JOHN BEL EDWARDS Governor



SHERYL M. RANATZA Board Chair

State of Louisiana

BOARD OF PARDONS AND PAROLE

NOTICE AND AGENDA

PARDON HEARING DOCKET: May 17, 2021

The Board of Pardons (Pardon Board) will meet and conduct pardon hearings on the day of Monday, May 17, 2021. These meetings will be conducted by video conference using ZOOM. The offender or applicant will not be physically present, but will meet with the Pardon Board through video conference from their current correctional institution or home location (for non-incarcerated applicants). The Pardon Board virtual waiting room will open at 8:00 AM. If attending in person, you should join the meeting 15 minutes prior to the start time. If you are unable to attend the hearing and wish to know the results, please contact the Pardon Board office at (225) 342-5421 or (225)342-5422, after the date of the hearing.

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

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

You may choose to participate in the hearing process through ZOOM Video Conferencing on a PC, Mac, Linux, iOS or Android device or by TELEPHONE. If you do not plan to speak, and wish only to observe, you can watch the hearing live at <u>Youtube</u>. You can also visit our website <u>here</u> 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 keep 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 <u>ParoleBoard@La.gov</u> 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. The meeting ID #
- 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 <u>Board of Pardon/Committee on Parole</u> for specific docket information.

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



NOTICE AND AGENDA LOUISIANA BOARD OF PARDONS REGULAR MEETING Monday, May 17, 2021 8:30 am

The Louisiana Board of Pardons will meet on Monday, May 17, 2021, at 8:30 am through video conference using ZOOM. Please see the above agenda for meeting ID#.

Please silence your cell phones before entering the meeting.

- 1. Call to Order
- 2. Roll Call
- 3. Public Comment (allowed on request before any action item)
- 4. Regular Business
 - Review and Approval of Minutes, Monday, April 19, 2021 Regular Meeting
 - Review and approval of Board Policy No. 05-505-POL and 07-705-POL for promulgation in accordance with LA Legislature Act No. 203.
 - Consideration of applications for clemency (see docket at doc.la.gov)
 - Administrative review of clemency applications
- 5. New Business
- 6. Adjournment

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

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



LOUISIANA BOARD OF PARDONS & PAROLE

Number: Date: Page: 05-505-POL March 20, 2021 1 of 3

BOARD POLICY

SUBJECT: GENERAL PROCEDURES

<u>PURPOSE:</u> 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 and Part IX; 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

At meetings, detailed meeting minutes indicating time of commencement, persons present (including visitors and witnesses), 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.

B. Public Hearings

- 1) The Board's minutes of public 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.
- C. Voting (See also Board Policy 05-514-POL, "Voting/Votes Required")
 - 1) The vote of each panel member shall be recorded by name and date on the vote sheet.
 - 2) Only those Members present shall vote; voting by proxy is prohibited.
 - 3) No vote shall be taken while the panel is in executive session.

- 4) The panel shall not rescind the original vote without conducting a new hearing, except as 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, "ConditionalParole".
- 5) 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.

D. Accuracy of Vote (See also Board Policy 05-503-POL, "ParolePanels)

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.

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, "Voting/Votes Required").

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.

G. Observance of Proceedings

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

H. Testimony

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

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 Board.

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.

K. Meeting/Hearing Schedule

- 1) 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.
 - a. Such schedules may be changed, only upon prior notice, provided that such changes are made in a timely manner in order to notify allconcerned.

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

L. Duty Officer

- The Chairman of the Board or his or her designee shall develop a duty calendar and shall designate one <u>Bboard Mmember as the daily duty officer</u>.
 - a. The duty officer shall be available to act on behalf of the <u>B</u>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.

M. Rescinding Board Decision

- Upon notification by the Secretary of the Department of Public Safety and Corrections DOC or staff of the housing facility, that an offender has violated the terms of the decision granted by the <u>B</u>board or has engaged in misconduct prior to the offender's release, the 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 prior or 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.
 - 1. If the Board rescinds its decision to grant parole, the offender shall promptly receive another parole hearing.
 - 2 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".

<u>SHERYL M. RANATZA, CHAIRMAN</u>

*Signature on file

This policy replaces and supersedes Board Policy 05-505-POL, "General Procedures" dated January 20, 2020 March 20, 2021.



Date:

Page:

LOUISIANA **BOARD OF PARDONS & PAROLE**

07-705-POL Number: March 20, 2021 1 of 4

BOARD POLICY

| SUBJECT: | APPLICATION FOR REHEARING; REQUEST FOR RECONSIDERATION OF DECISION |
|--------------------|--|
| <u>PURPOSE:</u> | To establish procedures for requests for parole rehearing when an offender has previously been denied parole or revoked. |
| <u>AUTHORITY:</u> | LAC Title 22, Part XI, Chapter 7; La. R.S. 15:574.2 |
| <u>REFERENCES:</u> | 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. 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.
- 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 fora rehearing at the following intervals:



Page 2 of 4

| Type of Crime | Initial Request for Rehearing | Subsequent request for Rehearing ¹ |
|--|--|--|
| Nonviolent, except as otherwise restricted | 6 mos after original date of denial | 6 mos after date of initial reapplication_ most recent denial |
| 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 most recent denial |
| 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 most recent denial |
| Sex Offense as defined in La. Revised Statutes | 2 yrs after original date of denial | Every 2 yrs after date of initial reapplication most recent denial |
| Murder, 1st or 2nd degree | 2 yrs after original date of denial | Every 2 yrs after date of initial reapplication most recent denial |
| Manslaughter | 2 yrs after original date of denial | Every 2 yrs after date of initial reapplication most recent denial |

¹Subsequent request for Rehearing may be submitted if initial request for rehearing was denied.

