



**LOUISIANA
BOARD OF PARDONS & PAROLE**

**Number: 01-117-A-DIR
Date: October 26, 2020
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BOARD DIRECTIVE

SUBJECT: BOARD MEMBER TRAINING AND DEVELOPMENT

PURPOSE: To ensure Board Members meet training thresholds set by governing bodies.

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, "Training"

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 designee shall coordinate and schedule training opportunities for Board Members.
- B. The Chairman or 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 or her 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*

This directive replaces and supersedes Board Directive 01-117-A-DIR, "Board Member Training and Development" dated May 18, 2020. (Technical Revisions Only)