

**OKLAHOMA PARDON AND PAROLE BOARD**  
**FREQUENTLY ASKED QUESTIONS FOR VICTIMS AND VICTIM'S REPRESENTATIVES**

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**1. What assistance can I expect from the Pardon and Parole Board?**

Any person that has been victimized by an offender who has been sentenced to incarceration through the Oklahoma Department of Corrections is eligible to receive information and notification from the Pardon and Parole Board (PPB) regarding the offender's parole status including upcoming hearings.

**2. How can I receive notification?**

The Oklahoma Pardon and Parole Board (PPB) Victim Notification Program notifies registered victims and victim representatives of any parole actions or hearings in which the offender will be considered by the Board and provides an opportunity for the victim or victim's representatives to provide input to the Board.

**3. How do you register for the Victim Notification Program?**

Contact the Pardon and Parole Board at 405/521-6600 or download the form by going to the Pardon and Parole Board's website at <https://www.ok.gov/ppb>, click on Victim Services, click on the notification request form, which is highlighted in red.

**4. What happens after the Victim Notification Form is submitted?**

Once the form is on file, a letter will be sent approximately twenty (20) days prior to the offender's consideration date for regular parole hearing, a Stage II parole hearing, a Stage II Commutation hearing, or a medical parole request advising the victim or victim's representatives of the time, date, and place of the parole hearing, as per Title 57 O.S. §332.2.

**5. What if I choose not to register with the PPB Victim Notification Program?**

If the victim does not register, no notifications will be sent. The Board does not know who the victims or the victim's representatives are in an offender's case.

**6. Is the PPB's Victim Notification Program the same as VINE (Victim Information Notification Everyday)?**

No, the PPB Victim Notification Program is separate from the VINE Notification Program. VINE is implemented through the Office of the Attorney General. For more information on VINE, call 1-877-654-8463 or go to [www.vinelink.com](http://www.vinelink.com).

**7. Is the PPB Notification Program different from the Victim Notification program through the Department of Corrections?**

Yes, however, the one form will enroll the victim or the victim's representative for both the Pardon and Parole Board and the Oklahoma Department of Corrections.

**8. What does the Oklahoma Department of Correction's Victim Notification Program provide?**

This notification program will notify interested parties when an offender moves to a different facility or discharges their sentence and leaves prison.

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**9. If I change addresses, do I need to notify the Pardon and Parole Board?**

Yes, in order to ensure continued notification throughout the offender's parole, commutation, or pardon process, address changes must be provided to the Pardon and Parole Board.

**10. What is the process for a victim or victim's representative to attend the Pardon and Parole Board meeting?**

A victim or victim's representative who wants to protest an offender's parole release should contact the Pardon and Parole Board as soon as the offender has been scheduled for a docket. Victims or victim's representatives must obtain a confirmation number by calling the Parole Board Administrative Office at (405) 521-6600. Victims or victim's representatives are allowed five (5) minutes to make their presentation to the Parole Board.

**11. If a victim or victim's representative attends a Pardon and Parole Board meeting to protest, is their attendance confidential?**

No, if a victim or victim's representative chooses to attend the Pardon and Parole Board Meeting in person that information cannot be kept confidential as the meeting is a public and open meeting and subject to the Oklahoma Open Meeting Act.

**12. Will I see the offender at the hearing?**

No, victims attend the Pardon and Parole hearings at a separate time on the docket than the offenders. During parole hearings, offenders are generally located at one of the Department of Corrections Institutions and communicate with the board via videoconferencing, and are not seen by victims.

**13. When and where are parole hearings held?**

The parole hearings are held monthly at the Kate Barnard Community Correctional Center in the Ted R. Logan Conference Center, located at 3300 N. Martin Luther King Avenue in Oklahoma City. Victim protests are generally held on Mondays at 1:30 p.m.

**14. How long will I have to wait before my case is called?**

Victim protests are heard in order of sign-in at the facility.

**15. How long will I have to talk to the Board?**

Due to the high volume of cases reviewed by the Pardon and Parole Board, victims are given five (5) minutes to speak.

**16. Are parole hearings open to the public?**

Yes, the Pardon and Parole Board hearings are open to the public pursuant to and conducted in accordance with the Oklahoma Open Meeting Act. The Pardon and Parole Board conducts meetings once per month over a period of three (3) to four (4) days at the Kate Barnard Correctional Facility in Oklahoma City. Since this is a Department of Correction's facility, all visitors attending are subject to search of their person in accordance with DOC's policy and procedures. Visitors must bring photo identification. Cell phones are also not allowed. Meetings

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are also subject to capacity limitations for the meeting facility. The Board reserves the right to deny entrance to any attendee once capacity is reached.

**17. If I can't make it to the hearing, is there anything else I can do?**

Yes, you can submit a protest letter. For more information or to find out the deadline for protest letters to be submitted, call the Pardon and Parole Board at 405/521-6600.