II. PAROLE VIOLATORS/REVOCATIONS

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.

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.
 - 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.

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07-705-POL March 20, 2021 Page 3 of 4

- 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.
- 3) If the Chairman or designee determines upon screening that a request for reconsideration raises adequate grounds to believe that one or more of thereasons 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

- 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.

07-705-POL March 20, 2021 Page 4 of 4

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 <u>August 20, 2019</u> <u>March 20, 2021</u>.



LOUISIANA BOARD OF PARDONS

HEARING DOCKET: May 17, 2021 - 8:30 AM

Hearing Location: LA Department of Public Safety & Corrections, Headquarters Complex

504 Mayflower Street, Baton Rouge, LA 70802, 225.342.5421

| Assigned | Applicant's Name | DOC # | Request/Location | JDC/Location | Offense | Vote |
|----------|---|--------------------|---------------------------------------|---|--|---------------------------------------|
| 1. | MCMILLAN, JEREMY R. | 4 87983 | PWF RELEASED | 21 ⁵⁷ JDC ST. HELENA | Production & Manufacturing of Methampetamines (Schedule II); Attempted Forcible Rape | CONTINUED |
| 2. | MATURIN, NICHOLAS P. ATTORNEY: ELBERT LEE GUILLORY | 544531 | CTO DCI | 16 [™] JDC IBERIA | Manslaughter-2 counts | Grant 4-0 CTO 25 years PE after 16 |
| 3. | WASHINGTON, SOLOMON | 4 16026 | CTO DCI | 22 ND -JDC ST. TAMMANY | Criminal Conspiracy to Commit First Degree Murder; Attempted First Degree Murder | REMOVED |
| 4. | WYNN, EDWARD JR. | 97424 | CTO DWCC | ORLEANS | Second Degree Murder | Deny 3-1 |
| 5. | BROWN, BENNIE | 309171 | CTO LSP | ORLEANS | Aggravated Rape, Aggravated Burglary | Deny 2-2 |
| 6. | CATCHINGS, ALVIN | 327614 | CTO LSP | ORLEANS | Second Degree Murder | Grant 4-0 CTO 99 years IPE |
| 7. | CLAYTON, DARRELL K. | 98643 | CTO LSP | ORLEANS | Second Degree Murder | Deny 3-1 |
| 8. | CRAIG, JODY R. | 92113 | CTO LSP | 26 th /5 th JDC BOSSIER/RICHLAND | Second Degree Murder; Aggravated Kidnapping | Grant 4-0 CTO 99 years IPE |
| 9. | EDWARDS, CHARLES SR. | 310560 | CTO LSP | 1 st JDC CADDO | Attempted First Degree Murder; Manslaughter | Deny 2-2 |
| 10. | FRAZIER, LOUIS SR. | 327076 | CTO LSP | 14 [™] JDC CALCASIEU | Aggravated Rape, Aggravate Crime Against Nature | Deny 0-4 |
| 11. | HARVELL, ARCHIE G. | 96157 | CTO LSP | 24 [™] JDC JEFFERSON | Aggravated Kidnapping | Deny 0-4 |

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

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| AUCOIN * | ANDREA | 00747925 W E ST. MARY | 10/15/1960 19204393 | RELEASE | 01 PWF POSS METHAMPHETAMINE | RITIN |
| BECKLEY | TAYLOR | 00713453 W E LINCOLN | 11/23/1992 66399 | RELEASE ACCES | 01 PWF ARMED ROBBERY | 1 <u>61</u> <u>R</u> 1 <u>T</u> 1 0020000 NA |
| BELLARD * | SHANNY | 00565807 B N EVANGELINE | 1 10/12/1982 79265FA | RELEASE | 01 PWF ILL-POSS STOLEN THIN | 1 <u>61</u> <u>R</u> 1 <u>T</u> 1 0030000 NA |
| BENOIT * * | DAYMIN | 00624285 W E LAFOURCHE LAFOURCHE | 512623 512623 512623 | RELEASE | 01 PWF ASSLT BY DRIVE BY SH AGG-CRMNL DMG PROPER | 0010600 NA 0010600 CC |
| BLITCH * * * | GRANT | 00607729 W N ST. TAMMANY JEFFERSON ST. TAMMANY ST. TAMMANY | 4 11/23/1984 527463 125325 527463 516753 | RELEASE 1ST O | 01 PWF SIMPLE BURGLARY SMPL-BURGLARY-INHAB THEFT \$500 OR MORE OPER-VEHICLE-INTOXIC | <u>IGIRIT</u> 0060000 002000 NA 0030000 CC 0000000 |
| BOONE * | BRYAN | 00467735 W N E. BATON ROUC | 4 08/16/1966 SE 1202495 | ELAYN HUNT | CORR 01 CTO FORCIBLE RAPE | 1 <u>N</u> EINI 0250000 NA |
| DOWEDC | FDTCA | 00300330 B 1 | 7 05/13/1968 | I CW/HUNT | 05 CTO HIT AND RUN DRIVING MANSLAUGHTER ARMED ROBBERY THEFT THEFT ILL-POSS STOLEN THIN | |

