

**IDAHO COMMISSION OF PARDONS & PAROLE
FISCAL YEAR 2027
BUDGET REQUEST**



**Original Request
August 29, 2025**

Agency Summary And Certification

FY 2027 Request

Agency: Commission of Pardons & Parole 232

In accordance with 67-3502 Idaho Code, I certify the included budget properly states the receipts and expenditures of the departments (agency, office, or institution) for the fiscal years indicated.

Signature of Department Director: CHRISTINE STARR Date: 08/28/2025

			FY 2025 Total Appropriation	FY 2025 Total Expenditures	FY 2026 Original Appropriation	FY 2026 Estimated Expenditures	FY 2027 Total Request
Appropriation Unit							
Commission of Pardons & Parole			4,224,100	3,867,000	4,420,100	4,340,500	4,633,600
Total			4,224,100	3,867,000	4,420,100	4,340,500	4,633,600
By Fund Source							
G	10000	General	4,153,400	3,858,500	4,349,400	4,269,800	4,515,600
D	34900	Dedicated	70,700	8,500	70,700	70,700	118,000
Total			4,224,100	3,867,000	4,420,100	4,340,500	4,633,600
By Account Category							
Personnel Cost			3,372,300	3,114,800	3,568,000	3,507,500	3,734,200
Operating Expense			851,800	711,300	852,100	805,800	899,400
Capital Outlay			0	40,900	0	27,200	0
Total			4,224,100	3,867,000	4,420,100	4,340,500	4,633,600
FTP Positions			37	37	37	37	37
Total			37	37	37	37	37

Division Description

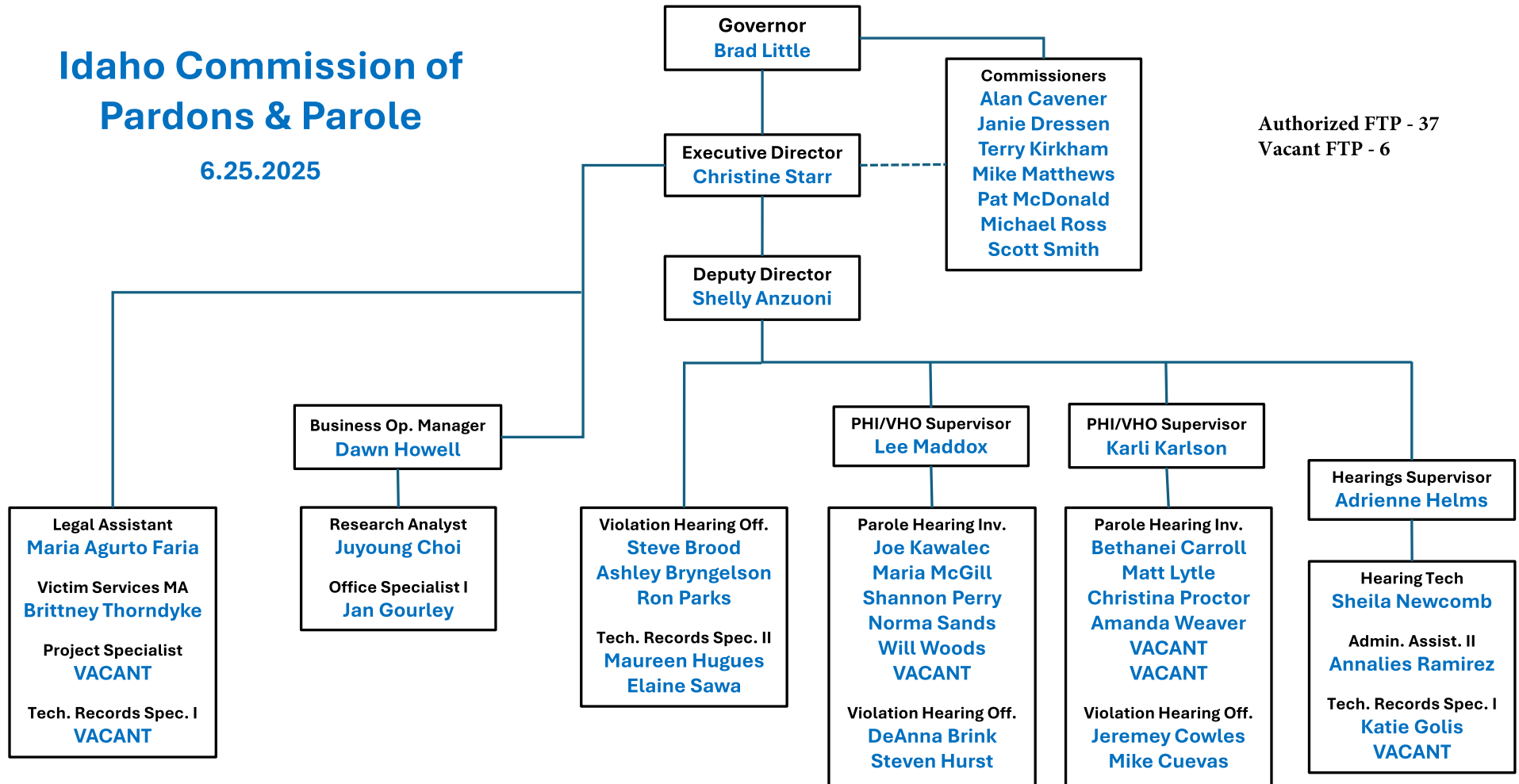
Request for Fiscal Year: 2027

Agency: Commission of Pardons & Parole	232
Division: Commission of Pardons & Parole	CP1
Statutory Authority: I.C. 20-210	

The Idaho Commission of Pardons and Parole is charged with the responsibility for parole (inmates selected for release by the commission after serving at least the minimum portion of their sentence), commutation (modification of an offender's sentence), and pardon (forgiveness of a sentence). The commission's goal is to provide the highest degree of protection to the community while providing offenders the opportunity to become responsible members of society. The seven commission members are appointed by the Governor to three-year terms and are subject to confirmation by the Idaho Senate.

Idaho Commission of Pardons & Parole

6.25.2025



Authorized FTP - 37
Vacant FTP - 6

Agency Revenues

Request for Fiscal Year: 2027

Agency: Commission of Pardons & Parole

232

			FY 23 Actuals	FY 24 Actuals	FY 25 Actuals	FY 26 Estimated Revenue	FY 27 Estimated Revenue	Significant Assumptions
Fund 10000 General Fund								
	470	Other Revenue	0	14	0	0	0	
		General Fund Total	0	14	0	0	0	
Fund 34430 ARPA State Fiscal Recovery Fund								
	482	Other Fund Stat	0	50,000	0	0	0	
		ARPA State Fiscal Recovery Fund Total	0	50,000	0	0	0	
Fund 34905 Miscellaneous Revenue: Dept. Of Corr.-Misc Revenue								
	435	Sale of Services	40,900	33,380	346,475	40,900	40,900	There is no accurate way to predict the number of parolees who will abscond from parole, thereby forfeiting their interstate bond. FY25 Actuals reflect bond transfer catchup following policy review.
		Miscellaneous Revenue: Dept. Of Corr.-Misc Revenue Total	40,900	33,380	346,475	40,900	40,900	
		Agency Name Total	40,900	83,394	346,475	40,900	40,900	

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2027

Agency/Department: Commission of Pardon & Parole

Agency Number: 232

Original Request Date: September 1, 2025

Sources and Uses: The American Rescue Plan Act (ARPA) was passed by Congress and signed into law on March 11th, 2021 (Public Law No. 117-2). As part of ARPA, a State Fiscal Recovery Fund (SFRF) was created for all states to address the impacts of the COVID-19 health emergency; Idaho received an SFRF allocation of \$1,094,018,353. Funds can be expended for testing, supplies, premium pay for workers, lost tax revenue, and for sewer, water, or broadband infrastructure projects. These funds must be obligated for expenditure by December 31, 2024, and expended by December 31, 2026. Pursuant to S1204 of 2021, all moneys from this fund are subject to Legislative appropriation. Funds are used to respond to the COVID-19 pandemic, including transport costs associated with extraditing parole violators back to Idaho; and contracted minute-taking services at parole revocation hearings.

