

IDAHO DEPARTMENT OF CORRECTION
Grievance/Appeal Form

Grievance

Offender's Name: Jason D. Hodge IDOC Number: 124001
Institution, Housing Unit, & Cell: IMSE B-2-56 Date: 9-24-21

For Administrative Use		
Facility: _____	Grievance Number: <u>IM2100064510</u>	
Date Collected: _____	Grievance Category: <u>Complaint against staff</u>	
Date Forwarded to Offender's Previous Facility: _____		
Name of Previous Facility: _____		
Date Forwarded to Responder: _____		
Level 1 Responder's Name: _____	Date Due: _____	Received: _____
Level 2 Responder's Name: _____	Date Due: _____	Received: _____
Final Grievance Decision: _____	Date Sent to Offender: _____	

Offender Section
The problem is: <u>I received my parole packet 6 wks. late leaving me just 11 days to complete a lengthy and complex questionnaire (see attached concern form) Policy 607.26.01.014 bullet point 14-4 clearly states the questionnaire should be given 4 months BEFORE a scheduled hearing. Ms. Hottinger blamed the oversight on Ms. Hutchins. I requested an extension and she said I can take all the time I need but if the PHE schedules my hearing and it isn't ready, it's on me. If she would've just followed policy and got it to me on time, I wouldn't be in this predicament etc.</u>
I have tried to solve this problem informally by: <u>Talking to Ms. Hottinger on my cell door and through concern form.</u>
I suggest the following solution for the problem: <u>I need an extension... Plus policy training for Ms. Hottinger. This type of negligence is very prejudicial to one's parole.</u>
Offender's signature: <u>Jason Hodge</u>

Appeal Date: 10-28-21

I am appealing the grievance for the following reason(s): <u>Included is a concern form signed by Hottinger that shows I was "Not" granted an extension, but given an ultimatum - if it's not in in time, it's "on me." I turned it in when it was due, on the 27th. D.W. Wessels incorrectly cites the policy in her review. The policy in question says: To 'ENSURE' inmates on their caseloads are given the questionnaire "4 months before the inmate's parole hearing", not the PHO interview. I've been scheduled for a parole hearing in Dec. 2021, since 2017. As a review authority, referencing the correct policy cited should be standard. The policy must be followed. Additionally, documentation provided shows I was in fact being proactive, and further illustrates how no time was taken to consider the materials supporting this grievance. This issue puts a barrier up and places a hardship on me being able to adequately prepare for my parole hearing.</u>
Offender's signature: <u>Jason Hodge</u>

Control Number: 607.26.01.014	Version: 6.0	Title: Program Management for Inmates	Page Number: 14 of 16
---	------------------------	---	---------------------------------

3. Monitor the parole hearing interview schedules posted on the Electronic Department of Correction (E-DOC).
- * 4. Ensure that the inmates on their caseloads are given a Commission of Pardons and Parole *Personal History Questionnaire* four months before the inmate's parole hearing. Document the date(s) the questionnaires were delivered to the inmate in Offender Management System.
5. Review the date of the inmate's LSI-R™ score. If the LSI-R™ score will be five years old or more by the date of the parole hearing, update the LSI-R™ score.
6. Review the inmate's history to determine if a VRAG-R is needed (male inmates only). If indicated and no VRAG-R is present, complete a VRAG-R assessment four months before the parole hearing.
7. Ensure the inmate knows the date and time of parole hearing officer (PHO) interview and the PHO's name.
8. Case managers will not attend the PHO Interview, unless specifically assigned by their program manager.
9. Review the parole hearing officer's recommendations, inform the inmate of the recommendations, and document in Offender Management System the date the information was provided to the inmate. (If inmate chooses to write a response to the recommendation, the inmate has three days to complete the response and give to the case manager.) Forward the inmate's response to the parole commission before the parole hearing.

15. Parole Hearing:

Program Managers' Responsibilities

The program manager or designee is responsible to:

1. Attend all regular parole hearings. If this is the program manager's designee, this designee must remain consistent.
2. If the hearing results in an inmate no longer meeting the placement matrix for the assigned facility, or results in a change in classification, inform the shift commander immediately.
3. Communicate parole hearing and parole revocation hearing results to the case managers on a daily basis or within 24 hours of the scheduled hearing date.

