

## Communicating

**Mail.** Inmates may receive letters (no packages) and photos (no Polaroids or nudity). Personal letters will be opened and searched for contraband. Inmates can purchase envelopes and postage from commissary. No stamps or stationery will be accepted through the mail. Inmates without funds will be provided paper and postage for one personal letter per week.

## Offender accounts

**Offender accounts.** Only money orders or cashier's checks are accepted to place money on an offender's account. No cash or personal checks will be accepted.

Funds will be placed on an offender's account within 24 hours of receipt during normal business hours.

Where funds are sent depends on the offender's location. Please review the grid below.

### WHERE TO MAIL CASHIER CHECKS AND MONEY ORDERS

For these facilities mail to:

Pocatello Women's Corr. Ctr.	Attn: Offender Accounts
South Idaho Corr. Institution	Idaho Dept. of Correction
South Boise Women's Corr. Ctr.	1299 N. Orchard Street,
Idaho Maximum Security Institution	Suite 110 Boise, ID 83706
Idaho State Corr. Institution	

For these locations mail to the facility:

Community Work Centers	Addresses are available
St. Anthony Work Camp	at <a href="http://idoc.idaho.gov">idoc.idaho.gov</a>
Idaho Corr. Institution Orofino	
North Idaho Correctional Institution	
Idaho Correctional Center	
Corr. Alternative Placement Prgm.	

### ALL MONEY ORDERS MUST INCLUDE THE FOLLOWING:

- Offender's first and last name and IDOC number
- The institution and housing unit where they are housed
- The name of the person sending the money

## Parole

The Commission of Pardons and Parole is a part-time citizen board whose function is to make parole and clemency decisions. It is composed of five members appointed by the governor. All hearings are conducted in open session, with decisions made in executive session. The decision is given publicly once deliberation is concluded.

**Factors considered.** Protecting the public is the commission's main concern. The commission determines each case on its own merits. Commissioners consider the seriousness of the crime, prior criminal history, past failure or success on probation or parole, institutional history and the offender's re-entry plan.

Offenders must serve the fixed portion of their sentence before parole consideration. When the fixed portion of an offender's sentence is complete, there is no guarantee that parole will be granted. The commission has complete authority to grant or deny parole.

**Providing input.** Individuals wishing to support or oppose parole, pardon or commutation can write a letter to the commissioners. Letters should be received seven days in advance of the scheduled hearing and must include the offender's name and IDOC number.

For information on the Parole Commission please visit [www.state.id.us/parole](http://www.state.id.us/parole) or call 208-334-2520.

The State of Idaho  
C.L. "Butch" Otter, Governor  
Brent D. Reinke, IDOC Director  
Olivia Craven, Parole Director

Updated April 2012

## Citizens Guide

The Corrections and Parole Process in Idaho



### The Idaho Commission of Pardons and Parole

Commonly referred to as the Parole Commission, this independent body consists of an executive director and five commissioners who are appointed by the Governor. The Commission is committed to the protection of the public, the rights of victims and to the fair and individualized assessment of each offender.

### The Idaho Department of Correction

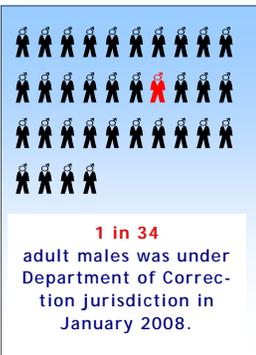
The Department incarcerates adult felons sentenced by the courts, prepares pre-sentence reports for the courts, and supervises probationers and parolees. The Department operates eight correctional institutions, four community work centers, probation and parole district offices, and contracts with Idaho counties and private companies for incarceration services.

Department of Correction  
[idoc.idaho.gov](http://idoc.idaho.gov) 658-2000

Commission of Pardons and Parole  
[www.state.id.us/parole](http://www.state.id.us/parole) 334-2520

## Offender Categories

The Department of Correction manages more than 22,000 convicted felons. The offenders are in one of four categories.



Offenders supervised in communities make up the majority of offenders managed by IDOC.

Those on **probation** are convicted offenders whose sentences are suspended. They remain in the community under the supervision of a probation and parole officer.

Those on **parole** are offenders who have served a prison term and who are out in the community under the supervision of a probation and parole officer. They have agreed to abide by stated conditions set by the **Commission of Pardons and Parole** for a specified time period as a condition of release.

For those on **retained jurisdiction**, the judge retains jurisdiction as the offender completes intensive programming in prison. The courts then determine if the inmate will receive probation or a term sentence.

Term inmates are sent to prison by the courts or the Parole Commission.

## Entering the System

Male inmates begin their incarceration at the Reception and Diagnostic Unit (RDU) at Idaho State Correctional Institution south of Boise.

Most female inmates are sent to the RDU at Pocatello Women's Correction Center in Pocatello.

Inmates typically spend two to four weeks at RDU. During this time, they are photographed, fingerprinted, evaluated and classified. They receive a physical examination,



This unit at ISCI is the where male inmates are classified.

a psychological evaluation, an educational assessment and a substance abuse evaluation. The Department creates a case plan to address the inmate's needs.

## Classification of Inmates

The Department has an objective classification system. The information received during the reception and diagnostic process is reviewed by classification staff who assign the inmate to a custody level. Offenders may move up and down in custody levels based on their behavior.

**Close Custody.** Close custody facilities are Idaho's most secure prisons and house high-risk offenders.

**Medium Custody.** Medium custody facilities are secure facilities where inmates' movements are restricted and the perimeter is secured.

**Minimum Custody.** Minimum custody facilities have less restriction on offenders' movements and may have an unsecured perimeter. Minimum custody offenders may participate on supervised work crews that do forestry or firefighting.

**Community Custody.** Community custody is the lowest custody level. Generally, community cus-

tody offenders are nearing a release date and are housed in community work centers. They can obtain jobs in the community on a work-release basis.

## Assignment to a Facility

From RDU, inmates are transferred to the facility that is most appropriate for their level of custody and has a bed available. During the course of their sentences, inmates will experience many transfers between facilities. *A complete listing of facilities is available at [idoc.idaho.gov](http://idoc.idaho.gov).*

## Communicating

The Department encourages contact between inmates and their friends and family.

**Visiting.** All potential visitors must submit a visiting application, undergo a criminal background check, and acknowledge visiting rules. Applications, rules and related forms are provided by the offender and available at [idoc.idaho.gov](http://idoc.idaho.gov).

Offenders are notified when visitors' application are denied or approved. This process takes an average of 2-4 weeks. Offenders are responsible to notify visitors and to provide visiting information.

**Telephones.** Inmates generally have access to phones but the degree of access depends on inmates' level of custody and housing assignment. No incoming calls are allowed.

Inmates housed in state facilities can purchase phone calls through the commissary. Families of those in state facilities can also set up pre-paid, collect accounts through Public Communication Services (PCS) at 888-288-9879.