

Part I – Agency Profile

Agency Overview

The Commission of Pardons and Parole (Commission) became a stand-alone agency on July 1, 2010. This agency is fully funded from the state general fund, but operates closely in conjunction with the Idaho Department of Correction (IDOC). The Commissioners are appointed by the Governor for three (3) year terms, confirmed by the Senate, and can be re-appointed at the end of their term.

History: In 1969, the current structure of the Commission was established: at this time there were four (4) part-time Commissioners and one full-time Commissioner with the title of Executive Secretary who served as the head of the agency; Commissioners were appointed by the Board of Correction. This structure was later changed to five (5) part-time Commissioners and an Executive Director, an exempt position, who was appointed by the Commissioners. In the early 1990's, the Executive Director position was moved directly under the Board of Correction. In 1998, statutes were changed to move the Commissioners and Executive Director directly under the Governor. In 2010, the statute was again amended to make the Commission of Pardons and Parole a separate agency.

Purpose: The duties of the Commission are to conduct parole consideration hearings; process requests for clemency (pardon, commutation, remission of fines); process offenders out to parole when granted; consider early discharges from parole; consider medical parole; and to process offenders who are on parole in the community but have been charged with violating their parole. The duties of the Commission are described under Sections 20-223 and 20-240, Idaho Code.

Organizational Structure/Staff: The agency is staffed by thirty-three (33) full time employees.

- The Executive Director is the head of the agency and is appointed and serves at the pleasure of the Governor. This position is the official spokesperson for the agency and is responsible for managing all Commission business.
- The Hearing Officer Manager supervises 18 Hearing Officers, is a member of the management team and speaks on criminal justice matters in the Director's absence.
- The Business Operations Manager is a member of the management team and supervises the agency's financial, legal, HR, budgeting, purchasing, and IT processes. Currently 8 professional and administrative staff including Financial Specialist, Legal Assistant, Business Analyst, Research Analyst, and 4 technical administrative positions report to the Business Manager. This position will speak on business related matters in the Director's absence.
- The Hearings Manager is responsible for the Commission hearing process and oversees two (2) employees.

Core Functions/Idaho Code

The Commission is mandated to process all offenders for parole consideration hearings once they are eligible for parole. Under the Unified sentencing structure, each sentence must have a fixed portion for the offender to serve, during which time the offender cannot be released on parole, and an indeterminate portion, of which the offender can be paroled at any time. The initial parole hearing is scheduled six (6) months prior to the fixed portion of the sentence being completed, which may have to be modified if the offender is moved.

The Commissioners meet monthly to conduct hearings parole hearings, revocation hearings, and reviews of cases (appeals of prior decisions, early discharges from parole, medical parole considerations, and numerous other cases requiring a Commission decision), usually meeting in panels of three (3). All five (5) Commissioners are scheduled to meet one day per quarter to consider pardons, commutations, and cases that the panel of three could not reach a unanimous decision on; all Commissioners are also scheduled for a business meeting once per quarter.

Offenders are supervised by IDOC, but remain under the purview and conditions of the Commission. If an offender violates conditions of parole, the parole officer may submit a Report of Violation outlining the violations, a hearing officer will conduct a hearing to determine if the offender is guilty or innocent of the named charges. At any time during this process, the Executive Director could reinstate the offender back to parole. Or, the hearing

officer can refer the case to the Commission to consider “revoking parole”; the Commission can also reinstate the offender back to parole; could grant another parole release; or could maintain the offender in custody. The Commission conducts many reviews monthly to include reviews of disciplinary action for offenders who were granted a parole release date but have had serious behavior issues; medical parole requests; miscellaneous reviews for various reasons that require a Commission decision; appeals of prior decisions; early parole discharge requests; and clemency (pardon or commutation) requests. These reviews are prepared by staff and the Executive Director reviews each case with the Commissioners for a decision.

Revenue and Expenditures:

Revenue	FY 2012	FY 2013	FY 2014	FY 2015
General Fund	\$2,077,600	\$2,279,000	\$2,301,300	\$2,727,700
Total	\$2,077,600	\$2,279,000	\$2,301,300	\$2,727,700
Expenditures	FY 2012	FY 2013	FY 2014	FY 2015
Personnel Costs	\$1,695,561	\$1,850,612	\$1,815,229	\$2,008,619
Operating Costs	\$359,287	\$376,459	\$443,299	\$604,001
Total	\$2,054,848	\$2,226,612	\$2,258,528	\$2,612,620

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2012	FY 2013	FY 2014	FY 2015
Number of Hearings	2291	2243	2411	2283
Parole Releases	1397	1530	1116	1817
Warrants Issued	941	971	1078	1188
Violation Hearings	665	692	631	699
Victim Contacts	1131	1073	1155	1097

Part II – Performance Measures

Performance Measure	FY 2012	FY 2013	FY 2014	FY 2015	Benchmark
1. Process all regular parole hearings decisions by the end of the month	97%	97%	99%	99%	95 – 100%
2. Process 120 parole contracts a month	85%	100%*	100%	100%	95 – 100%
3. Make initial contact with victims	94%	91%	96%	99%	85 – 90%

*This number represents an increase in parole releases; we have averaged 120 releases per month over the last three years. 2012 numbers were down, due to not as many releases being granted. This year we have seen an increase of 10%.

For More Information Contact

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