

JOHN BEL EDWARDS
Governor



SHERYL M. RANATZA
Board Chair

State of Louisiana

BOARD OF PARDONS AND PAROLE

NOTICE AND AGENDA

HEARING DOCKET: PARDON BOARD

The Pardon Board will meet and conduct pardon hearings on MAY 18, 2020 . These meetings will be conducted by video conference using ZOOM. You may choose to participate in the hearing process through the ZOOM meeting portal, by phone, or by sending in a letter and/or video to the Parole Board prior to the hearing. The offender will not be physically present, but will meet with the panel through video conference from their current correctional institution or local address. 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)342-6622, 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/>.

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 PBHQParoleBoardHQ@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 participate live through ZOOM, please see the attached instructions for attending through ZOOM. You will find the individual meeting numbers listed below. Once in the meeting room, inform staff if you would like to speak.
- If you choose to participate by phone, you will dial 1(669)900-6833 or 1(646)876-9923 and enter the meeting number listed below.

If there are any questions 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.

Assigned	Applicant's Name:	DOC #:	Hearing Location:	Judicial District:	Start Time:	Meeting ID #:
1.	MEETING - BOARD OF PARDONS		DOC HQ ZOOM VIDEO CONF.		8:30 AM	960 1903 3108
2.	GRAYSON, GREGORY O.	422273	DOC HQ ZOOM VIDEO CONF.	10TH JDC NATCHITOCHES	8:45 AM	967 5916 9359
3.	TUNELY, JOHNNY R.	389860	DOC HQ ZOOM VIDEO CONF.	16TH JDC ST. MARTIN	9:30 AM	922 2957 6634
4.	WILLIAMS, CHARLES W., JR.	468230	DOC HQ ZOOM VIDEO CONF.	1ST JDC CADDO	10:15 AM	967 9315 9354
5.	DOYLE, FLOYD D.	78314	DOC HQ ZOOM VIDEO CONF.	9TH JDC RAPIDES	11:00 AM	971 3162 6195
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Please refer to the Board's webpage at <https://doc.louisiana.gov/imprisoned-person-programs-resources/pardons-parole/parole-schedules-dockets/> for specific docket information.

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



**NOTICE AND AGENDA
LOUISIANA BOARD OF PARDONS
REGULAR MEETING
Monday, May 18, 2020
8:30 am**

The Louisiana Board of Pardons will meet on Monday, May 18, 2020, through video conference using ZOOM. Please see the above agenda for meeting times and join ID's.

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, March 09, 2020 Regular Meeting
 - b. Consideration of applications for clemency (see docket at doc.la.gov)
 - c. Administrative review of clemency applications
5. New Business
 - a. Review and consideration for updating of the following policies:
 - i. 01-102-A-POL: OFFENDER ACKNOWLEDGEMENT
 - ii. 01-102-POL: POWERS AND DUTIES-PAROLE COMMITTEE
 - iii. 01-103-A-DIR: COMMITTEE ON PAROLE ADMINISTRATION
 - iv. 01-103-POL: COMPOSITION OF PAROLE COMMITTEE
 - v. 01-105-POL: DISCRETIONARY POWERS OF THE PARDON BOARD
 - vi. 01-107-A-DIR: BOARD PLANNING AND COORDINATION
 - vii. 01-108-DIR: USE OF TECHNOLOGY
 - viii. 01-108-DIR-A: ELECTRONIC SIGNATURE AUTHORITY
 - ix. 01-109-POL: RESTRICTIONS ON REPRESENTATION OF OFFENDERS
 - x. 01-111-POL: COMMUNICATIONS BETWEEN BOARD MEMBERS
 - xi. 01-112-DIR: PUBLIC AND LEGISLATIVE RELATIONS
 - xii. 01-114-DIR: POLICIES AND PROCEDURES
 - xiii. 01-115-POL: ETHICS
 - xiv. 01-116-DIR: TRAVEL
 - xv. 01-117-A-DIR: BOARD MEMBER TRAINING AND DEVELOPMENT
 - xvi. 01-117-POL: TRAINING
 - xvii. 01-120-DIR: E-MAIL
 - xviii. 01-121-POL: BOARD SPOKESPERSON
 - xix. 01-122-DIR: RECORDS MANAGEMENT

- xx. 01-123-DIR: MANAGEMENT INFORMATION SYSTEMS AND CASE RECORDS
- xxi. 01-124-DIR: FISCAL MANAGEMENT
- xxii. 01-125-POL: STAFFING
- xxiii. 01-126-DIR: RESEARCH AND SURVEY PROJECTS
- xxiv. 01-127-DIR: PHYSICAL PLANT, SECURITY, SAFETY AND EMERGENCY PROCEDURES
- xxv. 05-511-POL: PANEL ACTION
- xxvi. NOTICE OF INTENT LAC 22 XI; 511: PANEL ACTION

6. Adjournment

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

If special accommodations are needed, please visit DOC.LA.GOV for Board contact information.

Contact person: John Poche at 225-342-5421



LOUISIANA **Number: 01-102-Form**
BOARD OF PARDONS & PAROLE **Date: December 9, 2019**

SUBJECT: Louisiana Board of Pardons and Parole Form 01-102, "Powers and Duties of the Board"

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AUTHORITY: LAC Title 22, Part IX, La. R.S. 15:574.2

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REFERENCE: LADOC Regulation IS-B-6-b

Louisiana Board of Pardons and Parole Policy 01-102, "Powers and Duties of the Board"

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~~This is your formal notification of the following information regarding your parole hearing before the Louisiana Board of Pardons-Parole Committee.~~

Under the provisions of R.S. 15:574.2 and the Louisiana Administrative Code, Title 22, Part IX, the Louisiana Board of Pardons-Parole Committee has the authority to sanction an offender's disorder, threatening, or insolent behavior, or use of insulting, abusive, or obscene language at a hearing or in written communication with the offender's parole application.

The Board's decision to sanction may result in the immediate and unfavorable termination of the proceedings and the applicant's right to make future application for parole may be suspended for two years.

SHERYL M. RANATZA, CHAIRMAN

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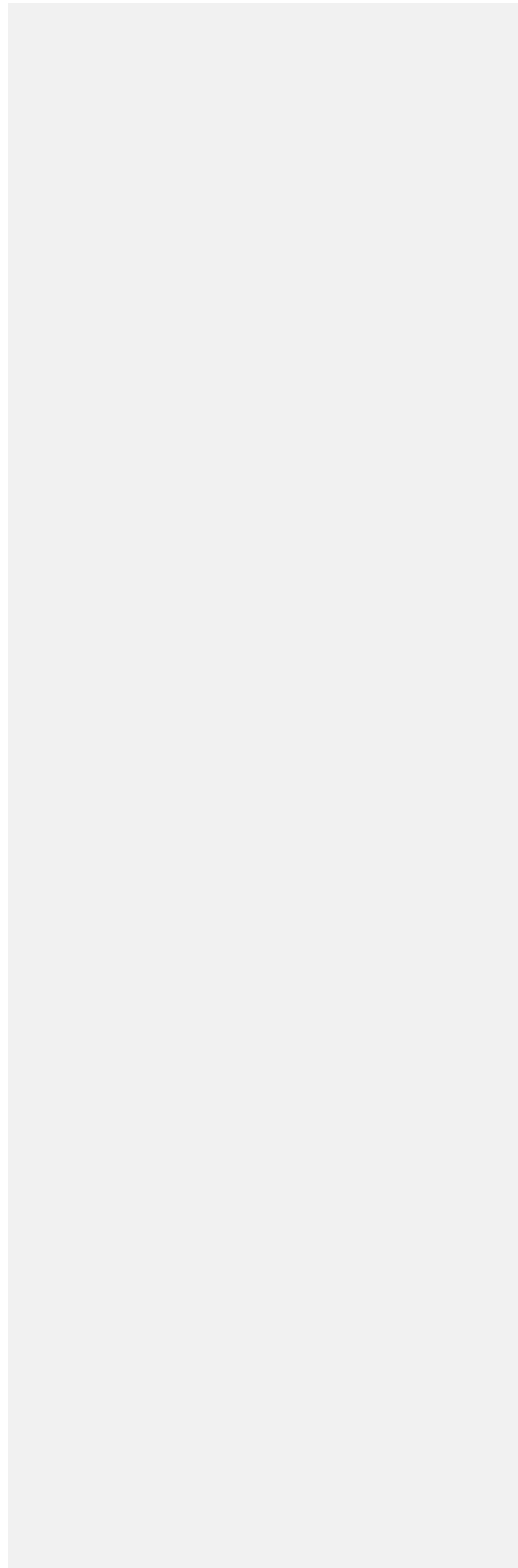
~~By affixing my signature below, I acknowledge that I understand the information contained in this notice regarding my appearance before the Louisiana Board of Pardons and Parole.~~

OFFENDER NAME, DOC#, Date

~~OFFENDER SIGNATURE WITNESSED BY:~~

~~Institutional Staff, Date~~

~~POL 01.102 A - OFFENDER ACKNOWLEDGEMENT~~





**LOUISIANA
BOARD OF PARDONS & PAROLE**

Number: 01-102-POL
Date: ~~March 20, 2018~~
Page: 1 of 2

BOARD POLICY

SUBJECT: POWERS AND DUTIES OF THE PAROLE COMMITTEE

PURPOSE: To establish policy, reflective of Louisiana law, that describes the powers and duties of the Louisiana Committee on Parole

AUTHORITY: LAC, Title 22, Part XI, Chapter 1, La. R.S. 15:574.2, Acts 280 and 337 of the 2017 Regular Legislative Session

REFERENCES: ACA Standards 2-1001, ~~and~~ 2-1002 and 2-1127; Board policies 05-509, "Victim Notification and Participation In Hearings", 07-701, "Parole Decisions", and 07-703, "Decision to Grant or Deny Parole"

POLICY:

A. The Louisiana Committee on Parole shall:

- 1) Make parole, administrative parole release and revocation decisions under La. R.S. 15:574.2;
- 2) Evaluate any application filed pursuant to R.S. 15:308 and taking into consideration the risk of danger the applicant would pose to society if released from confinement; shall make recommendations to the Board of Pardons as to whether the applicant is eligible for a reduction in sentence pursuant to R.S. 15:308.
- 3) Adopt rules not inconsistent with law as they deem it necessary and proper, with respect to the eligibility of offenders for parole and the conditions imposed upon offenders who are released on parole;
- 4) Keep records of its official actions and make them accessible according to law;
- 5) Collect, develop, and maintain statistical information concerning its services and decisions;

Ⓣ a. Notify the district attorney of the parish where the conviction occurred ~~as required~~
~~by law;~~

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a The district attorney of the parish where the conviction occurred shall be allowed to review the record of the offender since incarceration, including but not limited to any educational or vocational training, rehabilitative program participation, disciplinary conduct, and risk assessment score. The district attorney shall be allowed to present testimony to the Committee and submit information relevant to the proceedings.

~~b In cases of administrative parole, notify the district attorney of the parish where the conviction occurred at least 90 days prior to the administrative parole eligibility date. The district attorney may register an objection and request that the committee on parole conduct a hearing, if the offender is eligible for such objection, within 60 days of such notice. Offender shall release without a hearing if the objection is not received prior to the deadline.~~

7. To notify the victim, or the spouse, or next of kin of a deceased victim, when the offender is scheduled for a parole hearing. See also Board Policy, 05-509, "Victim Notice and Participation in Hearings".

~~7) 8. When requested to do so, notify, in writing at least seven days prior to the offender's release on parole, the Chief of Police, Sheriff, or District Attorney of the parish where the offender will reside and where the conviction(s) occurred of the offender's pending release;~~

~~8) 9. Submit an annual report of its performance to the Secretary of the Department of Public Safety and Corrections on or before February 1st each year for the previous calendar year. This report shall include statistical and other data with respect to the work the Committee may make of sentencing, parole, or related functions, and may include a recommendation of changes considered necessary to improve its effectiveness.~~

B. The Louisiana Committee on Parole may:

- 1) Apply to a district court to issue subpoenas, compel the attendance of witnesses, and the production of books, papers, and other documents pertinent to the subject of its inquiry;
- 2) Take testimony under oath, either at a hearing or by deposition;
- 3) Sanction an offender's disorderly, threatening, or insolent behavior, or use of insulting, abusive, or obscene language at a hearing or in written communications with the offender's parole application, notice for which shall be provided to the offender at the commencement of proceedings. (See Form, 01-102-A, "Offender Acknowledgement")

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This policy ~~replaces and supersedes~~ ~~supersedes and replaces~~ Board Policy 01-102, "Powers ~~and~~ ~~and~~ Duties of the -Parole Committee" dated ~~March 20, 2018~~ ~~August 1, 2014~~.

