



## Training Today's Correctional Leaders

To Meet Tomorrow's Challenges



# Parole Board Chairs

## A New Training Program from the National Institute of Corrections

Parole board chairs, whether appointed by their governor, elected by their peers, or rotated into their role from their seat on the parole board, are in an influential position to lead efforts to improve and reform the transition and reentry system, as well as enhance their board's capacity to use evidence-based principles in effective offender management. Being an effective chair requires clearly defined roles and strategies to ensure that informed decisions are made relative to the release and return of offenders. This 40-hour course will include modules on defining the chair's role, establishing operational philosophy, promoting optimal performance, navigating the external and political environment, reaching out and responding to stakeholders, managing processes and resources, and measuring for offender and agency success.

### Criteria for Acceptance into This Training

- Must be a sitting parole board chair with 2 years or less experience as a chair
- Must have prior experience as a parole board member
- Must have written endorsement of your appointing authority or Governor
- Must be able to complete all pre- and posttraining assignments, including participation in WebEx sessions Nov.18 and Dec. 2, 2010 and Jan 13, 2011
- Must be able to attend all three days of the face-to-face training Dec. 7, 8, and 9, 2010

### Date/Time and Location

#### Face-to-Face:

Dec 7, 2010 through Dec 9, 2010  
Hilton St. Louis at the Ballpark, St. Louis, MO

#### WebEx:

Nov 18 and Dec 2, 2010 and Jan 13, 2011  
Online

### Application Deadline

**October 22, 2010**

### How to Apply

Complete and return the attached application.  
E-mail to [cnbanks@bop.gov](mailto:cnbanks@bop.gov) or fax to 202-307-3361.

### Lodging, Food, and Travel

NIC will pay for participant's round trip airfare, lodging, and all meals except lunch. NIC also provides the training and materials at no cost to participants.

### For More Information Contact

Cathy Banks  
Correctional Program Specialist  
202-514-0058  
Email: [cnbanks@bop.gov](mailto:cnbanks@bop.gov)



**Training Application**

Last Name	First Name	Middle Initial
State/Province	Phone	Email
Date of Appointment to Chair Position		
Is the Chair Position Permanent? O Yes                      O No	If No, Length of Term for the Chair Position	
Date of Appointment to Parole Board (if different)		
Prior Experience as an Agency Director		

<b>Parole Board Members</b>		<b>Interviews</b>
Total # of members on the Parole Board _____ # of Permanent members _____ # of Part-time members _____ # of Paid members _____ # of Volunteer members _____		Does your parole board interview offenders? O Yes                      O No  If yes, how are offenders interviewed? (Check all that apply.)  O Face to face O Video conferencing O At the hearing O In the institution
<b>Hearings</b>	<b>Parole Supervision</b>	<b>Release Decisions</b>
How do you conduct hearings? (Check all that apply.)  O Paper review O Full board hearings O Pretrial board/panel hearings	Does your parole board have authority over parole supervision?  O Yes              O No  If no, who supervises released offenders?  _____ _____	How many release decisions are made weekly? _____
		<b>Revocation/Return Decisions</b>
		How many revocation/return decisions are made weekly? _____

**Governor/Appointing Authority Endorsement**

I support the full participation of this candidate for all requirements pertaining to the training for Parole Board Chairs.   _____ Governor/Appointing Authority Signature
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**Return the completed application to Cathy Banks via e-mail at [cnbanks@bop.gov](mailto:cnbanks@bop.gov) or fax to 202-307-3361.**