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		OPI:	DIRECTOR	
	POLICY AND PROCEDURE	**REVIEW DATE:**	January 17, 2018	
		Approving Authority	Quincy L. Booth Interim Director	
	SUBJECT:	**INMATE VOTING PROCESS**		
	NUMBER:	**4020.4A**		
	Attachments:	Attachment A – Application for an Absentee Ballot Attachment B – Voter Registration Application Attachment C – Receipt for Delivery of Voting Registration Attachment D – Guide to Voting for Incarcerated and Returning Citizens Attachment E – Voting Announcement Skit Attachment F – Voting Announcement Reading Notification Form Attachment G – Voting Flyer (English and Spanish) Attachment H – Voting Institutional Access Memorandum Attachment I – Orientation Program Content Attachment J – Voter Registration Agency Certification Attachment K – Voter's Guide		

SUMMARY OF CHANGES:

Section	Change
	NEW ISSUANCE

APPROVED:

_____   ____**1/17/17**____

Quincy L. Booth, Interim Director   ***Date Signed***

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1. **PURPOSE AND SCOPE.** To ensure provide procedures that will allow eligible inmates the opportunity to register and to vote by Absentee Ballot in the District of Columbia and federal elections while incarcerated.

2. **POLICY.** It is the policy of DOC to allow eligible inmates the opportunity to register to vote and to vote by **absentee** ballot.

3. **APPLICABILITY.** Eligible voters who are confined in a DOC facility shall be allowed to register to vote and to vote by absentee ballot on the DC Board of Elections Application for Absentee Ballot Form (Attachment A). Inmates housed in Community Correctional Centers shall be allowed to vote at designated polling locations.

4. **NOTICE OF NON-DISCRIMINATION.** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (hereinafter, "the Act") the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

5. **PROGRAM OBJECTIVES:** The expected results of this program are that eligible inmates be allowed to register to vote and participate in the actual voting process by absentee ballot while incarcerated. Once released, they will also be permitted to vote as a result of their registration.

6. **DIRECTIVES AFFECTED**

   a. **Directives Rescinded**

      PP 4020.4   Inmate Voting Process (8/25/15)

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b. **Directives Referenced.** None

7. **AUTHORITY**

   a. D.C. Code § 24-211.02. Powers; promulgation of rules
   b. D.C. Code § 1-1001.01 et seq; Regulation of Elections
   c. 42 U.S.C. § 1973gg, National Voter Registration Act
   d. D.C. Municipal Regulations Title 3, Elections and Ethics

8. **STANDARDS REFERENCED**

9. **DEFINITIONS**

   a. *Primary Elections-* A primary election is an election during which people who are registered with the major political parties select their party's representative, or nominee, to the general election. Primaries are held for only partisan offices. Only the Democratic, Republican, DC Statehood, Green, and Libertarian parties have qualified to hold primaries in the District of Columbia. Primaries in the District are "closed," which means that only voters who are registered with a party may vote in that party's primary election.

      Contests for the following partisan offices are held in primary elections:

      1) President and Vice President of the United States/Presidential Electors
      2) Delegate to the United States House of Representatives
      3) Mayor of the District of Columbia
      4) Chairman of the Council of the District of Columbia ("the Council")
      5) 4 At-Large Members of the Council
      6) 8 Ward Members of the Council
      7) Attorney General of the District of Columbia
      8) 2 United States "Shadow" Senators
      9) 1 United States "Shadow" Representative

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b. ***General Elections-*** The general election is the final step in an election process. All public offices in the District of Columbia, including partisan and nonpartisan, are elected through the general election process. All registered voters, including independents may vote in the general election. Nonpartisan offices in the District include at-large and ward members of the State Board of Education, and Advisory Neighborhood Commissioners.

For partisan offices, nominees who either win their party's primary or are appointed by their party to serve as the party's candidate in the general election are listed on the ballot along with any independent or minor party candidates who have qualified for the ballot through the direct access nominating petition process. Nominees' party affiliations appear next to their names on the ballot; if a candidate is not registered with a political party, the word "independent" is printed next to his or her name.
For nonpartisan offices, party affiliations do not appear next to candidates' names.

c. ***Special Elections-*** A special election is an election that is held to fill a vacancy that occurs in an elected office between general elections.

d. ***Board of Elections ("Board" or "BOE")*** - The independent agency of the District government responsible for the administration of elections, candidate ballot access, and voter registration. The BOE consists of three active Board members, an Executive Director, a General Counsel and a number of support staff who run the day-to-day operations of the Agency.

e. ***Voting Coordinator-*** DOC staff member selected by the Deputy Warden for Programs and Case Management to oversee the voting process for the CDF. CTF staff member selected by the CTF Warden to oversee the voting process (currently the Principal). This staff member is responsible for communicating with the BOE and relaying voting information to the CDF and CTF.

