

Independent Civilian Advisory Commission on the Sheriff's Office

- Regular Meeting -
August 21, 2024



COUNTY OF **SAN MATEO**
BOARDS AND COMMISSIONS
INDEPENDENT CIVILIAN ADVISORY COMMISSION

Item 1: Roll Call



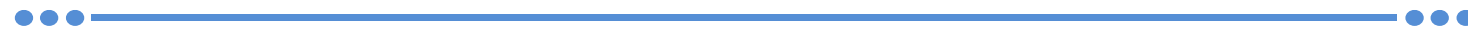
Item 2: General Public Comment

General Public Comment – *This item is reserved for persons wishing to address the Independent Civilian Advisory Commission on a topic within the jurisdiction of the Commission but that is not on the agenda. Public comments on matters on the agenda shall be heard at the time the matter is called.*

The Commission may not discuss or take action on items not on the agenda.



Item 3: Presentation



On-Boarding Foundational Information



Role of Boards and Commissions

- Provide important perspective to County government and further the overall public benefit.
- Gather and analyze public input and make recommendations to the Board of Supervisors.
- Most are advisory; a select few provide legally required advice or decisions (in certain cases).
 - BCCCs do not make policy decisions, manage or direct programs, commit County resources, or take an official position that has not been approved by the Board of Supervisors.

Requirements for Service

- **Living in San Mateo County is the sole requirement for service on most BCCCs.**
- **Certain Boards, Commissions, Committees, and Councils may have additional requirements.**
- **County employees are permitted to serve provided there is no conflict of interest.**

Types of Boards and Commissions

- **Advisory**

- Provide recommendations or advice to the Board of Supervisors

- **Decision-making**

- Make Final County decisions

Types of Boards and Commissions

- **What determines type?**
 - State law, County Charter, or Board action (ordinance or resolution)
- **Resources**
 - Your Board of Commission's formation documents
 - Standing Rules - <https://www.smcgov.org/bnc/frequently-asked-questions>
 - San Mateo County Boards and Commissions Handbook - <https://www.smcgov.org/bnc/handbook>
 - Staff liaison

List of County Boards, Commissions, Committees, and Councils

Advisory BCCCs:

- Agricultural Advisory Committee
- Arts Commission
- Behavioral Health Commission
- Bicycle and Pedestrian Committee
- Child Abuse Prevention Council
- Child Care Partnership Council
- Commission on Aging
- Commission on Disabilities
- Commission on the Status of Women
- Community Corrections Partnership Council
- Domestic Violence Council
- Emergency Medical Care Committee
- Farmworker Advisory Commission
- Health Care for the Homeless/Farm Workers Health Program
- Housing and Community Development Committee
- Independent Civilian Advisory Commission on the Sheriff's Office
- Juvenile Justice Coordinating Council
- Juvenile Justice & Delinquency Prevention Commission
- Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Commission

- Measure K Oversight Committee
- Midcoast Community Council
- North Fair Oaks Community Council
- Parks and Recreation Commission
- Pescadero Municipal Advisory Council
- Public Authority Advisory Committee
- Veterans Commission
- Youth Commission

Decision-Making BCCCs:

- Assessment Appeals Board
- Bayside Design Review Committee
- Board of Building Permit Appeals
- Business License Board
- Civil Service Commission
- Coastside Design Review Committee
- Deferred Compensation Committee
- First 5 Commission
- Planning Commission
- San Mateo Medical Center Board of Directors
- Treasury Oversight Committee

Role of Commissioners

- Attend and prepare for regular meetings
- Learn the functions of the BCCC on which you serve
- Serve on subcommittees/Ad Hoc Committees
- Familiarize yourself and ensure compliance with regulatory statutes
- Maintain the highest ethical standards
- Respect the voice and spirit of your BCCC peers and the community you serve
- Be an active member of a collaborative effort to serve the community good
- Advance the goals of the BCCC
- Bring an equity lens into the makeup, priorities, and recommendations of the BCCC

Role of Alternates and Voting

g. The two at-large alternates will serve in the absence of an appointed member. Alternate members shall otherwise be entitled to attend meetings of the Commission and may participate in Commission discussion and deliberation, but unless acting for an absent Commission member, shall not be entitled to vote on any matter.

- It's important that regular voting members of the ICAC inform your staff liaisons if you are unable to attend a meeting or will be running late.
- There is no single countywide approach to the use of alternate members, so you will need to work with your staff liaison to determine how the process will work.

Role of Liaisons

- **Two members of the Board of Supervisors will serve as the ICAC's liaisons.**
 - President Warren Slocum
 - Supervisor Dave Pine

Role of Staff and Board Liaisons



Staff Liaisons: Staff liaisons work for the County Department or Agency that houses the Board or Commission. They are a Board or Commission's biggest resource. These individuals help coordinate Board and Commission activities through providing administrative support, sharing subject-matter expertise and liaising between County staff and the Board or Commission. Staff liaisons work to welcome and train new Board or Commission members, update their websites, spearhead recruitments and much more.



Board Liaisons: Board liaisons are staff members for the County Board of Supervisors. They ensure communication between the various Boards and Commissions and our Board of Supervisors. Nearly all Boards and Commissions are assigned to a Supervisor. The Boards and Commissions with Board member assignments are listed on the annual "[Board of Supervisors' Committee Assignments and Responsibilities](#)" memorandum. Board liaisons assist their Board members with application review and the interview process when vacancies arise on Boards and Commissions. They also can act as a conduit of information between their Supervisor and a Board or Commission by attending meetings and building relationships with County staff liaisons and Board and Commission members.