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LOUISIANA
BOARD OF PARDONS ~~& AND~~ PAROLE

Number: 01-103-A-DIR
Date: ~~June 17,~~
2013 December 9,
2019
Page: 1 of 2

BOARD DIRECTIVE

SUBJECT: COMMITTEE ON PAROLE ADMINISTRATION

PURPOSE: To establish a framework for Board Members to utilize when making decisions concerning public safety.

AUTHORITY: LAC Title 22, Part XI, La. R.S. 15:574.2, et seq.

REFERENCE: ACA Standards 2-1001 through 2-1008, 2-1012, 2-1013, And 2-1038

ACA Standards 2-1001 through 2-1009, 2-1012, 2-1013, 2-1015, 2, 1034, 2-1038, 2-1124 and 2-1125

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

POLICY:

The Louisiana Committee on Parole shall strive to be an integral part of the criminal justice system in Louisiana by conducting the business of the Committee fairly and efficiently. The Committee shall weigh the balance of societal justice, consistency, public safety, and the rights of the victim and victim's families.

PROCEDURES:

- A. The Committee on Parole shall be mindful of the integrity of the sentencing authority.
- B. The Committee on Parole shall carry out its duties as defined in La. R.S. 15:574.2 et. Seq., which grants the Committee with the decision making authority with respect to all offenders convicted of a felony who are sentenced to a term of imprisonment and are eligible for discretionary parole.
- C. The Committee on Parole shall be attached to the Louisiana Department of Public Safety and Corrections for administrative purposes as outlined in 15:574.2 and 15:574.3.
- D. Although the Division of Probation & Parole staff is independent of the Committee on Parole, they shall be responsive to the authority as defined in La. R.S. 15:574.7.
- E. The Committee on Parole may impose general and specific conditions of parole as outlined in La.. R.S. 15:574.4.2.

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- F. The Committee on Parole shall have access to full information as outlined in La. R.S. 15:574.2.
- G. The Committee on Parole shall have the authority and power to grant or deny parole and does not serve merely as an advisory body to any other agency.

01-103-A-DIR

December 9,
2019~~**June 17,**~~
~~**2013**~~

Page 2 of 2

- H. The Committee on Parole may issue warrants to cause the arrest of offenders, and have the power to revoke parole.
- I. The Committee on Parole has the authority to discharge an offender from parole in accordance with La. R.S. 15:574.6, Board Policy 15-1501, "Suspension of Supervised Parole", and 15-1503, "Termination of Parole".
- J. Although autonomous, the Board shall interact and share information with other agencies as necessary.
- K. The Chairman shall review the Board's organizational chart annually.
- L. The Chairman shall coordinate the review of the Board's policies with the Board members.
- M. A board member shall not have secondary employment which is in conflict with board duties.
- N. Members of the Board shall be selected in accordance with Louisiana revised statutes. Each member shall meet the qualifications outlined in statute.
- O. A member shall not seek nor hold public office during his tenure on the board.
- P. Board members' salaries shall be as outlined in R.S. 15:574.2.A.(7).
- Q. Positions of the board are full-time in accordance with R.S. 15:574.2.A.(6).
- R. Emergency or special meetings shall be scheduled by the Chairman as necessary and be in compliance with Louisiana's open meetings laws.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This directive replaces and supersedes Board Directive 01-103-A, "Committee on Parole Administration" dated June 17, 2013.



**LOUISIANA
BOARD OF PARDONS & PAROLE**

Number: 01-103-POL
Date: ~~August 1, 2012~~
Page: 1 of 1

BOARD POLICY

SUBJECT: COMPOSITION OF THE PAROLE COMMITTEE

PURPOSE: To establish policy, reflective of Louisiana law, that details the composition of the Louisiana Board of Pardons- Parole Committee

AUTHORITY: LAC, Title 22, Part XI, Chapter 1, La. R.S. 15:574.2, ~~Act 714 of 2012~~

REFERENCES: ACA Standards 2-1034, Board Policy, 01-103-A, "Committee on Parole Administration", Department of Public Safety & Corrections Regulation JO-1, "Basic Jail Guidelines", V-C-004,

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POLICY:

A. The Louisiana Committee on Parole (Committee) shall consist of seven (7) members:

- 1) The five members of the Board of Pardons appointed by the Governor;
- 2) Two-at-large appointees to the Committee on Parole appointed by the Governor, who shall serve only as members of the Committee and shall not serve as members of the Board of Pardons; and
- 3) One Ex-Officio member.
 - a) The Warden, or in ~~their his~~ absence, the Deputy Warden of the correctional facility in which the offender is incarcerated shall be an Ex-Officio member of the Committee. When the offender is housed in a local correctional facility and the Warden or Deputy Warden of that facility is not able to attend the offender's parole hearing, the Warden, or in his absence, the Deputy Warden, of the facility where the offender's parole hearing is held, may serve as an Ex-Officio member of the Committee.
 - ~~a)~~b) The facility Warden or his/her designee, of the local level facility in which the offender is housed, shall be present to provide information to members of the Parole Board regarding the offender's progress and disciplinary infractions during incarceration.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This Policy replaces and supersedes Board Policy, 01-103-POL, "Composition of the Parole Committee" dated August 1, 2012.



**LOUISIANA
BOARD OF PARDONS**

**Number: 01-105-POL
Date: December 19, 2012
Page: 1 of 1**

BOARD POLICY

SUBJECT: DISCRETIONARY POWERS OF THE BOARD

PURPOSE: To describe the discretionary powers of the Board of Pardons

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

POLICY:

It is the policy of the Board of Pardons to exercise its duties and functions established by the Louisiana Constitution and state law in a manner that seeks to render ~~to~~ fair and just determination on every application for clemency.

PROCEDURES:

- A. The Board of Pardons, at its discretion, may deny any applicant a hearing for any of the reasons listed below; however nothing shall prevent the Board from hearing any case.
- 1) Insufficient time served on sentence;
 - 2) Insufficient time after release;
 - 3) Proximity of parole/good time date;
 - 4) Institutional disciplinary reports;
 - 5) Probation/parole—unsatisfactory/violated;
 - 6) Past criminal record; or
 - 7) Any other factor determined by the board.
- B. In any matters not specifically covered by LAC 22:, Part V, .Chapter 1, the Board shall have discretionary powers to act.
- C. No person shall have a right ~~of to~~ appeal ~~from~~ a decision of the Board of Pardons or the Governor regarding clemency.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*



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

Number: 01-107-A-DIR
Date: December 9, 2019
~~September 30, 2014~~
Page: 1 of 1

BOARD DIRECTIVE

SUBJECT: BOARD PLANNING AND COORDINATION

PURPOSE: To establish and strengthen relationships with other law enforcement and other criminal justice stakeholders.

REFERENCES: ACA Standards 2-1022, 1023, 1027, and 1028

AUTHORITY: LAC Title 22, Part V and Part XI

POLICY:

The Louisiana Board of Pardons and Parole shall participate with other Louisiana criminal justice agencies and organizations to enhance the public safety and successful reentry of offenders into the community.

PROCEDURES:

- A. The Board Chairman shall coordinate annually the long range plans of the Board, and each member of the Board shall be given the opportunity to participate in establishing and evaluating the annual short and long term goals of the Board.
- B. The Chairman or designee shall meet semi-annually with Probation and Parole Regional and/or District Administrators to initiate, coordinate, and develop release plans.
- C. At least one member of the Board and/or staff shall meet at least annually with representatives of relevant criminal justice agencies (police, prosecution, courts, etc.) to develop a means of coordinating problems, to undertake joint planning, and to agree on means of implementing and evaluating such plans.
- D. Board members and/or board staff initiate continuing interaction with field P&P staff through visits to field offices and/or participation in supervision activities.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This directive replaces and supersedes Directive 01-107-A, "Board Planning and Coordination" dated September 30, 2014.

This directive supersedes and replaces Directive 01-107-A dated June 21, 2013.

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**LOUISIANA
BOARD OF PARDONS & PAROLE**

Number: 01-108-DIR
Date: ~~April 15, 2020~~
~~September 30, 2014~~
Page: 1 of 2

BOARD DIRECTIVE

SUBJECT: USE OF TECHNOLOGY

PURPOSE: To establish a policy of the Louisiana Board of Pardons & Parole regarding use of technology.

AUTHORITY: LAC Title 22, Part V and Part XI

REFERENCES: ACA Standard 2-1128, Board Policy 01-112, "Public and Legislative Relations"

DIRECTIVE:

It is the policy of the Louisiana Board of Pardons & Parole to use appropriate technological solutions to improve the Board's ability to perform its functions, and provide public access to information about the Board, its rules, and processes.

The Board will adhere to policies set forth by the Louisiana Department of Public Safety & Corrections (DPS&C) in developing applications programming, network support, special projects, system and network operations, support services, and administrative services. The Board will maintain an internet webpage on the DPS&C website that provides information and assistance to the public.

PROCEDURES:

A. Board Functions

- 1) To the extent that technology may be used to assist in performing the duties of the Board of Pardons and Parole, the Board and its staff shall use available technology as appropriate.
- 2) Parole panel duties relate to the release and revocation of parole. The Board and its staff shall use technology to include, but not be limited to, reviewing the offenders' cases electronically and recording the panel's votes.

~~a-a.~~ The Board and its staff shall use the technology provided by the DPS&C: the Parole Board case management database system, Probation and Parole Case Management database system, Offender Information Management system, and Lotus Notes, and Power DMS-

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b. As new technology is developed and made available, the Board and its staff shall incorporate the new technological solutions in their daily operations.

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B. Public Interaction

- 1) The Board Chairman shall designate a Website Coordinator. The Website Coordinator shall act as the Board's liaison to the DPS&C webmaster, coordinating updates to the Board's webpage.
- 2) The Board Chairman shall ensure the public may interact with the Board through the internet via the Board's webpage. A designated email address will be available on the Board's webpage, as well as contact telephone number(s) and mailing address for the Board office.
 - a. The Website Coordinator shall serve as the Board's email liaison on inquiries received through the DPS&C webmaster and/or the Board's designated email address. The Website Coordinator shall respond to public inquiries and requests pursuant to the Louisiana Public Information Act, whether the inquiry is received through email communication or U.S. Mail.
 - b. Upon receiving communication from the public, the Board's email liaison shall respond to the inquiry as required by law, or refer as appropriate.

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C. Conducting Pardon or Parole Hearings by Remote Technology in Declared Disaster Emergency

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When a quorum requirement cannot be met and when authorized to do so by Executive Proclamation, hearings may be conducted that provide for attendance via teleconference or video conferencing technology. All efforts shall be made to provide for observation and input by members of the public. All required notification requirements must be met. All members of the board/committee and key staff shall be provided advance training on conducting hearings by remote technology in declared disaster emergencies.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This Directive replaces and supersedes Board Directive 01-108-DIR, "Use of Technology" dated September 30, 2014.

This directive supersedes and replaces Board Directive 01-108, dated May 9, 2012.



**LOUISIANA
BOARD OF PARDONS & PAROLE**

Number: 01-108-A-DIR
Date: ~~2019~~ **December 9,**
~~October 17,~~
2016
Page: 1 of 2

BOARD DIRECTIVE

SUBJECT: ELECTRONIC SIGNATURE AUTHORITY

PURPOSE: To establish a policy of the Louisiana Board of Pardons & Parole regarding the use of electronic signatures by Board and Committee members.

AUTHORITY: LAC Title 22, Part V and Part XI, and La. R.S. 9:2618

REFERENCE: Board Policy 05-513, "Single Member Action"

DEFINITIONS:

Electronic signature - An electronic process, attached or logically associated with an electronic record and executed or adopted by a person with the intent to sign a record. An electronic signature must be attributable (or traceable) to a person who has the intent and authority to sign the record with the use of adequate security and authentication measures that are contained in the method of capturing the electronic transaction (e.g., use of PIN or unique log-in username and password), and the recipient of the transaction must be able to retain an electronic record of the transaction at the time of receipt. Such retention shall be for the time period specified in the Board's records retention policy.

Level of Assurance - the degree of confidence in the identity of the individual providing an electronic signature.

DIRECTIVE:

This directive is intended to promote efficiency and save resources by providing general guidelines on the use of electronic signatures. The Board may utilize electronic signatures and signature stamps in order to promote public safety by administering and processing documentation in an efficient manner.

