



**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number: 01-114-DIR  
Date: October 26, 2020  
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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

**REFERENCE:** ACA Standard 2-1013, Board Policy 05-503-POL, “Parole Committee Panels”

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

- I. **General – Policies, Directives, and Manuals:** The Executive Management Officer (EMO) will cause the update of the Board webpage with new or revised documents, including the table of contents, policies, and directives.
  - A. Policies and Directives: An annual review, of the Board's policies and directives, is scheduled and permits participation by Board Members and staff. Revisions and updating of the policies are undertaken, when necessary.

- B. **Manuals:** Executive Management Officer (EMO) is responsible for reviewing, maintaining, and distributing manuals of the Board's policies and directives. 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.

## **2-Submission, Review and Approval**

### **A. Policies**

- 1) New or revised policies are based on statutory or rule changes, or case law. The review work group shall include Board Members (Members) and staff appointed by the Executive Director
- 2) The EMO shall distribute the draft to the review work group for review, requesting comments, or suggested revisions.
- 3) After review and comments have been received from the review work group, the Executive Director shall include the final policy draft as an adoption item on the agenda for the next business meeting of the Board.
- 4) The EMO shall provide a copy of the new policy and any attachments in the meeting packets in advance of the next business meeting.
- 5) After adoption, the EMO will process the policy for promulgation and inclusion in the Louisiana Administrative Code.
- 6) After promulgation and signature by the Chairman, the EMO shall distribute new or revised policies to Board Policy Manual holders using the electronic mail (E-mail) system.

### **B. Board Directives**

- 1) For all directives except the Parole Panel assignments, the Executive Director or designee shall recommend and draft a new or revised directive. The designee may include a work group of Members and staff appointed by the Executive Director.
  - a. The annual parole panel assignments shall be developed in accordance with board policy 05-503-POL, "Parole Committee Panels", and distributed by the EMO, upon the approval of the Executive Director.

- 2) The Executive Director or designee shall distribute the draft directive to members and staff for review, requesting comments or suggested revisions.
- 3) The Executive Director shall review all comments by Board Members, incorporating suggestions, prior to approving the directive.
- 4) After approval by the Executive Director, the EMO shall distribute new or revised directives to Board Policy Manual holders using the E-mail system.

### **III. Distribution and Maintenance**

- A. The Executive Director or designee shall distribute all final copies of new or revised instructional documents.
- B. The annual policy and directives review shall occur during the last quarter of each calendar year. The EMO will submit a list of all policies and directives to the Executive Director with a recommendation to retain, repeal or revise the respective documents.
- C. The EMO shall maintain a master of the current original policies, directives, and resolutions. The EMO shall also maintain a master notebook/binder containing outdated policies, directives, and resolutions.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

*This Directive replaces and supersedes Board Directive 01-114-DIR, "Policies and Procedures" dated May 18, 2020. (Technical Revisions Only)*