

Army Clemency and Parole Board
Training Standing Operating Procedures

1. Purpose. To establish the standing operating policies and procedures for the development and implementation of the Army Clemency and Parole Board (ACPB) Training and Staff Development Program.

2. References.

a. DOD Directive 1325.04, Confinement of Military Prisoners and Administration of Military Correctional Programs and Facilities.

b. DOD Instruction 1325.07, Administration of Military Correctional Facilities and Clemency and Parole Authority.

c. Army Regulation 15-130, The Army Clemency and Parole Board.

d. American Correctional Association Standards for Adult Parole Authority, 2nd Edition.

3. Applicability. This Training Standing Operating Procedures document applies to all employees and board members who work full or part-time in the ACPB. Staff training and development is an integral part of the management and operation of the agency.

4. Policies.

a. The ACPB will have a Training Plan which sets forth the training activities to be accomplished during the training year, a comprehensive Training Schedule, and Training Development Plans for staff and board members (2-1056). The Training Plan is reviewed annually. (2-1055).

b. The ACPB encourages ACPB personnel to attend training from outside agencies through professional associations, universities, and government agencies.

c. The ACPB will have a designated Training Officer who is responsible for the oversight of the training and staff development program. (2-1055)

d. The training curriculum is developed, evaluated and updated based on an annual needs assessments that identifies current job related training needs. (2-1056-1)

e. All full-time employees are provided 40 hours of initial orientation prior to assuming assigned duties (2-1057). All part-time staff (includes parole board members) and volunteers working less than 40 hours per week will receive training appropriate to their assignments. (2-1058)

f. It is the policy of the ACPB that all parole board members and all full-time employees, except clerical/support staff, receive a minimum of forty (40) hours of in-service training every training year following their first year of employment in order to enhance employee professionalism, proficiency and development. Full-time clerical and support staff employees receive at least 16 hours of training. (2-1059)

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5. Responsibilities.

a. The DASA (RB):

(1) Maintains overall responsibility for the orientation and in-service staff training program for all ACPB staff and board members. (2-1054)

(2) Assigns the duty of Training Officer to a qualified senior staff member and directs the activities of the Training Officer. (2-1055) The ACPB Board Manager is designated the Training Officer.

(3) Provides for the development of a comprehensive Training Program and an annual Training Plan for full and part-time ACPB staff (2-1056). Directs an annual review of the Training Plan, and as required, directs periodic reviews of the Training Plan and Training Schedule to ensure they meet the changing requirements of the Board. (2-1055)

(4) Approves the Training Program, the Annual Training Plan, and training schedule.

b. The Chairman ACPB:

(1) Provides input to the training program based on evaluation of analyst reports and boards.

(2) Coordinates for special guest speakers in the criminal justice field such as US Probation Officers, etc.

(3) Recommends specialized training (conferences, non-Army training) for board members and regional hearing officers.

c. Training Officer ACPB:

(1) Reports directly to the DASA (RB) in all matters pertaining to the preparation, development and operation of the overall ACPB Training Program.

(2) In conjunction with the Chairman ACPB, develops and coordinates the Annual Training Plan and the Training Schedule for approval by the DASA (RB).

(3) Maintains the staff training development plans for the ACPB staff and board members.

(4) Prepares the training schedules, assigns instructors, reviews lesson plans, evaluates training presentations, and provides feedback to instructors.

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(5) Coordinates with supervisors to ensure all assigned personnel complete assigned training. Updates the staff training development plans when training is completed.

(6) Provides reports to the DASA (RB) on the status of training conducted and the level of staff qualifications.

(7) Based on input from the Chairman ACPB, ACPB staff, and ACPB board members, reviews annual training needs of the organization and makes recommendations to the DASA (RB) for any changes to the training program or training plan.

(8) Coordinates the participation of ACPB staff and board members for correctional facility visits (full-time staff and board members – a minimum one facility visit annually), and attendance at professional conferences and training seminar programs. (2-1025)

(9) Reviews and forwards to ARBA Resource Manager an annual training budget, and all training funding requests for staff to attend training courses, professional development programs, and professional association conferences directly related to the work of the ACPB.

(10) Recommends specialized training (conferences, non-Army training) for ACPB staff.

d. Instructors:

(1) Are assigned by the Training Officer to teach various classes based on their areas of expertise.

(2) Prepare lesson plans, training aids, and other materials necessary for each class being taught. Ensure the content complies with the latest regulatory and policy guidance and standards, and contains relevant and recent field experience discussions.

(3) Submit all lesson plans and training aids for review and approval by the Training Officer not less than seven days prior to the scheduled class.

(4) Maintain course attendance rosters for each class and submit the rosters to the Training Officer within 2 days after completion of the class.

(5) Within two weeks after the class, meet with the Training Officer to discuss the student evaluations, comments and concerns about the class, and receive the Training Officer's critique.

6. Procedures:

a. Board and Staff Initial Training and Orientation Program.

