**[DATE]**

Department of Corrections

Secretary James Leblanc

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Baton Rouge, LA 70804

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Parish Sheriff

**[LOOK UP CONTACT INFO ON JAC WEBSITE]**

RE: Furlough Request for **[NAME OF INCARCERATED PERSON, DOC #]**

Dear Secretary Leblanc and **[SHERIFF’S NAME]**:

I am writing to you both today on behalf of **[NAME, DOC #]**, to ask you to release **[HIM/HER]** on immediate furlough. According to La. R.S. 15:811(B)-(C) and La. R.S. 15:833(B)-(C), **[SHERIFF’S NAME]** may authorize furloughs to deserving inmates to serve as a rehabilitation tool and maintain family relationships. Your authority to do this also covers individuals who are in DOC custody, but serving their sentence in your local facility. Now, more than ever, this furlough should be used to reunite **[NAME]** with **[HIS/HER]** family. It is in the best interests of your officers and staff, [**SHERIFF NAME]**, to reduce your jail population as much as possible to allow for safe social distancing and adequate hygiene. **[NAME]** is a perfect candidate for furlough at this time as **[HE/SHE]** is within 6 months of release on **[HIS/HER**] sentence, and it will contribute to the overall health and safety of our community.

We are in the midst of the gravest global health crisis in over a century. The novel

coronavirus that causes COVID-19 is exceptionally contagious, reaching pandemic status within

just a few months of the appearance of the first known cases. COVID-19’s fatality rate is

estimated to be up to thirty-five times deadlier than the common flu; and at one time, Louisiana had the second highest death rate per capita in the country. Currently, Louisiana is reporting fewer cases and the growth rate in new cases is decreasing, however, prisons are not on the same timeline as the rest of the state. Louisiana's first case was reported March 5th, and its first death on March 15th with cases and deaths dramatically increasing for the next six weeks. Those statistics were happening while people and communities were ordered to stay at home, socially distance, and practice safe hygiene.

People in prison are even more acutely at risk, because they tend to have poorer

overall health than the average population and social distancing is practically impossible in

prisons, where people often sleep in dormitories within several feet of one another, with no

possibility of keeping the requisite six foot distance apart, nor the capacity to maintain adequate

sanitation and hygiene. We don’t know when the first case of COVID-19 entered each prison, but the first death of a Louisiana prisoner in DOC custody was April 1st. This puts prisons at least 2 weeks behind the state’s timeline, but new introductions of the virus and spread continues to be a serious probability.

If your person has a family member who is sick with COVID-19 **OR** the person incarcerated has underlying health conditions, put specific information about illness, health conditions, treatment, and medication here.

I am asking you to act now to release **[NAME]**, who is eligible for your furlough under La. R.S. 15:811(B) and in compliance with all DOC furlough requirements under La. R.S. 15:833(B)-(C). Please return **[NAME]** to **[HIS/HER]** family during this crisis. **[NAME]** has served **[AMOUNT OF TIME]** of **[HIS/HER]** sentence. **[HIS/HER]** current release date is **\_\_\_\_\_\_\_\_\_\_**. Your furlough power under this Louisiana law does not have any restrictions that apply to **[NAME]** because **[HE/SHE]** is within 6 months of release making **[HIM/HER]** eligible for your furlough under La. R.S. 15:811(B)-(C). You have this discretion to grant furlough for a DOC inmate because **[HE/SHE]** would also be eligible for DOC furlough under La. R.S. 15:833(B)-(C) if **[HE/SHE]** were in a DOC facility. **[HE/SHE]** would be better rehabilitated by this furlough than by remaining in jail. We can support and care for **[HIM/HER]** during this time. I am asking that **[HE/SHE]** be allowed to submit the following furlough plan:

* The purpose of this furlough is to maintain a relationship and provide for **[HIS/HER]** physical and mental health and well-being with **[HIS/HER]** family during this pandemic.
* **[HE/SHE]** will live at **[INSERT ADDRESS]** and stay with me, **[HIS/HER] [INSERT FAMILY RELATIONSHIP TO PERSON]**. I will make sure **[NAME]** follows all rules or regulations necessary during the furlough.
* I will also sign the Responsibility Agreement and provide transportation for **[NAME]** from **[LOCATION OF PERSON]**.

I believe granting this furlough request is in the best interests of **[NAME]** and will help **[HIS/HER]** rehabilitation. This furlough will also help protect the health and safety of **[NAME]**, other inmates, the staff and employees at **[JAIL LOCATION]**, and our larger community. I ask that this furlough be for the remainder of Governor John Bel Edwards’s stay-at-home order plus 14 days, if **[NAME]** is required to return to the facility after this furlough, to ensure **[NAME]** does not reintroduce COVID-19 into the facility.

Thank you for considering this request. I look forward to your response to this urgent request, and ask you to release **[NAME]** as soon as possible to protect **[HIS/HER]** health and wellbeing.

Sincerely,