



Name _____

Elections



Poll Worker Guidebook

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Introduction

Standards of Conduct

Roles & Responsibilities

Language Assistance

Voters with Disabilities

Electioneering

Exit Polling

Poll Watchers & Observers



Standards of Conduct

On Election Day, the poll workers are official representatives of Pima County and should be professional, fair, impartial and equitable to all voters. Pima County's standards of professional conduct are:

- Be courteous and respectful to all people regardless of age, race, sex, disabling condition or lifestyle.
- Do not make remarks that are sexist or ethnic in nature. Refrain from making comments about names.
- Do not engage in partisan or political discussions.
- Do not keep food or beverages on the election worktables. These items should be on a separate table or on the floor. A spilled drink (even water) can ruin a stack of ballots.
- Poll workers may do handiwork, such as knitting, crocheting, etc., but such activities should never interfere with or delay service to voters. Yarn, needles, and other items must be kept off the election table.
- Poll workers may read personal material. Special care, however, should be exercised to ensure that reading materials could in no way be construed as political or partisan in nature.
- Although it is a long workday, please minimize conversation as it distracts voters and other poll workers.
- Cellular phones are not to be used in the polling place other than to conduct election business with Pima County Elections staff. Election workers may not use electronic devices such as radios, televisions, or laptop computers in the polling place.

Dress and Presentation

On Election Day, board members should dress and act professionally to reflect the importance of the election and assure the voters' trust. Board members should be courteous at all times to everyone, including their fellow board members. Board members should be clean and groomed; clothing and footwear should be in good repair. Please be aware that some people have reactions to strong scents so keep perfume and cologne to a minimum. **Appropriate attire** would be slacks, collared shirts or blouses, and clean sneakers or dress shoes. Shorts, skirts and dresses may be worn but should be at or below the knees. **Inappropriate attire** would be cut-off or knit shorts, t-shirts (with or without ads or inappropriate language), tank tops, flip-flops, revealing clothing, campaign/candidate attire of any kind or any clothing with a political affiliation.

Roles & Responsibilities

Poll workers serve important roles in administering one of our fundamental democratic freedoms: the right to vote. As with any organizational structure, however, there must be clear lines of responsibility and

authority. In the polling place, there are 7 primary roles: **Inspector**, **Judge of the Opposite Party (JOP)**, **Judge of the Same Party (JSP)**, **Marshal**, **Poll List Clerk**, **ID Clerk** and **Special Situations Clerks** (two). Together these poll workers are referred to as the Election Board for their polling place.

All poll workers are considered representatives of Pima County Elections on Election Day and are subject to Pima County standards of conduct as seen above.

Makeup of the Board

Precinct Election Boards are an extension of the Elections Department of Pima County, charged with conducting voting in individual Polling Places. A Board consists of eight members: an **Inspector** who is in charge of the Board, two **Judges**, one **Marshal**, and four **Clerks**.

Qualifications of Board Members

To qualify as a Precinct Board Member, a person must be registered to vote in Pima County (Arizona Revised Statute § 16-531). **Inspectors**, **Judges**, and **Marshals** must be registered to vote as either a Republican or a Democrat.

Working Hours

If possible, Secrecy Booths should be set up the night before the election. (Do not set up the Touch Screen Booth until Election Day Morning.) When setting up the night before is not possible, make sure your set up is complete when the polls open. The **Inspector** will make arrangements for this. Setting up the night before is not mandatory, but it is highly suggested by the Elections Department.

On Election Day, all Board Members are to report to the Polling Place at 5:00 AM.

The workday continues after the polls close at 7:00 PM, until all closing procedures are complete, usually by 8:30 PM (or longer). All Board Members are asked to leave the premises as it was found (tables, chairs, etc.).

Do not leave your work station as long as the polls are open unless you are relieved by the **Inspector**, who schedules lunches and breaks for all Board Members.

POLLS WILL OPEN PROMPTLY AT 6:00 AM WITHOUT EXCEPTION

If you have an unexpected emergency that will prevent you from working the polls on Election Day, please notify the Elections Department at 724-8551, as soon as possible, so a replacement can be assigned.

Duties of the Board

All duties of Board Members and board policies are covered in this manual. No board member should, at any time, make up policies for problem situations. If a question arises that is not covered in this manual, the **Inspector** should call the Election **HOTLINE** (724-8551) and ask for guidance.

BOARD MEMBERS SHOULD BE AWARE OF THE GENERAL DUTIES OF EVERY POSITION, SINCE BOARD MEMBERS MAY BE ASKED TO HELP OR RELIEVE EACH OTHER DURING ELECTION DAY.

Inspectors

(Must be registered to vote as a Democrat or Republican)

The **Inspector** serves as the supervisor of the Precinct Election Board. He or she oversees the general operation of the Polling Place and should be familiar with all election procedures, as well as with the duties of all Board Members.

The Inspector:

- Picks up the Pink Inspector's Notebook and Signature Roster at the Board Instruction Class.
- Arranges for access to the Polling Place.
- On the Monday night before the election, conducts a preparation meeting with those who are available and oversees the setup of the Polling Place (this meeting is not mandatory but is strongly suggested). Please see the Polling Place Agreement for contact person who will open the facility.
- On Election Day, administers the Oath of Office, located on the back of the Red Poll List, to the other Board Members.
- Calls the **HOTLINE** (724-8551) if any Board Member does not show up at the Polling Place by 05:30 AM.
- Assigns the duties of other Board Members.
- Reviews and signs Zero Tapes on Accu-Vote and Touch Screen prior to opening the polls.
- Along with the **Judge of the Opposite Party (JOP)** certifies that seals on the Accu-Vote and Touch Screen are intact and match the Seal Log – Seal Log form will be found in the black Accu-Vote bag in the steel cage printed on bright yellow paper. Call the **HOTLINE** (724-8551) immediately if seal numbers do not match or if seals are missing or have been tampered with in any way.
- Oversees the setup and general operation of the Polling Place.
- After the polls close, directs the closing of the Polling Place through careful completion of the Closing Procedures.
- Signs Unofficial Results tapes from the Accu-Vote and Touch Screen after the polls close.
- Directs **Marshal** and **Judge of the Same Party (JSP)** to return Touch Screen, Accu-Vote, and Signature Roster to receiving center while the remaining poll workers close down the polls.
- Directs the placement of correct materials into the correct bags and envelopes and, with the **JOP**, delivers election materials to the designated receiving station.

Whenever possible, the **Inspector** handles ALL calls to the Election **HOTLINE** (724-8551). If too busy, the **Inspector** can direct another Board Member to call.

Judges

(Must be registered to vote as a Democrat or Republican)

- The **Judge of the Same Party** (same party as the **Inspector**), requests voter's name and address to locate the voter in the signature roster, signs in voters, notes the proper ballot to be issued on the voter ID slip, maintains accurate records and assists in the setup and closing of the Polling Place.

The **Judge of the Opposite Party** (opposite party of the **Inspector**) issues ballots for voting, including Touch Screen Access Cards, maintains accurate records, and assists in the setup and closing of the Polling Place.

Judge of the Same Party (JSP)

- Reviews and signs Zero Tapes on Accu-Vote and Touch Screen prior to the opening of the polls.
- Signs in qualified voters, using the signature roster.
- Notes proper ballot to be issued to voter on ID slip.
- Notes the political party (if any) of the voter by checking the appropriate box on the Voter ID slip.
- Passes the ID slip to the **JOP**.
- At the end of the day helps with the loading of various bags and envelopes.
- Signs Unofficial Results tapes from Accu-Vote and Touch Screen after the polls close.
- With the **Marshal** delivers Touch Screen, Accu-Vote and Signature Roster to receiving station Election Night.

Judge of the Opposite Party (JOP)

- Reviews and signs Zero Tapes on Accu-Vote and Touch Screen prior to the opening of the polls.
- Along with the **Inspector** certifies that seals on the Accu-Vote and Touch Screen are intact and match the Seal Log – Call **HOTLINE** (724-8551) immediately if seal numbers do not match or if seals are missing or have been tampered with.
- Takes each voter's ID slip.
- Issues the correct ballot to the voter. Issues Access Card to Touch Screen voters.
- Passes the ID slip to the **Poll List Clerk**.

- After the polls close, the **JOP** helps the Inspector complete the closing procedure.
- Signs Unofficial Results tapes from Accu-Vote and Touch Screen after the polls close.
- Helps with the loading of various bags and envelopes.
- Delivers election materials to receiving station with the **Inspector**.

Marshal

As constable of the Polling Place, the **Marshal** maintains order throughout Election Day, including posting and enforcing the 75-foot limit. Should any serious problems arise, the **Marshal** should confer with the **Inspector**, who will call the **HOTLINE** (724-8551) immediately.

The Marshal:

- Administers the Oath of Office to the **Inspector** before the polls open.
- Posts the 75-foot limit, Write-In Lists, Sample Ballots and other signs.
- Announces the opening and closing of the polls.
- Demonstrates the voting method to voters.
- Checks the marking pens for dryness.
- Periodically checks the Secrecy Booths for vandalism and discarded political materials.
- Maintains order outside the Polling Place.
- Makes sure that electioneering is not occurring within the 75' limit.
- As directed by the **Inspector**, may assist other poll workers with their duties.
- When an authorized party representative picks up the Poll List copies, the **Marshal** logs in the person's name, the time, and the completed page numbers taken.
- Stands behind the last person who got in line at 7:00 PM to designate the last voter. (It is illegal for latecomers to vote. Additionally, Early Ballots cannot be dropped off after 7:00 PM.)
- Oversees the dismantling of the Secrecy Booths.
- With **JSP** delivers the Touch Screen, Accu-Vote and Signature Roster to receiving center on Election Night.

Clerks

(May be registered to vote as any party - A.R.S. § 16-531. May be 16 or 17 years old with Parent or Guardian's permission - A.R.S. § 16-531)

One Clerk, assigned to the main table, keeps accurate, triplicate record of all electors who vote in the Red Poll List. Two other Clerks are assigned to the Special Situation Table by the **Inspector**. One Clerk will be assigned by the **Inspector** to be the **ID Clerk**.

The Clerks may rotate assignments and/or help other Board Members throughout the day as assigned by the **Inspector**.

The Poll List Clerk

- Assists in the setup of the Polling Place with the other Board Members.
- Before the polls open, the **Poll List Clerk** stamps “Early” in RED in the space provided on the Signature Roster of all persons who have requested an Early Ballot.
- During voting hours, the **Poll List Clerk** enters the names, type of ballot, political party, and consecutive Registration Numbers of everyone who votes a regular ballot in the Red Poll List. Three Poll List copies are made automatically.
- Helps disassemble the Polling Place.

The Special Situations Table Clerks assists:

- In the setup of the Polling Place with the other Board Members.
- Voters whose names are not in the Signature Roster; contact must be made with the Recorder’s Office. If in the incorrect precinct, directs voters to correct polling places.
- Voters who wish to turn in an Early Ballot at the polls.
- Voters whose names are marked EARLY on the Signature Roster, who do not have or do not wish to vote their Early Ballot, to vote a Provisional Ballot.
- Voters who have moved within Pima County to vote a Provisional Ballot at the Polling Place for their new residence.
- Voters whose ID does not match the Signature Roster vote a Provisional Ballot.
- Voters who do not have acceptable ID vote a Conditional Provisional Ballot.
- Enters the “V” numbers, names, and political party of everyone who votes a Provisional or Conditional Provisional Ballot in the Provisional Ballot Poll List/Signature Roster.
- Directs Provisional and Conditional Provisional voters to sign the Provisional Ballot Poll List/Signature Roster.
- Issues Provisional and Conditional Provisional Ballot to voters.
- In dismantling the Polling Place.

The ID Clerk assists:

- In the setup of the Polling Place with the other Board Members.
- Welcomes each voter and asks for the voter's name and address.
- Locates each voter's name in the precinct register.
- Requests acceptable ID from each voter and compares the information on the ID to the information in the precinct register. If the voter's ID reasonably matches the information in the precinct register, mark the Voter ID Slip appropriately. Issue the completed Voter ID Slip to the voter and direct the voter to the **JSP**.
- Fills out the Voter ID Slip appropriately for voters who do not present acceptable ID that matches the precinct register, voters who have no ID and voters whose names cannot be found in the precinct register. The slip is issued to the voter and the voter is directed to the Special Situation Table.

HOTLINE (724-8551)

The **HOTLINE** is comprised of Pima County Elections Staff who provide assistance to Polling Places on Election Day over the phone. The **HOTLINE** resolves issues ranging from supply shortages to resolving technical difficulties associated with voting equipment. If the Polling Place needs additional assistance, the **HOTLINE** can dispatch a Troubleshooter. On Election Day, poll workers should always follow suggestions and input from the **HOTLINE**.