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(1) All newly assigned board members and full-time staff, other than clerical and support staff, are required to satisfactorily complete an initial 40 hour training and orientation program prior to assignment of independent duties with the ACPB. (2-1057). The program will familiarize newly assigned board members and staff with the mission, goals, regulations, policies, and procedures of ARBA and the operation and activities of the ACPB. The program will include the topics shown in Annex A.

(2) All newly assigned clerical, support, and part-time staff are required to satisfactorily complete an initial 12 hour training and orientation program prior to assignment of independent duties within the ACPB. (2-1058) The program will include the topics shown in Annex A.

b. Board and Staff Recurrent Training Program.

The recurrent training program is an annual refresher and update program, coinciding with the FY (Oct 1-Sep 30). This recurrent training program is designed to ensure all ACPB personnel maintain proficiency in ACPB job-related tasks, and to enhance employee professionalism and development.

(1) All ACPB full-time staff and ACPB board members shall receive a minimum of 40 hours of training annually. (2-1059)

(2) All part-time and ARBA support staff shall receive 16 hours of refresher or update training annually, as appropriate to their assignment and as determined by the Chairman ACPB or Training Officer. (2-1059) Training for support staff enables them to keep informed and up-to-date with changes in operations and procedures.

(3) The recurrent training program will include the general topics focused on the needs of the organization as determined by the DASA (RB) and Board Chairman with input from the entire staff.

c. Delivery of Classroom Training.

(1) The Training Officer is responsible for overseeing all training activities. The Training Officer will assign instructors and will coordinate with them to ensure the training course will meet the requirements of the training plan and will be conducted to professional training standards.

(2) The Instructor will estimate the size of the audience and will request the Training Officer to coordinate for adequate facilities, training materials, and any support equipment needed for the class.

(3) The Instructor will request the Training Officer to coordinate any library or reference services that may be required to complement the training and staff development program being taught.

(4) The Instructor is responsible for preparation and coordination of all lesson plans and materials needed for the course. The Instructor is to submit the completed

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lesson plan to the Training Officer for approval not less than 7 days prior to the class. Approved lesson plans must be returned to the Instructor not less than seven days prior to the class.

(5) Instructors are responsible for preparing and submitting electronic copies of course materials (lesson plans, handouts, and audio-visual presentations) and student rosters to the Training Officer within two days after the completion of the class. If tests or graded practical exercises are used, the grades are to be submitted at the same time.

d. Professional Development, Continuing Education, and Outside Training.

(1) Ongoing education and training will enable employees to sharpen their skills, familiarize themselves with new developments in the field, and reinforce their knowledge and understanding of the fundamentals of their job. Staff and board members are encouraged to take professional seminars, courses, correspondence programs, and professional certification programs.

(2) Outside training and educational programs provide new ideas and insight into corrections and parole. Employees may be afforded the opportunity to further enhance their knowledge and skills by attending training in addition to that described in the Training Plan. Any such training request should be submitted to the employee's supervisor for consideration.

(3) ARBA will, whenever possible, provide TDY status or administrative leave for employees attending professional meetings, seminars and similar work-related activities, if approved.

(4) As provided in the annual budget, a supervisor may authorize employee reimbursement for travel funding and expenses connected with approved professional educational activities.

(a) ACPB personnel wishing to apply for professional development training must first request approval from their supervisor who will coordinate with the Training Officer to ensure the training requested meets the employee's training plan requirements.

(b) Once the employee receives supervisory approval, the employee will prepare and submit the formal training request IAW ARBA procedures for funding authorization.

(c) Once the funding is authorized, the request is submitted through the employee's supervisor who must grant the final approval to attend the program.

e. Training Program Preparation, Review, and Assessment.

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(1) Annual Training Plan.

(a) The Training Officer will prepare the Annual Training Plan for the coming Fiscal Year (FY) based on the Long Range Training Program and in concert with anticipated training needs and requirements input from the DASA (RB), Board Chairman, board members and staff of the ACPB. The Annual Training Plan will be prepared at the end of the current training year and will be submitted to the DASA (RB) for review and approval.

(b) The Training Officer will review the Annual Training Plan at the end of each quarter, and will gather input from the ACPB staff and board members regarding its effectiveness. If needed, the Training Officer will modify the Annual Training Plan to meet any new requirements or changing training needs for the staff.

(c) The Training Officer will prepare a Training Plan Accomplishments Report within 60 days after the close of the Training Year. The report will highlight the training goals met and training objectives achieved, and will summarize the specific training classes taught. The report will also list the professional development programs taken. A summation of class evaluations will be provided. This report shall include the following information: a determination of the type and number of training programs conducted; type and number of outside training programs conducted; and training programs required to meet future staff needs.

(2) Training Schedule.

(a) The Training Schedule will be prepared and published on a quarterly basis by the Training Officer 14 days in advance to allow sufficient time for instructors to prepare for the classes and to allow personnel to schedule the training in conjunction with their other activities.

