



**LOUISIANA
BOARD OF PARDONS & PAROLE**

**Number: 01-125-POL
Date: October 26, 2020
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BOARD POLICY

SUBJECT: STAFFING

PURPOSE: To promote open communication between Board staff and other law enforcement and criminal justice agencies.

AUTHORITY: LAC Title 22, Part V, La. R.S. 15:572 and Part XI, La. R.S. 15:574.2

REFERENCES: ACA Standards 2-1012 through 2-1020, 2-1047, 2-1051, 2-1054 through 2-1059, DPS&C Chief of Staff Policy HQ-A-015, "Training and Staff Development"

POLICY:

The Board shall prevent backlogs and delays in the pardon and parole hearing processes. The Board shall interact with other Louisiana agencies and organizations to assure effective communications and transparency of Board processes.

PROCEDURES:

- A. A current organizational chart is necessary for providing a clear administrative picture. The organizational chart for the Board and its staff shall be reviewed at least annually, and updated, if needed.
- B. The Department of Public Safety and Corrections (DPS&C) shall furnish sufficient staff to provide support to the Board so as to ensure effective and timely pardon, parole, and revocation hearings. These efforts shall be coordinated with the Chairman to assure an efficient flow of workload and services.
- C. The Chairman or designee has responsibility for staffing, controlling and directing the work of Board staff, including training.
 - 1) Staff shall be subject to training requirements established by the DPS&C as outlined in Chief of Staff Policy HQ-A-015, "Training and Staff Development".
 - 2) Board Members shall be subject to training requirements as outlined in Board Policy 01-117-POL, "Training", and 01-117-A-POL, "Board Member Training and Development".
 - 3) The Board shall adhere to all DPS&C regulations and Civil Service rules governing state employees.

- 4) The Chairman or designee shall attend meetings with Probation & Parole executive staff to ensure open communications.
 - 5) The Chairman or designee shall meet with Board staff supervisors on a monthly basis. Staff supervisors shall share information provided at these monthly meetings by email or by meeting with employees.
- E. The Board shall be represented legally by the Louisiana Department of Justice, Office of the Attorney General.
- F. The Board shall maintain offices in close proximity to the DPS&C to assure lines of communications are accessible and open.
- G. The Board shall be assigned offices and equipment that assures privacy, communications, and a working environment that is conducive to the business of the Board.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This policy replaces and supersedes Board Policy 01-125-POL, "Staffing" dated May 18, 2020. (Technical Revisions Only)