FUND NAME:		ARPA State Fiscal Recovery Fund	FUND CODE:	34400	FY 2024 Actual	FY 2025 Actual	FY 2026 Estimate	FY 2027 Estimate
01.	Beginning Unobligated Cash Balance				0	472	472	472
02.	Prior Year Executive Carry Forward [DU 1.13 Executive Branch Authorized Carry Over]				12,600	0	0	0
03.	Prior Year Reappropriation [DU 0.41 Legislature Authorized Carry Over]				0	0	0	0
04.	Subtotal Beginning Cash Balance				12,600	472	472	472
05.	Revenues [from Form B-11]				50,000	0	0	0
06.	Non-Revenue Receipts and Other Adjustments				0	0	0	0
07.	Statutory Transfers In				0	0	0	0
08.	Operating Transfers In				0	0	0	0
09.	Subtotal Cash Available for the Year				62,600	472	472	472
10.	Statutory Transfers Out				0	0	0	0
11.	Operating Transfers Out				0	0	0	0
12.	Non-Expenditure Distributions and Other Adjustments				0	0	0	0
13.	Total Cash Available for Year [=Row 9 - (Rows 10→12)]				62,600	472	472	472
14.	Borrowing Limit				0	0		
15.	Total Available Funds for the Year				62,600	472	472	472
16.	Original Appropriation				50,000	0	0	0
17.	Prior Year Reappropriation [same as Row 03]				0	0	0	0
18.	Legislative Supplementals and (Rescissions)				0	0	0	0
19.	Subtotal Legislative Authorizations				50,000	0	0	0
20.	Prior Year Executive Carry Forward [DU 1.13, same as Row 02]				12,600	0	0	0
21.	Non-cogs and Receipts to Appropriations [DU 1.12 & DU 1.4x]				0	0	0	0
22.	Total Spending Authorizations				62,600	0	0	0
23.	Executive Carry Forward Reversions/Cancelations (DU 1.81)				0	0	0	0
24.	Final Year End Reversions (DU 1.61)				472	0	0	0
25.	Subtotal Reversions & Cancelations				472	0	0	0
26.	Current Year Executive Carry Forward To Next Year [DU 1.81]				0	0	0	0
27.	Current Year Reappropriation To Next Year [DU 1.7x]				0	0	0	0
28.	Total Unused Spending Authorizations				472	0	0	0
29.	Authorized Total Cash Expenditures [= Row 22 - Row 29]				62,128	0	0	0
30.	Continuously Appropriated Expenditures				0	0	0	0
31.	Ending Available Operating Funds Balance [= Row 15 - Row 29 - Row 30]				472	472	472	472
32.	Current Year Executive Carry Forward To Next Year [DU 1.81]				0	0	0	0
33.	Current Year Reappropriation To Next Year [DU 1.7x]				0	0	0	0
34.	Borrowing Limit				0	0	0	0
35.	Ending Unobligated Cash Balance [= Row 31 - (Rows 32→ 34)]				472	472	472	472
36.	Investments Direct by Agency				0		0	0
37.	Ending Unobligated Cash Balance Plus Direct Investments				472	472	472	472
38.	Outstanding Loans [if this fund is part of a loan program]				0	0	0	0

FORM B12: ANALYSIS OF FUND BALANCES

 Request for Fiscal Year : **2027**

 Agency/Department: **Commission of Pardon & Parole**

 Agency Number: **232**

 Original Request Date: **September 1, 2025**

Sources and Uses: Revenue is derived from \$500 bonds collected from parolees who are approved to move out-of-state pursuant to interstate compact. Of the total bond amount, \$95 goes toward an administrative fee and the remaining \$405 is held in trust. Funds are used to offset the cost of returning out-of-state parolees found to be in violation of the terms of their parole; or are returned to the parolee if requested within one year of successful discharge (Section 20-223(2), Idaho Code).

FUND NAME:		Miscellaneous Revenue	FUND CODE:	34900	FY 2024 Actual	FY 2025 Actual	FY 2026 Estimate	FY 2027 Estimate
01.	Beginning Unobligated Cash Balance				85,128	104,951	444,521	416,221
02.	Prior Year Executive Carry Forward [DU 1.13 Executive Branch Authorized Carry Over]				0	0	0	0
03.	Prior Year Reappropriation [DU 0.41 Legislature Authorized Carry Over]					0	0	0
04.	Subtotal Beginning Cash Balance				85,128	104,951	444,521	416,221
05.	Revenues [from Form B-11]				33,380	346,475	40,900	40,900
06.	Non-Revenue Receipts and Other Adjustments				0	0	0	0
07.	Statutory Transfers In				0	0	0	0
08.	Operating Transfers In				0	0	0	0
09.	Subtotal Cash Available for the Year				118,508	451,426	485,421	457,121
10.	Statutory Transfers Out				0	0	0	0
11.	Operating Transfers Out				0	0	0	0
12.	Non-Expenditure Distributions and Other Adjustments				(54)	(1,595)	0	0
13.	Total Cash Available for Year [=Row 9 - (Rows 10→12)]				118,563	453,021	485,421	457,121
14.	Borrowing Limit				0	0	0	0
15.	Total Available Funds for the Year				118,563	453,021	485,421	457,121
16.	Original Appropriation				70,700	70,700	70,700	118,000
17.	Prior Year Reappropriation [same as Row 03]				0	0	0	0
18.	Legislative Supplementals and (Rescissions)				0	0	0	0
19.	Subtotal Legislative Authorizations				70,700	70,700	70,700	118,000
20.	Prior Year Executive Carry Forward [DU 1.13, same as Row 02]				0	0	0	0
21.	Non-cogs and Receipts to Appropriations [DU 1.12 & DU 1.4x]				0	0	0	0
22.	Total Spending Authorizations				70,700	70,700	70,700	118,000
23.	Executive Carry Forward Reversions/Cancelations (DU 1.81)				0	0	0	0
24.	Final Year End Reversions (DU 1.61)				57,088	62,200	1,500	1,500
25.	Subtotal Reversions & Cancelations				57,088	62,200	1,500	1,500
26.	Current Year Executive Carry Forward To Next Year [DU 1.81]				0	0	0	0
27.	Current Year Reappropriation To Next Year [DU 1.7x]				0	0	0	0
28.	Total Unused Spending Authorizations				57,088	62,200	1,500	1,500
29.	Authorized Total Cash Expenditures [= Row 22 - Row 29]				13,612	8,500	69,200	116,500
30.	Continuously Appropriated Expenditures				0	0	0	0
31.	Ending Available Operating Funds Balance [= Row 15 - Row 29 - Row 30]				104,951	444,521	416,221	340,621
32.	Current Year Executive Carry Forward To Next Year [DU 1.81]				0	0	0	0
33.	Current Year Reappropriation To Next Year [DU 1.7x]				0	0	0	0
34.	Borrowing Limit				0	0	0	0
35.	Ending Unobligated Cash Balance [= Row 31 - (Rows 32→34)]				104,951	444,521	416,221	340,621
36.	Investments Direct by Agency				0	0	0	0
37.	Ending Unobligated Cash Balance Plus Direct Investments				104,951	444,521	416,221	340,621
38.	Outstanding Loans [if this fund is part of a loan program]				0	0	0	0

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2027

Agency/Department: Commission of Pardon & Parole

Agency Number: 232

Original Request Date: September 1, 2025

Sources and Uses: Bonds in the amount of \$500 are collected from parolees who are approved to move out-of-state pursuant to interstate compact. Of the total bond amount, \$95 goes toward an administrative fee (Fund 34900) and the remaining \$405 is held in trust. Funds held in trust are used to offset the cost of returning out-of-state parolees found to be in violation of the terms of their parole; or are returned to the parolee if requested within one year of successful discharge (Section 20-223(2), Idaho Code).