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10. **PROCESS TO REGISTER TO VOTE**

    a. Case Managers will review each Intake inmate commitment and prior history to determine if the inmate is eligible to register to vote. If there are questions about eligibility to vote the Voting Coordinator shall be contacted as soon as possible. If the Voting Coordinator is not available the question shall be forwarded to the Board of Elections for a response at 202-727-2525.

    b. Those inmates who are eligible to register to vote will be given a Voter Registration Application Form (Attachment B) to complete. The Case Manager will review this form with the inmate to ensure that it is accurate and complete. The Case Manager will also initial and date the application in the designated location. This initial and date will verify to the BOE that the inmate registered on that date.

    c. If the inmate needs assistance completing the form the case manager will provide the assistance, or arrange for appropriate assistance to be given to the inmate.

    d. Once the Voter Registration Application is complete it shall be forwarded to the Voting Coordinator the same day. These completed applications are to be monitored at all times while in case management custody and are not to be left unattended. In the event the Voting Coordinator is not available, the applications will be hand delivered to the office of the Chief Case Manager.

    e. The Case Manager will complete a Voter Registration Agency Certification (Attachment J) which denotes that the inmate has registered to vote or he is refusing to complete the Voter Registration Application. This form is to be scanned into the inmate's electronic file and the original form is to be forwarded to the Voting Coordinator or designee. The inmate may keep a copy of this document if he/she chooses.

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f. Voter Registration Applications are forwarded to the Board of Elections on a weekly basis or within ten (10) days of registration with a Receipt for Delivery Form (Attachment C).

g. Case Management staff is to ensure that Voter Registration Applications are available upon request.

h. Inmates who want to vote in an election must complete and submit a Request for an Absentee Ballot (Attachment A) in order to vote at the CDF or CTF. Inmates who are housed in a Community Corrections facility can vote at their designated polling place.

i. Prior to the election, the BOE will notify the DOC Voting Coordinator of the last day that an inmate can register to vote in an upcoming election.

j. The BOE will notify the Voting Coordinator of the last day that an inmate can complete a Request for an Absentee Ballot. Once this ballot is completed, the case manager will forward the completed document to the Voting Coordinator. In the event the Voting Coordinator is not available, the applications will be hand delivered to the Office of the Chief Case Manager.

The following information will be given to inmates:

1) Information as to the last day they can register to vote in an upcoming election,

2) A request for an Absentee Ballot,

3) The date the voting will take place in the facility, and

4) Eligibility requirements and a Guide to Voting for Incarcerated and Returning Citizens pamphlet (Attachment D).

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k. The Voting Coordinator will ensure that an announcement concerning the voting process for an upcoming election is prepared for the Command Center staff to read at designated times. There will be scheduled and documented accounts of the Voting Announcement Skit (Attachment E) to be read over the Public Announcement system from the Command Center.

l. The announcement will also be documented on the Voting Announcement Reading Notification Form (Attachment F) that must specify date, time and the name of the staff member conducting the announcement. Case Managers will ensure the announcement is heard in each housing unit.

m. The Major or designee will ensure that the voting announcement is read at the designated times and that the reading at those designated times is documented. The signed verified reading document will be forwarded to the Voting Coordinator.

n. The Voting Coordinator will be responsible for meeting with the Chief Case Manager and Case Managers to explain the process for the upcoming election for passing out a list of eligible inmates, distributing the Voting Flyer to be posted in English and Spanish (Attachment G), and answering questions relative to the voting process. The Voting Coordinator will meet with the Warden, Deputy Warden(s) and Major(s) to plan the actual voting process prior to voting.

o. Special Elections: Only the inmates who live in the specific Ward shall be able to vote in Special Elections for a specific Ward. Information received from the inmate at intake concerning his/her residence will be used to determine those inmates assigned to a specific Ward. The Voting Coordinator will solicit assistance from the Chief of Strategic Planning and Analysis and the BOE to gather information concerning the effected wards for Special Elections and distribute that information to the case management staff. Case managers will notify eligible inmates and determine if he/she wants to vote in the Special Election. If the inmate does want to vote by absentee ballot, he/she must be registered and must complete the Request for an Absentee Ballot.

