



**LOUISIANA
BOARD OF PARDONS & PAROLE**

**Number: 01.111-POL
Date: September 30, 2014
Page: 1 of 2**

BOARD POLICY

**SUBJECT: COMMUNICATION AMONG AND WITH BOARD AND/OR
COMMITTEE MEMBERS**

PURPOSE: To establish policy of the Louisiana Board of Pardons and Parole which details prohibited communication between Board and/or Committee members, as well as prohibited communications with Board and/or Committee members.

AUTHORITY: LAC, Chapter 22, Part V and Part XI, La. R.S. 15:574.2

POLICY:
There shall be no informal, off-the-record communications regarding the merits or the substance of an offender's case between Board and/or Committee members for the purpose of influencing a decision of the Board and/or Committee outside of an official public hearing.

PROCEDURE:

A. Communications Between Board and/or Committee Members

1. The Warden or Deputy Warden, as Ex-Officio member, may provide information to other members of the Board and Committee regarding an offender's progress during incarceration. Such communication may be submitted in writing in advance of the offender's scheduled hearing or may be provided verbally during the course of the public hearing; however, as an ex-officio member, the Warden or Deputy Warden shall not be a voting member of the Board or Committee.
2. Any attempt by a Board and/or Committee member to discuss cases in an effort to persuade another Board and/or Committee member or members outside of an official public hearing is prohibited and shall be documented as set forth in B.3. below.

B. Communications With Board and/or Committee Members

1. No member of the Board and/or Committee shall transmit any correspondence to, or otherwise confer with, a judge before whom a convicted offender is awaiting sentencing to request or recommend any action relating to the sentence to be imposed upon the offender.

- a. The Board shall notify the Governor of its finding of a violation of this Section. However, no decision of the Board and/or Committee shall be nullified or otherwise affected by the participation of a member who has violated this Section, except a decision that involves the offender on whose behalf the request or recommendation was made.
2. Notwithstanding the provisions of R.S. 15:574.12(A), or any other provision of law to the contrary, no person shall contact or communicate with the Committee on Parole or any of its members urging parole, or otherwise regarding any offender, except in an open hearing/meeting or by written letter addressed to the Committee.
 - a. Any written communication with the Committee regarding an offender as provided in this Section shall be deemed a public record and subject to public inspection as provided by R.S. 44:1 et seq.
 - b. Letters written by or on behalf of any victim of a crime committed by the offender, or any letter written in opposition to the inmate being placed on parole shall not be deemed a public record. However, this exception shall not apply to any written communication by an elected or appointed official.
3. Any member of the Board and/or Committee improperly contacted by an individual shall immediately cease the inappropriate communication with the individual, notify the individual in writing, return receipt requested, accompanied by a copy of this rule, that such contact was illegal and inappropriate, and report the contact to the other Board and Committee members.

SHERYL M. RANATZA, BOARD CHAIR

**Signature on file*

This policy supersedes and replaces Board Policy 01-111, dated August 1, 2012.