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| BOWIE * * | | RAPIDES | 239617 | | BORDE 02 CTO SIMPLE BURGLARY ARMED ROBBERY POSS ECGONINE | NA |
| BROWN * * * | JUSTIN | 00538004 B M VERNON VERNON BEAUREGARD BEAUREGARD | 4 02/22/1982 73126 [73126] 1882007 [1882007 | RELEASE | 01 PWF DIST MARIJUANA DIST MARIJUANA PWID MARIJUANA PWID MARIJUANA | I <u>R</u> I <u>TIN</u> 0030000 cc 0050000 cc 0030000 NA 0100000 cc |
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| BUFFIN * * | | NATCHITOCHES | C1101 | | BORDE 03 CTO SIMPLE BURGLARY ARMED ROBBERY SCHEDULE II: OPIUM/O | 0300000 NA |
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| CASTON * * * * * * | RUSSELL | 00397351 B M 3 E. BATON ROUGE E. BATON ROUGE E. BATON ROUGE E. BATON ROUGE E. BATON ROUGE E. BATON ROUGE E. BATON ROUGE | 11/20/1978 10100270 297387 903298 07100342 597814 604760 1097417 | RELEASE | 03 PWF SIMPLE BURGLARY SMPL-BURGLARY-INHAB SMPL-BURGLARY-INHAB UNAUTH USE OF MOTOR UNAUTH USE OF MOTOR UNAUTH USE OF MOTOR FORGERY 01 PWF MANU MARIJUANA | I <u>RITIN</u> 0030000 NA 0010000 NA 0010000 NA 0030000 NA 0010000 NA 0010000 NA |
| CASTRO * | ROBERTO | 00537537 W M (ST. TAMMANY |)1/09/1989 445523 | RELEASE | 01 PWF MANU MARIJUANA | 1 <u>RITIN</u> 0050000 NA |
| * * | SAKA | ST. TAMMANY WASHINGTON | 571493 CR511478 | KELEASE | THEFT \$500 OR MORE OPER CLANDESTINE LAB | 0030000 NA 0020315 NA |
| CROWL * * | KENNETH | 00507713 W M (ORLEANS ORLEANS | 01/27/1983 443665 443665 | RAYMOND | LABORDE 02 CTO MANSLAUGHTER ILL-POSS STOLEN THIN | <u>G </u> <u>R</u> <u>T</u> 0300000 NA 0100000 CC |
| DAIGLE * * | DOUGLAS | JEFFERSON JEFFERSON | 902997 905273 | RELEASE | PWID LYSERGIC ACID D PWID ECSTASY / MDMA | 0050000 CC 0050000 CC |
| DALEY * * * * | DONNIE | 00107661 W M IBERVILLE IBERVILLE IBERVILLE W. BATON ROUGE | 10/02/1956 313491 313491 210984F 886112 | LA STATI | E PEN 02 CTO AGGRAVATED RAPE SEXUAL BATTERY SIMPLE BURGLARY OPER-VEHICLE-INTOXIC | $ \begin{array}{c c} $ |

| DATE: 04/26/2021 TIME: 09:37 REPORT FR 03/16/21 TO | DPS&C CORRECTIONS SERVICES PARDON BOARD HEARING DOCKET 04/15/21 HEARING DATE 05/17/2021 | PAGE: 4 CPBHEAR |
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| LAST FIRST | DOC# R S DOB LOC OFC REQTYP | R3DEC |
| DEMOUCHET DWAYNE * * * * * * * * * * * * * * * * * * * | DOC#R S DOBDOCOTC REQTR00362467 B M 09/05/1968 RIVERBEND DETEN 03 CTOIBERIA98000318IBERIA(951299)SIMPLE BURGLARY0IBERIA94682VERMILION28421VERMILION[28421]IBERIA94681UNAUTH USE-ACCESS CA 0IBERIA951299UNAUTH USE-ACCESS CA 0IBERIA9400020IBERIA98000020IBERIA041512HABITP-FIREARM-CCW-CNV CR 0IBERIA041512HABITP-FIREARM-CCW-CNV CR 000424061 B M 11/21/1981 ELAYN HUNT CORR 02 CTO | E N E N EN E N E N E |
| * * * | LASALLE61499BATTERY OF CORRECTIO 0LAFOURCHE407155ARMED ROBBERY0TERREBONNE438431ARMED ROBBERY0E. BATON ROUGE404265ILL-USE WEAPON OR DA 0 | 0030000 NA 0300000 NA 0300000 CC 0010600 NA |
| DILLARD BILLY * | 00087044 B M 09/04/1951 LA STATE PEN 02 CTO E. CARROLL 12736 FIRST DEGREE MURDER L | $\frac{ \underline{O} \underline{K} \underline{\Lambda} }{NA}$ |
| | | |
| DUHE WILEY * * | 00303653 W M 02/07/1938 LA STATE PEN 01 CTO E. BATON ROUGE 891425 SECOND DEGREE MURDER L 00090817 W M 03/12/1959 RELEASE 03 PWF E. BATON ROUGE 178554 SIMPLE BURGLARY-PHAR 0 W. FELICIANA 851182A RECKLESS OPER-VEHICL 0 | <u>R</u> <u>T</u> <u>N</u> 1060000 cs 1020000 NA |
| ELMORE DARRY * * | 00394005 B M 11/28/1977 DAVID WADE CORR 02 CTO OUACHITA 10F0720 MANSLAUGHTER 0 OUACHITA 97F1679 POSS ECGONINE 0 | 1 <u>P</u> 320000 NA 030000 |
| EZELL WYMAN * | 00631596 W M 09/21/1980 TALLULAH DISTRI 01 PWF RICHLAND F2013120 AGG ASSLT WITH FIREA 0 | $\frac{ \underline{R} \underline{T} \underline{N} }{ \underline{C} }$ |

