



**LOUISIANA  
COMMITTEE ON PAROLE**

**Number:** 11-1103-POL  
**Date:** October 26, 2020  
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**BOARD POLICY**

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**SUBJECT:** ACTIVITY REPORT

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

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

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

**POLICY:**

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

**PROCEDURES:**

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

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

**SHERYL M. RANATZA, CHAIRMAN**

*\*signature on file*

*This policy replaces and supersedes Board Policy 11-1103-POL, "Activity Report" dated July 20, 2020. (Technical revisions only)*