

 Corrections and Community Supervision DIRECTIVE	TITLE Notice of Right to Vote Upon Maximum Expiration or Discharge of Sentence		NO. 9205
			DATE 04/03/2015
SUPERSEDES DIR# 9205 Dtd. 04/16/2013	DISTRIBUTION A B	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to) Election Law §3-102 (16); Executive Law §259-j Correction Law §75, §205	APPROVING AUTHORITY 		

- I. PURPOSE:** To instruct staff on the legal requirement to advise releasees (offenders) of their right to vote upon reaching the maximum expiration of their sentences or the termination of their sentences pursuant to Executive Law §259-j or Correction Law §205.
- II. POLICY:** All New York State offenders and releasees regain their right to register and vote upon reaching the maximum expiration date of their sentences or upon being discharged from their sentence pursuant to Executive Law §259-j or Correction Law §205.
- III. PROCEDURE**
- A. **Parole Officer Responsibility:** The assigned Parole Officer will provide every releasee reaching maximum expiration of their sentence or discharge from supervision the following information and documents:
1. Voting Rights, as well as all other pertinent voting information - www.ag.ny.gov/civil-rights/voting-rights;
 2. New York State Voter's Registration Form (English and Spanish) - www.elections.ny.gov/VotingRegister.html; and
 3. New York State Voter's Bill of Rights - www.vote.nyc.ny.us/html/voters/voters.shtml.
- The information and documents must be provided on the day of last contact with releasee, regardless of the type of contact (e.g., home visit, office visit).
The Parole Officer will enter Activity Code "VR" into the Case Management System (CMS) record and detail the date, time, and place the releasee was provided with the voter registration material.
- B. **Senior Parole Officer Responsibility:** The Senior Parole Officer shall remind the assigned Parole Officer to provide the voter registration material during case conferences when a pending discharge or maximum expiration date is noted.
The Senior Parole Officer will instruct the Parole Officer to mail voter registration material if the Parole Officer failed to provide the information as provided for. Voter registration material must be sent to the releasee at his or her last known address by regular first class mail.
After mailing this material to the releasee, the Parole Officer will enter Activity Code "VR" into the CMS record and detail the date when the material was mailed and to what address.
- C. **Bureau Chief Responsibility:** The Bureau Chief shall establish a system that will alert him or her as to when voter registration material has not been provided to releasee by the Parole Officer.

When the Bureau Chief becomes aware that the voter registration material was not provided to the releasee by the Parole Officer, the Bureau Chief will instruct the Senior Parole Officer to mail the voter registration to the releasee at his or her last known address no later than seven (7) days after maximum expiration or discharge from sentence.

- D. Declared Delinquent Other Institution (DDOI) Staff Responsibility: If a releasee has been returned on a sustained violation of parole, presumptive release, conditional release, or post-release release supervision, and the adjudicated parole violator (i.e., offender) subsequently reaches the maximum expiration of their sentence or is otherwise discharged from their sentence while incarcerated at the Rikers Island CF, DDOI staff will provide the offender with the documents described in Section III-A 1, 2, and 3 of this directive. The documents will be provided to the offender at the time of discharge from local custody.

The DDOI Parole Officer or other designated staff will meet with the offender at the time of discharge, provide the offender with the documents, and enter the Activity Code “**VR**” into the CMS record and detail the date, time, and location where the offender was provided with the voter registration material.

- E. Parole Violation Unit (PVU) Staff Responsibility: If a releasee has been returned on a sustained violation of parole, presumptive release, conditional release, or post-release release supervision, and the adjudicated parole violator (i.e., offender) subsequently reaches the maximum expiration of their sentence or is otherwise discharged from their sentence while incarcerated in a county jail or local correctional facility, PVU staff will provide the offender with the documents described in Section III-A-1, 2, and 3 of this directive. The documents will be provided to the offender at the time of discharge from local custody.

The PVU staff person or other designated staff person will meet with the offender at the county jail or local correctional facility at the time of discharge, provide the offender with the documents, and enter the Activity Code “**VR**” into the CMS record and detail the date, time, and lodging location where the offender was provided with the voter registration material.

- F. DDOI Bureau Chief and Chief of PVU Responsibility: The DDOI Bureau Chief and Chief of PVU shall establish a control system that will alert him or her as to when voter registration material needs to be provided to an offender in local custody.

When the DDOI Bureau Chief or Chief of PVU becomes aware that the voter registration material was not provided to the offender at the time of discharge from local custody, the Bureau Chief or Chief of PVU will instruct staff to mail the voter registration information to the last known address no later than seven (7) days after the maximum expiration or discharge from sentence.

The Bureau Chief, or Chief of PVU, or designee, will enter Activity Code “**VR**” in the CMS record and indicate that the staff member was instructed to mail the voter registration material to the discharged individual at his or her last known address.