PROCEDURES:

A. The Board may determine the extent to which it shall send and utilize electronic signatures and rely upon electronic records and electronic signatures.

- 1) Specific actions that may be executed with a Board/Committee member's electronic signature:
 - a. Warrants
 - b. Single member actions:
 - Authorization to hold an offender when the offender has deferred the preliminary hearing deferred;
 - Revocation of parole when the offender has waived the final hearing; or when the offender has a new felony conviction;
 - Rescind parole;
 - Add, modify, or remove special conditions;
 - Order that an offender be returned for a hearing;
 - Recall a warrant;
 - Terminate parole unsatisfactory;
 - Terminate parole when it has been verified that the parolee is deceased;
 - Take any action in lieu of revocation;
 - Sign the Parole Certificate.
 - Grant or deny administrative documents concerning pardon or parole applications.
- 2) Specific actions that may **NOT** be executed with an electronic signature or signature stamp:
 - a. Recommendations to the Governor regarding clemency;
 - b. ~~Clemency~~ Correspondence to Elected officials.
- 3) When a record or document requires the signature of a Board or Committee member, that requirement is met when the electronic record has associated with it an electronic signature using an approved electronic signature method.
- 4) When a signature approval is required, an electronic signature will meet the requirement, and shall be accepted as legally binding and equivalent to a handwritten signature when the Board has authorized the use of electronic signature for that transaction and the Board has implemented an approved electronic signature method and user authentication protocol to establish the level of assurance needed.

B. **Security Procedure:** A document utilizing an electronic signature shall first be reviewed and approved by the Board Chairperson (or his or her designee), prior to use.

- 1) Individuals who falsify electronic records or electronic signatures may be subject to disciplinary action, up to and including separation from employment in accordance with Civil Service Rules and the Corrections Services Employee Manual. Individuals are required to report any suspect or fraudulent activities related to electronic records and/or electronic signatures immediately to the Board Chair and to the Board's Executive Director as well as the individual's immediate supervisor.
- C. A member's specific approval of a warrant of arrest, revocation of parole, or any other document of a decisive nature shall be kept as part of the record.
- D. A member's electronic signature on the document shall indicate that the member has approved and authorized the corresponding action(s).

~~E. The only stamped version of a signature that may be used is that of the Board Chair, and only with documentation that the Chair's general approval to use the stamped version was obtained prior to use and such approval is kept on record.~~

- ~~1) Staff utilizing an approved signature stamp on authorized correspondence shall sign his or her name directly below the stamped signature. The staff member's signature shall indicate that the Board Chair's signature was stamped at the direction of and authorized by the Board Chair.~~

FE A staff member who fails to comply with each step of the procedure set forth herein may be subject to corrective action.

GF An inventory of all approved electronic signature methods shall be maintained by the Board's Executive Director.

HG The Board's Executive Director shall insure that control processes and procedures are developed to ensure adequate preservation, disposition, integrity, security, confidentiality, and audit-ability of electronic records. The internal processes shall include, at a minimum:

- 1) The manner in which the electronic records must be created, generated, sent, communicated, received, and stored;
- 2) Procedures for the board staff to verify document authenticity, confirming the identity of the person who signed the document; and
- 3) Procedures for the board staff to verify document integrity, confirming that the document has not been altered in transit.

SHERYL M. RANATZA, BOARD CHAIR

**Signature on file*

This directive replaces and supersedes Board Directive 01-108-A, "Electronic Signature Authority" dated October 17, 2016.



**LOUISIANA
BOARD OF PARDONS & PAROLE**

Number: 01-109-POL
Date: December 9,
Page: 2019September 15,
2015
1 of 1

BOARD POLICY

SUBJECT: RESTRICTIONS ON REPRESENTATION OF OFFENDERS

PURPOSE: To establish policy on individuals who may not represent an offender before the Louisiana Board of Pardons (Board) & Parole Committee (Committee).

AUTHORITY: LAC, Title 22, Part V and Part XI, Chapter 1; La. R.S. 15:572.7 and 15:574.2.F

REFERENCES: ACA Standard 2-1092-1, Board Policy 05-500, "Parole Hearing Process"

POLICY:

- A. In accordance with the provision of La. R.S. 15:572.7 and 15:574.2.F, The following persons shall not represent any offender, directly or indirectly, before the board or Committee:
- 1) The Executive Counsel to the Governor;
 - 2) The Executive Secretary to the Governor;
 - 3) Any member of the immediate staff of the Governor;
 - 4) Any member of a law firm, law partnership, or law corporation of which a member, associate, or partner is the Executive Counsel to the Governor, the Executive Secretary to the Governor, or a member of the immediate staff of the Governor.
- ~~B. If an Executive Counsel, Executive Secretary, or member of the immediate staff of the Governor violates the provisions of this Section, such person shall forfeit the office or position held and all emoluments of the office or position. In addition, if a member of a law firm, partnership, or corporation of which such a person is a member, associate, or partner violates the provisions of this Section, the office or position held with the Governor and all emoluments of said office shall be forfeited.~~

SHERYL M. RANATZA, BOARD CHAIR

**Signature on file*

This policy replaces and supersedes Board Policy 01-109-POL, "Restrictions on Representation of Offenders" dated September 15, 2015.

Replaces and supersedes Board Policy 10-109 dated August 1, 2012



**LOUISIANA
BOARD OF PARDONS & PAROLE**

Number: 01-111-POL
Date: September 30, 2014
Page: 1 of 2

BOARD POLICY

SUBJECT: COMMUNICATION AMONG AND WITH BOARD AND/OR COMMITTEE MEMBERS

PURPOSE: To establish policy of the Louisiana Board of Pardons and Parole which details prohibited communication between Board and/or Committee members, as well as prohibited communications with Board and/or Committee members.

AUTHORITY: [LAC, Chapter 22, Part V and Part XI, La. R.S. 44:1 et seq., 15:574.2.1, 15:574.12](#)
[LAC, Chapter 22, Part V and Part XI, La. R.S. 15:574.2](#)

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POLICY:

There shall be no informal, off-the-record communications regarding the merits or the substance of an offender's case between Board and/or Committee members for the purpose of influencing a decision of the Board and/or Committee outside of an official public hearing.

PROCEDURE:

A. Communications Between Board and/or Committee Members

- 1) The Warden or Deputy Warden, as Ex-Officio member, may provide information to other members of the Board and Committee regarding an offender's progress during incarceration. Such communication may be submitted in writing in advance of the offender's scheduled hearing or may be provided verbally during the course of the public hearing; however, as an ex-officio member, the Warden or Deputy Warden shall not be a voting member of the Board or Committee.
- 2) Any attempt by a Board and/or Committee member to discuss cases in an effort to persuade another Board and/or Committee member or members outside of an official public hearing is prohibited and shall be documented as set forth in B.3. below.

B. Communications With Board and/or Committee Members

- 1) No member of the Board and/or Committee shall transmit any correspondence to, or otherwise confer with, a judge before whom a convicted offender is awaiting sentencing to request or recommend any action relating to the sentence to be imposed upon the offender.

- a. The Board shall notify the Governor of its finding of a violation of this Section. However, no decision of the Board and/or Committee shall be nullified or otherwise affected by the participation of a member who has violated this Section, except a decision that involves the offender on whose behalf the request or recommendation was made.
- 2) Notwithstanding the provisions of R.S. 15:574.12(A), or any other provision of law to the contrary, no person shall contact or communicate with the Committee on Parole or any of its members urging parole, or otherwise regarding any offender, except in an open hearing/meeting or by written letter addressed to the Committee.
 - a. Any written communication with the Committee regarding an offender as provided in this Section shall be deemed a public record and subject to public inspection as provided by R.S. 44:1 et seq.
 - b. Letters written by or on behalf of any victim of a crime committed by the offender, or any letter written in opposition to the inmate being placed on parole shall not be deemed a public record. However, this exception shall not apply to any written communication by an elected or appointed official.
- 3) Any member of the Board and/or Committee improperly contacted by an individual shall immediately cease the inappropriate communication with the individual, notify the individual in writing, return receipt requested, accompanied by a copy of this rule, that such contact was illegal and inappropriate, and report the contact to the other Board and Committee members.

SHERYL M. RANATZA, BOARD CHAIR

**Signature on file*

This policy replaces and supersedes Board Policy, 01-111-POL, "Communication Among and With Board and/or Committee Members" dated August 1, 2012.

This policy supersedes and replaces Board Policy 01-111, dated August 1, 2012.



LOUISIANA
BOARD OF PARDONS & PAROLE

Number: 01-112-DIR
Date: ~~December 9,~~
2019 ~~October 18,~~
2018
Page: 1 of 3

BOARD DIRECTIVE

SUBJECT: PUBLIC AND LEGISLATIVE RELATIONS

PURPOSE: To guide Board, Committee and staff members when sharing sensitive information.

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

REFERENCES: ACA Standards 2-1046, 2-1126 through 2-1130
DPS&C Regulation, PS-H-1-a, "Victim Notice and Registration"

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

POLICY:

Subject to the Louisiana Open Meetings and Public Records laws and other applicable statutes and regulations pertaining to confidentiality issues, the Louisiana Board of Pardons and Parole shall strive for transparency of operations.

PROCEDURES:

A. Public Relations

- 1) Subject to revised statute and any other applicable limitations on disclosure of information, when requested the Chairman shall provide accurate information to the following:
 - a. Public or interested persons;
 - b. Other agencies of the criminal justice system;
 - c. Legislators;
 - d. Research organizations and universities;
 - e. Other Louisiana agencies;
 - f. Crime victims (in accordance with Department of Public Safety & Corrections Regulation, PS-H-1-aC-01-007, "Victim Notice and Registration" Crime Victims Services Bureau).

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01-112-DIR

December 9,

2019~~September 30,~~

- 2) The Chairman or designee shall maintain information and the Board's mission statement on its webpage hosted by the Department of Public Safety & Corrections (DPS&C) website (<http://doc.la.gov>).
- 3) The Board shall furnish information annually in the Board's Annual Report to any authorized agency, person or organization requesting such information and on the board's webpage.
- 4) The Board shall be proactive in informing the public and the media of events within the Board's scope of responsibility.
- 5) Routine requests for information regarding non-restrictive board operations, policies, procedures, etc. shall be released through the Chairman's designee, who shall inform the Chairman of any such release of information.
 - a. If an information request concerns a facility, the media or public shall be referred to the appropriate personnel at the facility.
 - b. Additionally, if a local reporter's inquiry involves an issue that is currently newsworthy and receiving media attention or affects the entire DPS&C, the DPS&C Communications Director shall be contacted prior to the release of any information.
 - c. Any contact from a national or international news representative shall be reported to the DPS&C Communications Director prior to the release of any information.
 - d. Board members shall refer all requests from the media to the Chairman.
- 6) The Chairman shall issue any emergency and non-emergency communications regarding board decisions and actions.
- 7) All legitimate news media organizations shall be allowed reasonable access to the Board hearing room, unless security considerations dictate otherwise.

B. Legislative Relations

- 1) The Chairman or designee shall serve as the Board's liaison with the Louisiana Legislature and pertinent legislative committees.
- 2) The Chairman will collaborate with the Secretary (or designee) of the DPS&C of any legislative matters which may impact board operations.

01-112-DIR

December 9,

2019~~September 30,~~

- 3) The DPS&C shall respond to the Legislative Fiscal Office's request for fiscal impact on proposed legislation which may impact the DPS&C and/or the Board of Pardons and Parole.
- 4) The Chairman of the Board will collaborate and work with the DPS&C legislative liaison staff to develop a system of tracking proposed legislation which may impact the Board's operations.

C. Legislation Implementation - When a bill is enacted, the Executive Management Officer (EMO) shall prepare implementation action plans to include a review of all appropriate rules, policies, directives, and manuals to incorporate all legislative changes.

- 1) The EMO will review the bill and identify all appropriate Board documents that need to be revised or developed. The EMO will prepare revisions or develop policies and directives within 30 days after the governor signs the legislation into law.
- 2) Rules - The EMO will refer the appropriate rule revisions or proposed rules to the Executive Director.
- 3) Policies and Directives - The EMO will refer the revisions and new policies and directives pursuant to Board Directive 01-114, "Policies and Procedures".
- 4) Members of the Board of Pardons & Parole shall receive annual training on newly enacted legislation affecting their operations and duties.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This directive replaces and supersedes Board Directive, 01-112-DIR, "Public and Legislative Relations" dated October 18, 2018.

