

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 1 of 19
	POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
			OPI:	PROGRAMS	
			REVIEW DATE:	September 20, 2024	
			Approving Authority	Thomas Faust Director	
SUBJECT:	DOC Advisory Neighborhood Commissioner				
NUMBER:	4400.1				
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form				

APPROVED:

Signature on File



Thomas Faust, Director

9/20/2023
Date Signed

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 2 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
NUMBER:	4400.1			
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form			

1. **PURPOSE AND SCOPE.** To establish procedures governing the roles and responsibilities of the Advisory Neighborhood Commissioner (ANC) elected to the commission area including the Correctional Treatment Facility (CTF), the Central Detention Facility (CDF), both known as the DC Jail Complex, and the Harriet Tubman Women’s Homeless Shelter.
2. **POLICY.** It is the policy of the DC Department of Corrections (DOC) to ensure the inmate elected to the role of ANC be afforded opportunities to carry out his/her responsibilities in representing DOC inmates and those housed in the referenced homeless shelter.
3. **APPLICABILITY.** This directive applies to the elected DOC ANC along with operational and programmatic staff responsible for facilitating and overseeing activities related to the role.
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. Sexual harassment is a form of sexual discrimination that is also prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
5. **PROGRAM OBJECTIVES.** The provision of specific operational guidance and protocols for individuals assuming the role of ANC via the Board of Elections (BOE) process along with operational and programmatic staff responsible for facilitating and overseeing activities related to the role.
6. **DIRECTIVES AFFECTED**
 - a. **Directives Rescinded.** None.
 - b. **Directives Referenced**
 - 1) PP 4020.4 Inmate Voting Process

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 3 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
NUMBER:	4400.1			
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form			

7. AUTHORITY

- a. D.C. Official Code § 24-211.02. Powers; promulgation of rules
- b. D.C. Official Code § 1-1001.01 et seq; Regulation of Elections
- c. 52 U.S.C. § 20506, National Voter Registration Act
- d. D.C. Municipal Regulations Title 3, Elections and Ethics
- e. DC Act 23-484 Restore the Vote Amendment Act of 2020
- f. D.C. Official Code § 1-309.01 et seq
- g. Title I of the D.C. Code (Government Organization)

8. STANDARDS REFERENCED

- a. American Correctional Association 2nd Edition Standards for Administration of Correctional Agencies: 2-CO-1C-O6.
- b. Title I of the D.C. Code (Government Organization).

9. DEFINITIONS

- a. **Advisory Neighborhood Commissioner** - Advisory Neighborhood Commissioner is an elected, non-partisan role established to bring government closer to the people and people closer to the government.
- b. **Advisory Neighborhood Commission** - A non-partisan, neighborhood body each made up of locally elected representatives called Advisory Neighborhood Commissioners.
- c. **Single Member District** - Each neighborhood commission, or Advisory Neighborhood Commission, is further subdivided into a number of smaller

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 4 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
NUMBER:	4400.1			
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form			

areas, or Single Member Districts (SMDs) each represented by one Advisory Neighborhood Commissioner.

- d. **Office of the Advisory Neighborhood Commission** – Established to provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions.
- e. **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.
- f. **Commission Area** - The District is divided into neighborhood commission areas by the D.C. Council.
- g. **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.
 - 1) 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.
 - 2) For nonpartisan offices, party affiliations do not appear next to candidates’ names.
- h. **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

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 5 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
NUMBER:	4400.1			
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form			

only partisan offices. 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.

- i. **Special Elections** - A special election is an election that is held to fill a vacancy that occurs in an elected office between general elections.
- j. **Voting Coordinator (VC)** - DOC staff member selected by the Deputy Director for Education, Programs and Case Management to oversee the voting process, serve as liaison between DOC, BOE; and the Office of the Advisory Neighborhood Commission (OANC); and manage/coordinate activities of the elected ANC in collaboration with agency operations/program staff.
- k. **Harriet Tubman Women's Homeless Shelter** - A year-round shelter housing up to 175 women per night designated by the D.C. Council as Commission Area 7F08 along with the CDF and CTF.

