

# STATE OF NEVADA

ADDRESS ALL COMMUNICATIONS TO:

**PARDONS BOARD**  
1677 OLD HOT SPRINGS ROAD  
SUITE A  
CARSON CITY, NEVADA 89706  
TELEPHONE (775) 687-6568  
FAX (775) 687-6736

DENISE DAVIS, Executive Secretary



**BOARD OF PARDONS**  
**JOE LOMBARDO**  
Governor, Chairman  
**AARON D. FORD**  
Attorney General, Member  
**LIDIA S. STIGLICH**  
Chief Justice, Member  
**ELISSA F. CADISH**  
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**DOUGLAS W. HERNDON**  
Justice, Member  
**PATRICIA LEE**  
Justice, Member  
**RONALD D. PARRAGUIRRE**  
Justice, Member  
**LINDA MARIE BELL**  
Justice, Member

## BOARD OF PARDONS

May 8, 2023

To: Pardons Board Members  
From: Denise Davis, Executive Secretary  
Subject: Commutation Applications and Deadlines

The Pardons Board has set December 13, 2023, as the date for hearings. This memo provides the timeline and deadlines for the Pardons Board meeting. Copies of the commutation application are being distributed this week to NDOC inmates and other interested persons.

### Meeting Deadlines:

Deadline for submission of inmate applications to NDOC Director:	5:00 PM on September 25, 2023
Requested deadline for member placement of <u>inmate</u> & <u>community</u> cases on agenda:	October 2, 2023
Deadline for P&P and NDOC reports to Executive Secretary:	October 31, 2023
Deadline for submission of materials to ensure inclusion in packets to Board Members:	November 1, 2023
Date packets provided to members:	November 8, 2023
Meeting Date:	December 13, 2023

December Pardons Board Deadlines  
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With the setting of the meeting, it is likely that Pardons Board members will soon begin to receive direct requests for placement on the agenda. If any member has a particular interest in a case and would like more information on the individual, please contact me via telephone at 775-687-6568 or via email to [dedavis@parole.nv.gov](mailto:dedavis@parole.nv.gov) I will get the requested material to you as soon as possible

Attached is a copy of the application for commutation of sentence being distributed to inmates in the NDOC. Also attached are copies of the Board's criteria which will be used to screen the applications for determination of appropriate inmate and community cases.

cc: Christopher P. DeRicco, Parole Board Chairman  
James Dzurenda, NDOC Director  
Holly Skulstad, NDOC OMD  
Aaron Evans, Deputy Chief of Parole & Probation

**BOARD OF PARDONS**  
**Application for Commutation of Sentence - Page 1 of 2**

**Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **NDOC #** \_\_\_\_\_

This application is designed for inmates currently serving a sentence imposed by a Nevada Court. **Applications that are not complete may be rejected.** After completing the application, return it to your caseworker or to the Warden of the institution where you are housed. Wardens will forward the application to Offender Management. **Applications must be received by the Warden by 5:00 P.M. on September 25, 2023.** Inmates housed outside of the NDOC must submit their application no later than 5:00 P.M. September 28, 2023, to Offender Management at: PO Box 7011, Carson City, NV 89702 or 5500 Snyder Ave, Building 17, Carson City, NV 89701.

**NOTE: Submit only ONE application.**

Please indicate your answer by checking the YES or NO box after each question	YES	NO
Have you been housed in disciplinary segregation for any period of time within the past 36 months?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been found guilty of a major disciplinary infraction within the past 24 months, or do you have a major disciplinary charge pending?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been found guilty of three or more minor/general disciplinary infractions within the past 18 months?	<input type="checkbox"/>	<input type="checkbox"/>
Are you eligible for release on parole <u>to the community</u> prior to December of 2024?	<input type="checkbox"/>	<input type="checkbox"/>
Were you revoked on your current sentence <b>or</b> are you serving a single sentence that you received while you were on parole?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been denied release on parole <u>to the community</u> on your current sentence?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any unresolved criminal charges?	<input type="checkbox"/>	<input type="checkbox"/>
Is your case under appeal in a Nevada or Federal Court, <b>or</b> do you have plans to appeal your case in the future?	<input type="checkbox"/>	<input type="checkbox"/>
Was a victim injured during the commission of the crime?	<input type="checkbox"/>	<input type="checkbox"/>
Are you projected to discharge from prison before December of 2024?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any consecutive sentences still to be served?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently validated by the NDOC as a member of a street or prison-based gang?	<input type="checkbox"/>	<input type="checkbox"/>
Were there any co-defendants in this case? If so, please provide their names:	<input type="checkbox"/>	<input type="checkbox"/>

**If you are serving a sentence of Death or Life Without, please answer the following:**

What year did you commit the offense that resulted in the sentence of Death or Life Without?	
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**BOARD OF PARDONS**  
**Application for Commutation of Sentence - Page 2 of 2**

Name:		NDOC #:	
Court that rendered judgment (i.e., 8 <sup>th</sup> JD, 2 <sup>nd</sup> JD etc):			
Current NDOC facility:			
Current age:		Age when brought to prison on this charge:	
US Citizen: Yes / No		Sex: Male / Female	
What is your projected sentence expiration date?			
Please provide the conviction(s), the punishment imposed and your current sentence structure (please use additional sheet of paper if necessary):			
Please list any prior felony convictions in this or any other state or jurisdiction:			
Please indicate the action you wish to be taken on your case by the Pardons Board:			
Please indicate why your request should be considered by the Pardons Board (please use an additional sheet of paper if necessary)?			
<b>FOR OFFICE USE ONLY</b>			
STAFF COMMENTS:			

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## BOARD OF PARDONS

### Criteria for the Evaluation of Inmate Applications for Clemency

#### Disqualifying Institutional Conduct:

- 1) Having been housed in disciplinary segregation for any period of time within the past 36 months.
- 2) Any guilty finding of a major disciplinary infraction within the past 24 months or a pending major disciplinary.
- 3) Three or more minor/general disciplinary infractions within the past 18 months.

