

**ROBINS AIR FORCE BASE
VICTIM/WITNESS ASSISTANCE PROGRAM**

Information on the Clemency and Parole Process for Victims and Witnesses of Crimes

Introduction

This handout is designed to help the victim or witness of a crime after the conviction of the offender. There are several important steps that victims or witnesses should be aware of if they wish to have input into the parole and clemency process.

Parole Eligibility

Inmates are eligible for parole or clemency after completing one third of their sentence and every year thereafter. However, inmates must serve at least six months before they are eligible for release.

Besides parole, a prisoner receives a set number of good behavior days (determined by the length of the sentence) a month. If an inmate will be released at the minimum release date, the length of the inmate's sentence less the number of good behavior days accumulated.

If the sentence is death, then the inmate will not be eligible for parole or a minimum release date based on good behavior.

The Parole and Clemency Process

The parole and clemency process involves a Clemency and Parole Board. The Board consists of five voting senior civilian and military officials. They will decide whether the inmate should be recommended for parole or clemency and forward their results to the appropriate service secretary.

Before the Board will consider an inmate for parole, the inmate must successfully complete a mandatory treatment program relating to the type of crime committed (sex crime, violent crime, drugs). This treatment can begin at the level prior to incarceration at a correctional facility.

Along with the treatment program, the inmate will undergo psychological testing by the detention facilities psychologist. The psychologist will prepare a report on the fitness of the inmate for parole and submit it to the Board for their consideration. Several factors that the psychological report examines are the success of the treatment program both before and during incarceration and the prospect of post-release treatment program both before and during incarceration and the prospect of post-release treatment.

As a victim or witness, you will be contacted by the Victim/Witness Assistant Coordinator and informed that the inmate is being considered for parole. At this time, you may submit to the

Board a statement for review and consideration. This statement may be written, or on audio or video tape. You will not be permitted to appear personally before the Board.

The Board will consider the psychological report and your statements to make a final recommendation to the Secretary of the service (Air Force, Navy, or Army) on the appropriateness of granting parole or clemency to the inmate. The service Secretary will review the recommendation and have the final word on the possible release of the inmate. You will receive notification of the results.

Example of Parole and Clemency

A person sentenced for a period of three years is eligible for parole upon the completion of one-third of his sentence or the end of his first year. The Clemency and Parole Board would meet around the 10th month of incarceration and consider whether parole is appropriate for the inmate. If the sentence is for a longer period of time, the same type of procedure would be done prior to the completion of one-third of the sentence.

Should the Board decide not to release the inmate, then the next review will be at the end of the second year. If the second board does not recommend parole, the inmate's minimum release date of three years minus the accumulated good behavior days (if any).

Responsibilities as a Victim or Witness

As a victim or witness of a crime, you have the right to be notified of the inmate's status. In order to receive this information, you must complete a DD Form 2704 "Victim/Witness Certification and Election Concerning Inmate Status." You must also keep the correctional facility's Victim/Witness Assistance Coordinator and the Central Repository informed of your current address and telephone number so that they can contact you.

WHO TO CONTACT

Central Repository

HQ AFSFC/SFC
Attn: Victim/Witness Coordinator
1720 Patrick St.
Lackland AFB, TX 78236-5226
(210) 671-0890/0949

Correctional Facilities

United States Disciplinary Barracks

Attn: Victim/Witness Coordinator
300 McPherson Ave.
Fort Leavenworth, KS 66027
(913) 684-5577

Naval Consolidated Brig Charleston

Attn: Victim/Witness Coordinator

1050 Remount Rd. Bldg. 3107

Charleston, SC 29406-3515

(843) 743-0306

Other Information

Office for Victims of Crime Resource Center

1-800-627-6872