10. ANC BACKGROUND INFORMATION. Title 1 of the D.C. Code (Government Organization) states in Section 1-207.38 that the District is divided into neighborhood commission areas by the D.C. Council and that nonpartisan elections for members shall be administered by the D.C. Board of Elections (BOE). Each neighborhood commission, or Advisory Neighborhood Commission, is further subdivided into a number of smaller areas, or Single Member Districts (SMDs). The District of Columbia Department of Corrections (DOC) has been established as a SMD and thus an inmate chosen by the population, of which must be registered qualified electors of ANC SMD 7F08, serves as the ANC.

Based on redistricting, effective January 2023, a new commission SMD was created (7F08), which now includes the Central Detention Facility (CDF) the Correctional Treatment Facility (CTF) and the Harriett Tubman Women's Homeless Shelter. The inmate elected to serve as ANC is responsible for serving and supporting inmates and shelter residents from the three designated locations and strengthening connections between the community and DOC.

- a. Office of the Advisory Neighborhood Commission (OANC)

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 6 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
NUMBER:	4400.1			
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form			

- 1) The OANC is established to provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions. The OANC is headed by an Executive Director who serves as the primary source of advice for Commissioners with respect to their official statutory duties.
- 2) The elected DOC ANC shall look to the OANC as the entity primarily responsible for providing overall guidance and direction on roles and responsibilities associated with the position. The OANC also advises DOC and the ANC when meetings, trainings, forums and any other activities are scheduled.

11. REQUIRED QUALIFICATIONS FOR THE DOC ADVISORY NEIGHBORHOOD COMMISSIONER. No person shall be a member of an Advisory Neighborhood Commission unless he/she:

- a. Is a registered qualified elector currently residing in the SMD from which he/she was elected;
- b. Has resided in said district continuously for the sixty (60) days immediately preceding the day on which he/she files the nomination petitions as a candidate, as such a member;
- c. Holds no other elected public office;
- d. With the exception of a member representing the single-member district that includes the Central Detention Facility and Correctional Treatment Facility, has not been convicted of a felony committed while serving as an ANC.

12. ADVISORY NEIGHBORHOOD COMMISSIONER ELECTION PROCESS

- a. There are three (3) ways to become an ANC:
 - 1) General Election Petition process (25 signatures needed) with deadline set by BOE.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 7 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
NUMBER:	4400.1			
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form			

- 2) General Election Write-In process.
 - 3) Special Election Vacancy Petition process (once a vacancy is declared, 25 signatures needed).
- b. **Board of Elections (BOE) General Election Petition Process for Advisory Neighborhood Commissioner**
- 1) The ANC General Election process is overseen by the BOE. They advise the DOC voting team of required voting protocols, timelines, and take the steps required to ensure full compliance with the process.
 - 2) The General Election petition period is first made available in the BOE's office as outlined in the Board's General Election calendar (D.C. Official Code §§ 1-309.05(b)(1)(B),(b)(2) no later than 120 days before the election). Inmates may request a petition from the DOC Voting Coordinator or Housing Unit Case Manager utilizing the Declaration of Candidacy (Attachment A) and the Receipt of Ballot Access (Attachment B) documents. The Declaration of Candidacy must be signed by the candidate and either be notarized or signed in the presence of a BOE official. The forms will then be sent to the BOE so petitions can be created and sent to the DOC Voting Coordinator along with the candidate information packet for distribution to the appropriate candidate. The packet will include the list of registered 7F08 voters who are qualified to sign the petition and voter registration forms for inmates who want to become registered voters in 7F08. Completed petitions shall be submitted to the Voting Coordinator for forwarding to the BOE.
 - 3) A candidate must file the following documents with the BOE by the filing deadline:
 - a) A petition with the signature of at least twenty-five (25) duly registered voters in ANC SMD F708;

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 8 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
NUMBER:	4400.1			
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form			