| * | FRANKLIN | 2013402F | FORGERY | 0050000 CC |
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| DATE: 04/2 TIME: 09:3 REPORT FR | 6/2021 7 03/16/21 TO | DPS&C CORRECTIONS SERVICES PARDON BOARD HEARING DOCKET 04/15/21 HEARING DATE 05/17/2021 | PAGE: 5 CPBHEAR |
|---------------------------------------|----------------------------|---|--|
| | | DOC# R S DOB LOC OFC RE | |
| FINCH * | RANDY | 00457481 B M 09/14/1977 LA STATE PEN 01 CTO ORLEANS 426180 SECOND DEGI | Ree MURDER LIFE $\frac{ \underline{G} \underline{R} \underline{T} }{ \underline{N}\underline{A} }$ |
| FLAND * | NAPOLEON | 00346272 B M 06/04/1968 RELEASE 01 PWI WASHINGTON 52995 DIST ECGON: | $\frac{ \mathbf{K} }{ \mathbf{N} } = 0050000 \text{ CC}$ |
| FLOTT * * | ISAAC | 00349888 B M 07/11/1975 ALLEN CORR CTR 03 CTGALLEN19F1507CALCASIEU419799CALCASIEU404695POSS ECGON | $\begin{array}{ccc} D & \underline{b} \underline{E} \mathbf{N} \\ 0010000 & NA \\ RY & 0400000 & NA \end{array}$ |
| FRANCIS * * | DANA | 00458021 B F 01/14/1981 LCW/JETSON 02 CT E. BATON ROUGE 01040497ATTEM SECOND DEGI E. BATON ROUGE 04020640 FORGERY | Normalized HT Reference Nurder 0300000 NA 0030000 NA 0030000 NA $(\underline{K}, \underline{K}, \underline{L}, \underline{L})$ |
| GARCIA | JOSE | 00605044 H M 06/01/1985 RAYMOND LABORDE 01 CTC TERREBONNE 587405 ARMED ROBBI | $\frac{16}{584} = \frac{16}{56} \left[\frac{1}{56}\right]$ |
| GAY * * * | TIMOTHY | 00323737 B M 07/05/1975 LA STATE PEN 03 CTC CADDO 164436 SIMPLE BURG CADDO 204582 HABIT ARMED ROBBI CADDO 204582 HABIT ARMED ROBBI CADDO 163028 THEFT ARMED | $\begin{array}{cccc} D & \underline{b} \underline{E} \underline{N} \\ \hline \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\$ |
| | GENONEVIE | 00201251 B M 02/21/1972 RELEASE 02 PW CADDO 151206 AGGRAVATED CADDO 146392 SIMPLE BUR | F <u>IGIRIT</u> I BATTERY 0050000 NA GLARY 0030000 NA |
| GUIDRY * * * * | CHARLES | 00718508 B M 01/27/1991 CONCORDIA PARIS 01 CTST. LANDRY160490AGG ASSLTST. LANDRY124119ST. LANDRY124119ST. LANDRY124119ST. LANDRY113683ST. LANDRY113683ST. LANDRY113683ST. LANDRY113683 | $p = \frac{1}{2} $ |

| * | ST. LANDRY | [113683] | SMPL-BURGLARY-INHAB | 0050000 CC |
|---|------------|----------|---------------------|------------|
| * | ST. LANDRY | 160469 | ARMED ROBBERY | 0100000 NA |
| | | | | |

S2

| DATE: 04/26/2021 TIME: 09:37 REPORT FR 03/16/21 TO | DPS&C CORRECTIONS SERV PARDON BOARD HEARING DO 04/15/21 HEARING DATE 05/17/20 | /ICES DCKET D21 | PAGE: 6 CPBHEAR |
|--|--|---|---|
| LAST FIRST | DOC# R S DOB LOC | OFC REQTYP | R3DEC |
| HAMILTON JOSEPH * * | 00106382 B M 01/27/1962 LA STATE ORLEANS 298674 ORLEANS 274342 | PEN 02 CTO FIRST DEGREE MURDER ARMED ROBBERY | $ \underbrace{\underline{C}}_{NA} \underbrace{\underline{R}}_{NA} \underbrace{\underline{T}}_{I} $ 0050000 NA |
| HARRISON LEROY | UUIU5505 B M 11/20/1902 LA SIAIL VEDMILION 22276 | ACCRAVATED PARE | |
| HILLIARD ERIC * * * * * * * * * * * * * * * * * * * | 00350563 B M 09/04/1973 LA STATE E. BATON ROUGE 600584 E. BATON ROUGE 600584 ATTEM E. BATON ROUGE 600584 ATTEM E. BATON ROUGE 600584 ATTEM E. BATON ROUGE 600584 E. BATON ROUGE 600584 E. BATON ROUGE 600584 E. BATON ROUGE 600584 E. BATON ROUGE 12941232 E. BATON ROUGE 698528 ATTEM | PEN 03 CTO SECOND DEGREE MURDER SECOND DEGREE MURDER SECOND DEGREE MURDER SECOND DEGREE MURDER ARMED ROBBERY ARMED ROBBERY ARMED ROBBERY USE OF ARMED ROBBERY USE OF POSS ECGONINE PWID MARIJUANA | LIFE CS 0500000 CS 0500000 CS 02500000 CS 0500000 CS 0500000 CS 00500000 CS 00500000 CS 00500000 CS 00500000 CS 00500000 CS 0001010 NA 0010600 NA |
| * | ORLEANS 506141 ORLEANS 506141 | CAR FIREARM BY STUD CAR FIREARM BY STUD | 0050000 NA 0040000 NA |
| HUTCHINSON COREY | 00339884 B M 08/12/1975 RELEASE ST. JOHN-BAPTIS 932992 | 01 PWF ARMED ROBBERY | 0030000 NA |
| JACKSON DERRICK * * | 00369188 B M 06/19/1978 LA STATE E. BATON ROUGE 197502 E. BATON ROUGE 296729 | PEN 02 CTO FIRST DEGREE MURDER ILL-POSS STOLEN THIN | $\begin{array}{c} I G I R I I \\ LIFE CC \\ 0020000 NA \end{array}$ |
| JENKINS DOMINGO * * | 00302715 B M 11/07/1972 LA STATE ORLEANS 351668B ORLEANS 390041 | PEN 02 CTO FLIGHT FROM AN OFFIC SECOND DEGREE MURDER | $ \underline{G} \underline{R} \underline{T} $ 0000600 NA LIFE NA |

