

## 8.1.A.14 Evidence-Based Practices Training

### I Policy Index:

**Date Signed:** September 17, 2015  
**Distribution:** Public  
**Replaces OM:** **New**  
**Affected Units:** Parole Board  
**Effective Date:** Upon Signature  
**Scheduled Revision Date:** September 2016  
**Revision Number:** 2  
**Office of Primary Responsibility:** South Dakota Board of Pardons and Paroles

### II Purpose:

To establish a standardized program of evidence-based practices training of new parole board members and continued training and development of all parole board members in accordance with SDCL 24-13-2, and to describe the minimum training requirements of the Board of Pardons and Paroles.

### III Definitions:

**Parole Board:**

A nine member appointed board charged with the authority to make decisions of parole, the revocation of parole, and parole policy and procedure.

**Evidence Based Practices:**

Supervision policies, procedures, and practices and treatment and intervention programs and practices that scientific research demonstrates reduce recidivism among individuals under correctional supervision.

**New Member Training:**

Training completed during the first sixty (60) days of a board member's appointment, which provides the knowledge and skills necessary to function in the board member role.

**Annual Training:**

Ongoing training to enhance or reinforce existing knowledge or skills and gain new information, knowledge or skills for all board members.

**Minimum Requirements:**

Components of training that are determined by the parole board and this policy to be critical for proper job performance.

**Board Staff:**

For the purposes of this policy, board staff are the director and all staff working under the supervision of the director.

**Documentation of Training:**

The board office corrections specialist will be responsible for keeping records of all board training hours as defined in this policy.

## IV Procedures:

### Staff Responsibility:

- A. Executive Director:
  - 1. Will ensure that all board members receive training necessary to satisfactorily perform their duties.
  - 2. Will ensure that all board members perform only those duties for which they have received adequate training.
- B. Corrections Specialist:
  - 1. Is responsible for coordinating training sessions for the parole board and logging each board member's hours electronically into the training database.
  - 2. Will monitor and report to the director annually members' training activities and hours.
- C. Parole Board Members:
  - 1. Are responsible for compliance with this policy regarding training requirements.

### New Board Member Training Requirements:

- A. A newly appointed board member will complete *new member* training within sixty (60) days of appointment. The training will include the following elements (see SDCL 24-13-2):
  - 1. To be developed in consideration of information from the National Institute of Corrections, the Association of Paroling Authorities, or the American Probation and Parole Association.
  - 2. The use of validated risk and needs assessments and the use of data guided by evidence-based practices for making parole decisions.
  - 3. An overview of the Board of Pardons and Paroles policies, and the procedures, mission, goals, and objectives of the DOC.
  - 4. Sixteen (16) hours of mentoring with existing board members, to be done during a regular board week.
  - 5. Attendance of the National Institute of Corrections' *Orientation for New Parole Board Members* is encouraged (within first year of appointment).

### Annual Training Requirements

- A. All full time board members will complete a minimum of twelve (12) hours of annual *evidence-based practices* training during a calendar year. The training will include the following elements (see SDCL 24-13-2):
  - 1. To be developed in consideration of information from the National Institute of Corrections, the Association of Paroling Authorities, or the American Probation and Parole Association.

2. Majority of training will be done during a regular board week. Curriculum will be emailed to full time and auxiliary board members who were absent for regular training sessions.
  3. Curriculum will be developed by the parole board chair and the director and will include in-house and national subject matter.
  4. Attendance of the board chair or board vice-chair at the *APAI Chairs' Meeting and Annual Training Conference* is encouraged.
  5. Training done outside of a regular board week or out-of-state will be compensated at a rate of \$37.50 an hour for time spent in training up to a maximum of eight hours (\$300) per day.
  6. Board members will be compensated at a rate of \$37.50 an hour for each travel day for out of state training up to a maximum of two hours (\$75) per day.
  7. Information on the training curriculum, dates, location, and hours spent training and, if applicable, traveling, will be included in the request for training compensation and verified by board staff.
  8. Board staff will submit hours by dates for training and travel payments to BHR for entry in the payroll system.
  9. Ongoing funds (\$10,000 annually) will be used to compensate board members for out-of-state travel and training and for consultant fees, curriculum development fees and/or training fees.
- B. Auxiliary board members will be notified of all upcoming training sessions; if they are able to attend, they will be compensated at a rate of \$37.50 an hour for time spent in training up to a maximum of eight hours (\$300) per day.

## V Related Directives:

Board of Pardons and Paroles Policies  
Board Office Operational Memoranda  
SDCL 24-13-2. Terms of board members—Vacancies—Training.

## VI Revision Log:

October 2013 **New**.