TECHNICAL HOTLINE (Troubleshooter) (724-3311)

The Troubleshooter is a Pima County Elections Staff person assigned to a geographic area to provide on-call assistance to Polling Places on Election Day. Troubleshooters resolve issues ranging from supply shortages to technical difficulties associated with voting equipment. Troubleshooters are dispatched by the **HOTLINE**. Troubleshooters are also responsible for making sure official election signage is visible throughout the Polling Place. On Election Day, poll workers should always follow suggestions and input from Troubleshooters.

Assisting Voters with Disabilities

The key to providing quality services to voters with disabilities is to remember that all voters are individuals. Communicate effectively and with respect.

The following are some tips for interacting with voters who have disabilities. In most cases, the best way to learn how to accommodate voters with disabilities is to ask them directly. Here are some suggestions to assist voters with disabilities:

- Be considerate of the extra time it might take for a voter with a disability to vote.
- Federal law allows voters with disabilities to be accompanied and to receive assistance by another person while voting. If asked, poll workers can provide assistance as well. However, one poll worker from each major political party must be present to provide assistance when

requested.

- Speak directly to the person who has a disability rather than to the companion who may be along to provide assistance.
- Speak calmly, slowly, and directly to a person with a hearing impairment. Your facial expressions, gestures, and body movements help in understanding. Writing a note may be helpful.
- Before pushing someone in a wheelchair, ask permission and how you should proceed.
- Greet a person who is visually impaired by introducing yourself and where you are in the room. Provide a signature guide for signing forms. When offering walking assistance, allow the person to take your arm and tell the person if you are approaching steps, inclines or declines.

Be aware that assistance animals must be admitted into all buildings. Such animals are highly trained and do not require special care from anyone other than their owner. Do not talk to or pet the assistance animals.

Minority Language Assistance

Pima County Elections has taken a number of steps to ensure that minority voters have materials and information available to them in the polling place. In addition to having Spanish and/or Native American language translations of election materials, Pima County Elections provides bilingual poll workers in many targeted Pima County Polling Places on Election Day. If your Polling Place needs a translator and one has not been assigned to your precinct, contact the **HOTLINE** (724-8551) immediately.

Electioneering

No signs advocating passage or defeat of a measure or candidate on the ballot should ever be posted on public property or brought inside the 75' limit. Poll workers are authorized to remove such signs if they are brought inside the 75' limit on Election Day.

- Informational vs. campaign materials: The law allows informational materials which are neutral in language to be published by a jurisdiction. However, any information promoting passage or defeat of a measure, or the election or defeat of a candidate is not allowed to be exposed in the Polling Place except in the privacy of a secrecy booth.
- Electioneering occurs when an individual knowingly, intentionally, by **verbal expression** and in order to induce or compel another person to vote in a particular manner or to refrain from voting expresses support for or opposition to a candidate who appears on the ballot in that election, a ballot question that appears on the ballot in that election or a political party with one or more candidates who appear on the ballot in that election.
- Election/Campaign signs in or on cars are not allowed within 75 feet of the Polling Place.
- Poll workers must be careful to avoid remarks that may be construed as electioneering. Comments about candidates or issues on the ballot should be avoided altogether. If a voter tries to engage in a discussion of political issues or asks an opinion about an election matter, poll workers should say, "I'm not allowed by law to comment on that."

Exit Polling

- Exit polling occurs when poll takers question voters about how they voted as they leave the Polling Place. No one is obligated to answer the questions of an exit poller. The exit pollers might be media representatives, representatives of political parties, or campaign workers.
- Exit polling must be conducted outside the 75' limit.
- Exit pollers are prohibited from engaging in any activities that would interfere with the freedom of voters to enter or leave the Polling Place or to cast their vote.
- If told in advance that exit polling will be conducted at specific Polling Places, Pima County Elections staff will notify **Inspectors**.

Poll Watchers

Poll watchers are appointed by political parties and will present an introductory letter to the **Inspector** signed by the county party chair or campaign.

Poll Watchers may:

- Observe the voting process before, during, or after voting hours.
- Observe the opening or closing process only if they remain quiet and well away from the poll worker's tables.

Poll Watchers may NOT:

- Handle ballots, poll books or interfere in any way with the voting process.
- Electioneer within 75 feet of the Polling Place entrance or exit.
- Remove any items from the poll worker's tables.
- Approach the privacy booths.
- Use a cellular phone in the Polling Place.

Media Observers:

Observers from the media are not allowed within the 75' limit. Absolutely no recording of any kind (audio, video, or still photography) may take place inside the 75' limit.

If you have further questions about Election Day exit polling, poll watchers and observers, or electioneering, call the **HOTLINE** (724-8551).

All Poll Workers Before Election Day

Board Instruction Class

Early Ballot Addendums

No Later Than Friday Afternoon Prior to Election Day

Advance Visit to Polling Place & Receiving Center

Monday Night Board Meeting & Polls Setup



Board Instruction Class

All Election Board Members **MUST** attend an instruction class. **Be sure to bring this Manual on Election Day.** At the Board Instruction Class, **THE INSPECTOR PICKS UP:**

1. Pink Inspector's Notebook (included in the Inspector's Notebook is the ballot report, padlock combination, a list of board workers, payroll, opening and closing instructions, an ender card and any data that is unique to that precinct).
2. Precinct Signature Roster.

Early Ballot Addendums

An Early Ballot Addendum will be emailed to each **Inspector** on Friday Evening. Any **Inspector** that has an email address or access to a FAX machine, please report your email address or FAX number to Evelyn at 724-6866 or Roxane at 724-6865 at the Pima County Election Department.

No Later Than Friday Afternoon Prior to Election Day

The **Inspector** calls the Polling Place contact person from the Polling Place Information Sheet found in the Pink Inspector's Notebook. Arrange access to the building or pick up a key to the Polling Place for the night before Election Day, and for Election Day. Find out the location and operation of the lights, air conditioning, etc. (Ask for an alternate contact name and number.)

Visit the Polling Place & Receiving Center in Advance

This is optional but highly recommended by the Pima County Election Department. It is important that all Board Members know the location of the Polling Place and how long it takes to get there. Keep in mind that it may look different in the dark at 5:00 AM! The **Marshal** should note the flow of traffic around the Polling Place to decide where to place signs for maximum visibility and voter safety on Election Day. Poll workers (**Inspector, JOP, JSP and Marshal**) who will be required to go to the receiving center on Election Night should also visit that location in advance of Election Day.

Monday Night Board Meeting & Polls Setup

The night before Election Day, when possible, the members of the Election Board (**those who are available**) will meet at the Polling Place to:

1. Check all supplies against appropriate checklists.
2. Set up the Secrecy Booths, tables and chairs.
3. If the site permits, post all interior signs.
4. Review the duties of all Board Members, particularly for new members. Remind everyone to report at 5:00 AM on Election Day and arrange for meals, snacks and drinks.
5. **DO NOT OPEN THE STEEL CAGE UNTIL ELECTION MORNING!**
6. After 5:30 PM Monday night, someone from the Election Department will call or email the **Inspector** or the Inspector's designee with any additional Early Voters not on the list emailed to the **Inspector** on Friday. The call may come in while the **Inspector** is at the meeting at the Polling Place. If you do not have an answering machine or fax, be sure someone will be available to take the message.

Monday Night Setup:

CHECK ALL MATERIALS! Election supplies are delivered in advance of Election Day to each Polling Place; the following supplies should be at the Polling Place:

- Secrecy Booths
- Blue Supply Box
- Additional Signs and Materials
- Black Ballot Box
- Steel Cage

Assemble and Place Secrecy Booths

The **Inspector** directs the placement of the Secrecy Booths, tables and chairs, using the diagrams on page 14 as a reference (in some areas a specific diagram will be supplied). Each **Inspector** should use the diagrams as a guide, not a map to follow exactly. You can modify the placement of tables and Secrecy Booths, according to your needs and layout of your Polling Place. Each Polling Place is different, so there are many correct ways to place the Secrecy Booths and Board Member work stations.

The important things to remember are:

- The Secrecy Booths and Ballot Box must be placed in plain view of the Board Members.
- Each Secrecy Booth should be accessible to only one voter at a time.
- Set up the number of Secrecy Booths needed to accommodate the voting traffic.
- Use the Handicapped Adapters provided for one Secrecy Booth to make it wheelchair accessible.

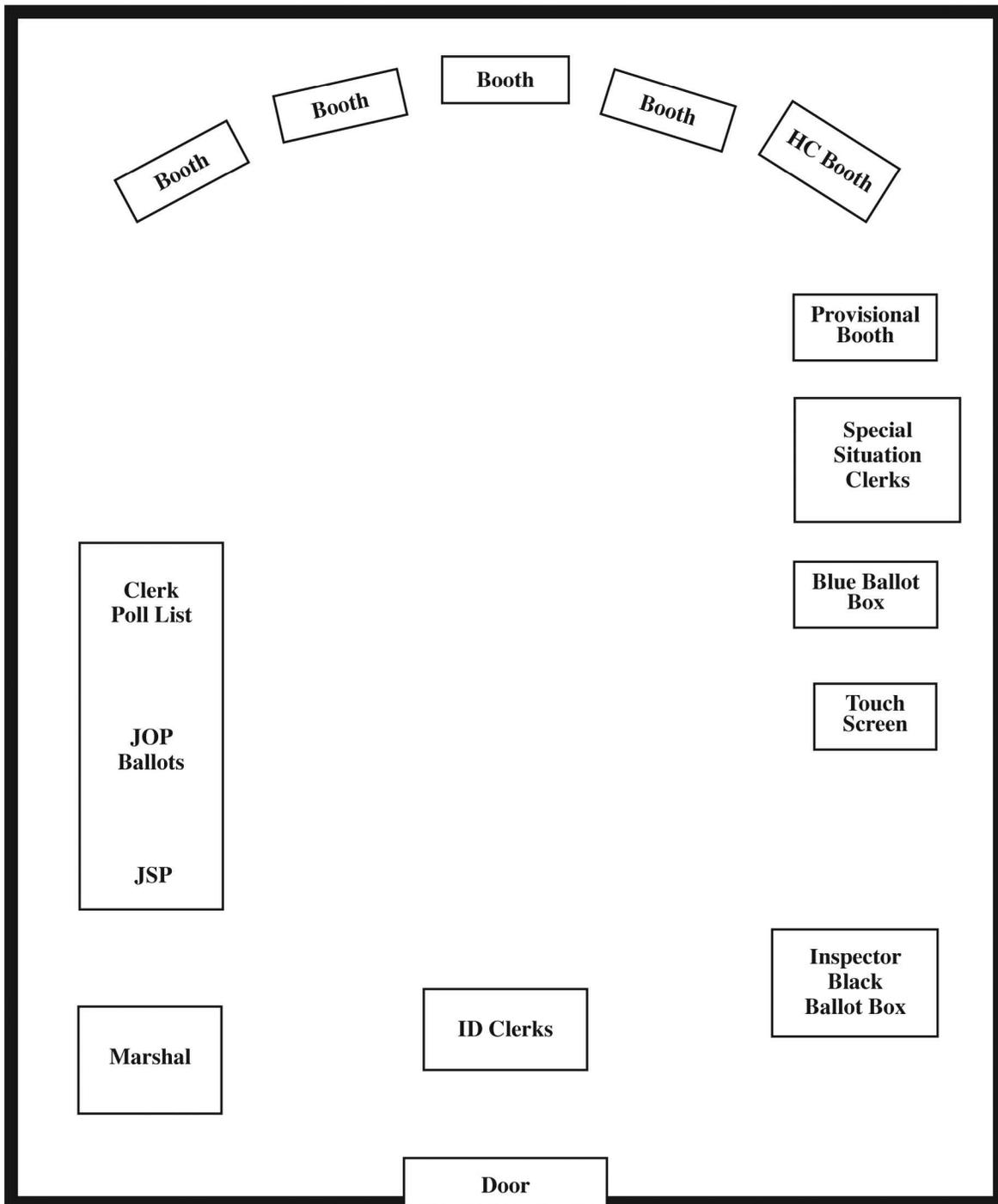
Review the Duties of Board Members

The **Inspector** briefly reviews the duties of Board Members, particularly for new members. (Refer to the sections for each position). The **Inspector** also reminds experienced Board Members of any changes in procedure.

Remember, all Board Members need to be flexible and work as a team to ensure a successful election.

Basic Polling Place Setup

(Can be changed according to the requirements of your facility.)



Before the Polls Open – Election Day 5:00AM-6:00AM

All Board Members Arrive At 5AM

Prepare to Open the Polls



All Board Members

Arrive at 5:00 AM

If Board Members are unable to enter the Polling Place because the janitor/custodian has not arrived, or the key does not fit/work, or if the **Inspector** does not arrive by 5:10 AM, any other Board Member must call the **HOTLINE** (724-8551) immediately. If any other Board Member has failed to appear by 5:30 AM, the **Inspector** must call the **HOTLINE**. If necessary, drive to the nearest phone.

