

Hawaii Paroling Authority

Job Expectations

The Board Member serves as a member of a quasi-judicial body that serves as the central paroling authority for the State of Hawaii 's adult offenders.

The duties and responsibilities are outlined in 353-62 HRS. The primary functions rest in four major areas:

- Setting of **Minimum Terms** of Confinement
- **Parole Consideration** – determining release back into the community before the end of the maximum sentence.
- **Community Supervision**
- **Parole Revocation** – violations while under community supervision

Other areas the board addresses are:

- Discharge when supervision is no longer needed
- Program Determination Hearings
- Suspension of Parole
- Reduction of Minimums
- Pardons and Commutations
- Intrastate transfers

Board members must be able to attend assigned hearings at different facilities (statewide) and/or via audio-visual as well as be capable of using issued laptop computer, iPad and cellular smart phone.

In preparation for assigned/scheduled hearings (cases), board members will review files, documents, reports as well as official communications.

Board members are expected to conduct themselves within formal hearing decorum and exercise collegiality , civility, objectivity, and fairness in their rulings/decisions.

Board members are expected to maintain confidentiality of records, attend board trainings, submit annual **FINANCIAL DISCLOSURE** and complete **STATE ETHICS TRAINING**. When there is a conflict of interest, board members must disclose and/or recuse themselves.