Communicating with the Board of Supervisors

- Board meetings to present informational materials or recommend formal action
- Work through Board and staff liaison(s)

Agenda Development

- The chairperson works with the staff liaison to coordinate the meeting agenda.
- However, the method by which the agenda is developed varies according to the procedures of the individual Boards and Commissions.
- Some Boards and Commissions may propose items for the next agenda before they close the current meeting.
- Any Board or Commission member can request that an item be placed on the agenda.

Legislation and Lobbying

1. Work with your staff liaison.
2. Do not take action that would imply the County's support or opposition to any pending legislation unless it is consistent with Board-approved positions.
3. All legislative engagement must be coordinated through the County's Intergovernmental and Public Affairs (IGPA) Unit through the staff liaison.
4. If you appear before a legislative body to express a personal opinion, you must state for the record that you are speaking as a private citizen, and not on behalf of the County or your Board of Commission.

San Mateo County Boards and Commissions Legislative Engagement Policy

In order to facilitate consistent and coordinated legislative advocacy on behalf of the County of San Mateo, all County Board and Commission members are expected to follow the Legislative Coordination and Advocacy Policy.



Key Points to Remember

Do not take any action that would imply the County's support or opposition to any pending legislation, budget proposal, or other policy unless it is consistent with Board-approved positions.

All legislative engagement must be coordinated through the Intergovernmental and Public Affairs Unit (IGPA) in the County Executive's Office. Your staff liaison can facilitate conversation with this Unit.

If you appear before a legislative body to express a personal opinion, you must state for the record that you are speaking as a private citizen, and not on behalf of the County or your Board or Commission.

Resources

The Intergovernmental and Public Affairs Unit
<https://www.smcgov.org/ceo/intergovernmental-and-public-affairs>

California Legislative Information
<https://leginfo.legislature.ca.gov/>

The California State Senate
<https://www.senate.ca.gov/>

The California State Assembly
<https://www.assembly.ca.gov/>

The California Legislative Analyst's Office
<https://lao.ca.gov/>

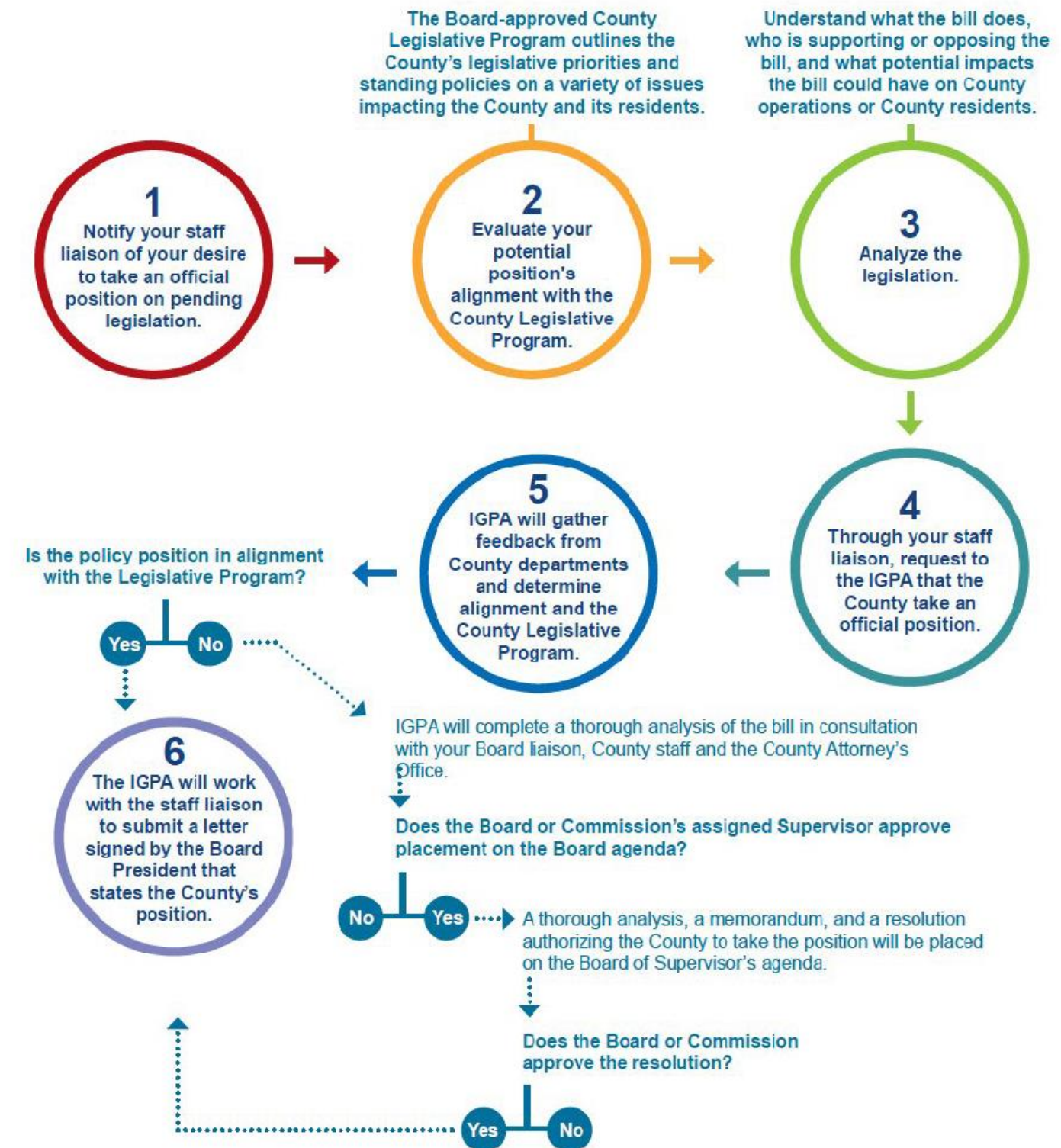
United States' Senate
<https://www.senate.gov/>

United States' House of Representatives
<https://www.house.gov/>



A Publication of the County Executive's Office/Intergovernmental and Public Affairs
 Connie Juárez-Diroll, Chief Legislative Officer, (650) 599-1341

How to Take a Position on Pending Legislation



Q&A -
Thank you.



