



**LOUISIANA
BOARD OF PARDONS AND PAROLE**

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Date: June 17, 2013
Page: 1 of 1**

BOARD DIRECTIVE

SUBJECT: SPECIAL NEEDS

**REFERENCES: ACA Standards 2-1020, 2-1089, Board Policy 05-511-POL,
"Public Hearings/Videoconferencing"**

AUTHORITY: LAC Title 22, Part V and Part XI

POLICY:

Discrimination on the basis of disability in the provision of services, programs, or activities administered by the Board is prohibited. An offender with special needs may request assistance in advance of the offender's hearing. All necessary assistance shall be provided in a timely manner.

PROCEDURES:

- A. When physical or mental handicaps or language barriers prevent an offender from fully understanding the parole process, parole conditions, parole procedures, or hearings or appeals, assistance shall be provided to the offender by an individual qualified to work with the offender in the offender's problem area.
- B. If the Board finds that additional time is needed to provide necessary assistance or accommodations for an offender's special needs, the Board may continue the hearing or order a brief deferment in order to provide the Board with adequate time to provide the necessary assistance or accommodations.
- C. In cases where the offender is in a medical treatment facility or facility in another jurisdiction, a hearing in absentia may be conducted. Hearings in absentia shall observe the same safeguards as hearings where the offender is present.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*