

ATTACHMENT B  
PAROLE BOARD VICTIM'S LETTER #1

Dear \_\_\_\_\_:

You have advised the Department of Corrections you wished to be notified when \_\_\_\_\_ applied for discretionary 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 at the parole hearing (at your expense) and/or you may submit written comments to the Parole Board.
2. Attached is a copy of the prisoner's application for parole in which the prisoner gives his/her version of the "present offense", explains why the prisoner thinks he/she should be granted parole, where the prisoner expects to live upon release, what conditions might be helpful, and what problems the prisoner 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 prisoner should be paroled;
  - c. Any special conditions of parole, such as the prisoner not having any contact with you or your family. You are encouraged to send any documents in support of your comments to the institutional probation/parole officer at the address below as soon as possible so the Board members can review them before the hearing begins.
4. By law, any written comments or documents you submit must be given to the prisoner; however, your address will not be disclosed to the prisoner.
5. If you wish to appear at the parole hearing, you must notify the superintendent of the prisoner's institution of your intention at least 5 days prior to the date of the hearing. The hearing is tentatively scheduled to be conducted at \_\_\_\_\_ on \_\_\_\_\_ at approximately \_\_\_\_\_. The hearing date, time, and location could change. You should confirm this information with the institutional probation/parole officer. The prisoner will be present at the parole hearing.
6. You and the prisoner will be subject to security screening before attending the parole hearing, and security staff will be present.
7. The Board will terminate the comments of any party if they become irrelevant, repetitious, or argumentative.
8. If you attend the hearing, the prisoner will first be given time to speak to the Board. After hearing the prisoner's comments, you may make comments to the Board. The Board may ask questions of the prisoner or of you. Neither you nor the prisoner will be permitted to ask questions of each other. Once this phase of the hearing is completed, you are to leave.
9. If requested, you will be provided with the following information within a reasonable period of time after the Board makes a decision:
  - a. The Board's decision
  - b. Expected release date of the prisoner, if parole is granted
  - c. Expected geographic area of the prisoner's release
  - d. Prisoner's parole conditions
  - e. Location & address of the prisoner's parole officer.

If you have any questions regarding this letter, please contact institutional probation/parole officer \_\_\_\_\_ at the \_\_\_\_\_ Correctional Facility, telephone number \_\_\_\_\_.

Sincerely,  
ALASKA BOARD OF PAROLE

By: \_\_\_\_\_

ATTACHMENT B  
PAROLE BOARD VICTIM'S LETTER #1