
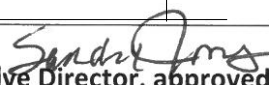


Idaho Commission of Pardons and Parole 	Standard Operating Procedure	Title: Violation Record Retention		Page: 1 of 3
		Control Number: 302	Version: 1.0	Adopted: 5-1-17


 Sandy Jones, Executive Director, approved
 Open to the public: Yes No

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SCOPE

This standard operating procedure (SOP) concerns staff of the Idaho Commission of Pardons and Parole when processing violation hearing officer records.

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PAROLE COMMISSION IDAPA RULE NUMBER

None

POLICY CONTROL NUMBER (Insert Number or Delete)

302

PURPOSE

The purpose of this policy is to provide for the creation, maintenance, custody, and destruction of parole violation hearing records.

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RESPONSIBILITY

This SOP applies to all Commission staff.

GENERAL REQUIREMENTS

Upon receipt of a Report of Parole Violation, Commission staff shall create a violation file regarding the specific parole violator.

1. Security of Violation Hearing Files.

- The Executive Director shall designate a Commission staff member as custodian of record, and said custodian shall be responsible for the maintenance and accountability of the files.
- Violation files will be accessible only by designated Commission staff members. All files shall be maintained alphabetically in designated file cabinets.
- Under no circumstances shall the contents of an offender's file be discussed with or disclosed to any other offender.
- Violation hearing files shall not be removed from the Commission office without the prior approval of the custodian or Executive Director.

2. Contents of Violation File.

- The files contain legal documents, reports, submissions, statements, and support documents used in making decisions regarding the violations and sanctions. All Commission forms signed by the parolee for the revocation process will be held in the parole violator's file.

3. Retiring and Maintaining Files

The violations assistant or designee is responsible for the retirement and maintenance of the violation paper file.

- A hearing violation paper file shall be maintained for 10 years after discharge of the parolee. Following the 10 year period the violation paper file shall be destroyed.
- The records custodian will review files yearly for placement in the closed file records.

4. Electronic records

The Commission shall retain and maintain electronic files in a secure manner. Electronic data will be retained permanently in the system (virtual offender file).

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5. Public Records Request

Public record requests made in writing will be processed according to the Public Records Act, IC§74-100.

REFERENCES

Idaho Records Center

Idaho Public Records Law IC§74-100

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