FUND NAME:		Custodial Funds	FUND CODE:	63000	FY 2024 Actual	FY 2025 Actual	FY 2026 Estimate	FY 2027 Estimate
01.	Beginning Unobligated Cash Balance				701,105	772,790	516,425	559,425
02.	Prior Year Executive Carry Forward [DU 1.13 Executive Branch Authorized Carry Over]				0	0	0	0
03.	Prior Year Reappropriation [DU 0.41 Legislature Authorized Carry Over]				0	0	0	0
04.	Subtotal Beginning Cash Balance				701,105	772,790	516,425	559,425
05.	Revenues [from Form B-11]				0	0	0	0
06.	Non-Revenue Receipts and Other Adjustments				0	0	0	0
07.	Statutory Transfers In				0	0	0	0
08.	Operating Transfers In				0	0	0	0
09.	Subtotal Cash Available for the Year				701,105	772,790	516,425	559,425
10.	Statutory Transfers Out				0	0	0	0
11.	Operating Transfers Out				0	0	0	0
12.	Non-Expenditure Distributions and Other Adjustments				(71,685)	256,365	(43,000)	(52,000)
13.	Total Cash Available for Year [=Row 9 - (Rows 10-12)]				772,790	516,425	559,425	611,425
14.	Borrowing Limit				0	0	0	0
15.	Total Available Funds for the Year				772,790	516,425	559,425	611,425
16.	Original Appropriation				0	0	0	0
17.	Prior Year Reappropriation [same as Row 03]				0	0	0	0
18.	Legislative Supplementals and (Rescissions)				0	0	0	0
19.	Subtotal Legislative Authorizations				0	0	0	0
20.	Prior Year Executive Carry Forward [DU 1.13, same as Row 02]				0	0	0	0
21.	Non-cogs and Receipts to Appropriations [DU 1.12 & DU 1.4x]				0	0	0	0
22.	Total Spending Authorizations				0	0	0	0
23.	Executive Carry Forward Reversions/Cancelations (DU 1.81)				0	0	0	0
24.	Final Year End Reversions (DU 1.61)				0	0	0	0
25.	Subtotal Reversions & Cancelations				0	0	0	0
26.	Current Year Executive Carry Forward To Next Year [DU 1.81]				0	0	0	0
27.	Current Year Reappropriation To Next Year [DU 1.7x]				0	0	0	0
28.	Total Unused Spending Authorizations				0	0	0	0
29.	Authorized Total Cash Expenditures [= Row 22 - Row 29]				0	0	0	0
30.	Continuously Appropriated Expenditures				0	0	0	0
31.	Ending Available Operating Funds Balance [= Row 15 - Row 29 - Row 30]				772,790	516,425	559,425	611,425
32.	Current Year Executive Carry Forward To Next Year [DU 1.81]				0	0	0	0
33.	Current Year Reappropriation To Next Year [DU 1.7x]				0	0	0	0
34.	Borrowing Limit				0	0	0	0
35.	Ending Unobligated Cash Balance [= Row 31 - (Rows 32-34)]				772,790	516,425	559,425	611,425
36.	Investments Direct by Agency							
37.	Ending Unobligated Cash Balance Plus Direct Investments				772,790	516,425	559,425	611,425
38.	Outstanding Loans [if this fund is part of a loan program]				0	0	0	0

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Agency	Commission of Pardons & Parole						232
Division	Commission of Pardons & Parole						CP1
Appropriation Unit	Commission of Pardons & Parole						CPPA
FY 2025 Total Appropriation							
1.00	FY 2025 Total Appropriation						CPPA
	S1266, S1430, H462						
	10000 General	37.00	3,372,300	781,100	0	0	4,153,400
	34900 Dedicated	0.00	0	70,700	0	0	70,700
		37.00	3,372,300	851,800	0	0	4,224,100
1.13	PY Executive Carry Forward						CPPA
	10000 General	0.00	0	47,400	61,200	0	108,600
		0.00	0	47,400	61,200	0	108,600
1.21	Account Transfers						CPPA
	10000 General	0.00	0	(29,900)	29,900	0	0
		0.00	0	(29,900)	29,900	0	0
1.61	Reverted Appropriation Balances						CPPA
	10000 General	0.00	(257,500)	(72,500)	(23,000)	0	(353,000)
	34900 Dedicated	0.00	0	(62,200)	0	0	(62,200)
		0.00	(257,500)	(134,700)	(23,000)	0	(415,200)
1.81	CY Executive Carry Forward						CPPA
	10000 General	0.00	0	(23,300)	(27,200)	0	(50,500)
		0.00	0	(23,300)	(27,200)	0	(50,500)
FY 2025 Actual Expenditures							
2.00	FY 2025 Actual Expenditures						CPPA
	10000 General	37.00	3,114,800	702,800	40,900	0	3,858,500
	34900 Dedicated	0.00	0	8,500	0	0	8,500
		37.00	3,114,800	711,300	40,900	0	3,867,000
FY 2026 Original Appropriation							
3.00	FY 2026 Original Appropriation						CPPA
	S1109,H0391						
	10000 General	37.00	3,568,000	768,800	0	0	4,336,800
	OT 10000 General	0.00	0	12,600	0	0	12,600
	34900 Dedicated	0.00	0	70,700	0	0	70,700
		37.00	3,568,000	852,100	0	0	4,420,100
FY 2026Total Appropriation							
5.00	FY 2026 Total Appropriation						CPPA
	10000 General	37.00	3,568,000	768,800	0	0	4,336,800

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
OT 10000	General	0.00	0	12,600	0	0	12,600
34900	Dedicated	0.00	0	70,700	0	0	70,700
		37.00	3,568,000	852,100	0	0	4,420,100

Appropriation Adjustments

6.11 Executive Carry Forward CPPA

OT 10000	General	0.00	0	23,300	27,200	0	50,500
		0.00	0	23,300	27,200	0	50,500

6.61 Gov's Approved Reduction CPPA

Gov's Approved 3% Holdback

OT 10000	General	0.00	(60,500)	(69,600)	0	0	(130,100)
		0.00	(60,500)	(69,600)	0	0	(130,100)

FY 2026 Estimated Expenditures

7.00 FY 2026 Estimated Expenditures CPPA

10000	General	37.00	3,568,000	768,800	0	0	4,336,800
OT 10000	General	0.00	(60,500)	(33,700)	27,200	0	(67,000)
34900	Dedicated	0.00	0	70,700	0	0	70,700
		37.00	3,507,500	805,800	27,200	0	4,340,500

Base Adjustments

8.41 Removal of One-Time Expenditures CPPA

This decision unit removes one-time appropriation for FY 2026.