June 2014 **Edited Annual Training Requirements A.5** *Training done outside of a regular Board week or out of state will be compensated at a rate of \$37.50 an hour for time spent in training up to a maximum of eight hours (\$300) per day. A.6* *Board members will be compensated at a rate of \$37.50 an hour for each travel day for out of state training up to a maximum of two hours (\$75) per day. A.7* *Information on the training curriculum, dates, location and hours spent training and, if applicable, traveling will be included in the request for training compensation and verified by Board staff. A.8* *Board staff will submit hours by dates for training and travel payments to BHR for entry in the payroll system.*

September 2015 **Added** *Auxiliary Board members will be notified of all upcoming training...*

<i>Kay Nikolas</i>	<i>09/17/2015</i>
<b>Kay Nikolas, Board Chair</b>	Date

## ATTACHMENT 1: New Board Member Training Curriculum



# South Dakota Department of Corrections

Training Department  
 Lesson Plan

### COURSE INFORMATION

<b>Curriculum Title:</b>	Board of Pardons and Paroles, Evidence-Based Practices Training		
<b>Topic Title:</b>	New-Member Training		
<b>Instructor(s):</b>	DOC Staff, NIC		
<b>Time Required:</b>	To be completed within sixty (60) days of appointment		
<b>Target Audience:</b>	Newly appointed Parole Board members		
<b># of Participants:</b>	As needed		
<b>Developed By:</b>	Traci Fredrikson	<b>Developed Date:</b>	12/12/13
<b>Reviewed By:</b>	Director of Parole, Parole Board	<b>Reviewed Date:</b>	12/2014
<b>Approved By:</b>	Parole Board	<b>Approval Date:</b>	01/2015

### PERFORMANCE OBJECTIVES

(List one objective per bullet)

At the conclusion of New-Member training, participants will:

- Demonstrate understanding of evidence based practices, validated risk and needs assessments and the use of data guided by evidence-based practices for making parole decisions
- Demonstrate understanding of the Board of Pardons and Paroles policies, procedures, missions, goals, and objectives of the DOC
- Demonstrate understanding of related South Dakota statutes and administrative rules
- Have completed sixteen (16) hours of mentoring with existing Board members (to be done during a regular Board week)
- Be encouraged to attend the National Institute of Corrections' *Orientation for New Parole Board Members* (within first year of appointment)
- Exhibit proficiency in all areas above

### METHOD OF EVALUATION

(Description of how each of objective will be evaluated)

Final Review – Acknowledgment from Parole Board Chair of proficiency in below areas with a focus on evidence based practices and decision making

<b>LESSON PLAN</b>		
<b>Presentation Plan</b>	<b>Notes to Trainer</b>	<b>Slide</b> (copy of any slide(s) used during this portion of the presentation)
<b>LESSON 1:</b> <u>Board of Pardons and Paroles Policies &amp; Procedures; DOC Mission, Goals and Objectives; Related Statutes and Administrative Rules</u>	Time Frame: 2-3 hours	
<b>OBJECTIVES:</b> ❖ Demonstrate understanding of: <ul style="list-style-type: none"> <li>➤ Parole Board polices;</li> <li>➤ Parole Board / Board Staff procedures;</li> <li>➤ The mission, goals and objectives of the DOC;</li> <li>➤ Relevant Statutes and Administrative Rules</li> </ul>		<ul style="list-style-type: none"> <li>• PAROLE BOARD POLICIES:                             <ol style="list-style-type: none"> <li>1. 8.1.A.1 News Media and Cameras at Board Hearings</li> <li>2. 8.1.A.2 Parole/Suspended Sentence Revocation Hearings</li> <li>3. 8.1.A.3 Dispositional Meeting</li> <li>4. 8.1.A.4 Parole Date Review</li> <li>5. 8.1.A.5 Parole Decision – Setting of Next Review Dates</li> <li>6. 8.1.A.6 Code of Ethics</li> <li>7. 8.1.A.7 Early Final Discharge Standards</li> <li>8. 8.1.A.8 Financial Obligations/Restitution Hearings</li> <li>9. 8.1.A.9 Pardons, Exceptional Pardons, Reprieve or Remission of Fines and Forfeiture</li> <li>10. 8.1.A.10 Commutation of Sentence</li> <li>11. 8.1.A.11 Withholding Parole Eligibility</li> <li>12. 8.1.A.12 Courtesy Hearing</li> <li>13. 8.1.A.13 Rescission of Parole</li> <li>14. 8.1.A.14 Evidence-Based Practices Training</li> </ol> </li> <li>• Provide schedule, Board Member contact information, staff phone directory, Board appointment information</li> <li>• Provide “DOC Overview” document and Glossary of Terms</li> <li>• Provide relevant statutes: SDCL 24-13, 24-14, 24-15</li> <li>• Provide relevant administrative rules: Article 17:60</li> </ul>
<b>LESSON 2:</b> <u>Use of Institutional and Community Risk and Need Assessments; Use of Data Guided by Evidence-Based Practices for Making Parole</u>	Time Frame: 1 hour	