- b) A “Receipt for Completed Ballot Access Documents” form (Attachment B) stating that the petition has a minimum number of required signatures.
 - 4) Petitions are available for public inspection and possible challenge in the BOE office for ten (10) consecutive days, beginning on the third day after the filing deadline.
 - 5) At the end of the challenge period (or after all challenges are resolved) the BOE holds a Ballot Lottery to determine the order of the candidates’ names on the ballot for each contest.
 - 6) The voters of 7F08 can then make their selection for their ANC during the General Election. The candidate with the most votes is the winner.
 - 7) Election results are published on the Board’s website: <https://dcboe.org/>. BOE staff can forward a printable version of the election results to the DOC for dispersal as protocols allow.
- c. **General Election Write-In Process.** A Write-In Candidate is someone whose printed name does not appear on the ballot, but whose name is written in by voters. If an eligible individual wishes to declare their Write-In candidacy, similar to a Candidate’s Declaration of Candidacy, they must file an Affirmation of Write-In Candidacy (Attachment C). This form must be filed with the BOE on or before the third day after a Primary Election, or on or before the seventh day after a General or Special Election and if needed, they must update their inmate address on file with the BOE. Voting team members will distribute forms to the population.
- 1) **Write-In Candidate Requirements.** To run for the DOC ANC position as a write-in, the candidate must:
 - a) Meet the required qualifications of an ANC (see above). This does include having an inmate address of the CTF, CDF or the Harriett Tubman Women’s Homeless Shelter on record with the BOE. The

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 9 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
NUMBER:	4400.1			
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form			

candidate must have resided in 7F08 for 60 days immediately preceding the day on which they file their Write in of Affirmation Form.

- b) Complete and submit a timely Affirmation of Write-in Candidacy form. The form must be submitted to the BOE on or before the seventh day after the General Election. It must either be notarized or signed in the presence of a BOE official.
- c) After all ballots have been received and counted, the BOE begins to review Write-in's. Once finalized, election results are published on the Board's website: <https://dcboe.org/>. BOE staff can forward a printable version of the election results to the DOC for dispersal as protocols allow.
- d. **Selection of DOC Advisory Neighborhood Commissioner.** The winner of the election for DOC ANC will be the candidate that (a) submitted an Affirmation of Write-In Candidacy form; (b) has an inmate address on file with the BOE that falls in the 7F08 SMD; (c) and received the most votes.
- e. **Special Election Petition Process Due to Vacancy.** If a vacancy occurs in ANC SMD 7F08, the BOE facilitates the candidate petition process and the OANC facilitates (if needed) an election.
 - 1) **How a Vacancy Occurs**
 - a) A vacancy may occur for reasons outlined in Title 3 DCMR § 1300.2.
 - b) If an ANC resigns, he or she must submit a signed letter of resignation to the BOE, the Mayor, the Council, the OANC, the 7F Chairperson, the 7F Vice-Chairperson, the Voting Coordinator and Director/designee.
 - c) If an ANC becomes disqualified to hold office (for example: if they're transferred permanently to a federal facility and no longer reside in

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 10 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
NUMBER:	4400.1			
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form			

the SMD) but does not submit a letter of resignation, the Commission may declare the seat vacant.

- f. **Advising DOC Inmates of ANC Vacancy.** Once advised by the BOE of an upcoming ANC vacancy for the District covering DOC and the Harriet Tubman Women’s Homeless Shelter, the voting team works to share all relevant information regarding election protocols, timelines for declaration, and roles and responsibilities as provided by BOE staff. Information is disseminated in English and Spanish using:
- 1) Inmate Tablets
 - 2) Unit Flyers
 - 3) Staff Announcements
- g. The BOE certifies any ANC vacancies that exist by publishing a notice in the D.C. Register. The BOE’s notice lists the date that petitions are available as well as the filing deadline and dates for the petition challenge period. The petition period runs for twenty-one (21) days beginning on the date that petitions are first made available in the BOE’s office. Inmates may request a petition from the DOC Voting Coordinator or Housing Unit Case Manager utilizing the Declaration of Candidacy and the Receipt of Ballot Access Documents. The Declaration of Candidacy must be signed by the candidate and either be notarized or signed in the presence of a BOE official. The forms will then be sent to the BOE so petitions can be created and sent to the DOC Voting Coordinator along with the candidate information packet for distribution to the appropriate candidate. The packet will include the list of registered 7F08 voters who are qualified to sign the petition and voter registration forms for inmates who want to become registered voters in 7F08.
- h. A candidate must file the following documents with the BOE by the filing deadline:

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 11 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
NUMBER:	4400.1			
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form			

