



**LOUISIANA BOARD OF PARDONS
AND COMMITTEE ON PAROLE**

**Number: 02-209-POL
Date: September 20, 2024
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BOARD POLICY

SUBJECT: HEARINGS BEFORE THE BOARD OF PARDONS

PURPOSE: To describe the Pardon Board hearing process

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

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

POLICY:

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

PROCEDURES:

- A. After receipt of all documents required by Board Policy 02-205-POL, "Application Filing Procedures," and the clemency investigation from the appropriate probation and parole district, the Board shall set the matter for public hearing.
- B. At least 90 days prior to the public hearing date, the Board shall give written notice of the date, time, and place in accordance with Board Policy 05-509-POL, "Victim Notification and Participation in Hearings."
- C. If an applicant is released from custody and/or supervision prior to the public hearing date, the application will be closed without notice to the applicant. The applicant may reapply five years from the date of release.
- D. Applicant's failure to attend and/or notify the Board office of their inability to participate in the hearing will result in an automatic denial. The applicant may reapply two years from the date of the denial. Applicants serving a life sentence who fail to attend and/or advise the Board of their inability to attend may reapply five years from the date of the denial.
- E. Four members of the Board shall constitute a quorum for the transaction of business, and all actions of the Board shall require the favorable vote of at least four members.

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

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This policy replaces and supersedes Board Policy 02-209-POL, "Hearings before the Board of Pardons," dated March 20, 2021.