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11. **VOTER REGISTRATION REQUIREMENTS:** If you are an inmate in the District of Columbia Department of Corrections facility and want to register to vote, you must:

    a.   Be a citizen of the United States;

    b.   Be a resident of the District of Columbia;

    c.   Not claim voting residence outside of the District of Columbia

    d.   Be at least 16 years old;

    e.   Not have been found by a court to be legally incompetent to vote;

    f.   In order to vote, you must:

        1)   Maintain residency for at least 30 days prior to the election in which you intend to vote

        2)   Be at least 17 years old

        3)   Be at least 18 years old by the next general election;

    g.   In order to vote in a party's primary election, you must also:

        1)   Be registered in that party at least 30 days prior to the election unless you are registering for the first time;

    h.   You may vote in DC elections if you are an inmate:

        1)   Awaiting or on trial for a criminal offense
        2)   Incarcerated for conviction of a misdemeanor offense; or

        3)   A Parole Violator awaiting a hearing from the US Parole Commission

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    i.   You <u>cannot</u> vote in DC elections if you are an inmate:

        1)   Incarcerated for conviction of a felony offense.

12. **PROCEDURES FOR CONDUCTING VOTING PROCESS**

    a.   The Voting Coordinator will ensure that case management receives information as well as forms to distribute to the inmate population to prepare them to vote.

    b.   The Voting Coordinator will meet with case management staff to ensure that they understand the entire voting process. Staff will be reminded that they cannot guide or direct an inmate to vote for a particular candidate nor can staff distribute any candidate's campaign information. Voter's Guides will be requested from the Board of Elections as soon as they are available and will be the only information that inmates will receive about candidates running for office.

    c.   The Chief Case Manager will ensure that Case Managers post information, hold weekly Town Hall meetings, distribute and collect registration forms and requests for Absentee Ballots and that the collected documents are forwarded to the Voting Coordinator daily.

    d.   The Chief Case Manager will ensure that all voting forms are collected from each case manager's office daily during the election period in the event a Case Manager is on leave.

    e.   Once a date for the voting is set, the staff as well as the inmates must be notified of:
        1)   The date the voting will take place,

        2)   The requirements to vote,

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3) The last day to register to vote,

4) The last day to submit a Request for an Absentee Ballot, and

5) Information on the candidates running for office

f. Once inmates have registered and submitted their applications for the Absentee Ballot, the Voting Coordinators at DOC and CTF will receive all Applications for an Absentee Ballot from case management and forward the ballots to BOE. The Board of Elections will total the ballots to determine the number of inmates who will be voting.

g. The Voting Coordinator and Majors/custody staff at DOC will meet to determine the best location(s) to conduct the voting process. Voting is held at the Law Library at CTF.

h. Custody staff as well as Case Management staff will be notified of the voting locations.

i. The night prior to the voting, the Voting Coordinator will ensure that the Major's office receive a census for each housing unit indicating the names of the inmates who will be voting.

j. The Majors will ensure that the designated inmates are up, dressed and ready to be released to vote by housing unit by 9:00AM on the morning that the voting will take place.

k. The Chief Case Manager will ensure that sufficient case management staff is assigned and available to assist in the actual voting process.

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13. **RESPONSIBILITIES**

   a. **Voting Coordinator** shall:

   1) Maintain communication with the Board of Elections as well as Office of Returning Citizens Affairs and ensure sufficient forms, Voter Registration Applications, Applications for an Absentee Ballot are available for and forwarded to BOE as required.

   2) Maintain all necessary information about the voting process.

   3) Ensure Voting information is distributed and publicized via flyers, announcements and Town Hall Meetings.

   4) Provide appropriate assistance to CTF and CDF staff concerning the voting process as well as ensuring that forms are completed properly.

   5) Ensure the Warden is kept abreast of the Voting process specifically during the actual elections.

   6) Ensure the Voting Institutional Access Memorandum (Attachment H) is prepared to inform CDF and CTF Staff Entrance as to who will be entering the facility to conduct the voting process from BOE as well as poll watchers and ORCA staff.

   b. **Chief Case Manager** is responsible for:

   1) Ensuring that Case Management staff provides the opportunity for each eligible District of Columbia inmate to register to vote upon entry to the Central Detention Facility and the Correctional Treatment Facility. This process shall be documented on the Orientation Program Content Form (Attachment I) as well as on the Voter Registration Agency Certification Form (Attachment J) and signed by the Case Manager and the inmate.

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2) Ensuring that each eligible inmate is afforded the opportunity to vote by absentee ballot and that the ballots are complete and forwarded to the Voting Coordinator in a timely manner.

3) Ensuring that the Orientation Program Content forms and the Voter Registration Agency Certification forms are scanned into the inmate's electronic file.

4) The Principal at CTF is responsible for ensuring that eligible inmates are afforded the opportunity to register and to vote. CTF is also responsible for documenting this process.

c. **The Board of Elections (BOE)** is responsible for:

1) Communicating with the Voting Coordinator or designated DOC and CTF staff and notifying DOC and CTF of upcoming elections and other pertinent information regarding voting in the District of Columbia.

2) Ensuring that DOC and CTF receive Voter Registrations, Absentee Ballot Applications and the Voter's Guides (Attachment K) for distribution to inmates.