This directive replaces and supersedes Board Directive 01-112-DIR, dated September 30, 2014.

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**LOUISIANA
BOARD OF PARDONS & PAROLE**

Number: 01-114-DIR
Date: ~~October 18,~~
2018 November 14,
2019

Page: 1 of 3

BOARD DIRECTIVE

SUBJECT: POLICIES AND PROCEDURES

PURPOSE: To establish guidelines for the administrative processes for drafting and reviewing policies and procedures regarding the administrative and statutory functions of the Louisiana Board of Pardons and Parole (Board). Board employees shall follow the guidelines of this directive in drafting, distributing, and maintaining policies and procedures.

AUTHORITY: LAC Title 22, Part V and Part XI

REFERENCES: ACA Standards 2-1013, Board Policy 05-503-POL, "Parole Committee Panels"

DEFINITIONS: Board Directives – directives are procedural instructions to Board ~~M~~members (~~M~~members) and staff regarding the internal administration of the Board's statutory responsibilities. Board directives are reviewed by members and board staff and approved ~~and signed~~ by the Board Chairman.

Board Policies – policies reflect statements of general applicability that describe the procedure or practice requirements of the Board. Policies are approved by the Board members in an Open Meeting. As a general rule, Board policies include matters of release on parole, conditions of release, and revocation of parole and require promulgation.

DIRECTIVE:

I. General – Policies, Directives, and Manuals: The Executive Management Officer (EMO) will cause the update ~~of~~ ~~to~~ the Board webpage with new or revised documents, including the table of contents, policies, and directives.

A. Policies and Directives: An annual review of the Board's policies and directives is scheduled and permits participation by board members and staff. Revisions and updating of the policies are undertaken, when necessary.

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B. Manuals: Executive Management Officer (EMO) is responsible for reviewing, maintaining, and distributing manuals of the Board's policies and directives. A complete and up to date manual shall be maintained in the Board office and made readily available to board members, staff, and the public.

II. Submission, Review and Approval

A. Policies

- 1) New or revised policies are based on statutory or rule changes, or case law. The review workgroup shall include Board members (members) and staff appointed by the Executive Director
- 2) The EMO shall distribute the draft to the review workgroup members and staff for review, requesting comments or suggested revisions.
- 3) After review and comments have been received from ~~the review workgroup members and staff~~, the Executive Director shall include the final policy draft as an adoption item on the agenda for the next business meeting of the Board.
- ~~4) The EMO shall provide a copy of the new policy and any attachments in the meeting packets in advance of for the next business meeting. The EMO shall have a clean original available for the Chairman's signature at the business meeting. If the Board adopts the policy, the Chairman shall sign the policy.~~
- ~~a) 5) After adoption, the EMO will process the policy for promulgation and inclusion in the Louisiana Administrative Code.~~
- ~~5) 6) After promulgation and signature by the chairman, the EMO shall distribute new or revised policies to Board Policy Manual holders using the electronic mail (E-mail) system. The EMO will distribute hard copies to the appropriate staff.~~

B. Board Directives

- 1) For all directives except the Parole Panel assignments, the Executive Director or designee shall recommend and draft a new or revised directive, ~~based on statutory, policy or rule changes, or case law.~~ The designee may include a workgroup of members and staff appointed by the Executive Director.

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- a. The annual Parole Panel assignments shall be developed in accordance with Board Policy, 05-503-POL, "Parole Committee Panels", revised and distributed by the EMO, upon the approval of the Executive Director.

- 2) The Executive Director or designee shall distribute the draft directive to members and staff for review, requesting comments or suggested revisions.
- 3) ~~When the review is complete, the EMO shall certify that all Board members received a copy of the directive.~~ The Executive Director shall review all comments by Board members, incorporating suggestions, prior to approving the directive.
- 4) After approval by the Executive Director, the EMO shall distribute new or revised directives to Board Policy Manual holders using the E-mail system. ~~The EMO will distribute hard copies to the appropriate staff.~~

III. Distribution and Maintenance

- A. The Executive Director or designee shall distribute all final copies of new or revised instructional documents.
- B. The annual policy and directives review shall occur during the last quarter of each calendar year. The EMO will submit a list of all policies and directives to the Executive Director with a recommendation to retain, repeal or revise the respective documents.
- C. The EMO shall maintain a master of the current original policies, directives, and resolutions. The EMO shall also maintain a master notebook/binder containing outdated policies, directives, and resolutions.

SHERYL M. RANATZA, CHAIRMAN
*Signature on file

This directive replaces and supersedes Board Directive 01-114-DIR, "Policies and Procedures" dated October 18, 2018.
~~Replaces and supersedes 01-114-DIR dated May 16, 2013.~~



LOUISIANA
BOARD OF PARDONS & PAROLE

Number: 01-115-POL
Date: August 1, 2012
Page: 1 of 3

BOARD POLICY

SUBJECT: ETHICS POLICY/CONFLICTS OF INTEREST

PURPOSE: To establish a Louisiana Board of Pardons and Committee on Parole (Board) ethics policy that prescribes the standards of conduct for all current members of the Board and for Board staff.

AUTHORITY: Code of Governmental Ethics (R.S. 42:15, ~~et seq~~); LAC, Part XI, Department of Public Safety & Corrections Regulation No. AM-F-2-a, "Code of Ethics Certificate of Review and Compliance" A-01-002, "Code of Ethics".

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REFERENCE: ACA Standards 2-1038, 2-1080

POLICY: All Louisiana Board of Pardons and Parole staff and Board members are subject to the provisions of the Louisiana Code of Governmental Ethics. Board members and staff shall familiarize themselves with and comply with the Code, this ethics policy, and DPS&C Regulation No. AM-F-2-a, "Code of Ethics Certificate of Review and Compliance" A-01-002, "Code of Ethics". This ethics policy does not supersede any applicable federal or Louisiana law or administrative rule.

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I. ETHICS:

A. Board members shall not:

- 1) Accept or solicit any gift, favor, or service that might reasonably tend to influence the member in the discharge of official duties or that the member knows or should know is being offered with the intent to influence the member's official conduct;
- 2) Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her official powers or performed his or her official duties in favor of another;
- 3) Use their position to influence other decision-makers in the criminal justice system;
- 4) Disclose confidential information, information that is excepted from public disclosure under the Louisiana Public Records Law (R.S. 44:1 et seq.), or information that has been ordered sealed by a court, that was acquired by reason of the member's official position; or accept other employment,

including self-employment, or engage in a business, charity, nonprofit organization, or

professional activity that the member might reasonably expect would require or induce the member to disclose confidential information, information that is excepted from public disclosure under the Louisiana Public Records Law (R.S. 44:17 et seq.), or information that has been ordered sealed by a court, that was acquired by reason of the member's official position.

- 5) Engage in any professional activity that could reasonably be expected to impair the member's independence of judgment in the performance of the member's official duties;
- 6) Make personal investment, or have a personal or financial interest, that could reasonably be expected to create a substantial conflict between the member's private interest and the public interest;
- 7) Utilize state time, property, facilities, or equipment for any purpose other than official state business, unless such use is reasonable and incidental and does not result in any direct cost to the State or the Board, interfere with the member's official duties, and interfere with the Board's functions;
- 8) Utilize his or her official position, or state issued items, such as a badge, indicating such position for financial gain, obtaining privileges, or avoiding consequences of illegal acts;
- 9) Knowingly make misleading statements, either oral or written, or provide false information, in the course of official state business; or
- 10) Engage in any political activity while on state time or utilize state resources for any political activity.
- 11) Allow political influence to color their decision.

B. Board members **shall**:

- 1) Perform his or her official duties in a lawful, professional, and ethical manner befitting the state and the Board; and
- 2) Report any conduct or activity that he or she believes to be in violation of this ethics policy to the Chairman and the Board's General Counsel.

- C. Board staff shall familiarize themselves with, and are subject to, the requirements of DPS&C Regulation No. AM-F-2-a, "Code of Ethics Certificate of Review and Compliance"-A-01-002, "Code of Ethics".

II. CONFLICTS OF INTEREST FOR BOARD MEMBERS

- A. Any member of the Board who has a conflict of interest must recuse himself or herself from a matter pending before the Board. A conflict of interest may include, but not be limited to the following:
- 1) The Board member is a witness;
 - 2) The Board member has been employed as an attorney for the offender;
 - 3) The attorney for the offender is the spouse of a Board member or is related to a Board member;
 - 4) The offender is a relative of a Board member; or
 - 5) The Board member is biased, prejudiced, or interested in the case or its outcome, or biased or prejudiced toward or against the offender or the offender's attorney to the extent that he/she would be unable to fairly and impartially participate in the hearing.
- B. If a Board member fails to recuse himself or herself, any interested person may request in writing to the Chairman of the Board that a member be recused. This request should include detailed reasons why a member should be recused.
- C. If the member fails to recuse himself or herself, the matter shall be referred to the Board.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*



**LOUISIANA
BOARD OF PARDONS & PAROLE**

Number: 01-116-DIR
Date: ~~May 14, 2020~~ ~~August 1, 2012~~
Page: 1 of 2

BOARD DIRECTIVE

SUBJECT: BOARD MEMBER TRAVEL

PURPOSE: The purpose of this directive is to ensure uniformity and to assist in budgetary control of Board ~~M~~member travel expenses.

AUTHORITY: LAC, Title 22, Part V and Part XI, Division of Administration PPM No. 49, La. R.S. 42:1115

REFERENCE: ACA Standard 2-1029, Board Policy 01-124-POL, "Fiscal Management", Ethics Form 413

DIRECTIVE: A Board ~~M~~member traveling on state business shall exercise the same expense judgment that he/she would if traveling on a personal budget. Only expenses actually incurred and are essential to conduct state business should be submitted for reimbursement.

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PROCEDURES:

- A. Authorized Travel: Authorized travel is any travel associated with the duties of a Board ~~M~~member to include: Board meetings, committee meetings, conferences/workshops, travel to units or travel to conduct Board business whether at the request of the Chairman or by invitation.
- 1) Any invitation for a Board ~~M~~member to attend and/or speak at an event on behalf of the Board must be authorized by the Chairman in advance of the event.
- B. Members will be reimbursed for travel to and/or from a residence to their duty point (headquarters or other hearing location, conference/workshop, or other location to conduct Board business).
- C. Travel receipts may be submitted to the Executive Management Officer (EMO) to ensure accuracy and compliance with Division of Administration PPM No. 49, which governs Louisiana state travel.
- D. Upon completion, the travel expense account should be signed and submitted to the EMO for processing for payment.

01-116-DIR

May 14, 2020~~August 1, 2012~~

Page 2 of 2

E. The EMO will ensure timely processing of the request for reimbursement of Board ~~M~~member travel expenses.

F. Financial Disclosure on Complimentary Admission, Lodging, or Transportation

1) All State Travel Regulations listed in PPM 49 must be followed. Ethics Board Form 413 must be completed and submitted to the Ethics Board whenever an entity, outside of the Board of Pardons & Parole, pays for the Board Members admission, lodging, or transportation.

2) Board Members shall adhere to the guidelines laid out in RS 42:1115.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file.*

This directive replaces and supersedes Board Directive 01-116-DIR, "Board Member Travel" dated August 1, 2012.



LOUISIANA
BOARD OF PARDONS ~~& AND~~ PAROLE

Number: 01-117-A-DIR
Date: June 17, 2013
Page: 1 of 2

BOARD DIRECTIVE

SUBJECT: BOARD MEMBER TRAINING AND DEVELOPMENT

PURPOSE: To ensure Board Members meet training thresholds set by governing bodies.

REFERENCES: ACA Standards 2-1057 and 2-1059, Board Policy 01.117, "Training"

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

POLICY:

Board members shall be afforded access to training, both annual and specialized, to assure competency in carrying out the mission of the Board.

PROCEDURES:

- A. The Chairman or ~~their~~ designee shall coordinate and schedule training opportunities for ~~B~~board ~~M~~members.
- B. The Chairman or ~~their~~ designee shall coordinate with the Department of Public Safety & Corrections/Headquarters Training Director, the Division of Probation & Parole Training Director, or other agencies to provide annual training requirements by qualified individuals.
- C. Training Requirements:
 - 1) All ~~B~~board ~~M~~members shall attend a forty (40) hour orientation prior to assuming his assigned duties.
 - 2) Board ~~M~~members shall receive a minimum of forty (40) hours of relevant training and education annually.
 - 3) Appropriate on-line, electronic media, academic, in-house training by any agency, organization or qualified sources determined by the Chairman or designee to be relevant to the needs of the ~~B~~board ~~M~~members shall be considered approved training.
 - 4) Training modules shall be approved by the Chairman.
 - 5) The curriculum for orientation training shall be developed in collaboration with the Department of Public Safety & Corrections and shall be in accordance with DPS&C

training policies and must meet the minimum requirements set forth in Board Policy 01- 117-POL, "Training".

