

Table of Contents

Introduction to the Voter - Felon Audit	2
Felon Audit Match List	2
Due Diligence within the Process	3
Search from Voter-Felon Audit Grid	3
View the Voter & Felon Records.....	5
Confirmed Match / Not a Match	6
Scenario 1	6
Scenario 2	7
Scenario 3	7

Introduction to the Voter - Felon Audit



After each election, the G.A.B. compares voter participation recorded in SVRS to felon records provided by the Department of Corrections for potential matches. If there is a possible match in your municipality you will be contacted by the G.A.B. The G.A.B. will make any referrals; the only responsibility for clerks is to provide supporting documentation to the G.A.B.*

The Voter- Felon Audit is an online six-step process to review potential voter-felon matches.* During this review you will provide supporting information and documents for confirmed voter-felon matches to the G.A.B. These will then be used to make referrals to district attorneys.

* Please review matches within 10 business days.

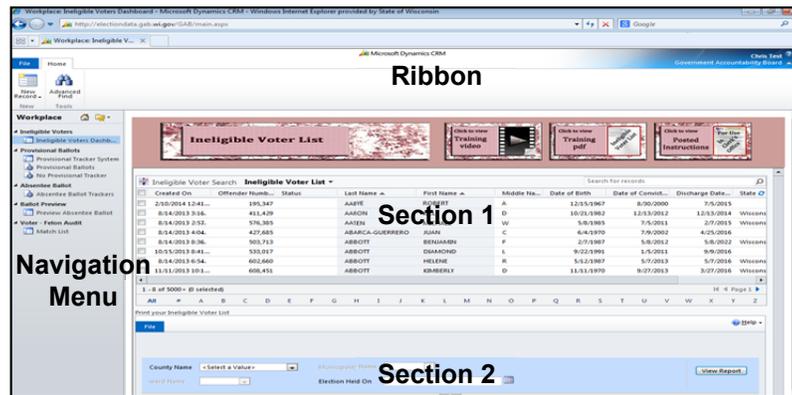
From the internet browser enter: <http://electiondata.gab.wi.gov>

Enter your SVRS username and password.
Your username must be entered as: **svrs\xxxxxx**



Interface Design

The **Navigation Menu** provides access to **Workplace** functions.



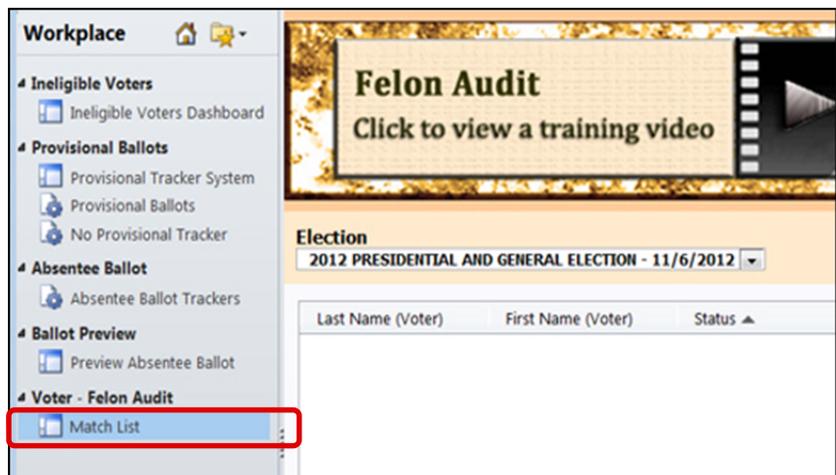
Felon Audit Match List

Follow the instructions below to get to the Felon Audit Match List:

The Navigational Menu includes the **Voter - Felon Audit**. To view the felon information click below on **Match List**.



Accidentally clicking on **Voter-Felon Audit** will hide the **Match List** option. If this happens, click again on **Voter-Felon Audit** and the **Match List** will return.



Due Diligence within the Process

It is important, no matter the scenario; all available paperwork is attached to the Voter-Felon Record (voter registration form GAB-131, **signed** poll book page, and/or copy of **signed** absentee certification statement, i.e. *the envelope*). Also, add any necessary notes.

Providing any and all information (even if you are sure there is not a match) ultimately helps the G.A.B. review and close the case, or send it to the district attorney for their review. More information, even if you think it is not relevant, streamlines the process and helps resolve the potential match in a timely manner.