3) Notifying the Voting Coordinator or designated DOC and CTF staff as to whether inmates who have submitted a request for an Absentee Ballot are actually registered and eligible to vote in each election.

4) Keeping a list of all registered voters to include DOC inmates.

5) Arranging for pick-up of completed voter registration and absentee ballot applications.

6) Preparing paper absentee ballots only for those inmates who have submitted an absentee ballot request.

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7) Coordinating with CDF and CTF to schedule a date and time for the actual voting process to take place and notify DOC of the Board of Elections staff members who will conduct the actual voting process as well as supply names of poll watchers.

8) Arriving to the CDF and CTF as scheduled to conduct the actual voting.

9) Coordinating with the Voting Coordinator to arrange the voting process and picking up the ballots for the inmates who were not available on the scheduled voting date.

10) Providing CDF and CTF with a final total number of inmates who voted in the election.

DOC/PP4020.4/1/17/17

District of Columbia Board of Elections
Application for an Absentee Ballot

Please read the instructions on the next page before completing this form. **Print your information.**

SECTION 1: FOR MILITARY/OVERSEAS CIVILIAN VOTERS ONLY

☐ I am a member of the military on active duty or their spouse/dependent

☐ I am a US citizen residing overseas and I intend to return

☐ I am a US citizen residing overseas and I do not intend to return

I prefer to receive my ballot by:

☐ Email   ☐ Mail   ☐ Fax
(please provide appropriate contact information below)

SECTION 2: ALL VOTERS

I request an absentee ballot for:

☐ April 28, 2015 Ward 4 Council Special Election

☐ April 28, 2015 Ward 8 Council Special Election

☐ All elections for which I am eligible to vote (your name will remain on the permanent absentee voter list unless removed by you)

Name (please print)	Date of Birth

DMV-Issued ID Number **or** Last 4 Digits of Social Security #	Telephone Number (optional)	Fax Number (optional)

Email Address (optional)

My current residence address or legal US residence address is:

Street Address	Apt. No.	State	Zip Code

DC

☐ check here if this is a change of address

I request ballot(s) to be mailed to the following address (if different from residence address):

Street Address	Apt. No.	City/State/Country	Zip Code

VOTER DECLARATION / CERTIFICATION

I certify that all information on this Application is accurate and to the best of my knowledge I am qualified to vote in the District of Columbia and I am eligible to cast a ballot in the elections for which I have requested an absentee ballot. **WARNING:** If you sign this application even though you know the information is untrue, you can be convicted and fined up to $10,000 and/or jailed up to five years.

Date	Signature
	X

ASSISTANT DECLARATION / CERTIFICATION (If required)

Under penalty of perjury, I certify that the voter named above, who needed help with completing this form because of a disability or the inability to read or write, authorized me to complete this application. If the voter was unable to sign this application, I have printed the voter's name, followed by my initials.

Signature of Assistant	Date
Printed Name of Assistant	Address of Assistant

For Office Use Only					
☐ Registered ☐ EDCA	Ballot Issue Date	Ward	Precinct	Party	ANC/SMD
☐ Not Registered – Rejected ☐ Party Primary – Ineligible to vote	Processed by: (Initials)	Transmitted by		Local ID #	

Last Update: 12.08.2014

Instructions for Completing the Application for an Absentee Ballot

Any District of Columbia registered voter may request an absentee ballot.

1. To vote by absentee ballot:
    *   You must be an eligible registered voter; AND
    *   You must live at the residence address that you provided on this application, or if you are a qualified military or overseas civilian voter, you must provide your legal U.S. residence address in the District of Columbia.

    If you are not currently registered and you are requesting an absentee ballot by mail, you must mail a voter registration application with this request at least 30 days before the election for which you are requesting the absentee ballot. Within 30 days of an election, you may register in person at the Board's office.

    If you are voting for the first time in the District of Columbia, you <u>may</u> be required to include one copy of a form of identification. Acceptable forms of ID include:
    *   A current and valid photo identification or
    *   A current utility bill, bank statement, government check, or any other government document showing your name and current address.

2. Your absentee ballot application form must include the following:
    *   Name of Voter
    *   Current Residence Address of Voter
    *   Mailing Address for Sending Ballot (if different from the current residence address)
    *   Date of Birth of Voter
    *   DMV-issued ID Number <u>or</u> the Last Four Digits of the Social Security Number
    *   Signature of Voter (or mark, if voter is unable to sign)

3. Be sure to complete and SIGN the application. If you cannot sign your name, you may make a mark.

4. Your telephone number, fax number and email address are optional, however providing this data may expedite the processing of your request should we need to contact you about your application.

5. **Special Instructions for Military and Overseas Civilian Voters:** Please indicate your status as a military or overseas civilian voter and the preferred method of ballot receipt and communication. Only military and overseas civilian voters may receive absentee ballots by email or fax.

