



**LOUISIANA BOARD OF PARDONS
AND COMMITTEE ON PAROLE**

**Number: 02-207-POL
Date: September 30, 2024
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BOARD POLICY

SUBJECT: CAPITAL CASES – REQUEST FOR REPRIEVE OF DEATH SENTENCE

PURPOSE: To establish procedures for requests for reprieves for inmates with scheduled execution dates

AUTHORITY: LAC Title 22, Part V, Chapter 2; La R.S. 15:572

POLICY:

The Board will accept, on behalf of the Governor, an application for a reprieve for an inmate for whom an execution date has been set. A reprieve halts the implementation of a scheduled execution for a short time and may also be referred to as a “stay of execution.”

PROCEDURES:

A. Request for Reprieve of Execution

1. The written application, with any supplemental information, must be delivered to the Board office, P.O. Box 94304, Baton Rouge, LA 70804, no later than the twenty-first calendar day before the execution is scheduled. If the twenty-first calendar day before the execution is scheduled falls on a weekend or state observed holiday, the application shall be delivered no later than the next business day.
2. Any information filed with the application, including but not limited to amendments, addendums, supplements, or exhibits that require reproduction facilities, equipment, or technology not operated by the Board, must be provided in triplicate.
3. When the Board receives an application for reprieve, it shall notify the trial officials of the parish of conviction and the Attorney General that the application has been received.
4. At the time of notifying the trial officials, the Board shall also notify any representative of the family of the victim (who has previously requested to be notified) of the receipt of the application and of said representative or family member’s rights to provide any written comments and instructions for doing so.
5. Within seventy-two hours of receipt of the application for reprieve, the Board will submit the application with any available supplemental information to the Governor for consideration.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This policy replaces and supersedes Board Policy 02-207-POL, “Capital Cases,” dated October 26, 2020.