:** ACA Standard 2-1105

**POLICY:**

In order for an offender to be considered for parole release, the offender must have a viable transition plan that includes housing, potential job opportunities, and a support network that can incorporate family, friends, church, and rehabilitative programs. The plan for housing and will be investigated and approved by the Division of Probation and Parole.

**PROCEDURES:**

A. In-State Parole

- 1) The ~~B~~board will not issue a Certificate of Parole to anyone granted parole until the residence plan has been approved by the Division of Probation and Parole. The residence plan should be given to the classification officer at the correctional facility where the offender is housed at the pre-parole interview or mailed directly to the board 30 days prior to the parole hearing.
- 2) Any parole that is granted shall be contingent upon the residence plan being approved  
~~A parole hearing may be held as docketed without an approved residence plan. In such cases, if parole is granted, parole shall be contingent upon the residence plan being approved~~ through the Division of Probation and Parole.

B. Out-of-State Parole

- 1) Before any parolee can be considered for a plan of supervision in another state, the offender shall sign an Application for Interstate Compact Services Agreement to Return (waiver of extradition).



- 2) Out-of-state parole plans may be considered when the state in question issues a written statement expressing its willingness to accept the parolee under specific conditions. Release will be deferred until such approval is received by the Bboard from the receiving state.
- 3) The parolee shall be required to comply with all applicable provisions of the Interstate Compact, and shall be required to acknowledge, in writing, that he or she is fully aware of the requirements of transfer under the Compact.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

*This policy replaces and supersedes Board Policy, 07-707-POL, "Parole Plan" dated September 30, 2014.*



**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number: 07-709-POL**  
**Date: August 1, 2012**  
**Page: 1 of 1**

**BOARD POLICY**

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**SUBJECT:** PAROLE TO DETAINER

**PURPOSE:** To establish policy regarding detainers lodged and filed against an **O**ffender who appears before the board for parole release consideration.

**AUTHORITY:** LAC Title XI, Title 22, Chapter 7; La. R.S. 15:574.2

**POLICY:**

When the board determines that it would be in the best interest of the public and the offender, parole may be granted. However, this would be subject to any outstanding detainers or notices that are held by local and/or immigration authorities. Once the parolee is released from the detaining authority, he must report to the Division of Probation and Parole District Office where he will be supervised while on parole.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*



**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number:** 07-711-POL  
**Date:** March 20, 2018  
**Page:** 1 of 1

**BOARD POLICY**

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**SUBJECT:** CONDITIONAL PAROLE

**PURPOSE:** To describe the programs for which, upon completion, and offender may be granted parole.

**AUTHORITY:** LAC Title 22, Part XI, Chapter 7; La. R.S. 15:574.2

**REFERENCES:** ACA Standard 2-1100, Board Policies, 07-703-POL, "Decision to Grant or Deny Parole", 05-505-POL, "General Procedures", 05-505-POL, "General Procedures", 07-705-POL, "Application for Rehearing"

**POLICY:**

When the Committee on Parole determines that it would be in the best interest of the public and the offender, the Committee may require successful completion of a specific rehabilitative program (substance abuse treatment, transitional work program, 100 hours of pre-release training, reentry program, attainment of high school equivalency [HSE]) as a prerequisite to release on parole.

**PROCEDURES:**

- A. For conditional parole decisions, the Committee will generally require completion of programs that have been certified by the Department of Public Safety & Corrections or that are recommended by the Division of Probation & Parole.
- B. Program completion should occur within six months from the parole decision. However, if the program is more than six months in duration, the offender may be allowed up to nine months after the parole decision to complete the specified program. In no event, however, may the physical release from custody on parole extend beyond nine months from the hearing date.

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C. If the offender has not successfully completed the program within ~~in~~ nine months from the hearing date, the Committee shall rescind or reconsider his parole and schedule a subsequent hearing, parole under the conditions provided in Board Policies, 07-705-POL, "Application for Rehearing; Request for Reconsideration of Decision", and 05-505-POL, "General Procedures".

**SHERYL M. RANATZA, CHAIRMAN**

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*This policy replaces and supersedes Board Policy, 07-711-POL, "Conditional Parole" dated August 12, 2012.*

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**LOUISIANA  
BOARD OF PARDONS AND PAROLE**

**Number:** 08-801-POL  
**Date:** April 20, 2015  
**Page:** 1 of 3

**BOARD POLICY**

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**SUBJECT:** AMELIORATIVE PENALTY CONSIDERATION

**REFERENCES:** [Act 340 of the 2014 Regular Legislative Session, La. R.S. 15:308,](#)  
[La. R.S. 15:574.2, et seq](#)

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**AUTHORITY:** LAC Title 22, Part V and Part XI, [Act 340 of the 2014 Regular Legislative Session, La. R.S. 15:308,](#)  
[La. R.S. 15:574.2, et seq](#)

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**REFERENCES:** ACA Standard 2-1082, Board Policy 07-701-[POL](#), "Parole Decisions"

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**POLICY:**

An offender may apply for ameliorative penalty consideration by the Committee on Parole as provided by La. R.S. 15:308 (C), in accordance with rules promulgated by the Department of Public Safety and Corrections (DPS&C).

**PROCEDURES:**

A. Committee Evaluation

- 1) Upon receipt of a qualifying application from the DPS&C, the case shall be set for administrative review by a parole panel.
- 2) The panel shall evaluate the record of any offender whose application is submitted by the Department, taking into consideration the risk of danger the applicant would pose to society if released from confinement. Such evaluation may be conducted by record review, telephone or video conference, or other meeting technology at the discretion of the panel.
- 3) The criteria for such evaluation includes, but is not limited to, the guidelines listed in Board Policy [07-701-POL](#), "Parole Decisions."
- 4) In addition, an offender may be considered inappropriate for recommendation to the Board of Pardons for ameliorative penalty consideration for one or any combination of the following:
  - a. Poor conduct and/or disciplinary record, including habitual and compulsive violent behavior, lack of cooperation or good faith effort and/or other undesirable behavior;

- b. Maximum custody status, except those offenders assigned to maximum custody based solely upon classification criteria other than disciplinary reasons;
- c. Low level of program activity and/or completion when compared to program opportunity and availability;
- d. Extensive habitual and/or violent criminal history;
- e. Extensive supervision revocation history.

B. Victim and District Attorney Notification

The victim shall be invited to provide written input into the process. The Committee shall ensure victims registered with the Crime Victims Services Bureau of the DPS&C receive written notification of the date and time an offender is docketed for review by a parole panel. A copy of the letter to the victim shall also be sent to the prosecuting district attorney. Such notice to the victim and District Attorney shall be made no less than 30 days prior to the scheduled docket date for the administrative review.

C. Parole Panel Decision/Recommendation

- 1) All members of the panel will vote individually to grant or deny (with or without instructions) the offender's application. Any recommendation of the panel shall not be binding on the Board.
  - a. —If the offender's application is granted, the application and packet shall be forwarded to the Board of Pardons with a recommendation for reduction in sentence pursuant to R.S. 15:308.
- 2) The panel may also recommend new, additional, and/or require completion of programming, within the Department, such as substance abuse treatment, educational or vocational training, etc.
- 3) The committee shall notify each offender in writing of the panel's decision in his/her case with instructions, if applicable. A copy of all decisions shall be disseminated to the warden of the facility where the offender is housed, the offender's master prison record, and the offender's case record.
- 4) In the event the offender is instructed to re-apply to the Committee on Parole, re-application frequency shall be a minimum of twelve months.

- 5) The decision of the parole panel is final and shall not be appealed through the Administrative Remedy Procedure.

