



**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number: 01-117-POL  
Date: October 26, 2020  
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**BOARD POLICY**

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**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.

**C. Rules and Procedures Manual**

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.*