Remember:
*   You must indicate for which election(s) you are requesting the ballot(s).
*   Applications for mail absentee ballots must be received at the Board's address listed below at least seven (7) days before the election. Applications may be faxed to 202-347-2648.
*   Your completed ballot must be postmarked not later than Election Day, and received no later than 10 days following the election in order to be counted.

Visit www.Vote4DC.com to complete an application on-line, or to download our free mobile application, **DCBOE Vote**.

★ ★ ★

Return this application to:
D.C. Board of Elections
441 4th Street, NW Suite 250 North
Washington, DC 20001-2745
202-727-2525 (Voice Response)
202-347-2648 (Fax)
866-328-6837 (Toll-Free)
DCBOE Vote (Mobile App)
www.dcboee.org (Website)

Voter Registration Application

District of Columbia ★★★
Board of Elections and Ethics

Use this form to register to vote in the District of Columbia, to let us know that your name or address has changed, to register with a political party, or to change your party registration.

To **register to vote** in the District of Columbia, you must:
- Be a United States citizen
- Be a resident of the District of Columbia
- Not claim voting residence outside the District of Columbia
- Be at least 16 years old
- Not be in jail for a felony conviction
- Not have been found by a court to be legally incompetent to vote

To **vote** in the District of Columbia, you must:
- Maintain residency for at least 30 days prior to the election in which you intend to vote
- Be at least 17 years old
- Be at least 18 years old by the next general election

To **vote in a primary election**, you must also:
- Be registered in the party holding the primary election for at least 30 days prior to the election

Please complete all items on this form. You are not officially registered to vote until the Board of Elections and Ethics has approved this application. If you do not receive a voter registration card in the mail within three weeks of mailing this application, call 202-727-2525. **If you are registering to vote in the District of Columbia for the first time and submit this application by mail or on Election Day, you may be required to provide identification at the polls showing your name and current address.** Your mailed application must be postmarked by the 30th day preceding the next election. After that date, you can register to vote in person at 441 4th Street NW, Suite 250 North.

Questions? Call 202-727-2525 or 866-328-6837 or visit www.dcboee.org.
Información en español: Si le interesa obtener este formulario en español, llame al 202-727-2525.
Hearing impaired: For TDD assistance, call 202-639-8916.
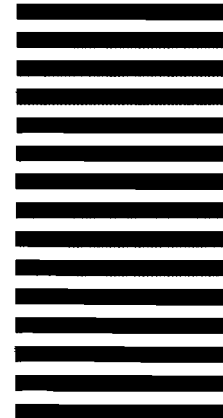
VRFM12_09

(Use a pen to complete this form)

1 Check one: **Are you a U.S. Citizen?** ☐ Yes ☐ No
If you checked 'no', do not complete this form.

1a Check one: **Would you like information on serving as a poll worker for the next election?** ☐ Yes ☐ No

2 Reason for completing this form
☐ New Registration ☐ Party Change
☐ Address Change ☐ Name Change

Voter ID Number

Reg. Date	Clerk

3 Gender *(Optional)* ☐ Male ☐ Female

Last Name	First Name	Middle Name	Suffix
			Jr. Sr. II III IV

4 Address Where You Live   Circle One   NE   NW   SE   SW | Apartment Number | Zip Code

5 Address Where You Get Your Mail (If different from #4) | Zip Code | E-mail Address *(Optional)*

6 Date of Birth | **7** Daytime Phone Number *(Optional)* | **8** DMV-issued ID Number | Last four digits of your Social Security Number

9 Party Registration – Check one box
☐ Democratic Party
☐ Republican Party
☐ D.C. Statehood Green Party
☐ no party (independent)
☐ other party (write _name_ below)

PLEASE NOTE:
To vote in a primary election in the District of Columbia, you must be registered with the Democratic, Republican or D.C. Statehood Green Party.

8a ☐ I have not been issued a Driver's License Number or a Social Security Number. Please assign me a number.

13 **Voter Declaration— Read, Check and Sign below**
I swear or affirm that:
☐ I am a U.S. citizen;
☐ I live in the District of Columbia at the address (#4) above;
☐ I am at least 16 years old.

I am not in jail on a felony conviction, I have not been found by a court to be legally incompetent to vote and I do not claim voting residence outside of the District of Columbia.

WARNING: If you sign this statement even though you know it is untrue, you can be convicted and fined up to $10,000 and/or jailed for up to five years.