- 1) A petition with the signature of at least twenty-five (25) duly registered voters in ANC SMD F708;
- 2) A “Receipt for Completed Ballot Access Documents” form (Attachment B) stating that the petition has a minimum number of required signatures.
 - i. Petitions are available for public inspection and possible challenge in the BOE office for five (5) working days, beginning on the third day after the filing deadline.
 - j. At the end of the challenge period (or after all challenges are resolved) the BOE certifies a list of individuals who qualify for appointment to the ANC.
 - k. If no qualified candidates file petitions, the BOE must recertify the vacancy by publishing a notice in the D.C. Register and making petitions available again.
 - l. If there is only one person qualified to fill the vacancy within the 7F08, the vacancy shall be deemed filled by the qualified person and the BOE shall certify the filling of the vacancy by publication in the District of Columbia Register.
 - m. If more than one candidate meets the qualifications, the current ANC 7F Advisory Neighborhood Commissioner must in consultation with the OANC give notice at a public meeting that at the next regularly scheduled meeting there shall be an open vote of registered voters of 7F08 to select the new Commissioner. Votes must be counted by at least two impartial vote counters and the results must be read aloud by the Chairperson/designee. The Advisory Neighborhood Commissioner must send the BOE a copy of any resolution which appoints or elects a candidate to the Office of the Commissioner. The BOE then declares the vacancy filled by publishing notice in the D. C. Register.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 12 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
NUMBER:	4400.1			
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form			

13. DOC ELECTION PROCESS FOR ADVISORY NEIGHBORHOOD COMMISSIONER

- a. Inmates interested in the DOC ANC position are required to do the following:
 - 1) Submit written confirmation of their intent to run to the DOC Voting Coordinator/designee or Unit Case Manager.
 - 2) Complete the necessary paperwork depending on the type of election process (as outlined above) and submit the documentation to the DOC Voting Coordinator/designee or Unit Case Manager.
 - 3) Complete a survey shared by voting team members that requests input on issues including ability/desire to serve, interest in the role, qualifications, and thoughts on issues including planning, streets, recreation, social services programs, health, safety, sanitation and reentry services.
 - 4) Sign an Inmate Consent form (Attachment D) before photos of or information related to the inmate is shared.
- b. Candidate information compiled is added to a spreadsheet including candidates' photos for sharing with the jail population via tablets, and paper copies posted on each housing unit.
- c. **DOC Inmate Communications.** DOC voting staff will conduct an information sharing session at each facility for candidates expressing interest in running. Before sessions are held, the DOC voting team will coordinate with the OANC to ensure all relevant issues are covered. Questions will be answered as appropriate; inquiries requiring OANC input will be shared by the voting team with responses communicated to candidates once received.

14. **ELECTION DOCUMENTS** are sent to the BOE by the Voter Election Coordinators electronically.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 13 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
NUMBER:	4400.1			
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form			

15. ASSUMPTION OF DOC ADVISORY NEIGHBORHOOD COMMISSIONER DUTIES

a. Swearing In

- 1) The DOC ANC will participate in a swearing in ceremony on a date specified by the DOC in collaboration with the swearing in official (Council). This will be coordinated by the Voting Coordinator and team along with staff from the DOC Office of the Director. Outside guests will be allowed as approved by the Director and coordinated with the facility Operations team.
- 2) Every effort shall be made to schedule the swearing in ceremony as close as possible to the community-based event so that the DOC ANC is able to officially assume his/her duties and responsibilities.

16. OANC RESPONSIBILITIES

- a. The OANC will work collaboratively with the DOC Voting Coordinator and team in providing overall guidance and direction on roles and responsibilities associated with the DOC ANC.
 - 1) The OANC will also advise the DOC ANC and DOC Voting Coordinator of scheduled activities such as meetings, trainings, forums and other events.
 - 2) The OANC will work collaboratively with the DOC Voting Coordinator, DOC IT support, and the DOC ANC in setting up virtual connections with residents of the women's shelter.
- b. The DOC Voting Coordinator has primary responsibility for overseeing all DOC ANC related activities.
 - 1) The DOC Voting Coordinator serves as the point of contact (POC) between BOE and DOC inmates who express interest in the DOC ANC

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 14 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
NUMBER:	4400.1			
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form			

role and is responsible for disseminating all required information regarding the election to those interested.

