EFFECTIVE DATE:

This policy will have a future effective date of 01/01/2017.

POLICY:

It is the policy of the Department of Corrections (DOC) that an offender convicted of a felony who is unconditionally discharged from probation and / or parole supervision, shall receive written notification of the restoration of the right to register to vote.

APPLICATION:

This policy and procedure will apply to all Division of Probation & Parole employees and all offenders.

DEFINITIONS:

As used in this policy, the following definitions shall apply:

**Unconditional Discharge:**
An offender is released from all supervision arising from a conviction and sentence, including court, probation and parole jurisdiction.

PROCEDURES:

I. Notification of Restoration of Voting Rights:

   A. If the offender has been convicted of a felony, Division personnel shall ensure the offender is provided with a *Notification Of Restoration Of Voting Rights Letter* (Attachment A) when he or she has been unconditionally discharged from probation and / or parole supervision.
B. Division personnel shall ensure a copy of the *Notification Of Restoration Of Voting Rights Letter* is provided to the appropriate regional office of the State Division of Elections, in accordance with the *Regional Voting Rights Guide* (Attachment B).

C. Division personnel shall ensure a copy of the *Notification Of Restoration Of Voting Rights Letter* is placed in the offender’s case record and that a copy is saved in the Department’s offender management system.