#### Disqualifying Parole Status:

- 1) Inmates who are eligible for release on parole to the community within 6 months.
- 2) Inmates who are serving a period of parole revocation or a single sentence imposed while on parole.
- 3) Inmates who have been denied release on parole to the community on the current sentence.

#### Pending Criminal Charges, Investigations or Appeals:

- 1) Inmates with unresolved criminal charges will not be considered.
- 2) Cases that are under appeal in Nevada or Federal Court will generally not be considered.
- 3) Judicial remedies must be exhausted prior to being eligible for clemency review.
- 4) Inmates who are currently under investigation by the NDOC Inspector General or Attorney General's office will not be considered.

**Time and Sentence Disqualifications:**

- 1) An inmate with a sentence that is projected to discharge to the community within 12 months will not generally be considered.
- 2) Inmates who have served a prior prison sentence for a felony conviction and whose current maximum sentence or combined consecutive maximum sentences are 20 years or less will not be considered.
- 3) Applications from inmates sentenced to death or life without the possibility of parole for an offense committed between November 2, 1982 and July 1, 1995 will not be considered for a commutation of sentence that allows parole eligibility until 20 calendar years have passed.
- 4) Applications from inmates sentenced to death or life without the possibility of parole for an offense committed after July 1, 1995 will not be considered for a commutation of sentence that allows for parole.

**Exceptions:**

Extraordinary circumstances or case factors may exist that mitigate disqualifying criteria. Circumstances may include an act of heroism or a catastrophic event. Mitigating case factors may include the age of the offender at the time the offense was committed in conjunction with little or no prior criminal history.

In order to consider applicants who claim exemptions because of extraordinary circumstances, the applicant must clearly demonstrate why such consideration should be given. Since most inmate families endure hardships while a person is incarcerated, family hardship is not considered an extraordinary circumstance.

**Further consideration for offenses not categorized as the most serious:**

Each application will be considered on its own merit. Inmates meeting the published minimum criteria will be subject to further review and may also be disqualified for one or more of the following reasons:

- 1) The nature and severity of the crime or factors involved.
- 2) Prior criminal history.
- 3) Overall institutional adjustment.
- 4) The result of institutional evaluations (psychological reports, sexual psych panel reports and/or parole or other risk assessments).

**Qualifying Criteria:**

In order to be considered, an inmate must meet the published minimum criteria and demonstrate by clear and convincing evidence at least one of the following:

The applicant has within his or her capacity, made exceptional strides in self-development and self-improvement. The inmate has made responsible use of available rehabilitative programs to address treatment needs;

The applicant is suffering from a critical illness or has a severe and chronic disability, which would be mitigated by release from prison;

The applicant's further incarceration would constitute gross unfairness because of basic inequities involved, including:

- The severity of the sentence received in relation to the sentences received by co-defendants or in relation to other offenders serving sentences for crimes with similar characteristics;
- The extent of the applicant's participation in the offense;
- A history of abuse suffered by the applicant at the hands of the victim that significantly contributed to or brought about the offense.

**Evaluation of certain cases meeting the minimum criteria:**

The following is provided to assist in evaluating applications on inmates who are serving sentences for the most serious of crimes. Cases which have more mitigating case factors will be given more weight toward consideration than those with aggravating influences. **The mitigating factors listed in this document are not intended to lessen or diminish the gravity of the offense.**

***Murder convictions:***

Aggravating influences include:

A substantial degree of premeditation to commit the murder.

- Any evidence of torture or sexual connotations.
- The method in which the person was murdered required concentrated effort (ie, strangulation, stabbing or beating to death as opposed to a single gunshot).
- Mutilation of the victim's body.
- Luring the victim or murder by execution.
- Hiding the body.
- Child or disabled victim.
- Prior history of violence or institutional violence.

Mitigating influences include:

- Having been a co-offender during the murder and not having been the person who actually inflicted the wound(s).
- The murder occurred incidentally during the commission of another crime with little or no premeditation to kill.
- The murder occurred while the offender was in a heightened emotional state, or was influenced by abuse inflicted by the victim.
- The offender was young when the murder was committed.

***Sex offenses:***

Aggravating influences:

- The offender has prior arrests or convictions for sex related offenses.
- The victim was tied up or forcibly taken to another location.
- The victim was a child, elderly, or physically or mentally disabled.
- There were multiple victims.
- The duration of the offense lasted more than three hours or was repeated multiple times.
- The offense was planned or premeditated.
- The use of weapons or objects.
- The offender forcibly assaulted the victim, or threatened the use of force or other violence to coerce compliance.

Mitigating influences:

- The offense occurred with an adult victim, was situational, not premeditated and occurred only one time and the offender has no prior instances of sexual deviance or violence.
- The activity appeared to be consensual in nature and the offender has no prior arrests or convictions that are sexual or violent in nature (ie, lewdness with a minor and the minor is sexually active and the offender is not significantly older than the victim or the offender operates in a diminished capacity).



**Inquiries and Correspondence:**

The Executive Secretary and staff for the Pardons Board can be reached at (775) 687-6568  
Correspondence should be addressed to:

Executive Secretary of the Pardons Board Attention:

Denise Davis

1677 Old Hot Springs Road, Suite A

Carson City, NV 89706