Prepare to Open the Polls

1. The **Marshal** administers the Oath of Office printed on the back of the Red Poll List to the **Inspector**, who then administers the Oath of Office to the other Board Members. All Board Members sign the Oath of Office on the back of the Red Poll List.
2. The **Inspector** distributes ID badges to the Board Members, making sure all write their names and positions on them before putting them on.
3. The **Inspector** refers the **JSP, JOP, Marshal** and **Clerks** to their respective sections to assist them in setting up their work stations.
4. The **Inspector** oversees the marking of the 75' Limit and posting of the required signs and Sample Ballots by the **Marshal**. (The chalk lines for measuring the 75' Limit have all been modified to exactly 75'.)
5. The **Inspector** verifies that the ballot styles are correct for the Voting Area.
6. Count the ballots to confirm that you have the correct number of each ballot style as stated on the ballot report. Note any discrepancies on the ballot report.
7. Unwrap only one package of each type of ballots at a time. Keep the other ballots wrapped and off the table. Have only a small number (25) of ballots for distribution at one time. It is very important to keep unused ballots out of the reach of voters. Please arrange your ballot station accordingly.
8. Remove the black bags containing the Accu-Vote and the materials necessary for setting up the Touch Screen from the steel cage. The **Inspector** and the **JOP** must compare the seals on the Accu-Vote and Touch Screen with the information reflected on the Seal Log found in the Accu-Vote bag in the steel cage. (The Seal Log is printed on a bright yellow piece of paper.)
9. Set up the Accu-Vote and Touch Screen following the procedures on the handout located in the Inspector's Notebook.
10. THE **INSPECTOR** DIRECTS THE MARSHAL TO OPEN THE POLLS AT EXACTLY 6:00 AM.

Voting Procedures

Standard Procedures

Voter is Marked Early in Roster

Provisional Ballot

Conditional Provisional Ballot

Spoiled Ballot

Curbside Voting Procedure

Closing the Polls



Standard Procedures

All Board Members should be courteous at all times. Treat the voters as you would want to be treated.

1. When a voter arrives at the Polling Place, he or she reports to the **ID Clerk**. The **ID Clerk** asks for the voter to state their name and address. The **ID Clerk** then attempts to find the voter's name in the precinct register.

At this point, four situations may occur:

1. The **ID CLERK** locates the elector's name in the Precinct Register and the voter presents acceptable identification that matches the information in the Precinct Register.
2. The voter's name is found in the Precinct Register – but the information in Precinct Register does not match the information on the identification presented by the voter. The **ID Clerk** checks the appropriate box on the Voter ID Slip, issues the slip to the voter and directs the voter to the Special Situation Table.
3. The voter's name is found in the Precinct Register – but the voter does not present acceptable identification. The **ID Clerk** checks the appropriate box on the Voter ID Slip, issues the slip to the voter and directs the voter to the Special Situation Table.
4. The voter's name is not found in the Precinct Register List. The **ID Clerk** checks the appropriate box on the Voter ID Slip, issues the slip to the voter and directs the voter to the Special Situation Table.

The **ID CLERK** enters the type of election, voter's register number and checks the appropriate box on the Voter I.D. Slip; initials the slip, issues the slip to the voter and directs the voter to the **JSP**. The voter continues with standard voting procedures as follows:

- The **JSP** locates the voter's name in the Signature Roster, and marks the correct line with a small "x." The voter signs the Roster in the space provided next to his or her name. Note that the voter can sign "upside down" from the **JSP**'s point of view unless affirmation statement is on the signature line. In this case turn the Signature Roster around so that the voter can read the affirmation statement.

Reg #	PARTY NAME RESIDENTIAL ADDRESS MAILING ADDRESS	VOTER ID	STRIPE STATUS	SIGNATURE
1	REP CITIZEN, AVERAGE JOE 3434 S 22ND ST	1862260	SAL	
2	PND DALE, MICHAEL S 6550 S COUNTRY CLUB RD	0738543	NONE IA	I swear/affirm the address listed is correct and where I reside.
3	GRN DOE, JANE 54286 N ORION CIR	2028425	GRN	Early Ballot
4	LIB DOE, JOHN 54286 N ORION CIR	1720807	YEL	
5	DEM PUBLIC, JOHN Q 9875 VISTA DR	2025391	BLU	

- The **JSP** completes the Voter ID Slip, with the style (color) of the ballot to be issued. The **JSP** initials the Voter ID Slip, and passes the slip to the **JOP**.
- The **JOP** reviews the information on the slip to issue the correct ballot.
- The **JOP** gives the ballot and Secrecy Folder to the voter (use of the Secrecy Folder is optional - at the voter's option). The **JOP** explains that, after voting, the ballot must be taken to the ballot box. The voter inserts the voted ballot into the entry slot of the Accu-Vote unit. The ballot will be pulled out of the Secrecy Folder and into the unit to be tallied (similar to an ATM). The voter returns the empty Secrecy Folder to the official at the ballot box.
- Overvoted and blank ballots are returned to voter. See pages 89 - 94 for instructions on returned ballots.
- The **Marshal** demonstrates how to vote an optical scan ballot for any voter who asks for assistance, using the Demonstrator Ballots included in the supplies.

VOTER ID SLIP		
REGISTER No. _____	ID CLERK _____	INITIALS _____
<input type="checkbox"/>	Voter presented acceptable ID with name and address of voter matching the precinct register.	
<input type="checkbox"/>	Voter marked with an E/EARLY BALLOT in Register/Roster . Voter directed to the Special Situation Table.	
<input type="checkbox"/>	Voter presented acceptable ID with name and/or address of voter NOT matching precinct register. Voter directed to the Special Situation Table to vote a Provisional Ballot.	
<input type="checkbox"/>	Voter DID NOT present acceptable ID. Voter directed to the Special Situation Table to vote a Conditional Provisional Ballot.	
<input type="checkbox"/>	Voter not on precinct register. Voter directed to the Special Situation Table. Clerk calls the Recorder's office at 740-4330. When the recording starts, dial 1 and 7.	
_____	_____	_____
BALLOT STRIPE COLOR	SIG. JUDGE INITIALS	
DEMOCRATIC	REPUBLICAN	OTHER
<input type="checkbox"/>	<input type="checkbox"/>	_____
BLUE	SALMON	INDICATE PARTY
Pollworker - Place <u>completed</u> slips in the Blue Supply Box after the polls close.		
PLT# 3310 Date: 6-2011		

8. When a Secrecy Booth is available, the **JOP** issues a ballot and Secrecy Folder to the voter.
NOTE: Issuing a ballot before a Secrecy Booth is available could contribute to missing ballots if impatient voters walk out undetected.
9. The **JOP** passes the Voter ID Slip to the **Poll List Clerk**, for help in completing the Poll List.
10. The **Poll List Clerk** looks up the voter's name in the Precinct Register.
11. The **Poll List Clerk** accurately copies the voter's name (last name, first name and middle initial) and Register Number and Political Party from the Precinct Register to the next available line of the Poll List. Each entry should be numbered consecutively.

1	SAL	CITIZEN, AVERAGE J	3434 S 22 ND ST
IA 2	NON	DALE, MICHAEL S	6550 S COUNTRY CLUB RD
(E) 3	GRN	DOE, JANE	54286 N ORION CIR
4	LIB	DOE, JOHN	54286 N ORION CIR

Voting Order No./Consecutive No. From Register, Name of Elector, Ballot Color/Stripe and Party				Voting Area			
Voting Order No. Consecutive No. From Register	Name of Elector (As Printed in Register)	Ballot Color/Stripe	Party	Voting Order No. Consecutive No. From Register	Name of Elector (As Printed in Register)	Ballot Color/Stripe	Party
01				26			
" 02				" 27			
" 03				" 28			
" 04				" 29			
" 05				" 30			
" 06				" 31			
" 07				" 32			
" 08				" 33			
" 09				" 34			
" 10				" 35			

12. The Poll List automatically records the information in triplicate. Insert the cardboard backing behind the copies to prevent copy marks from appearing on the pages below. The Poll List Clerk must take care to press hard as they write, so the information goes through to all copies.

13. The Poll List Clerk periodically removes the completed Blue and Pink copies from the Poll List and gives them to the **Marshal**. These Blue and Pink copies are available for pickup by credentialed political party representatives.
14. The **Election Official** at the Black Ballot Box watches as the voter inserts the ballot into the entry slot of the Accu-Vote unit. The ballot will be pulled out of the Secrecy Folder and into the unit to be tallied. The Election Official accepts the empty Secrecy Folder.

Additional Instructions for Election Official at Ballot Box:

(Refer to the Troubleshooting section starting on pg. 88 for more specific information.)

The Accu-Vote will display helpful information for you in case of an “exception” when reading the ballots. **PLEASE WATCH THE DISPLAY CAREFULLY.**

BLANK VOTED CARD – See Inspector

Indicates the voter did not mark anything on the ballot or completely “mismarked” the ballot. A “mismarked” ballot should be corrected by the voter. If the voter does not want to fill in the ballot, press and hold the “YES” button on the front of the Accu-Vote and the ballot will be accepted.

OVERVOTED RACE (NUMBER) – See Inspector

Indicates a person voted for more candidates, etc., than are allowed in a race. If the voter desires, you may spoil the ballot and follow the Spoiled Ballot Procedure on page 25. Should the voter choose to leave the ballot as it is, press and hold the “YES” button on the front of the Accu-Vote and the ballot will be accepted. When the ballot is counted, everything but the overvoted race will be counted.

SPOILED BALLOT

If an elector makes a mistake on the ballot, the ballot is spoiled and should be returned for a replacement. However, no more than a total of 3 ballots may be issued to any one voter. Spoiled ballots are to be marked SPOILED in red ink on the ballot and placed in the Official Returns Envelope. The voter may write SPOILED on the ballot if he or she wishes to do so. The word SPOILED should be entered in red ink above the elector’s name in the Poll List. Follow the Spoiled Ballot Procedure on page 25.

PAPER JAM

Indicates ballot did not feed properly through the Accu-Vote. Unlock the front of the Accu-Vote and slide the unit partially out holding onto the ballot. **DO NOT ALLOW THE BALLOT TO DROP INTO THE BALLOT BOX.**

Turn the Accu-Vote off and wait 15 seconds. Turn the Accu-Vote back on and re-feed the ballot (perhaps try a different orientation – bottom first).

If you did not notice the paper jam until after the voter was already gone, watch the display carefully. If the display says the ballot was counted, pull the ballot on through the Accu-Vote and drop it in the back with the other voted ballots. If the display indicates the ballot was not counted, remove the ballot from the Accu-Vote and insert it into the Accu-Vote for tabulation. The Inspector and JOP must be in attendance.

BALLOT NOT COUNTED

Indicates the Accu-Vote did not read the ballot. If the ballot did not go into the ballot box, insert the ballot into the Accu-Vote again (perhaps try a different orientation – bottom first).

The Voter is Marked (Early) in the Roster

If the voter has brought a voted Early Ballot to the polls, the Election Official makes sure that the voter has completed and signed the Early Ballot Affidavit Envelope. The Official then accepts the ballot, sealed inside the Early Ballot Affidavit Envelope, and the Envelope is placed in the Blue Plastic Ballot Box.

If the voter has the Early Ballot and has not voted the ballot, direct the voter to an empty Secrecy Booth. Ask them to vote the ballot, complete and sign the Early Ballot Affidavit Envelope, and return the ballot sealed in the Envelope. The envelope is then placed in the Blue Plastic Ballot Box.

If the voter has not brought the Early Ballot to the polls, he or she shall be allowed to vote a Provisional Ballot if they are at the correct polling place:

1. The **Special Situations Clerk** completes and signs the top portion of the Provisional Ballot Envelope in **RED** ink marking the appropriate boxes on the form.
2. The voter completes and signs the bottom portion of the form, in **RED** ink.
3. The **Special Situations Clerk** prints the voter's name using the next available "V" number, writes the ballot color (if necessary), and has the voter sign the Provisional Ballot Poll List/Signature Roster.
4. The **Special Situations Clerk** gives the voter the Provisional Ballot Envelope, a Pink Provisional Ballot Sleeve, and a ballot and directs the voter to a voting booth.
5. When the voter has completed voting, he or she seals the ballot in the Provisional Ballot Envelope. The Election Official removes the numbered receipt and issues the receipt to the voter.
6. The Provisional Ballot Envelope is deposited in the Blue Ballot Box.

Provisional Ballot Procedure

A voter who presents non-photo Tribal ID or proof of ID that does not match the information on the roster, or whose name does not appear on the Precinct Register may vote a Provisional Ballot by affirming in writing on the Provisional Ballot Envelope, his or her current address, that he/she is registered to vote in the jurisdiction, and that he/she is eligible to vote in the jurisdiction. Make sure voter is in the correct Polling Place before issuing a ballot.

1. The **Special Situations Clerk** completes the top of the Provisional Ballot Envelope in **RED** ink.
2. The voter completes and signs the bottom portion of the envelope in **RED** ink.
3. The **Special Situations Clerk** places **NOTHING** in the envelope.
4. The **Special Situations Clerk** prints the voter's name using the next available "V" number, writes the ballot color (if necessary), and has the voter sign the Provisional Ballot Poll List/Signature Roster.
5. The **Special Situations Clerk** issues the Provisional Ballot Envelope, Pink Provisional Ballot Sleeve, and ballot to the voter and directs the voter to a voting booth.
6. When the voter has completed voting, he or she places their ballot in the Provisional Ballot Envelope and seals the envelope. The Election Official removes the numbered receipt and issues the receipt to the voter.
7. The Provisional Ballot Envelope is deposited in the Blue Ballot Box.