- 2) The DOC Voting Coordinator and team are responsible for the planning and organization of the DOC ANC swearing in ceremony.
- 3) The DOC Voting Coordinator/or designee and Unit Case Manager will serve as primary points of contact on matters relating to the DOC ANC. External communication regarding training, meetings, forums, and other Commission related activities shall always include the designated POCs to support the ANC, facilitate timely coordination, and ensure all required staff are notified in accordance with agency safety and security protocols.

c. Roles of Other DOC Team Members

- 1) To conduct business, DOC Operations, Programs, and the Office of Information Technology (OIT) teams will work collaboratively to facilitate access to authorized technology and telecommunications equipment. In compliance with operational protocols around safety and security, access will be overseen by Operations and Program staff. Departmental Internet guidelines must be followed and will be monitored to ensure compliance.
- 2) The DOC voting team will provide support, with the OANC consulted for specific direction on issues as required.
- 3) The voting team and Operations staff will provide support to the DOC ANC in sharing appropriate information with the inmate population.

d. DOC Advisory Neighborhood Commissioner Roles and Responsibilities

- 1) The DOC ANC is expected to serve as a model citizen and ambassador for the DOC inmate population.
- 2) The DOC ANC will advise on matters of public policy, including decisions with regard to planning, streets, recreation, social services programs,

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 15 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
NUMBER:	4400.1			
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form			

health, safety, and sanitation in the DOC and the Harriet Tubman Women’s Homeless Shelter.

- 3) The DOC ANC, in conjunction with and subject to regulation and amendment by DOC Operations/Program staff, will establish business hours for conducting duties through coordination with the Voting Coordinator/designee and approval of the Deputy Director for Education, Programs and Case Management/designee.
- 4) The DOC ANC will be advised of scheduled activities via the OANC and Voting Coordinator (or designee). Based on safety and security restrictions, meetings, training, and other related activities must be conducted virtually and with authorization inside the facility. The DOC ANC will be allowed use of office space for approved virtual ANC meetings and trainings.
- 5) The DOC ANC will communicate with inmates as well as DOC administration to learn about their issues and concerns, disseminate information, and troubleshoot problems. This includes virtual communication with residents of the Harriet Tubman Women’s Homeless Shelter.

17. DOC ANC AUTHORIZED ACTIVITIES. The DOC ANC will be allowed use of a desktop or laptop computer specifically for ANC related business. The computer designated for use will have e-mail access to answer inquiries from government bodies and constituents. Correspondingly, a secured email account will be set up solely for ANC business transactions. The DOC ANC will be provided with secured web access for virtual meetings and trainings, as well as telephone access (via the computer). Duties of the DOC ANC shall not interfere or supersede facility policies or procedures. This access will be monitored by DOC OIT staff to ensure compliance with facility safety and security protocols.

- a. In accordance with schedules provided by the ANC SMD 7F and the OANC, the DOC ANC will be allowed to participate in forums including but not limited to:

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 16 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
NUMBER:	4400.1			
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form			

- 1) Executive body meetings once per month
 - 2) General body meetings once per month
 - 3) Initial meetings with DOC inmates and women housed at the Harriett Tubman Women’s Homeless Shelter within the 1st 30 days of winning the election.
 - 4) After the initial meetings, quarterly in person meetings will be held with inmates at designated locations within each facility. The DOC ANC will also meet with shelter residents virtually through a platform established by designated DOC and OANC IT staff.
- b. The DOC ANC may receive email requests for emergency virtual meetings not originally on the schedule. These requests should be shared with the Voting Coordinator who will work with the Operations and Programs teams to determine if they will be approved. A request to attend must be submitted to the Voting Coordinator *at least* forty-eight (48) hours in advance—via email or tablet. Any requests to participate in meetings not originally scheduled must be approved prior to participation.

18. ADVISORY NEIGHBORHOOD COMMISSIONER INMATE ENGAGEMENT. After completing the OANC virtual orientation process, new commissioner training, and consulting with the OANC, the DOC ANC will develop a plan of action outlining his/her strategy for conducting business. The plan will serve as a roadmap for the DOC ANC as he/she carries out the required duties and responsibilities.

- a. Requests to meet with inmates at both facilities shall be made in writing to the Voting Coordinator/designee plus the Unit Manager. They will in turn coordinate with Operations to ensure accommodations are made and safety and security protocols followed.
- b. Requests for any inside meetings, including inmate town hall meetings must be approved by the Deputy Director for Education, Programs and Case Management or designee and coordinated with the DOC team (Voting, Programs, Operations).

