



**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number: 01-112-DIR  
Date: October 26, 2020  
Page: 1 of 3**

**BOARD DIRECTIVE**

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**SUBJECT:** PUBLIC AND LEGISLATIVE RELATIONS

**PURPOSE:** To guide Board, Committee and staff members when sharing sensitive information.

**AUTHORITY:** LAC, Title 22, Part V and Part XI

**REFERENCES:** ACA Standards 2-1046, 2-1126 through 2-1130  
DPS&C Regulation, PS-H-1-a, "Victim Notice and Registration"

**POLICY:**  
Subject to the Louisiana Open Meetings and Public Records laws and other applicable statutes and regulations pertaining to confidentiality issues, the Louisiana Board of Pardons and Parole shall strive for transparency of operations.

**PROCEDURES:**

**A. Public Relations**

- 1) Subject to revised statute and any other applicable limitations on disclosure of information, when requested the Chairman shall provide accurate information to the following:
  - a. Public or interested persons;
  - b. Other agencies of the criminal justice system;
  - c. Legislators;
  - d. Research organizations and universities;
  - e. Other Louisiana agencies;
  - f. Crime victims (in accordance with Department of Public Safety & Corrections Regulation, PS-H-1-a, "Victim Notice and Registration").

- 2) The Chairman or designee shall maintain information and the Board's mission statement on its webpage hosted by the Department of Public Safety & Corrections (DPS&C) website (<http://doc.la.gov>).
- 3) The Board shall furnish information annually in the Board's Annual Report to any authorized agency, person or organization requesting such information and on the board's webpage.
- 4) The Board shall be proactive in informing the public and the media of events within the Board's scope of responsibility.
- 5) Routine requests for information regarding non-restrictive Board operations, policies, procedures, etc. shall be released through the Chairman's designee, who shall inform the Chairman of any such release of information.
  - a. If an information request concerns a facility, the media or public shall be referred to the appropriate personnel at the facility.
  - b. Additionally, if a local reporter's inquiry involves an issue that is currently newsworthy and receiving media attention or affects the entire DPS&C, the DPS&C Communications Director shall be contacted prior to the release of any information.
  - c. Any contact from a national or international news representative shall be reported to the DPS&C Communications Director prior to the release of any information.
  - d. Board Members shall refer all requests from the media to the Chairman.
- 6) The Chairman shall issue any emergency and non-emergency communications regarding Board decisions and actions.
- 7) All legitimate news media organizations shall be allowed reasonable access to the Board hearing room, unless security considerations dictate otherwise.

## **B. Legislative Relations**

- 1) The Chairman or designee shall serve as the Board's liaison with the Louisiana Legislature and pertinent Legislative committees.
- 2) The Chairman will collaborate with the Secretary (or designee) of the DPS&C of any Legislative matters which may impact Board operations.

- 3) The DPS&C shall respond to the Legislative Fiscal Office's request for fiscal impact on proposed legislation which may impact the DPS&C and/or the Board of Pardons and Parole.
- 4) The Chairman of the Board will collaborate and work with the DPS&C Legislative Liaison staff to develop a system of tracking proposed legislation which may impact the Board's operations.

**C. Legislation Implementation** - When a bill is enacted, the Executive Management Officer (EMO) shall prepare implementation action plans to include a review of all appropriate rules, policies, directives, and manuals to incorporate all legislative changes.

- 1) The EMO will review the bill and identify all appropriate Board documents that need to be revised or developed. The EMO will prepare revisions or develop policies and directives within 30 days after the governor signs the legislation into law.
- 2) Rules - The EMO will refer the appropriate rule revisions or proposed rules to the Executive Director.
- 3) Policies and Directives - The EMO will refer the revisions and new policies and directives pursuant to Board Directive 01-114-POL, "Policies and Procedures".
- 4) Members of the Board of Pardons & Parole shall receive annual training on newly enacted legislation affecting their operations and duties.

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*

*This Directive replaces and supersedes Board Directive, 01-112-DIR, "Public and Legislative Relations" dated May 18, 2020. (Technical Revisions Only)*