



**LOUISIANA
COMMITTEE ON PAROLE**

Number: 11-1103-POL
Date: February 19, 2013
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BOARD POLICY

SUBJECT: ACTIVITY REPORT

PURPOSE: To describe the use of 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

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. The submission of an Activity Report may, or may not, require action by the Committee.

PROCEDURES:

- A. If action by the Committee is necessary, the Activity Report will normally be used by the Parole Officer to recommend the following:
 - a. issuance of an arrest warrant;
 - b. issuance of a reprimand (usually only if the offender is not detained or in custody);
 - c. removal of a detainer to allow bond;
 - d. suspension of supervision;
 - e. termination of parole (i.e., unsatisfactory, due to death, etc.);
 - f. adding or deleting special conditions of parole;
 - g. recalling a warrant
- B. Upon receipt of an Activity Report, the case shall be placed on a single-member action docket for a decision.
- C. After the case has been acted upon, a decision notice shall be forwarded to the Probation and Parole District Office where the parolee is assigned for supervision. The notice shall be delivered to the parolee and a copy retained in the District Office case record.

SHERYL M. RANATZA, CHAIRMAN