



**LOUISIANA
COMMITTEE ON PAROLE**

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Date: February 19, 2013
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BOARD POLICY

SUBJECT: VIOLATION REPORT

PURPOSE: To describe the Violation Report to report an offender's violations of conditions of 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 it shall be notified by the Division of Probation and Parole of an offender's violation of the conditions of parole supervision through the submission of a Violation Report. The submission of an Violation Report requires action by the Committee.

PROCEDURES:

- A. The Division of Probation and Parole utilizes a violation report to document and notify an offender's violation of the conditions of parole. The violation report is used to:
1. formally advise the Committee of a parolee's current violations;
 2. summarize a parolee's conduct on supervision; and
 3. make recommendations to the Committee for action on the violations of parole conditions.
 4. The action requested may be of an interim nature or for final disposition.
- B. The violation report will normally be used to recommend the following:
1. automatic revocation;
 2. hold pending disposition of charges;
 3. revocation of parole;
 4. allow bond pending disposition of charges;
 5. impose, add, or modify special conditions of parole;
 6. reprimand; and
 7. unsatisfactory termination of parole.

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- C. The Division of Probation and Parole will prepare the violation 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.
- D. Upon receipt of the violation report and other documentation, the case will be placed on the single-member action docket.
- E. 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