

 <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

Facility: Kettle Moraine Correctional Institution		
Original Effective Date: 2/22/07	DAI Policy Number: 300.00.14	Page 2 of 2
New Effective Date: 04/09/21	Supersedes Number: 300.00.14	Dated: 4/16/18
Chapter: 300 Administrative		
Subject: Pre-Release Curriculum		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Warden Jon Noble		

FACILITY PROCEDURE

- I. Records Office shall:
 - A. Complete the DOC-2070 (A,B,C) Records Office Release Information form prior to the inmate's release and determine if the inmate will have any active felony case(s) to serve on supervision upon release.
 - B. File the completed DOC-2352 in the inmate's legal file.
- II. Social Workers shall:
 - A. Obtain and review DOC-2352 with the affected inmate and witness the inmate's signature.
 - B. Note on the DOC-2352 the inmate was notified, but refused to sign the form.
 - C. Route the original and copies of the form per the distribution listed on the bottom of the form.
- III. Inmates shall:
 - A. Review DOC-2352 with Social Worker.
 - B. Sign DOC-2352.