10 *Optional:* If you have a disability that requires assistance with voting, please indicate type: _____

11 What is your primary language if it is not English? _____

12 Name and Address on Last Registration

(If outside D.C., include county and state)

Signature _____   Date _____

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

OFFICIAL ELECTION MAIL
Authorized by the U.S. Postal Service

BUSINESS REPLY MAIL
FIRST-CLASS MAIL   PERMIT NO. 10976   WASHINGTON, DC

POSTAGE WILL BE PAID BY ADDRESSEE

DISTRICT OF COLUMBIA
BOARD OF ELECTIONS & ETHICS
441 4TH ST NW SUITE 250 NORTH
WASHINGTON, DC 20077-0151

Wait! Make sure that you have:
- ✓ **Completed the entire application**
- ✓ **Provided your full name, address and date of birth**
- ✓ **Provided your DMV-issued identification number or the last four digits of your Social Security Number**
- ✓ **Checked each box in the voter declaration and signed and dated the application**
- ✓ **Registered with a political party if you plan to vote in primary elections**

If the information on your application is complete and you are qualified to vote in the District of Columbia, you will receive a voter registration card. If you do not receive confirmation within three weeks of mailing this application, please call 202-727-2525.

The registration-by-mail deadline is 30 days before the next election. If you miss this deadline, you may register in person at 441 4th Street, N.W., Suite 250 North or use our polling place locator at www.dcboee.org to find out where you can register to vote on Election Day.

Questions? Call 202-727-2525 or visit www.dcboee.org
Si le interesa obtener este formulario en español, llame al 202-727-2525
For TDD assistance, call 202-639-8916

★ ★ ★   **District of Columbia**
Board of Elections and Ethics

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS

TO: Board of Elections

FROM: Voting Coordinator

DATE: ,2015

Receipt for Delivery of

Voter Registration Applications

This is to verify that   Voter Registration Applications were
                        number
delivered to the Board of Elections and Ethics on _____, _____, 2015
                                         Month   Date

___Voter Registration Cards returned for inmates who have been

released.

Received by:_____

Date: _____

Please return this receipt to the Voting Coordinator's office once applications have been taken to the Board of Elections located at 441 4th Street, NW, Suite 2500 North, Washington , DC 20001

THANKS

Release from Custody

If you requested an Absentee Ballot Application, but are released before your ballot is delivered, **you can still vote**! Just go to the polling place assigned to your residence address (If you don't know the location, you can check online at www.dcboee.org) and let the polling place official know that you did not receive your requested absentee ballot, and you want to vote a *Provisional ballot*.

Re-Registering to Vote

When you are released from the correctional facility, you should re-register if your residence or mailing address changes so that election notices can be mailed to you at the correct address. Otherwise, your election material may be sent to the correctional facility and returned to the Board as undeliverable mail. If you registered to vote and were later convicted of a felony, simply re-register upon release.

Why Vote?

- There may be candidates who support your ideals; and issues on the election ballot that may affect how citizens, inmates and their families live their lives – healthcare, minimum wage, prison reform, the environment and many other important topics. Inmates are encouraged to exercise their voting rights.

- *District residents who have been convicted of a felony and are no longer in jail*, and meet the other voter registration requirements, *are eligible to register and vote immediately upon release.*

- Voting allows people to remain connected to their community, even if detained in jail.

Frequently Asked Questions

Q. Can I vote if I'm in jail?
A. You may register and vote if you are in jail awaiting trial or serving time for a misdemeanor offense.

Q. How do I vote if I'm incarcerated?
A. Once registered to vote, you must apply for an absentee ballot. Election officials will hand-deliver your ballot within a week of Election Day.

Q. Can I request assistance in voting my ballot?
A. Yes. Board officials are available to assist you with casting your ballot, if you request assistance.

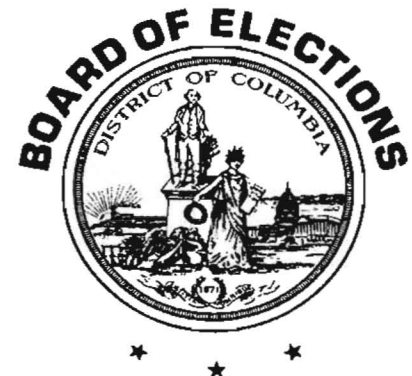**Q. Can I vote if I'm a convicted felon and on parole or probation?**
A. Yes. Unless incarcerated, District residents can register and vote even if they are on probation or parole.

Questions? Call 202-727-2525
Visit www.dcboee.org

Last update: 9-6-2013

**DISTRICT OF COLUMBIA
BOARD OF ELECTIONS**

Guide to Voting for Incarcerated and Returning Citizens

DC Board of Elections
441 4th Street, NW, Suite 250 North
Washington, DC 20001
Phone: 202-727-2525
Toll Free: 866-328-6837
TDD: 202-639-8916 . Fax: 202-347-2648
www.dcboee.org . @DCBOEE
Facebook.com/DCBOEE

Many incarcerated citizens are not aware that they may be eligible to register and vote in District of Columbia elections. There are issues on the ballot that may affect inmates, their family or their community.

