

Idaho Commission of Pardons and Parole	Standard Operating Procedure	Title: Victim Information and Destruction or Retention of Files		Page: 1 of 3
		Control Number: 110	Version: 1.0	Adopted: 8/3/2020 Amended 6/30/2025

Christine Starr, Executive Director, approved this document on [6/30/2025](#)

SCOPE

This standard operating procedure (SOP) provides guidance to staff of the Idaho Commission of Pardons and Parole.

Revision Summary
Revision date (_ / _ / _) version _:

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PAROLE COMMISSION IDAPA RULE NUMBER

50.01.01.300

POLICY CONTROL NUMBER

PURPOSE

The purpose of this policy provides for the creation, maintenance, retention and destruction of victim files kept by the Commission.

RESPONSIBILITY

This SOP applies to all Commission staff.

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GENERAL REQUIREMENTS

A victim is defined as an individual identified by the court(s) as the victim of record for a felony crime(s) in which the individual is currently serving time in Idaho. This is a person who has suffered physical, financial or emotional harm as the result of a felony conviction.

1. Receipt of Notification of Crime Victim

The Commission may receive official written notice from the County Prosecutor's office of the victim harmed by an adult felony offender, committed to the custody of the Idaho Department of Correction and not serving a retained jurisdiction.

When the Commission is notified by the prosecutor, purported victim or family, or other individual that a victim exists, Commission staff will request written verification of the crime victim information from the county prosecutor to establish a victim file.

2. Victim File

When notification of a victim is received the victim witness coordinator or victim witness assistant will prepare a victim record which is created in the Commission's database with the following information:

- a) Victim name and case number;
- b) Date of birth (if a minor);
- c) Address, phone number and email if available;
- d) Case overview and notes;
- e) Notification of all parole hearings, release to parole, absconding from parole, and apprehension of offender;
- f) Any additional information regarding the victim or case management.

All communication and notifications between the Commission and the victim will be noted in the database.

A victim file will be prepared for commutation hearings, pardon hearings and firearm hearings, when the legal assistant notifies the victim witness coordinator or the victim witness assistant of a hearing.

Victim services are voluntary; the victim may opt out at any time. The victim file will remain in the database with notification that the victim has opted not to receive information from the Commission.

The victim coordinator will send all notifications of victim rights by mail or electronic means as required by statute.

It is the responsibility of the victim to keep Commission staff apprised of changes of address or other contact information.

Any unsuccessful attempt to notify a victim of any upcoming proceedings or release of an offender will be documented in the database.

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3. Confidentiality

Confidentiality will be maintained by the Commission. Only the victim coordinator, victim coordinator assistant, business analyst, hearings manager and executive director will have access to the victim data base.

4. Retention and Destruction of Victims Files

Victim files will be retained for 15 years after discharge of an offender's sentence.
Pardoned or deceased offenders' files will be retained for one year after the event.
A confidential record will be retained of all destroyed victim files containing victim contact information.

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