SUBJECT: TRAINING

PURPOSE: The purpose of this policy is to describe training requirements for members of the Louisiana Board of Pardons and Committee on Parole (Board).

AUTHORITY: LAC Title 22, Part V and Part XI, La. R.S. 15.574.2

REFERENCES: ACA Standards 2-1057 and 2-1059, Board Policy 01-117, “Board Member Training and Development”

POLICY:

A. Orientation Training
Within ninety (90) days of being appointed to the Board, each new member and employee shall complete a comprehensive training course developed by the Chairman or designee in collaboration with the Department of Public Safety & Corrections (DPS&C).

1) The training course for new members shall be developed using training components consistent with those offered by the National Institute of Corrections, the Association of Paroling Authorities International, or the American Probation and Parole Association.

2) The training course for new employee orientation shall be provided by the DPS&C in accordance with the DPS&C Training Plan.

B. In-Service Training
1) Board Members
   Each member shall complete a minimum of forty (40) hours of training annually, which shall be provided for in the annual budget of the DPS&C. The annual training course shall be developed using the training components consistent with those offered by the National Institute of Corrections, the Association of Paroling Authorities International, or American Probation and Parole Association and shall include the following topics:

   a. Data driven decision making;
   b. Evidence based practices;
   c. Stakeholder collaboration;
   d. Recidivism reduction.
2) Staff Members
Each staff member shall complete annual in-service training provided by
DPS&C, in accordance with the DPS&C Training Plan.

Each Board Member shall be issued a Rules and Procedures Manual electronically and shall
sign a statement to acknowledge receipt of the manual. Such statement shall include the Board
Member's agreement to completely and thoroughly familiarize himself or herself with the
information contained therein and to conduct himself at all times in a manner which will strictly
adhere to the letter of the law, as well as the spirit and intent. The manual shall contain, but not
be limited to:

1) Louisiana Board of Pardons Rules, Policies, and Procedures;
2) Louisiana Code of Governmental Ethics;
3) R.S. 42:1 et seq. (Public Policy for Open Meetings);
4) All DPS&C regulations and/or statutes with particular reference to the
   operations of the Board.
5) The Board of Pardons and Committee on Parole Annual Report;
6) Material on relevant evidence based practices.

SHERYL M. RANATZA, CHAIRMAN
*Signature on file

This policy replaces and supersedes Board Policy, 01-117-POL, “Training” dated May 18, 2020.