PROVISIONAL ENVELOPE

10 days after the election go online to www.recorder.pima.gov, select the provisional ballot link and enter the preprinted receipt number to find out whether or not your ballot was validated for counting. If you do not have access to a computer, you may call (520) 740-4330 or 1-800-775-7462 ext. 4330. You will need to provide the preprinted receipt number to be given your information.
 10 días después de la elección visite la página internet www.recorder.pima.gov, seleccione balota provisional y entre el número impreso de este recibo para informarse si su balota fue validada para contarse. Si usted no tiene acceso a una computadora, puede llamar al (520) 740-4330 o 1-800-775-7462 ext. 4330. Tendrá que proporcionar el número impreso de este recibo para obtener su información.

▶▶▶▶ SEPARATE THIS NUMBERED RECEIPT AND GIVE IT TO THE VOTER ◀◀◀◀

FILL IN ALL SHADED AREAS		OFFICE USE ONLY	
VOTING AREA: (WHERE THE BALLOT WAS VOTED)	DATE:	INITIALS	

COLOR STRIPE ISSUED	
PARTY (PRIMARY/PPE USE ONLY)	STRIPE
<input type="checkbox"/> BLU/DEM <input type="checkbox"/> SAL/REP <input type="checkbox"/> YEL/LBT <input type="checkbox"/> GRN/GRN <input type="checkbox"/> _____	<input type="checkbox"/> BLACK <input type="checkbox"/> ORANGE <input type="checkbox"/> BROWN <input type="checkbox"/> PURPLE <input type="checkbox"/> GOLD <input type="checkbox"/> RED <input type="checkbox"/> NONE <input type="checkbox"/> _____

ELECTION OFFICIAL'S SIGNATURE

TO BE COMPLETED BY VOTER
DEBE LLENARSE POR EL VOTANTE
PLEASE PRINT LEGIBLY
IMPRIMA POR FAVOR LEGIBLE

LAST NAME / APELLIDO	FIRST NAME / NOMBRE	MIDDLE / SEGUNDO NOMBRE	SUFFIX / SUFJO
RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA		APT./SP./NO. NUM. DE APTO.	CITY CIUDAD
MAILING ADDRESS / DIRECCION DE CORREO		APT./SP./NO. NUM. DE APTO.	CITY CIUDAD
BIRTH DATE FECHA DE NACIMIENTO	FORMER NAME NOMBRE ANTERIOR	FORMER RESIDENCE ADDRESS DOMICILIO DE RESIDENCIA ANTERIOR	
AZ DRIVERS LICENSE NUMBER OR AZ NON OPERATING LICENSE NUMBER NUMERO DE LICENCIA DE CONDUCIR DE AZ O NUMERO DE LICENCIA NO OPERANTE DE AZ		LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER ULTIMOS CUATRO DIGITOS DE NUMERO DE SEGURO SOCIAL	
I swear or affirm under penalty of perjury that the above information is correct, that I reside in the precinct, that I am eligible to vote in this election and that I have not previously voted in this election. Juro o afirmo bajo pena de perjurio que la información anterior es correcta, que yo resido en el distrito, que soy elegible para votar en esta elección y que no he votado previamente en esta elección.			
ELECTOR'S SIGNATURE / FIRMA		DATE / FECHA	TELEPHONE NUMBER / NUMERO DE TELEFONO

INSERT VOTED BALLOT IN THIS ENVELOPE - REMOVE ADHESIVE STRIP - FOLD AT PERFORATIONS AND SEAL
CC-4-2011

CONDITIONAL ENVELOPE

10 days after the election go online to www.recorder.pima.gov, select the provisional ballot link and enter the preprinted receipt number to find out whether or not your ballot was validated for counting. If you do not have access to a computer, you may call (520) 740-4330 or 1-800-775-7462 ext. 4330. You will need to provide the preprinted receipt number to be given your information.
 10 días después de la elección visite la página internet www.recorder.pima.gov, seleccione balota provisional y entre el número impreso de este recibo para informarse si su balota fue validada para contarse. Si usted no tiene acceso a una computadora, puede llamar al (520) 740-4330 o 1-800-775-7462 ext. 4330. Tendrá que proporcionar el número impreso de este recibo para obtener su información.

▶▶▶▶ SEPARATE THIS NUMBERED RECEIPT AND GIVE IT TO THE VOTER ◀◀◀◀

- NOTICE -
DO NOT USE THIS FORM
if an Arizona Driver's License
is presented as an ID, use a
PROVISIONAL ENVELOPE instead.

FILL IN ALL SHADED AREAS		OFFICE USE ONLY	
VOTING AREA: (WHERE THE BALLOT WAS VOTED)	DATE:	INITIALS	

BALLOT ISSUED _____ (BALLOT/STRIPE COLOR)

ELECTION OFFICIAL'S SIGNATURE

TO BE COMPLETED BY VOTER
DEBE LLENARSE POR EL VOTANTE
PLEASE PRINT LEGIBLY
IMPRIMA POR FAVOR LEGIBLE

LAST NAME / APELLIDO	FIRST NAME / NOMBRE	MIDDLE / SEGUNDO NOMBRE	SUFFIX / SUFJO
RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA		APT./SP./NO. NUM. DE APTO.	CITY CIUDAD
MAILING ADDRESS / DIRECCION DE CORREO		APT./SP./NO. NUM. DE APTO.	CITY CIUDAD
BIRTH DATE FECHA DE NACIMIENTO	FORMER NAME NOMBRE ANTERIOR	FORMER RESIDENCE ADDRESS DOMICILIO DE RESIDENCIA ANTERIOR	
AZ DRIVERS LICENSE NUMBER OR AZ NON OPERATING LICENSE NUMBER NUMERO DE LICENCIA DE CONDUCIR DE AZ O NUMERO DE LICENCIA NO OPERANTE DE AZ		LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER ULTIMOS CUATRO DIGITOS DE NUMERO DE SEGURO SOCIAL	
I swear or affirm under penalty of perjury that the above information is correct, that I reside in the precinct, that I am eligible to vote in this election and that I have not previously voted in this election. Juro o afirmo bajo pena de perjurio que la información anterior es correcta, que yo resido en el distrito, que soy elegible para votar en esta elección y que no he votado previamente en esta elección.			
ELECTOR'S SIGNATURE / FIRMA		DATE / FECHA	TELEPHONE NUMBER / NUMERO DE TELEFONO

INSERT VOTED BALLOT IN THIS ENVELOPE - REMOVE ADHESIVE STRIP - FOLD AT PERFORATIONS AND SEAL
CC-4-2011

Example of Receipt

10 days after the election go online to www.recorder.pima.gov; select the provisional ballot link and enter the preprinted receipt number to find out whether or not your ballot was validated for counting. If you do not have access to a computer, you may call (520) 740-4330 or 1-800-775-7462 ext. 4330. You will need to provide the preprinted receipt number to be given your information.

10 dias despues de la eleccion visite la pagina internet www.recorder.pima.gov; seleccione balota provisional y entre el numero imprimado de este recibo para informarse si su balota fue valida para contarse. Si usted no tiene acceso a una computadora, puede llamar al (520) 740-4330 ó 1-800-775-7462 ext. 4330. Tendra que proporcionar el numero imprimado de este recibo para obtener su informacion.

▶▶▶▶ SEPARATE THIS NUMBERED RECEIPT AND GIVE IT TO THE VOTER ◀◀◀◀

100023456789

New Resident

A voter who is currently registered in Pima County and has moved to a new residence address in Pima County, upon presentation of sufficient identification, can vote a Provisional Ballot at the Polling Place for the new address. The ballot is then forwarded to the County Recorder for verification.

Conditional Provisional Ballot Procedure

1. A voter who presents insufficient or NO acceptable ID must vote a Conditional Provisional Ballot by affirming in writing on the Conditional Provisional Ballot Envelope, his or her current address, that he/she is registered to vote in the jurisdiction, and that he/she is eligible to vote in the jurisdiction.
2. The **Special Situations Clerk** completes the top of the Conditional Provisional Ballot Envelope in **RED** ink.
3. The voter completes and signs the bottom portion of the envelope in **RED** ink.
4. The **Special Situations Clerk** places **NOTHING** in the envelope.
5. The **Special Situations Clerk** prints the voter's name using the next available "V" number, writes the ballot color (if necessary), and has the voter sign the Provisional Ballot Poll List/Signature Roster.
6. The Special Situations Clerk issues a ballot, Pink Provisional Ballot Sleeve, and the Conditional Provisional Ballot Envelope to the voter and directs the voter to the Provisional Ballot Voting Booth.
7. When the voter has completed voting, he or she seals the ballot in the Envelope. The **Election Official** removes the yellow numbered receipt and issues the receipt and the yellow official list of locations for the voter to use post-Election Day to the voter. The yellow lists can be found in the "R" Envelope located in the steel cage.
9. The Conditional Provisional Ballot Envelope is then deposited in the Blue Ballot Box.

For Provisional Ballots and Conditional Provisional Ballots, REMEMBER...

- A. All entries must be in **RED** ink.
- B. The Register Number is V-1, V-2, etc.
- C. An election official (usually the Special Situation Clerk) must sign the Provisional Ballot Envelope in **RED** ink.
- D. The **Special Situations Clerk** enters the Voter's name in **RED** in the Provisional Ballot Poll List/Signature Roster.

Spoiled Ballot Procedure

If an elector makes a mistake on the ballot, the ballot is spoiled and should be returned for a replacement. However, no more than a total of 3 ballots may be issued to any one voter. Spoiled Ballots are to be marked **SPOILED** on the ballot and placed in the Official Returns Envelope. The voter may write **SPOILED** on the ballot if he or she wishes to do so. The word **SPOILED** should be entered in **RED** ink above the elector's name in the Poll List.

Curbside Voting Procedure

Disabled Voters

All Polling Places must be Disabled-accessible, as provided by law. The **JOP** should direct disabled voters to the Secrecy Booth adapted for voters in wheelchairs and persons who have to sit down while casting their ballots. In addition, the **JOP** should offer the use of the Visual Aid (magnifier) to any voter who might need it.

If a voter is unable to enter the Polling Place, Board Members will assist the person to vote outside the Polling Place, using the **Curbside Voting Procedure**.

Curbside Voting Procedure (Use RED Ink)

1. The **Marshal** takes a Disabled Voter Signature Affidavit to the elector outside the Polling Place.
2. When completed and signed by the elector, the **Marshal** gives the Affidavit to the **JSP**.
3. The **JSP** finds the voter's name in the Signature Roster, then prints the voter's name in **RED** ink next to the name, followed by the words "Affidavit Affixed." The **JSP** then tapes the Affidavit to the back page of the Register.
4. The **Poll List Clerk** looks up the voter's name in the Precinct Register and enters the usual voter information into the Poll List in **RED** ink.
5. The **JOP** issues the ballot to the **Marshal**.
6. The elector votes his or her ballot in view of the **Marshal** and a **Board Member of the Opposite**

Party of the Marshal, in such a manner that the 2 are unable to see how the elector votes.

7. When the voter has completed voting, the ballot is returned to the **Inspector** by the two Board Members, to deposit the ballot in the Black Ballot Box as usual.
8. If you believe you have a special circumstance or problem, the **Inspector** should call the **HOTLINE** (724-8551).

Closing the Polls

It is the **Marshal's** duty to announce the closing of the polls 1 hour before closing (6:00 PM), 30 minutes prior (6:30 PM), 15 minutes before (6:45 PM), one minute prior (6:59 PM) and at the moment of closing (7:00 PM) in accordance with A.R.S. §16-585(B).

At 7:00 PM, the **Marshal** stands in line behind the last voter to arrive at the Polling Place to determine the last person eligible to vote. Every elector in line at 7:00 PM is entitled to vote, but no latecomers may be processed.

When the last voter has left the Polling Place, follow the Closing Procedures.

Closing Procedures Steps – Follow in Order:

1. Inspector issues proper Closing Duty Cards to each Board Member.
2. Close the Accu-Vote by following the procedures on the handout supplied in the Inspector's Notebook.
3. Close the Touch Screen by following the procedures on the handout supplied in the Inspector's Notebook.
4. The Marshal and JSP take the Accu-Vote (contained in the black bag), Touch Screen (contained in its black bag along with the encoder, Voter Access and Supervisor cards), and Signature Roster to the Receiving Center. The Touch Screen canister should be placed in the Blue Ballot Transfer Bag.

