

NOTE: MAIL TO BOARD MEMBERS THAT DOES NOT COMPLY WITH THE FOLLOWING RULES MAY BE DISREGARDED BY MEMBERS!!

RULES FOR SENDING MAIL TO MEMBERS OF THE BOARD

- All mail **MUST** show a valid return address on the outside of the envelope.
- The backside of **EVERY** envelope **MUST** clearly show the following:

Offender's Name and Offender's Department of Corrections number.

The **Month and Year** of the parole docket for which the offender is scheduled to be considered. If you do not have this information, it can be obtained by calling (405) 602-5863. This information is necessary regardless of whether you are writing about a parole hearing that has already occurred, or will occur long into the future.

- Victims or Victim's Representatives are not required to indicate on the outside of the envelope that they are writing to protest possible Board action; **however**, the backside of the envelope **MUST** contain the information outlined above.

- The **DEADLINE** for a Board member's **RECEIPT** of mail regarding a specific parole hearing is the **Tuesday** prior to the week of the Board meeting. Otherwise, Board Members will not have time to process and review your letter. Do not send mail to the Board's administrative offices to be distributed to Board members on the day of a meeting.

- Do not mail oversized packages to Board members. Envelopes should be **no larger** than a standard #10 size envelope and should contain no more than **ten (10) pages**. Also, multiple letters mailed in one envelope is preferred to many individual letters. DO NOT send mail in envelopes that are difficult to tear open!

- **Do not send** certificates of program completion, work evaluations, or similar documents. The Board already has this information.

- Board members **will not sign for** registered mail, certified mail or any other type of mail that requires a signature to receive.

Your mail is important to the members. However, Board members receive several hundred pieces of mail each month, relating to past parole dockets, as well as dockets from one to several months or even years into the future. The above rules are designed to enable the members to sort, prioritize and consider the information you wish to provide. It is impossible for Board members to process the volume of mail they receive unless these rules are followed.

**For more information go to the Pardon & Parole Board Website at www.ppb.state.ok.us.*