Search from Voter-Felon Audit Grid



The Voter-Felon Audit is a searchable list of felons who may have voted in elections in your municipality.

The Voter-Felon Audit defaults to the most recent election.

Election		Search for records		
2012 PRESIDENTIAL AND GENERAL ELECTION - 11/6/2012 ▼		<input type="text"/>		
Last Name (Voter)	First Name (Voter)	Status ▲	Voter Registration Number (V...	Jurisdiction
FOSTER	LEONARD	Unconfirmed Match	0013499980	TOWN OF ASHFORD - 20004
FRIDAY	JESSE	Unconfirmed Match	0013769760	TOWN OF ASHFORD - 20004
HAINES	DONNA	Unconfirmed Match	0013091263	TOWN OF ASHFORD - 20004
HAYES	CHARLENE	Unconfirmed Match	0013554927	TOWN OF ASHFORD - 20004
HERNDEON	RORY	Unconfirmed Match	0013000575	TOWN OF ASHFORD - 20004
LANG	JAMES	Unconfirmed Match	0013685332	TOWN OF ASHFORD - 20004
RADTKE	BENJI	Unconfirmed Match	0013072547	TOWN OF ASHFORD - 20004
RADTKE	BENJI	Unconfirmed Match	0013762114	TOWN OF ASHFORD - 20004

- To see the list of all the unconfirmed Voter-Felon matches in a given election click the drop-down list to select a specific election.

Election		
2010 SPRING ELECTION - 4/6/2010	▼	
2012 PRESIDENTIAL AND GENERAL ELECTION - 11/6/2012		
2010 SPRING PRIMARY - 2/16/2010		
2010 SPRING ELECTION - 4/6/2010		
FOSTER	LEONARD	Unconfirmed Match

- (Optional) The **Search for records** field allows you to refine your list. Search by entering the full voter registration number, the voter's first or last name or a jurisdiction (partial names and jurisdictions searches work).

Search for records	
<input type="text"/>	<input type="button" value="Clear"/> <input type="button" value="Search"/>

3. Select the Voter-Felon Record Match form by double-clicking on the voter name.

Election		Search for records		
2010 SPRING ELECTION - 4/6/2010		<input type="text"/>	Clear	Search
Last Name (Voter)	First Name (Voter)	Status ▲	Voter Registration Number (V...	Jurisdiction
FRIDAY	JESSE	Unconfirmed Match	0013769760	TOWN OF ASHFORD - 20004

The Voter-Felon Record Match form is the screen used to transfer information and attach supporting documents for your voter-felon matches to the G.A.B. From the Record Match form you will be able to **add attachments**, **update the status of the match**, **add notes** and **assign the match record back to the G.A.B.**

The Record Match form opens into three sections: **Match**, **Attachment**, and **Notes**. The Match section displays the voter name and links to the Voter Record information from SVRS. The felon name links to the Felon Record information from the Department of Corrections. More specific instructions for processing the match will come in the steps to follow.

View the Voter & Felon Records

The Voter Record screen will display the voter information from SVRS. The voter information is displayed here to assist you in determining whether to confirm the potential match. Changes to the voter information, however, can only be made in SVRS. At this point you should be prepared to gather the supporting documents you will need including: copies of the signed poll book page and/or the signed Absentee Certification envelope for the election and the voter registration form (GAB-131).

1. Click on the name in the box to the right of Voter Record to open the voter record view.

The Voter Record is divided into three sections: **Voter Details**, **Felon Record** and **Voter History**. (You may have to scroll down the page to fully view the all the sections).



Section areas can be collapsed by accident. For example, change ► **Felon Record** to ▲ **Felon Record** by clicking the header and the section will return.

Batch (Ineligible Voter...)	Ineligible Voter...	First Name (Inel...)	Middle Name (Inel...)	Last Name (Inel...)	State (Ineligible...)	Offender Num...
2010 SPRING ELECTL...	FRIDAY, JESSE	JESSE	M	FRIDAY	WI	21,212

Election	Jurisdiction	District Combo
2008 PRESIDENTIAL AND GENERAL...	TOWN OF ASHFORD - 2004	Town of Ashford - Ward 2 - Split 1
2010 GENERAL ELECTION	TOWN OF ASHFORD - 2004	Town of Ashford - Ward 2 - Split 1

2. Returning to the Voter-Felon Record Match form, will allow you to view the Felon Record by clicking on the name in the box to the right of Felon Record.

