

Your Full Board Hearing is scheduled for:

Offender Name and Number:

**YOUR PRESENCE IS REQUIRED.**

Location of Full Board Hearings:

Ohio Department of Rehabilitation &  
Correction  
770 W. Broad Street  
Columbus, OH 43222

**DIRECTIONS**

**FROM THE NORTH**

Take I-71 (south) toward Columbus. Take exit 109A to merge onto I-670 W. Take exit onto I-670 W. Take exit 2A to merge onto 315 S. Take US-40/Broad St exit. Turn right at W. Broad St/US40. End at 770 W Broad St.

**FROM THE SOUTH**

Take I-71 (north) toward Columbus. Continue on OH-315 N (signs for Dayton/I-70 W/OH-315N). Take the US-62/Rich St/OH-3 exit toward Town St. Merge onto South Sandusky St. Turn left at W Town St. Turn right at S Green St. Turn right at Davis Ave. Turn right at W Broad St. End at 770 W Broad St.

**FROM THE EAST**

Take I-70 (west) toward Columbus. Merge onto I-70 W via the ramp to Columbus. Take exit 101A to merge onto I-70 N toward Cleveland. Take exit 109A on the

left to merge onto I-670 W. Take exit 2A to merge onto 315 S. Take US-40/Broad St exit. Turn right at W. Broad St/US40. End at 770 W Broad St.

**FROM THE WEST**

Take I-70 (east) toward Columbus. Follow it to I-670 (Signs for Airport/I-670 E). Take exit 2A for US-33. Continue toward OH-315 S and merge onto OH-315 S. Take the US-40/Broad St exit. Turn right at W. Broad St/US 40. End at 770 W Broad St.

**PARKING**

The parking lot is located directly behind the building which can be accessed by either Foons Street or Souder Avenue. Parking is free. Please park in the location marked "Visitor".

If you want to submit any paperwork, please mail 10 days prior to the hearing to the address below or you may bring it with you to the hearing. Please mark each page or item with the offender's name and number.

Ohio Department of  
Rehabilitation and Correction  
Office of Victim Services  
770 W. Broad Street  
Columbus, Ohio 43222  
Office (614) 728-1976  
Victim Line (888) 842-8464  
Fax (614) 728-1980  
DRC.Victim.Services@odrc.state.oh.us  
www.drc.ohio.gov

Date of last revision 8/08

Ted Strickland  
Governor

Terry J. Collins  
Director



**Board Hearings**

**Full**

Office of Victim Services



Ohio Department of  
Rehabilitation and Correction

## How do cases get to be heard before the Full Board?

1. The Parole Board recommends the offender's release after hearing the case when he/she is eligible for consideration.

2. The person who wants to petition the recommendation contacts OVS and submits the request in writing. The Parole Board maintains the discretion to take any appropriate cases to a Full Board Hearing.

3. A petition is filed by the OVS requesting a hearing before the Board to reconsider the release recommendation:

- If the Parole Board approves the petition, a Full Board Hearing will be scheduled.
- If the petition is denied, the offender will be released on the appropriate date.

Upon approval of a petition, the person requesting the Full Board Hearing must be present for the hearing. If a medical or other emergency arises that would prohibit you from attending, please contact the Office of Victim Services immediately! If the representative who requested the Full Board Hearing does not attend, the Parole Board may not conduct the hearing and the original recommendation will remain in effect.

Anyone participating in a Full Board Hearing must obtain permission by registering at least 5 days prior to the day of the hearing. The judge, prosecutor, law enforcement representative who was involved in the investigation of the case, the victim and the offender's representative (such as family, friends, clergy, or attorney) are all permitted to testify at a Full Board Hearing. The media and other family members of the victim and offender may also attend.



## Guidelines for Attendance at the Hearing

● Register all attendees with OVS at 888-842-8464 at least 5 days prior to the hearing.

● Please be prompt.

● Bring a picture I.D.

● Dress the way you would if you were going to work in an office. Avoid casual clothes.

● Free parking is available.

● You will be required to pass through a security check / metal detector as you enter the building.

● When you arrive, check in promptly at the reception desk.

● Do not walk the halls unless you are escorted by a staff person.

● There is no smoking inside the building.

● If you are testifying, your presentation will be limited to five minutes.

● If you have any questions while you are attending the hearing, please ask a Parole Board or Victim Services Representative

● No person is permitted to enter the room once the hearing has begun.

## Tips on Presenting Testimony at a Full Board Hearing

Many witnesses prepare written remarks to read aloud as testimony. If you would like to share written copies of your remarks with the Board, please let a Parole Board or Victim Services representative know right away. Copies can be sent in ten days prior to the hearing date or brought the day of the hearing. Please mark EAC# page with the offender's name and number.

Speak clearly and loudly enough to be heard. This will help ensure that your testimony is effective and accurately conveyed to the Board members.

Your testimony will be considered by the Parole Board as a part of all information provided during the Full Board Hearing, in addition to all existing case file information. You will be given five minutes to present your information followed by a question/ answer period by the Board. This is your opportunity to share with the Board any information you would like them to consider when making their decision.

On the day of the hearing, there are three possible outcomes:

1. The Parole Board may state that their previous decision will remain in effect.

2. The Parole Board may change their previous decision.

3. The Parole Board may defer their decision to a later date, pending additional information at their request.

While it is recognized that Full Board Hearings may be emotional, please do not lose your temper. If you cause a disruption to the proceedings, you will be escorted from the room by Department staff or security.