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 17 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
NUMBER:	4400.1			
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form			

- c. To ensure the DOC team has ample time to coordinate activities, the DOC ANC must notify the Voting Coordinator or designee via email at least two business days prior to any proposed activity (ex. phone calls, meetings and trainings). If this time frame is not adhered to, activities may not be approved based on facility safety and security protocols.
- d. With authorization of the Deputy Director for Education, Programs and Case Management, the ANC may participate in scheduled DOC meetings with inmate representatives to discuss varying facility issues.
- e. Approved ANC meetings will be held in locations to be determined by the DOC team (Voting, Programs, Operations).

19. DOC ADVISORY NEIGHBORHOOD COMMISSONER TRAINING. The OANC, along with other government agencies, will provide information on virtual training activities for Commissioners. This will be coordinated by the Voting Coordinator and team and the Unit Case Manager (unit on which the DOC ANC is housed). The DOC Voting Coordinator/designee shall be copied on all communication to ensure the DOC ANC is prepared to access scheduled trainings.

20. DOC ADVISORY NEIGHBORHOOD COMMISSIONER COMMUNICATION

- a. DOC will allow the DOC ANC use of the following platforms to communicate with inmates at the CDF/CTF:
 - 1) American Prison Data System (ADPS) tablet portal will be set up for ANC messaging from inmates.
 - 2) Messages will go directly to the Voting Coordinator to copy and submit to the DOC ANC for appropriate action.
 - 3) The DOC ANC will provide inmate responses through the legal mail system.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 18 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
NUMBER:	4400.1			
Attachments:	Attachment A – Declaration of Candidacy Attachment B – Receipt of Ballot Access Attachment C – Affirmation Write-In Candidacy Attachment D – Inmate Consent Form			

- 4) The DOC ANC may create flyers to be posted on housing units with contact information. Flyers will be reviewed by the Voting Coordinator (or designee) and/or the Unit Case Manager.
- 5) In person meetings with unit representatives will be coordinated with Programs, the Voting Coordinator, and Operations. Meetings will be held on a quarterly basis with scheduling determined by DOC staff.

b. **Harriet Tubman Women’s Homeless Shelter Residents**

- 1) The DOC ANC shall establish communication with residents of the Harriet Tubman Women’s Shelter through a designated point of contact
- 2) The DOC ANC shall schedule virtual meetings (on a quarterly basis) with shelter residents coordinated through the shelter point of contact and DOC Programs, OIT and Operations staff.
- 3) The DOC ANC will develop written materials to be shared with residents of the shelter providing contact information and summarizing duties and responsibilities. All written communication to be shared with shelter residents must be reviewed and approved by the Voting Coordinator/designee.
- 4) Written communication can also be addressed to the DOC ANC via the mail system.

21. PROHIBITED ANC ACTIVITIES: The DOC ANC will not be allowed to engage in the following:

- a. Misuse of office for any personal gain or interests.
- b. Use of any media platforms outside of what is needed to perform duties and responsibilities related to the ANC role.
- c. Use of any social media platforms.
- d. Engage in any communication while using office space and equipment that is not directly related to official business of the ANC as determined by the OANC.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	September 20, 2023	Page 19 of 19
POLICY AND PROCEDURE		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	September 20, 2024	
SUBJECT:	DOC Advisory Neighborhood Commissioner			
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- e. Any activity not aligned with DOC safety and security protocols.
- f. Activities not aligned with OANC protocols.

22. DOC ANC CONTACT WITH THE MEDIA (Print, Broadcast, Digital and Other)

- a. The ANC shall follow DOC policy when communicating with the media. DOC PM 1340.4 Media Public Relations/Scheduling Department Events/Facility Tours states in part:
 - 1) Media representatives shall submit a request through the DOC Communications Director in order to interview inmates. Once the request is received, the DOC Communications Director will reach out to the inmate via case management staff to determine if consent will be given. Protocols related to attorney notification will be followed before interviews are granted.
 - 2) Interviews shall be conducted Monday-Friday (except holidays) between the hours of 9 am and 5 pm, unless the Director or designee approves an exception.
 - 3) Without regard to custody status, the media may not use personal visits with an inmate through video visitation to avoid complying with the policy.
 - 4) In accordance with federal and local laws/regulations and DOC policy regarding security, privacy and confidentiality, circumstances may dictate more restrictive media access to special status inmates.
- b. The DOC ANC shall immediately report to the Unit Manager/Case Manager and/or Voting Coordinator, any attempt by the media to make contact. Staff notified will report the information to the Communications Director who will in turn reach out to the media source to advise of DOC media access policies and procedures.
- c. Once the media source satisfies set requirements, the DOC ANC will be advised of the decision and may move forward accordingly.