Department of Corrections staff provide voter registration applications for inmates to register to vote; and, the Board of Elections hand delivers their ballots before Election Day.

Voter Registration Requirements

If you are an inmate in a District of Columbia Department of Corrections facility and want to register to vote, you must meet the criteria below:

- Be a citizen of the United States
- Be a resident of the District of Columbia
- Be at least 16 years old
- Have not been found by a court to be legally incompetent to vote
- Do not claim residence to vote outside of the District of Columbia

You may register to vote in D.C. elections if you are an inmate:

- Awaiting or on trial for a criminal offense
- Serving time for a misdemeanor offense

You may not register to vote in D.C. elections if you are an inmate:

- Incarcerated for conviction of a felony offense

How to Register to Vote

The District of Columbia Department of Corrections is a District of Columbia National Voter Registration Act (NVRA) designated agency. You may register at the time of intake at the D.C. Jail or up fifteen (15) days before any election by completing a Voter Registration Application. You must provide either the last four digits of your social security number or your DMV-issued identification number. When filling out the application, you may use either your DC home residence, or the address of the D.C. Jail or the Correctional Treatment Facility (CTF).

If you wish to vote in primary elections, you may register with one of four qualified political parties: Democratic, Republican, DC Statehood Green or the Libertarian party. You may register as an independent or with no party, or check "other" and register with a minor party to participate in general and special elections only.

Once your Voter Registration Application has been processed by the Board of Elections, a Voter Notification Card will be mailed to you stating that you are now registered. You may register to vote at any time, but to be eligible for an upcoming election, you must register at the agency at least 15 (fifteen) days before that specific election. The Department of Corrections' authorizing agent will submit the application to the Board for processing.

The D.C. Board of Elections encourages eligible citizens to exercise their voting rights.

Voting an Absentee Ballot

If you think you will be in custody on Election Day, you must request an absentee ballot. You must be registered before applying for an Absentee Ballot.

You can vote if you have maintained residency in the District for 30 days before an election. Use the correctional facility address in the mailing address section on the application. Be sure to review your absentee ballot application before submitting it.

A Board of Elections' official will pick up your application from the agency and return it to the Board for processing.

Delivery of your Absentee Ballot

DC Board of Elections' officials will hand-deliver your absentee ballot in a secure envelope within one week of Election Day. You will be allowed to vote a secret ballot that will be sealed in a return envelope. BOE officials will be available to answer questions and assist you with marking or reading your ballot, if you request assistance. Remember to sign the back of the return Absentee Ballot Envelope to ensure your vote is counted. A Board official will collect the ballots and bring them back to the Board of Elections for counting along with the other absentee ballots.

VOTE!

D.C. DEPARTMENT OF CORRECTIONS

<u>VOTING ANNOUNCEMENT SKIT</u>   (over PA System)

Good Morning or Good Evening

My name is _____. This announcement is to tell you about the Voting process for the General Election that will be held here at the Central Detention Facility and at CCA/CTF on _____ Date____.

In order to vote you must live in the District of Columbia, be registered to vote and you must complete a Request for an Absentee Ballot. Even if you are registered to vote you must complete the absentee ballot request. Both forms you can pick up from your case manager.

You may register to vote if you are in jail awaiting trial or serving time for a misdemeanor offense. You cannot vote if you are a convicted felon. Your case manager has a brochure called "Guide to Voting for Incarcerated Citizens" that you can review if you have Questions.

_____Date_____is the last day to complete the Voter Registration Application and turn it into your case manager. No Voter Registration Applications will be received after ____Date__ _____for this election. So please complete the Voter Registration Application and give it to your case manager before they leave for the day of Date__.
___Date__ is the last day to complete a Request for an Absentee Ballot. Please complete this form and give it to your case manager before they leave for the day on or before Date__.

On__Date__ the Board of Elections and Ethics will be in this facility to conduct the voting process for eligible inmates to vote in the General Election. In this election you will be able to vote for candidates for the following offices:

- Delegate to the House of Representatives
- Mayor of the District of Columbia
- Chairman of the Council
- At-Large Member of the Council
- Wards 1,3,5, and 6 Member of the Council
- US Senator
- US Representative
- Wards 1, 3, 5, 6 Member of the State Board of Education

Note to Majors-This announcement is to be read over the Public Announcement system for the inmate population at 7:30AM, 12:00Noon, 3:30PM, 9:00PM

D.C. DEPARTMENT OF CORRECTIONS

<u>Voting Announcement Reading Notification Form</u>

Please sign under the time that the announcement is read. If the time is different from what is listed please indicate the exact time the announcement was read

