



DIVISION NAME
Office Name

1234 Main Street West
Juneau, Alaska 99802-0122
Main: XXX.XXX.XXXX
Toll free: XXX.XXX.XXXX
Fax: XXX.XXX.XXXX

[Month, Day, Year]

[First and Last Name]

[Address]

[City, State Zip]

Re: Parole Board Victim Letter – Right To Appear

Offender Name: Enter offender name.

Case Number: Enter case number.

Offender #: Enter offender number.

Dear: Enter victim name.,

You have advised the Department of Corrections you wished to be notified when a hearing is convened for the above named offender regarding Choose an item. parole. That is the purpose of this letter. The following information is provided to explain your rights and responsibilities at parole hearings.

1. You may appear in person at the parole hearing (at your expense) or via telephone and / or you may submit written comments to the Parole Board.
2. If applicable, attached is a copy of the offender's plan for parole in which the offender explains why the offender thinks he / she should be granted parole, where the offender expects to live upon release, what conditions might be helpful, and what problems the offender expects to encounter upon release.
3. The Parole Board members are interested in any comments you might have regarding:
 - a. The impact of the crime on you or your family;
 - b. Whether or not you think the offender should be paroled; and
 - c. Any special conditions of parole, such as the offender not having any contact with you or your family.
4. You are encouraged to send any documents in support of your comments to the probation / parole officer at the address below as soon as possible so the Parole Board members can review them before the hearing convenes.
5. By law, any written comments or documents you submit must be given to the offender; however, your address will not be disclosed to the offender.

6. If you wish to appear at the parole hearing, you must notify the superintendent of the offender's institution of your intention at least five (5) days prior to the date of the hearing. The hearing is tentatively scheduled to be conducted at [Enter address.](#) on [Click here to enter a date.](#) at approximately [Enter time.](#) . The hearing date, time, and location could change. You should confirm this information with the probation / parole officer. The offender will be present at the parole hearing.
7. You and the offender will be subject to security screening before attending the parole hearing, and security staff will be present.
8. The Parole Board will terminate the comments of any party if they become irrelevant, repetitious, or argumentative.
9. If you attend the hearing, the offender will first be given time to speak to the Parole Board. After hearing the offender's comments, you may make comments to the Parole Board. The Parole Board may ask questions of the offender or of you. Neither you nor the offender will be permitted to ask questions of each other.
10. If requested, you will be provided with the following information within a reasonable period of time after the Parole Board makes a decision:
 - a. The Parole Board's decision;
 - b. Expected release date of the offender, if parole is granted;
 - c. Expected geographic area of the offender's release;
 - d. Offender's parole conditions; and
 - e. Location & address of the offender's parole officer.

If you have any questions regarding this letter, please contact probation / parole officer [Enter PO name.](#) at the [Enter institution name.](#) , telephone number [Enter PO contact number..](#)

Sincerely, on behalf of the Alaska Board Of Parole,

Probation / Parole Officer