

COMMUTATION CRITERIA

Commutation is a process whereby clemency may be granted to modify a sentence imposed by the sentencing jurisdiction. The process is initiated by the submission of a petition. If the Commission finds merit for considering commutation of a sentence, a commutation hearing may be scheduled. Commutation petitions may also be submitted to consider modifying a sentence related to fugitive time on parole that has been statutorily forfeited.

The Petition

1. A petitioner must submit a Petition for Commutation when seeking clemency. **The only acceptable form will be the form provided by the Commission and the petition must be submitted by the petitioner's case manager or supervising officer.**
 - a. A petitioner may submit a Commutation Petition through their case manager or supervising officer once every twelve (12) month period. There is no time restriction regarding submission of the first petition for those currently incarcerated. Parolees must serve at least one year on parole before submitting a Commutation Petition.
 - b. Petitions must include the reasons for requesting commutation and the precise modification being requested;
 - reduce the length of the sentence
 - change a fixed sentence to indeterminate
 - change a consecutive sentence to concurrent
 - reduce the fixed portion of a sentence
 - c. Petitions are limited to six (6) pages total and may be returned if it exceeds this number. (This criteria information page is not included in the number of pages allowed).
 - If the petition is over 6 pages (including the petition itself) the entire petition and attachments will be returned to the applicant.
 - d. A petition for Commutation is reviewed by the full Commission in January, April, July, and October. The review occurs in executive session without the petitioner present.
 - A petition must be received at the Commission office no later than prior to the first day of the month preceding a quarterly session.
 - December 1st for January session
 - March 1st for April session
 - June 1st for July session
 - September 1st for October session
 - If the Commission elects to grant a hearing, the Commission will determine the date of the hearing. The hearing will be held in front of the full Commission in January, April, July, and October.
 - e. Any petitions may be continued for additional information or for further consideration.
 - f. The petitioner will be sent written notice of the Commission's decision.
 - g. **The petition must be typed and signed and submitted by the inmate's case manager or parolee's supervising officer.**

paroleweb@copp.idaho.gov

or

P.O. BOX 83720
BOISE, IDAHO 83720-1807
(208) 334-2520

PETITION FOR COMMUTATION

NAME _____ IDOC# _____
DATE _____ INSTITUTION OR DISTRICT SUPERVISED _____

A. Please complete the following:

(1) Crime _____ (2) Crime _____
Length of Sentence _____ Length of Sentence _____
(3) Crime _____ (4) Crime _____
Length of Sentence _____ Length of Sentence _____

B. The following must be addressed in your petition or it will be returned.

- (1) Explain exactly what you are requesting the Commission commute or change about your sentence, such as: reduce the length of the sentence, change a fixed sentence to indeterminate, or change a consecutive sentence to concurrent, reduce the fixed portion of a sentence, or other.
- (2) Explain the reason(s) why you feel the circumstances warrant a change of sentence in your case.

C. You may attach up to 4 additional pages. **All attachments must accompany the petition to be processed and will not be returned to the petitioner.**

D. If you are applying for an **early discharge commutation**, you must complete the following:

Mailing Address: _____
Physical Address: _____
Telephone Number: _____
Message Number: _____
Email Address: _____

NOTE: A petition must be received at the Commission office by the first day of the month preceding a quarterly session. The petition must be typed or will not be considered.

The following witness signature is to acknowledge only that the Petitioner is submitting this Petition:

Petitioner Signature

Case Manager or Supervising Officer Print Name

Case Manager or Supervising Officer Signature

(1) Explain exactly what you are requesting the Commission commute or change about your sentence.

(2) Explain the reasons why you feel the circumstances warrant a change of sentence in your case.