3. The Voter and Felon Records will stay open if you do not close them. If you wish to close the windows, click the "Close" button at the upper left or the in the upper right corner of the screen.

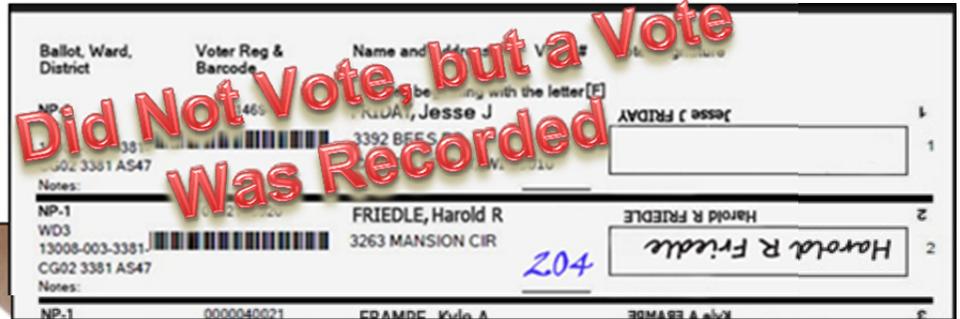
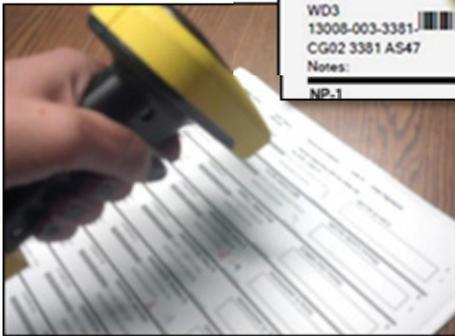


Confirmed Match / Not a Match

Once you have reviewed the voter and felon information you will use documents from the election and your voter registration files to determine if the voter truly did vote in the election and if the suspected person is actually the person identified as being under DOC supervision. Use the Record Match form to update the Match Status and attach scanned copies of the poll book page and the voter registration form (GAB-131). The next section of this document will give steps for completing the verification process depending upon the findings of your review.

Scenario 1

The voter and the felon are the same person but a vote was incorrectly recorded in SVRS.



--The poll book shows that the felon did not actually vote (the vote was incorrectly recorded in SVRS).

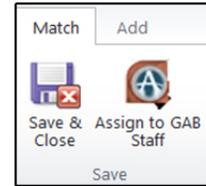
1. In the **Match** section, change the status to **Confirmed Match**.
2. In the **Notes** section click on *Enter a note* and type "DID NOT VOTE, BUT WAS RECORDED AS A VOTE." And click **Done**.

This will alert G.A.B. staff that a vote was incorrectly recorded for the voter. You will need to correct the voter participation in SVRS.

3. You will need to do perform a few additional steps in SVRS:
 - a. Delete the recorded vote in SVRS for this voter in the Record Votes node.
 - b. Review Felon Matches in the Voter Match node. If you find an unconfirmed felon match for the voter, choose **Confirmed Match**. This will automatically inactivate the voter record.

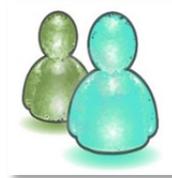
If you find no felon match in the **Voter Match** node (under **Voter**), go to the voter record and change the Status to **Inactive – Felon Record Match**. You may also add a comment in the **Other** tab of the voter record, including the date of the election and that the felon match was made as a result of the Felon Audit List.

- Click the **Assign to GAB Staff** button at the upper left of the Record March form.
- Click **Save & Close** to exit the Record March form.

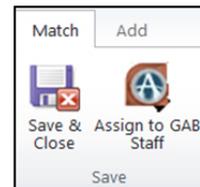
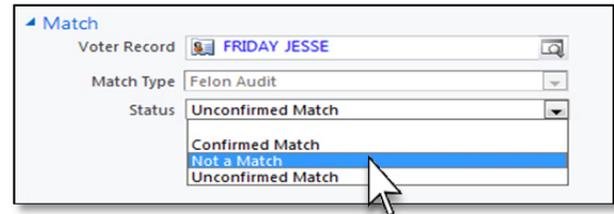


Scenario 2

The voter and the felon are not the same person.