<u>Decisions</u>		
<b>OBJECTIVES:</b> ❖ Demonstrate understanding of the utilized risk and needs assessments – What they measure, how they are scored, what the scores mean, recidivism statistics		<b>RISK AND NEED ASSESSMENTS:</b> <ul style="list-style-type: none"> <li>• LSI-R</li> <li>• Community Risk Assessment</li> <li>• Custody Classification Level</li> <li>• PCLR:SV</li> <li>• VRAG</li> <li>• HCR-20</li> <li>• Static 99</li> <li>• RRasor</li> <li>• MnSost</li> </ul>
<b>LESSON 3:</b> <u>Mentoring</u>	Time Frame: 16 hours	
<b>OBJECTIVES:</b> ❖ Demonstrate understanding of hearing processes and scripts ❖ Ability to conduct hearings		<ul style="list-style-type: none"> <li>• Provide hearing scripts, statutory considerations for parole, and investigative summary report</li> <li>• Member will observe and/or assist in different types of hearings, including: discretionary parole, contested parole violations, parole violation waivers, non-compliance, and dispositional hearings</li> </ul>
<b>LESSON 4:</b> <u>NIC E-learning Course: Evidence Based Practices in a Corrections Setting (Course 1)</u>	Time Frame: 1 ½ hours	
<b>OBJECTIVES</b> ❖ Demonstrate an understanding of EBP in Corrections and to aid in decision making and skill building for the role of Board member		<ul style="list-style-type: none"> <li>• Create NIC Learn online account: <a href="http://nic.learn.com/learncenter.asp?id=178409&amp;page=15&amp;sessionid=3-D78D0F52-3BDA-4B48-8CE5-52574F79DBFA">http://nic.learn.com/learncenter.asp?id=178409&amp;page=15&amp;sessionid=3-D78D0F52-3BDA-4B48-8CE5-52574F79DBFA</a></li> </ul>
<b>LESSON 5:</b> <u>Encouraged Participation in the National Institute of Corrections' Orientation for New Parole Board Members (within first year of appointment)</u>		
<b>OBJECTIVES:</b> ❖ Demonstrate an		<ul style="list-style-type: none"> <li>• Provide information from: <a href="http://nicic.gov/Training/14C4501">http://nicic.gov/Training/14C4501</a></li> </ul>

understanding of the role of Board member and its effect on the state and nation ❖ Develop competencies and skills in performing the tasks necessary to function in this role ❖ Increased understanding of evidence-based practices ❖ Improved decision making skills for interviewing, releasing, and working with returning offenders		
<b>LESSON 6:</b> <u>Interview with Parole Agent</u>	Time Frame: 1 hour	
<b>OBJECTIVES:</b> ❖ Develop an understanding of Parole Services functions, goals, and procedures, primarily that of a Parole Agent ❖ Develop an understanding of community supervision standards, expectations, and rights of parolees		<ul style="list-style-type: none"> <li>• In state office of member's choice</li> </ul>
<b>Final Review with Board Chair</b>	Time Frame: As needed	
<b>OBJECTIVES</b> ❖ Demonstrate proficiency in evidence based practices & decision making ❖ Demonstrate proficiency in hearing scripts ❖ Member and Board Chair sign/date receipt and acknowledgement form		

<b>INSTRUCTOR MATERIALS (double click the below if you want to check)</b>		
<input type="checkbox"/> Class Roster	<input type="checkbox"/> Sign In Sheets	<input checked="" type="checkbox"/> Lesson Plan
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Evaluation Forms	<input type="checkbox"/> Testing Material
<input type="checkbox"/> Other -		

<b>PHYSICAL SPACE REQUIREMENTS</b>			
<b>Space Requirements:</b>	Multipurpose room		
<b>Room Setup:</b>	<input type="checkbox"/> Classroom	<input type="checkbox"/> Chevron	<input type="checkbox"/> Mod-Chevron
	<input type="checkbox"/> Square	<input type="checkbox"/> U-Shape	<input type="checkbox"/> Semi-Circle
	<input type="checkbox"/> Circle	<input type="checkbox"/> Tactics	<input type="checkbox"/> Workstations

