



**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number: 01-123-DIR  
Date: October 26, 2020  
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**BOARD DIRECTIVE**

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- SUBJECT:** MANAGEMENT INFORMATION SYSTEMS AND CASE RECORDS
- PURPOSE:** To establish guidelines to manage electronic and physical information.
- AUTHORITY:** LAC Title 22, Part V, La. R.S. 15:572, and Part XI: La. R.S. 15:574.2
- REFERENCE:** ACA Standards 2-1060, 2-1064, 2-1074, 2-1074-1, 2-1075, 2-1095, 2-1130 and DPS&C Regulation IS-B-6-a, "Institutional Progress Report", DPS&C Regulation P&P-1, "Probation & Parole Officer's Manual", DPS&C Regulation AM-I-4, "Activity Reports/Unusual Occurrence Reports Operational Units", DPS&C Regulation AM-D-4, "Access to and Release of Active and Inactive Offender Records", and DPS&C Regulation IS-D-HCP9, "Confidentiality"

**POLICY:**

The Louisiana Board of Pardons and Parole shall utilize all information systems available in order to render fair and informed decisions regarding clemency, parole, and revocation.

**PROCEDURES:**

**A. DOC Offender Management System**

The Chairman shall act as liaison between the Board and the Department of Public Safety & Corrections (DPS&C) Office of Information Technology (OIT) to assure the DPS&C Offender Management System is fulfilling the requirements of the Board.

**B. Case Records**

1. The Board shall have access to electronic information as well as paper files. Such files shall provide all pertinent information regarding an offender's hearing before the Board.
2. Information provided by DPS&C Office of Adult Services shall be as outlined in DPS&C Regulation IS-B-6-a, "Institutional Progress Report".
3. Information provided by the Division of Probation & Parole shall be as outlined in DPS&C Regulation P&P-1, "Probation & Parole Officer's Manual".
4. Information contained in the hard file and electronic file shall be comprehensive and organized for ease of use.

- a. Materials in the parole case file (hard file) shall be appropriate, well organized and identified in a way which meets the needs of the Board and provides for ease of access. The case file should be arranged in chronological order, with the most recently dated material on top:

- i. Left Side of file folder:

- 1. Certificate of Parole or Diminution of Sentence Certificate;
    - 2. Parole Decision Form (includes Revocation Decision);
    - 3. Vote Sheet(s) [parole panel, single member, rehear, rescind) with most recent master prison record;
    - 4. Warrants;
    - 5. NCIC Flash, if applicable;
    - 6. Louisiana State Police and FBI Rap Sheets.

- ii. Right Side of file folder:

- 1. Pre-Parole Investigation;
    - 2. Institutional Progress Report (with all attachments);
    - 3. Corresponding pardon records (when applicable);
    - 4. Opposition/Support Letters;
    - 5. Correspondence to or from offender;
    - 6. Interstate Compact forms/correspondence;
    - 7. Residence and Employment plans (includes approved plans);
    - 8. Violation and/or Activity Reports;
    - 9. Transport Letters;
    - 10. Notification Letters (District, Victim, District Attorney);
    - 11. Sheriff/Institution release correspondence with parole certificate;
    - 12. All other general correspondence.

- b. Materials in the pardon case file shall be appropriate, well organized and identified in a way which meets the needs of the Board and the Governor. The case file should provide for ease of access and should be arranged as follows in the order indicated.

- i. Left side of folder

- 1. Notice to offender of board recommendation to Governor;
    - 2. Witness information (red, green, or white cards and institutional visitor log);
    - 3. Telephone call log (general public stating opposition or support);
    - 4. Letters in opposition;
    - 5. Letters in support;
    - 6. Request for Clemency Investigation;
    - 7. Affidavit verifying advertisement, with copy of ad;
    - 8. Notice to applicant regarding required advertisement;

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9. Victim notification letter(s);
10. District Attorney and Sheriff notification letters;
11. Offender and/or attorney acknowledgement of hearing;
12. Offender notification of hearing;
13. Miscellaneous.

ii. Right side of folder:

1. Recommendation to Governor;
  2. Pardon hearing vote sheet;
  3. Synopsis prepared by board staff;
  4. Application for Clemency;
  5. Application Action vote sheet;
  6. Clemency Investigation/NCIC;
  7. Most recent master prison record;
  8. Validated Risk/Needs Assessment tool;
  9. Institutional Progress Report (with certificates of achievement);
  10. Criminal Court records;
  11. Residence and employment plans;
  12. Prior pardon hearing documents (if applicable) / Miscellaneous.
5. Information shall have source reference and shall be identified as confidential if appropriate.
  6. Any unverified, missing or misinformation, shall be identified and corrected as soon as possible.
  7. If required, information shall be available from qualified medical and mental health professionals.

**C. Electronic Recording of Pardon and Parole Decisions**

The Board of Pardons and Parole shall enter official Board decisions into the electronic case management system accurately and timely. The Board shall also inform the DPS&C Office of Adult Services and/or Division of Probation & Parole, as appropriate, of any discrepancies noted in the offender record during the pardon and/or parole process.

**D. Statistical Reports**

1. The Board of Pardons and Parole shall maintain statistics regarding its operations and shall participate in the DPS&C monthly reporting process as detailed in DPS&C Regulation AM-I-4, "Activity Reports/Unusual Occurrence Reports Operational Units".

2. The Board of Pardons and Parole shall review statistical reports generated by the DPS&C regarding offender populations, offender demographics, and offender status. These reports should be reviewed at least quarterly.

**E. Confidentiality of Information**

Board Members shall adhere to DPS&C Regulation AM-D-4, "Access to and Release of Active and Inactive Offender Records", and DPS&C Regulation IS-D-HCP9, "Confidentiality", regarding confidentiality of offender information.

**SHERYL M. RANATZA, CHAIR**

*\*Signature on file*

*This directive replaces and supersedes Board Directive 01-123-DIR, "Management Information Systems and Case Records" dated May 18, 2020. (Technical Revisions Only)*