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- 6) The curriculum for annual training shall be developed on an annual basis by the Chairman and must meet the minimum requirements set forth in Board Policy 01-117--POL, "Training".
- 7) Board ~~M~~members shall be encouraged to join and attend professional organizations and meetings.
- 8) Board ~~M~~members shall be encouraged to seek and hold offices or committee membership in recognized professional organizations.
 - a. Permission shall be given by the Chairman before a ~~B~~oard ~~M~~member may accept an office or committee responsibility.

SHERYL M. RANATZA, CHAIRMAN
**Signature on file*



**LOUISIANA
BOARD OF PARDONS & PAROLE**

Number: 01-117-POL
Date: December 9,
Page: ~~2019~~September 30,
~~2014~~
1 of 2

BOARD POLICY

SUBJECT: TRAINING

PURPOSE: The purpose of this policy is to describe training requirements for members of the Louisiana Board of Pardons and Committee on Parole (Board).

AUTHORITY: LAC Title 22, Part V and Part XI, La. R.S. 15.574.2

REFERENCES: ACA Standards 2-1057 and 2-1059, Board Policy 01-117, "Board Member Training and Development"

POLICY:

A. Orientation Training

Within ninety (90) days of being appointed to the Board, each new member shall complete a comprehensive training course developed by the ~~board chair~~ Chairman or designee in collaboration with the Department of Public Safety & Corrections (DPS&C).

- 1) The training course for new members shall be developed using training components consistent with those offered by the National Institute of Corrections, the Association of Paroling Authorities International, or the American Probation and Parole Association.
- 2) The training course for new employee orientation shall be provided by the DPS&C in accordance with the DPS&C Training Plan.

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B. In-Service Training

1) Board Members

Each member shall complete a minimum of ~~eighty~~ forty (40) hours of training annually, which shall be provided for in the annual budget of the DPS&C. The annual training course shall be developed using the training components consistent with those offered by the National Institute of Corrections, the Association of Paroling Authorities International, or American Probation and Parole Association and shall include the following topics:

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- 1) a. Data driven decision making;
- 2) b. Evidence based practices;
- 3) c. Stakeholder collaboration;

4) d. Recidivism reduction.

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2) Staff Members

Each staff member shall complete annual in-service training provided by DPS&C, in accordance with the DPS&C Training Plan.

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01-117-POL

~~December 9, 2019~~ ~~September 30, 2014~~

Page 2 of 2

C. Rules and Procedures Manual

Each Board ~~M~~member shall be issued a Rules and Procedures Manual and shall sign a statement to acknowledge receipt of the manual. Such statement shall include the Board ~~M~~member's agreement to completely and thoroughly familiarize himself or herself with the information contained therein and to conduct himself at all times in a manner which will strictly adhere to the letter of the law, as well as the spirit and intent. The manual shall contain, but not be limited to:

- 1) Louisiana Board of Pardons Rules, Policies, and Procedures;
- 2) Louisiana Code of Governmental Ethics;
- 3) R.S. 42:1, et seq (Public Policy for Open Meetings);
- 4) All DPS&C regulations and/or statutes with particular reference to the operations of the Board.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This policy replaces and supersedes Board Policy, 01-117-POL, "Training" dated September 30, 2014.

This policy supersedes and replaces Board Policy 01-117 dated August 1, 2012.



**LOUISIANA
BOARD OF PARDONS & PAROLE**

Number: 01-120-DIR
Date: ~~May 14, 2020~~
~~August 1, 2012~~
Page: 1 of 3

BOARD DIRECTIVE

SUBJECT: LOUISIANA BOARD OF PARDONS & PAROLE ELECTRONIC MAIL (E-MAIL)

PURPOSE: The purpose of this directive is to establish guidelines for the administrative processes for electronic mail for members of the Louisiana Board of Pardons and Committee on Parole (Board) who use any Department of Public Safety & Corrections (DPS&C) information resources.

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

REFERENCES: LA DPS&C Regulation, AM-G-3, "Internet, E-mail, and Web-mail Usage and Access"

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DIRECTIVE: The Board requires utilization of electronic message (E-mail) in accordance with State law and ethical considerations.

Information resources are strategic assets of the State of Louisiana that must be managed as valuable state resources. Thus, this directive is established to achieve the following:

- To ensure compliance with applicable statutes, regulations, and mandates regarding the management of information resources;
- To create prudent and acceptable practices regarding the use of E-mail; and
- To educate individuals using E-mail with respect to their responsibilities associated with such use.

DEFINITIONS: For purposes of this directive, the following definitions will apply:

Electronic mail system - refers to any computer software application that allows electronic mail to be communicated from one computing system to another.

Electronic mail (E-mail) - any message, image, form, attachment, data, or other communication sent, received, or stored within an electronic mail system.

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2020~~**August 1,**~~
~~**2012**~~

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Information Resources - any and all computer printouts, online display devices, and all computer-related activities involving any device capable of receiving E-mail, browsing Websites, or otherwise capable of receiving, storing, managing, or transmitting electronic data, Including, but not limited to, mainframes, servers, personal computers, notebook or laptop computers, hand-held computers, telecommunication resources, telephones, fax machines and printers. Additionally, it is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

PROCEDURE:

E-mail and the messages sent via DPS&C electronic mail systems are considered the same as all other office equipment and work produced. They are the property of the DPS&C, whose management maintains the right to access. All user activity on DPS&C information resources assets is subject to logging and review. There is no expectation of privacy in E-mail.

I. Utilization

- A. E-mails are to be used to conduct State business. When using E-mail for these purposes, the messages should be directed to the specific users who have an interest in or need to know the information.
- B. E-mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the Board unless appropriately authorized (explicitly or implicitly) to do so.
- C. Individuals shall not send, forward, or request to receive confidential or sensitive Board or DPS&C information through non-DPS&C accounts. Examples of non-DPS&C E-mail accounts include, but are not limited to, Hotmail, Yahoo mail, AOL mail, and E-mail provided by other Internet Service Providers (ISPs).

II. Prohibited Activities

- A. The following activities are prohibited:
 - 1) Sending E-mail that is intimidating or harassing;
 - 2) Using E-mail to transmit or receive material that may be offensive, indecent, or obscene;
 - 3) Use of E-mail for personal benefit or non-Board or non-DPS&C personal solicitations;

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2020~~**August 1,**~~
~~**2012**~~

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- 4) Sending E-mail for purposes of political lobbying or campaigning;
 - 5) Posing as anyone other than oneself when sending E-mail, except when authorized to send messages for another when serving in an administrative support role; and
 - 6) The use of unauthorized E-mail software;
 - 7) Sending or forwarding chain letters; and
 - 8) Sending unsolicited messages to large groups except as required to conduct Board business.
- B. All E-mail activities and Internet sites accessed as a result of using E-mail must comply with DPS&C Regulation-~~AM-G-3 A-05-07~~, "Internet, E-Mail, and Web-Mail Usage and Access".

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This directive replaces and supersedes Board Directive 01-120-DIR, "Email" dated August 1, 2012.



**LOUISIANA
BOARD OF PARDONS & PAROLE**

Number: 01-121-POL
Date: ~~XX-XX-XXXX~~ August 1,
2012
Page: 1 of 1

BOARD POLICY

SUBJECT: BOARD SPOKESPERSON

PURPOSE: The purpose of this policy is to designate, in accordance with law, the individual(s) who may serve as spokesperson for the Louisiana Board of Pardons & Committee on Parole (Board).

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

REFERENCE: ACA Standard 2-1046, 2-1130, Board Policy 01-112-POL, "Public and Legislative Relations", 01-123, "Management Information and Case Records"

POLICY:

The Chairman is the official spokesperson for the Board. In the absence of the Chairman, the Executive Director is authorized to speak on behalf of the Board. When acting as the official spokesperson, views expressed at all times shall be consistent with approved Board policies.
~~Only the Chairman of the Board or, in the absence of the Chairman, the Vice Chairman shall be authorized to speak on behalf of the entire Board.~~

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This policy replaces and supersedes Board Policy, 01-121-POL, "Board Spokesperson" dated August 1, 2012.

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**LOUISIANA
BOARD OF PARDONS & PAROLE**

Number: 01-122-DIR
Date: ~~November 14, 2019~~
~~November 2, 2018~~
Page: 1 of 3

BOARD DIRECTIVE

SUBJECT: RECORDS MANAGEMENT

PURPOSE: To establish guidelines for implementing a records management program to ensure all vital records of the Louisiana Board of Pardons and Committee on Parole (Board) are stored, managed, and disposed of in accordance with state law.

AUTHORITY: LAC Title 22, Part XI, Chapter 1

REFERENCE: ~~DPS&C Regulation AM-D-1, "Records Management Program".~~

DIRECTIVE: The Board is required to establish and maintain a records management program on a continuing and active basis, in cooperation with the Department of Public Safety & Corrections (DPS&C). The Board shall use the Records Retention Schedule created and maintained by the DPS&C, in accordance with Department Regulation ~~AM-D-1-A-01-009~~, "Records Management Program".

DEFINITIONS:

Convenience Copy: An exact identical copy of a State record maintained only for reference purposes.

Record: All documents, papers, letters, books, drawings, maps, plats, photographs, magnetic or optical media, microfilm, microphotograph, motion picture film, or other document or any other material, regardless of physical form or characteristic, generated or received under law in connection with the transaction of official business, or preserved by an agency or political subdivision because of other informational or legal value. This term shall not be construed to include library and museum material developed or acquired and preserved solely for reference or exhibition purposes, extra copies maintained for convenience as reference documents, stocks of standard publications or processed documents. (La. R.S. 44:402)

Record Retention Schedule: A document listing all records series for the Department, including an indication for that series of the length of time the records are to be retained. This schedule becomes effective when approved by the Secretary of State, Division of State Archives.

Record Series: File units or documents arranged according to a filing system or kept together because they relate to a particular subject or function, result from an activity, document a

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~~November 14, 2019~~ November 2, 2018

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specific type of transaction, or have some other relationship arising from their creation, receipt or use (such as documents with specific restrictions on access or use.) A group of like records that are treated as a unit for records management purposes. All record series may contain many separate files, but shall be treated as a single unit for all purposes relating to records retention.

Records Management Officer: An employee appointed by the Secretary who is responsible for implementing and maintaining the Department's Records Management Program.

Records Management Program: A program designed to provide maximum economy and efficiency in the creation, organization, use, maintenance or disposition of records to ensure records are retained as long as needed and unneeded records are not created or retained beyond their usefulness.

Records Management: The application of management techniques to the creation, use, maintenance, retention, preservation, and destruction of State records for the purposes of improving efficiency of record keeping, ensure access to public information, and reducing costs.

Records Retention Coordinator: The person designated by the Chairman to oversee records management, retention, and disposition for the Board.

Retention Period: The amount of time a record or records series must be retained before destruction or archival preservation.

PROCEDURES:

- A. The Executive Management Officer (EMO) is the Chairman's designee to serve as the Board's Records Retention Coordinator. The EMO shall ensure that appropriate Board employees are trained on records management and disposition.
- B. The EMO shall maintain a copy of the Board's approved Records Retention Schedule, which provides the perpetual authority needed to dispose of appropriate State records.
- C. The EMO shall ensure that Board records are retained for the timeframes set forth in the Schedule. Records shall not be retained longer than the established retention period.
- D. All Board staff shall ensure that records in their area of responsibility are stored in an organized manner and located in an area with adequate storage space that is easily accessible to authorized personnel. Request for additional storage space should be coordinated through the EMO.
- E. Once records have been maintained for the amount of time specified in the Schedule, they shall be prepared for final disposition.
 - 1) Caution: Records that reach their retention period and are involved in litigation claims shall not be disposed of until the litigation process is complete.

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- 2) It is not the intent of the schedule to address convenience copies, which are not considered State records, and these may be disposed of as necessary, without documentation, when their purpose has been served. Convenience copies should not be retained longer than the State record, as indicated in the schedule.

F. The disposition of records shall be properly documented, in accordance with DPS&C Regulation No. ~~A-01-009AM-D-1~~, "Records Management Program".

