



**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number: 01.114-DIR  
Date: September 30, 2014  
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**BOARD DIRECTIVE**

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**SUBJECT: POLICIES AND PROCEDURES**

**PURPOSE:** To establish guidelines for the administrative processes for drafting and reviewing policies and procedures regarding the administrative and statutory functions of the Louisiana Board of Pardons and Parole (Board). Board employees shall follow the guidelines of this directive in drafting, distributing, and maintaining policies and procedures.

**AUTHORITY:** LAC Title 22, Part V and Part XI

**REFERENCES:** ACA Standards 2-1013

**DEFINITIONS:** Board Directives – directives are procedural instructions to Board members (members) regarding the internal administration of the Board’s statutory responsibilities. Board directives are reviewed by members and board staff and approved and signed by the Board Chairman.

Board Policies – policies reflect statements of general applicability that describe the procedure or practice requirements of the Board. Policies are approved by the Board members in an Open Meeting. As a general rule, Board policies include matters of release on parole, conditions of release, and revocation of parole and require promulgation.

**DIRECTIVE:**

**A. General – Policies, Directives, and Manuals:** The Principal Assistant to the Board (PA) will cause the update to the Board webpage with new or revised documents, including the table of contents, policy index, policies, and directives.

1. Policies: The Chairman and members are responsible for establishing and implementing new or revised policies. The Board Chairman is responsible for annually reviewing policies.
2. Board Directives: The Chairman is responsible for establishing and implementing new or revised directives.

- A. Manuals: The Principal Assistant to the Board (PA) is responsible for maintaining the Board's policies and directives, including revisions so that an accurate history of each policy and directive is as needed. A complete and up to date manual shall be maintained in the Board office and made readily available to board members, staff, and the public.

## **I. Submission, Review and Approval**

### **A. Policies**

1. The Chairman or designee(s) shall recommend and draft a new or revised policy draft based on statutory or rule changes, or case law. The designee may include a workgroup of Board members (members) and staff appointed by the Chairman.
2. The Chairman shall distribute the draft policy to members and staff for review, requesting comments or suggested revisions.
3. After review and comments have been received from members and staff, the Chairman shall include the final policy draft as an adoption item on the agenda for the next business meeting of the Board.
4. The PA shall provide a copy of the new policy and any attachments in the meeting packets for the next business meeting. The PA shall have a clean original available for the Chairman's signature at the business meeting. If the Board adopts the policy, the Chairman shall sign the policy.
  - a. The PA will process the policy for promulgation and inclusion in the Louisiana Administrative Code.
5. The PA shall distribute new or revised policies to Board/Committee members, staff, and the DPS&C Webmaster using the electronic mail (E-mail) system.

### **B. Board Directives**

1. The Chairman or designee shall recommend and draft a new or revised directive based on statute, policy or rule changes, procedural changes, case law, or ACA standard. The designee may include a workgroup of members and staff appointed by the Chairman.

2. The Chairman shall distribute the draft to members and staff for review, requesting comments or suggested revisions.
3. When the review is complete, the Chairman shall review all comments by Board members and staff prior to approving the directive.
4. After approval by the Chairman, the PA shall distribute new or revised directives as described in A.5., above.

**B. Distribution and Maintenance**

- A. The Chairman or designee shall distribute all final copies of new or revised instructional documents.
- B. The annual review shall occur during the third quarter each calendar year. The Chair shall designate appropriate staff and/or Board/Committee members to perform the annual review. Each designee shall submit comments to the Chairman with a recommendation to retain, repeal or revise their respective assigned documents.
- C. The PA shall maintain a master of the current original policies, directives, and resolutions. The PA shall also maintain a master notebook/binder containing outdated policies, directives, and resolutions.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

*This directive supersedes and replaces Board Directive 01-114, dated May 16, 2013.*