D. Consideration By The Board Of Pardons

- 1) Upon receipt of a recommendation for ameliorative review consideration from the Committee on Parole, the Board of Pardons shall notify the offender in writing of the requirement to place advertisement in the official journal of the parish where the offense occurred. The ad must state:

**"I (applicant's name), (DOC number), have applied for ameliorative penalty consideration for my conviction of (crime). If you have any comments, contact the Board of Pardons (225) 342-5421."**

- 2) The applicant shall provide the Board office with proof of advertisement within 60 days from the date of notice that a hearing has been granted.
- 3) After receipt of the clemency investigation from the appropriate probation and parole district and any other documents requested by the Board, the Board shall set the matter for public hearing.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*



**LOUISIANA  
COMMITTEE ON PAROLE**

**Number: 09-903-POL  
Date: February 19, 2013  
Page: 1 of 1**

**BOARD POLICY**

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**SUBJECT: SEX OFFENDERS, GENERAL**

**PURPOSE:** To establish special conditions relative to sex offenders  
(Registration and Notification)

**AUTHORITY:** LAC Title 22, Part XI, Chapter 9; La. R.S. 15:574.2

**POLICY:**

It is the policy of the Committee on Parole that certain special conditions shall apply to sex offenders. These special conditions represent a cooperative effort between the Committee, the Department of Public Safety and Corrections, and local law enforcement agencies to minimize the threat of sex offenders to the community when an offender is released on parole supervision.

**PROCEDURES:**

1. In addition to any other notification requirement imposed by law, any sex offender released on parole shall be required to register and provide notification as a sex offender in accordance with R.S. 15:542, et seq.
2. Any sex offender released on parole shall be required to comply with the prohibitions and conditions of parole detailed in R.S. 15:538, et seq.
3. Any sex offender released on parole shall be required to comply with conditions of R.S. 15:574.2

**SHERYL M. RANATZA, CHAIRMAN**

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**LOUISIANA  
COMMITTEE ON PAROLE**

**Number: 11-1101-POL**  
**Date: August 20, 2019**  
**Page: 1 of 2**

**BOARD POLICY**

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**SUBJECT:**                   **TYPES OF VIOLATIONS**

**PURPOSE:**                To describe the different types of parole violations

**AUTHORITY:**            LAC Title 22, Part XI, Chapter 11; La. R.S.15:574.2,  
15:574.9

**REFERENCE:**            ACA Standard 2-1104-1

**POLICY:**

It is the policy of the Committee on Parole to carefully consider alleged violations of parole in order to render a revocation decision.

**PROCEDURES:**

**A. New Felony Conviction**

- 1) Parole will automatically be revoked when a parolee is convicted and sentenced in Louisiana for a new felony.
- 2) A parolee who is convicted of a new felony in another state, or of a misdemeanor which if committed in Louisiana would be a felony, shall have his parole revoked.

**B. Technical Violation**

- 1) Technical violations include any violations of the conditions of parole which are not felony convictions. Engaging in conduct constituting a felony or misdemeanor offense, if not adjudicated, may be considered a technical violations for revocation purposes.
- 2) When a parolee has been detained in jail by the Division of Probation and Parole, a pre-revocation on-site hearing shall be scheduled as soon as possible upon request. Subsequent to the pre-revocation hearing, bond may be permitted, but only with the authorization of the Committee.

**C. Absconder**

- 1) A parolee may be considered to have absconded supervision if he absents himself from his approved place of residence without permission from his Parole Officer.
- 2) When apprehended, absconders may be returned to the custody of the Department of Public Safety and Corrections for a revocation hearing.
  - a. Extradition or waiver of extradition may be considered as probable cause for absconders apprehended out of state.
  - b. Upon return to the custody of the Department of Public Safety and Corrections, a parole revocation questionnaire shall be completed and forwarded to the Committee for consideration during the revocation proceedings.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

*This policy replaces and supersedes ~~Board Policy~~, 11-1101-POL, "Types of Violations" dated February 19, 2013.*



**LOUISIANA  
COMMITTEE ON PAROLE**

**Number:** 11-1103-POL  
**Date:** August 20, 2019  
**Page:** 1 of 1

**BOARD POLICY**

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**SUBJECT:** ACTIVITY REPORT

**PURPOSE:** To describe the use of the Activity Report to report an offender's Progress during parole supervision

**AUTHORITY:** LAC Title 22, Part XI, Chapter 11; La. R.S. 15:574.2

**REFERENCE:** ACA Standards 2-1104-1, 2-1106, 2-1107

**POLICY:**

It is the policy of the Committee that the Division of Probation and Parole shall advise the Committee of an offender's actions while on supervision through the submission of an Activity Report. This may include notifying the Committee of an offender's violation of the conditions of parole. The submission of an Activity Report may, or may not, require action by the Committee.

**PROCEDURES:**

- A. An activity report is used by the Division of Probation and Parole to advise the committee of an offender's actions for informational purposes and document and notify an offender's violation of the conditions of parole. An activity report may, or may not, require action by the committee.
- 1) If action by the committee is necessary, the activity report will normally be used to recommend the following:
    - a. Issuance of an arrest warrant;
    - b. Issuance of a reprimand (usually not in custody);
    - c. Removal of a detainer to allow bond;
    - d. Suspension of supervision;
    - e. Unsatisfactory termination of parole;
    - f. Impose, add, or modify special conditions of parole;
    - g. Revocation of parole and
    - h. Hold parolee pending disposition of charges.

- 2) The Division of Probation and Parole will prepare the activity report within five working days following receipt of the preliminary hearing findings from the hearing officer or five working days from the date the parolee waived or deferred the preliminary hearing. The report, along with the preliminary hearing forms and other documents, shall be forwarded to the committee.
- 3) Upon receipt of the activity report and other documentation, the case will be placed on the single-member action docket.
- 4) After the case has been acted upon, a decision notice will be forwarded to the Probation and Parole District Office where the parolee is assigned for supervision. The notice will be delivered to the parolee and a copy retained in the district office case record.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

*This policy replaces and supersedes Board ~~P~~policy, 11-1103-POL, "Activity Report" dated February 19, 2013.*

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**LOUISIANA  
COMMITTEE ON PAROLE**

**Number:** 11-1105-POL  
**Date:** August 20, 2019  
**Page:** 1 of 2

**BOARD POLICY**

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**SUBJECT:** PRELIMINARY HEARING FOR DETAINED PAROLE VIOLATORS

**PURPOSE:** To establish a policy statement regarding preliminary hearings for Offender's accused of violating the conditions of parole.

**AUTHORITY:** LAC Title 22, Part XI, Chapter 11; La. R.S. 15:574.2

**REFERENCE:** PNP Manual, Chapter 2, ACA Standard 2-1111

**POLICY:**

It is the policy of the Committee to afford an offender due process when the offender is accused of violating the conditions of parole. The preliminary hearing shall be conducted by a hearing officer designated by the Division of Probation and Parole. The hearing officer shall have no direct knowledge of the parolee and the circumstances surrounding the allegations.

**PROCEDURES:**

- A. Preliminary Hearing: The purpose of the preliminary hearing is to determine if there is probable cause that the parolee has violated the conditions of his parole.
- 1) A finding of probable cause may support the continued detention of the parolee pending a final revocation hearing.
  - 2) The allegations and findings presented in the preliminary hearing documents will be the foundation for revocation or other specified action.
  - 3) The preliminary hearing will be conducted within a reasonable time following detention and in the locale or vicinity close to where the alleged violation occurred so that the offender has access to both favorable and adverse witnesses.
  - 4) Prior to the preliminary hearing, written notification will be furnished to the parolee advising him of:
    - a. The charges pending against him;
    - b. His rights at the hearing; and

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c. The date, time, and place of the hearing.

- 5) The parolee may request deferral of the preliminary hearing pending disposition of new felony charges. The parolee may also request the deferral of the preliminary hearing for a period of six months pending disposition of a misdemeanor domestic abuse battery.
- 6) The parolee may retain an attorney, or, if eligible, be represented by appointed counsel.
- 7) Documentary evidence and oral testimony may be taken from all participants present at the hearing, including witnesses and the parolee's friends and family.
- 8) At the conclusion of the hearing, the hearing officer will issue a ruling as to probable cause.