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G. Any suggested additions, revisions, or deletions to the records management program shall be submitted to the EMO for approval. The approved suggestions shall then be forwarded to the DPS&C Records Management Officer for inclusion in the periodic update of the DPS&C Records Retention Schedule.

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SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This directive replaces and supersedes Board Directive, 01-122-DIR, "Records Management" dated November 2, 2018.

This directive replaces and supersedes directive 01-122 "Records Management" dated August 1, 2012.



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

Number: 01-123-DIR
Date: ~~April 11,~~
2016 November 14,
2019

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BOARD DIRECTIVE

SUBJECT: MANAGEMENT INFORMATION SYSTEMS AND CASE RECORDS

PURPOSE: To establish guidelines to manage electronic and physical information.

~~**REFERENCE:** ACA Standards 2-1060, 2-1064, 2-1074, 2-1074-1, 2-1075, 2-1095, 2-1130~~

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

~~**REFERENCE:** ACA Standards 2-1060, 2-1064, 2-1074, 2-1074-1, 2-1075, 2-1095, 2-1130 and DPS&C Regulation IS-B-6-a, "Institutional Progress Report", DPS&C Regulation P&P-1, "Probation & Parole Officer's Manual", DPS&C Regulation AM-I-4, "Activity Reports/Unusual Occurrence Reports Operational Units", DPS&C Regulation AM-D-4, "Access to and Release of Active and Inactive Offender Records", and DPS&C Regulation IS-D-HCP9, "Confidentiality"~~

POLICY:

The Louisiana Board of Pardons and Parole shall utilize all information systems available in order to render fair and informed decisions regarding clemency, parole, and revocation.

PROCEDURES:

A. DOC Offender Management System

The Chairman shall act as liaison between the Board and the Department of Public Safety & Corrections (DPS&C) Office of Information Technology (OIT) to assure the DPS&C Offender Management System is fulfilling the requirements of the Board.

B. Case Records

1. The Board shall have access to electronic information as well as paper files. Such files shall provide all pertinent information regarding an offender's hearing before the Board.
2. Information provided by DPS&C Office of Adult Services shall be as outlined in

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~~**DPS&C Regulation IS-B-6-a, "Institutional Progress Report"**~~
~~Department Regulation B-01-001, "Institutional Progress Report".~~

3. Information provided by the Division of Probation & Parole shall be as outlined in
~~**DPS&C Regulation P&P-1, "Probation & Parole Officer's Manual"**~~
~~Department Regulation C-07-001, "Probation & Parole Officer's Manual".~~
4. Information contained in the hard file and electronic file shall be comprehensive and organized for ease of use.

a. Materials in the parole case file (hard file) shall be appropriate, well organized and identified in a way which meets the needs of the Board and provides for ease of access. The case file should be arranged in chronological order, with the most recently dated material on top:

i. Left Side of file folder:

1. Certificate of Parole or Diminution of Sentence Certificate;
2. Parole Decision Form (includes Revocation Decision);
3. Vote Sheet(s) [parole panel, single member, rehear, rescind) with most recent master prison record;
4. Warrants;
5. NCIC Flash, if applicable;
6. Louisiana State Police and FBI Rap Sheets.

ii. Right Side of file folder:

1. Pre-Parole Investigation;
- ~~2.~~ Institutional Progress Report (with all attachments);
- ~~2,3.~~ Corresponding pardon records (when applicable)
- ~~3,4.~~ Opposition/Support Letters;
- ~~4,5.~~ Correspondence to or from offender;
- ~~5,6.~~ Interstate Compact forms/correspondence;
- ~~6,7.~~ Residence and Employment plans (includes approved plans);
- ~~7,8.~~ Violation and/or Activity Reports;
- ~~8,9.~~ Transport Letters;
- ~~9,10.~~ Notification Letters (District, Victim, District Attorney);
- ~~10,11.~~ Sheriff/Institution release correspondence with parole certificate;
- ~~11,12.~~ All other general correspondence.

b. Materials in the pardon case file shall be appropriate, well organized and identified in a way which meets the needs of the Board and the Governor. The case file should provide for ease of access and should be arranged as follows in the order indicated.

i. Left side of folder

1. Notice to offender of board recommendation to Governor;
2. Witness information (red, green, or white cards and institutional visitor log);
3. Telephone call log (general public stating opposition or support);
4. Letters in opposition;
5. Letters in support;
6. Request for Clemency Investigation;
7. Affidavit verifying advertisement, with copy of ad;
8. Notice to applicant regarding required advertisement;

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~~November 14, 2019~~ April 11, 2016

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9. Victim notification letter(s);
10. District Attorney and Sheriff notification letters;
11. Offender and/or attorney acknowledgement of hearing;
12. Offender notification of hearing;
13. Miscellaneous.

ii. Right side of folder:

1. Recommendation to Governor;
 2. Pardon hearing vote sheet;
 3. Synopsis prepared by board staff;
 4. Application for Clemency;
 5. Application Action vote sheet;
 6. Clemency Investigation/NCIC;
 7. Most recent master prison record;
 8. ~~Risk Assessment Score (LARNA);~~ Validated Risk/Needs Assessment tool;
 9. Institutional Progress Report (with certificates of achievement);
 10. Criminal Court records;
 11. Residence and employment plans;
 12. Prior pardon hearing documents (if applicable)/miscellaneous
5. Information shall have source reference and shall be identified as confidential if appropriate.
 6. Any unverified, missing or misinformation, shall be identified and corrected as soon as possible.
 7. If required, information shall be available from qualified medical and mental health professionals.

C. Electronic Recording of Pardon and Parole Decisions

The Board of Pardons and Parole shall enter official Board decisions into the electronic case management system accurately and timely. The Board shall also inform the DPS&C Office of Adult Services and/or Division of Probation & Parole, as appropriate, of any discrepancies noted in the offender record during the pardon and/or parole process.

D. Statistical Reports

1. The Board of Pardons and Parole shall maintain statistics regarding its operations and shall participate in the DPS&C monthly reporting process as detailed in DPS&C Regulation AM-I-4, "Activity Reports/Unusual Occurrence Reports Operational Units" ~~DPS&C Regulation C 05 001, "Activity Reports/Unusual Occurrence Reports Operational Units"~~.

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~~November 14, 2019~~ April 11, 2016

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2. The Board of Pardons and Parole shall review statistical reports generated by the DPS&C regarding offender populations, offender demographics, and offender status. These reports should be reviewed at least quarterly.

E. Confidentiality of Information

Board ~~M~~members shall adhere to DPS&C Regulation AM-D-4, "Access to and Release of Active and Inactive Offender Records"~~DPS&C Regulation B-03-004, "Access to and Release of Active and Inactive Offender Records"~~, and DPS&C Regulation IS-D-HCP9, "Confidentiality"~~B-06-001/HIC-25, "Confidentiality"~~, regarding confidentiality of offender information.

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SHERYL M. RANATZA, CHAIR

**Signature on file*

This directive replaces and supersedes Board Directive 01-123-DIR, "Management Information Systems and Case Records" dated April 11, 2016.

This directive rescinds and supersedes board policy 01-123-DIR dated December 31, 2014.



LOUISIANA
BOARD OF PARDONS ~~& AND~~ PAROLE

Number: 01-124-DIR
Date: ~~2019~~ November 14,
~~September 15,~~
2015

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BOARD DIRECTIVE

SUBJECT: FISCAL MANAGEMENT

PURPOSE: To establish protocols for planning and managing fiscal resources.

AUTHORITY: LAC Title 22, Part V and Part XI

REFERENCES: ACA Standards 2-1029, 2-1030, 2-1033

POLICY:

The Louisiana Board of Pardons and Parole shall operate as efficiently and frugally as possible. The Board shall be good stewards of the taxpayer's dollars and shall administer its budget in an efficient and fiscally responsible manner.

PROCEDURES:

A. Budget

- 1) The Board shall have a clearly defined budget which provides for personnel, operational and travel costs sufficient for its operation.
- 2) The Board shall assure compliance with state regulations governing purchasing and travel.

B. Budget Requests

- 1) The ~~Chairman~~ Executive Director or designee shall request input from ~~B~~board Mmembers and staff in the preparation of the budget request.
- 2) The ~~Chairman~~ Executive Director or designee shall collaborate with the Department of Public Safety & Corrections (Administrative Director and/or Undersecretary) on a periodic basis for the purpose of effective budget allocations, expenditures, and planning for necessary reallocation of unencumbered funds.

~~C~~—The Chairman or designee shall participate in the legislative budget allocations subject to the general rules and regulations that apply to all state agencies.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This directive replaces and supersedes Board Directive 01-124, "Fiscal Management" dated September 15, 2015.

Replaces and supersedes Board Directive 01-124 dated June 21, 2013

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**LOUISIANA
BOARD OF PARDONS &AND PAROLE**

Number: 01-125-POLDIR
Date: January 2, 2019
Page: 1 of 2

BOARD POLICY

SUBJECT: STAFFING

PURPOSE: To promote open communication between Board staff and other law enforcement and criminal justice agencies.

REFERENCES: ACA Standards 2-1012 through 2-1020, 2-1047, 2-1054 through 2-1059, DPS&C Chief of staff Policy HQ-A-015, "Training and Staff Development"

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

POLICY:

The Board shall prevent backlogs and delays in the pardon and parole hearing processes. The Board shall interact with other Louisiana agencies and organizations to assure effective communications and transparency of Board processes.

PROCEDURES:

- A. A current organizational chart is necessary for providing a clear administrative picture. The organizational chart for the Board and its staff shall be reviewed at least annually, and updated, if needed.
- B. The Department of Public Safety and Corrections (DPS&C) shall furnish sufficient staff to provide support to the Board so as to ensure effective and timely pardon, parole, and revocation hearings. These efforts shall be coordinated with the Chairman to assure an efficient flow of workload and services.
- C. The Chairman or designee has responsibility for staffing, controlling and directing the work of Board staff, including training.
 - 1) Staff shall be subject to training requirements established by the DPS&C as outlined in Chief of Staff Policy HQ-A-015, "Training and Staff Development".
 - 2) Board members shall be subject to training requirements as outlined in Board Policy 01-117-POL, "Training", and 01-117-A-POL, "Board Member Training and Development".
 - 3) The Board shall adhere to all DPS&C regulations and Civil Service rules governing state employees.

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January 2,
2019~~**May 16,**~~
~~**2013**~~

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- 4) The Chairman or designee shall attend meetings with Probation & Parole executive staff to ensure open communications.
 - 5) The Chairman or designee shall meet with Board staff supervisors on a monthly basis. Staff supervisors shall share information provided at these monthly meetings by email or by meeting with employees.
- E. The Board shall be represented legally by the Louisiana Department of Justice, Office of the Attorney General.
- F. The Board shall maintain offices in close proximity to the DPS&C to assure lines of communications are accessible and open.
- G. The Board shall be assigned offices and equipment that assures privacy, communications, and a working environment that is conducive to the business of the Board.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This policy replaces and supersedes Board Policy, 01-125-POL, "Staffing" dated May 16, 2013.

This directive replaces and supersedes 01-125-DIR, "Staffing" dated May 16, 2013.



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

Number: 01-126-DIR
Date: ~~December 9,~~
~~2019~~ June 21, 2013
Page: 1 of 2

BOARD DIRECTIVE

SUBJECT: RESEARCH AND SURVEY PROJECTS

PURPOSE: To establish guidelines for participation in research and survey projects.

REFERENCES: ACA Standards 2-1064 through 2-1069, DPS&C Regulation AM-G-7, "Social Science Research Regarding Prisons, Offenders and/or Effects of Incarceration"

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AUTHORITY: LAC Title 22, Part V and Part XI

POLICY:

Research assists the Board of Pardons and Parole in establishing goals, objectives, and plans for the future and may contribute to more efficient and effective supervision of offenders, conservation of resources, and increased public safety. The Louisiana Board of Pardons shall encourage, support, engage in and use research activities relevant to program services and operations. Requests and proposals for valid research projects shall be reviewed and approved in accordance with the provisions of this policy and Department of Public Safety & Corrections (DPS&C) Regulation—~~AM-G-7C-01-005,~~ " Social Science Research Regarding Prisons, Offenders and/or Effects of Incarceration" when the research involves offenders under the jurisdiction and/or control of the DPS&C.

