



**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number: 05.512-DIR**  
**Date: August 1, 2012**  
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**BOARD DIRECTIVE**

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**SUBJECT: COMMITTEE ON PAROLE DUTY OFFICER**

**PURPOSE:** To establish board duty for each day of the business week to serve for the full business day for matters brought to their attention.

**AUTHORITY:** LAC Title 22, Part XI, Chapter 5; La. R.S. 15:574.2

**REFERENCES:** Board Policies 05-503, "Parole Panels", and 05-513, "Single Member Action".

**DIRECTIVE:**

One member assigned to each Parole Panel shall be assigned as the duty officer during their assigned Parole Panel week. In addition, one board member shall be assigned as duty officer for the week(s) in which public hearings are not scheduled. (See Board Policy 05-503, "Parole Panels".)

**PROCEDURES:**

- A. Duty Officer Service and Operations – The Chairman of each respective Parole Panel shall designate one panel member to serve as the duty officer each day of the week that the respective Parole Panel meets. The duty officer shall be available during the business hours of 9:00 a.m. to 4:00 p.m.
1. The duty officer shall be available to act on behalf of the board concerning both routine office and administrative matters.
  2. The duty officer shall make disposition of all matters brought to their attention on the date of their designated service.
  3. The duty officer may act upon matters which require single member action as defined in Board Policy 05.513, "Single Member Action".

- B. The Chairman of the Board of Pardons, in accordance with Policy 05-503, “Parole Panels”, shall designate a member to serve as duty officer for each week that a Parole Panel does not meet. The annual calendar for such duty officer assignment shall be distributed in advance to board members, by October of each year.
- C. Exception – A duty officer will be assigned every day of the business week unless closure in observance of official holidays or otherwise provided.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*