DISTRICT OF COLUMBIA
BOARD OF ELECTIONS
WASHINGTON, DC 20003-4733



DECLARATION OF CANDIDACY FOR THE OFFICE OF:

Office you are seeking (include Ward or Single-Member District, if applicable)

Candidate's Name: _____ Candidate's Email Address: _____

Daytime Telephone: _____ Voter Registration Number: _____

Date of Election: _____ Party Affiliation (if applicable): _____

List your residence address(es), including zip code(s), for the timeframe that corresponds with the residency requirement for the office you are seeking (three (3) years before date of election for elector of President and Vice President and Delegate to the U.S. House of Representatives, one (1) year before date of election for Mayor, all Councilmembers, Attorney General, and all State Board of Education Members, and sixty (60) days before petition filing date for Advisory Neighborhood Commissioners):

_____ from _____ to present
_____ from _____ to _____
_____ from _____ to _____

INDICATE IN THE SPACE BELOW HOW YOUR NAME SHOULD BE LISTED ON THE BALLOT:

(Please complete this section carefully. If there are any periods or commas in your name, write them clearly. Do NOT include prefixes or titles, such as Miss, Mr., Dr., Rev., or degrees.)

INDICATE IN THE SPACE BELOW HOW YOUR NAME IS PRONOUNCED:

NOTICE TO CANDIDATE:

You must sign this form and file it with the Board on or before the petition filing deadline.

I hereby declare my candidacy for the office indicated above. I am aware of the qualifications for holding this office, and I attest that I meet such qualifications. I understand that by providing my email address, I am consenting to the electronic receipt of any official Board communications regarding my candidacy or ballot access generally at the address provided. I swear or affirm that all of the information I have provided on this form is true to the best of my knowledge and belief.

Do NOT sign this document until you are in the presence of a Notary Public or a BOE Official!

(Candidate's Signature)

Subscribed and sworn to or affirmed before me this _____ day of _____ 20____

(Notary Public or Board of Elections Official)

ANY PERSON WHO MAKES ANY FALSE REPRESENTATIONS AS TO THEIR QUALIFICATIONS FOR HOLDING ELECTIVE OFFICE SHALL UPON CONVICTION BE FINED NOT MORE THAN \$10,000, OR BE IMPRISONED NOT MORE THAN FIVE YEARS, OR BOTH.



DISTRICT OF COLUMBIA
BOARD OF ELECTIONS
WASHINGTON, DC 20003-4733



RECEIPT OF BALLOT ACCESS DOCUMENTS

DATE: _____

TYPE OF ELECTION: [] PRIMARY [] GENERAL [] SPECIAL

DATE OF ELECTION: _____

I. CANDIDATE INFORMATION:

Candidate's Name: _____

Candidate's Address: _____

Office Sought: _____

(Include Ward or Single-Member District, if applicable)

Party (if applicable): _____

II. CAMPAIGN INFORMATION:

Campaign Committee (if known): _____

Committee Address: _____

Contact Person: _____

Telephone No.: _____ Email Address: _____

III. DOCUMENTS RECEIVED: (check all that apply):

- [] Set of _____ Petition Pages
[] Declaration of Candidacy
[] Completed? [] Yes (Date _____) [] No
[] Circulating and Filing Nominating Petitions
[] Non-Resident Petition Circulator Form
[] Petition Circulation Training Schedule
[] Election Calendar
[] Agent Affidavit: Authorization to Receive and File Ballot Access Documents and Materials
[] List of Elected Offices in the District of Columbia (w/ signature requirements)
[] Campaign Poster Regulations
[] Slate Registration Form
[] Signature Attestation Form
[] Data Request Form
[] Applicable Chapter(s) of Title 3 of D.C.M.R.:
[] 9 (SPECIAL ELECTIONS)
[] 13 (ANC VACANCY)
[] 14 (PRESIDENTIAL PREFERENCE PRIMARY)
[] 15 (PRESIDENTIAL ELECTORS - GENERAL)
[] 16 (ALL D.C. GOVERNMENT OFFICES)
[] 17 (LOCAL/NATIONAL PARTY OFFICES)
[] List of Registered Voters in ANC/SMD (ANC)
[] ANC/SMD Map (ANC)
[] Master Street Index (ANC)
[] Other _____

