



**LOUISIANA
BOARD OF PARDONS & PAROLE**

**Number: 01-127-DIR
Date: October 26, 2020
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BOARD DIRECTIVE

**SUBJECT: PHYSICAL PLANT, SECURITY, SAFETY AND
EMERGENCY PROCEDURES**

PURPOSE: To ensure a safe work environment for the Board and staff.

AUTHORITY: LAC Title 22, Part V and Part XI

REFERENCES: ACA Standard 2-1019

POLICY:

The Louisiana Board of Pardons and Parole shall be responsible for occupants by adhering to the rules, regulations, sanitation and security procedures established by the Department of Public Safety and Corrections (DPS&C).

PROCEDURES:

- A. The Louisiana Board of Pardons and Parole and its staff shall adhere to the emergency, security, and safety regulations of all facilities visited.
- B. Each Board Member and staff person shall be issued an official Employee Identification Card (ID) and be responsible for its security and care.
- C. Visitors shall only be allowed to enter the Board offices and/or hearing room through the main entrance of the DPS&C after clearing the security check-point and registering as an official visitor.
- D. The Chairman or designee shall be the liaison to inform the Board Members and staff of any emergency procedures of the DPS&C and Headquarters complex.
- E. Board Members and staff visiting a correctional facility shall adhere to the entry and exit procedures of that facility.
- F. All Board Members and staff shall be subject to the emergency procedures of the facility they are visiting and shall comply with all lawful directions given during an emergency or an emergency drill.

G. The Executive Director and designated staff shall participate in development and implementation of the Continuity of Operations Plan (COOP) for Board operations. Any revisions to the COOP shall be submitted to the Deputy Secretary for inclusion in the DPS&C COOP.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This directive replaces and supersedes Board Directive 01-127-DIR, “Physical Plant, Security, Safety, and Emergency Procedures” dated May 18, 2020. (Technical Revisions Only)