The **Inspector, JOP** and **Clerks** remain behind at the polls to continue the closing process by completing the following steps:

5. Disassemble the Secrecy Booths and return the Polling Place to the condition in which you found it.
6. **Inspector** dismisses everyone but the **JOP**.
7. The **Inspector** and **JOP** deliver the Unofficial Envelope, Official Envelope, Blue Ballot Transfer Bag, and the Early and Provisional Ballots Envelope to the Receiving Center.

Inspector Duties

Prepare for Election Day

Monday Setup Meeting

Before the Polls Open

After the Polls Open

Closing the Polls



Prepare For Election Day

The **Inspector** has many important functions during an election and is first and foremost a representative of Pima County. The **Inspector** also acts as the supervisor of the Election Board during Election Day. Before Election Day, the **Inspector** is required to attend a training session, inspect the Polling Place, pick up and/or check supplies, and verify the other members of the Election Board that will be serving under him/her.

Inspect the Polling Place (Pre-Monday Set-up Meeting):

- Review each document in the Inspector's Notebook for specific instructions.
- Review the Polling Place Agreement.
- Verify who will be on site on Election Day. Obtain telephone numbers for the individuals who will open the facility in the morning and who will close. Often times they are different individuals (example: AM – school opened by principal, teacher or custodian/ PM – closed by evening custodian).
- Verify you will have a key to get in or someone will be there before 5 AM to let you in the building. If you are given a key, verify that it works. If you are not given a key, make sure that you have the contact information for the person opening the Polling Place at 5 AM. (Get contact information for more than one source if possible; see above.)
- If a lock box containing the key to the facility has been assigned, verify its location. Open the lock box to insure you know how to open and close it. **DO NOT** take the key home with you. Leave the key in the lock box after you set up on Monday night and after you lock the facility on Tuesday, Election Night. If you have any questions or difficulty opening/closing the lock boxes, please call the **HOTLINE** (724-8551) immediately.
- Inquire about parking for both Poll Workers and voters.
- Verify the location of the stored election equipment and supplies. Ask if you will need a key for the storage location.
- Ask about the location of electrical outlets. (Please note that there are extension cords provided in your supplies.)
- Will there be an adequate number of tables and chairs for each board worker and for accommodating people with disabilities?
- Consider where the accessible voting unit should be set up given the availability of electrical outlets, Americans With Disability Act (ADA) requirements and suggestions for improving accessibility.
- Inquire if there is a telephone available. If so, note the location and get specific instructions on how to dial out in case you need to call the **HOTLINE** (724-8551) if an emergency arises.

- ❑ Ask about the availability of a bathroom that the Board Members should use. If you are in a school, insure that the bathroom will be left open after school hours.
- ❑ Ask about the availability of a kitchen, microwave, or refrigerator. (Please note: a kitchen, microwave, or refrigerator at the facility **is not** required to be available to the Board Members. If a kitchen, microwave, or refrigerator is available as a courtesy, please clean up after yourselves in order to insure that this courtesy will be given in future elections.)
- ❑ Ensure that heating/cooling and light are available throughout the day.
- ❑ Each Polling Place is very generous in letting Pima County use space for the day. Please remember that we are guests in the building, so act accordingly and treat our hosts with respect.
- ❑ If you need something from your host (Polling Place) please politely make your request known. If you have a concern about the accommodations, please contact the Pima County Elections Department at 724-6830.
- ❑ Thank your contacts for their assistance and cooperation.

Pick up these items at class:

- ❑ Inspector's Notebook (contents listed below)
 - ◆ List of Poll Workers
 - ◆ Calculator
 - ◆ Early Ballot Stamp
 - ◆ Polling Place Agreement
 - ◆ Cage Combination
 - ◆ Ballot Report
 - ◆ Opening Procedures for Accu-Vote
 - ◆ Opening Procedures for Touch Screen
 - ◆ Official Write-In List
 - ◆ Closing Procedures for Accu-Vote
 - ◆ Ender Card
 - ◆ Closing Procedures for Touch Screen
 - ◆ Receiving Station Location
 - ◆ Receiving Check List
 - ◆ Signature Roster Notebook

- ◆ Cell Phone (if necessary)
- ◆ Polling Place Key or Lock Box combination (if necessary)

Verify your poll workers:

- Call each poll worker by the Sunday afternoon, prior to Election Day.
- If unable to make direct contact, leave a message to return your call as soon as possible. Leave a phone number where you can be reached.
- Be sure each worker knows how to get to the polling place.
- If a Monday Setup Meeting is scheduled, let each poll worker know what time the meeting will be held. Remember, the Monday Setup Meeting is not mandatory but strongly recommended.
- Inform them of the availability of kitchen, microwave, refrigerator, etc.
- Remind them to bring reading glasses, medication, a sweater, reading materials, etc.
- If a poll worker reports that they will be unable to work at the polling place on Election Day, inform the worker that they must call the Election **HOTLINE** (724-8551).

Receive Early Ballot Addendum Lists:

- On the Friday before the election, the Elections Department will mail or email an Early Ballot Addendum List to those **Inspectors** who need a list.
- Using the Early Stamp in the Inspector's Notebook, mark "Early" next to each name in the Signature Roster that is on the Early Ballot Addendum list.
- After 5 PM on the Monday before the election, the Elections Department will call or email the **Inspectors** who have an additional Early Ballot Addendum List. If the **Inspector** is not available, the names of the voters on the Early Ballot Addendum List will be left on voice mail or with the person who answers the phone. If necessary, the Election Department will contact one of the Judges with the information.
- Using the Early Stamp in the Inspector's Notebook, mark "Early" next to each name in the Signature Roster that is given on the additional Early Ballot Addendum List.

Monday Set-Up Meeting

- The following supplies should be at your Polling Place:
 - ◆ Secrecy Booths
 - ◆ Blue Supply Box
 - ◆ Black Ballot Box

- ◆ Steel Cage
- ◆ Additional Signs and Materials
- Break the seals on the Blue Supply Box, open the box and remove the Blue Supply Box Inventory List. Using the Blue Supply Box Inventory List, inventory all the supplies in the Blue Supply Box. If any supplies are missing, call the **HOTLINE** (724-8551). Election Department personnel will be answering the **HOTLINE** until 7 PM.
- Set-up the Secrecy Booths, tables and chairs in a way that all voters are visible by the Poll Workers at all times.
- Place the Black Ballot Box near an electrical outlet near the exit.
- If the site permits, post all indoor signs.
- DO NOT open the Steel Cage until the morning of Election Day.

Review the duties of all Board Members:

Inspector

- Administers the Oath of Officers of Election to the other Board Members.
- Along with the **JOP**, certifies that the seals on the Accu-Vote and Touch Screen are intact and match the Seal Log.
- Must review and sign the Zero Tapes on Accu-Vote and Touch Screen.
- Oversees the setup and general operation of the Polling Place.
- Directs the closing of the Polling Place through careful completion of the Closing Procedures.
- Directs **Marshal** and **JSP** to return Accu-Vote, Touch Screen and Signature Roster to Receiving Center while the remaining poll workers close down the polls.
- Directs the putting of correct materials into the correct envelopes and bags.
- Delivers Election Materials to the Receiving Station *with JOP*.
- Reminds the Board Members to be at the Polling Place at 5 AM on election morning and that by being flexible and working as a team, a successful election is ensured.

Ballot Issuing Judge (known as Judge of the Opposite Party of the Inspector - JOP)

- Along with the **Inspector**, certifies that the seals on the Accu-Vote and Touch Screen are intact and match the Seal Log.
- Must review and sign the Zero Tapes on Accu-Vote and Touch Screen.
- Takes each Voter's ID Slip from the JSP.
- Issues the correct ballot to the voter.

- Issues Access Cards to voters who wish to vote on Touch Screen.
- Assists **Inspector** in completing Closing Procedures.
- Signs Result Tapes from Accu-Vote and Touch Screen.
- Assists with the loading of the Returns Envelopes and Bags.
- Delivers Election Materials to the Receiving Station with **Inspector**.

Signature Roster Judge (known as Judge of the Same Party of the Inspector - JSP)

- Must review and sign the Zero Tapes on Accu-Vote and Touch Screen.
- Signs in qualified voters, using the Signature Roster.
- Notes proper ballot to be issued to voter on ID Slip.
- Notes the political party (if any) of the voter by checking the appropriate box on the Voter ID Slip or write “G” for Green Party, “L” for Libertarian party or “O” for everyone else (IND/PND/NOP).
- Passes the ID Slip to the **JOP**.
- Assists **Inspector** in completing Closing Procedures.
- Signs Result Tapes from Accu-Vote and Touch Screen.
- Delivers Election Equipment to Receiving Station with **Marshal**.

Marshal

- Administers the Oath of Officers of Election to the **Inspector**.
- Posts the 75’ Limit, sample ballots and other signs.
- Announces the opening and closing of the polls.
- Demonstrates the voting method to voters.
- Checks the marking pens for dryness.
- Periodically checks the Secrecy Booths for vandalism and discarded political material.
- Maintains order outside the Polling Place.
- Makes sure electioneering is not occurring within the 75’ Limit.
- As directed by the **Inspector** – may assist other poll workers with their duties.
- Stands behind the last person in line at 7 PM to designate the last voter.
- Oversees the dismantling of the Secrecy Booths.
- Delivers Election Equipment to Receiving Station with **JSP**.

ID Clerk (May be 16 or 17 years old or registered to vote any party)

- Assists in setting up the Polling Place.
- Welcomes each voter and asks for the voter's name and address.
- Locates each voter's name in the Precinct Register.
- Requests acceptable identification from each voter and compares the information on the identification to the information in the Precinct Register. If the voter's identification reasonably matches the information in the Precinct Register, mark the Voter ID Slip appropriately, issue the Voter ID Slip to the Voter and direct him or her to the Signature Roster Judge (**JSP**).
- Fills out the Voter ID Slip appropriately for voters who do not present acceptable identification that matches the precinct register, voters who have no identification and voters whose names cannot be found in the precinct register. The slip is issued to the voter and the voter is directed to the Special Situation Table.
- Assists in dismantling the Polling Place.

Poll List Clerk (May be 16 or 17 years old or registered to vote any party)

- Assists in setting up the Polling Place.
- If the **Inspector** has not already done so, before the polls open, stamp: "Early" in the space provided on the Signature Roster of all the names on the Early Ballot Addendum Lists.
- Enters the names, type of ballot, political party and Register Number of everyone who votes a regular ballot in the Red Poll List.
- Assists in the dismantling of the Polling Place.

Special Situation Clerk (May be 16 or 17 years old or registered to vote any party)

- Assists in setting up the Polling Place.
- Assists voters whose name are not in the Signature Roster by calling the Recorder's Office, and
- If the voter is in the correct Polling Place, assists that voter with a Provisional Ballot, or
- If the voter is not in the correct Polling Place, assists that voter in locating the correct Polling Place.
- Assists voters who wish to turn in an Early Ballot at the polls.
- Assists voters whose names are marked "Early" on the Signature Roster, who do not have or do not wish to voter their Early Ballot, with a Provisional Ballot.
- Assists voters who have moved within Pima County with a Provisional Ballot in the correct Polling Place for their new address.

- Assists voters whose ID does not match the precinct register to vote a Provisional Ballot.
- Assists voters who do not have acceptable Identification with a Conditional Provisional Ballot.
- Directs Provisional and Conditional Provisional Voters to sign the Provisional Ballot Poll List/Signature Roster.
- Issues the correct ballot to Provisional and Conditional Provisional Voters with the instruction to put the voted ballot into the Provisional or Conditional Provisional Envelope.
- Enters the “V” Number and name of each Provisional and Conditional Provisional Voter in the Provisional Ballot Poll List/Signature Roster.
- Assists in the dismantling of the Polling Place.

Before the Polls Open

Absent Poll Workers:

- If any Board Members have not arrived at the Polling Place by 5:30 AM, the **Inspector**, or the Inspector’s designee, should call the **HOTLINE** (724-8551).

Administer the Oath of Officers of Election:

- The **Marshal** administers the Oath of Officers of Election to the **Inspector**. The Oath of Officers of Election is located on the back of the Red Poll List.
- The **Inspector** administers the Oath of Officers of Election to all Poll Workers.
- All Poll Workers sign the Oath of Officers of Election in the appropriate spaces on the back of the Red Poll List.

Issue Name Badges:

- All Board Members must wear a name badge on Election Day, ensuring it is visible at all times.
- Write the name and position for each Board Member on the self adhesive badges, peel the badge off the backing and give to the appropriate Board Member.

