



**LOUISIANA
BOARD OF PARDONS & PAROLE**

**Number: 01.108-DIR
Date: September 30, 2014
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BOARD DIRECTIVE

SUBJECT: USE OF TECHNOLOGY

PURPOSE: To establish a policy of the Louisiana Board of Pardons & Parole regarding use of technology.

AUTHORITY: LAC Title 22, Part V and Part XI

DIRECTIVE:

It is the policy of the Louisiana Board of Pardons & Parole to use appropriate technological solutions to improve the Board's ability to perform its functions, and provide public access to information about the Board, its rules, and processes.

The Board will adhere to policies set forth by the Louisiana Department of Public Safety & Corrections (DPS&C) in developing applications programming, network support, special projects, system and network operations, support services, and administrative services. The Board will maintain an internet webpage on the DPS&C website that provides information and assistance to the public.

PROCEDURES:

A. Board Functions

1. To the extent that technology may be used to assist in performing the duties of the Board of Pardons and Parole, the Board and its staff shall use available technology as appropriate.
2. Parole panel duties relate to the release and revocation of parole. The Board and its staff shall use technology to include, but not be limited to, reviewing the offenders' cases electronically and recording the panel's votes.
 - a. The Board and its staff shall use the technology provided by the DPS&C: the Parole Board case management database system, Probation and Parole Case Management database system, Offender Information Management system, and LotusNotes.

2. As new technology is developed and made available, the Board its staff shall incorporate the new technological solutions in their daily operations.

B. Public Interaction

1. The Board Chairman shall designate a Website Coordinator. The Website Coordinator shall act as the Board's liaison to the DPS&C webmaster, coordinating updates to the Board's webpage.
2. The Board Chairman shall ensure the public may interact with the Board through the internet via the Board's webpage. A designated email address will be available on the Board's webpage, as well as contact telephone number(s) and mailing address for the Board office.
 - a. The Website Coordinator shall serve as the Board's email liaison on inquiries received through the DPS&C webmaster and/or the Board's designated email address. The Website Coordinator shall respond to public inquiries and requests pursuant to the Louisiana Public Information Act, whether the inquiry is received through email communication or U.S. Mail.
 - c. Upon receiving communication from the public, the Board's email liaison shall respond to the inquiry as required by law, or refer as appropriate.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This directive supersedes and replaces Board Directive 01-108, dated May 9, 2012.