- From the Voter-Felon Record Match Information Form Select a status of **Not a Match**.
- You are **required** to enter a Note to document to G.A.B staff why you have determined the voter and felon are not the same person. If you select **Not a Match** this voter and offender match will not appear in audits of future elections.
- Click the **Assign to GAB Staff** button at the upper left of the Record March form.
- Click Save & Close to exit the Record March form.

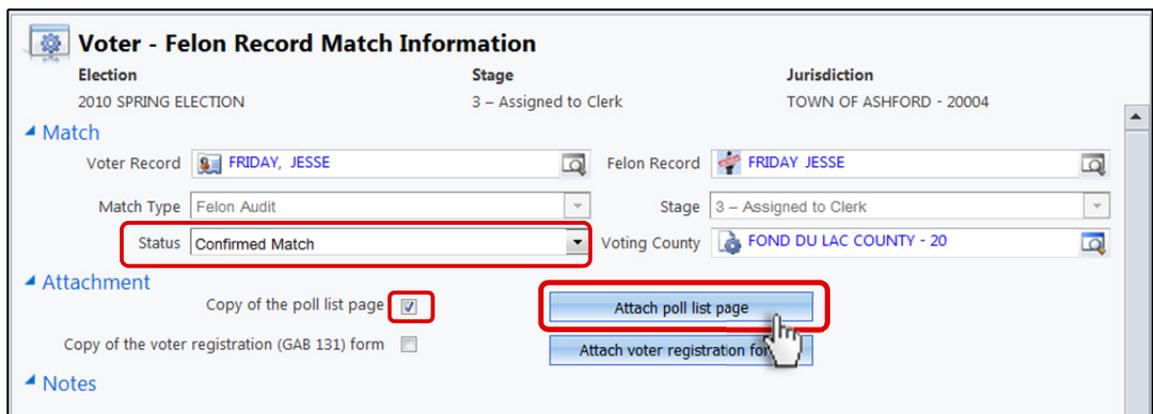


Scenario 3

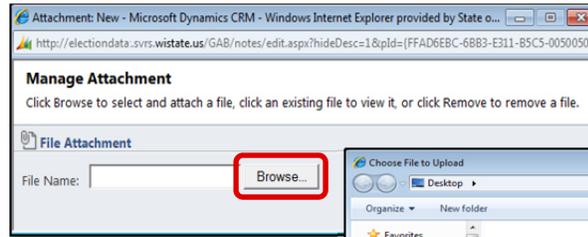
The voter and the felon are the same person and the person did vote in the election.



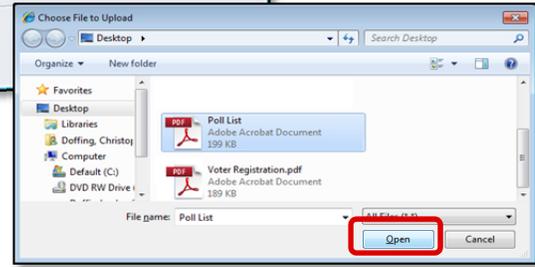
- From the Voter-Felon Record Match form select a **Status of Confirmed Match**.
- You will need to attach a copy of the page in the poll book for the election which shows the voter has a voter number and voted. Check the box next to **Copy of the poll list page**. Then click the **Attach poll list page** button. If you are unable to scan, please fax documentation to the G.A.B. at (608) 267-0500.



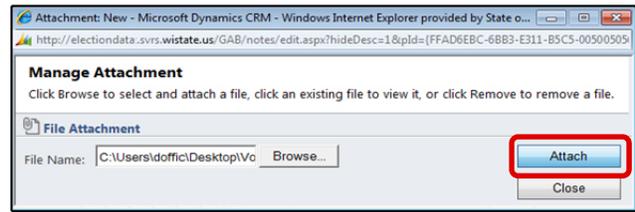
- The Manage Attachment window will open. Click the **Browse** button to find the scanned document saved on your computer.



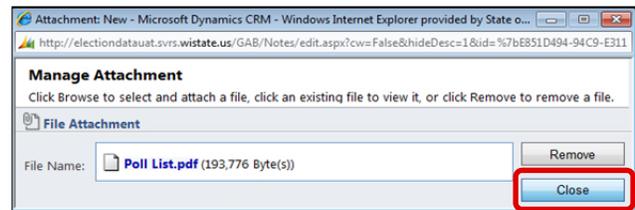
- After you have selected the document from your computer click **Open**.



