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|  <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p> | DAI Policy #: 300.00.05 | Page 1 of 2 |
| | Original Effective Date: 02/22/07 | New Effective Date: 12/21/20 |
| | Supersedes: 300.00.05 | Dated: 01/19/18 |
| | Administrator's Approval: Makda Fessahaye, Administrator | |
| | Required Posting or Restricted: <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted | |
| Chapter: 300 Administrative | | |
| Subject: Inmate Voting | | |

POLICY

The Division of Adult Institutions shall notify all affected inmates they cannot vote in any election until their civil rights are restored.

REFERENCES

Wisconsin State Statute 6.03(1)(b) – Disqualification of Electors
Wisconsin State Statute 301.03(3a) – General Corrections Authority
Wisconsin State Statute 973.09(4m) - Probation
Wisconsin State Statute 973.176(2) - Voting
2005 Wisconsin Act 451 – Relating to Administration of Elections

DEFINITIONS, ACRONYMS AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-2352 - Ineligible Voting Notice and Acknowledgment

PROCEDURE

- I. DAI staff shall notify affected inmates no sooner than 6 months prior to their release they are ineligible to vote and have them sign the DOC-2352.
- II. Affected inmates are those serving a felony sentence, released to parole, extended supervision or maximum discharge with another felony probation case to serve.
- III. DAI staff shall witness the inmate signing the DOC-2352. If after notification an inmate refuses to sign the DOC-2352, staff shall note on the form the inmate was notified and refused to sign.
- IV. The completed DOC-2352 shall be placed in the inmate's legal file.

Administrator's Approval: _____ **Date Signed:** _____
Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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|---|-------------------------------------|---------------------------|
| Facility: Chippewa Valley Correctional Treatment Facility | | |
| Original Effective Date: 02/22/07 | DAI Policy Number: 300.00.05 | Page 2 of 2 |
| New Effective Date: 05/28/21 | Supersedes Number: 300.00.05 | Dated: 01/19/18 |
| Chapter: 300 Administrative | | |
| Subject: Inmate Voting | | |
| Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation | | |
| Warden's/Center Superintendent's Approval: Timothy A. Nelson, Warden | | |

RESPONSIBILITY

- I. Records Office Staff
 - A. Determine if an inmate is required to complete the DOC-2352 when reviewing the inmate's file for proper release.
 - B. Inform the assigned Case Manager when an inmate does not need to complete the DOC-2352.
 - C. Provide assistance to the Case Managers when an inmate questions if they are affected by Wisconsin State Statute 973.176(2).
 - D. File the completed DOC-2352 in the inmate's Legal File.

- II. Assigned Case Manager
 - A. Ensure that affected inmates complete the DOC-2352 prior to release.
Witness signature or note refusal to sign on form.
 - B. Contact the Records Office when questions arise on DOC-2352 completion.
 - C. Forward the completed DOC-2352 to the Records Office.