

OREGON STATE HOSPITAL

PORTLAND – SALEM

DRAFT

POLICIES AND PROCEDURES

SECTION 7: Patient Rights

POLICY: 7.009

SUBJECT: Voter Registration and Voting

POINT PERSON: REBECCA CURTIS
DIRECTOR OF SOCIAL WORK

APPROVED: GREG ROBERTS
SUPERINTENDENT

DATE: DEC. 2, 2011

I. POLICY

Regarding Registration:

- A. All patients 18 and older and a citizen of the United States shall be offered the opportunity to register to vote within 10 days of admission. This policy is consistent with the National Voter Registration Act of 1993 and Oregon Administrative Rules (OAR) 165-05-055 to 165-05-070.
- B. Pursuant to ORS 247.208(3), employees who assist patients shall not say or display anything that suggests political preference or party allegiance.

II. PROCEDURES

Regarding Registration:

- A. Admission staff shall provide an opportunity for patients to complete a voting registration or declination form within 10 days of admission. Documentation of patients' response shall be evident on Patient Voter Registration/Declination form. The Office of Patient Affairs shall maintain current copies of blank forms and instructions to be made available upon request.
- B. If further assistance is needed, the Office of Patient Affairs may provide assistance to patients upon their request (as described on the instruction form).
- C. OSH employees shall provide assistance to patients upon their request.
- D. Patients may use the voter registration reporting form to make the following changes to their registration: name, address, and party affiliation.

- E. Upon form completion, staff shall send the completed Voter Registration forms and declination forms to the Office of Patient Affairs

- E. Office of Patient Affairs shall date stamp and mail completed voter registration cards in a designated envelope to the County Elections Office in which the person resides within five calendar days of receipt. OSH shall assume the cost of postage for Voter Registration forms to county elections offices.

- F. Documentation of patient's registration/declination shall be maintained by the Office of Patient Affairs for 24-months.

- G. Sixty days prior to each major election, patients shall be notified of the opportunity to register to vote.

Regarding Voting:

- A. All patients shall receive their ballots from the elections office, be notified of their right to vote, and made aware of the ballot due date. The Office of Patient Affairs shall provide voting procedures and current Voter Registration materials to the Unit Nurse Managers for distribution to patients.

- B. All patients shall be reminded of their right to vote within two weeks of the voting deadline by the Unit Nurse Manager.

- C. Ballots may be mailed directly by patients or by the Office of Patient Affairs to their county courthouse. The Office of Patient Affairs shall provide the proper address directly to the patient or to the unit staff.

III. REFERENCES

OAR 165-05-055 to 165-05-070 - Secretary of State
ORS 247.208(3)
OSH Policy and Procedure 7.005, Patient Rights

Replaces OSH Policy and Procedure 7.009, *Voter Registration and Voting*, dated 02/24/2010.