| * | ORLEANS | 351645B | ILL-POSS STOLEN THIN 0040000 CC | |
|---|---------|---------|---------------------------------|--|
| | | | | |

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| DATE: 04/26/2021 TIME: 09:37 REPORT FR 03/16/ | [pp 21 to 04/15/21 | DPS&C CORRECT ARDON BOARD H HEARING DATE | TONS SERVIC EARING DOCK 05/17/2021 | CES KET L | PAGE: 7 CPBHEAR |
|---|---|---|--|---|---|
| LAST FIRST | DOC# R S | 5 DOB | LOC | OFC REQTYP | R3DEC |
| JIMERSON ROOS * * * * | EVELT 00187137 B M E. BATON ROUG ORLEANS ORLEANS ORLEANS | 4 08/05/1964 GE 214611 298484 413712 413712 | RELEASE | 01 PWF ILL-USE WEAPON OR DA ILL-CARRY-WEAPON/INS POSS ECGONINE PWID ECGONINE | <u> <u>R</u> <u>T</u> <u>N</u> 0020000 NA 0010000 NA 0050000 CC 0050000 NA</u> |
| JOHNSON DAVI | D 00704651 B M BEAUREGARD | 4 03/29/1961 20151091 | RELEASE | 01 PWF ISSUING WORTHLESS CH | 0050000 NA |
| JOHNSON LERO * * | Y 00307714 B N ORLEANS ORLEANS | 4 02/17/1950 338484 338484 | LA STATE PE | EN 01 CTO AGGRAVATED RAPE AGGRAVATED BURGLARY | $\begin{array}{c} 1 \underbrace{K} 1 \underbrace{T} 1 \underbrace{N} 1 \\ \text{LIFE} \\ 0250000 \\ \text{NA} \end{array}$ |
| KIMBLE MICH | AEL 00098715 B N WINN | 4 02/13/1958 26016 | LA STATE PE | EN CTO SECOND DEGREE MURDER | LIFE NA |
| KING LARR * * * | Y 00405035 B M MOREHOUSE MOREHOUSE MOREHOUSE MOREHOUSE | 4 01/29/1981 013383F 98763F 98763F [98763F] | ALLEN CORR | CTR 02 CTO ARMED ROBBERY SIMPLE ROBBERY SIMPLE ROBBERY SIMPLE ROBBERY | $ \begin{bmatrix} G & R & T \\ 0250000 & NA \\ 0010600 & CS \\ 0010600 & CS \\ 0060000 & CC $ |
| ~ * * | AVOYELLES AVOYELLES AVOYELLES AVOYELLES | 140219 140216 90808 90809 | | FORCIBLE RAPE THEFT THEFT | 0300000 CC 0020000 CC 0070000 CC |
| LEONARD ALVI * * * * | N 00129389 B N JEFFERSON ORLEANS JEFFERSON JEFFERSON ST. CHARLES | M 12/07/1964 035998 329928 911425 9700149 F 910074 | ST. CHARLES | 5 PP 04 CTO ARMED ROBBERY FIRST DEGREE ROBBERY SIMPLE ROBBERY THEFT ILL-POSS STOLEN THIN | IRITINI 0300000 CC 0030000 NA 0010025 AG 0020600 NA 0010025 AG |

