

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: The Commission was established in 1969, four (4) part-time Commissioners and one (1) 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. The Commission was later restructured to consist of five (5) part-time Commissioners and an Executive Director who was appointed by the Commissioners. In 2017, statute was amended to seven (7) part-time Commissioners. In the early 1990's, the Executive Director position was moved directly under the Board of Correction but in 1998, statutes were changed to move both 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); restoration of firearms rights, process parole releases; 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-seven (37) 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 Violation Hearing Officer Supervisor supervises six (6) Violation Hearing Officers, two (2) Violation Records Coordinators, serves as a member of the Leadership team, and speaks on criminal justice matters in the Director's absence. This position is the second in command at the agency.
- The Parole Hearing Investigator Supervisor supervises thirteen (13) Parole Investigators and serves as a member of the Leadership team.
- The Business Operations Manager supervises eight (8) professional and administrative staff which includes the Hearings Manager, Financial Specialist, Legal Assistant, Business Analyst, Research Analyst, four (4) technical administrative positions and serves as a member of the Leadership team. This position will speak on financial and business-related matters in the Director's absence.
- The Hearings Manager is responsible for the Commission hearing process and supervises two (2) staff members which include the Hearing Technician and Administrative Assistant II.
- The Victim Coordinator is responsible for ensuring Commission compliance with constitutional and statutory rights of victims and supervises one (1) Technical Records Specialist I.

Core Functions/Idaho Code

The Commission is mandated to process all eligible offenders for parole consideration hearings. Under the Unified sentencing structure, each sentence must include 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 may be paroled or remain incarcerated at the Commission's discretion. The initial parole hearing is generally scheduled six (6) months prior to completion of the fixed portion of the sentence.

The Commissioners meet monthly to conduct parole hearings, revocation hearings, and reviews of cases (appeals of prior decisions, medical parole considerations, and miscellaneous reviews requiring a Commission decision),

usually meeting in panels of three (3). A full panel of seven (7) Commissioners is scheduled to meet at least once per quarter to consider pardons, commutations, and cases on which the panel of three (3) could not reach a unanimous decision. Included in the quarterly schedule is a Commission business meeting with all seven (7) Commissioners in attendance.

Offenders on parole are supervised by IDOC but remain under the jurisdiction of the Commission. If an offender violates conditions of parole, the parole officer may submit a Report of Violation outlining the alleged violations. A Violation Hearing Officer will conduct a hearing to determine if the offender is guilty or innocent of the allegations. The Violation Hearing Officer may recommend that the offender be reviewed by the Commission for consideration for reinstatement or may refer the offender for a revocation hearing before the Commission. At a revocation hearing, the Commission may reinstate parole or revoke parole, and then may grant a new parole or deny parole consideration until a later date. 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; and miscellaneous reviews for various reasons that require a Commission decision. These reviews are prepared by staff and the case is reviewed with the Commissioners for a decision.

Revenue and Expenditures

Revenue	FY 2017	FY 2018	FY 2019	FY 2020
General Fund	\$2,940,900	\$3,248,720	\$3,317,400	\$3,474,500
Total	\$2,940,900	\$3,248,720*	\$3,317,400*	\$3,474,500
Expenditures	FY 2017	FY 2018	FY 2019	FY 2020
Personnel Costs	\$2,334,204	\$2,689,000**	\$2,566,898	\$2,538,407
Operating Costs	\$511,680	\$545,000***	\$586,160	\$515,333
Total	\$2,845,884	\$3,234,000	\$3,153,058	\$3,053,740

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2017	FY 2018	FY 2019	FY 2020
Number of Hearings	5709*	6580	7128	6830
Parole Releases	2904	1769**	1895	1768
Warrants Issued	2140	1470	1523	927
Violation Hearings	579	948	1065	1011
Victim Contacts Attempted	3088	6169***	6536	6261

* "Number of Hearings" now includes all Hearings except Primary Reviews. Previous years only reflect the number of Regular and Revocation Hearings

** "Parole Releases" now includes only those released to parole via new contract. Past numbers counted those released to parole (TM to PR) and those released as a parole violator back to parole (PV to PR).

