

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); restoration of firearms rights, 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 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 on which the panel of three could not reach a unanimous decision; 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 parole revocation. At that time, the Commission may also reinstate the offender back to parole; 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 2013	FY 2014	FY 2015	FY 2016
General Fund	\$2,279,000	\$2,301,300	\$2,727,700	\$2,844,800
Total	\$2,279,000	\$2,301,300	\$2,727,700	\$2,844,800
Expenditures	FY 2013	FY 2014	FY 2015	FY 2016
Personnel Costs	\$1,850,612	\$1,815,229	\$2,008,619	\$2,106,054
Operating Costs	\$376,459	\$443,299	\$604,001	\$499,232
Total	\$2,226,612	\$2,258,528	\$2,612,620	\$2,605,286

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2013	FY 2014	FY 2015	FY 2016
Number of Hearings	2243	2411	2283	2107
Parole Releases	1530	1116	2614	3063
Warrants Issued	971	1078	1188	1647
Violation Hearings	692	631	699	592
Victim Contacts Attempted	1073	1155	1097	2214*

*We began tracking contacts attempted with a new database that was built in the last FY.

Part II – Performance Measures

Performance Measure		FY 2013	FY 2014	FY 2015	FY 2016	Current Year
Goal 1						
<i>Process all required parole documents in a timely manner</i>						
1. Process all regular parole hearings decisions by the end of the month	actual	97%	99%	99%	100%	100%
	benchmark	95-100%	95 – 100%	95 – 100%	95 – 100%	
2. Process 120 parole contracts a month.	actual	Average 130	Average 147	Average 147	Average 164	153 YTD
	benchmark	120	120	120	120	
3. Make initial contact attempt with victims	actual	91%	96%	99%	98%	-----
	benchmark	85 – 90%	85 – 90%	85 – 90%	85 – 90%	
Goal 2						
<i>Manage parole violations efficiently.</i>						
4. Maintain average time between arrest and revocation hearing	actual	n/a	n/a	n/a	n/a	5.7 months
	benchmark	n/a	n/a	n/a	n/a	4 months
5. Consistently communicate process changes and field information with staff (12 meetings per year)	actual	n/a	n/a	n/a	n/a	2 YTD
	benchmark	n/a	n/a	n/a	n/a	12 / year
6. Consistent training and data	actual	n/a	n/a	n/a	n/a	1 YTD

Performance Measure		FY 2013	FY 2014	FY 2015	FY 2016	Current Year
feedback for Commissioners via Quarterly business meetings (4 meetings per year)	<i>benchmark</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>4/year</i>
Goal 3						
<i>Maintain an organizational structure that supports efficient and accountable operations.</i>						
7. Conduct monthly internal reviews of new or changes to existing policies, forms or procedures (12 meetings per year)	<i>actual</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>2</i>
	<i>benchmark</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>12 meetings annually</i>
8. Bi-weekly management team meetings, including procedural reviews and problem solving (24 meetings per year)	<i>actual</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>2 YTD</i>
	<i>benchmark</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>24 meetings annually</i>
9. Respond to public record requests promptly.	<i>actual</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>2 days</i>
	<i>benchmark</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>3 days</i>
10. Timely response to offender appeal petitions	<i>actual</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>6 weeks</i>
	<i>benchmark</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>6 weeks</i>
Goal 4						
<i>To increase transparency through improved sharing of information with stakeholders.</i>						
11. Annual review of "Frequently Asked Questions" on commission website to reflect changes in policy or procedures. (one per year)	<i>actual</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>-----</i>
	<i>benchmark</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>1</i>
12. Publish monthly and annual commission decision summaries (13 per year)	<i>actual</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>YTD 2</i>
	<i>benchmark</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>13</i>
13. Participate in events where there is opportunity to educate stakeholders on the Commission's mission.	<i>actual</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>YTD 2</i>
	<i>benchmark</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>10 per year</i>
Goal 5						
<i>Provide hearing notification and supportive services to victims of crime during the parole process.</i>						
14. Update information regarding Commission processes and Victim services on commission website as changes occur.	<i>actual</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>1</i>
	<i>benchmark</i>					<i>Minimum of annually (1 per year)</i>
15. Attempted contact and hearing notification for all own victims.	<i>actual</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>100%</i>
	<i>benchmark</i>					<i>100%</i>
16. Collaborate with victim services providers and attend training	<i>actual</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>1</i>
	<i>benchmark</i>					<i>6 per year</i>

Performance Measure Explanatory Notes

#1 represents an old goal of completing hearing documentation prior to the end of the month. Because this is done as a matter of practice monthly, the benchmark was set to reflect an expectation of 100% compliance. #2 is a measure set in previous years as a workload measure. However, other factors influence those numbers that are not controlled by Commissioners or staff. Therefore we will not continue to report this as a performance measure, although we do monitor this as a workload concern. #3 is an old agency goal, but data is collected in a different way today than in years past. Therefore we will introduce victim contacts as a new goal later in this report.

Goal #2 is a new goal for FY 17.

Goal #3 is a new goal. This year, a policy team was created to address updates to policies and procedures. With changes to the process of approval of hearing minutes, public records requests are more readily available. We will also measure the time it takes to respond to offender appeals of their parole decision, from the time a petition is received until it is considered by the Commissioners.

Goal 4 is a new goal this year. The Commission has increased the use of its website to better educate the public about our services and outcomes. Executive Director and/or Deputy Director make presentations to partner agencies and the general public in order to be more accessible and to educate our stakeholders.

Goal 5 is a new goal this year. Victims of crime have the right to be notified of all criminal justice proceedings, including parole proceedings. The Commission employs a Victim Coordinator who is responsible for making these notifications, as well as guiding victims through the process. Because of the large number of notices to be sent, other services to victims have been minimal. We are working toward other solutions to assist with notifications so that the Commission can better support victims through the parole process. This includes resource referrals, attending hearings with victims, providing guidance and information.

For More Information Contact

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