

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.

Purpose: The duties of the Commission are to conduct hearings to consider parole, requests for clemency to include pardons, commutations, remission of fines and fees, requests for restoration of firearms rights, consider medical parole; and to reach a disposition in cases where offenders on parole in the community have been charged with violating their parole. The duties of the Commission are described in the Idaho Constitution, Idaho Code, and the Idaho Administrative Rules.

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. This position supervises the leadership team, Victim Coordinator, and Legal Assistant.
- The Violations Supervisor supervises seven (7) Violation Hearing Officers and two (2) Technical Records Specialists. In addition, this position 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 twelve (12) Parole Investigators and serves as a member of the Leadership team.
- The Business Operations Manager supervises seven (7) professional and administrative staff which includes the Hearings Manager, Financial Specialist, Legal Assistant, Business Analyst, Research Analyst, two (2) Technical Records Specialists, and an Office Specialist. This position serves as a member of the Leadership team.
- 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. Commissioners meet in panels of three (3) and each decision must be unanimous. A full panel of seven (7) Commissioners is scheduled to meet at least once per quarter to consider pardons, commutations, remission of fines and fees, restoration of firearm rights and cases on which the panel of three (3) could not reach a unanimous decision. In cases heard by the full Commission, the decision is by a majority vote. 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 their conditions of parole, the parole officer submits a Report of Violation outlining the alleged violations. A Violation Hearing Officer conducts 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 reinstatement or may refer the offender for a revocation hearing before the Commission. At a revocation hearing, the Commission either reinstates parole or revokes parole. If parole is revoked, they may grant a new parole or deny parole and set a new hearing date or deny parole and require the offender to complete the remainder of their sentence in prison.

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 2018	FY 2019	FY 2020	FY 2021
General Fund	\$3,248,720	\$3,317,400	\$3,474,500	\$3,300,800
Total	\$3,248,720	\$3,317,400	\$3,474,500	\$3,300,800
Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Personnel Costs	\$2,689,000	\$2,566,898	\$2,538,407	\$2,507,325.14
Operating Costs	\$545,000	\$586,160	\$515,333	\$587,659.69
Total	\$3,234,000	\$3,153,058	\$3,053,740	\$3,094,984.83

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2018	FY 2019	FY 2020	FY 2021
Number of Hearings	6580	7128	6830	6900
Parole Releases	1769	1895	1768	2129
Warrants Issued	1470	1523	927	1644
Violation Hearings	948	1065	1011	1236
Victim Contacts Attempted	6169	6536	6261	6946

Part II – Performance Measures

Performance Measure		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
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%	85-90%
2. Maintain average time between arrest and revocation hearing	actual	5.7* months	5.6* months	6.79* months	7.31* months	-----
	target	4 months	4 months	4 months	4 months	4 months
3. Consistently communicate process changes and field information with staff (12 meetings per year)	actual	8	8	24	23	-----
	target	12 / year	12 / year	12 / year	12 / year	12 / year

Performance Measure		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
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	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	12 meetings annually
6. Bi-weekly management team meetings, including procedural reviews and problem solving (24 meetings per year)	actual	30	24	24	24	-----
	target	24 meetings annually	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	Yes
8. Average Days served per commissioner	actual	68	80	70	75	-----
	target	n/a	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	Yes
Goal # 3: Increase transparency in Commission functions.						
10. Respond to public record requests promptly	actual	3	3	3	3	-----
	target	3 days	3 days	3 days	3 days	3 days
11. Timely response to offender appeals petitions	actual	6 weeks	6 weeks	5.98 weeks	7.85 weeks	-----
	target	6 weeks	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	1
13. Publish monthly and annual commission decision summaries (13 per year)	actual	13	13	13	13	-----
	target	13	13	13	13	13
Goal # 4: Create a trauma informed model of post-conviction victim services.						
14. 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)	Minimum of annually (1 per year)
15. Attempted contact and hearing notification for all known victims.	actual	100%	100%	100%	100%	-----
	target	100%	100%	100%	100%	100%
16. 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	6 per year

**Average time between arrest and revocation hearing includes requests for continuance by offenders who wish to resolve new criminal charges prior to a revocation hearing. Requesting a continuance is a right of the offender to maintain due process and in their best interest to avoid self-incrimination during proceedings.*

For More Information Contact:

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