**B. Findings by the Hearing Officer**

- 1) The hearing officer who presides at the preliminary hearing will issue a finding of probable cause or no probable cause.
  - a. If no probable cause is found, the hearing officer shall order the parole violation detainer to be lifted and the alleged violator released from custody.
  - b. If probable cause is found, the Division of Probation and Parole will make one of the following recommendations to the Committee:
    1. That the parole violator be detained;
    2. That the parole violator be allowed to make bond, if new charges are pending, while awaiting a final decision from the Committee;
    3. That the parole violator remain incarcerated, without bond, pending disposition of the charge; or
    4. That the parole violator be reprimanded and continued under parole supervision.
  - c. If probable cause is found, the parole revocation questionnaire will be completed and forwarded to the Committee
- 2) A copy of the finding will be given to the parolee and a copy forwarded to the Committee.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

*This policy replaces and supersedes ~~Board Policy~~ 11-1105-POL, "Pre-Revocation Hearing for Detained Parole Violators" dated February 19, 2013.*



**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number: 11-1107-DIR  
Date: January 4, 2019  
Page: 1 of 1**

**BOARD DIRECTIVE**

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**SUBJECT:** ADMINISTRATIVE SANCTIONS

**PURPOSE:** To establish procedures for addressing behavior of an offender  
through the use of administrative sanctions.

**AUTHORITY:** LAC Title 22, Part XI, Chapter 11; La. R.S. 15:574.2; POL Sup 633

**REFERENCES:** DPS&C Regulation No ~~E-02-008~~ P&P-3, "Performance Grid and  
Administrative Sanctions"

**POLICY:**

Absent significant risk to public safety, the board authorizes Probation and Parole (P&P) Officers to address violations of those offenders who are under the jurisdiction of the board in a timely manner. Such response to a violation must be accomplished through the use of the performance grid detailed in Department Regulation No. ~~E-02-008~~ P&P-3, "Performance Grid and Administrative Sanctions", with notification by P&P to the board.

**SHERYL M. RANATZA, CHAIRMAN**

*\*sSignature on file*



**LOUISIANA  
BOARD OF PARDONS AND PAROLE**

**Number:** 11-1113-POL  
**Date:** August 20, 2019  
**Page:** 1 of 4

**BOARD POLICY**

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**SUBJECT:** REVOCATION HEARING AND PROCESS

**PURPOSE:** To describe revocation proceedings

**AUTHORITY:** LAC Title 22, Part XI, Chapter 11; La. R.S. 15:574.2

**REFERENCE:** [Board Policy, 05-501-POL, "Public Hearings/Videoconferencing."](#)  
ACA Standards 2-1117, 1118, and 1119

**POLICY:**

It is the policy of the Committee to provide an offender with due process when he has been accused of violating the conditions of parole supervision. When the Division of Probation and Parole has found probable cause and a preliminary hearing has been conducted, a revocation hearing shall be scheduled, unless the offender waives his right to a final revocation hearing. The revocation hearing shall be conducted within sixty (60) calendar days after the offender's return to prison (arrest or detainment). Any delay for good cause must be approved by a Committee member. The purpose of the revocation hearing is to determine if one or more conditions of parole have been violated by the offender, and if such violation(s) are serious enough to warrant re-incarceration of the offender to serve the balance of his sentence.

**PROCEDURES:**

**A. Due Process**

- 1) The revocation hearing is a public hearing and shall be conducted as outlined in Board Policy 05-501, "Public Hearings/Videoconferencing."
- 2) The same procedural and substantive rights which are afforded to an offender at a preliminary hearing are afforded at the revocation hearing.
- 3) At the hearing, the panel chairperson shall inform the parolee of the allegations against him and take his plea on the record.
- 4) The parolee:
  - a. Must be present for the hearing (except as outlined in Section ~~E.VI~~ below for automatic revocation for a new felony conviction);



- b. May be represented by an attorney; and
- c. May normally have one witness testify on his behalf.
  - i. For good cause shown, the panel may permit the parolee to present additional witnesses.
  - ii. Reliable documentary evidence is admissible at the hearing.
  - iii. The offender may be allowed to present mitigating circumstances.

#### **B. Activity Report**

A copy of the activity report with attachments will be provided to each panel member- prior to the hearing, along with any other pertinent documents which may be submitted to the panel prior to or at the hearing.

#### **C. Proceedings**

- 1) The chairman of the panel, or his-their designee, shall:
  - a. Ensure the identification of the parolee; and
  - b. Obtain an acknowledgment that the parolee understands his rights related to the hearing.
- 2) The alleged violations will be read and the parolee will be asked to respond to each with "guilty" or "not guilty."
- 3) The parolee will be encouraged to speak for himself and to make a statement on his own behalf.
- 4) The parolee's attorney may speak on his behalf and/or advise him at any time throughout the hearing.
- 5) The district attorney or his or her representative may speak on behalf of the prosecution.
- 6) The board may request oral testimony from all participants present who have specific knowledge of the revocation violation(s).

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#### **D. Panel Decision**

- 1) The panel may make one of the following decisions:
  - a. Revocation of parole;
  - b. Reprimand and restore to parole supervision with or without special conditions imposed;
  - c. Unsatisfactory termination of parole if full term date of parole supervision has passed;
  - d. Participation in a transitional work program for up to nine months in lieu of revocation;
  - e. As an alternative to incarceration, in lieu of revocation, be committed to a community rehabilitation center or a substance abuse treatment program operated by, or under contract with, the Department of Public Safety and Corrections for period of time not to exceed nine months, provided that the period of such commitment does not extend beyond the full parole term;
  - f. As an alternative to incarceration, in lieu of revocation, participation in other specific therapeutic programs as approved by the Department of Public Safety and Corrections and/or the Division of Probation and Parole; or
  - g. Do not revoke, continue on supervision.
- 2) The panel may elect to vote to continue or recess the hearing until certain testimony which was not available at the preliminary hearing can be heard or further evidence can be verified and presented.
- 3) The panel may also vote to recess and defer a decision until the outcome of pending charges. In this case, the parolee may be allowed to make bond on pending charges if so ordered by the panel. The board may then render a decision after receipt of additional evidence or after the disposition of the pending charge(s).

#### **E. Notification of Panel Decision**

- 1) At the conclusion of the hearing, the panel will advise the offender orally of its decision and he will be furnished with a copy of the Parole Revocation Decision Form. The offender shall be advised, in writing, of his/her eligibility to apply for re-parole.
- 2) A copy of each Parole Revocation Decision Form will also be forwarded to the Probation and Parole District Office assigned supervision of the offender.

**F. Automatic Revocation for New Felony Conviction**

A final revocation hearing will not be held if the parolee has been convicted of a new felony while on parole, as revocation is required by law. Such revocation will be handled by the Committee by a single-member panel as described in Board Policy 05-513-POL, "Single Member Action."

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

*This policy replaces and supersedes Board Policy 11-1113-POL, "Revocation Hearing and Process" dated March 17, 2014.*



**LOUISIANA  
BOARD OF PARDONS**

**Number: 13-1301-POL  
Date: February 19, 2013  
Page: 1 of 2**

**BOARD POLICY**

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**SUBJECT: TIME MUST BE SERVED IF REVOKED**

**PURPOSE:** To define the period of incarceration that an offender must serve if **T**he offender's regular parole or good time parole is revoked.

**AUTHORITY:** LAC Title 22, Part XI, Chapter 13; La. R.S. 15:574.2

**POLICY:**

It is the policy of the Committee on Parole to rely on the Department of Public Safety and Corrections (DPS&C) to compute an offender's sentence as well as to award an offender good time credit in accordance with applicable state laws and as provided by DPS&C regulations.