**18. What is the process for a victim or victim's representative to submit a protest letter?**

The victim or victim's representative should call the Pardon and Parole Board at 405/521-6600 to obtain a deadline date. Generally, protest letters must be submitted by the Tuesday before the Board meeting. Letters may be sent to the Pardon and Parole Board, 2915 N. Classen Blvd., Suite 405, Oklahoma City, OK, 73106.

**19. Does writing letters to the Pardon and Parole Board make a difference?**

Yes, the Pardon and Parole Board welcomes input so they are informed when making decisions. Protest letters are provided and reviewed by the Board. A protest letter does not guarantee that the Board will approve or deny a pardon, parole, or commutation.

**20. What should I write in a protest letter?**

Letters may be typed or handwritten on one-side only. Handwritten letters must be legible. Please do not use staples. Letters need to have the offender's name, DOC number, and docket month and year on the top of the each page and on the back of the envelope. In order to be processed and forwarded to the Board, letters or emails must to be submitted by 5:00 p.m. on the Tuesday one-week prior to the Board Meeting. The victim or victim's representative should explain in detail the reason(s) for the protest. This can include details of the offense, the impact of the offense, and any fears or concerns.

**21. If a victim or victim's representative submits a protest letter for a pardon, parole, or commutation, is it kept confidential?**

Yes, if the victim or a victim's representative submits a protest letter, the victim's name, address, and the content of the letter is kept confidential.

**22. Instead of a protest letter, can an e-mail be sent?**

Yes, an email may be sent to: [BoardCommunications@ppb.ok.gov](mailto:BoardCommunications@ppb.ok.gov). The protest email should contain the name of the offender, the case number and county where charges were filed, the current mailing address and a phone number where you can be contacted or the mailing address and phone number of someone who can contact you.

**23. Does a letter or email need to be sent to each Board member?**

No, an individual letter to each board member is not required or even encouraged. A protest letter or email will be distributed to all board members.

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**24. When will the Board make a decision regarding a parole?**

For jacket reviews, the Board does not vote immediately during the victim protest portion of the meeting. After the meeting, results are posted on the PPB's website or the victim or victim's representatives can call the PPB after 2:00 p.m. on the Monday following the week of the Board meeting. For personal appearances, once the offender has left the room the Board will vote immediately. Please note that votes are not final until end of the three-day meeting.

**25. Can a victim or victim's representative attend the offender's personal appearance?**

Yes, the victim or victim's representative can attend the offender's personal appearance. The meetings are open meetings. Call the Pardon and Parole Board at 405/521-6600 for more information on a general timeline for the offender's personal appearance.

**26. When will the results of the parole hearing be available?**

The results of the parole hearing will be available on Tuesday after the Board meeting. The results are posted on the website at: [https://www.ok.gov/ppb/Dockets\\_and\\_Results/index.html](https://www.ok.gov/ppb/Dockets_and_Results/index.html) or by calling 405/521-6600.

**27. What is the Victims' Bill of Rights?**

As a crime victim, Oklahoma statute provides certain rights which can be found in Oklahoma Title 21, Section 142A-2. For more detailed information on these rights, victims may also visit the Victim Services section of the Pardon and Parole Board's website or at: [https://www.ok.gov/ppb/Victim\\_Services/Victims\\_Bill\\_of\\_Rights/index.html](https://www.ok.gov/ppb/Victim_Services/Victims_Bill_of_Rights/index.html). Victims may contact the county Victim Witness Coordinator in the District Attorney's Office for assistance or for more information on services.

**28. What is OK VINE?**

Through the Office of the Attorney General, Victim Information and Notification Everyday (VINE) is a criminal tracking and victim notification system that a free, 24-hour, confidential, computer-assisted service. OK VINE automatically notifies interested parties about changes in an offender's custody status. This includes an offender's transfer, escape, apprehension, release, parole, or death. You must register for OK VINE by calling (877) 654-8463 or by going to [www.vinelink.com](http://www.vinelink.com).

**29. Can I be notified when an offender is released from prison?**

By registering with OK VINE, victims or victim's representatives can be notified about changes in an offender's custody status. This includes an offender's transfer, escape, apprehension, release, parole or death. You must register for OK VINE by calling (877) 654-8463 or by going to [www.vinelink.com](http://www.vinelink.com).

**30. What do I do if I am receiving unwanted calls or correspondence from an offender?**

Contact Ilinda Jackson, Victim Services, Oklahoma Department of Corrections at 405/425-2607 or [Ilinda.Jackson@doc.ok.gov](mailto:Ilinda.Jackson@doc.ok.gov) for assistance.

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**31. How do I obtain a Protective Order or No Contact Order?**

Contact the local law enforcement or the District Attorney's Victim Witness Coordinator in the county in which the offender is residing. Each county handles the request for protective orders/no contact orders differently.

**32. Is more information available on the parole process?**

Yes, more detailed information on the parole process can be found in the Parole Frequently Asked Questions on the website at <https://www.ok.gov/ppb/>.