OT 10000	General	0.00	0	(12,600)	0	0	(12,600)
		0.00	0	(12,600)	0	0	(12,600)

FY 2027 Base

9.00 FY 2027 Base CPPA

10000	General	37.00	3,568,000	768,800	0	0	4,336,800
OT 10000	General	0.00	0	0	0	0	0
34900	Dedicated	0.00	0	70,700	0	0	70,700
		37.00	3,568,000	839,500	0	0	4,407,500

Program Maintenance

10.11 Change in Health Benefit Costs CPPA

This decision unit reflects a change in the employer health benefit costs.

10000	General	0.00	134,700	0	0	0	134,700
		0.00	134,700	0	0	0	134,700

10.12 Change in Variable Benefit Costs CPPA

This decision unit reflects a change in variable benefits.

10000	General	0.00	4,300	0	0	0	4,300
		0.00	4,300	0	0	0	4,300

10.61 Salary Multiplier - Regular Employees CPPA

This decision unit reflects a 1% salary multiplier for Regular Employees.

10000	General	0.00	27,200	0	0	0	27,200
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			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
			0.00	27,200	0	0	0	27,200
FY 2027 Total Maintenance								
11.00	FY 2027 Total Maintenance							CPPA
10000	General		37.00	3,734,200	768,800	0	0	4,503,000
OT 10000	General		0.00	0	0	0	0	0
34900	Dedicated		0.00	0	70,700	0	0	70,700
			37.00	3,734,200	839,500	0	0	4,573,700
Line Items								
12.55	Repair, Replacement, or Alteration Costs							CPPA
	Standard Laptops							
OT 10000	General		0.00	0	12,600	0	0	12,600
			0.00	0	12,600	0	0	12,600
12.79	ITS Recommended Replacement							CPPA
	ITS Recommended Replacement on agency portal.							
OT 34900	Dedicated		0.00	0	47,300	0	0	47,300
			0.00	0	47,300	0	0	47,300
FY 2027 Total								
13.00	FY 2027 Total							CPPA
10000	General		37.00	3,734,200	768,800	0	0	4,503,000
OT 10000	General		0.00	0	12,600	0	0	12,600
34900	Dedicated		0.00	0	70,700	0	0	70,700
OT 34900	Dedicated		0.00	0	47,300	0	0	47,300
			37.00	3,734,200	899,400	0	0	4,633,600

Agency: Commission of Pardons & Parole

232

Decision Unit Number12.79

Descriptive TitleITS Recommended Replacement

	General	Dedicated	Federal	Total
Request Totals				
50 -	0	0	0	0
55 - Operating Expense	0	47,300	0	47,300
70 -	0	0	0	0
80 -	0	0	0	0
Totals	0	47,300	0	47,300
	0.00	0.00	0.00	0.00

Appropriation Unit: Commission of Pardons & Parole

CPPA

Operating Expense				
590 Computer Services	0	47,300	0	47,300
Operating Expense Total	0	47,300	0	47,300
	0	47,300	0	47,300

Explain the request and provide justification for the need.

Critical security hardware was identified for replacement on the Office of Information Technology Services (ITS) agency portal. These hardware replacements have been vetted through ITS and the State Controller's Office (SCO) and are now being included in the FY27 budget request.

If a supplemental, what emergency is being addressed?

N/A

Specify the authority in statute or rule that supports this request.

IC 20-1004 Duties and Powers of the Commission
IC 20-301 Interstate Compact
IDAPA 50.01.01.400 Parole Disposition Process
IC 20-1005 Rules Governing Parole

Indicate existing base of PC, OE, and/or CO by source for this request.

The agency does not have a base budget for replacement of the items. Per the FY2027 Budget Development Guidance memo, dated 5/29/2025, this request is being made from dedicated funds.

What resources are necessary to implement this request?

Office of Information Technology will be responsible for the purchase and replacement of IT-related products.

List positions, pay grades, full/part-time status, benefits, terms of service.

N/A

Will staff be re-directed? If so, describe impact and show changes on org chart.

N/A

Detail any current one-time or ongoing OE or CO and any other future costs.

\$47,300 in onetime dedicated funds from the Miscellaneous Revenue 349 fund.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

The requested amount is per the ITS portal.

Provide detail about the revenue assumptions supporting this request.

The agency has sufficient dedicated revenue to cover this replacement cost.

Who is being served by this request and what is the impact if not funded?

Stakeholders served by this request include staff and commissioners, prison residents and their families, the victims' families, and the general community. If not funded, communication difficulties could result in significant interruptions and delays to the parole hearing process. The outcome of this for the agency would be increased costs, due to resulting inefficiencies and continued prison resident housing for those experiencing delayed paroles.

How does this request conform with your agency's IT plan?

These replacements are recommended by ITS.

Is your IT plan approved by the Office of Information Tech. Services?

This request is made per ITS recommendation.

Does the request align with the state's IT plan standards?

Yes.

Attach any supporting documents from ITS or the Idaho Tech. Authority.

The following documents are attached:

- DU 12.79
- Approval from SCO
- Approval from ITS

What is the project timeline?

The timeline for these replacements is determined by ITS.

Identify the measure/goal/priority this will improve in the strat plan or PMR.

Critical security hardware was identified for replacement on the ITS portal. These hardware replacements have been vetted through ITS and SCO and are now being included in the FY27 budget request.

What is the anticipated measured outcome if this request is funded?

The hardware identified for critical replacement are ethernet switches, which serve as the heart of the network, connecting all devices, wireless points, etc. The measured outcome of replacement will be reduced interruptions and an avoided potential network failure. This will result in stable communications, increased staff efficiency, and cost savings for the agency.

AGENCY: 232

Approp Unit: CPPA

Decision Unit No: 12.55

Title: IT Replacement Items

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)	0	0	0	0	
PERSONNEL COSTS					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS	0	0	0	0	
OPERATING EXPENSES					
55 Operating Expenditures	12,600				12,600
TOTAL OPERATING EXPENDITURES	12,600	0	0	0	12,600
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
T/B PAYMENTS	0	0	0	0	0
GRAND TOTAL	12,600	0	0	0	12,600

Explain the request and provide justification for the need.

The Commission of Pardons and Parole is seeking \$12,600 in onetime General Fund operating cost funding to support the replacement of 10 computers with the agency. This request is the annual replacement cycle of devices as approved by ITS.

If a supplemental, what emergency is being addressed?

N/A

Specify the authority in statute or rule that supports this request.

IC 20-1004 Duties and Powers of the Commission

IC 20-301 Interstate Compact

IDAPA 50.01.01.400 Parole Disposition Process

IC 20-1005 Rules Governing Parole

Please identify the performance measure, goal, or priority this request is intended to improve in the strategic plan or performance measurement report.

This replacement equipment request aligns with goal #3: Ensure timely Commission processes for accuracy and efficiency. When the staff have the proper equipment to complete their assigned duties, their efficiency also increases.

What is the anticipated measured outcome if this request is funded?

Laptop Computers Outcome: Performance and reliability.

Indicate existing base of PC, OE, and/or CO by source for this request.

The Department does not have a base budget for replacement of the items listed in the B7. It relies on annual one-time requests of operating and capital outlay to replace equipment each year.

What resources are necessary to implement this request?

Office of Information Technology will be responsible for the purchase and replacement of IT-related products.

List positions, pay grades, full/part-time status, benefits, terms of service.

N/A

Will staff be re-directed? If so, describe impact and show changes on org chart.

No.

Detail any current one-time or ongoing OE or CO and any other future costs.