**PROCEDURES:**

- A. Offenders whose good time parole supervision or regular parole supervision is revoked by the Committee on Parole on or after January 1, 1992, shall receive good time on the jail credit awarded in accordance with La. R.S. 15:574.9(E).
- B. An offender returned to incarceration for a parole violation that does not include a new sentence for a felony offense will be returned to serve the remainder of the original sentence as of the date of his release on supervision pursuant to La.R.S.15:571.5. An offender may receive flat credit for good behavior while on parole supervision. Such credit may be awarded from the date of release on parole supervision until the date a warrant or detainer that causes revocation is issued by the Committee on Parole, pursuant to Act 792 of the 2010 regular legislative session.
- C. An offender who has been granted parole by the committee before August 15, 1997 for a crime committed on or after July 26, 1972, and who has been revoked for violating the terms of parole granted by the Committee, shall forfeit all good time earned on that portion of the sentence served prior to the granting of parole, up to a maximum of 180 days.
- D. Notwithstanding the provisions of La. R.S. 15:574.9(B)(2)(a), an offender's good time parole supervision or regular parole supervision may be revoked by the Committee on Parole for violating technical conditions of his supervision. The remaining portion of the parole sentence shall begin on the revocation date as determined by the Committee.

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- E. An offender who has been granted a regular parole or an IMPACT parole on or after August 15, 1997, and whose parole is revoked by the Committee on Parole for any reason, shall forfeit good time earned prior to parole as required by R.S. 15:571.4 and 15:574.4.2.
- F. An offender returned to incarceration as a parole violator who has received a new sentence for a felony offense while on parole shall serve the remaining portion of the parole sentence consecutively or concurrently, as ordered by the court. The remaining portion of the parole sentence shall not begin prior to the imposition of the new felony sentence.
- G. The Committee accepts the official master prison record as issued by the Louisiana Department of Public Safety and Corrections in determining when sentences are concurrent or consecutive.

**SHERYL M. RANATZA, CHAIRMAN**

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**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number:** 15-1501-POL  
**Date:** August 1, 2012  
**Page:** 1 of 2

**BOARD POLICY**

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**SUBJECT:** SUSPENSION OF SUPERVISED PAROLE

**PURPOSE:** To establish guidelines for review of cases that may be recommended for suspension of supervised parole

**AUTHORITY:** LAC Title XI, Title 22, Chapter 7; La. R.S. 15:574.2

**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.

**PROCEDURES:**

- 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;
    - 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;

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- 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.

**SHERYL M. RANATZA, CHAIRMAN**

\*~~S~~Signature on file

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**LOUISIANA  
COMMITTEE ON PAROLE**

**Number: 15-1503-POL  
Date: February 19, 2013  
Page: 1 of 1**

**BOARD POLICY**

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**SUBJECT: TERMINATION OF PAROLE**

**PURPOSE:** To establish that the Committee may not terminate parole of an Offender prior to the parolee's full term discharge date.

**AUTHORITY:** LAC Title 22, Part XI, Chapter 15; La. R.S. 15:574.2

**REFERENCES:** ACA Standard 2-1009, 2-1124, 2-1125

**POLICY:**  
When a parolee has completed his sentence, he shall be given a Certificate of Discharge from the Department of Public Safety and Corrections. The Committee on Parole may not terminate parole prior to the parolee's full term discharge date.

**SHERYL M. RANATZA, CHAIRMAN**

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**LOUISIANA  
COMMITTEE ON PAROLE**

**Number: 17-1701-POL  
Date: February 19, 2013  
Page: 1 of 3**

**BOARD POLICY**

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**SUBJECT: GRIEVANCE PROCEDURE**

**PURPOSE:** To describe the process for processing a grievance.

**AUTHORITY:** LAC Title 22, Part XI, Chapter 17; La. R.S. 15:574.2

**POLICY:**

It is the policy of the Committee on Parole that any person may file a grievance under this policy. However, no offender or parolee shall have the right to file a grievance against the Board of Pardons or Committee on Parole or members of the Board or Committee for the decisions enumerated in R.S. 15:574.11. A person against whom a grievance is filed is entitled to be represented by counsel.

**PROCEDURES:**

**A. Basis for Grievance**

A grievance must be based upon a violation of the Louisiana Board of Pardons or Committee on Parole Rules and Procedures, Department of Public Safety and Corrections (DPS&C) regulations, or the Louisiana Revised Statutes.

**B. Complaint Process**

- 1) All grievances must be made in writing and submitted to the Chairman of the Board of Pardons. Upon receipt, the Chairman shall review the grievance and, if appropriate, forward it to the proper agency or authority for further action.
- 2) If the grievance relates to the Board, or a member of the Committee on Parole, or the DPS&C staff assigned to the Board or Committee, the Chairman or his or her designee will investigate to determine if it has a basis in fact.
- 3) If the complaint is determined to have a basis in fact, the Chairman will attempt to resolve the grievance.
- 4) If the Chairman is unable to resolve the grievance, it shall be referred to a grievance committee. The committee shall consist of:

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- a. The Chairman of the Board;
  - b. The Vice Chairman (unless the Chairman or Vice Chairman is the subject of the grievance); and
  - c. Any other person or persons jointly selected by the Chairman and ViceChairman.
- 5) If the grievance committee is unable to resolve the grievance, the matter will be forwarded together with any supporting documentation to the Governor's Executive Counsel for resolution. Supporting documentation shall include the following information:
- a. A reference to the relevant statute, rules, regulations and/or code of ethics, etc.;
  - b. A written summary of the attempts made to resolve the complaint; and
  - c. Any other pertinent documentation.
- 6) In the event the grievance is against the Chairman of the Board, the complaint shall be submitted directly to the Vice Chairman. In this instance, the Chairman will recuse himself or herself and shall not appoint a designee to the committee.
- 7) If the grievance is against the Vice Chairman, the Vice Chairman shall recuse himself or herself and shall not appoint a designee to the committee.
- 8) The remaining member of the grievance committee shall select a member of the grievance committee to serve in place of the recused member.
- 9) If the complaint is against a Committee on Parole member, that member shall not be selected to serve on the grievance committee.

**C. Resolution of Grievance**

- 1) A written response to the grievance shall be mailed to the complaining party.
- 2) The decision of the Chairman, the grievance committee, or the Executive Counsel, whichever may apply, is final and not subject to appeal.

**17-1701-POL**  
**February 19, 2013**  
**Page 3 of 3**

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- 3) If it is determined that a board member has violated the Louisiana Board of Pardons or Committee on Parole Rules and Procedures, DPS&C regulations, or the Louisiana Revised Statutes, a letter shall be issued notifying the committee member of the violation and a copy forwarded to the Governor for disposition.

**SHERYL M. RANATZA, CHAIRMAN**

*\*signature on file*

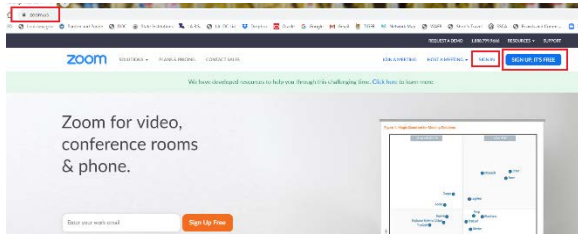
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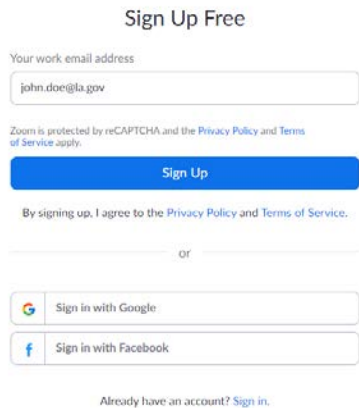
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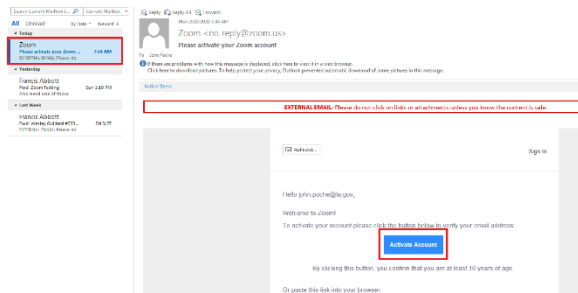
Click on Sign up to create a new profile or Sign in if you already have a profile associated with your @La.gov e-mail.



