

8.1.A.14 Evidence-Based Practices Training

I Policy Index:

Date Signed: 10/22/2020
Distribution: Public
Replaces OM: 03/2018
Affected Units: Board of Pardons and Pardons and Paroles
Effective Date: 10/22/2020
Scheduled Revision Date: 10/2021
Revision Number: 5
Office of Primary Responsibility: Parole Board Office

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, parole policy and procedure, and clemency recommendations.

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 supervisor 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. Supervisor:

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 appointed board members will complete a minimum of twelve (12) hours of annual training during a calendar year. The training will include the following elements (see SDCL 24-13-2):

1. Evidence-based practices training 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. Training will be recorded when possible and curriculum will be emailed to appointed 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: **Edit** *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: **Add** *Auxiliary Board members will be notified of all upcoming training...*

March 2018: No Changes

October 2020: Minor formatting/language changes. **Change** corrections specialist references to supervisor. **Add** IV Procedures – training will be recorded when possible.

<i>Myron Rau (Original Signature on File)</i>	10/22/2020
Myron Rau, Board Chair	Date

ATTACHMENT 1: New Board Member Training Curriculum



South Dakota Department of Corrections

Training Department
 Lesson Plan

COURSE INFORMATION

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

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

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

<p>OBJECTIVES:</p> <ul style="list-style-type: none"> ❖ Demonstrate an 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 		<ul style="list-style-type: none"> • Provide information from: http://nicic.gov/Training/14C4501
<p>LESSON 6: <u>Interview with Parole Agent</u></p>	Time Frame: 1 hour	
<p>OBJECTIVES:</p> <ul style="list-style-type: none"> ❖ 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"> • In state office of member's choice
<p>Final Review with Board Chair</p>	Time Frame: As needed	
<p>OBJECTIVES</p> <ul style="list-style-type: none"> ❖ Demonstrate proficiency in evidence based practices & decision making ❖ Demonstrate proficiency in hearing scripts ❖ Member and Board Chair sign/date receipt and acknowledgement form 		

INSTRUCTOR MATERIALS (double click the below if you want to check)

<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 -		
----------------------------------	--	--

PHYSICAL SPACE REQUIREMENTS

Space Requirements:	Multipurpose room		
Room Setup:	<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

EQUIPMENT & SUPPLIES

Audio Visual:	<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 -
Facilitation:	<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 -
Participant:	<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 -
Updated:	September 2014	Added: Lesson 6

ATTACHMENT 2: Board Member Annual Training Curriculum



South Dakota Department of Corrections

Training Department
 Lesson Plan

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

PERFORMANCE OBJECTIVES
<p>(List one objective per bullet)</p> <p>Annual training will allow participants to:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ➤ 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>LESSONS: 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>OBJECTIVE:</p> <ul style="list-style-type: none"> ❖ Demonstrate understanding of various topics ❖ Emeritus members will be encouraged to attend; if unavailable, content will be sent to them for completion on their own 		
<p>LESSONS: 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>OBJECTIVE:</p> <ul style="list-style-type: none"> ❖ Demonstrate understanding of various topics ❖ Emeritus members will be encouraged to attend; if unavailable, content will be sent to them for completion on their own 		
<p>LESSONS: 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>OBJECTIVE:</p> <ul style="list-style-type: none"> ❖ Demonstrate understanding of 		

presented topics		

INSTRUCTOR MATERIALS (double click the below if you want to check)		
<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 -		

PHYSICAL SPACE REQUIREMENTS			
Space Requirements:	Multipurpose room		
Room Setup:	<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

EQUIPMENT & SUPPLIES		
Audio Visual:	<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 checked="" type="checkbox"/> Laptop
	<input type="checkbox"/> DVD / VHS Videos	<input type="checkbox"/> Other -
Facilitation:	<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 -
Participant:	<input type="checkbox"/> Blank Paper	<input type="checkbox"/> Index Cards
	<input type="checkbox"/> Notebook Paper	<input checked="" type="checkbox"/> Pens/Pencils
	<input type="checkbox"/> Policy -	<input type="checkbox"/> Policy -
	<input type="checkbox"/> Other -	<input type="checkbox"/> Other -
Updated:		