Work Stations:

- Assist each Board Member in setting up their work stations. A list of what is needed at each work station is listed below:

Ballot Issuing Judge (JOP)

- Ballots
- Encoder Instructions
- Encoder
- Voter Access Cards
- Secrecy Sleeve/Ballot Folder
- Black Ink Pen
- Red Ink Pen

Signature Roster Judge (JSP)

- Signature Roster
- Black Pens

Marshal

- Pad of Demonstration Ballots
- Party Pickup Log Sheet
- Black Ink Pen
- Black Felt Tip Pen

ID Clerk

- Precinct Register
- Voter ID Slips
- Black Pen

Poll List Clerk

- Red Poll List
- Precinct Register
- Black Pen
- Red Pen (for spoiled ballots)

Special Situation Clerks

- Ballots
- Red Pens
- Provisional Ballot Envelopes

- ❑ Conditional Provisional Envelopes
- ❑ Provisional Ballot Poll List/Signature Roster
- ❑ Pink Provisional Ballot Sleeve

Opening the Steel Cage:

- ❑ Using the combination in the Inspector's Notebook, unlock the Steel Cage. Inside the Steel Cage you should find the following items:
 - ◆ Ballots in cardboard boxes
 - ◆ Accu-Vote in Accu-Vote Transfer Bag
 - ◆ Seal Log is located on top of the Accu-Vote inside the Black Bag
 - ◆ Touch Screen in the Touch Screen Base
 - ◆ Printer Housing for Touch Screen
 - ◆ "R" Envelope (containing Precinct Registers and notebooks)
 - ◆ Touch Screen Transfer Bag with a Plastic Envelope containing the following:
 - ☆ Keypad for Touch Screen
 - ☆ Keys to Accu-Vote and Touch Screen
 - ☆ Power Cord for Touch Screen and Accu-Vote
 - ☆ Plug Adaptor for Touch Screen and Accu-Vote
 - ☆ Head Phones for Touch Screen
 - ☆ Chop Stick for Touch Screen
 - ☆ Encoder Instructions
 - ☆ Supervisor Card and Password for closing out the Touch Screen
 - ☆ Pink Zip Lock Bag containing Encoder and Voter Access Cards

Ballot Inspection:

- ❑ Using the Ballot Report in the Inspector's Notebook, make sure the quantity, Voting Area and Ballot Styles are correct for your Polling Place. If the Voting Area or Ballot Styles do not match your Ballot Report, call the **HOTLINE** (724-8551) immediately. If the ballot quantity does not match, annotate the discrepancy on the Ballot Report.
- ❑ Unwrap only one package of each type of ballots at a time. Verify count of ballots in package. Note any discrepancies on the Ballot Report. Keep all other ballots wrapped

and off the table. Have only a small number (25) of ballots for distribution at one time. It is very important to keep unused ballots out the reach of voters.

Voting Equipment Seal Verification:

- Using the Seal Log located on top of the Accu-Vote, verify the numbers on the seals on the Accu-Vote and Touch Screen against the numbers printed on the Seal Log. If the seal numbers on the Voting Equipment match the seal numbers on the Seal Log, sign the Seal Log.
- If the seal numbers on the Voting Equipment do not match the Seal Log, or a seal has been lifted, tampered with or cut, call the **HOTLINE** (724-8551) immediately.

Setting Up the Accu-Vote:

- Set up the Accu-Vote by following the procedures on the handout supplied in the Inspector's Notebook.

Setting up the Touch Screen:

- Set up the Touch Screen by following the procedures on the handout supplied in the Inspector's Notebook.

After the Polls Open

- At exactly 6:00 AM, have the **Marshal** announce that the polls are open.

Check throughout the day that the Ballot Issuing Judge has:

- Issued the correct ballot to the Voters, using the Voter ID Slip as the means to determine the correct ballot.
- Issues Voter Access cards to Voters who wish to vote on the Touch Screen.

Check throughout the day that the Signature Roster Judge has:

- Had every Voter sign the Signature Roster.
- Completed the Voter ID Slip with the correct information.

Check throughout the day that the Marshal has:

- Demonstrated the voting method to any Voters in need.
- Checked the marking pens for dryness.
- Periodically checked the Secrecy Booths for vandalism and discarded political materials.

- Made sure electioneering is not occurring with the 75' Limit.
- Announced the polls will close in 1 hour at 6:00 PM, in 30 minutes at 6:30 PM, in 15 minutes at 6:45 PM, in 1 minute at 6:59 PM and the polls have closed at 7:00 PM.
- Is ready to stand in line at 7:00 PM to designate the last voter.

Check throughout the day that the ID Clerk has:

- Welcomed each Voter and asked for the Voter's name and address.
- Located the Voter's name in the Precinct Register.
- Requested acceptable ID and compared the information on the ID to the information in the Precinct Register.
- Filled out the Voter ID Slip if the information on the ID matches the information in the Precinct Register.
- Filled out the Voter ID Slip appropriately for Voters who did not present acceptable identification matching the Precinct Register. Voters who have no identification or voters who are not in the Precinct Register and sent them to the Special Situation Table.

Check throughout the day that the Poll List Clerk has:

- Entered the names, political party and Register Number of all Voters who voted a regular ballot in the Red Poll List in the order in which they voted.

Check throughout the day that the Special Situation Clerks have:

- Assisted voters in finding their address and sent them to the correct polling place or had them vote a Provisional Ballot in they are in the correct polling location.
- Assisted voters who wish to turn in an Early Ballot at the Polls
- Assisted voters whose names are marked "Early" in the Signature Roster, who do not have or do not wish to vote their Early Ballot with a Provisional Ballot.
- Assisted voters who have moved within Pima County with a Provisional Ballot if they are in the correct Polling Place for their new address.
- Assisted voters who do not have acceptable Identification with a Conditional Provisional Ballot.
- Assisted voters who have acceptable Identification that does not match Signature Roster with a Provisional Ballot.
- Directed Provisional or Conditional Provisional voters to sign the Provisional Ballot Poll List/Signature Roster.

- Issued the correct ballot and Pink Provisional Ballot Sleeve to Provisional and Conditional Provisional Voters and instructed them to put the ballot into the Provisional or Conditional Provisional Envelope.
- Entered the “V” Number and name of each Provisional and Conditional Voter in the Provisional Ballot Poll List/Signature Roster.

The Inspector (or the Inspector’s designee) should be near the Accu-Vote when a voter places their ballot into the Accu-Vote

Answer any question the Board Members or voters might have.

Call the **HOTLINE** (724-8551) with any questions or problems that may arise on Election Day.

Closing the Polls

- Direct the **Marshal** to announce the closing of the Polling Place at 7:00 PM
- Direct the **Marshal** to stand behind the last person in line to vote at 7:00 PM. Every voter in line at 7:00 PM is entitled to vote, but no latecomers may be processed.
- Remind all **Board Members** that the Closing Procedures cannot begin until the last voter has left the Polling Place.
- If all **Board Members** do not have the Closing Duty Card that is assigned to their position, pass out the Closing Duty Cards. Remind all the Poll Workers to check off each item on their Closing Duty Card and to sign, print their name, date and put the time completed on the card.
- Sign the Election Results Report Tape from the Accu-Vote and the Touch Screen (both copies).

Completing the Ballot Report:

- Line 1** – Is the number of voted ballots that went through the Accu-Vote. This number can be found on the Accu-Vote Election Results Report Tape under “Ballots Cast.”
- Line 2** – Is the number of Provisional Ballots cast at your Polling Place. This number can be found by counting the number of Provisional Envelopes taken from the Blue Ballot Box.
- Line 3** – Is the number of Conditional Provisional Ballots cast at your Polling Place. This number can be found by counting the number of Conditional Provisional Envelopes taken from the Blue Ballot Box.
- Line 4** – Is the total number of spoiled ballots that occurred at your Polling Place on Election Day.
- Line 5** – Is the total number of ballots used at your Polling Place. To get that number, add

lines 1, 2, 3 and 4 together.

- Line 6** – Is the number of unused ballots you have left after the Polls have closed. Count packs of unopened ballots and hand count ballots in opened packs.
- Line 7** – Add lines 5 and 6 and place that total on Line 7. This total should match the Total Ballots Received in the “Color Stripe with number of Ballots Issued” box at the top of the ballot report. If the two numbers do not match, write an explanation on the Discrepancy Statement located towards the bottom of the Ballot Report.
- Line 8** – Is the number of voted ballots that went through the Accu-Vote. This number can be found on the Accu-Vote Election Results Report Tape under “Ballots Cast”.
- Line 9** - Is the number of ballots cast on the Touch Screen. This number can be found on the Touch Screen Election Results Report Tape under “Ballots Cast”.
- Line 10** – Is the total number of regular (not Provisional or Conditional Provisional) ballots cast at your Polling Place. To get this number, add lines 8 and 9 together.
- Line 11** – Is the total number of names written in the Red Poll List. This number should match Line 10. If the two numbers do not match, write an explanation on the Discrepancy Statement located towards the bottom of the Ballot Report.
- Fill out the Certificate of Performance.
- All available Poll Workers sign on the appropriate lines.
- Separate the two copies. The white copy goes in the Unofficial Envelope. The yellow copy goes in the Blue Ballot Transfer Bag.

Taking down the Touch Screen Base:

- Take down the Touch Screen base by following the handout supplied in the Inspector’s Notebook.

Packing the Steel Cage:

- Place the Unused Ballots back in their cardboard boxes and put them in the Steel Cage.
- Place the Touch Screen Base in the Steel Cage.
- Place the Touch Screen Printer Bag in the Steel Cage.
- Place the Touch Screen Supply Zip Lock Bag, in the Steel Cage, containing the following:
 - ☆ Keypad for Touch Screen
 - ☆ Keys to Accu-Vote and Touch Screen
 - ☆ Power Cord for Touch Screen and Accu-Vote
 - ☆ Plug Adaptor for Touch Screen and Accu-Vote
 - ☆ Head Phones for Touch Screen

☆ Chop Stick for Touch Screen

☆ Encoder Instructions

- Place the Inspector's Notebook in the Steel Cage.
- Close the lid of the Steel Cage and lock it with the Padlock.

Taking down the Secrecy Booths:

- Take down each Secrecy Booth, packing the legs neatly inside the carrying case.
- Stack the booths neatly on top of each other so they lock together.

Packing the Blue Supply Box:

- All the supplies taken out of the Blue Supply Box on election morning should be placed back inside the Blue Supply Box unless they are being used to transport Official Materials to the Receiving Station.
- Place a Rubber Band around the used Voter ID Slips and place them in the Blue Supply Box.
- Use two of the white plastic seals, just like the seals that were broken when the Blue Supply Box was opened Election Morning, to seal the Blue Supply Box.
- Place the Blue Supply Box next to the stack of Secrecy Booths.

The Polling Place at the End of the Day:

- The Polling Place at the end of the day should be as neat and tidy as when you walked into it at the beginning of the day.
- The Black Ballot Box, Secrecy Booths, Blue Supply Box, Signs and Ramp (if one was provided) should be together in one area of the Polling Place.
- Make sure the lights are turned off when the last person leaves the Polling Place.
- Make sure the door is locked when the last person leaves the Polling Place.

Proceed to the Receiving Station with the Judge of the Opposite Party with following items:

- The Official Returns Envelope (Sealed)
- The Provisional and Early Ballot Envelope (Sealed)
- The Unofficial Envelope
- The Write-In Envelope (not sealed)
- The Blue Ballot Transfer Bag (Sealed)

- Cell Phone and charger (in the bag it was received in) if necessary
- Polling Place Keys if necessary (If the key is not marked with the voting area number, please use a small piece of tape and mark the key.)

Closing Duty Card:

- These cards and the instructions to complete each task are located in the Inspector's Notebook.

CLOSING DUTY CARD CHECKLIST		VA _____
BALLOT REPORT INSPECTOR'S DUTY		
____ Every line of Ballot Report filled out correctly		
____ Ballot Report is Signed by available poll workers		
____ White copy of Ballot Report is in Unofficial Envelope		
____ Yellow copy of Ballot Report is in Blue Ballot Transfer Bag		
____ Signature of Inspector	____ Printed Name	____ Telephone
____ Date of Election	____ Time	
PLACE THIS CARD IN UNOFFICIAL ENVELOPE		
Department of Elections		
<small>If you have any questions, call Hotline 724-8651 Thank you for a safe, secure and accurate election.</small>		
		 <small>REV 02/07/2011</small>

Judge of the Opposite Party (JOP) Duties

Monday Setup Meeting
Before the Polls Open
After the Polls Open
Closing the Polls



Monday Setup Meeting:

At the Monday Setup Meeting, assist the Inspector in the following duties:

- ◆ Break the seals on the Blue Supply Box, open the box and remove the Blue Supply Box Inventory List. Using the Blue Supply Box Inventory List, inventory all the supplies in the Blue Supply Box. If any supplies are missing, call the Election **HOTLINE** (724-8551). Election Department personnel will be answering the Election **HOTLINE** until 7:00 PM.
- ◆ Set up the Secrecy Booths, tables and chairs in a way that all voters are visible by the Poll Workers at all times.
- ◆ Place the Black Ballot Box near an electrical outlet near the exit.

