



**LOUISIANA
BOARD OF PARDONS AND PAROLE**

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Date: June 17, 2013
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BOARD DIRECTIVE

SUBJECT: BOARD MEMBER TRAINING AND DEVELOPMENT

**REFERENCES: ACA Standards 2-1057 and 2-1059, Board Policy 01.117,
"Training"**

AUTHORITY: LAC Title 22, Part V and Part XI

POLICY:

Board members shall be afforded access to training, both annual and specialized, to assure competency in carrying out the mission of the Board.

PROCEDURES:

- A. The Chairman or their designee shall coordinate and schedule training opportunities for board members.
- B. The Chairman or their designee shall coordinate with the Department of Public Safety & Corrections/Headquarters Training Director, the Division of Probation & Parole Training Director, or other agencies to provide annual training requirements by qualified individuals.
- C. Training Requirements:
 1. All board members shall attend a forty (40) hour orientation prior to assuming his assigned duties.
 2. Board members shall receive a minimum of forty (40) hours of relevant training and education annually.
 3. Appropriate on-line, electronic media, academic, in house training by any agency, organization or qualified sources determined by the Chairman or designee to be relevant to the needs of the board members shall be considered approved training.
 4. Training modules shall be approved by the Chairman.
 5. The curriculum for orientation training shall be developed in collaboration with the Department of Public Safety & Corrections and shall be in accordance with DPS&C

training policies and must meet the minimum requirements set forth in Board Policy 01-117-POL, "Training".

6. The curriculum for annual training shall be developed on an annual basis by the Chairman and must meet the minimum requirements set forth in Board Policy 01-117-POL, "Training".
7. Board members shall be encouraged to join and attend professional organizations and meetings.
8. Board members shall be encouraged to seek and hold offices or committee membership in recognized professional organizations.
 - a. Permission shall be given by the Chairman before a board member may accept an office or committee responsibility.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*