 <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: 01/19/18
	Supersedes: 300.00.05	Dated: 02/22/07
	Administrator's Approval: Jim Schwochert, 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

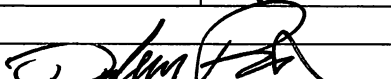
PROCEDURE

- 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:** _____
 Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Green Bay Correctional Institution		
New Effective Date: 11/6/20	DAI Policy Number: 300.00.05	Page 2 of 2
Chapter: 300 Administrative		
Subject: Inmate Voting		



REFERENCES

N/A

DEFINITIONS, ACRONYMS, AND FORMS

DOC-2070C – Record Office Release Information

FACILITY PROCEDURE

- I. Records staff shall notify assigned social workers when:
 - A. Inmates who are serving felony sentences are being released to parole or extended supervision, or
 - B. Inmates are serving felony sentences until maximum discharge with a consecutive probation case.
- II. Form DOC-2352 shall be completed prior to the affected inmate's release and distributed according to the responsibilities below.

RESPONSIBILITY

- I. Staff
 - A. Social Workers
 - 1. Review, complete, and witness the DOC-2352 with the inmate.
 - 2. If the inmate refuses to sign, note on the DOC-2352 the inmate was notified but refused to sign. Sign and date the witness section.
 - 3. Provide inmate with a copy of completed DOC-2352 and send to the Records Office.
 - B. Records Office Staff
 - 1. Receive completed DOC-2352 from social worker staff.
 - 2. Place the completed DOC-2352 in the inmate's legal file.
 - 3. Document the completion of the DOC-2352 on the DOC-2070C.