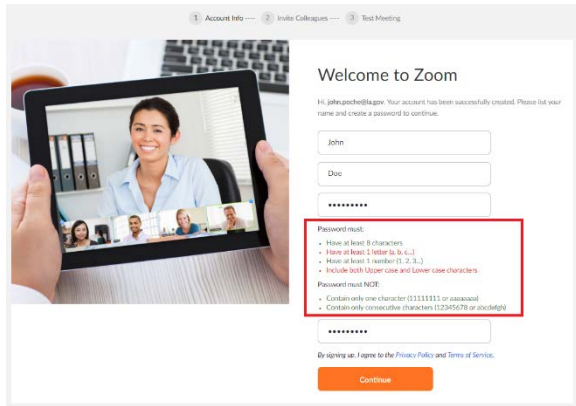
Enter your @la.gov e-mail address and click Sign Up:



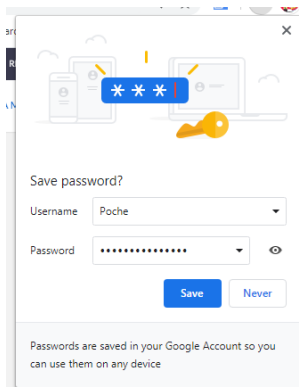
You will receive an e-mail to confirm and activate your account:



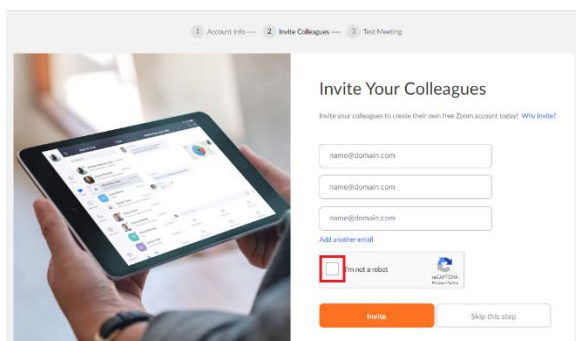
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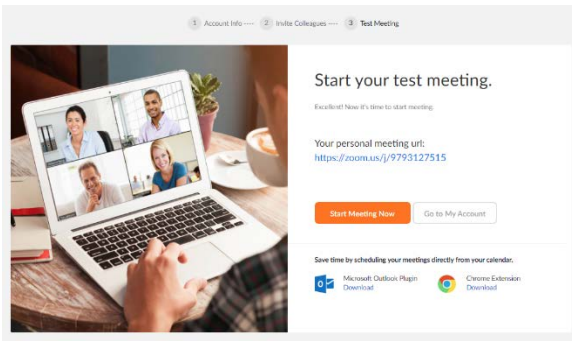
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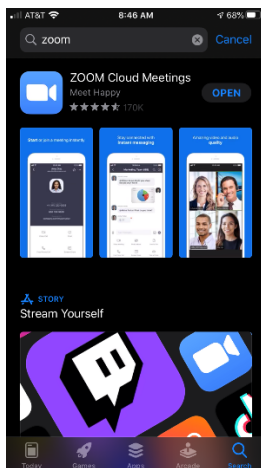


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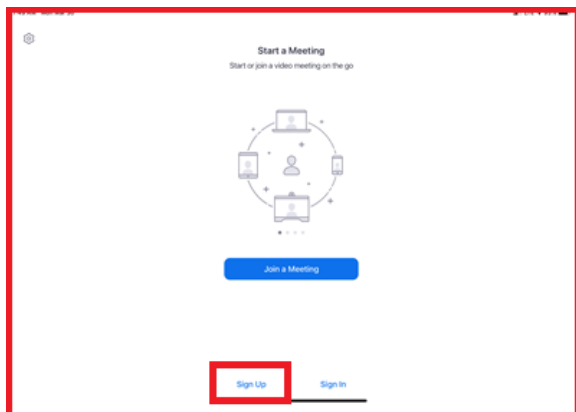


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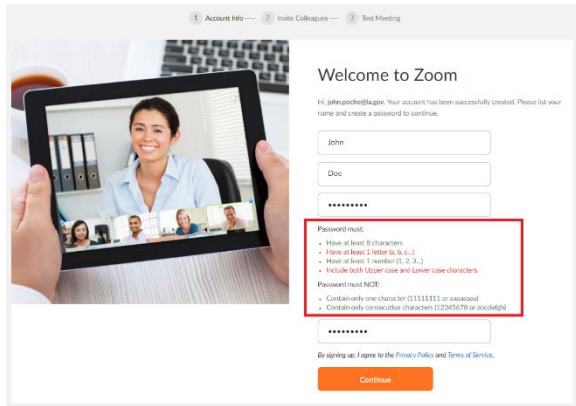
Download the Zoom App from the App Store:



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.

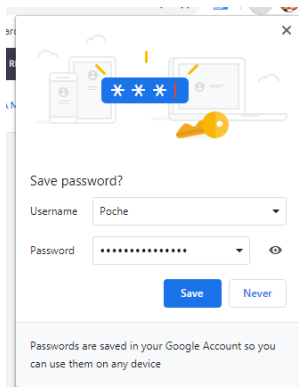






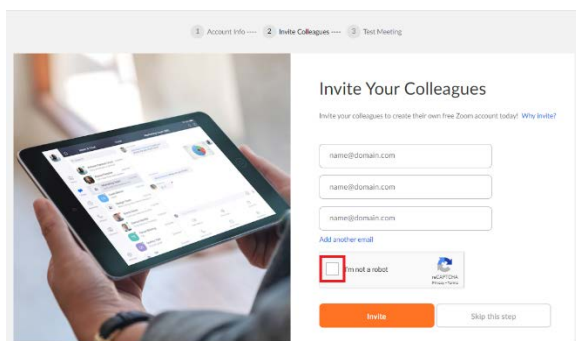
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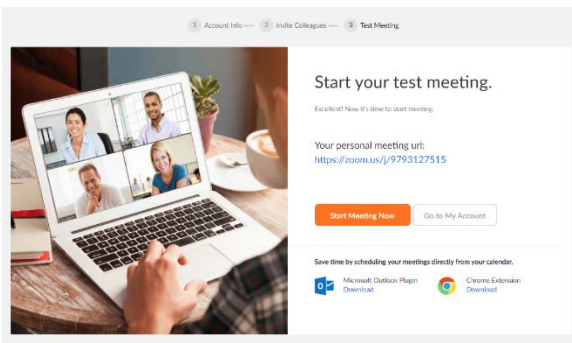
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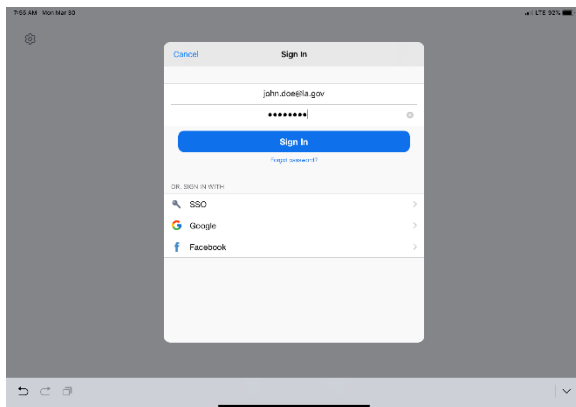




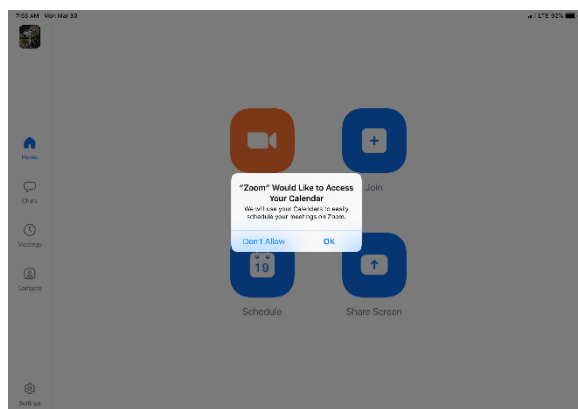
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Once you have filled out your profile you can now reopen your zoom app and sign in with your e-mail address and password.