PROCEDURES:

- A. The Chairman or designee shall review the research proposal and discuss with the researcher(s) the contents of the proposal and plans for dissemination of the research results.
- B. The following criteria shall be considered during the Chairman's (or designee's) review of the research proposal:
 - 1) The conduct of research complies with professional and scientific ethics and with applicable state and federal guidelines, including HIPPA compliance, for the use and dissemination of research findings.
 - 2) The research may consist of written questionnaires, surveys, and analysis of data.
 - 3) Board ~~M~~members and/or designated staff shall participate with researchers in deciding which questions should be addressed, which data should be gathered, and how that data should be presented.

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2019~~**June 21,**~~
~~**2013**~~

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- 4) Research on practices, either innovative or accepted, which have the intent and reasonable probability of improving the effective and efficient operations of the **B**oard will be strongly supported and encouraged.
- 5) Board staff may assist research personnel in carrying out research and evaluation.
- 6) The results of the research shall be shared with the Board and the DPS&C.
- 7) The research activities will not interfere with the normal operations of the **B**oard.
- 8) The persons conducting the research are qualified to do so.
- 9) Confidentiality and privacy shall be a primary consideration upon review of any research project or survey.
- 10) Unless conducted at the Board's request, the research shall be conducted at no cost to the Board or DPS&C.
- 11) No studies or research may be conducted which would provide a monetary profit to any entity.
- 12) From the point that a research project has been approved by the Chairman, the Chairman or designee shall monitor its progress to ensure compliance with the provisions of this directive.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This directive replaces and supersedes Board Directive, 01-126-DIR, "Research and Survey Projects" dated June 21, 2013.

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LOUISIANA
BOARD OF PARDONS ~~& AND~~ PAROLE

Number: 01-127-DIR
Date: ~~November 14,~~
~~2019~~ June 13, 2013
Page: 1 of 2

BOARD DIRECTIVE

SUBJECT: PHYSICAL PLANT, SECURITY, SAFETY AND
EMERGENCY PROCEDURES

PURPOSE: To ensure a safe work environment for the Board and staff.

REFERENCES: ~~ACA Standard 2-1019~~

AUTHORITY: LAC Title 22, Part V and Part XI

REFERENCES: ACA Standard 2-1019

POLICY:

The Louisiana Board of Pardons and Parole shall be responsible for occupants by adhering to the rules, regulations, sanitation and security procedures established by the Department of Public Safety and Corrections (DPS&C).

PROCEDURES:

- A. The Louisiana Board of Pardons and Parole and its staff shall adhere to the emergency, security, and safety regulations of all facilities visited.
- B. Each ~~B~~board ~~M~~member and staff person shall be issued an official Employee Identification Card (ID) and be responsible for its security and care.
- C. Visitors shall only be allowed to enter the ~~B~~board offices and/or hearing room through the main entrance of the DPS&C after clearing the security check-point and registering as an official visitor.
- D. The Chairman or designee shall be the liaison to inform the ~~B~~board ~~M~~members and staff of any emergency procedures of the DPS&C and Headquarters complex.
- E. Board ~~M~~members and staff visiting a correctional facility shall adhere to the entry and exit procedures of that facility.
- F. All ~~B~~board ~~M~~members and staff shall be subject to the emergency procedures of the facility they are visiting and shall comply with all lawful directions given during an emergency or an emergency drill.

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~~June 13,~~
~~2013~~November
14, 2019

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- G. The ~~Executive Director~~ ~~Chairman~~ and designated staff shall participate in development and implementation of the Continuity of Operations Plan (COOP) for Board operations. Any revisions to the COOP shall be submitted to the Deputy Secretary for inclusion in the DPS&C COOP.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This directive replaces and supersedes Board Directive, 01-127-DIR, "Physical Plant, Security, Safety, and Emergency Procedures" dated June 13, 2013.



**LOUISIANA
BOARD OF PARDONS & PAROLE**

Number: 05-511 POL
Date: May XX, 2020
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, "Single Member Action"

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. **P**arole (**see exception in Section C. below**);
2. **R**evocation;
3. **R**ecommendations for transitional work program; and
4. **T**o 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, "Ameliorative Penalty Consideration."

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

1. **T**o consider rehearing requests; and

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September 15, 2015

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2. To consider those matters referred by a member from single-member action (see Board Policy 05.513, "Single Member Action"); the member who makes such a referral may not serve on the panel.

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.

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

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

NOTICE OF INTENT
Office of the Governor
Board of Pardons and Parole

In accordance with the provisions of the Administrative Procedure Act (R.S. 49:950), the Board of Pardons and Parole hereby gives notice of its intent to amend its rules of LAC 22: XI :511. The below changes expand the ability of the Board to conduct single member interviews with offenders at parish jails or parish correctional centers and also to conduct hearings in absentia when the offender is unable to appear before the Board due to a medical condition.

§511. Panel Action

A. – B. ...

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

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

1. ~~In the event a medical parole is being considered and the offender is unable to appear via videoconferencing, the committee shall travel to the prison facility at which the offender is housed to conduct the hearing~~ **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.** (§511.B.2.a. if offender being considered for medical parole is housed in a medical treatment facility).

2. – 3. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 15:574.2 et seq., R.S. 15:535 et seq., and RS. 15:540 et seq.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Board of Parole, LR 24:2299 (December 1998), amended LR 28:1597 (July 2002), amended by the Department of Public Safety and Corrections, Corrections Services, LR 36:2872 (December 2010), amended by the Office of the Governor, Board of Pardons, Committee on Parole, LR 39:2263 (August 2013), amended by the Office of the Governor, Board of Pardons, LR 40:57 (January 2014), amended by the Office of the Governor, Board of Pardons, Committee on Parole, LR 41:45 (January 2015).



LOUISIANA BOARD OF PARDONS

HEARING DOCKET: May 18, 2020 – 8:30 AM

Hearing Location: LA CORRECTIONAL INSTITUTE FOR WOMEN (LCIW)

15200 Old Scenic Hwy @ US Hwy 61, Baker, LA 70714 - Direct Inquiries to Board Office @ 225.342.5421

UPDATED DOCKET INFO – AS OF 4/20/2020

ALL INCARCERATED CASES ON THIS DOCKET HAVE BEEN CONTINUED, DUE TO THE COVID-19 EMERGENCY RESPONSE

ALL CONTINUED HEARINGS WILL BE RESCHEDULED AT A LATER DATE

Assigned	Applicant's Name	DOC #	Request/Location	JDC/Location	Offense	Vote
1.	Doyle, Floyd D.	78314	CTO RELEASED	9 TH JDC RAPIDES	Second Degree Murder	
2.	Grayson, Gregory O. <i>Attorney: Taylor Townsend</i>	422273	PWF RELEASED	10 TH JDC NATCHITOCHE	Attempted Possession of Schedule II; Possession of Schedule II	
3.	Tunley, Johnny R.	389860	PWF RELEASED	16 TH JDC ST. MARTIN	Possession with Intent to Distribute Marijuana	
4.	Williams, Charles W. Jr.	468230	PWF RELEASED	1 ST JDC CADDO	Carnal Knowledge of a Juvenile	
5.	Vidrine, Jimmy A.	94517	CTO SPB (DCI)	13 TH JDC EVANGELINE	Second Degree Murder	CONTINUED COVID-19
6.	McGeorge, Kenneth C.	515347	CTO HCC	22 ND JDC ST. TAMMANY	Second Degree Murder	CONTINUED COVID-19
7.	Cameron, Mary	481229	CTO LCIW	4 TH JDC OUACHITA	Second Degree Murder	CONTINUED COVID-19
8.	Jackson, Vikki K.	452462	CTO LCIW	5 TH JDC FRANKLIN	Manslaughter	CONTINUED COVID-19
9.	Pierre, Dorothy	436322	CTO LCIW	19TH JDC EBR	Manslaughter, Armed Robbery	REMOVED-DECEASED
10.	Swaggerty, Angela	476261	CTO LCIW	22 ND JDC ST. TAMMANY	Obstruction of Justice, Second Degree Murder	CONTINUED COVID-19

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

11.	Thomas, Deborah A.	359920	CTO LCIW	ORLEANS	Second Degree Murder	CONTINUED COVID-19
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CTO=Commutation of Sentence - PWF=Pardon with Restoration of Firearms - PWOFF=Pardon without Restoration of Firearms - Released=Not incarcerated

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HEARING DATE 05/18/20

DPS&C CORRECTIONS SERVICES
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LAST	FIRST	DOC#	R S	DOB	LOC	OFC	REQTYP	R3DEC
ABDUL	HASSAN	00384790	B M	07/19/71	RAYBURN CORR	CE	02 CTO	_ _ _
		JEFFERSON		094415	HABIT/ATTEM		SECOND DEGREE MURDER	0250000 NA
		ORLEANS		384810	/		SECOND DEGREE BATTER	0030000 NA
		JEFFERSON		094415	/		P-FIREARM-CCW-CNV CR	0100000 CC

ALLEN	HERBERT	00483920	B M	11/05/84	RELEASE		01 PWF	_ _ _
		OUACHITA		03F2186	ATTEM/		ARMED ROBBERY	0100000 NA

ANDERSON	JERRY	00064614	B M	04/10/36	LA STATE PEN		05 CTO	_ _ _

BILLIOT	MILTON	00128363	W M	08/08/69	LA STATE PEN		02 CTO	_ _ _
		LAFOURCHE		211018	/		SECOND DEGREE MURDER	LIFE NA
		W. FELICIANA		08WFLN33	/		AGG SEC DEG BATTERY	0020000 NA
		LAFOURCHE		197168	/			NA

BLACKBURN	JAMES	00327338	W M	10/29/55	LA STATE PEN		01 CTO	_ _ _
		ST. TAMMANY		212079	/		SECOND DEGREE MURDER	LIFE NA
		ST. TAMMANY		212078	ATTEM/		SECOND DEGREE MURDER	0250000 NA
		ST. TAMMANY		218848	/		SMPL-CRMNL DMG PROPE	0020000 NA

BRIGGS	ROY	00592443	B M	07/27/84	RELEASE		01 PWF	_ _ _
		CADDO		296482	3RD O/		OPER-VEHICLE-INTOXIC	0010000 NA

BRIGHT	RAYNELL	00399731	B M	01/21/70	COLORADO		01 CTO	_ _ _
		ORLEANS		376884	/		FIRST DEGREE MURDER	LIFE NA
		ORLEANS		442759	/		MANSLAUGHTER	0400000 NA

BURFORD	KEVIN	00482233	W M	11/09/70	DAVID WADE CORR		01 CTO	_ _ _
		CADDO		230993	/		ARMED ROBBERY	0400000 NA

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		DESOTO		038938	ATTEM/		ARMED ROBBERY	0400000 NA
CLEMENT	EMILY	00509727	W F	07/02/56	RELEASE	01	PWF	_ _ _
		CALCASIEU		401704	/		SOLICITATION FOR MUR	0100000 NA
COUNTERMAN	MARION	00100677	W M	09/30/54	LA STATE PEN	04	CTO	_ _ _
		E. BATON ROUGE		1082151	/		AGGRAVATED RAPE	LIFE CS
		E. BATON ROUGE		1082151	/		AGGRAVATED BURGLARY	0300000 CS
CRUTCHFIELD	DEXTER	00404343	B M	08/02/77	ALLEN CORR CTR	02	CTO	_ _ _
		BOSSIER		108809	/		ARMED ROBBERY	0250000 NA
		CADDO		190506	/		ARMED ROBBERY	
		CADDO		192614	/		FORGERY	
EDWARDS	KIMBERLIN	00332662	B F	07/16/68	LA TRANSITION C	03	CTO	_ _ _
		ST. TAMMANY		458662	HABIT/		VEHICULAR HOMICIDE	0350000 NA
		ORLEANS		363842	/		ARMED ROBBERY	0080000 CC
		ORLEANS		363842	ATTEM/		ARMED ROBBERY	0080000 CC
		ST. TAMMANY		361239	/		POSS ECGONINE	0010301 AG
		ST. TAMMANY		371743	/		POSS ECGONINE	0010301 AG
		ST. TAMMANY		437049	/		POSS ECGONINE	0050000 NA
		ST. TAMMANY		371776	HABIT/		POSS ECGONINE	0010301 AG
		ST. TAMMANY		458662	HABIT/		POSS ECGONINE	0350000 CC
GALLOW	ELRICK	00290887	B M	01/05/72	RAYMOND LABORDE	04	CTO	_ _ _
		EVANGELINE		43925F	/		AGGRAVATED BATTERY	0010408 NA
		EVANGELINE		44078F	/		AGGRAVATED BATTERY	0010408 NA
		EVANGELINE		44077F	/		SECOND DEGREE BATTER	0010408 NA
		EVANGELINE		58285FA	/		AGG SEC DEG BATTERY	0150000 NA