*** "Victim Contacts Attempted"- new database tracking has allowed for a more accurate and thorough counting of victim interactions.

Red Tape Reduction Act

Each agency shall incorporate into its strategic plan a summary of how it will implement the Red Tape Reduction Act, including any associated goals, objectives, tasks, or performance targets. This information may be included as an addendum.

	As of July 1, 2019	As of July 1, 2020
Number of Chapters	1	1
Number of Words	13,843	11,683
Number of Restrictions	113	0

Part II – Performance Measures

Performance Measure		FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Goal # 1: Improve the process for addressing parole violations.						
1. Make initial contact attempt with victims for parole violators	actual	100%	100%	100%	100%	-----
	target	85 – 90%	85 – 90%	85-90%	85-90%	
2. Maintain average time between arrest and revocation hearing	actual	5.2 months	5.7 months	5.6 months	6.79 months	-----
	target	4 months	4 months	4 months	4 months	
3. Consistently communicate process changes and field information with staff (12 meetings per year)	actual	12	8	8	24	-----
	target	12 / year	12 / year	12 / year	12 / year	
4. Consistent training and data feedback for Commissioners via Quarterly business meetings (4 meetings per year)	actual	4	4	4	4	-----
	target	4/year	4/year	4 / year	4 / year	
Goal # 2: Review of Commission processes to ensure accuracy and efficiency.						
5. Conduct monthly internal reviews of new or changes to existing policies, forms or procedures (12 meetings per year)	actual	12	12	12	12	-----
	target	12 meetings annually	12 meetings annually	12 meetings annually	12 meetings annually	
6. Bi-weekly management team meetings, including procedural reviews and problem solving (24 meetings per year)	actual	24	30	24	24	-----
	target	24 meetings annually	24 meetings annually	24 meetings annually	24 meetings annually	
7. Commissioners' Status is Part Time	actual	Yes	Yes	Yes	Yes	-----
	target	Yes	Yes	Yes	Yes	
8. Average Days served per commissioner	actual	74	68	80	70	-----
	target	n/a	n/a	n/a	n/a	
9. Policies and Procedures kept up-to-date	actual	Yes	Yes	Yes	Yes	-----
	target	Yes	Yes	Yes	Yes	
Goal # 3: Increase transparency in Commission functions.						
10. Respond to public record requests promptly	actual	1	3	3	3	-----
	target	3 days	3 days	3 days	3 days	

Performance Measure		FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
11. Timely response to offender appeals petitions	actual	6 weeks	6 weeks	6 weeks	5.98 weeks	-----
	target	6 weeks	6 weeks	6 weeks	6 weeks	
12. Annual review of “Frequently Asked Questions” on commission website to reflect changes in policy or procedures. (one per year)	actual	1	1	1	1	-----
	target	1	1	1	1	
13. Publish monthly and annual commission decision summaries (13 per year)	actual	13	13	13	13	-----
	target	13	13	13	13	
14. Participate in events where there is opportunity to educate stakeholders on the Commission’s mission.	actual	10	11	10	12	-----
	target	10 per year	10 per year	10 per year	10 per year	
Goal # 4: Create a trauma informed model of post-conviction victim services.						
15. Update information regarding Commission processes and Victim services on commission website as changes occur.	actual	1	1	1	1	-----
	target	Minimum of annually (1 per year)	Minimum of annually (1 per year)	Minimum of annually (1 per year)	Minimum of annually (1 per year)	
16. Attempted contact and hearing notification for all known victims.	actual	100%	100%	100%	100%	-----
	target	100%	100%	100%	100%	
17. Collaborate with victim services providers and attend training	actual	6	6	6	6	-----
	target	6 per year	6 per year	6 per year	6 per year	

For More Information Contact

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