All costs of replacement items are detailed in the B7.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

IT items: budgetary quotes within the Budget Development Manual.

Provide detail about the revenue assumptions supporting this request.

This request is for routine replacement items. The amount requested meets the requirements indicated in Appendix A of the 5/29/2025 memorandum released by the Division of Financial Management.

Who is being served by this request and what is the impact if not funded?

Laptop Computers: These devices will serve the employees of the agency, which in turns allows them to provide proper services to the citizens of Idaho.

If not funded the Department will need to divert funds intended from other programs to cover the replacement cost of this equipment or consider deferring repairs and maintenance which shifts the financial burden to a future fiscal year.

PCF Detail Report

Request for Fiscal Year: 2027

Agency: Commission of Pardons & Parole232

Appropriation Unit: Commission of Pardons & ParoleCPPA

Fund: General Fund10000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	31.00	1,860,852	438,030	470,214	2,769,096
		Total from PCF	31.00	1,860,852	438,030	470,214	2,769,096
		FY 2026 ORIGINAL APPROPRIATION	37.00	2,459,150	522,810	586,040	3,568,000
		Unadjusted Over or (Under) Funded:	6.00	598,298	84,780	115,826	798,904
Adjustments to Wage and Salary							
2320005965	1643C R80	Parole Investigator 7720	1.00	60,200	14,130	15,863	90,193
2320005968	1643C R80	Parole Investigator 7720	1.00	60,200	14,130	15,863	90,193
2320005975	1643C R80	Parole Investigator 7720	1.00	60,200	14,130	15,863	90,193
2320005979	838C R90	Program Specialist 7720	1.00	51,100	14,130	12,433	77,663
2320005981	180C R90	Technical Records Specialist 1 8810	1.00	37,300	14,130	9,075	60,505
2320005982	180C R90	Technical Records Specialist 1 8810	1.00	37,300	14,130	9,075	60,505
NEWP-275371	90000 NE	GROUP POSITION , Std Benefits/No Ret/No Health	.00	155,000	0	16,585	171,586
Estimated Salary Needs							
		Board, Group, & Missing Positions	.00	155,000	0	16,585	171,586
		Permanent Positions	37.00	2,167,152	522,810	548,386	3,238,348
		Estimated Salary and Benefits	37.00	2,322,152	522,810	564,971	3,409,934
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	136,998	0	21,069	158,066
		Estimated Expenditures	.00	76,498	0	21,069	97,566
		Base	.00	136,998	0	21,069	158,066

PCF Summary Report

Request for Fiscal Year: 2027

Agency: Commission of Pardons & Parole232

Appropriation Unit: Commission of Pardons & ParoleCPPA

Fund: General Fund10000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2026 ORIGINAL APPROPRIATION	37.00	2,459,150	522,810	586,040	3,568,000
5.00	FY 2026 TOTAL APPROPRIATION	37.00	2,459,150	522,810	586,040	3,568,000
6.61	Gov's Approved Reduction	0.00	(60,500)	0	0	(60,500)
7.00	FY 2026 ESTIMATED EXPENDITURES	37.00	2,398,650	522,810	586,040	3,507,500
9.00	FY 2027 BASE	37.00	2,459,150	522,810	586,040	3,568,000
10.11	Change in Health Benefit Costs	0.00	0	134,700	0	134,700
10.12	Change in Variable Benefit Costs	0.00	0	0	4,300	4,300
10.61	Salary Multiplier - Regular Employees	0.00	21,700	0	5,500	27,200
11.00	FY 2027 PROGRAM MAINTENANCE	37.00	2,480,850	657,510	595,840	3,734,200
13.00	FY 2027 TOTAL REQUEST	37.00	2,480,850	657,510	595,840	3,734,200

Request for Fiscal Year: 2027

232

Priority	Appropriation Unit	DU	Fund	Summary Account	Item Description	Current Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost
Detail											
1	CPPA	12.55	10000	625	Standard Laptop	0		10.00	10.00	1,260.00	12,600
Subtotal											12,600
Grand Total by Appropriation Unit											
CPPA											12,600
Subtotal											12,600
Grand Total by Decision Unit											
12.55											12,600
Subtotal											12,600
Grand Total by Fund Source											
10000											12,600
Subtotal											12,600
Grand Total by Summary Account											
625											12,600
Subtotal											12,600

Federal Funds Inventory Form
As Required by Sections 67-1917 & 67-3502
*** Report must be submitted to the Division of Financial Management and

ng Agency/Department: Idaho Commission of Pardons and Parole
Contact Person/Title: Christine Starr, Executive Director

Agency Code: 232
Contact Phone Number: (208) 334-2520

Fiscal Year: 2027
Contact Email:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
Grant Number CFDA#/Coope rative Agreement # /Identifying #	Grant Type	Federal Granting Agency	Grant Title	Grant Description	Pass Through State Agency	Budgeted Program	Award Structure	Grant is Ongoing or Short-Term	Date of Expiration - If Known *Required if Short-term \$67- 1917(1)(c), I.C.	Total Grant Amount	State Approp [OT] Annuall y, [OG] In Base, or [C] Continu ous \$67- 1917(1) (b), I.C.	MOE or MOU requiremen ts? [Y] Yes or [N] No If Yes answer question # 2. (\$67- 1917(1)(d), I.C.)	State Match Required: [Y] Yes or [N] No (\$67- 1917(1)(d), I.C.)	State Match Descripti on & Fund Source (GF or other state fund) (\$67- 1917(1)(d), I.C.)	Total State Match Amount (\$67- 1917(1)(d), I.C.)	FY 2023 Actual Federal Expenditures	FY 2023 Actual State Match Expenditu res	FY 2024 Actual Federal Expenditures	FY 2024 Actual State Match Expenditur es	FY 2025 Actual Federal Funds Received (CASH) \$67- 1917(1)(a), I.C.	FY 2025 Actual Federal Expenditures	FY 2025 Actual State Match Expenditure s \$ 67- 1917(1)(d), I.C.	FY 2026 Estimated Available Federal Funds \$67- 1917(1)(b), I.C.	FY 2026 Estimated Federal Expenditure s \$67- 1917(1)(b), I.C.	FY 2027 Estimated Available Federal Funds \$67- 1917(1)(b), I.C.	FY 2027 Estimated Federal Expenditures \$67- 1917(1)(b), I.C.	Known Reductions of 10% - 49%, fill out column AD \$67- 3502(1)(e), I.C.	Grant Reduced by 50% or More from the previous years funding? Fill out column AD. \$67- 1917(2), I.C.	Plan for Reduction If there is a known reduction in grant funding in the budget year compared to the previous year identified in column AB, complete this question and include the amount of reduction, detail about the reduction, the impact to the agency, the programs or activities supported by the grant funding, possible reduction in state funding required, and if the reduction is: Between 10-49% - provide the agency's plan for operating at a reduced rate in grant funding. If 50% or greater - provide the agency's detailed plan to reduce or eliminate related services.
21.027		US Dept of Treasury	ARPA/SLFRF	COVID-19 related expenditures/extradition costs	State Controller's Office	CPPA	Capped	Short-term	12/31/2026	\$102,600.00	OT	N	N		\$0.00	\$62,600.00	\$0.00	\$61,528.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$472.00	\$0.00	0.00%	0.00%	
																											0.00%	0.00%	
																											0.00%	0.00%	
																											0.00%	0.00%	
Total										\$102,600.00					\$0.00	\$62,600.00	\$0.00	\$61,528.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$472.00	\$0.00	0.00%	0.00%	

Total FY 2025 All Funds Appropriation (DU 1	\$4,224,100
Federal Funds as Percentage of Funds §67-1	0.00%

2. Identify below for each grant any obligations, agreements, joint exercise of powers agreements, maintenance of efforts agreements, or memoranda of understanding that may be impacted by federal or state decisions regarding federal receipts, include any state matching requirements. §67-1917(1)(d), I.C.

