

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 thirteen (13) Parole Investigators and serves as a member of the Leadership team.
- The Business Operations Manager supervises six (6) professional and administrative staff which includes the Hearings Manager, Research Analyst, three (3) 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.
- IDOC manages the Commission's fiscal operations and houses a Public Information Officer position that is shared between IDOC, the Commission, and the Department of Juvenile Corrections.

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, 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 different types of reviews monthly. These include reviews of disciplinary action for offenders who were granted a parole release date but had behavioral issues prior to release on parole; medical parole requests; and miscellaneous reviews 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 2019	FY 2020	FY 2021	FY 2022
General Fund	\$3,317,400	\$3,352,900	\$3,300,800	\$3,547,700
Miscellaneous Revenue	65,120	25,685	38,230	38,015
Total	\$3,382,4520	\$3,378,585	\$3,339,030	\$3,585,715
Expenditures*	FY 2019	FY 2020	FY 2021	FY 2022
Personnel Costs	\$2,566,897.73	\$2,538,406.41	\$2,507,325.14	\$2,602,220.80
Operating Costs	602,947.37	585,604.40	698,360.75	680,892.81
Capital Outlay	0	0	148,762.13	25,005.31
Total	\$3,169,845.10	\$3,124,010.81	\$3,354,448.02	\$3,308,118.92

*Revenue and expenditure data have been updated to reflect all funding sources.

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2019	FY 2020	FY 2021	FY 2022
Number of Hearings	7128	6830	6900	8197
PV Dispo Reviews Conducted*	--	267	257	265
Parole Releases	1895	1768	2129	2025
Warrants Issued	1523	927	1644	1221
Violation Hearings	1065	1011	1236	1645
Victim Contacts Attempted	6536	6261	6946	6903

*The Commission began conducting Parole Violation Disposition Reviews in November 2019. The number of reviews are also included in the Number of Hearings.

Part II – Performance Measures

Performance Measure		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
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%	

Performance Measure		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
2. Maintain average time between arrest and revocation hearing	actual	5.6* months	6.79* months	7.31* months	7.23* months	
	target	4 months	4 months	4 months	4 months	
3. Conduct regular reviews of cases where reinstatement is recommended in lieu of revocation.	actual	n/a	13	13	12	
	target	12 / year	12 / year	12 / year	12 / year	
Goal # 2: Review of Commission processes to ensure accuracy and efficiency.						
1. Consistently communicate process changes and field information with staff	actual	8	24	23	24	
	target	12 / year	12 / year	12 / year	12 / year	
2. Provide training and feedback for Commissioners via business meetings	actual	4	4	4	6	
	target	4 / year	4 / year	4 / year	4 / year	
4. Schedule management team meetings to include procedural reviews, policy updates and problem solving of concerns	actual	24	24	24	40	
	target	24 meetings annually	24 meetings annually	24 meetings annually	24 meetings annually	
5. Ensure Commissioner part time service status by monitoring average days served	actual	80	70	75	71	
	target	240	240	240	240	
Goal # 3: Increase transparency in Commission functions.						
1. Respond to public record requests promptly	actual	3	3	3	3	
	target	3 days	3 days	3 days	3 days	
2. Timely response resident self-initiated parole reconsideration petitions	actual	6 weeks	5.98 weeks	7.85 weeks	8.61 weeks	
	target	6 weeks	6 weeks	6 weeks	6 weeks	
3. Annual review of "Frequently Asked Questions" on commission website to reflect changes in policy or procedures.	actual	1	1	1	1	
	target	1	1	1	1	
4. Publish monthly Commission decision summaries.	actual	13	13	13	12	
	target	13	13	13	12	
Goal # 4: Create a trauma informed model of post-conviction victim services.						
1. Update information regarding Commission processes and Victim services on commission website as changes occur.	actual	1	1	1	3	
	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)	
2. Attempted contact and hearing notification for all known victims.	actual	100%	100%	100%	100%	
	target	100%	100%	100%	100%	

*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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