



**LOUISIANA
BOARD OF PARDONS & PAROLE**

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Date: September 30, 2014
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BOARD POLICY

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

POLICY:

A. Orientation Training

Within ninety (90) days of being appointed to the Board, each member shall complete a comprehensive training course developed by the board chair in collaboration with the Department of Public Safety & Corrections (DPS&C). The training course 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.

B. In-Service Training

Each member shall complete a minimum of eight (8) 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:

1. Data driven decision making;
2. Evidence based practices;
3. Stakeholder collaboration;
4. Recidivism reduction.

C. Rules and Procedures Manual

Each Board member shall be issued a Rules and Procedures Manual 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 and Procedures;
2. 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.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This policy supersedes and replaces Board Policy 01-117 dated August 1, 2012.