

**SECTION - SUPPORTIVE SERVICES  
ADMINISTRATIVE DIRECTIVE NO. 650  
(Replaces A.D. No. 650 dated 4/13/06)**

Effective Date: April 12, 2007

**SUBJECT: PATIENT VOTER REGISTRATION**

**I. PURPOSE**

To provide standard uniform implementation of the National Voter Registration Act (NVRA) of 1993, which became effective January 1, 1995.

**II. AUTHORITY**

National Voter Registration Act 1993; Code of Federal Regulations (CFR), Title 42, Section 1973gg, (Public Law 103-31, signed May 20, 1993); and California Department of Mental Health Special Order No. 718.01.

**III. POLICY**

All Individuals who are eligible to vote shall be offered voter registration services upon admission to Coalinga State Hospital (CSH) or as described below in Section V.

**IV. METHOD**

CSH shall distribute voter registration forms, provide assistance in completing the forms, and accept the completed forms for transmittal to the proper county elections office for processing.

**V. PROCEDURE**

A. All eligible Individuals shall be offered the opportunity for voter registration services by the admission social worker as part of the admission process.

1. To be eligible to register, the potential voter must not currently be in prison or on parole for the conviction of a felony, or be judged by a court to be mentally incompetent to vote.

2. The voter questionnaire/declination form shall be completed during this process and forwarded to the Trust Office for retention.

3. If the eligible Individual is unable to comprehend or cooperate at the time of admission, an Interdisciplinary Note (IDN) shall be written by the unit social worker so voter registration services can be offered when the Individual is better able to make this decision.

4. If the eligible Individual has indicated a desire to register to vote, the Trust Office will forward a voter registration form to the eligible Individual. Assistance will be provided to the Individual by unit staff as needed, in order to complete the form. Once completed, the self-addressed, postage-paid voter registration form shall be returned to the Trust Office for processing and mailing.
5. The Trust Office is not responsible for voter registration forms that have not been returned to the Trust Office or have been mailed by the Individual.
6. The Trust Office shall not be held accountable if absentee ballots are not received in a timely manner.
7. If any eligible Individual desires voter registration services during his hospitalization, the Trust Office shall be notified.

## VI. FLAGGING PROCEDURES

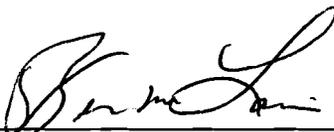
If the Individual's commitment is considered as not eligible to vote, the voter registration form shall be flagged as follows:

- A. Do not refuse to provide voter registration services to any Individual, even if you have reason to believe they do not meet voter eligibility requirements. However, ensure the Individual is made aware of the four requirements to register to vote (this is contained in the first box of the Declination Form). If the Individual is under conservatorship, the guardian will be informed that voter registration services are being offered to the Individual.
- B. The court adopted State Plan of Implementation requires "flagging" of questionable registration forms. Although decisions on registration can only be made by the county registrar of voters or the Secretary of State, "flagging" will be used when there is reason to believe that the applicant does not meet voter eligibility requirements. No search of files should be done to determine or verify a registrant's eligibility to register to vote. Please note, however, that no applicant is to be refused the right to complete the registration form. Registrants whose forms are "flagged" will still be added to voter rolls by county elections officials and then forwarded to the Secretary of State for investigation to determine eligibility and the necessity of any follow-up action to remove an ineligible individual.
- C. When flagging questionable registrations, a self-sticking "tape-flag" should be used. These tape flags are color tipped flags which have clear tape at one end and a colored flag at the other end, preferably red, and measure approximately 1" x 1 3/4." Write on the sticky tape flag a code that indicates what eligibility requirement is in question. The following coding system will be used to indicate questionable registrations:
  1. US – for questionable citizenship

2. BD – for questionable age qualification
  3. F – if you have reason to believe that the applicant is a felon on parole
  4. MI – if you have proof that the Individual has been determined to be mentally incompetent by a court and has been placed under a conservatorship by court order.
- D. Do not make any permanent marks on the form.
  - E. Questionable registrations shall be flagged in the Trust Office.
  - F. No flagging is needed if the Individual elects to take the form with him.
  - G. Please segregate all questionable registrations (either clipped or batched and placed in a plain envelope) when transmitting them to the Trust Officer.

VII. CONFIDENTIALITY

- A. To maintain federally mandated standards pertaining to the confidentiality of information contained in the Individual's medical record, the completed Voter Application/Declination Forms will not be filed in the Individual's regular medical record.
- B. No information relating to a declination to register to vote, made at the state hospital, may be used for any purpose other than voter registration. If a voter, for whatever reason, declines to register to vote, that decision is entirely a private matter and may not be made known to the public. Specifically, the Declination Form, which is retained by the hospital, is not to be considered a public record.



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BEN MCLAIN  
Executive Director (Acting)