<b>EQUIPMENT &amp; SUPPLIES</b>		
<b>Audio Visual:</b>	<input type="checkbox"/> Projector/Remote	<input type="checkbox"/> DVD Player/TV
	<input type="checkbox"/> VCR/TV	<input type="checkbox"/> Video Camera
	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Laptop
	<input type="checkbox"/> DVD / VHS Videos	<input type="checkbox"/> Other -
<b>Facilitation:</b>	<input type="checkbox"/> Flip Chart	<input type="checkbox"/> Masking Tape
	<input type="checkbox"/> Flip Chart Stand	<input type="checkbox"/> Markers, #
	<input type="checkbox"/> Dry Erase Markers	<input type="checkbox"/> Post It Notes
	<input type="checkbox"/> Props -	<input checked="" type="checkbox"/> Handouts
	<input type="checkbox"/> Policy -	<input type="checkbox"/> Policy -
	<input type="checkbox"/> Other -	<input type="checkbox"/> Other -
<b>Participant:</b>	<input type="checkbox"/> Blank Paper	<input type="checkbox"/> Index Cards
	<input checked="" type="checkbox"/> Notebook Paper	<input checked="" type="checkbox"/> Pens/Pencils
	<input checked="" type="checkbox"/> Policy -	<input type="checkbox"/> Policy -
	<input type="checkbox"/> Other -	<input type="checkbox"/> Other -
<b>Updated:</b>	September 2014	<b>Added: Lesson 6</b>

## ATTACHMENT 2: Board Member Annual Training Curriculum



# South Dakota Department of Corrections

**Training Department  
 Lesson Plan**

## COURSE INFORMATION

<b>Curriculum Title:</b>	Board of Pardons and Paroles, Evidence-Based Practices Training		
<b>Topic Title:</b>	Annual Training		
<b>Instructor(s):</b>	Various		
<b>Time Required:</b>	12 hours annually		
<b>Target Audience:</b>	All active/emeritus Parole Board members		
<b># of Participants:</b>	9+		
<b>Developed By:</b>	Traci Fredrikson	<b>Developed Date:</b>	11/2014
<b>Reviewed By:</b>	Director of Parole, Parole Board	<b>Reviewed Date:</b>	12/2014
<b>Approved By:</b>	Parole Board	<b>Approval Date:</b>	01/2015

## PERFORMANCE OBJECTIVES

(List one objective per bullet)

Annual training will allow participants to:

- Demonstrate understanding of evidence based practices, validated risk and needs assessments and the use of data guided by evidence-based practices for making parole decisions
- Demonstrate understanding of the Board of Pardons and Paroles policies, procedures, missions, goals, and objectives of the DOC
- Demonstrate understanding of DOC and other agency programs as related to offenders/parolees in the State of South Dakota, including but not limited to:
  - CD/Mental Health, SOMP, Psychopathy/High Risk, LSI-R, Adolescent brain development, NPRC's 10 Target Practices, standard supervision conditions, effective external communication strategies (public/legislature/media), LGBTI offenders/PREA, feedback from national training, victim's rights, female offenders/gender responsivity, offender classification, cultural awareness, ethics, interstate compact, sentence calculations, curriculum for T4C and MRT – cognitive based institutional programming
- Demonstrate proficiency in all areas above
- Training provided will be in accordance with information from the National Institute of Corrections, the Association of Paroling Authorities International, and/or the American Probation and Parole Association

**METHOD OF EVALUATION**

(Description of how each of objective will be evaluated)

Training hours and curriculum will be recorded and stored on the state network

**LESSON PLAN**

Presentation Plan	Notes to Trainer	Slide (copy of any slide(s) used during this portion of the presentation)
<p><b>LESSONS:</b>                      Training will be scheduled quarterly (November, February, May, September) and will be held on the Wednesday afternoon of the Board's session</p>	<p>Time Frame:                      1.5 - 3 hours</p>	
<p><b>OBJECTIVE:</b></p> <ul style="list-style-type: none"> <li>❖ Demonstrate understanding of various topics</li> <li>❖ Emeritus members will be encouraged to attend; if unavailable, content will be sent to them for completion on their own</li> </ul>		
<p><b>LESSONS:</b>                      Additional training may be provided during the Full Board session or outside of Board week as time/needs dictate</p>	<p>Time Frame: As needed</p>	
<p><b>OBJECTIVE:</b></p> <ul style="list-style-type: none"> <li>❖ Demonstrate understanding of various topics</li> <li>❖ Emeritus members will be encouraged to attend; if unavailable, content will be sent to them for completion on their own</li> </ul>		
<p><b>LESSONS:</b>                      Annual attendance at national criminal justice/corrections conferences is encouraged for the Chair and Vice-Chair of the Board</p>	<p>Time Frame: Various</p>	
<p><b>OBJECTIVE:</b></p> <ul style="list-style-type: none"> <li>❖ Demonstrate understanding of presented topics</li> </ul>		

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	<input type="checkbox"/> Other -	<input type="checkbox"/> Other -
<b>Updated:</b>		