16. Post-Parole Hearing

Case managers have the following responsibilities:

1. Meet with assigned inmates within five business days of the Commission of Pardons and Parole's *Notice of Action Taken* list being posted in Reflections. Do not disclose or act upon executive session decisions until the official action-taken list is posted.
2. Write a post parole-hearing summary in the offender management system C-notes outlining the results of the hearing.
3. Conduct a reclassification if applicable.



Idaho Department of Correction Grievance Form

Offender Name:	HODGE, JASON DEAN	Location:	IMSI
Offender Number:	124001	Number:	IM 210000456
		Category:	COMPLAINT AGAINST

Offender Grievance Information

Date Received: 09/27/2021

The problem is:

I received my parole packet 6 wks. late leaving me just 11 days to complete a lengthy and complex questionnaire (see attached concern forms) Policy 607.26.01.014 bullet point 14-4 clearly states the questionnaire should be given 4 months before a scheduled hearing. Ms. Hottinger blamed the oversight on Ms. Hutchins. I requested an extension and she said I can take all the time I need, but if the PHI schedules my hearing and it isn't ready, it's on me. If she would've just followed policy and got it to me on time, I wouldn't be in this predicament....

I have tried to solve this problem informally by:

Talking to Ms. Hottinger on my cell door and through concern form.

I suggest the following solution for the problem:

I need an extension.... plus policy training for Ms. Hottinger. This type of negligence is very prejudicial to one's parole.

Level 1 - Initial Response

Date Forwarded:	09/27/2021	Date Returned:	09/28/2021
Date Due Back:	10/11/2021	Level 1 Responder:	HOTTINGER,

The response from the staff member or person in charge of the area/operation being grieved:

Your packet has already been turned in and as you mentioned, you were given an extension so you had adequate time to complete your packet.

Level 2 - Reviewing Authority Response

Date Forwarded:	09/28/2021	Grievance Disposition:	MODIFIED
Date Due Back:	10/14/2021	Level 2 Responder:	WESSELS, SUSAN
Date Returned:	10/07/2021	Response sent to offender:	10/07/2021

Your grievance has been reviewed and I find:

Resident Hodge was given an extension as documented by Correctional Case Manager (CCM) Hottinger. He returned his Parole Personal History Questionnaire on 9/28/2021 and the questionnaire was forwarded to his Parole Hearing Investigator that day. His parole hearing interview is on 10/7/2021 with PHO Contreras.

The lists of the upcoming parole hearing officer interviews are generated through the parole commission and then distributed to the CCMs by the PC. This list is how the CCMs and/or the administrative assistant are triggered to send out the Parole Personal History Questionnaires. Mr. Hodge has been through this same parole hearing procedure previously so he was aware of the process. In the future, if the situation arises, I recommend that Resident Hodge is proactive in asking his CCM for a Parole Personal History Questionnaire if he feels the need for an extended timeframe to complete the packet.

Offender Appeal

Offender Comments:

Included is a concern form signed by Hottinger that shows I was "NOT" granted an extension, but given an ultimatum -- if it's not in in time, "it's on me." I turned it in when it was due, on the 27th. D.W. Wessels incorrectly cites the policy in her review. The policy in question says: To 'ENSURE' inmates on their caseloads are given the questionnaire "4 months before the inmate's 'parole hearing'", not the PHO interview. I've been scheduled for a parole hearing in Dec. 2021, since 2019. As a review authority, referencing the correct policy cited should be standard. The policy must be followed. Additionally, documentation shows I was in fact being proactive, and further illustrates how no time was taken to consider the materials supporting this grievance. This issue puts a barrier up and places a hardship on me being able to adequately prepare for my parole hearing.

Level 3 - Appellate Authority Response

Date Appealed:	11/02/2021	Grievance Disposition:	MODIFIED
Date Forwarded:	11/02/2021	Level 3 Responder:	RICHARDSON,
Date Due Back:	11/17/2021	Response sent to offender:	
Date Returned:	11/08/2021		

Your appeal has been reviewed and I find:

Mr. Hodge,

After review, it does appear the packet was not provided to you 4-months in advance. However, you were provided with it approximately 3-months prior to your December-2021 Parole Hearing. As you stated, you were able to complete the Parole packet prior to you Pre-Board hearing. If you are seeking an extension on your scheduled December-2021 Parole Hearing, you need to contact the Commission of Pardons & Parole to request an extension as IDOC does not authorize these extensions.

