



**LOUISIANA
BOARD OF PARDONS & PAROLE**

**Number: 05-515-DIR
Date: October 26, 2020
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BOARD DIRECTIVE

SUBJECT: PUBLIC MEETING DECORUM

PURPOSE: To establish guidelines for meeting decorum during Pardon Board and Committee on Parole hearings.

AUTHORITY: La. R.S. 15:572, 15:573.2, 15:574.2, 15:574.4.1, 42:11-28, and 44:1-41

REFERENCES: ACA Standard 2-1093, Board Policies 02-209-POL, "Hearings Before the Board of Pardons, 05-500-POL, "Parole Hearing Process", 05-505-POL, "General Procedures", and 05-509-POL, "Victim Notification and Participation in Hearings".

POLICY:

It is the policy of the Louisiana Board of Pardons & Parole (Board) to provide the public with a reasonable opportunity to observe and participate in its proceedings.

DISCUSSION:

The Board shall provide access and opportunity for public comments on issues under the jurisdiction of the Board. The hearing room is relatively small, therefore the number of individuals allowed to attend the hearing may be limited due to space and security considerations. Members of the public are subject to security procedures and processes employed by the Louisiana Department of Public Safety & Corrections.

PROCEDURE:

A. Public Comments

- 1) At meetings the Board will afford the public an opportunity to present comments on subjects within the Board's jurisdiction that are on the posted agenda for that specific meeting.

- 2) The Chairman shall have discretion in setting reasonable limits on the time allocated for public comments. If several persons have notified Board staff of their desire to address the Board on the same topic, it shall be within the discretion of the Chairman to request that those persons select a representative amongst themselves to express such comments, or limit their comments to an expression of support for views previously articulated.
- 3) Public comment presenters may submit related documentation (a minimum of 5 copies) to the Board staff no later than three (3) calendar days prior to the posted meeting date when the comments are to occur. Such documentation will be distributed to the Board at the meeting. Any documentation submitted after the above-referenced date will not be distributed to the Board until after the comments. Distribution will occur only if the required minimum of 5 copies is provided to the Board staff.
- 4) Comments shall remain pertinent to the issues denoted on the written notification submitted cards.
- 5) A presenter who is determined by security or the Chairman to be disrupting a meeting or hearing shall immediately cease the disruptive activity or leave the meeting room if ordered to do so by the Chairman.

B. Disability Accommodations

- 1) Persons with disabilities who have special communication or accommodation needs and who plan to attend a meeting may contact the Board Office at (225)342-9191. Requests for accommodation shall be made at least two (2) business days prior to a posted meeting.
- 2) The Board shall make every reasonable effort to accommodate these needs. The Board staff will contact the requestor to provide specific information concerning the accommodation.

C. Testimony Conduct and Decorum during Proceedings

- 1) For clemency or parole hearings, only three persons in favor, to include the applicant, and three in opposition, to include the victim/victim's family member, will be allowed to speak either in person, via phone or via videoconferencing during the hearing.
 - a Any person making an oral presentation to the Board will be allowed no more than five minutes. All persons making oral presentations in favor of an applicant shall be allowed cumulatively no more than 10 minutes.
 - b All persons making oral presentations against an applicant, including victims, shall be allowed cumulatively no more than 10 minutes.
- 2) There is no limit on written correspondence in favor of and/or opposition to a candidate for parole release or an applicant for clemency.

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- 3) As Pardon and Parole hearings may be considered quasi-judicial proceedings, the Department of Public Safety & Corrections provides security procedures, technology and trained personnel to protect the safety of the people and property within and around the hearing room, as well as the integrity of the process.

- 4) To assure proper decorum in pardon and parole hearings, all proceedings (except executive sessions) shall be audio recorded by Board staff on suitable audio equipment provided by the Department of Public Safety & Corrections. Video recording will not be allowed.
 - a The audio recording will serve as the official record of the proceedings.
 - b Members of the public may request a copy of the audio recording in accordance with La. R.S. 44:1-44:41, the Louisiana Public Records law.
 - c The procedure for making a public request is located at <http://doc.la.gov/public-information/>.
 - d The Department of Public Safety & Corrections has established reasonable fees for the cost of reproduction.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This Directive replaces and supersedes Board Directive 05-515-DIR, "Public Meeting Decorum" dated July 20, 2020.