COUNTY OF SAN MATEO
BOARDS AND COMMISSIONS

Overview of the Independent Civilian Advisory Commission



Role and Structure of the Commission

Structure: 7 voting members, 2 alternates, multiple liaisons (Board, Staff, Youth Commission, CARE)

Purpose: Advise the Board of Supervisors in its effort to facilitate public transparency, accountability, and public engagement with respect to the Sheriff's Office.



Role and Structure of the Commission

Powers, Duties, & Functions:

- Advise and make recommendations to the Board, at least annually. Implement a workplan.
- Provide a public forum for input regarding the SO.
- Engage in other duties as directed by the Board which may include:
 - ✓ Obtain and convey to Board community feedback; make recommendations where appropriate.
 - ✓ Provide a forum for community input on priorities and a means of giving input to the SO.
 - ✓ Request information from the SO on community concerns re operations, practices, and activities.
- Seek input of County Executive, County Attorney, Office of Budget Policy & Performance, and affected Departments prior to making recommendations.



Role and Structure of the Commission

Commission does not:

- Manage, operate, or direct any County department, agency, employee, or contractor.
- Interfere with investigative or prosecutorial function of the SO or matters under active investigation.
- Participate or advise on departmental personnel or disciplinary matters.
- Issue subpoenas or review confidential materials.



Commission Feedback

➤ Commission:

- ✓ In-person public comment
- ✓ ICACFeedback@smcgov.org

➤ Individual Board Members

- ✓ <https://www.smcgov.org/ceo/icac-commission-roster>

Commissioner	Email
Marco Durazo	mdurazo@icacommissioner.org
Mike Fisher	mfisher@icacommissioner.org
William McClure	wmclure@icacommissioner.org
Shirley Melnicoe	smelnicoe@icacommissioner.org
Kalimah Salahuddin	ksalahuddin@icacommissioner.org
Rob Silano	rsilano@icacommissioner.org
James Simmons	jsimmons@icacommissioner.org
Alternate Members	
Rebecca Carabez	rcarabez@icacommissioner.org
Alexis Lewis	alewis@icacommissioner.org



Role of the Facilitator

- **Successful Launch:** Support Staff to orient the new commission and commissioners with the goal of making their work more successful, organized, and collaborative.
- **Sustainable & Productive Culture:** Support the commission in establishing a strong and effective organizational culture that will be the model for how the work of the commission is handled in the future.
- **Strategic Planning:** Support the new commission and commissioners in the development of the initial workplan.



Q&A -
Thank you.



COUNTY OF SAN MATEO
BOARDS AND COMMISSIONS

Item 4: Discussion

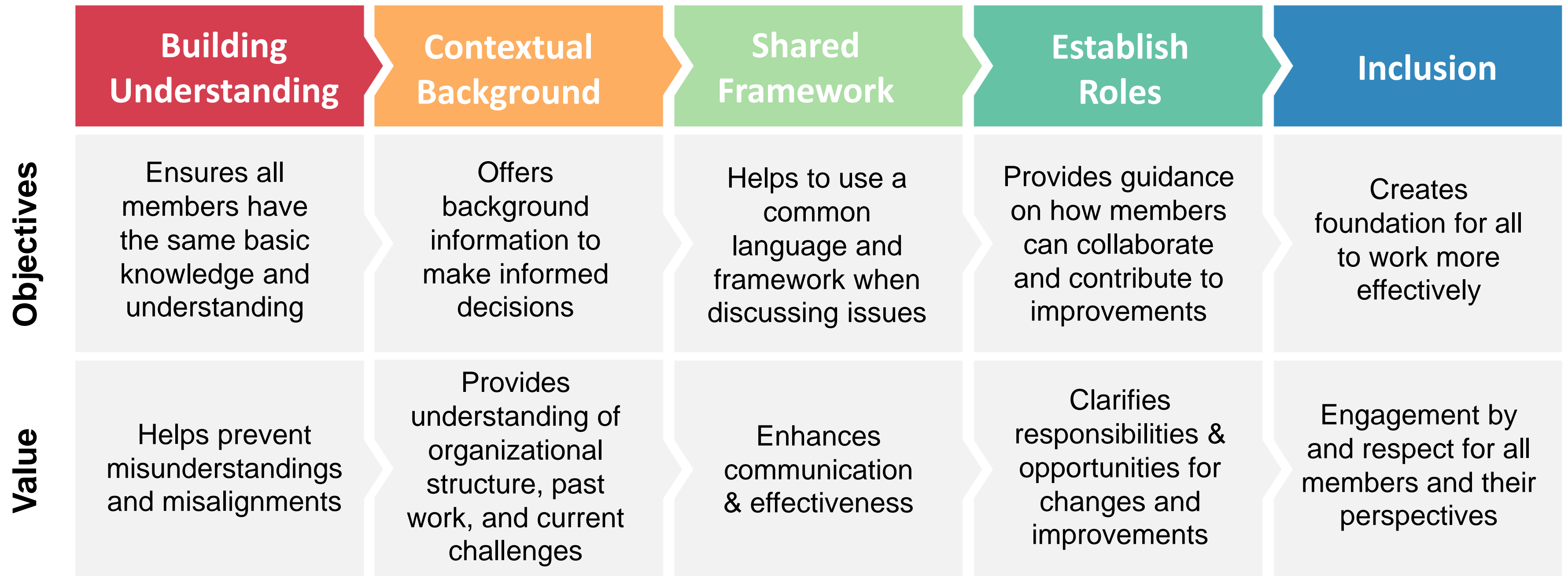


Commission On-Boarding Process



On-Boarding Curriculum

Ensuring Common Understanding Before Embarking on the Work of the Advisory Commission



