



**LOUISIANA
BOARD OF PARDONS & PAROLE**

**Number: 05-513-POL
Date: March 20, 2021
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BOARD POLICY

SUBJECT: SINGLE MEMBER ACTION

PURPOSE: To describe those matters that may be acted upon by a single member of the Committee on Parole (Committee).

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

REFERENCE: ACA Standards 2-1117, 2-1118, Board Policy 11-1113-POL, "Revocation Hearing", 05-505-POL, "General Procedures", 11-1103-POL, "Activity Report"

POLICY: A single committee member may act upon matters as described within this policy. These actions do not require review by a parole panel unless otherwise noted herein.

PROCEDURE:

- A. A single committee member may act upon the following matters which have been reviewed and recommended by the Division of Probation and Parole:
- 1) Activity Reports, as described in Board Policy 11.1103, "Activity Report";
 - 2) Activity reports from other states via the Interstate Compact Agreement; or
 - 3) Consideration to delay an offender's revocation hearing beyond 60 calendar days of the offender's return to prison (arrest or detainment), but such a delay may only be authorized by a Committee member for good cause.

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- B. A single committee member may rescind parole under the conditions provided in Board Policy 05-505-POL, "General Procedures".
- C. A single committee member may add or remove conditions relative to parolees, as recommended by the Division of Probation and Parole and/or Board counsel on matters in litigation.
 - 1) In the event the committee member fails to follow the recommendation of the Division of Probation and Parole, the matter shall be automatically scheduled for consideration by a three-member panel at the next available public hearing date.
- D. Written documentation must be placed in the offender's file, which clearly documents the reason for the decision by the single member panel.
- E. Under no circumstances should a committee member sign a blank form concerning single-member action matters.

SHERYL M. RANATZA, CHAIRMAN

** Signature on file*

This policy replaces and supersedes Board Policy 05-513-POL, "Single Member Action" dated October 26, 2020.