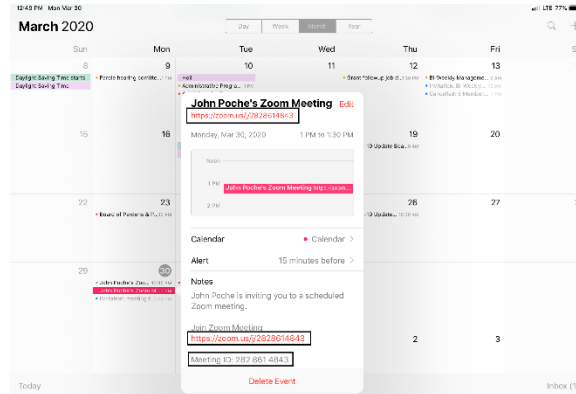
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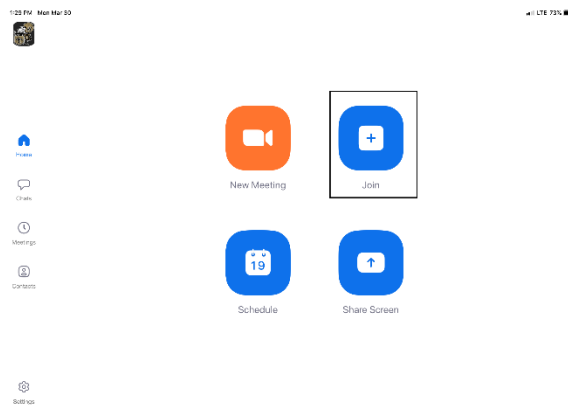
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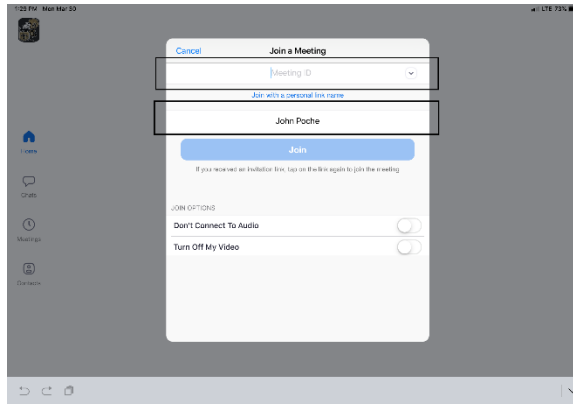
You can click the meeting address from your calendar. This will bring you straight into the meeting without needing a meeting ID or Password:



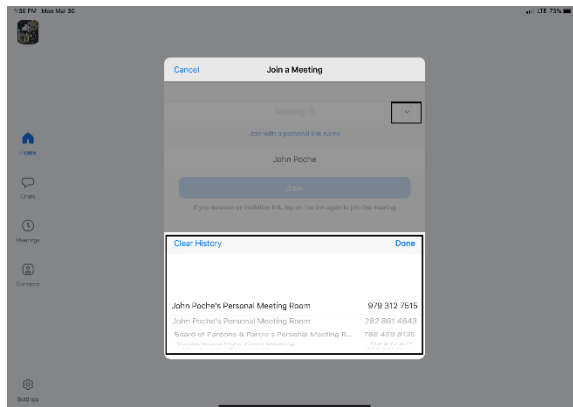
You can also click on Join from the main screen. In the Zoom App click on Join:



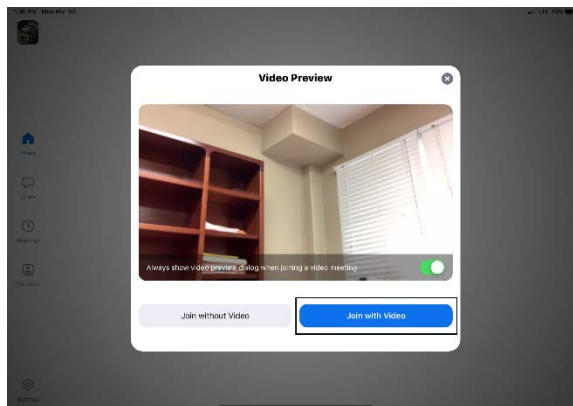
Enter your meeting ID and Name. The meeting ID number will be located on the invitation and a password may be required by the host:



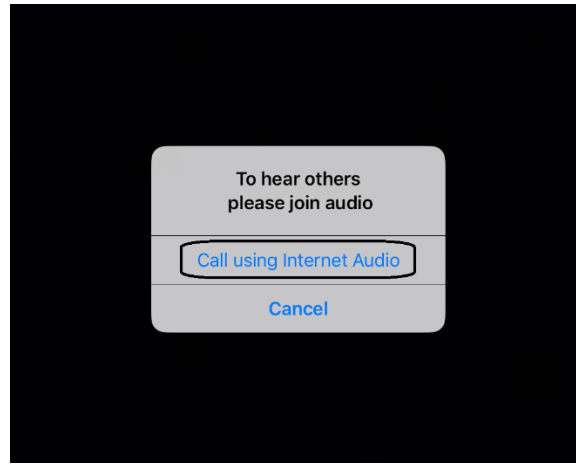
The dropdown arrow next to Meeting ID will show your previous rooms you have joined. This may help if you are continually joining the same room ID numbers:



Click on Join with Video to enter the room:

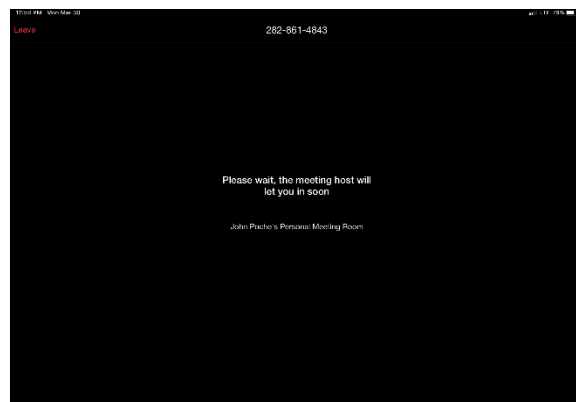


Click on Call using Internet Audio:



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

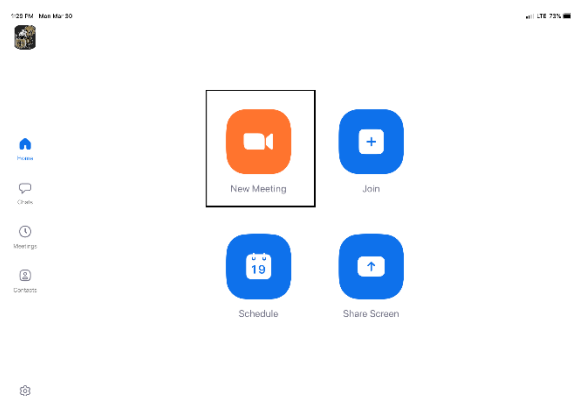


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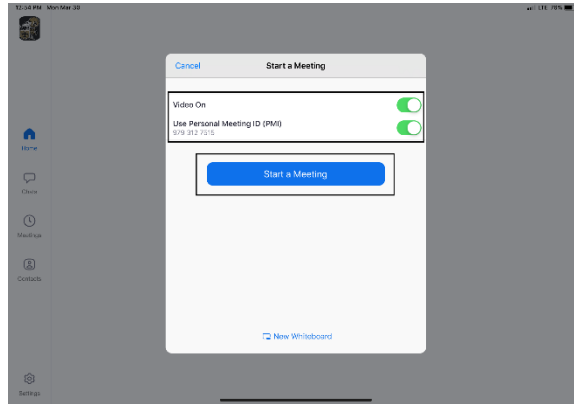
## Hosting a Meeting:

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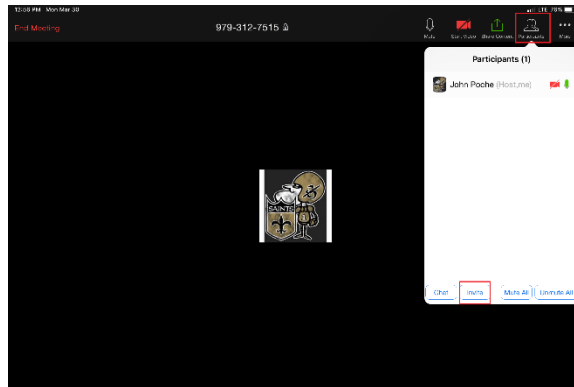
In the Zoom app click New Meeting:



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:

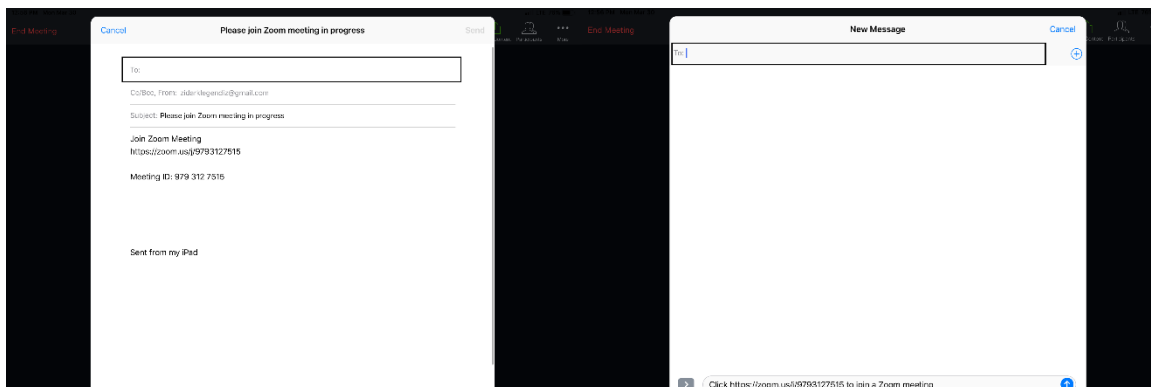


Click on Participants to see who is in the room and the Invite button to invite guest through e-mail or direct message:



**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.

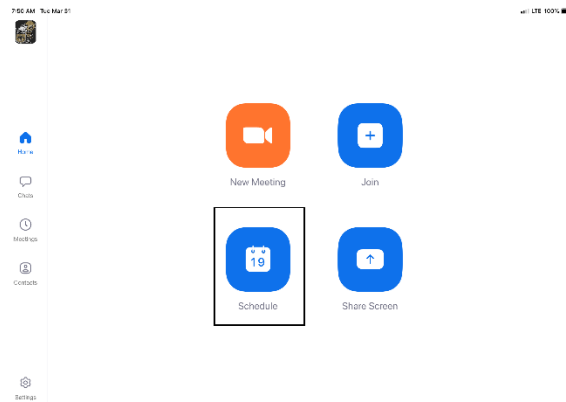
**Right Side:** This is for direct message. It will access your phone number list and send the invite through text.



## Scheduling a Meeting:

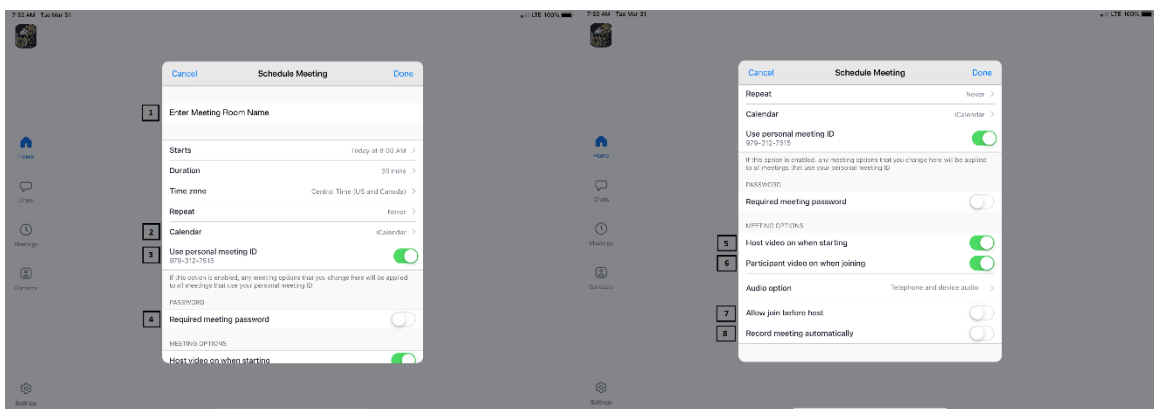
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In the Zoom App click on Schedule:

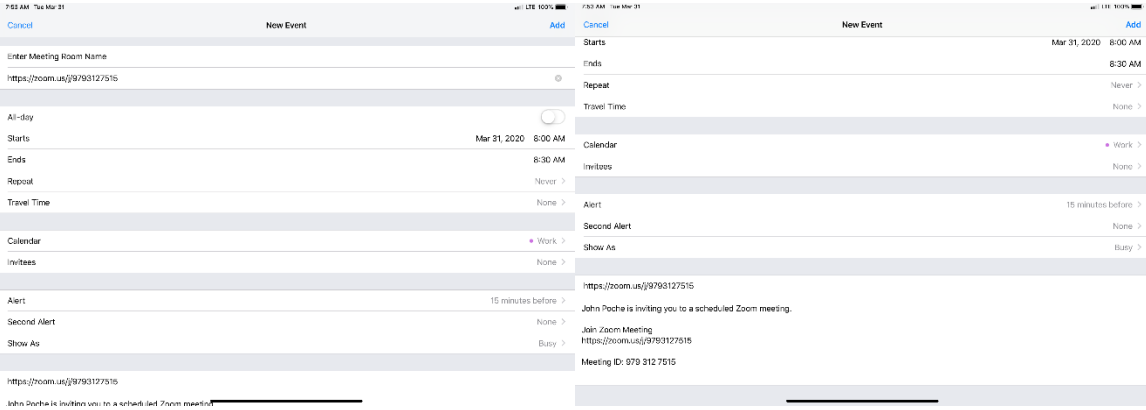


The next screen will set the criteria for your meeting:

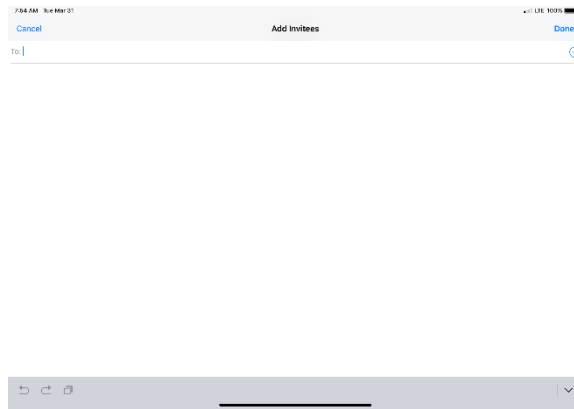
1. The room name will default to your user ID name (Example: Jon Doe's Meeting Room). You can change this room name to your liking.
2. Chose what calendar you want to use
3. If you chose yes, you will use your personal ID number as the meeting room ID. Otherwise, it will generate a random meeting room 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.



