



Public Telephonic Participation in Parole Hearings (updated 3/1/21)

In accordance with the declaration of a State of Emergency and the issuance of Executive Order 15 by Governor Lee, parole hearings may be conducted telephonically (by telephone). Technological and other limitations may prevent this in some cases but, where possible, Hearings Officials will attempt to make telephonic connection with support, opposition, officials and/or attorneys so that they may participate in parole hearings.

Those in support of Parole for an offender:

The incarcerated offender will bring one phone number for his/her support to the hearing for the Hearings Official to attempt to call at the beginning of the hearing. Support persons should gather in one location so that they may participate in the hearing on the one phone line/number that the offender brings to the hearing.

Persons in support who wish to participate in a parole hearing are required to submit a copy of their government issued photo ID to **BOP.SupportDocs@tn.gov** or to the **Board of Parole address (Tennessee Board of Parole, 500 James Robertson Parkway, 4th Floor, Nashville, TN 37243-0850)**, at least 7 days prior to the hearing, along with the offender's name, TDOC number and hearing date.

Each parole docket has a specific start time, however, there is no way of knowing the order in which cases will be heard or what specific time each hearing will start. Technological and other limitations may prevent this in some cases but, where possible, the Hearings Official will try to make telephonic connection with you.

In the event telephonic connection cannot be made, you are encouraged to mail support documents, along with the offender's name, TDOC number and hearing date, to the Board of Parole address or email to **BOP.SupportDocs@tn.gov** at least 7 days prior to the hearing.

It may be necessary to continue a hearing to a later date in the event the Board needs additional information, there are equipment issues that prevent us from holding the hearing, or due to other unforeseen circumstances such as illness, death, or recusal of the hearing official.

Those in opposition of Parole for an offender:

If you wish to participate in the hearing, you need to contact BOP Victim Services staff at 615.532-8112, 866.795-7467, or **victim.witness@tn.gov**. You will be required to submit a copy of your government issued photo ID to **victim.witness@tn.gov**, along with the offender's name, TDOC number and hearing date, at least 7 days prior to the hearing.

Technological and other limitations may prevent this in some cases but, where possible, the Hearings Official will try to make telephonic connection if you wish to participate in the hearing. If you do not wish to participate in the hearing or in the event that telephone contact cannot be made, you are encouraged to submit documents to the Board of Parole address or email to **victim.witness@tn.gov**, at least 7 days prior to the hearing.

It may be necessary to continue a hearing to a later date in the event the Board needs additional information, there are equipment issues that prevent us from holding the hearing, or due to other unforeseen circumstances such as illness, death, or recusal of the hearing official.

Helpful information for telephonic hearing participants:

Hearings Official will confirm connection and confirm names of persons on the phone line.

Eliminate Distractions and Background Noise.

Mute your phone during the hearing until your opportunity to speak.

When it is your turn to speak, unmute your phone and direct all comments to the Hearings Official only.