

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 accessing documents electronically using a shared computer drive, using issued laptop computer, and cellular smartphone.

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.