Listen to the Inspector as your Election Day duties are reviewed:

- ◆ Along with the **Inspector**, certifies that the seals on the Accu-Vote and Touch Screen are intact and match the Seal Log.
- ◆ Must review and sign the Zero Tapes on Accu-Vote and Touch Screen.
- ◆ Takes each Voter's ID Slip.
- ◆ Issues the correct ballot to the voter.
- ◆ Issues Access Cards to voters who wish to vote on Touch Screen.
- ◆ Assists **Inspector** in completing Closing Procedures.
- ◆ Signs Result Tapes from Accu-Vote and Touch Screen.
- ◆ Packs the Blue Ballot Transfer Bag.
- ◆ Assists taking down the Touch Screen Base, Secrecy Booths, packing the Blue Supply Box and straightening the Polling Place.
- ◆ Delivers Election materials to the Receiving Station with the **Inspector**.

Before the Polls Open:

Oath of Officers of Election:

- The **Inspector** will administer the Oath of Officers of Election.
- You will sign the Oath of Officers of Election in the appropriate space on the back of the Red Poll List.
- Write your name and position on the self adhesive name badge, peel the badge off the backing and put it on.

Work Station:

- ❑ Set up your work station. A list of what is needed at your work station is listed below:
 - ◆ Ballots
 - ◆ Encoder Instructions
 - ◆ Encoder
 - ◆ Voter Access Cards
 - ◆ Secrecy Sleeves
 - ◆ Black Ink Pen
 - ◆ Red Ink Pen

Opening the Steel Cage:

- ❑ Using the combination in the Inspector's Notebook, assist the **Inspector** in unlocking the Steel Cage. Inside the Steel Cage you should find the following items:
 - ◆ Ballots in cardboard boxes
 - ◆ Accu-Vote in Accu-Vote Carrying Case
 - ◆ Seal Log is located on top of the Accu-Vote inside the Black Bag
 - ◆ Touch Screen in the Touch Screen Base
 - ◆ Printer Housing for Touch Screen
 - ◆ "R" Envelope (containing Precinct Registers and notebooks)
 - ◆ Touch Screen Carrying Case with a Plastic Envelope containing the following:
 - ☆ Keypad for Touch Screen
 - ☆ Keys to Accu-Vote and Touch Screen
 - ☆ Power Cord for Accu-Vote and Touch Screen
 - ☆ Plug Adaptor for Accu-Vote and Touch Screen
 - ☆ Head Phones for Touch Screen
 - ☆ Chop Stick for Touch Screen
 - ☆ Encoder Instructions
 - ☆ Supervisor Card and Password for closing out the Touch Screen
 - ☆ Pink Zip Lock Bag containing Encoder and Voter Access Cards

Ballot Inspection:

- Using the Ballot Report in the Inspector's Notebook, make sure the quantity, Voting Area and Ballot Styles are correct for your Polling Place. If the Voting Area or Ballot Styles do not match your Ballot Report, call the **HOTLINE** (724-8551) immediately. If the ballot quantity does not match, annotate the discrepancy on the Ballot Report.
- Unwrap only one package of each type of ballots at a time. Verify count of ballots in package. Note any discrepancies on the Ballot Report. Keep all other ballots wrapped and off the table. Have only a small number (25) of ballots for distribution at one time. It is very important to keep unused ballots out the reach of voters.

Voting Equipment Seal Verification:

- Assist the **Inspector** in using the Seal Log located on top of the Accu-Vote to verify the numbers on the seals on the Accu-Vote and Touch Screen against the numbers printed on the Seal Log. If the seal numbers on the Voting Equipment match the seal numbers on the Seal Log, sign the Seal Log.

Assist the Inspector in Setting Up the Accu-Vote:

- Set up the Accu-Vote using the handout supplied in the Inspector's Notebook.

Assist the Inspector in Setting up the Touch Screen:

- Set up the Touch Screen using the handout supplied in the Inspector's Notebook.

After the Polls Open:

At exactly 6:00 AM, the polls are open.

- When you receive a Voter ID Slip from the **JSP**, you will review the information on the slip to issue the voter the correct ballot.
- When a Secrecy Booth is available (issuing a ballot before a Secrecy Booth is available could contribute to missing ballots if impatient voters walk out with a ballot undetected), you will give the voter the correct ballot and offer a secrecy sleeve (always offer a secrecy sleeve to each voter, but the use of a secrecy sleeve is at the voter's option).

If a Voter wants to vote on the Touch Screen:

- Follow the directions found in the Encoder handout located in the Inspector's Notebook and on the Encoder instruction sheet provided.

Closing the Polls

- Sign the Election Results Report Tape from the Accu-Vote and the Touch Screen (both copies).
- Packing the Blue Ballot Transfer Bag (Use your duty card to check off each item):

- Lift the lid of the Blue Ballot Transfer Bag and remove the sheets that are lying on top. Those sheets are:
 - ◆ Blue Ballot Transfer Bag Seal (seal is taped to upper right hand corner)
 - ◆ Instructions on How to Close the Blue Ballot Transfer Bag
 - ◆ A List of the Items that go in the Blue Ballot Transfer Bag
 - ◆ Instructions on How to Close the Blue Ballot Transfer Bag Security Chamber
- Lift the four sides of the Blue Ballot Transfer Bag, making the Bag a cube.
- Unlock the door on the rear of the Black Ballot Box. Remove the ballots from each side of the Black Ballot Box.
- Place the ballots with no write-in votes on them in the Blue Ballot Transfer Bag.
- Place the Write-In Ballot Envelope into the Blue Ballot Transfer Bag.
- Place the Canister from the Touch Screen into the Blue Ballot Transfer Bag.
- Place the Yellow Copy of the Ballot Report into the Blue Ballot Transfer Bag.
- Place the second copy of the Accu-Vote Election Results Report Tape in the Blue Ballot Transfer Bag.
- Zip the Blue Ballot Transfer Bag and using the instructions, close the Security Chamber.
- Remove the White Seal from the upper right hand corner of the Blue Ballot Transfer Bag Seal paper.
- Click the seal into place on the Blue Ballot Transfer Bag (make sure the seal number is visible on the Seal before clicking it into place).
- The Blue Ballot Transfer Bag is now ready to go to the Receiving Station.

All Poll Workers except the JSP and Marshal will do the following at the Inspector's direction:

- Follow the instructions for closing the Touch Screen on the handout located in the Inspector's Notebook.

Taking down the Secrecy Booths:

- Take down each Secrecy Booth, packing the legs neatly inside the carrying case.
- Stack the booths neatly on top of each other so they lock together.

Packing the Blue Supply Box:

- All the supplies taken out of the Blue Supply Box on election morning should be placed back inside the Blue Supply Box unless they are being used to transport Official Materials to the Receiving Station.

- Place a Rubber Band around the used Voter ID Slips and place them in the Blue Supply Box.
- Use two of the white plastic seals, just like the seals that were broken when the Blue Supply Box was opened Election Morning, to seal the Blue Supply Box.
- Place the Blue Supply Box next to the stack of Secrecy Booths.

The Polling Place at the End of the Day:

- The Polling Place at the end of the day should be as neat and tidy as when you walked into it at the beginning of the day.
- The Black Ballot Box, Secrecy Booths, Blue Supply Box, Signs and Ramp (if one was provided) should be together in one area of the Polling Place.
- Make sure the lights are turned off when the last person leaves the Polling Place.
- Make sure the door is locked when the last person leaves the Polling Place.

Proceed to the Receiving Station with the Inspector with following items:

- The Official Returns Envelope (Sealed)
- The Provisional and Early Ballot Envelope (Sealed)
- The Unofficial Envelope
- The Blue Ballot Transport Bag (Sealed)
- Cell Phone and charger (in the bag it was received in) if necessary
- Polling Place Keys if necessary

Closing Duty Card:

- These cards and the instructions to complete each task are located in the Inspector’s Notebook.

CLOSING DUTY CARD CHECKLIST		VA _____
BLUE BALLOT TRANSFER BAG CLOSING		
JUDGE OF THE OPPOSITE PARTY DUTY		
____ Voted Ballots without Write-In Votes (if the ballots were separated) in Blue Ballot Transfer Bag		
____ Write-In Ballots Envelope in Blue Ballot Transfer Bag		
____ Yellow Copy of the Ballot Report in the Blue Ballot Transfer Bag		
____ Second Copy of the Accu-Vote Final Results Tape in Blue Ballot Transfer Bag		
____ Canister from Touch Screen in Blue Ballot Transfer Bag		
____ Verify nothing else has been put into the Blue Ballot Transfer Bag		
____ Blue Ballot Transfer Bag is zipped and clasp is closed		
____ White seal for Blue Ballot Transfer Bag has been put in the clasp and clicked into place		
_____ Signature of Judge of Opposite Party	_____ Printed Name	_____ Telephone
_____ Date of Election	_____ Time	
PLACE THIS CARD IN UNOFFICIAL ENVELOPE		
Department of Elections		
If you have any questions, call Hotline 724-8651		
Thank you for a safe, secure and accurate election.		
		 <small>REG-02/07/011</small>

- Any other task the **Inspector** may assign.

Judge of the Same Party (JSP) Duties

Monday Setup Meeting

Before the Polls Open

After the Polls Open

Closing the Polls



Monday Setup Meeting:

At the Monday Setup Meeting, assist the Inspector in the following duties:

- Break the seals on the Blue Supply Box, open the box and remove the Blue Supply Box Inventory List. Using the Blue Supply Box Inventory List, inventory all the supplies in the Blue Supply Box. If any supplies are missing, call the Election **HOTLINE** (724-8551). Election Department personnel will be answering the Election **HOTLINE** until 7:00 PM.
- Set up the Secrecy Booths, tables and chairs in a way that all voters are visible by the Poll Workers at all times.
- Place the Black Ballot Box near an electrical outlet near the exit.

Listen to the Inspector as your Election Day duties are reviewed:

- Reviews and signs the Zero Tapes on Accu-Vote and Touch Screen.
- Signs in qualified voters, using the Signature Roster.
- Notes proper ballot to be issued to voter on ID Slip.
- Notes the political party (if any) of the voter by checking the appropriate box on the Voter ID Slip.
- Passes the ID Slip to the **JOP**.
- Signs Result Tapes from Accu-Vote and Touch Screen.
- Closes out the Accu-Vote.
- Delivers Election Equipment to Receiving Station with **Marshal**.

Before the Polls Open:

Oath of Officers of Election:

- The **Inspector** will administer the Oath of Officers of Election.
- You will sign the Oath of Officers of Election in the appropriate space on the back of the Red Poll List.
- Write your name and position on the self adhesive name badge, peel the badge off the backing and put it on.

Work Station:

- Set up your work station. A list of what is needed at your work station is listed below:
 - ◆ Signature Roster
 - ◆ Black Pens
 - ◆ Signature Guide (This can be found in the Inspector’s Notebook)

Assist the Inspector in Setting Up the Accu-Vote:

- The **Inspector, JOP, and JSP** must sign the Zero Report Tape on the blank lines provided. Roll up the Zero Report Tape and leave it in the printing compartment, replace the printer cover, lock the printer cover and the **Inspector** retains the keys on his or her wrist.
REMEMBER – DO NOT REMOVE OR TEAR THE ZERO REPORT TAPE. IT MUST REMAIN ATTACHED TO THE PAPER ROLL!

Assist the Inspector in Setting up the Touch Screen:

- The **Inspector, JOP, and JSP** must sign Zero Report Tape.

Assist the Marshal in setting up the Secrecy Booths and Signs

After the Polls Open

At exactly 6:00 AM, the polls are open.

- You will receive the Voter ID Slip from either the Voter or the **ID Clerk**.
- Using the Voter ID Slip or the Voter’s last name, find the voter’s name in the Signature Roster.
- Put a small **X** on the signature line next to the voter’s name and have the voter sign the Signature Roster (They can sign “upside down” from the **JSP’s** point of view if it makes it easier for the voter and **JSP**). If the signature line contains an affirmation, the roster must be turned so the voter can read and attest to the statement. If there is an “E” or “Early Ballot” printed or stamped in the signature line of a voter, mark the second box on the Voter ID Slip and direct the Voter to the Special Situation Clerk.
- Using the information on the Signature Roster, complete the Voter ID Slip with the ballot color and political party, if necessary.
- Pass the Voter ID Slip to the **Ballot Issuing Judge (JOP)**.
- For any Open Primary election, write which ballot was issued to the voter next to their signature line in the Signature Roster.

Closing the Polls

Closing the Accu-Vote:

- Follow the handout supplied in the Inspector's Notebook.
- Proceed to the Receiving Station with the **Marshal** with following items:
 - The **Accu-Vote** in a carrying case
 - The **Touch Screen Tablet** in a carrying case
 - Signature Roster(s)**

Closing Duty Card:

- These cards and the instructions to complete each task are located in the Inspector's Notebook.

CLOSING DUTY CARD CHECKLIST		VA _____
ACCU-VOTE CLOSING		
JUDGE OF THE SAME PARTY'S DUTY		
_____ First Tape (signed by at least Inspector and both Judges) in Unofficial Envelope		
_____ Second Tape (signed by at least Inspector and both Judges) in Ballot Transfer Bag		
_____ Accu-Vote in Carrying Case		
_____	_____	_____
Signature of Judge of Same Party	Printed Name	Telephone
_____	_____	
Date of Election	Time	
PLACE THIS CARD IN UNOFFICIAL ENVELOPE		
Department of Elections		
If you have any questions, call Hotline 724-8551		
Thank you for a safe, secure and accurate election.		
		 REV 02/07/2011

- Any other task the **Inspector** may assign.

