


Idaho Commission of Pardons and  Parole	Standard Operating Procedure	Title: Parole Hearing Report		Page: 1 of 4
		Control Number: 201	Version: 1.0	Adopted: 7-27-1

Sandy Jones, Executive Director, approved this document on 6/30/2025.

Open to the public: Yes No

Redacted version available: Yes No

SCOPE

This Standard Operating Procedure (SOP) applies to Parole Hearing Officers of the Commission of Pardons and Parole. This SOP provides specific procedures for completion of the parole hearing report.

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CONTROL NUMBER

201

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PURPOSE

This SOP provides guidelines and procedures for completing the Parole Hearing Officer Report (Report).

RESPONSIBILITY

This SOP applies to all Parole Hearing Officers (PHO).

GENERAL REQUIREMENTS

The Executive Director or designee will assign a PHO to complete a comprehensive, in-depth investigation Report regarding a specific offender. The Report summarizes an offender's history and provides the PHO's recommendation concerning the appropriateness of parole. Prior to completing the Report, the PHO shall research the offender's personal and criminal history, and the PHO shall interview the offender either in-person, telephonically, or by other approved electronic means.

1. **Preparation:** Prior to the Interview, the PHO shall gather relevant information that includes but is not limited to:

- Official version of the instant offense.
- Criminal history of the offender.
- Social history of the offender.
- Risk assessments.
- Institutional behavior.
- Participation in institutional programs.
- Mental and/or physical health information.
- Parole guideline score.
- Field supervision history.

2. **Interview:** The PHO shall interview each offender, and the subject matter shall include, but is not limited to the following:

- Offender's criminal history that includes specific attention to the instant offenses and the offender's attitudes and opinions (i.e. remorse, guilt.) regarding his crimes.
- Offender's social history that includes all topics necessary for thorough and accurate completion of the hearing officer report.
- Offender's performance in institutional programs that includes a discussion of specific programs and offender's opinions regarding what was learned, the effectiveness of programs, and how the offender would apply what he has learned.
- Offender's institutional performance (positive and negative) that shall include a discussion of the offenders reasoning and acceptance of responsibility for his behavior.
- Offender's intended parole plan that includes a discussion of the offender's intended residence, employment and aftercare plans.

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- Offender's Guideline assessment that includes a discussion regarding the Commissions reliance on the Guideline assessment.
- Offender's values and outlook on life with specific attention to the offender's goals, tools and plan to insure success if granted parole.

3. **Report Content:** Following the Interview, and after thoroughly researching the offender's history, the PHO will complete the Report. The Report shall include but is not limited the following:

- Personal biographical information of the offender.
- A timeline of past actions by the court, the Commission, and Department of Corrections regarding the instant offense.
- Official version of the instant offense.
- Co-Defendant information.
- Commitment orders.
- Court and Prosecutor recommendations.
- Victim Information.
- Complete criminal history of all adult and juvenile crimes.
- Field supervision history if applicable.
- Detainers/Warrants/No Contact Orders.
- Social History/Early Life.
- Relationship/Children.
- Financial Obligations.
- Risk, needs, and sex offender assessments where applicable.
 - Violent and sexual offenses shall require additional research/analysis.
- All psychological and/or mental health records and evaluations.
- Educational Background.
- TABE Testing.
- Military Background.
- Occupational Background.
- Substance Abuse History.
- Institutional behavior.
- Input and remarks from institutional personnel.
- Current programming status.
- Performance in institutional programs.
- Assessments.
- Proposed parole plan including housing, employment and aftercare.
- Guideline assessment.
- PHO summary shall include a fair, impartial and objective discussion of the offender's programming behavior and instant offense. The summary shall identify factors that support the offenders' guideline score as well as any facts that contradict the guideline recommendation.
- The summary will include a fact and evidence based recommendation regarding the offender's appropriateness for parole.
- All parole hearing minutes regarding the instant offenses.

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4. Report Completion: The completed Report shall be saved electronically in the virtual offender file and any supporting documentation shall be provided to the Commission.

5. Update Report (Update): The Update is utilized by the PHO when a Report was completed previously. The PHO will update the original Report with revised and new information as needed. An Update may only be completed on original Reports completed March 2014 and later. When the original Report was completed prior to March 2014, the PHO shall complete a Report pursuant to this SOP.

6. Memorandum Report (Memo): The Memo is an abbreviated report intended to provide the Commission with updated or specifically requested information. A Memo is appropriate only where a parole hearing or hearing officer report review is scheduled within one year of a prior parole hearing or hearing officer report review. A Report or update report must be completed where the subsequent hearing is scheduled out more than one year. The PHO may conduct a parole hearing interview at their discretion; however, a parole hearing interview is not required where a Memo is appropriate. The Memo shall include but is not limited to the following:

- Disciplinary issues since last Report.
- Programming status performance.
- Guideline score.
- Summary and recommendation.

7. Disclosure. The Report is restricted from use by all but authorized personnel.

REFERENCES

IDAPA 50.01.01.200.05

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