I. Authority
In accordance with AS 44.28.030, AS 33.30.030, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. References
Alaska Statutes
AS 33.30.030
AS 15.20.081

III. Purpose
To establish procedures for prisoners to obtain and cast an absentee ballot

IV. Application
Staff and Prisoners

V. Definitions
None

VI. Policy
It is the policy of the Department that prisoners may register to vote, and obtain and cast an absentee ballot, and that the Division of Elections determines a prisoner’s eligibility to vote.

VII. Procedures
A. The prisoner handbook of all institutions shall contain a section titled ‘Procedure for Obtaining and Casting an Absentee Ballot.’ The text contained in that section shall be as written in Annex A: Procedure for Obtaining and Casting an Absentee Ballot.
B. Mail to and from the Division of Elections shall be processed as Privileged Mail pursuant to Policy No. 810.03(VII)(B)(2). Facility staff are not required to take steps outside normal procedure to expedite mail to the Division of Elections.

VIII. Implementation
This policy and procedure is effective as of the date signed by the Commissioner. Each manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

5/16/2013
SIGNATURE ON FILE
Joseph D. Schmidt, Commissioner
Department of Corrections

Applicable Forms to this Policy:
Annex A: Procedure for Obtaining and Casting an Absentee Ballot
ANNEX A:

PROCEDURE FOR OBTAINING AND CASTING AN ABSENTEE BALLOT:

It is the responsibility of the prisoner who wishes to vote in a state or federal election to follow these steps in order to obtain and cast an absentee ballot. The Division of Elections determines whether or not a prisoner is eligible to vote.

1. Write to the Division of Elections to request an application for an absentee ballot as well as a voter registration form if needed. The address is:

   Division of Elections
   Absentee and Petition Office
   619 East Ship Creek Ave., Suite 329
   Anchorage, Alaska 99501-1677

2. After receiving the application for an absentee ballot, it is the responsibility of the prisoner to fill out the application and mail it to the address that is indicated.

3. After receiving the absentee ballot, it is the responsibility of the prisoner to follow all instructions, including meeting all deadlines, in order to submit the ballot in a timely manner.

4. Mail to and from the Division of Elections is considered privileged mail, however facility staff are not required to take steps outside normal procedure to expedite mail to the Division of Elections.

5. A prisoner who wishes to vote in a local or municipal election must write to the City Clerk to request an absentee ballot. A prisoner who is a resident of another state must write to that state's Secretary of State to request information as to how to obtain an absentee ballot.