

**TITLE 515. PARDON AND PAROLE BOARD
CHAPTER 1. PROCEDURES OF THE PARDON AND PAROLE BOARD**

SUBCHAPTER 7. MEETINGS

515:1-7-1. Attendance [AMENDED]

(a) **Public.** Meetings are open to the public, except when exclusion is allowed by law. Admittance may be limited by security regulations as well as the capacity of the meeting room. Meetings are conducted at a location determined by the Board~~the Department of Corrections facilities~~ and the Board shall facilitate ~~Department of Corrections is responsible for the security for the meeting which may include contracting with an appropriate agency.~~ Questions of admittance to the facility hosting the meeting will be determined by the Board~~Department of Corrections~~. Generally, Victims and Victims' Representatives will not be scheduled to appear at the same time as Inmates or their Delegates.

(b) **District Attorneys.** A portion of each meeting will be set aside for the members of the Board to hear from and ask questions of the District Attorneys and other law enforcement personnel regarding Inmates being considered for relief in a single-stage hearing, or at the second stage of a two-stage consideration for parole or commutation.

(c) **Victims and Victim representatives.** A portion of each meeting will be set aside for the members of the Board to hear from and ask questions of the Victims and Victims' Representatives to address the members of the Board regarding Inmates being considered for relief in a single-stage hearing, or at the second stage of a two-stage consideration for parole or commutation.

(d) **Inmates and Delegates.** A portion of each meeting will be set aside for the members of the Board to hear from and ask questions of the Inmates and their Delegates regarding Inmates being considered for relief in a single-stage hearing, or at the second stage of a two-stage consideration for parole or commutation.

(1) **Jacket review.** Inmates who the Board is considering by Jacket Review may have Delegates appear on their behalf in accordance with the policy of the Board.

(2) **Personal appearance.** Inmates making a Personal Appearance before the members of the Board will be allowed to appear along with their delegates in accordance with the policy of the Board.

515:1-7-2. Public input [AMENDED]

(a) **Victims and victim representatives.** Victims and Victims' Representatives may address the members of the Board during the time designated on the agenda for a maximum of five (5) minutes or a reasonable time limit at the Chair's discretion. No more than two (2) Victims or Victims' Representatives per Inmate may appear, and only one will be allowed to address the members of the Board. The Board may hear from more than one Victim or Victims' Representative in cases in which there are multiple victims at the discretion of the Chair. Because Board meetings are open to the public, any Victim or Victims' Representative who appears to present to the Board waives confidentiality with regards to their appearance at the meeting and statements made during the meeting.

(1) **Confirmation Number.** In order to speak before the Board, a Victim or Victims' Representative must obtain a confirmation number from the administrative office. The deadline to obtain a confirmation number is 4:00 p.m. on the last full business day preceding the Board meeting at which the Board will consider the application.

(2) **In lieu of attending.** In lieu of attending in person, a Victim or Victims' Representative may provide written correspondence via email to BoardCommunications@ppb.ok.gov or mail it to the administrative office of the Board. The deadline for receipt of written correspondence is by the close of business on the Tuesday preceding the Board meeting at which the Board will consider the application.

(b) **District Attorneys.** District Attorneys or a designee, and other law enforcement personnel may address the members of the Board during the time designated on the agenda for a maximum of five (5) minutes or a reasonable time limit at the Chair's discretion. Any law enforcement personnel that is appearing in the capacity of a Victim or Victims' Representative is requested to address the Board during the time designated for Victims and Victims' Representatives rather than during the time designated for law enforcement personnel.

(1) **Confirmation Number.** In order to speak before the Board, District Attorneys or designees, and other law enforcement personnel must obtain a confirmation number from the administrative office. The deadline to obtain a confirmation number is 4:00 p.m. on the last full business day preceding the Board meeting at which the Board will consider the application.

(2) **In lieu of attendance.** In lieu of attending in person, District Attorneys or designees, and other law enforcement personnel may provide written correspondence via email to BoardCommunications@ppb.ok.gov or mail it to the administrative office of the Board. The deadline for receipt of written correspondence is by the close of business on the Tuesday preceding a Board meeting.

(c) **Delegates.** Delegates may address the members of the Board during the time designated on the agenda for a maximum of five (5) minutes or a reasonable time limit at the Chair's discretion. No more than two Delegates may appear on behalf of an Inmate, and only one Delegate may address the members of the Board. The Board may hear from more than one Delegate if one of the Delegates is representing an Inmate as legal counsel, or at the discretion of the the Chair.

(1) **Jacket review.** Jacket review Delegates will appear during the time designated on the agenda and address the Board without the Inmate being present.

(2) **Personal appearance.** Personal appearance Delegates will appear during the time designated on the agenda with the Inmate being present.

(3) **Confirmation number.** In order to speak before the Board, Delegates must obtain a confirmation number from the administrative office. The deadline to obtain a confirmation number is 4:00 p.m. on the last full business day preceding the Board meeting at which the Board will consider the application.

(4) **In lieu of attendance.** In lieu of attending in person, Delegates may provide written correspondence via email to BoardCommunications@ppb.ok.gov or mail it to the administrative office of the Board. The deadline for receipt of written correspondence is by the close of business on the Tuesday preceding a Board meeting.

(d) **Inmates.** Inmates who are granted a personal appearance before the members of the Board may address the Board for a maximum of five (5) minutes or a reasonable time limit at the Chair's discretion and may be questioned by the members of the Board at the discretion of the Chair.