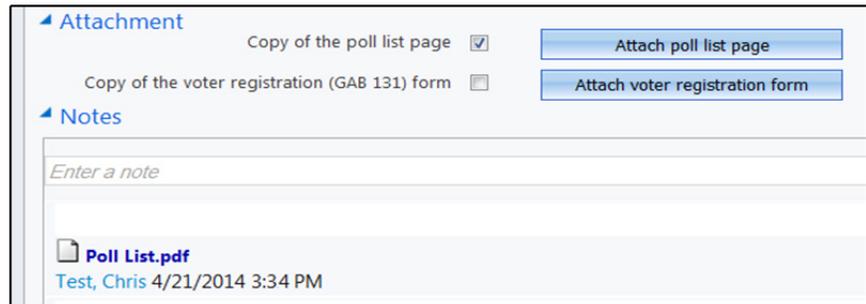
- The file path will appear in the field next to the **Browse** button. Click the **Attach** button to attach the document to the Voter-Felon Record Match form.



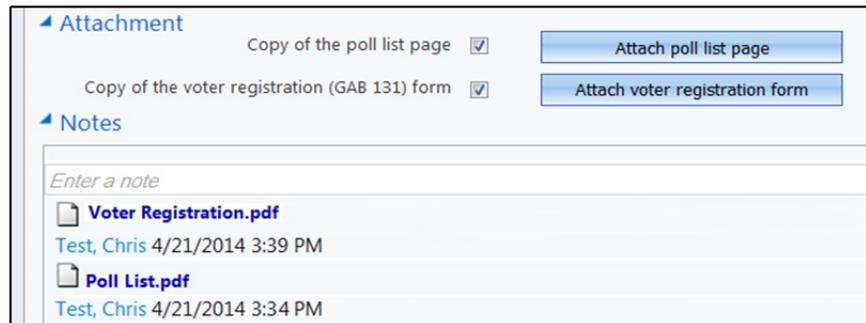
- A second window will appear with the document you are attaching. Confirm the attachment by clicking the **Close** button.



The attachment will appear under **Notes** on the Voter-Felon Record Match Form.



- You will need to attach a copy of the Voter Registration (GAB-131). Repeat steps 3-6 to attach the Voter Registration.



When adding attachments the page automatically scrolls down and the **Notes** section hides the top of the screen. Scroll up to view the **Match & Attachment** sections.

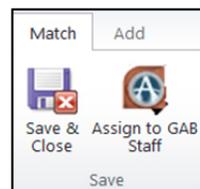
(ABSENTEE) If the felon voted absentee, you should also attach the absentee application and a copy of the returned Absentee Ballot Certificate (GAB-122).

8. To attach files other than the poll list page or GAB-131 go to the **Notes** section, click into the **Enter a note** field and click **Attach File**. Continue with steps 3-5 above.

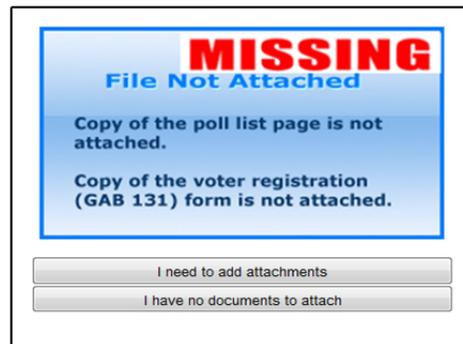


9. To attach documents you will need to have scanned a copy of the document you wish to attach. If you are unable to scan, please fax documentation to the G.A.B. at (608) 267-0500.
10. If you no longer have the required attachments, write that you do not have the document in the notes section.
11. If the Voter Record Status is not listed as **Inactive – Felony Record Match**, the Voter Record Status will need to be changed in the SVRS (see *Scenario 1, Step #3*).

12. After you have attached all of the relevant documentation that you have in your files, click the **Assign to GAB** button.



13. If you have not attached a copy of the poll list page or the voter registration form a **MISSING** message will appear reminding you to attach the documents. If you have the documents, click **I need to add attachments**, then scan and attach them. If you do not have the documents, click **I have no documents to attach**.



Finally, a **CAUTION** will appear as a reminder anytime **Assign to GAB Staff** is clicked without changing the **Match Status** to either **Confirmed Match** or **Not a Match**.

Click the button **No, I need to modify** and change the **Match Status** in the drop-down list.

Click the **Assign to GAB** button to complete the process.