CFDA#/Coope rative Agreement # /Identifying #	Agreeme nt Type	Explanation of agreement including dollar amounts.

FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B

AGENCY INFORMATION

AGENCY NAME:	Commission of Pardons and Parole	Division/Bureau:	
Prepared By:	Dawn Howell	E-mail Address:	Dawn.Howell@copp.idaho.gov
Telephone Number:	208-639-8547	Fax Number:	208-334-3501
DFM Analyst:	Adam Jarvis	LSO/BPA Analyst:	Noah Peterson
Date Prepared:	45526	Fiscal Year:	2027

FACILITY INFORMATION (please list each facility separately by city and street address)

Facility Name:	Commission of Pardons and Parole Administrative Office					
City:	Boise	County:	Ada			
Property Address:	3056 Elder Street				Zip Code:	83705
Facility Ownership (could be private or state-owned)	Private Lease:	<input checked="" type="checkbox"/>	State Owned:	<input type="checkbox"/>	Lease Expires:	7/31/2026

FUNCTION/USE OF FACILITY

Office space for the Commission of Pardons and Parole - The Commission is a quasi-judicial entity that conducts public hearings for incarcerated individuals and parolees. As such, the facility has a public hearing space and all the required Commission staff workspaces for business administration and support staff, Parole Hearing Officers, Violation Hearing Officers, Victim Services Coordinator, and Legal Assistant.

COMMENTS

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WORK AREAS

FISCAL YR:	ACTUAL 2025	ESTIMATE 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029	REQUEST 2030
Total Number of Work Areas:	37	37	42	42	42	42
Full-Time Equivalent Positions:	37	37	42	42	42	42
Temp. Employees, Contractors, Auditors, etc.:	None	None	None	None	None	None

SQUARE FEET

FISCAL YR:	ACTUAL 2025	ESTIMATE 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029	REQUEST 2030
Square Feet:	14,000	14,000	15,000-17,000*	15,000-17,000*	15,000-17,000*	15,000-17,000*

FACILITY COST

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2025	ESTIMATE 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029	REQUEST 2030
Total Facility Cost/Yr:	\$253,737	\$260,080	\$267,882	\$275,918	\$284,196	\$292,722

SURPLUS PROPERTY

FISCAL YR:	ACTUAL 2025	ESTIMATE 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029	REQUEST 2030
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NOTES:

1. Upon completion, please send to Leasing Manager at the State Leasing Program in the Division of Public Works via email to Grace.Paduano@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.

2. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.

3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. **DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.**

AGENCY NOTES:

Full service lease includes all utilities and janitorial costs.

*The Commission currently has an open RFP that is for 15,000-17,000 square feet. This increase will allow for space needed for Commission operations and the addition of additional positions should legislation be passed. The estimated facility cost is based off a 3% increase to our current lease. Because the RFP is not complete, this may not be an accurate cost estimate.

Part I – Agency Profile

Agency Overview

The Idaho Commission of Pardons & Parole (Commission) became a stand-alone agency on July 1, 2010. The Commission operates with seven (7) part-time appointed commissioners and thirty-seven (37) full-time staff and conducts roughly seven thousand (7,000) hearings a year.

The agency is fully funded by State general funds but operates closely in conjunction with the Idaho Department of Correction (IDOC), sharing Deputies Attorney General (DAGs), fiscal, human resources, and purchasing staff.

The Commission is statutorily responsible for seeing incarcerated individuals six months prior to the end of their fixed prison sentence to determine if they are appropriate for parole in the community. Under the Idaho Constitution, the Commission is vested with powers relating to commutation, pardons, and the remission of fines and forfeitures. The Commission is responsible for conducting a variety of hearings:

- Parole requests (end of fixed term; medical; self-initiated)
- Parole violations
- Pardons
- Commutations
- Requests for restoration of firearms rights
- Miscellaneous File Memo Reviews

The duties of the Commission are described in the Idaho Constitution, Idaho Code Title 20, Chapter 10 and the Idaho Administrative Rule 50.01.01.

Core Functions/Idaho Code

Under Idaho's unified sentencing structure, each felony sentence must include a fixed and indeterminate portion. During the fixed portion of a sentence an incarcerated individual cannot be released on parole. During the indeterminate portion, the individual may be granted parole or remain incarcerated at the Commission's discretion. The Commission is mandated to process all eligible incarcerated individuals for parole consideration as they near the end of their fixed sentence. Parole hearings are generally set six (6) months prior to the end of an incarcerated individual's fixed sentence.

The Commission meets three and a half (3.5) weeks out of the month to conduct parole hearings, revocation hearings, and a variety of case reviews. 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 all the cases in which the panel of three (3) could not reach a unanimous decision. For 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.

Individuals on parole are supervised by IDOC but remain under the jurisdiction of the Commission. If an individual violates the terms or conditions of their parole, an IDOC Parole Officer submits a Report of Violation to the Commission outlining the alleged violation(s). A Commission Violation Hearings Officer (VHO) conducts a hearing to determine if evidence exists to support the allegation(s). The VHO may recommend that the individual's case be reviewed by the Commission for reinstatement or may refer the individual for a revocation hearing before the Commission. At a revocation hearing, the Commission may reinstate or revoke parole. If parole is revoked, the Commission may grant a new parole, deny parole and

set a new hearing date, or deny parole and require the individual to complete the remainder of their sentence in prison.

The Commission conducts different types of reviews monthly. These include reviews of disciplinary action for incarcerated individuals who were granted a parole release date but have had behavioral issues prior to release on parole; medical parole requests; and miscellaneous reviews that require a Commission decision. These reviews are prepared by Commission staff, and the cases are reviewed by assigned commissioners for a decision.

Revenue and Expenditures

Revenue*	FY 2022	FY 2023	FY 2024	FY 2025**
General Fund	\$3,208,285.17	\$3,304,383.86	\$3,840,365.91	\$3,858,617.97
Miscellaneous Revenue	38,015.00	37,905.00	33,380.00	<u>346,475.00</u>
CARES Act	<u>48,663.75</u>			
ARPA		<u>62,600.00</u>	<u>50,000</u>	
Total	\$3,294,963.92	\$3,404,888.86	\$3,923,745.91	\$4,205,092.97
Expenditures*	FY 2022	FY 2023	FY 2024	FY 2025
Personnel Costs	\$2,602,220.80	\$2,774,167.23	3,071,926.42	\$3,114,845.78
Operating Costs	680,892.81	637,011.59	801,685.98	\$711,445.55
Capital Outlay	<u>25,005.31</u>	<u>13,685.86</u>	<u>0</u>	<u>\$40,826.64</u>
Total	\$3,308,118.92	\$3,424,863.86	\$3,873,612.40	\$3,867,117.97

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

**Miscellaneous Revenue increase is due to bond account transfers.

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2022	FY 2023	FY 2024	FY 2025
Number of Hearings	8197	6499	6760	6597
PV Dispo Reviews Conducted*	265	291	235	252
Parole Releases	2025	2221	2334	2263
Warrants Issued	1221	1548	1544	1588
Violation Hearings	1645	1486	1444	1399
Victim Contacts Attempted	6903	7795	8070	8318

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

Part II – Performance Measures

Performance Measure		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
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	7.23* months	6.57* months	5.84* months	5.65 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	12	12	12	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	24	19	21	32**	
	Target	12 / year	12 / year	12 / year	12 / year	
2. Provide training and feedback for Commissioners via business meetings	Actual	6	5	4	4	
	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	40	40	42	37	
	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	71	73	76	76***	
	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	8.61 weeks	9.05 weeks	8.53 weeks	6.06 weeks	
	Target	6 weeks	9 weeks**	9 weeks**	9 weeks	
3. Annual review of “Frequently Asked Questions” on commission website to reflect changes in policy or procedures.	Actual	1	2	3	2	
	Target	1	1	1	1	
4. Publish monthly Commission decision summaries.	Actual	12	12	12	20****	
	Target	12	12	12	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	3	2	2	2	
	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)	

Performance Measure		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
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 clients who wish to resolve new criminal charges prior to a revocation hearing. Requesting a continuance is a right of the client to maintain due process and in their best interest to avoid self-incrimination during proceedings.

