



**LOUISIANA  
BOARD OF PARDONS AND PAROLE**

**Number:** 05-506-DIR  
**Date:** September 30, 2014  
**Page:** 1 of 2

**BOARD POLICY**

---

**SUBJECT:** SCHEDULING AND DOCKETS

**REFERENCE:** ACA Standards 2-1045, 2-1047, 2-1047, 2-1070 through 2-1074-1, 2-1090, and 2-1096

**AUTHORITY:** LAC Title 22, Part V and Part XI, La. R.S. 15:572, and La. R.S. 15:574.2

**POLICY:**

The Chairman of the Board has responsibility to coordinate the work schedules of Board members and for organizing and directing the work of members.

**PROCEDURES:**

**A. Parole Panel Assignments**

The Chairman shall establish an annual schedule of parole panel assignments. Such schedule shall be established not later than October 31st for the succeeding calendar year. The schedule shall be developed in accordance with Board Policy, 05.503, "Parole Panels".

**B. Pardon Board Dockets and Assignments**

1. Each member of the Pardon Board shall be expected to participate in monthly Pardon Board hearings and proceedings.
2. The Pardon Board hearing schedule shall be developed not later than October 31st for the succeeding calendar year.
3. Dockets for pardon board hearings shall not exceed a total of 20 cases, regardless of whether the applicant is incarcerated or not.

**C. Parole Dockets**

1. Designated office staff shall schedule hearings for parole consideration. Generally, parole hearings will be scheduled six (6) months in advance of an offender's parole eligibility date.

2. Designated office staff shall schedule hearings for revocation decisions. Such hearings shall be scheduled after notification by the Division of Probation & Parole that an offender's case is ready for a revocation hearing, after a preliminary hearing had been conducted or waived.
3. In order that appropriate time is allotted for members of the Committee on Parole to thoroughly consider each case, a normal workday docket shall not exceed a total of 25 cases (parole consideration, revocation, and/or administrative review). Adjustments necessary to manage the workload of a diverse mix of offender classifications, custody levels, Probation & Parole caseloads, and population increases shall be permitted, upon approval of the Chairman.

**D. Notification of Offender**

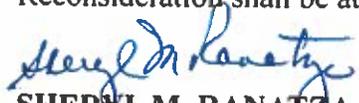
1. An offender shall be notified in writing within 90 days of incarceration by the DPS&C of the offender's legal eligibility date for a parole hearing, in accordance with DPS&C Regulation, B-08-014, "Offender Orientation".
2. Board staff shall notify an offender, in writing, at least 14 calendar days in advance of their scheduled hearing before the Committee on Parole in order to allow the offender to adequately and properly prepare for the hearing.

**E. Requests for Parole Re-Hearing**

After a decision to deny parole, an offender may request, in writing, a re-hearing, in accordance with Board Policy 07-705, "Application for Re-hearing". These cases shall be scheduled for hearing on the next available docket schedule.

**F. Requests for Reconsideration of Parole Decision**

An offender whose parole is denied, or an offender whose parole supervision is revoked or rescinded, may request reconsideration by the Board. The offender must apply for such reconsideration in accordance with Board Policy 07-705, "Application for Re-hearing". Reconsideration shall be at the discretion of the Board.

  
SHERYL M. RANATZA, CHAIRMAN

*This directive supersedes and replaces Board Directive 05-506, dated May 16, 2013.*