Proposed On-Boarding Curriculum

Building Informed Leadership with Strategic On-Boarding

July 16	Aug. 21	Sep. 4	Sep. 18	Oct. 2	Oct. 16	Nov. 6	Retreat: Nov. 16
<p>Sheriff's Office Overview / Introduction of Executive Team</p> <p>Ralph M. Brown Act / Conflict of Interest</p> <p>Elected Positions & Roles of the Commission</p>	<p>Introduction of Boards, Commissions & Advisory Bodies</p> <p>Review Commission On-Boarding Process and Curriculum</p> <p>Inmate Voter Registration / Election Process</p> <p>Introduction to Sheriff Office Dashboard and Data</p>	<p>State Regulations Related to Sheriff Accountability</p> <p>Community Grievance Process, Compliance Reports, Public Complaints, Recruitment & Staffing</p>	<p>Stanford Community Survey / Findings on Safe Communities</p> <p>Behavioral Health and Wellness Programs</p> <p>Crisis Response Pilots</p>	<p>Criminal Justice System:</p> <p>Private Defender & Diversion</p> <p>District Attorney</p> <p>Probation Department</p>	<p>Sheriff Office Divisions / Programs:</p> <p>Patrol Operations</p> <p>Jail Operations</p> <p>Correctional Health</p> <p>Domestic Violence</p> <p>Traffic Enforcement</p>	<p>Sheriff Office Divisions / Programs:</p> <p>Cannabis Delivery and Retail Sales</p> <p>Less Lethal Devices</p> <p>Communication & Engagement</p> <p>Gun Violence Prevention</p> <p>New Initiatives or Programs</p>	<p>Workplan Template:</p> <p>Priorities, Goals, Metrics</p> <p>Determine Benefits of Completed Goals</p> <p>Resources Needed</p> <p>Measurement Criteria</p>

Goal Setting Process

- Consider the **purpose** and duties of the Commission
- Identify the **issues and outcomes** that are most important to you as members of the Commission and to the community
- Consider what **additional data or input** would be helpful in setting goals
- Work as a Commission to set **goals, steps to achieve them, outcomes and metrics, time frames and responsibilities**
- Develop an **annual workplan**



Group Agreements

- Listen for understanding
- Respect opinions beyond your own
- Assume good intentions; ask curious questions
- Participate actively
- Share the air