(b) The Training Schedule will include the name of the class, the scheduled days and times for the class (with an annotation if multiple dates/times are offered for the same class), the name of the instructor, and information about any prerequisites or read ahead material information that is required.

(3) Training Records.

(a) Staff training records will be maintained by the Training Officer.

(b) Training information will be maintained for all ACPB and support staff personnel. It will include Initial Training and Orientation Class completion information and dates, Recurrent Training requirements completion information and dates, and attendance at all conferences, seminars, and outside training classes.

(c) Training Classes.

(i) Once a training class is completed, the Instructor will submit the final class roster, Training Plan, and other materials to the Training Officer.

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Annex A – Mandatory Pre-Service Training

Full-time Employees

Overview of ARBA with the DASA (Office Call)
Overview of Clemency and Parole Board with the Board Chairman (Office Call)
Initial Briefing from Analyst (Office Call)
Corrections Overview
Parole
MSR
Clemency
Supervision
Revocation Process
ARBA Module Training
APAI Training Manual (Reading Assignment)
OJT

Board Members

Overview of ARBA with the DASA (Office Call)
Overview of Clemency and Parole Board with the Board Chairman (Office Call)
Initial Briefing from Analyst (Office Call)
Corrections Overview
Parole Board Process and Responsibility
Parole
MSR
Clemency
Supervision
Revocation Process
ARBA Module Training
ARBA Module and Boards OJT (Minimum 2 Boards)
APAI Training Manual (Reading Assignment)

Support Staff (Part-time)

Overview of ARBA with the DASA (Office Call)
Overview of Clemency and Parole Board with the Board Chairman (Office Call)
Overview and Responsibilities of Clemency and Parole Board Members and Staff

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Annex B – Mandatory In Service Training (FY13)

DASA (RB), ACPB Chairman, Board Members and Analyst:

All ACPB full-time staff and ACPB board members shall receive a minimum of 40 hours of training annually, of which 10 hours may be Army Mandatory training. Classes will be selected based on current job related training needs. Time spent conducting site visit tours to Correctional Facilities may be counted towards the minimum requirement.

Receptionists and Support Staff:

All part-time and ARBA support staff shall receive 16 hours of refresher or update training annually, of which 10 hours may be Army mandatory training and specialty training in their field (i.e. budget training). Time spent conducting site visit tours to Correctional Facilities may be counted towards the minimum requirement.

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Annex C –
Conference Training Log

Employee Name: _____

Conference: _____

Dates: _____

Location: _____

Seminar Title: _____

Date/Time: _____

Signature Speaker/Moderator: _____

Name Speaker/Moderator: _____

Seminar Title: _____

Date/Time: _____

Signature Speaker/Moderator: _____

Name Speaker/Moderator: _____

Seminar Title: _____

Date/Time: _____

Signature Speaker/Moderator: _____

Name Speaker/Moderator: _____

Seminar Title: _____

Date/Time: _____

Signature Speaker/Moderator: _____

Name Speaker/Moderator: _____

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CLASS EVALUATION FORM

CLASS:

DATE:

INSTRUCTOR (S)

Instructions. Score all areas on a scale of 1 – 5. 1 being poor, 3 average, 5 outstanding in each area and provide comments as applicable. You can print and sign your name if you desire. This will be used to improve classes/seminars and develop future classes.

1. Overall how would you rate the class?

2. Were handouts provided and how would you rate the handouts?

3. Did the instructor(s) know the subject?

4. Did the instructor allow interaction with the students?

5. How would you improve the class?

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Annex E – Employee Training Record

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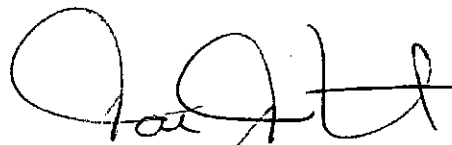
(ii) The Training Officer will review the materials and maintain a file of all documents.

(iii) For all training and professional development programs completed outside of ARBA, the employee must present copies of training certificates or other course completion documentation to the Training Officer for inclusion in the training record.

(iv) The Training Officer will provide Training Evaluation Forms to every student prior to the end of each course. Students will complete the form and return it to the Training Officer at the end of the course. The Training Officer will review each evaluation and will provide a summary of the constructive comments to the Instructor within two weeks after the end of the course.

7. Library. Library and reference services to complement the training and staff development program are located in the Training Officer's office. The library is available to all staff members and is designed to provide the following: current reference material on corrections and parole; a complete set of agency policies and regulations; and publications and books which supplement agency policy.

8. Point of contact. The Training Officer is the point of contact for the Training Standing Operating Procedures.



CATHERINE C. MITRANO
Deputy Assistant Secretary of the Army
(Review Boards)

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ANNEX A – Pre-Service Training
ANNEX B – In-Service Training
ANNEX C – Conference Training Log
ANNEX D – Class Evaluation Form
ANNEX E – Employee Training Record