

<b>DATE:</b>	DECEMBER 12, 2018
<b>NUMBER:</b>	N.9
<b>SUBJECT:</b>	INMATE VOTING
<b>RELATED SECTIONS:</b>	

**PURPOSE**

To provide a procedure whereby the County Registrar of Voters allows qualified inmates to register and vote in local, state and federal elections, pursuant to elections codes.

**POLICY**

Qualified inmates may register to vote while in custody. Inmates who are registered voters and who request to exercise their voting privileges for an Election Day will be assisted by a Reentry Services facility staff member in obtaining a Vote-By-Mail ballot and lawfully delivering it to a voting poll.

**PROCEDURE**

**I. REGISTERING TO VOTE**

Inmates meeting the eligibility requirements are entitled to receive a voter registration card while in custody (refer to [www.sos.ca.gov](http://www.sos.ca.gov) for current eligibility requirements). To request a registration card, the inmate must send a letter via U.S. mail to the Registrar of Voters office or submit an inmate request to facility Reentry Services staff (counseling office). The completed voter registration card must be returned to the elections office no less than fifteen (15) days before an election to be eligible to vote in that election. The request for a registration card and the completed registration card can be returned to the counseling office to be forwarded to the Registrar of Voters or the inmate can mail it to the following address:

Registrar of Voters  
P.O. Box 85093  
San Diego, CA 92186-9910

**II. VOTE-BY-MAIL VIA U.S. MAIL**

Requests for a Vote-By-Mail ballot application must be mailed to the Registrar of Voters office no earlier than sixty (60) days before the election and no later than seven (7) days before Election Day, in order for an inmate to vote by mail. The Vote-By-Mail ballot applications can be obtained by submitting an inmate request to facility Reentry Services staff. The inmate is responsible for returning the ballot application to the counseling office to be forwarded to Registrar of Voters or mailing the application to the following address:

Registrar of Voters  
P.O. Box 85520  
San Diego, CA 92186-5520

### III. VOTE-BY-MAIL BALLOT APPLICATION-LATE VOTING

- A. An inmate can request a Vote-By-Mail ballot application for late voting seven (7) days up to and including Election Day. Inmate requests for late voting applications should be forwarded to Reentry Services staff at each facility. A designated Reentry Services staff member will verify if the inmate is or is not a registered voter.
- B. If the inmate is a registered voter, a designated Reentry Services staff member will deliver a Vote-By-Mail ballot application for late voting to the inmate. The inmate will fill out the application, authorizing a staff member to obtain a ballot from the Registrar of Voters office. Applications must be submitted no later than noon on Election Day.
- C. The completed Vote-By-Mail ballot application for late voting will be processed (dropped off to the Registrar of Voters office) by the designated staff member.
- D. Reentry Services will designate a staff member to pick up the ballots from the Registrar of Voters office. The staff member will sort out the ballots and distribute them to each facility.
- E. Reentry Services staff at each facility will deliver the ballots to each inmate. Inmates should be provided with a private place to fill out their ballot. The housing unit deputy will determine the appropriate private area for inmates to complete their ballot. This will be based on the layout of the housing unit and the inmate's security level. Areas to consider: inside a cell if housed alone, interview room, multipurpose room, classroom, recreation yard, etc. The inmate will seal their ballot in the envelope and retain it until collected by a designated Reentry Services staff member. The designated staff member must sign the back of each envelope and collect all envelopes by 5 pm on Election Day.
- F. The same staff member that collected and signed the envelopes will deliver the ballot envelopes to an authorized poll operator at the Registrar of Voters office or any other official polling site.