| DATE: 04/2 TIME: 09:3 REPORT FR | 6/2021 7 03/16/21 TO | 04/15/21 | I Pž | DPS&C CORREC ARDON BOARD HEARING DAT | TIONS SER HEARING D E 05/17/2 | VICES OCKET 021 | PAGE: 8 CPBHEAR |
|---------------------------------------|----------------------------|--|---------|--|-------------------------------------|--|---|
| | | | | 5 DOB | | OFC REQTYP | |
| LINER * | DAVID | 00094178 ST. MARY | W | 4 01/19/1960 100884 | LA STATE | PEN 01 CTO FIRST DEGREE MURDER | $\lim_{\text{LIFE}} \underline{G} \frac{R}{NA} \underline{T} $ |
| MCFARLAND * | LUTHER | 00455309 JEFFERSON JEFFERSON | Bł | 4 08/18/1980 045428 022758 | LA STATE | PEN 02 CTO SECOND DEGREE MURDER POSS ECGONINE | $ \underline{G} \underline{R} \underline{T} $ LIFE NA 0020000 NA |
| MILLER * * * * * * * * * * * * * * * | TRAVIS | 00520531 ST. MARY ST. MARY | WI | 4 05/23/1988 185305 06171351 06171351 09179259 183791 184511 184047 184049 184048 184049 184049 184049 184552 | DIXON CO | PEN 02 CTO SECOND DEGREE MURDER POSS ECGONINE RR INST 02 CTO SECOND DEGREE BATTER SIMPLE BURGLARY SIMPLE BURGLARY SIMPLE BURGLARY SIMPLE BURGLARY SIMPLE BURGLARY SIMPLE BURGLARY SIMPLE BURGLARY SMPL-BURGLARY-INHAB ARMED ROBBERY ARMED ROBBERY ARMED ROBBERY USE OF ILL-POSS STOLEN THIN | $\frac{ G R T }{0020000 \text{ NA}}$ $\frac{ G R T }{0030000}$ $\frac{ G R T }{00000 \text{ NA}}$ |
| * | ******* | ORLEANS | _ | 263813 | | FIRST DEGREE MURDER | LIFE NA |
| NICHOLAS | DARRYL | 00077608 | BI | 4 08/28/1955 | LA STATE | PEN 01 CTO | <u>GKI</u> I |
| PERKINS | TIMOTHY | 00120822 RAPIDES | WI | 4 11/19/1967 218081 | LA STATE | PEN 01 CTO SECOND DEGREE MURDER | $\lim_{\text{LIFE}} \underline{R} \underbrace{T}_{\text{NA}} \underline{N} $ |
| * | ALJILIA | E BATON I | ROU | GE 307271 | RELEASE | UNAUTH USE OF MOTOR | NA |
| RAY * | BRANDON | 00604472 LIVINGSTO | W 1 | 1 07/28/1978 27723 | RELEASE | 01 PWF POSS FALSE PERCOCET | 1 <u>61</u> <u>21</u> 0030000 |

| REDD * | JULIUS | 00599920 B M LINCOLN | 03/15/1962 55717 | DIXON CORR | INST 01 CTO MANSLAUGHTER | 1 <u><u><u></u></u><u></u><u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u></u></u> |
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| DATE: 04/26/2021 TIME: 09:37 REPORT FR 03/16/21 TO | DPS&C CORRECTIONS SERVICES PARDON BOARD HEARING DOCKET 04/15/21 HEARING DATE 05/17/2021 | PAGE: 9 CPBHEAR |
|--|--|---|
| | DOC# R S DOB LOC OFC REQTYP | |
| RUFFINS CARL * | 00412788 B M 10/16/1976 LA STATE PEN 01 CTO CADDO 197264 SECOND DEGREE MURDER | LIFE IGIRITI |
| TALLEY COREY * | 00486905 B M 10/27/1983 RELEASE01 PWFLAFAYETTE101504POSS ALPRAZOLAM/XANA | 1 <u>6 K </u> |
| THIBODEAUX JOHNATHON | 00583621 B M 07/13/1972 RAYMOND LABORDE 01 CTO IBERIA 090097 ATTEM FIRST DEGREE MURDER IBERIA 090098 ARMED ROBBERY | IGIRITI |
| * | LAFAYETTE 57821 FIRST DEGREE MURDER | LIFE NA |
| THOMAS LINESS * * | 00268746 B M 12/13/1959 DONALDSONVILLE02 PWFE. BATON ROUGE2911246ARMED ROBBERYE. BATON ROUGE182105FORGERY | <u>D</u> <u>E</u> <u>N</u> 0400000 NA 0040000 CC |
| TULLIER DAVID | 00445010 W M 08/30/1978 RELEASE 01 PWF TANGIPAHOA 98963 POSS ECGONINE | 1 <u>6</u> 1 <u>R</u> 1 <u>T</u> 1 0050000 |
| VALENTINE RICKEY * * * | 00296521 B M09/23/1958 LA STATE PEN03 CTOORLEANS448390SECOND DEGREE MURDERORLEANS448390SECOND DEGREE MURDERJEFFERSON905299SIMPLE ROBBERYORLEANS352276 HABITSIMPLE ROBBERY | <u>6</u> <u>K</u> <u>1</u> LIFE NA 0050000 CC 0030600 NA |
| WATTODY CDANCTO | 00325604 B M 08/31/1973 LA STATE PEN04 CTOACADIA53253S-ESCAPE TYPE ILAFAYETTE106345FIRST DEGREE MURDERACADIA46721DIST ECGONINEACADIA[46721]DIST ECGONINEACADIA49579PWID ECGONINEACADIA[49579]PWID ECGONINE | |