Date	7:30AM	12:00Noon	3:30PM	9:00PM	Staff Signature

Please return this form to the Voting Coordinator

Thanks

D.C. DEPARMENT OF CORRECTIONS
"EXAMPLE"

VOTING-VOTING-VOTING

Why: General Election

When: October 30, 2014

Time: Starting at 10:00AM

Where: Central Detention Facility and CCA/CTF

- **Must be a DC Resident**
- **Must be registered by October 17, 2014**
  - o **No Voter Registration Applications will be accepted to vote in this election after this date**
- **Must also complete a Request for an Absentee Ballot even if you are registered**
- **October 28, 2014- Last day to request an absentee ballot**
- **Cannot be a convicted felon or a Parole Violator**
- **See your case manager for a list of candidates and the registration forms**

GOVERNMENT OF THE DISTRICT OF COLMBIA
DEPARTMENT OF CORRECTIONS

VOTING INSTITUTIONAL ACCESS MEMORANDUM

MEMORANDUM

TO: _____
Warden

FROM: _____
Voting Coordinator

DATE: _____

SUBJECT: Voting Process

_____

This correspondence is generated to inform you that on   **Date**   that Board of Elections staff members, as well as poll watchers from the community and staff from ORCA will arrive at the facility to conduct and participate in the voting process that will take place at the Central Detention Facility. They will arrive at **Time**   .

- **Name and Title**

cc:

DOC
THE DEPARTMENT OF CORRECTIONS

ORIENTATION PROGRAM CONTENT

- Intake Screening
- Inmate Rights and Responsibilities
- Inmate Property
- Housing Unit Rules
- Personal Hygiene, Laundry and Grooming
- Smoke Free Facility
- Inspections-Search, Counts, Lockdown, Sanitation
- Staff Contact
- Inmate Movement
- Emergency Procedures
- How to Access Medical Services
- Drug Testing and K-9 Surveillance
- Inmate Finance – Receiving and Releasing Money
- Canteen
- Legal Access – Attorney Visits, Legal Mail, Law Library
- Inmate Grievance Program
- Media Access
- Telephone, Video Visitation Policy, and Mail
- Records – How to Access
- Case Management, Recreation, Work, Education, Religious, Substance Abuse, Reentry, Release
- Prevention and Elimination of Sexual Assault/Abuse/Misconduct (this section must be read to and discussed with inmate)
- Sex Offender Notification
- Inmate Disciplinary and Administrative Segregation Rules and Procedures
- Voter Registration Information

Please check the one that applies

☐ Inmate is eligible to vote
    ☐ Given a voter registration card to complete
    ☐ currently registered
    ☐ refused
☐   Not eligible to vote
☐   Orientation Video
☐   Reentry Video
☐   PREA Video
☐   Risk Assessment (4 questions)

Comments: _____
_____

Assigned Unit: _____ Date of Inmate's Arrival on Unit:_____

I _____ have received a copy of the institution's Inmate Handbook, viewed the Reentry Video as well as the Orientation Video and Orientation information containing explanations of all subject areas listed above. I have also had an opportunity to discuss the same with case managers and unit staff.

_____ _____ _____
SIGNATURE OF INMATE   DCDC NUMBER   DATE

Case Manager _____ Date_____

Updated 2-20-2015

VOTER REGISTRATION AGENCY CERTIFICATION

To be completed with each agency application for service or assistance, and with each recertification, renewal, or change of address form processed, in accordance with Public Law D.C. Code §§ 1-1001.02(17), 1-1001.07(d)(1).

If you are not registered to vote where you live now, would you like to apply to register to vote today?

<div align="center">

YES ___   **NO** ___

</div>

If you do not check either box, you will be considered to have decided not to register to vote at this time. Applying to register or declining to register to vote will not affect the amount of assistance or services provided to you by this agency.

> **If you decline to register to vote, this fact will remain confidential. If you do register to vote, the office where your application was submitted will remain confidential, and may be used only for voter registration purposes.**

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private if you wish.

> **If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with:**

<div align="center">

The District of Columbia Board of Elections
441 4th Street, NW Suite 250N
Washington, DC 20001   Phone: 202-727-2525

</div>

Printed Name	**Signature**	**Date**

(for agency use only)

Check: __ **DHS/IMA**   __ **DDS/RSA**   __ **DDS/DDA**   __ **DHS/WIC**   __ **DHS/**_____

__ **OF/AG**   __ **PARKS/REC**   __ **DOC**   __ **OTHER** _____

Check IF voter registration application was completed or provided to applicant:

__ VR Form completed and received for transmittal to the Board of Elections.
__ VR Form given to applicant for later completion at the applicant's request.
__ VR Form given to third party _____ on the behalf of applicant.

Agency Staff Signature	**Date**	original: to applicant copy: to case file

Rev. 02/2012