



**LOUISIANA
BOARD OF PARDONS & PAROLE
BOARD POLICY**

Number: 05.513 POL
Date: March 17, 2014
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SUBJECT: SINGLE MEMBER ACTION

PURPOSE: To describe those matters that may be acted upon by a single member of the Committee on Parole (Committee).

AUTHORITY: LAC Title 22, Part XI, Chapter 5, La. R.S. 15:574.2

REFERENCE: ACA Standards 2-1117, 2-1118, Board Policy 11-1113

POLICY: A single committee member may act upon matters as described within this policy. These actions do not require review by a parole panel unless otherwise noted herein.

PROCEDURE:

- A. A single committee member may act upon the following matters which have been reviewed and recommended by the Division of Probation and Parole:
- a. Activity Reports, as described in Board Policy 11.1103, "Activity Report"
 - b. Violation Reports, as described in Board Policy 11.1104, "Violation Report"
 - c. Activity and/or Violation reports from other states via the Interstate Compact Agreement.
 - d. Consideration to delay an offender's revocation hearing beyond 60 calendar days of the offender's return to prison (arrest or detainment), but such a delay may only be authorized by a Committee member for good cause.
- B. A single board member may also review the file of those offenders who have a parole eligibility date but who are ineligible for release, including offenders whose parole eligibility hearing date falls within 90 days of the offender's release on diminution of sentence/parole supervision.

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- C. A single committee member may rescind parole as provided in Board Policy 05.505, "General Procedures", pending another parole hearing.
- D. A single committee member may add or remove conditions relative to parolees, as recommended by the Division of Probation and Parole and/or board counsel on matters in litigation.
 - 1. In the event the committee member fails to follow the recommendation of the Division of Probation and Parole, the matter shall be automatically scheduled for consideration by a three-member panel at the next available public hearing date.
- E. Written documentation must be placed in the offender's file which clearly documents the reason for the decision by the single member panel.
- F. Under no circumstances should a committee member sign a blank form concerning single-member action matters.

SHERYL M. RANATZA, CHAIRMAN

** Signature on file*

This policy supersedes and replaces Board Policy 05-513 dated August 1, 2012.