Item 5: Presentation

Voter Registration and Election Services Process to Inmate Population



Voter Education and Outreach Plan





OFFICE OF MARK CHURCH
**CHIEF ELECTIONS OFFICER &
ASSESSOR-COUNTY CLERK-RECORDER**
REGISTRATION & ELECTIONS DIVISION

Presidential General Election November 5, 2024



**COUNTY OF SAN MATEO
ICAC MEETING**

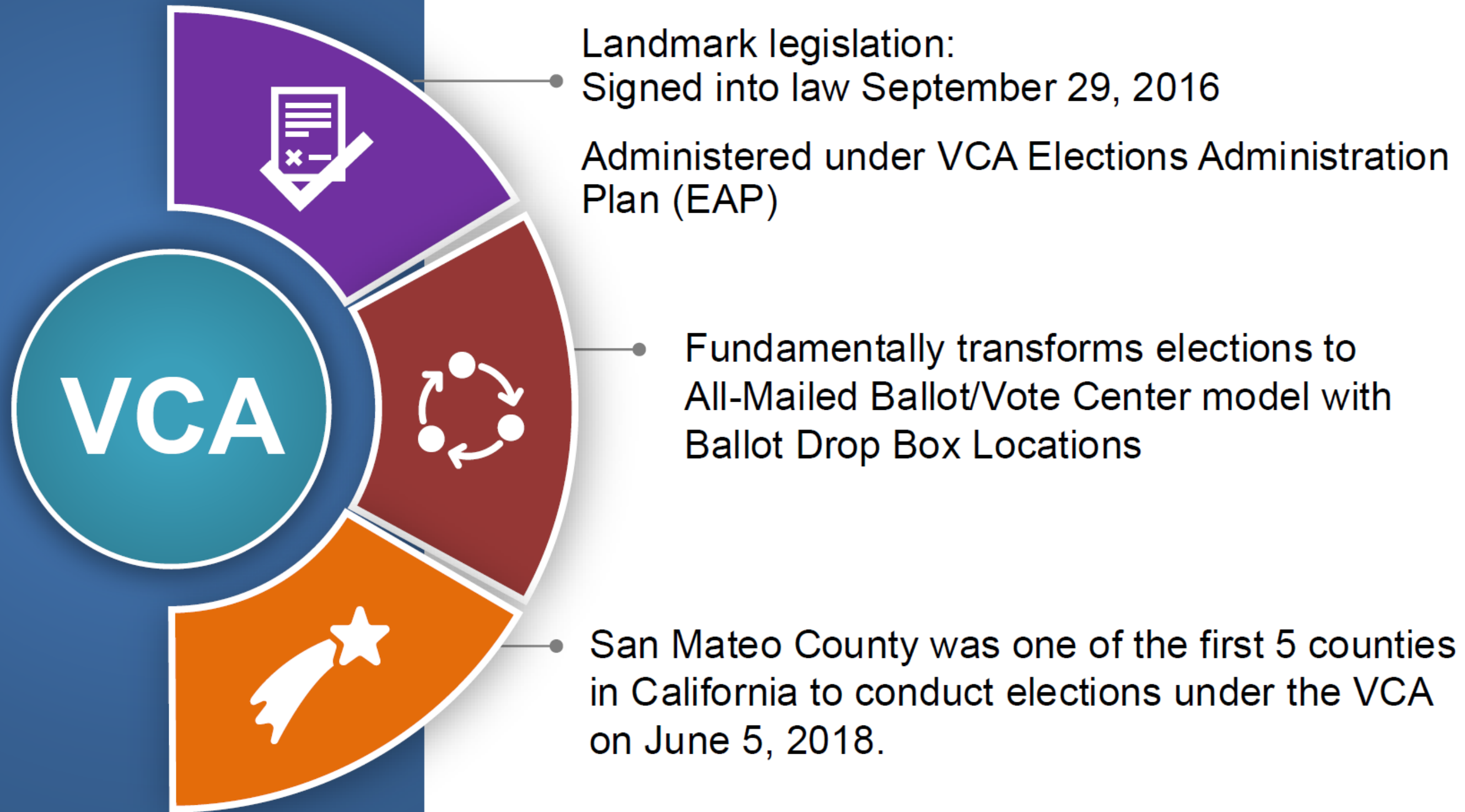
Wednesday, August 21, 2024

Agenda

- I. California Voters Choice Act (VCA)
- II. Voter Education and Outreach
- III. November 5, 2024 Presidential General Election
- IV. San Mateo County Inmate Voting Program
- V. AB 544 Voting in County Jail
- VI. Q & A



California Voter's Choice Act – Background



California Voter's Choice Act

MORE DAYS, MORE WAYS TO VOTE!

Vote by Mail (VBM)

Commences 29 Days
Before Election Day



Deposit your Ballot into an Official Drop Box

On or Before Election Day

Vote Centers
On-Site and ADA Voting –
Commences 30 Days
Before Election Day



Use the Accessible Remote Vote by Mail System

Commences 29 Days
Before Election Day

California Voter's Choice Act

MORE DAYS, MORE WAYS TO VOTE!

Vote by Mail (VBM)
Commences 29 Days
Before Election Day



**Deposit your Ballot
into an Official
Drop Box**
On or Before Election Day



Vote Centers
On-Site and ADA Voting –
Commences 30 Days
Before Election Day



**Use the
Accessible
Remote Vote by
Mail System**
Commences 29 Days
Before Election Day



November Presidential Election Overview

Election Overview



~432,000 – 435,000 Registered Voters



49 Vote Centers (including 3 pop-up)



62 Ballot Drop-off Locations



176 Ballot Styles

704 Total (English, Spanish, Chinese and Filipino)



RAVBM available to all voters



500 Ballot Marking Tablets

- **3** ADA Accessible BMTs



~85% turnout (November 2020 General)



November General Election Overview



Election Overview



177 Qualified Candidates



34 Local Jurisdictions



10 State & Federal Jurisdictions



62 Local Offices



10 State & Federal Offices



28 Local Measures



10 State Propositions



Voter Education Outreach



Voter's Choice Act

- Citizen advisory groups:
 - VAAC
 - LAAC
 - VEOAC
- Postcard Mailings to Registered Voters
- Multi-Cultural, Traditional and Social Media Advertising

Silicon Valley Community Foundation

- Community Based Organizations (CBO) Targeted Outreach
- Historically Low Turnout Populations
- Youth, Language Minorities, and Voters with Disabilities

Inmate Voting Program

Pre-Election:

- Sheriff Program Coordinator
- Inmates receive Voter Information Packets
- Includes: Official Ballot, Sample Ballot, and Vote in Jail Information Flyer

Voting:

- Complete Vote by Mail Ballot
- Return Ballots to Elections Office by Sheriff's Elections Coordinator or mail by Election Day



Inmate Voting Program



Pre-Election:

- Sheriff Program Coordinator contact
- Inmates receive Voter Information Packets
- Includes: Ballot, Sample Ballot, and Vote in Jail Information Sheet

Voting:

- Complete Vote by Mail Ballot
- Return Ballots to Elections Office by Sheriff's Elections Coordinator or mail by Election Day

San Mateo County Inmate Voting Program



OFFICE OF MARK CHURCH
**CHIEF ELECTIONS OFFICER &
 ASSESSOR-COUNTY CLERK-RECORDER**
 REGISTRATION & ELECTIONS DIVISION



November 5, 2024 Presidential General Election

You may be eligible to register to vote and vote from the Maguire or Maple Street Correctional Facilities.

You are eligible to register to vote if you are:

- A United States citizen and a resident of California
- 18 years old or older on Election Day (November 5, 2024)
- Not currently found mentally incompetent to vote by a court
- Awaiting trial
- On parole, probation or Postrelease Community Supervision (PRCS)

You are NOT ELIGIBLE to register to vote if you are:

- Serving a state or federal prison term for the conviction of a felony
- Awaiting transfer to a state or federal prison following a felony conviction

Already Registered to Vote in San Mateo County?

Use the form on the back to provide us with your booking number and facility (unless you did this during a previous election).

How to Register to Vote

The Voter Registration Form must be mailed (no stamp needed) or returned to the San Mateo County Registration & Elections Division by a Sheriff's representative by **October 21**.

Officers will have the forms available in October. You can request a Voter Registration Form anytime from the Service League.

The form asks for your home address.

If you do not have a home address while in custody, you can use the Maguire or Maple facility address as home.

Complete all boxes on the form. If no pen is available, we will accept pencil.

