

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Policy 407 – Voter Registration

I. POLICY

It is the policy of Southern Highlands Community Mental Health Center to offer voter registration to all consumers and families who apply or reapply for services during regular business hours.

II. DISCUSSION

Voter registration will be available as a convenience to all consumers and families. Services to consumers will not be interrelated to voter registration. Voter registration will remain confidential. No copies or notes of registration activity will be made in the consumer records.

III. PROCEDURE

- A. The receptionist will provide the individual with the option of registering in the lobby or taking mail-in forms.
 1. If mail-in forms are requested, provide the form. If additional forms are requested, limit the number to four per family.
 2. If the individual requests to register to vote while in the lobby, the form will be provided. The individual should be directed to the designated area where he may register.
 3. If the individual requests to register to vote and requests assistance in completing the form, the receptionist or fee clerk will provide assistance in a private area. It is imperative that assistance be limited to the completion of the form. Opinions of political affiliations will not be given.
- B. The receptionist will date stamp all voter registrations at the end of each working day. The date stamp will be provided by the Secretary of State.
- C. The receptionist will mail all voter registration forms to the Secretary of State's office in the provided envelopes.
- D. All forms, envelopes, and date stamps are provided by the Secretary of State's office. The receptionist at the main site will order supplies for all Southern Highlands sites and distribute as needed.