

# YOUTH SERVICES POLICY

<b>Title:</b> Employees' Appearance Before the Louisiana Board of Pardon/Parole Committee	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.31
	<b>Page 1 of 2</b>
<b>References:</b> La. R.S. 15:573.1, La. R.S. 15:573.2 and La. R.S. 15:574.12	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 04/18/2013

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish guidelines governing non-routine communications between employees of YS and the Louisiana Board of Pardon/Parole Committee.

**NOTE:** Refer to La. R.S. 15:573.1 and La. R.S. 15:573.2 for information about prohibited contact and telephone communications with the Louisiana Board of Pardon/Parole Committee.

**III. APPLICABILITY:**

All YS classified or unclassified employees, probational and/or permanent, full time and/or part-time, WAEs (when actually employed) and contract providers of YS.

**IV. DEFINITIONS:**

**Close Family Member** - For the purposes of this policy, a close family member is a spouse, parent, child, stepchild or sibling of the victim.

**Victim** – A person against whom a felony-grade delinquent offense has been committed.

**Witness** – A person who has relevant information about a crime that was committed.

**V. POLICY:**

It is the Deputy Secretary's policy that an employee who is a victim of or a witness to a crime, or is a close family member of a victim or witness, shall have the same right as other victims to express his or her subjective opinion to the Louisiana Board of Pardon/Parole Committee when the individual involved in the crime is considered for parole or clemency.

Employees who have a close family member who is scheduled for a Board of Pardon/Parole Committee hearing may attend such hearings pursuant to the provisions of this policy.

Additionally, YS employees may assist the Board of Pardon/Parole Committee by providing factual information in the discharge of their official duties. The information provided shall be kept confidential and shall not be subject to public inspection nor be disclosed directly or indirectly to anyone except as provided by La. R.S. 15.574.12.

**VI. GENERAL:**

Employees who appear before the Board of Pardon/Parole Committee shall be required to take annual or compensatory leave for this purpose.

**Previous Regulation/Policy Number:** A.2.31  
**Previous Effective Date:** 09/06/2011  
**Attachments/References:**