Enter the last four numbers of your social security number or a California Driver's License/identification number on the Voter Registration Form.

Your Ballot

The San Mateo County Official Ballot packages will be mailed to the facilities. The envelope includes your ballot, instructions on completing the ballot and a postage-paid return envelope. Felt tip pens will be available from the deputies to mark your ballot. **Please do not use pencils.**

When you have filled out your ballot, place it in the return envelope, sign it and put it in outgoing mail.

Your envelope must be postmarked by **Tuesday, November 5, 2024**. To make sure it is not postmarked late, mail it as soon as you finish marking your ballot.

If you are released before you receive your ballot, go to a Vote Center in person for a replacement ballot.



Don't forget to sign the Voter Registration Form!

Your signature on your return ballot envelope (when you vote) will be compared to the signature on your Voter Registration Form.

One-Time Change of Mailing Address Request for the **November 5, 2024 Presidential General Election**



For the November 5, 2024 Presidential General Election, I hereby request a one-time Vote by Mail (VBM) ballot to be mailed to me at a different address than my residence.

Last Name	First Name
Middle Name	Date of Birth

RESIDENCE ADDRESS (address where you are registered to vote)

Street Address	
City	Zip Code

Please include the following numbers after my name _____
 Booking number

Sender – circle your mailing address below

Maguire Correctional Facility 300 Bradford St. Redwood City, CA 94063	Maple Street Correctional Facility 1300 Maple St. Redwood City, CA 94063
---	--

Signature of Voter X	Date
--------------------------------	------

If you experience any problems requesting or obtaining voting materials, registering to vote or casting a ballot you can contact the California Secretary of State (SOS) Investigative Services at 916.657.2166 or the SOS confidential toll-free Voter Hotline at 800.345.VOTE (8683).



Visit smcvote.gov or X@smcvote
 Call or Text: 650.312.5222



Overview



The county elections official shall coordinate with the county sheriff or jail facility administrator to design and implement a program to establish in-person voting at each jail for eligible incarcerated persons



Permit any eligible incarcerated person to:

- Register to Vote
- Vote by Mail
- Vote In-Person
- Vote a provisional ballot
- Receive a replacement ballot
- Receive Voter Education Materials

AB 544 – Voting Pilot Program: County Jails



Election Official Responsibilities

- Administer and coordinate grants to coordinate with county sheriffs or jail administrators in providing in-person voting accessible to eligible incarcerated persons
- Design, implement, and evaluate programs to improve voter participation in jail facilities
- Expands in-person voting to eligible incarcerated persons
- Evaluate the program & report the results to the Secretary of State
- The Secretary of State shall submit the report to the State Legislature for each election.

AB 544 – Voting Pilot Program: County Jails



County Sheriff Responsibilities

The County Sheriff shall:

- Designate an employee as a voting coordinator at each facility in collaboration with the Elections Office
- Ensure compliance for in-person voting
- Maintain voter education materials in the jail library
- Post informational flyers regarding voting rights and eligibility to vote

AB 544 – Voting Pilot Program: County Jails



AB 544 Funding

- AB 544 has been approved by the State Assembly and awaiting passage in the Senate and Governor's signature
- Goes into effect only if funding is allocated in the FY 25-26 State Budget
- Upon passage, approximately \$900,000 in Grant Funds are available to San Mateo, Santa Cruz and San Benito Counties
- San Mateo County is estimated to receive \$400,000 in Grant Funds
- To be used at the Maguire Correctional Facility and Maple Street Correctional Center Facilities



**Information on
November Presidential General
Election:**

www.smcvote.gov

**Assessor-County Clerk-
Recorder & Elections:**

www.smcacre.gov

Contact us:

650.312.5222

registrar@smcacre.gov



Inmate Voting Program



VOTING WITHIN SAN MATEO COUNTY CORRECTIONAL FACILITIES



**SAN MATEO COUNTY
SHERIFF'S OFFICE**

Presented by
SHERIFF CHRISTINA CORPUS

VOTING RIGHTS IN CALIFORNIA'S CORRECTIONAL FACILITIES

- In California, voting rights for an incarcerated person depends on their incarceration status.
- An incarcerated person serving time in state or federal prison is not allowed to vote.
- Individuals on parole, probation, or in county jail for a misdemeanor, or awaiting trial, are eligible to vote.
- Proposition 17, passed in 2020, restored voting rights to people on parole, allowing them to participate in elections after completing their prison sentences.



REGISTRATION PROCESS

1

The County Elections Office contacts the Sheriff's Office.


2

The Elections Office provides general information on how to register and vote, along with deadlines for submitting these documents.


3

Information is posted on each housing unit.

REGISTRATION PROCESS - FLYERS



OFFICE OF MARK CHURCH
**CHIEF ELECTIONS OFFICER &
 ASSESSOR-COUNTY CLERK-RECORDER**
 REGISTRATION & ELECTIONS DIVISION



November 5, 2024 Presidential General Election

You may be eligible to register to vote and vote from the
 Maguire or Maple Street Correctional Facilities.

✓ You are eligible to register to vote if you are:

- A United States citizen and a resident of California
- 18 years old or older on Election Day (November 5, 2024)
- Not currently found mentally incompetent to vote by a court
- Awaiting trial
- On parole, probation or Postrelease Community Supervision (PRCS)

🗳️ Already Registered to Vote in San Mateo County?

Use the form on the back to provide us with your booking number and facility (unless you did this during a previous election).

📄 How to Register to Vote

The Voter Registration Form must be mailed (no stamp needed) or returned to the San Mateo County Registration & Elections Division by a Sheriff's representative by **October 21**.