IV. CERTIFICATION:

I, _____, residing at _____,

Recipient's Name (Full Name)

Recipient's Address (with zip code)

certify that I have received the documents checked above in Section III from the Board. I further certify that I have read the petition pages issued for the candidate named above, and that, to the best of my knowledge, all of the information on the petition pages is true and correct.

Recipient's Signature

Date

Recipient's Telephone Number



DISTRICT OF COLUMBIA BOARD OF ELECTIONS

1015 Half St SE, Suite 750
Washington, D.C. 20003



Affirmation of Write-in Candidacy

for the office of:

Office you are seeking (include Ward or Single-Member District, if applicable)

Candidate's Name: Candidate's Email Address:

Daytime telephone: Voter Registration Number:

Date of the election: Party Affiliation (if applicable):

List your residence address(es), including zip codes, for the timeframe that corresponds with the residency requirement for the office you are seeking (three (3) years before date of election for Delegate to the U.S. House of Representatives, one (1) year before date of election for Mayor, all Councilmembers, and all State Board of Education Members, and sixty (60) days before petition filing date for Advisory Neighborhood Commissioners):

Residence address lines with date ranges: from ___/___ to present, from ___/___ to ___/___, etc.

Note to candidate:

You must sign this form and file it with the Board on or before the day after Election Day (for Primary Elections), or the third (3rd) day after Election Day (for General and Special Elections).

I hereby declare my candidacy for the office indicated above. I am aware of the qualifications for holding this office, and I attest that I meet such qualifications. I understand that by providing my email address, I am consenting to receive official Board communications at the address provided. I swear or affirm that all of the information I have provided on this form is true to the best of my knowledge and belief.

(Signature of Candidate)

Subscribed and sworn to or affirmed before me this ___ day of ___ 20___

(Notary Public or Board of Elections Official)

ANY PERSON WHO MAKES ANY FALSE REPRESENTATIONS AS TO HIS OR HER QUALIFICATIONS FOR HOLDING ELECTIVE OFFICE SHALL UPON CONVICTION BE FINED NOT MORE THAN \$10,000, OR BE IMPRISONED NOT MORE THAN FIVE YEARS, OR BOTH.



D.C. DEPARTMENT OF CORRECTIONS
2000 14th Street, N.W.
Washington, D.C. 20009

INMATE CONSENT FORM
(Please Print)

- 1. Date _____
- 2. _____
Inmate's Name DCDC #
- 3. Facility _____
- 4. Media Representative _____
- 5. Media Name/Address _____

ATTORNEY CONSULTATION

- I recognize that I have a right to consult with my attorney before granting any interview.
- I understand that I should contact my attorney because any information I release could have an impact on any civil or criminal litigation.
- Pretrial Inmate or Pending Appeal Inmate notified attorney? Yes No

PERMISSION TO BE INTERVIEWED

- I am over the age of eighteen (18) years old and do hereby freely give permission to the above named media representative to interview me on (date) _____ and I do hereby authorize the news media represented by this person to use any information gathered about me during this interview for any legitimate purpose. I further authorize the District of Columbia Department of Corrections and their designated representatives to release to representatives of the media any documents or information relating to allegations or comments made by me in this interview.
- Inmate/Defendant is under eighteen (18) years old Written parental or guardian consent? Yes No
If "No", deny the visit

VOICE RECORDING OR PHOTOGRAPHS DURING INTERVIEW

- I do further freely give permission to the above named media representative to make recordings of my voice during this interview and to take photographs of me (still or video). I do hereby authorize the use of such pictures or recordings by the media represented for any legitimate reason.
- DECLINE INTERVIEW.** I refuse permission to the above named news media representative to interview me.

Inmate's Signature _____

Witness _____ Date _____

Witness Title _____

DOC Office of Government and Public Affairs Representative _____