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		EVANGELINE		58285FA	/		SECOND DEGREE KIDNAP	0300000 CC
		EVANGELINE		46799F	/		P-FIREARM-CCW-CNV CR	0000905 AG
		EVANGELINE		52446F	/		CAR FIREARM BY STUD	0000905 AG

GARDNER	DERRICK	00426245	B M	01/14/79	LA STATE	PEN	01 CTO	_ _ _
		BOSSIER		100627	/		SECOND DEGREE MURDER LIFE	NA

GREEN	BRUSHUN	00350685	B M	07/31/76	LA STATE	PEN	04 CTO	_ _ _
		CALDWELL		80983	/		FALSE IMPRISONMENT	0100000 NA
		OUACHITA		94F1285	/		SIMPLE BURGLARY	0020530 AG
		CALDWELL		80974	/		ARMED ROBBERY	0900000 NA
		RICHLAND		1999F127	/		ARMED ROBBERY	0090000 NA
		RICHLAND		[1999F12ATTEM/	/		ARMED ROBBERY	0200000
		OUACHITA		95F0372	/		DIST ECGONINE	0020530 AG

GUILBEAU	RODDY	00392794	W M	07/26/61	LA STATE	PEN	01 CTO	_ _ _
		LAFAYETTE		69112	/		SECOND DEGREE MURDER LIFE	NA

HALEY	HERNANDO	00368574	B M	09/05/78	RICHLAND	DC MAL	02 CTO	_ _ _
		CADDO		222855	HABIT/		AGGRAVATED BURGLARY	0300000 NA
		CADDO		181010	/		SIMPLE BURGLARY	0020000
		CADDO		182794	/		UNAUTH ENTRY-INHAB D	0050000

HOLCOMBE	CHARLES	00411732	W M	09/11/76	LA STATE	PEN	02 CTO	_ _ _
		ST. TAMMANY		286943	/		SECOND DEGREE BATTER	0050000
		ST. TAMMANY		416136	/		CONTRABAND	0000600 NA
		ST. TAMMANY		417104	/		ARMED ROBBERY	0550000 NA
		ST. TAMMANY		417104	HABIT/		ARMED ROBBERY	0750000 NA
		ST. TAMMANY		415423	/		POSS ECGONINE	0050000 CC

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		ST. TAMMANY		415423	/	POSS HYDROMORPHONE	0050000	CC
JOHNSON	JOHNIE	00467539	W M	06/24/57	WCC/PROTECTION	01	CTO	_ _ _
		CADDO		217556	/	MANSLAUGHTER	0400000	NA
KNOX	TERRANCE	00345888	B M	02/18/76	LA STATE PEN	02	CTO	_ _ _
		ORLEANS		374583	/	SECOND DEGREE MURDER	LIFE	NA
		ORLEANS		371542	/	ILL-USE WEAPON OR DA	0020000	NA
LANDS	BRENDON	00448561	B M	12/19/82	RIVERBEND	DETEN	02	CTO
		E. BATON ROUGE		04130990	CRIM /	CONTRABAND	0010000	CS
		E. BATON ROUGE		0301293	/	ARMED ROBBERY	0300000	NA
		E. BATON ROUGE		0301575	/	ARMED ROBBERY	0300000	CC
		E. BATON ROUGE		070174	/	ARMED ROBBERY	0300000	NA
		E. BATON ROUGE		0901395	/	ARMED ROBBERY	0300000	CC
		E. BATON ROUGE		0301575	/	FIRST DEGREE ROBBERY	0200000	NA
LAWSON	TRENICE	00403747	B F	03/05/75	LA TRANSITION C	02	CTO	_ _ _
		ORLEANS		410094	HABIT/ATTEM	FIRST DEGREE MURDER	0250000	NA
		ORLEANS		397462	/	THEFT OF GOODS	0010000	NA
		JEFFERSON		972859	/	THEFT OF GOODS BTWN	0020000	NA
		ORLEANS		410117	HABIT/	THEFT OF GOODS BTWN	0010000	NA
LEDET	VERNON	00422628	B M	02/15/62	LA STATE PEN	01	CTO	_ _ _
		JEFFERSON		970311	/	FIRST DEGREE MURDER	LIFE	NA
LEE	BRANDON	00440470	B M	04/20/81	DIXON CORR INST	01	CTO	_ _ _
		TERREBONNE		312758	/	MANSLAUGHTER	0350000	NA
		TERREBONNE		312758	/	SIMPLE BURGLARY	0350000	CC

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LEE	DANNY	00353750	W M	12/26/70	LA STATE PEN	01	CTO	_ _ _
		ST. MARY		94140004	/		SECOND DEGREE MURDER LIFE	NA
LEWIS	CORTEZ	00435807	B M	07/29/83	RAYMOND LABORDE	04	CTO	_ _ _
		CADDO		211066	/		SIMPLE BURGLARY	0000600 AG
		CADDO		260086	HABIT/		FIRST DEGREE ROBBERY	0300000 NA
		CADDO		221196	/		UNAUTH USE OF MOTOR	0000600 AG
		CADDO		237135	/		ILL-POSS STOLEN THIN	0020530 NA
		CADDO		229637	ATTEM/		P-FIREARM-CCW-CNV CR	0010926 NA
LEWIS	WARREN	00085527	B M	08/07/37	LA STATE PEN	06	CTO	_ _ _
		LAFAYETTE		56481	/		SECOND DEGREE MURDER LIFE	NA
		ST. MARTIN		33768	/		SIMPLE BURGLARY	0030000 NA
		LAFAYETTE		763955	/		OPER-VEHICLE-INTOXIC	NA
		LAFAYETTE		773234ET	/		OPER-VEHICLE-INTOXIC	0030000 CC
MATTHIS	JASON	00419239	W M	08/14/78	LA STATE PEN	01	CTO	_ _ _
		ORLEANS		405829	/		SECOND DEGREE MURDER LIFE	NA
MILLER	JEWARD	00584851	B M	11/27/89	RAYMOND LABORDE	02	CTO	_ _ _
		ST. TAMMANY		522953	/		BATTERY OF CORRECTIO	0010000 NA
		ST. TAMMANY		489952	/		ARMED ROBBERY	0300000 NA
MORRIS	DEMARCUS	00597148	B M	03/09/84	WEST FELICIANA	01	CTO	_ _ _
		CADDO		219894	/		MANSLAUGHTER	0250000 CC
MURRAY	DAMEON	00577132	B M	07/10/86	TENSAS DETENTIO	01	CTO	_ _ _
		RICHLAND		F201040	/		ARMED ROBBERY	0200000 NA

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OWENS	JIMMY	00411541	W M	02/13/78	RAYBURN	CORR	CE 03 CTO	_ _ _ _
		ST. TAMMANY		297901	/		FLIGHT FROM AN OFFIC	0001129 NA
		ORLEANS		500826	/		ARMED ROBBERY	0200000 NA
		ST. TAMMANY		477335	/		ARMED ROBBERY	0150000 NA
		ST. TAMMANY		476709	/		THEFT	0050000 NA
		ST. TAMMANY		462095	/		THEFT OF GOODS	0000600 NA
		ST. TAMMANY		461549	/		POSS CDS -NON SPECIF	0100000 NA
OXLEY	CHRISTOPHER	00451267	B M	12/05/78	LA STATE	PEN	01 CTO	_ _ _ _
		LIVINGSTON		99014698	/		ARMED ROBBERY	0990000 NA
		LIVINGSTON		99014698	/		ARMED ROBBERY	0990000 NA
PEGG	DONALD	00114064	B M	11/19/66	DIXON	CORR	INST 02 CTO	_ _ _ _
		E. BATON ROUGE		1184126	/		CONTRABAND	NA
		ORLEANS		312995	/		AGGRAVATED RAPE	LIFE CS
		ORLEANS		312995	/		AGGRAVATED RAPE	LIFE NA
		ORLEANS		312995	HABIT/		AGGRAVATED RAPE	LIFE NA
		ORLEANS		312995	/		ARMED ROBBERY	0990000 CS
		ORLEANS		312995	/		ARMED ROBBERY	0990000 CS
		ORLEANS		312995	HABIT/		ARMED ROBBERY	0990000 CS
PITRE	JOSHUA	00410045	B M	07/11/72	VILLE PLATTE	DI	01 PWF	_ _ _ _
		ST. LANDRY		980938C	/		DIST ECGONINE	0040000 CC
		ST. LANDRY		98K0938C	/		DIST ECGONINE	0150000 CC
		ST. LANDRY		[980938C	/		DIST ECGONINE	0150000 CC
		ST. LANDRY		980938C	/		PWID ECGONINE	0040000 NA
		ST. LANDRY		98K0938C	/		PWID ECGONINE	0150000 NA
		ST. LANDRY		[980938C	/		PWID ECGONINE	0150000 CC

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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
ROBINSON	BILLY	00111942	B M 04/11/66	DIXON CORR INST	04	CTO	_ _ _
		CATAHOULA	852868	/	S-ESCAPE	TYPE I	0000606 NA
		CATAHOULA	850422	/	SIMPLE	BURGLARY	0010600 NA
		CATAHOULA	852870	/	SIMPLE	BURGLARY	0030000 NA
		LASALLE	72511	/	ARMED	ROBBERY	0400000 NA
		LASALLE	31122	/	FORGERY		NA
SIAS	BRIAN	00516770	B M 02/09/88	RELEASE	02	PWF	_ _ _
		CALCASIEU	430414	/	ILL-POSS	STOLEN THIN	0050000 CC
		CALCASIEU	1399006	/	POSS	ECGONINE	NA
		CALCASIEU	3166512	/	PWID	CDS -NON SPECIF	0100000 NA
		CALCASIEU	3166512	/	PWID	CDS -NON SPECIF	0100000 NA
SIMMONS	GEORGE	00078664	B M 04/02/41	COVINGTON DISTR	03	CTO	_ _ _
		ORLEANS	244613	/	SECOND	DEGREE MURDER	LIFE NA
		ORLEANS	244613	/	SECOND	DEGREE MURDER	LIFE NA
SINGLETON	YUL	00302953	B M 10/29/72	RAYBURN CORR	CE 04	CTO	_ _ _
		JEFFERSON	026235	/	ARMED	ROBBERY	0350000 NA
		ORLEANS	351474	/	POSS	ECGONINE	0010126 NA
		ORLEANS	409005	/	POSS	ECGONINE	0010600 NA
		ORLEANS	364328G	/	PWID	ECGONINE	0050000

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SMITH	BRIAN	00595833 LAFAYETTE	W M	07/15/93 135189	RELEASE /	01	PWF SIMPLE ROBBERY	_ _ _ 0030000 NA
TOLLIVER	ARON	00418690 ALLEN OUACHITA OUACHITA	B M	07/09/79 18F1563 00F1787 99F0590	SOUTHWEST / / /	03	CTO SECOND DEGREE BATTER ARMED ROBBERY PWID MARIJUANA	_ _ _ 0010600 NA 0250000 NA 0070000 NA
VOCLAIN	NATHAN	00121251 LAFOURCHE	W M	07/30/56 189820	LA STATE PEN /	01	CTO SECOND DEGREE MURDER	_ _ _ LIFE NA
VOYTILLA	JAMES	00220533 TANGIPAHOA	W M	04/26/57 55789	RELEASE /	01	PWF SCHEDULE I: HALLUCIN	_ _ _ NA RTN
WASHINGTON	RICKY	00096617 CADD0	B M	07/05/58 110490	DAVID WADE /	CORR	CTO FIRST DEGREE MURDER	_ _ _ LIFE NA
WILLIAMS	DEAIREN	00558033 JEFFERSON JEFFERSON JEFFERSON JEFFERSON JEFFERSON	B M	02/24/92 101042 101042 101042 101042 093563	DIXON / ATTEM/ ATTEM/ HABIT/ /	CORR INST	02 CTO ARMED ROBBERY ARMED ROBBERY ARMED ROBBERY ARMED ROBBERY THEFT	_ _ _ 0500000 NA 0250000 CC 0250000 CC 0500000 NA 0020000 NA
WILLIAMS	MELISSA	00601196 BOSSIER	B F	05/27/79 182247	LA TRANSITION /	C	01 CTO MANSLAUGHTER	_ _ _ 0240000 NA RTN

Total = 47
Returned = 0