| DATE: 04/26/ TIME: 09:37 REPORT FR 03 | 2021 3/16/21 TO (| 04/15/21 | P. | DPS ARC HE | S&C CORREC OON BOARD CARING DAT | TIONS SERVI HEARING DOC E 05/17/202 | CES CKET 21 | PAGE: 10 CPBHEAR |
|---|----------------------|--|----------|------------------|--|---|--|---|
| | | | | | | | OFC REQTYP | |
| WALKER * * * * * | JOSEPH | 00300260 IBERIA IBERIA IBERIA IBERIA IBERIA IBERIA | B : | м 1 | .0/31/1963 51358 98445 46859 47065 981844 981844 | RIVERBEND ATTEM ATTEM HABIT HABIT | DETEN 03 CTO SIMPLE ROBBERY SIMPLE ROBBERY SIMPLE ROBBERY SIMPLE ROBBERY SIMPLE ROBBERY SIMPLE ROBBERY | 1 <u>6</u> 1 <u>R</u> 1 <u>T</u> 1 0000221 AG 0070000 NA 0000221 AG 0000221 AG LIFE NA 0400000 NA |
| WILLIAMS * | SHAVONDA | 00403972 LAFAYETTE | В | F 1 | 0/05/1977. 78827 | RELEASE | 01 PWF AGGRAVATED BATTERY | 0030000 |
| WILLIAMS * | RICHSHAWN | 00575632 JEFFERSON | B | ——— М С | 07/16/1990 101400 |) RIVERBEND | DETEN 01 CTO ARMED ROBBERY | 1 <u>01</u> 0200000 NA |
| WILLIAMS * * * * * | FREDERICK | 00371650 WEBSTER CADDO WEBSTER OUACHITA OUACHITA CADDO | В | мС |)3/12/1978 70003 185646 67950 02F2326 02F2368 179965 | 3 FRANKLIN E 2ND O | DETENT 03 CTO S-ESCAPE TYPE I ARMED ROBBERY ARMED ROBBERY ARMED ROBBERY USE OF THEFT POSS ECGONINE | <u><u>R</u> <u>T</u> <u>N</u> 0040000 NA 0020006 NA 0250000 0300000 CC 0100000 NA 0001114 NA</u> |
| WILSON * | NORMAN | 00528294 EVANGELINE EVANGELINE | B | ——— М (|)3/06/1955 70439F 70439F | ALLEN CORF | CTR 01 CTO FORCIBLE RAPE FORCIBLE RAPE | 1 <u>G1<u>F</u>1<u>T</u>1 0350000 NA</u> |
| WRIGHT * * * | ΝΤ ΝΝ | 00000602 | TA7 | MC | 12/06/1961 | DAVID WADE | CORR 03 CTO S-ESCAPE AGG-ESCAPE PEEPING TOM AGGRAVATED RAPE SIMPLE BURGLARY | <u>R</u> <u>T</u> <u>N</u> 0060817 CS 0040000 CS LIFE NA 0090000 NA |
| YOUNG * | KEVIN | 00507072 E: BATON F | B ROU | M (GE |)9/05/1977 905280 | 0AS/STATE | POLIC 01 CTO MANSLAUGHTER | 1 <u>G1</u> P1 <u>T</u> 1 0350000 NA |

| DATE: 04/26/2021 | DPS&C CORRECTIONS SERVICES |
|--------------------------------|-----------------------------|
| TIME: 09:37 | PARDON BOARD HEARING DOCKET |
| REPORT FR 03/16/21 TO 04/15/21 | HEARING DATE 05/17/2021 |

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PAROLE BOARD HEARING ADMIN RESULTS

| | | - | Incarcerated | Out | Total |
|-----------------------|----|------------------|--------------|---------|-------|
| Total on Docket | 73 | Granted | 27 | | 38 |
| Returned | 20 | Denied | 14 | | 15 |
| Applications Reviewed | 53 | Total | 41 | 12 | 53 |

Zoom Account Creation

Go to zoom.us in your <u>Web Browser(A)</u> or open the <u>Zoom app(B)</u> on your ios device.

(A) Website:

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



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

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| | protected by reCAPTCHA and the Privacy Policy and Terms te apply. |
| | Sign Up |
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| By s | gning up, I agree to the Privacy Policy and Terms of Service |
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You will receive an e-mail to confirm and activate your account:

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| # Today | Zoom <no-reply@zoom.us></no-reply@zoom.us> |
| Zoom Phone admite you Zoom | Please activate your Zoom account to Jami'rou |
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| | Or carster this link into your browner. |

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



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

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

| 1 Account info | 2) Invite Colleagues (3) Test Meeting | |
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| | Invite Your Colleagues Invite your colleagues to ceate their own free Zoon account today. Why helds | te? |
| Part of | name@domain.com | |
| | name@domain.com | |
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| and and | Invite Skip this step | |

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



(B) Zoom App

Download the Zoom App from the App Store:



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

| 0 | Start a Meeting Start organ a video meeting on the go | |
|---|--|--|
| | | |
| | Join a Meeting | |
| | Sign Lp Sign In | |

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



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



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



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



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

| | · · · · · | × |
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| Save pass | word? | |
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Click the "check box" below and then the "Skip this step" button:

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| | Invite Your Colleagues |
| | |
| | Invite your colleagues to create their own free Zoom account today! Why Invite? |
| | name@domain.com |
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| | name@domain.com |
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| - | Invite Skip this step |
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You are done setting up your profile. You can now click on "Go to my Account" to change your settings.

| 1 Account Info 2 Invite Colleagues 3 Test Meeting |
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| Start your test meeting. Current Name of Na |
| State Makering Now Circ Shi My Account |
| Sine time by scheduling your meetings effectly from your calcular. |

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



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



You are now setup for Zoom conference calls!!