B-2-56

IDAHO DEPARTMENT OF CORRECTION

Inmate Concern Form

Inmate Name: Jason Hodge IDOC Number: 124001
Institution, Housing Unit, & Cell: TMSB-2-56 Date: 9-16-21
To: AA Hutchins
(Address to appropriate staff: Person most directly responsible for this issue or concern)

Issue/Concern: Ms. Hutchins I woke up this morning (9-16-21) and found a "personal history questionnaire" shoved under my cell door. It said it's due to be turned in by 9-22-21 - that is just 11 days away. I am currently on probation. According to policy 607.26 (int. 014) I would expect that I am suppose to receive the questionnaire 4 months "BEFORE" my release. I received it 6 weeks late. While I can't have a week - and - 2.5 hrs to complete a whole packet plus and fill out a lengthy and complex questionnaire... if I would've gotten it when I was suppose to, I would've had plenty of time. I need a little more time. Thank you.

(Description of the issue must be written only on the lines provided above.)

Inmate signature: [Signature]

Staff Section

[Signature] Collected/Received: 9/16/21
(Signature of Staff Member Acknowledging Receipt) / Associate ID# (Date collected or received)

Reply: This was discussed w/ C.W. Hutchins

Responding Staff Signature: [Signature] Associate ID #: 00415 Date: 9/21/21

Print copy to inmate (after receiving staff's signature),
Original and Yellow copy to responding staff (after completing the reply, yellow copy returned to inmate)

This is an exact model and must be produced on three (3)-part NCR paper.

B-2-56

IDAHO DEPARTMENT OF CORRECTION

Resident Concern Form

Resident Name: Jason Hodge IDOC Number: 124901

Institution, Housing Unit, & Cell: IMST B-2-56 Date: 9-15-21

To: CCM Hoffmaier
(Address to appropriate staff: Person most directly responsible for this issue or concern)

Issue/Concern: I still haven't received an answer back on the concern form I sent you regarding my "personal history questionnaire packet." You said it's NOT your job to pass out the commission of pardons and parole personal history questionnaire, that it is some one else's job and you replied back to me with their name... I still haven't gotten your response on their name. I have an up-coming hearing and would like to prepare for it. I need that person's name please. Thank you.
(Description of the issue must be written only on the lines provided above.)

Resident signature: Jason Hodge

Staff Section: MA Associate ID #: 12955 Collected/Received: 9/15/21
(Signature of Staff Member Acknowledging receipt) (Date collected or Received)

Reply: Her name is AA Hutchins. I don't know what is wrong with the mail because the packet was put in the bag on Monday and my reply on Tuesday.

Responding Staff Signature: A Hoff Associate ID #: 0465 Date: 9/16/21

IDAHO DEPARTMENT OF CORRECTION

Inmate Concern Form

Inmate Name: Jason D. Hodge IDOC Number: 1241001
Institution, Housing Unit, & Cell: TMSI B-2-56 Date: 9-19-21
To: CCM Hoffinger
(Address to appropriate staff: Person most directly responsible for this issue or concern)

Issue/Concern: I wrote Ms. Hutchins a concern form asking for an extension on the date I am supposed to turn in my 'Personal History Questionnaire'. I woke up for breakfast on the morning of September 16 and it was lying on the floor in front of my cell door. The date it's due is 9-23-21. That leaves me just 11 days to prepare a whole parole plan and fill out a lengthy and complex questionnaire. If I would've just gotten it when I was suppose to 4 months before my scheduled hearing per policy 607.26.01.014 bullet point 14-4, I would've had 4 months. I had to rush the issue to even get it. I feel a two week extension, all things considered, is appropriate. Don't you?

(Description of the issue must be written only on the lines provided above.)

Inmate signature: [Signature]

Staff Section

[Signature] 4839 Collected/Received: 9-19-21
(Signature of Staff Member Acknowledging Receipt) / Associate ID# (Date collected or received)

Reply: You can take as long as you need but if the PII schedules a hearing and it's not ready that is not good. If I have and I take more than 15 days to complete it I will have prepared for this as much as you say you have.

Responding Staff Signature: [Signature] Associate ID #: 0415 Date: 9/21/21

1 pink copy to inmate (after receiving staff's signature),
Original and Yellow copy to responding staff (after completing the reply, yellow copy returned to inmate)

This is an exact model and must be produced on three (3)-part NCR paper.