Officers will have the forms available in October. You can request a Voter Registration Form anytime from the Service League.

The form asks for your home address.

If you do not have a home address while in custody, you can use the Maguire or Maple facility address as home.

Complete all boxes on the form. If no pen is available, we will accept pencil.

Enter the last four numbers of your social security number or a California Driver's License/Identification number on the Voter Registration Form.

✗ You are NOT ELIGIBLE to register to vote if you are:

- Serving a state or federal prison term for the conviction of a felony
- Awaiting transfer to a state or federal prison following a felony conviction

📄 Your Ballot

The San Mateo County Official Ballot packages will be mailed to the facilities. The envelope includes your ballot, instructions on completing the ballot and a postage-paid return envelope. Felt tip pens will be available from the deputies to mark your ballot. **Please do not use pencils.**


When you have filled out your ballot, place it in the return envelope, sign it and put it in outgoing mail.

Your envelope must be postmarked by **Tuesday, November 5, 2024**. To make sure it is not postmarked late, mail it as soon as you finish marking your ballot.

If you are released before you receive your ballot, go to a Vote Center in person for a replacement ballot.

! Don't forget to sign the Voter Registration Form!
 Your signature on your return ballot envelope (when you vote) will be compared to the signature on your Voter Registration Form.


One-Time Change of Mailing Address Request for the November 5, 2024 Presidential General Election



For the November 5, 2024 Presidential General Election, I hereby request a one-time Vote by Mail (VBM) ballot to be mailed to me at a different address than my residence.

Last Name	First Name
Middle Name	Date of Birth
RESIDENCE ADDRESS (address where you are registered to vote)	
Street Address	
City	Zip Code
Please include the following numbers after my name _____ <div style="text-align: right; margin-left: 150px;">Booking number</div>	
Sender – circle your mailing address below	
Maguire Correctional Facility 300 Bradford St. Redwood City, CA 94063	Maple Street Correctional Facility 1300 Maple St. Redwood City, CA 94063
Signature of Voter	Date
X	

If you experience any problems requesting or obtaining voting materials, registering to vote or casting a ballot you can contact the California Secretary of State (SOS) Investigative Services at 916.657.2166 or the SOS confidential toll-free Voter Hotline at 800.345.VOTE (8683).



Visit smcvote.gov or [X @smcvote](https://twitter.com/smcvote)

Call or Text: 650.312.5222

★ ★ ★ ★ ★ ★ ★ ★

REGISTRATION PROCESS - ELECTIONS OFFICE

- ▶ The Incarcerated Persons Voting Program is a model program that has been in effect for many years between the Sheriff's Office and San Mateo County Elections.
- ▶ Within 90 days in advance of each statewide election, the Elections Office works with a designated Sheriff's Office employee to announce the upcoming election and provide registration cards, election materials and voting information for the upcoming election.
- ▶ Based on the list of registered incarcerated voters, an incarcerated person will receive Voter Information Packets consisting of a Ballot, a Sample Ballot, and Vote in Jail Information Sheet.
- ▶ Upon completion, Vote by Mail Ballots are returned to the Elections Office by the Sheriff's Elections Coordinator or by mail on or before Election Day.

The information provided by the Elections Office is loaded onto the SMARTJAILMAIL tablets in multiple languages:

▶ **ENGLISH**

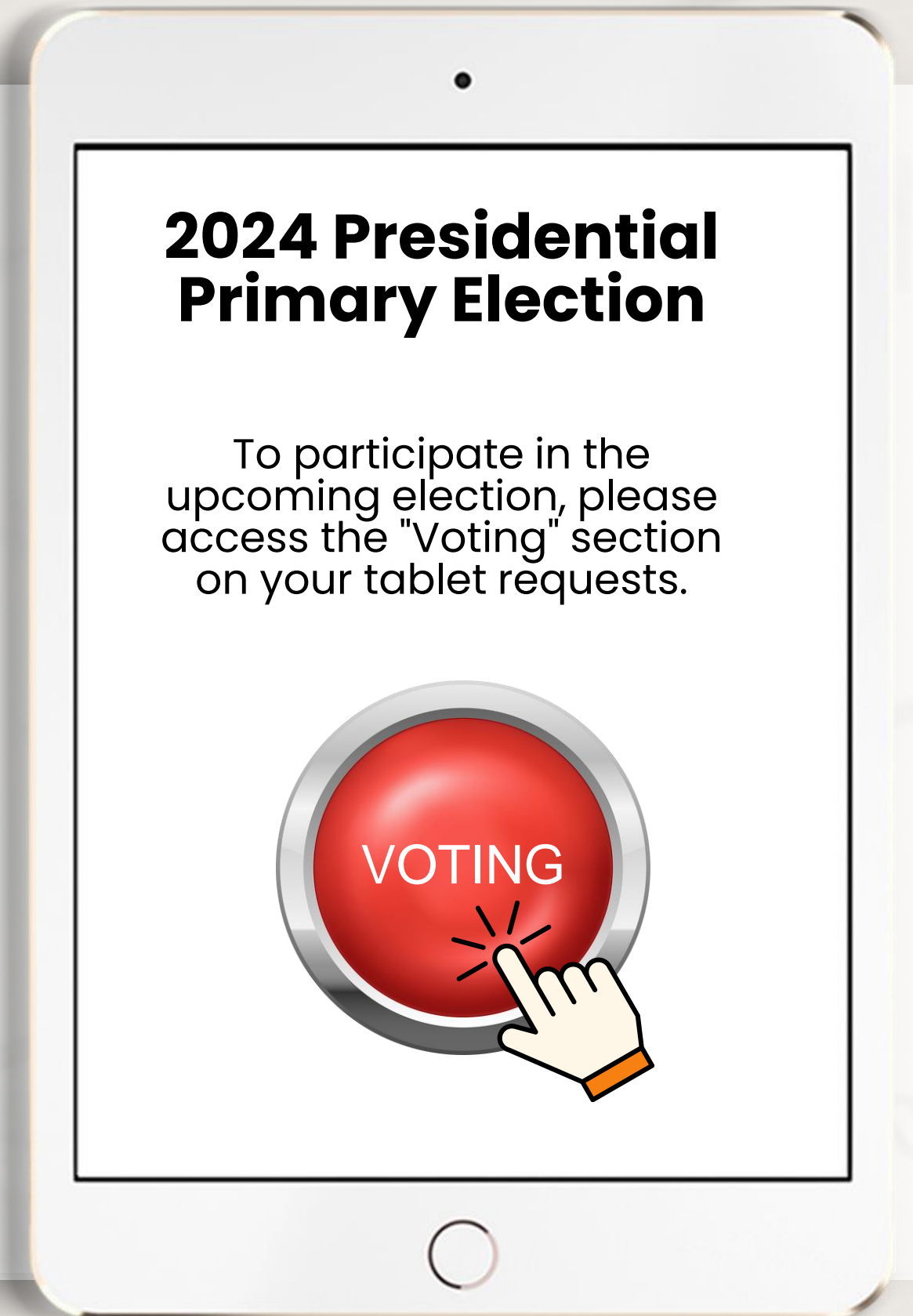
▶ **TAGALOG**

▶ **SPANISH**

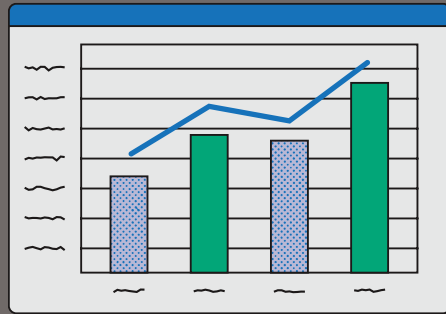
▶ **CHINESE**

Acknowledgement of the information is required, and general instructions are provided.

If unable to use the tablet, the incarcerated person may submit a paper request to the classification unit to vote or register.



CLASSIFICATION UNIT



Consolidates
all tablet and
paper voting
requests into a
spreadsheet



Submits
spreadsheet
WEEKLY
to Elections
Office.



Collects information
3 weeks before the
general public
deadline to ensure
delivery by due date.

VOTING PROCESS

- The Elections Office determines the paperwork required for each incarcerated person.
- The Service League assists the Elections Office by delivering the necessary paperwork.
- Classification staff will collect completed ballots and send them out by mail.
- On Election Day, Classification staff will collect any additional ballots from every collection box and transport them to the ballot drop box at 555 County Center.



**ARE YOU
REGISTERED
TO**



?

**INCARCERATED PERSONS THAT REQUESTED VOTER
REGISTRATION FOR THE JUNE 2024 ELECTION**

70

INCARCERATED
PERSONS

CORRECTIONAL FACILITIES CLEARANCE PROCESS

1

Visit our website and complete the Correctional Clearance Request Application online.

2

The application is reviewed by the Correctional Facility Administration, including a background check.

3

The person will be notified of their clearance status, and if they pass, they will be assigned a point of contact.

CORRECTIONAL FACILITIES CLEARANCE REQUEST APPLICATION

SCAN ME 



www.smcsheriff.com/jail-clearance-request-application



NEXT STEPS

- ▶ Enhance communication and education to incarcerated persons about their voting rights and the process for participating in elections.
- ▶ Work with local election authorities to simplify the process for an incarcerated person to register to vote and submit absentee ballots if they are eligible.
- ▶ Improve access to voting resources.

AGENCIES REQUESTING ACCESS TO OUR FACILITIES

SAN FRANCISCO | PEOPLE
PENINSULA | POWER

LWW LEAGUE OF WOMEN VOTERS®
OF SOUTH SAN MATEO COUNTY



Q

&

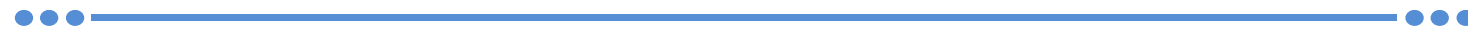
A

THANK
YOU



Official ballot

Item 6: Presentation



Orientation to the Sheriff's Office Dashboard and Data



Item 7: Motion

Election of Commission Chair and Vice Chair



Elected Positions and Roles

Chair of the Commission

- **Provides** leadership to board & organization
- **Ensures** meeting procedures are done in a timely and orderly matter
- Adheres to by-laws and policies,
- **Evaluates** board decision making and effectiveness to meet commissions' purpose



Vice-Chair of the Commission

- Shares the same responsibilities as the Chair
- Acts as sitting Chair in the Chair's absence



Additional Chair Responsibilities



- Works with staff to develop agenda in advance
- Calls meeting to order
- Facilitates deliberations
- Maintains order
- Addresses disruptions at meetings

- Manages public comment
 - Refer the speaker to staff
 - Refer to speakers to appropriate reference material
 - Request staff to report back at a future meeting or ask if staff wants to respond
 - Direct staff to place the matter on a future agenda



All Commission Members

- Attend meetings regularly
- Prepare for meetings
- Serve on subcommittees/Ad Hoc committees
- Communicate the work of the Advisory Commission
- Assist in communication process to reach Commission goals



Item 8: Commissioner and Liaison Announcements



All public comments should be sent to:

ICACFeedback@smcgov.org



Item 9: Adjournment



Next meeting: September 4, 2024
at the Regional Operations Center
6:30 – 8:30 pm