**New Director appointed in October 2024. Transitioned from monthly staff meetings to monthly staff meetings plus a “huddle” with each division monthly to share both agency and division specific information.

***This includes only the days Commissioners are present in parole hearings. It does not include the amount of preparation time necessary to make decisions regarding suitability for release to parole.

****Process change occurred in May 2025, transitioning from monthly to weekly posting of Commission decisions.

For More Information Contact:

Christine Starr
Executive Director
Commission of Pardons and Parole
3056 Elder Street
Boise, Idaho 83705
Phone: (208) 334-2520
E-mail: Christine.Starr@copp.idaho.gov

Director Attestation for Performance Report

In accordance with *Idaho Code* § 67-1904, I certify that the data provided in the Performance Report has been internally assessed for accuracy, and to the best of my knowledge, is deemed to be accurate.

Department: Idaho Commission of Pardons & Parole
Christine Starr
Executive Director

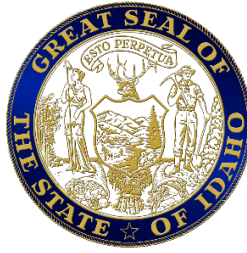
Signature: _____

Dated: August 15, 2025

Please return to:

Division of Financial Management
304 N. 8th Street, 3rd Floor
Boise, Idaho 83720-0032

FAX: 334-2438
E-mail: info@dfm.idaho.gov



IDAHO COMMISSION OF PARDONS & PAROLE STRATEGIC PLAN

For the Fiscal Years July 1, 2025 – June 30, 2029

Governor

Brad Little

Commissioners

Alan Cavener

Janie Dressen

Terry Kirkham

Patrick McDonald

Mike Matthews

Michael Ross

Scott Smith

Executive Director

Christine Starr

AGENCY OVERVIEW

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- Requests for restoration of firearms rights
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The duties of the Commission are described in the *Idaho Constitution*, *Idaho Code Title 20, Chapter 10* and *Idaho Administrative Rule 50.01.01*.

CORE FUNCTIONS

Under Idaho's unified sentencing structure, each felony sentence must include a fixed and indeterminate portion. During the fixed portion of a sentence an incarcerated individual cannot be released on parole. During the indeterminate portion, the individual may be granted parole or remain incarcerated at the Commission's discretion. The Commission is mandated to process all eligible incarcerated individuals for parole consideration as they near the end of their fixed sentence. Parole hearings are generally set six (6) months prior to the end of an incarcerated individual's fixed sentence.

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MISSION

The mission of the Idaho Commission of Pardons & Parole is to serve as dedicated stewards of the community, fostering public safety, rehabilitation, transparency, collaboration, and accountability through parole decision making.

VISION

We envision creating safer communities through fair, impartial, and transparent processes and well-reasoned parole decision making.

VALUES

- Community Safety
- Integrity in our work
- Objectivity in our decisions

STRATEGIC GOALS

1. Advance public trust through increased agency transparency.

The Commission makes public safety decisions that impact communities, victims, law enforcement partners, incarcerated individuals/parolees and their loved ones. Given the impact of Commission decisions, it is vital that the Commission demonstrate as much transparency as is possible under the statutory requirements the Commission is bound by.

By creating accessible dashboards that provide up to date information, stakeholders can have a clear understanding of an incarcerated individual's or parolee's status. This transparency will not only aid family members and interested parties, but also law enforcement partners who are assisting with absconders or seeking information from

the public. The dashboards also have the added benefit of tracking data that is important to the Legislature and can serve as a marker for how well the agency is doing with its processes.

A revamp of the Commission's website is important because the public relies on it for information regarding incarcerated individuals and Commission processes. For individuals seeking pardons, commutations, or restoration of firearms rights, the Commission website should make understanding what is required in a process easy.

The updated agency website and the newly acquired GovQA application will make accessing public records easier for the public and the processing of requests easier for Commission staff. The new system will track all requests, correspondence, and responses. Additionally, it has a built-in alert system that will notify staff if a response is not being timely delivered. Hours of staff time will be saved by the auto delivery functions of the application.

The public and incarcerated individuals want to have a clear understanding of why the Commission decided a certain outcome. For victims it is vital to understand not only what the decision was, but the terms and conditions around releases. This allows for safety planning and other measures that help restore victims of crime. For incarcerated individuals and their family/loved ones, it is important to understand why parole was not granted. The stated reasons help an incarcerated individual know what they need to work on, and family members/loved ones know how to support the incarcerated individual through pro-social avenues.

Increased transparency creates opportunities for increased understanding, which ultimately helps to increase public trust in the Commission's work.

Objectives:

1. Create public facing dashboards containing information regarding parole hearings, parole decision making, parole violations, and parolee location.
2. Expand the information available on the Commission website regarding agency processes.
3. Ensure Commission decisions are available to the public, IDOC staff, incarcerated individuals, and agency stakeholders in a timely manner.
4. Ensure public records requests are responded to in compliance with statutory requirements.
5. Conduct hearings with a standardized script that allows individuals coming before the Commission to know what to expect and what to prepare for.
6. Ensure that individuals coming before the Commission and the public understand the basis for Commission decisions.

Performance Measures:

1. The agency website will begin redevelopment in August 2025, making it more user friendly with all information being reviewed and refreshed. Content will be updated on a regular basis.
2. Real-time dashboards will be made available to the public and agency stakeholders through the redeveloped Commission website and monitored for accuracy on a quarterly basis.
3. The Notice of Action Taken (outcomes of cases before the Commission) will be posted on the Commission website every Friday by end of business at the latest. Previously, this information was disclosed monthly.
4. The agency will implement GovQA (a public records application) by December 2025, to ensure public records request compliance and proper record keeping.
5. The Commission will begin using a standardized script and process for parole hearings beginning August 4, 2025.
6. At the end of each hearing the Lead Commissioner assigned to the case will state for the record and for those in attendance, the basis for the Commission's decision.

Benchmarks:

1. Commission website redevelopment will be facilitated by ITS and biannual website content updates will be documented. The goal is to have 100% accurate information for stakeholders.
2. Real time dashboards will become available when the redeveloped Commission website is rolled out. The dashboards will be reviewed quarterly for accuracy. Data inconsistencies will be documented. The goal is 80% accuracy for the first year, 90% for the second year, and 95% thereafter. This will allow the Commission to identify any dashboard issues creating inconsistencies and address them. There are inconsistencies that will naturally occur, as the Commission does not control all the inputs that the data is based upon.
3. A quarterly review of Notice of Action Taken postings will be conducted, and any discrepancies will be recorded and rectified as appropriate. The goal is 95% accuracy to account for human error that happens in agency manual

processes.

