



COMMISSION OF PARDONS AND PAROLE STRATEGIC PLAN

For the Fiscal Years July 1, 2021 - June 30, 2025

Governor

Brad Little

Commissioners

Janie Dressen

Mike Matthews

Terry Kirkham

Scott Smith

Shelly Parker

Patrick McDonald

Michael Ross

Executive Director

Ashley Dowell

MISSION:

The Commission of Pardons and Parole will contribute to public safety by utilizing sound professional judgment and evidence-based decision-making practices.

VISION:

The Commission of Pardons and Parole will be a transparent and efficient agency that supports the Commissioners in making the best possible decisions.

VALUES:

- Integrity
- Professionalism
- Accountability
- Partnerships

KEY EXTERNAL FACTORS:

- Legislation can alter or significantly impact the function of the Commission of Pardons and Parole
- The Executive Director serves the Governor, so the duties and responsibilities of the Director are subject to change per Executive priority
- Department of Correction population changes have a direct impact on the workload of the Commission and Commission of Pardons and Parole staff
- Sentencing practices in the District Courts, as well as case law, can impact the function or caseloads of the Commission of Pardons and Parole

Goal # 1: Improve the process for addressing parole violations.

OBJECTIVES:

1. Establish timelines for dates of report submissions and scheduling of hearings.
2. Utilize a scheduling system to ensure hearings are appropriately scheduled.
3. Apply alternatives to revocation by reinstating parole when appropriate.

PERFORMANCE MEASURE:

1. Utilize internal policies to set consistent timelines for submission of reports.
2. Ensure that scheduling for revocation hearings is prioritized with consideration of the severity of the violation and length of time in custody.
3. Monitor individual caseloads and ensure technical violators are identified and scheduled with priority.
4. Conduct regular reviews of cases where reinstatement is recommended in lieu of revocation.

BENCHMARK:

1. Development of an agency wide policy on parole violation hearings and scheduling.
2. Timely submission of cases for monthly review of recommendation for reinstatement.
3. Time between parole violation arrest and revocation hearing will be no more than 4 months.
4. Reinstatement options will be considered in all cases where it is recommended by the parole officer.

Goal # 2: Review of Commission processes to ensure accuracy and efficiency.

OBJECTIVES:

1. Evaluate the current system of scheduling pre-hearing interviews and parole hearings to maximize efficiency.
2. Review format of reports prepared for the Commission to ensure consistent, accurate and complete data is included for decision making.
3. Schedule regular staff and leadership meetings to ensure efficient problem solving and review of processes and policies.

PERFORMANCE MEASURES:

1. Utilize uniform templates and scheduling for all hearing reports.
2. Evaluate available supplemental and other case related documents with Commissioners, partners, and stakeholders.

BENCHMARK:

1. Implement and regularly evaluate efficient scheduling practices for interviews, violation hearings and Commission hearings.
2. Review and adapt report templates to account for institutional changes or other process changes that may necessitate the addition, modification, or removal of content.

Goal # 3: Increase transparency in Commission functions.

OBJECTIVE:

1. Continue to update information published on Commission's website.
2. Update record retention and public information request policies as needed.
3. Provide clear rationale for parole decisions.

PERFORMANCE MEASURES:

1. Update Frequently Asked Questions, processes, and current hearing data on Commission website.
2. Responses to requests for public records will be within required timelines.

BENCHMARKS:

1. All public record requests will comply with the Idaho Public Records Act and records retention practices will be within identified policy timeframes.
2. Parole Commission decision information will be available to the public monthly via the Commission website.
3. Rationale for denial of parole will be documented in all hearing minutes where parole is denied.

Goal # 4: Create a trauma-informed model of post-conviction victim services.

OBJECTIVE:

1. Evaluate timeframes and processes around initial victim notification.
2. Improve victims' access to information related to resources and post-conviction practices.

PERFORMANCE MEASURES:

1. Create partnerships with law enforcement and prosecutorial agencies to increase communication and sharing of victim information.
2. Develop a process for victim notification at the Receiving and Diagnostic Unit in partnership with the Idaho Department of Correction.
3. Commission website will offer increased information and resources for victims

BENCHMARKS:

1. Develop processes and/or Memoranda of Understanding (MOUs) with external partners.
2. Publish forms for victim information that can be completed and submitted electronically through the Commission website along with links to victim service organizations.