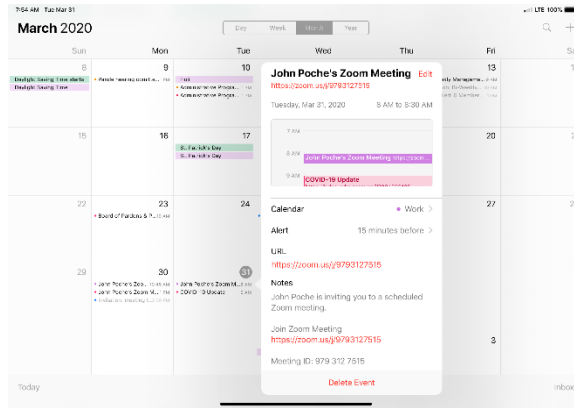
The next screen is a summary of your selections. You can click on the "Invitees" section to invite participants into the meeting:



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:



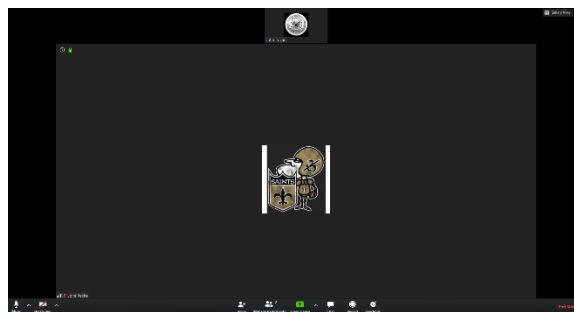
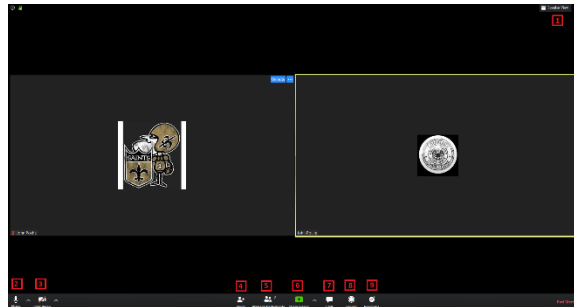
Your meeting is now scheduled and you can go to your calendar and see the event logged:



Features:

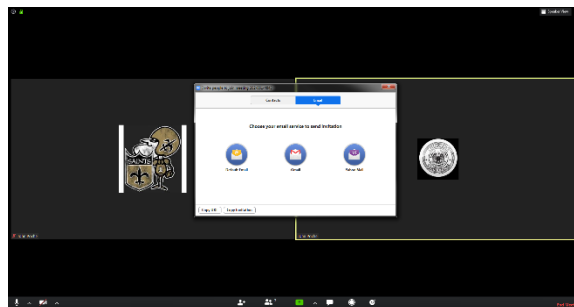
Main Screen:

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.

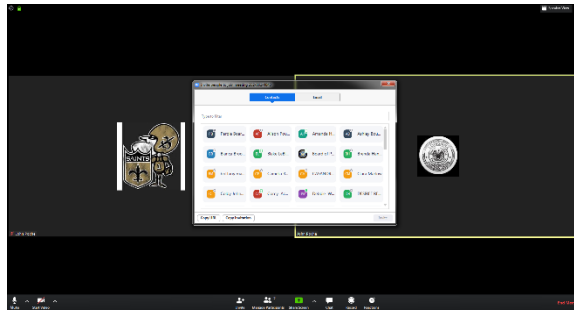


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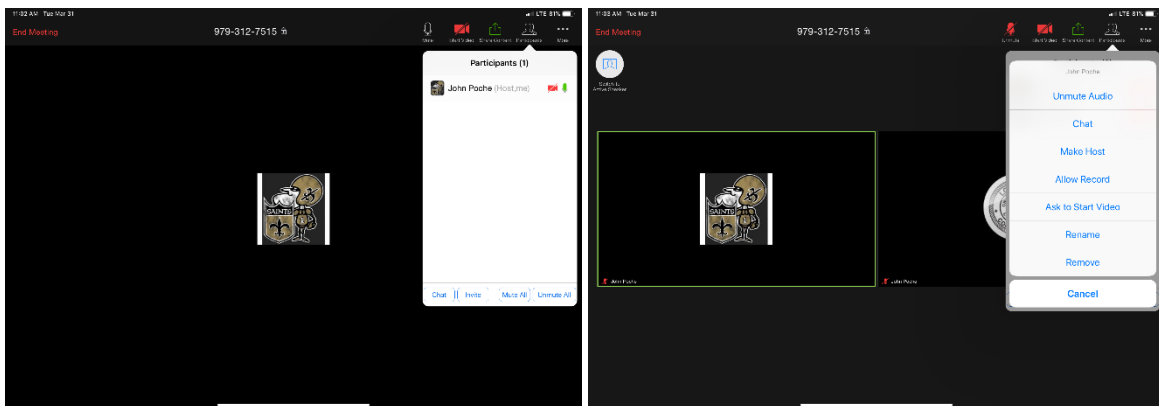
To invite participants, click on the Invite button and you will see the below options. You can invite through [e-mail](#) and [Direct Message](#). You can also use the “Copy URL” or “Copy Invitation” buttons to send your own text or e-mail message.



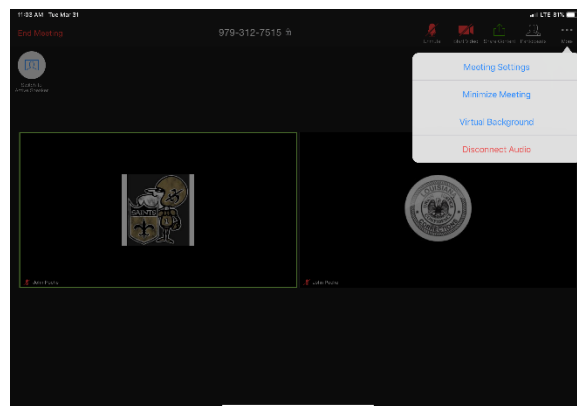




Participants Tab - You can click here to see all participants in the meeting. Clicking on a participant will give you the options to mute them, start a private chat, give them host, ask them to start their video feed, rename them and remove them from the meeting:



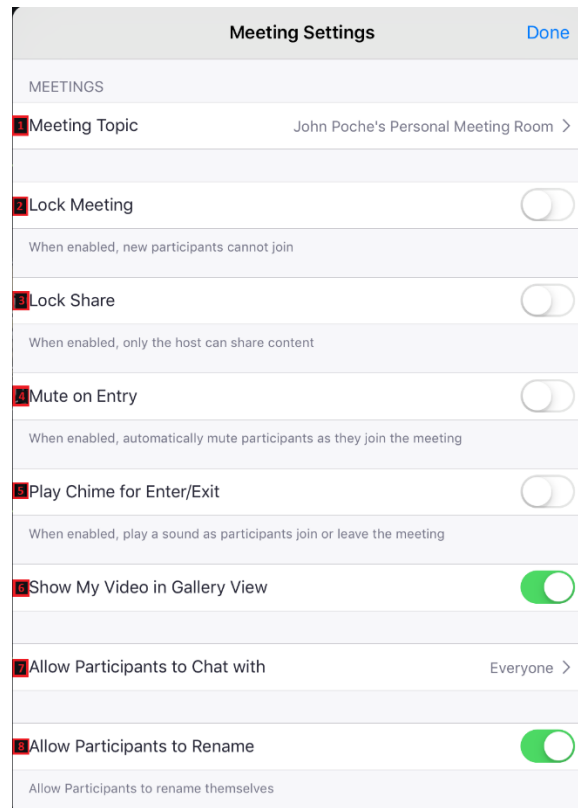
The “More” tab will give you the options to Minimize the window, add a Virtual Background and enter the [meeting settings](#):



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



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The END

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