4. Quarterly reports will be generated regarding public records request response times. The goal is 100% compliance with statutory time frames.
5. Monthly, the Executive Director will conduct four random reviews of hearings to ensure the script is being utilized by commissioners and that transparency standards are being met. The goal is 100% use.
6. Monthly, the Executive Director will conduct four random reviews of hearings to ensure that the reasons for decisions are being communicated. The goal is 100% disclosure.

2. Increase public safety and successful parolee outcomes by implementing the Structured Decision-Making Framework (SDMF).

Over the last few years parole grant rates have decreased while recidivism rates have increased. This indicates that there is opportunity to improve decision-making to ensure the right individuals are being released at the right time.

The SDMF is an empirically validated model for high quality parole decision making. The framework structures decisions through the use of eight (8) relevant factors that are conditions or behaviors that have been determined by research to influence an individual's propensity to engage in crime after release.

The framework is being utilized throughout the United States with great success and has been shown to reduce recidivism. Additionally, the SDMF will help the Commission to demonstrate a commitment to making objective, non-arbitrary release decisions.

Objectives:

1. With the assistance of the National Institute of Corrections (NIC), implement the SDMF.
2. Utilize SDMF to make objective and non-arbitrary release decisions.

Performance Measures:

1. Begin the roll out of the SDMF in February 2026.
2. Complete the readiness assessment with NIC.
3. Complete implementation planning with NIC.
4. Complete Commission and staff training/coaching.
5. Reduce recidivism through use of the SDMF.

Benchmarks:

1. Once timeframes are provided by NIC for performance measures 1-4, track progress weekly to ensure the rollout stays on track.
2. Complete implementation, training, and coaching.
3. Implement robust data tracking to determine if there is a reduction in:
 - a) Overall recidivism among parolees
 - b) New charges/new sentences
 - c) Technical violations (violations of terms and conditions of parole not related to committing new crimes)
 - d) Absconders/escapes

3. Ensure timely Commission processes.

Statutory compliance and service to the public is of paramount importance to the Commission. The performance measures and benchmarks selected ensure that the Commission is regularly monitoring compliance and addressing issues in a timely manner.

Objective:

1. Ensure that Commission processes are conducted in a timely manner, in accordance with Idaho Code and IDAPA Rule 50.01.01.

Performance Measures:

1. All initial parole hearings will be conducted in accordance with Administrative Rule, as follows:
 - a) All initial parole hearings for those serving a commitment for more than one (1) criminal offense will be based on the parole eligibility date that is farthest in the future.
 - b) All initial hearings for those with a parole eligibility date at least one (1) year after the entry of the sentence calculation will have an initial parole hearing conducted six (6) months prior to the incarcerated individual's parole eligibility date.
 - c) All initial hearings for those entering prison who are immediately eligible for parole, or who are within the first six (6) months of their incarceration, will be scheduled six (6) months from the month the Commission was notified of the commitment.

- d) For individuals serving a current prison commitment at the same time as a court-ordered period of retained jurisdiction, the initial parole hearing will occur six (6) months after the Commission is notified of the Court's decision on the period of retained jurisdiction.
2. Parole Revocation cases will be resolved within four (4) months, from arrest to revocation hearing, except for those who have elected to enact their statutory due process right to have their case continued.
3. Commission warrants will be issued within one (1) week of acceptance of the Report of Violation by the Deputy Director or their designee.
4. All submitted applications for Self-Initiated Parole Reconsideration that are submitted by the first of the month and meet the requirements for review will be reviewed by the Commission during the following month.
5. All applications for commutation, pardon, or restoration of firearm rights submitted by the first of the month, the month prior to the Full Commission session (January, April, July, and October), and meeting the requirements for review, will be reviewed by the Commission.
6. All requests for Miscellaneous File Reviews submitted by supervising personnel or institutional case managers that meet the requirements for review will be reviewed within one (1) calendar month.

Benchmarks:

1. Review data biannually, identifying the occurrence of initial parole hearings for each of the four (4) situations identified above and note any discrepancies between parole eligibility date, parole hearing date, and incarcerated individual legal status at the time of commitment. The goal is 95% compliance. The Commission does not control all the inputs necessary to ensure 100% compliance.
2. Review data biannually, identifying Parole Violation case resolution timelines for those not electing to enact their statutory due process right to have their case continued and note any discrepancies. The goal is 95% compliance. The Commission does not control all the inputs necessary to ensure 100% compliance.
3. Review data biannually, identifying the number of self-initiated parole reconsideration applications submitted by the first of the month and meeting the requirements for self-initiated parole reconsideration review dates that were timely processed and note any discrepancies. The goal is 100% compliance.
4. Review data biannually, applications for commutation, pardon, or restoration of firearm rights submitted by the first of the month, the month prior to the Full Commission session and timely scheduled for review dates; note any discrepancies. The goal is 100% compliance.

5. Review data biannually, identifying Miscellaneous File Reviews submitted by supervising personnel or institutional case managers that met the requirements for review and were timely scheduled; note any discrepancies. The goal is 100% compliance.

4. Enhance post-conviction victim services.

Victims of crime are often provided with victim services through the pendency of an active criminal case. The level of service varies across the state and often drops off at the conclusion of a case. The Commission's goal is to prioritize contact with victims upon an incarcerated individual's entrance into prison in order to ensure that the victim understands the State's Victim's Compensation Fund opportunities and their rights during the parole process.

Importantly, the Commission believes it is vital that victims are prepared for the eventuality of a parole hearing, as 97% of incarcerated individuals are released at some point. The goal is to provide information and resources that limit revictimization and empower victims to exercise their rights in the process.

Objectives:

1. Ensure victims of crimes are afforded all statutory victim's rights and provided information regarding current community resources available to help them, including victim's compensation opportunities.
2. Provide communication and correspondence for victims that helps them to be aware of pending releases to help limit additional trauma.

Performance Measures:

1. Obtain victim contact information for victims of record in all cases with incarcerated individuals arriving in the Reception and Diagnostic Unit (RDU) and provide the victims with information regarding their rights in the parole hearing process.
2. Contact victims of record for all cases in which an incarcerated individual or parole violator has an upcoming parole hearing, is being released to parole, or has absconded supervision.
3. Review and update victim community resource content on the Commission website biannually in March and October.

Benchmarks:

1. Conduct a biannual comparison of the number of victim contacts initiated upon an incarcerated individual's entrance into RDU v. known victims. The goal is 100% attempted notification and communication regarding a victim's rights

during the parole process.

2. Conduct a biannual comparison of the number of parole hearing notifications initiated v. known victims. The goal is 100% attempted notifications for known victims.
3. Conduct a biannual review of the Commission's victim's resources page to ensure the content is current. The goal is 100% current information.

KEY EXTERNAL FACTORS

- Legislation can alter or significantly impact the functions of the Commission.
- The Executive Director serves the Governor, so the duties and responsibilities of the Executive Director are subject to change per Executive priority.
- Changes in IDOC's population have a direct impact on the workload of the Commission.
- Sentencing practices in the District Courts, as well as case law, can have an impact on the functions and/or caseloads of the Commission.
- The Commission relies upon IDOC Parole Officers to file Reports of Violation and to serve official notification documents to parole violators. The timeliness of these events can be impacted by IDOC's workload, of which Commission has no control.
- NIC is a federally funded agency. If the current administration rolls back the funding dedicated to implementing SDMF in Idaho, the Commission will be unable to move forward with the related strategic goal.