| | Joining a Meeting | Hosting a Meeting | Scheduling a Meeting | <u>Features</u> |
|-------------|-------------------|-------------------|----------------------|-----------------|
| | | | | |
| Joining a I | Veeting: | | | |
| | | | | |

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:

| - | Cancel Join a Meeting | |
|------------|---|---|
| | Meeting ID 💌 | |
| | Join with a personal link name | |
| | John Poche | |
| n. Form | Jein | |
| _ | If you received an invitation link, tap on the link again to join the meeting | |
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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:

| | Cancel | Join a Meeting | | |
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| 98 98 | Clear History | | Done | |
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| | | | | |
| | John Poche's Pers | onal Meeting Room | 979 312 7515 | |
| | | ional Meeting Room | 282 861 4843 | |
| | Board of Pardons | & Parolo's Personal Meeting R | 788 469 8136 716 MTC MCT | |
| | | and the able of | 222 201 12 1 | |

Click on Join with Video to enter the room:



Click on Call using Internet Audio:



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



Hosting a Meeting:

In the Zoom app click New Meeting:



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



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



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

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



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.

| Cancel Schedule Meeting Done | Cancel Schedule Meeting | Done |
|---|--|----------------|
| | Repeat | Never > |
| Enter Meeting Room Name | Calendar | iCalendar 🗧 |
| | Use personal meeting ID 979-512-7315 | |
| Starts Today at 8:00.4M > | Home If this option is enabled, any macting options that you change here to all meetings that are your personal meeting ID | vil be applied |
| Duration 30 mins > | PASSWORD | |
| Time zone Central Time (US and Careda) > | Drets Required meeting password | \odot |
| Repeat Navar > | 0 DEFTING OPTIONS | |
| 2 Calendar iCalendar > | Matirgs S Host video on when starting | |
| S Use personal meeting ID 079-312-7515 | 6 Participant video on when joining | \sim |
| If this option is enabled, any meeting options that you change here will be applied to all meetings that use your personal meeting ID | Carsasis Audio option Telephone and de | nice audio |
| PASEWURD | | |
| 4 Required meeting password | 7 Allow join before host | \odot |
| HEETING OPTIONS | 8 Record meeting automatically | \odot |
| Host video on when starting | | |
| | | |
| | 9.00 MG | |

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

| 7.53 AM Tao Mar 31 | | atti LTE 100% | 7.53 AM Tue Mer 31 | | ail UII 100% 💻 - |
|--|-----------|----------------------|---|-------------|----------------------|
| Cancel | New Event | Add | Cancel | New Event | Add |
| | | | Starts | | Mar 31, 2020 8:00 AM |
| Enter Meeting Room Name | | | Ends | | 8:30 AM |
| https://zoom.us///9793127515 | | 0 | Repeat | | Never > |
| | | | Travel Time | | None > |
| All-day | | \bigcirc | | | |
| Starts | | Mar 31, 2020 8:00 AM | Calendar | | • Work > |
| Ends | | 8:30 AM | Invitoes | | None > |
| Repeat | | Never > | | | |
| Travel Time | | None > | Alert | | 15 minutes before > |
| | | | Second Alert | | None > |
| Calendar | | • Work > | Show As | | Busy > |
| Invitees | | None > | | | |
| | | | https://zoom.us/j/9793127515 | | |
| Alert | | 15 minutes before > | John Poche is inviting you to a scheduled Zoo | om meeting. | |
| Second Alert | | None > | Jain Zaom Meeting | | |
| Show As | | Busy > | https://zoom.us/j/9793127515 | | |
| | | | Meeting ID: 979 312 7515 | | |
| https://zoom.us/g9793127515 | | | | | |
| John Poche is inviting you to a scheduled Zoom | 1 meetind | | | | |
| | | | | | |
| | | | | | |

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:

| 7-54 AM True Mar 31 | | ail LIE 100% |
|---------------------|--------------|--------------|
| Cancel | Add Invitees | Done |
| то: | | (|
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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 <u>Speaker View</u> to <u>Gallery View</u>. Gallery View will allow you to see all participants and Speaker View will continuously change the camera to the current speaker.
- 2. Mute Button and Audio input selector
- 3. Stop video will cut off your camera feed. You can also select other video input sources from here.
- 4. Used to invite participants into the meeting
- 5. Used to see and manage all participants in the meeting
- 6. Used to Share your screen with all participants
- 7. Used to Chat with the group or pick a participant to have a private chat.
- 8. Records the meeting upon ending
- 9. Allows you to react with a "Thumps Up" and/or "Clap" emoji.



To invite participants, click on the Invite button and you will see the below options. You can invite through <u>e-mail</u> and <u>Direct Message</u>. 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 <u>meeting settings</u>:



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

| | Meeting Settings | Done |
|--------------------------------|---|--------------------|
| MEETINGS | | |
| Meeting Topic | John Poche's Person | nal Meeting Room > |
| Z Lock Meeting | | \bigcirc |
| When enabled, new participar | nts cannot join | |
| Lock Share | | \bigcirc |
| When enabled, only the host of | can share content | |
| Mute on Entry | | \bigcirc |
| When enabled, automatically | mute participants as they join the mee | eting |
| Play Chime for Enter/Ex | it | \bigcirc |
| When enabled, play a sound a | s participants join or leave the meetin | ıg |
| Show My Video in Galle | ry View | |
| Allow Participants to Ch | nat with | Everyone > |
| Allow Participants to Re | ename | |
| Allow Participants to rename t | hemselves | |

The END
