Colorado Department of Corrections

Parole Board Chairperson

(Annual Salary: $101,676.00)

John Hickenlooper
Governor

Rick Raemisch
Executive Director

The Colorado Parole Board Chairperson is appointed by the Governor to a three-year term, subject to confirmation by the Colorado State Senate pursuant to the provisions of §17-2-201 (1) and (2), C.R.S. This position is a full-time position that:

1. Provides oversight and management of the Parole Board decision making processes.
2. Is responsible for fulfilling his or her statutory responsibilities pursuant to the provisions delineated in §17-2-201 (3), C.R.S., that require this position to:
   a. Promulgate rules governing the granting and revocation of parole, including special needs parole, and the establishment of terms and conditions of parole and release dates.
   b. Promulgate rules for the conduct of Parole Board members.
   c. Contract with Administrative Hearing Officers to conduct parole revocation hearings.
   d. Contract with qualified individuals to serve as release hearing officers.
   e. Adopt policies related to the use of video teleconferences for parole hearings, parole revocation hearings, and Parole Board meetings.
   f. Make an annual presentation to the House and Senate Judiciary Committees regarding the operations of the Parole Board.
   g. Develop and update a written operational manual for Parole Board Members, Release Hearing Officers, and Administrative Hearing Officers by December 31, 2012.
   h. Ensure that Parole Board members comply with annual training requirements that may be required pursuant to the provisions of S.B. 11-241.
   i. Ensure that each Parole Board member collects information regarding his or her decision making as required pursuant to the provisions contained in §17-22.5-404 (6), C.R.S.
   j. Notify the Governor if any Parole Board members, Administrative Hearing Officers, or Release Hearing Officers fail to comply with annual training requirements.
   k. Conduct an annual comprehensive review of Parole Board functions to identify workload inefficiencies and to develop strategies or recommendations to address any workload inefficiencies.
3. Is responsible for the development of Parole Board policies and procedures.
4. Provides effective administrative oversight of the day-to-day operations of the Parole Board. This includes developing and implementing efficiencies to reduce travel time, operating costs, and paper documents.
5. Is responsible for establishing hearing schedules for offenders, Parole Board members, Administrative Hearing Officers, and Release Hearing Officers.
6. Represents the Parole Board in public meetings. These meetings shall include, but are not limited to: legislative hearings, legislative committee meetings, meetings before the Colorado Commission on

Criminal and Juvenile Justice, and meetings with interested stakeholders (e.g., CURE, Voices of Victims, etc.).

7. Is the appointing authority for all administrative staff positions that support the Parole Board.
8. Will actively participate in the Department's yearly strategic planning process by providing input, and information. The position will develop and enhance inter-department relations with the Division of Adult Parole/Community Corrections/YOS, and Case Managers in an integrated approach to determining and evaluating an offender's needs and risk.

In addition to the responsibilities delegated specifically to the Chairperson, the Chairperson also sits as a member of the Board. As such, he or she also has the following duties and responsibilities assigned to all members of the Parole Board:

1. Making decisions at parole application hearings for offenders. The decisions will utilize the Colorado risk assessment scale developed pursuant to the provisions of §17-22.5-404 (2) (a), C.R.S., as well as any other pertinent information provided by case managers, parole officers, law enforcement, family members, and victims.
2. Utilizing technology to review, grant applications, prioritize and organize caseload and provide appropriate communications with all parties involved in the application process. Accepts and recommend new innovative solutions to complete work processes effectively and efficiently. Ensures applications are reviewed and processed in a timely manner.
3. Establishing, reviewing, and modifying the terms and conditions of parole based on the needs and the changing risk assessment of the parolee.
4. Ensuring that all statutes pertaining to the Parole Board are followed, including but not limited to, statutes delineating the rights of victims of violent crimes.
5. Utilizing video conferencing, teleconferencing, and electronic data management to manage case loads, conduct hearings and provide communication and information to interested parties.
6. Participating in monthly Parole Board meetings with all members to discuss and resolve board issues, conduct out reach with external customers (i.e. Parole Officers, Case Managers, victims, families, etc.).
7. Maintaining appropriate lines of communication an appropriate and professional manner.

Note: Although all members of the Parole Board are expected to utilize technology to improve efficiency of operations, Parole Board members must have a Colorado Driver's license and must able to travel throughout the state to perform their duties.