Marshal Duties

Monday Setup Meeting

Before the Polls Open

After the Polls Open

Closing the Polls



Monday Setup Meeting:

At the Monday Setup Meeting, assist the Inspector in the following duties:

- Break the seals on the Blue Supply Box, open the box and remove the Blue Supply Box Inventory List. Using the Blue Supply Box Inventory List, inventory all the supplies in the Blue Supply Box. If any supplies are missing, call the **HOTLINE** (724-8551). Election Department personnel will be answering the Election **HOTLINE** until 7:00 PM.
- Set up the Secrecy Booths, tables and chairs in a way that all voters are visible by the Poll Workers at all times.
- Place the Black Ballot Box near an electrical outlet near the exit.
- If the site permits, post all indoor signs.

Listen to the Inspector as your Election Day duties are reviewed:

- Administers the Oath of Office to the **Inspector**.
- Posts the 75' Limit, sample ballots and other signs.
- Announces the opening and closing of the polls.
- Demonstrates the voting method to voters.
- Checks the marking pens for dryness.
- Periodically checks the Secrecy Booths for vandalism and discarded political material.
- Maintains order outside the Polling Place.
- Makes sure electioneering is not occurring within the 75' Limit.
- As directed by the **Inspector** – may assist other poll workers with their duties.
- Fills out the Party Pickup Log if blue and pink Poll List pages are picked up by Political Party Members.
- Stands behind the last person in line at 7:00 PM to designate the last voter.
- Takes down the Touch Screen.
- Delivers Election Equipment to Receiving Station with **JSP**.

Before the Polls Open:

Oath of Officers of Election:

- You will administer the Oath of Officers of Election to the **Inspector**.
- The **Inspector** will administer the Oath of Officers of Election to the rest of the poll workers.

- You will sign the Oath of Officers of Election in the appropriate space on the back of the Red Poll List.
- Write your name and position on the self adhesive name badge, peel the badge off the backing and put it on.

Work Stations:

- Set up your work station. A list of what is needed at your work station is listed below:
 - ◆ Pad of Demonstration Ballots
 - ◆ Party Pickup Log Sheet
 - ◆ Black Ink Pen
 - ◆ Black Felt Tip Pen
 - ◆ Visual Aid

Setting Up the Accu-Vote:

- Follow the instructions on the handout supplied in the Inspector's Notebook.

Setting up the Touch Screen:

- Follow the instructions on the handout supplied in the Inspector's Notebook.

Setting up Secrecy Booths and Posting Signs:

- Set up the Secrecy Booths if they were not set up at the Monday Set-Up Meeting.
- Measure and post the 75' Limit Signs
- Place exterior signs for maximum voter visibility and safety.
- Insure the Handicapped Route is clearly marked.
- Post any interior signs that were not posted at the Monday Setup Meeting. Make sure the Official Write-In List is posted (if applicable).

After the Polls Open

At exactly 6:00 AM, announce that the polls are open.

- Demonstrate the voting method to any voters who require help.
- Check the marking pens in the Secrecy Booths for dryness. If a pen is dry, replace it.
- Check the Secrecy Booths for vandalism and discarded political materials.
- Make sure electioneering is not occurring within the 75' Limit.
- Assist handicapped voters by offering the Visual Aid or Curbside Voting (when necessary).

- Assist the **JOP** in directing voters to unoccupied Secrecy Booths.
- Check the authorization letters of Democratic and Republican Party Representatives and give them completed pink or blue Poll List copies throughout Election Day.
- Fill out the Party Pickup Log Sheet every time pink or blue Poll List copies are given out.
- At **6:00 PM**, announce the Polls will close in one hour.
- At **6:30 PM**, announce the Polls will close in 30 minutes.
- At **6:45 PM**, announce the Polls will close in 15 minutes.
- At **6:59 PM**, announce the Polls will close in one minute.
- At **7:00 PM**, announce the Polls are closed.
- Stand behind the last person in line at 7:00 PM to ensure no more voters get in line after 7:00 PM votes.
- PERMITTING ANYONE TO JOIN THE LINE AFTER 7:00 PM IS AGAINST THE LAW!**

Closing the Polls

Closing the Touch Screen:

- Follow the instructions on the handout supplied in the Inspector's Notebook.

Proceed to the Receiving Station with the JSP with following items:

- The **Accu-Vote** in a carrying case
- The **Touch Screen** Tablet in a carrying case
- The **Signature Roster(s)**

Closing Duty Card:

- These cards and the instructions to complete each task are located in the Inspector's Notebook.

CLOSING DUTY CARD CHECKLIST		VA _____
TOUCH SCREEN CLOSING MARSHAL'S DUTY		
____ First Tape (signed by at least Inspector and both Judges) in Canister		
____ Second tape (signed by at least Inspector and both Judges) in Unofficial Envelope		
____ Touch Screen Tablet in Carrying Case		
____ Pink Zip Lock Bag with Encoder, Voter Access Cards and Supervisor Card in side pocket of Carrying Case		
_____ Signature of Marshal	_____ Printed Name	_____ Telephone
_____ Date of Election	_____ Time	
PLACE THIS CARD IN UNOFFICIAL ENVELOPE		
Department of Elections		
<small>If you have any questions, call Hotline 724-8581 Thank you for a safe, secure and accurate election.</small>		
		 <small>REM 02/07/2011</small>

- Any other task the **Inspector** may assign.

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ID Clerk Duties

Monday Setup Meeting
Before the Polls Open
Approved Identification
After the Polls Open
Closing the Polls



Monday Setup Meeting

At the Monday Setup Meeting, assist the Inspector in the following duties:

- Break the seals on the Blue Supply Box, open the box and remove the Blue Supply Box Inventory List. Using the Blue Supply Box Inventory List, inventory all the supplies in the Blue Supply Box. If any supplies are missing, call the Election **HOTLINE** (724-8551). Election Department personnel will be answering the Election **HOTLINE** until 7:00 PM.
- Set up the Secrecy Booths, tables and chairs in a way that all voters are visible by the Poll Workers at all times.
- Place the Black Ballot Box near an electrical outlet near the exit.
- If the site permits, post all indoor signs.

Listen to the Inspector as your Election Day duties are reviewed:

- Assist in setting up the Polling Place.
- Welcome each voter and asks for the Voter's name and address.
- Locate each voter's name in the Precinct Register.
- Request acceptable identification from each voter and compares the information on the identification to the information in the Precinct Register. If the voter's identification reasonably matches the information in the Precinct Register, mark the Voter ID Slip appropriately, issue the Voter ID Slip to the voter and direct him or her to the **Signature Roster Judge (JSP)**.
- Fill out the Voter ID Slip appropriately for voters who do not present acceptable identification that matches the Precinct Register, voters who have no identification and voters whose names cannot be found in the Precinct Register. The slip is issued to the voter and the voter is directed to the **Special Situation Table**.
- As assigned by the **Inspector**, do one of the following Closing Duties:
 - ◆ Fill and seal the Write-In Envelope
 - ◆ Fill and seal the Early and Provisional Ballots Envelope.
 - ◆ Fill and close the Unofficial Envelope
 - ◆ Fill and seal the Official Envelope
 - ◆ Assist in dismantling the Polling Place.

Before the Polls Open

Oath of Officers of Election:

- The **Inspector** will administer the Oath of Officers of Election.
- You will sign the Oath of Officers of Election in the appropriate space on the back of the Red Poll List.
- Write your name and position on the self adhesive name badge, peel the badge off the backing and put it on.

Work Station:

- Set up your work station. A list of what is needed at your work station is listed below:
- Precinct Register
- Voter ID Slips
- List of Acceptable ID's
- Black Pen

Assist the Inspector in Setting up the Touch Screen:

- The Inspector, JOP, and JSP must sign the zero report.

Assist the Marshal in setting up the Secrecy Booths and Signs

Approved Identification

List #1: Photo ID with Name & Address – 1 Required

Acceptable forms of ID with photograph, name, and address of the elector.

- Valid Arizona Driver's License
- Valid Arizona non-operating identification license
- Tribal Enrollment Card or other form of Tribal Identification
- U.S. Federal, State. or Local Government issued identification

OR

List #2: Non- photo ID (Name & Address only) -2 Required

Acceptable forms of ID without a photograph that bears the name and address of the elector.

- Utility bill of the elector that is dated within 90 days of the date of the election. A utility bill may be electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable television.
- Bank or Credit Union statement that is dated within 90 days of the election.
- Valid Arizona vehicle registration or vehicle insurance card.
- Indian census card, Tribal Enrollment Card, or other form of Tribal ID.
- Property Tax Statement
- Recorder’s Certificate or Voter Registration Card
- U.S. Federal, State, or Local Government issued ID
- Any “Official Election Material” mailing bearing the name and address of the elector.

OR

List #3: Mix & Match from List #1 & List #2 -2 Required

- Any valid Picture ID from List #1 in which the address does not reasonably match the precinct register accompanied by a non-photo ID from List #2 in which the address does reasonably match the precinct register.
- U.S. Passport without address and one item from List #2
- U.S. Military ID without address and one item from List #2

After the Polls Open

At exactly 6:00 AM, the polls are open.

- Welcome each voter and ask for their name and address.
- Locate each voter’s name in the Precinct Register.
- Request acceptable ID from each Voter (refer to the List of Acceptable ID’s) and compare the information on the ID to the information in the Precinct Register.
- If the voter’s ID reasonably matches the information in the Precinct Register, do the following:

- ◆ Write the Register Number, and put your initials on the top of the Voter ID Slip and check the appropriate box for party affiliation or write “G” for Green Party, “L” for Libertarian Party or “O” for other (IND/PND/NOP/AE).
- ◆ Give the voter the Voter ID Slip and ask the Voter to step to the **JSP** at the Signature Roster.
- ❑ If the voter’s ID is not acceptable, the voter’s ID does not match the Precinct Register or the voter’s name is not in the Precinct Register, do the following:
 - ◆ Write the Register Number (if possible) and put your initials on the top of the Voter ID Slip and check the appropriate box.
 - ◆ Give the voter the Voter ID Slip and ask the voter to step to the Special Situations Table.
- ❑ If a voter is listed as having received an Early Ballot in the Precinct Register check the second box on the Voter ID Slip and direct the voter to the Special Situations Table.
- ❑ A Voter may drop a Pima County Early Ballot off at any Pima County Polling Place.
 - ◆ If a voter brings an Early Ballot to the Polling Place to drop off, send the voter to the Special Situations Table.

Closing the Polls

- ❑ Sign the Election Results Report Tape from the Touch Screen (both copies) if directed by the **Inspector**. At the Inspector’s instructions, complete the following Closing Duty and any other task they may assign:

Packing the Unofficial Envelope:

- ❑ Remove the salmon Unofficial Returns Envelope Cover Check List from the envelope.
- ❑ Put the first copy of the Accu-Vote Election Results Report (signed and complete with the Zero Report attached) into the Unofficial Returns Envelope.
- ❑ Put the Touch Screen Election Results Report into the Unofficial Returns Envelope.
- ❑ Put the white copy of the Official Ballot Report into the Unofficial Returns Envelope.
- ❑ Put the “R” Envelope which contains the Precinct Registers in the Unofficial Returns Envelope.
- ❑ Put the Red Poll List into the Unofficial Returns Envelope.
- ❑ Put the Yellow Provisional Ballot Poll List/Signature Roster into the Unofficial Returns Envelope.
- ❑ Put the blue and pink Poll List copies (not picked up by the Political Parties) into the Unofficial Returns Envelope.

- Put the yellow copy of the Challenge List (only if any challenges have been made) into the Unofficial Returns Envelope.
- Put the Seal Log (if it was not picked up by the troubleshooter) into the Unofficial Returns Envelope.
- Put the signed Payroll (if it was not picked up by the troubleshooter) into the Unofficial Returns Envelope.
- Put the completed Closing Duty Cards into the Unofficial Returns Envelope.
- Check all items off on the salmon Unofficial Returns Envelope Cover Check List.
- Put the salmon Unofficial Returns Envelope Cover Check List in the Unofficial Returns Envelope so that the Voting Area can be seen through the envelope.
- Zip-lock the Unofficial Returns Envelope closed.
- The Unofficial Returns Envelope is now ready to go to the Receiving Station.

All Poll Workers except the JSP and Marshal will do the following at the Inspector's direction:

Taking down the Touch Screen Base:

- Follow the instructions on the handout located in the Inspector's Notebook.

Taking down the Secrecy Booths:

- Take down each Secrecy Booth, packing the legs neatly inside the carrying case.
- Stack the booths neatly on top of each other so they lock together.

Packing the Blue Supply Box:

- All the supplies taken out of the Blue Supply Box on election morning should be placed back inside the Blue Supply Box unless they are being used to transport Official Materials to the Receiving Station.
- Place a rubber band around the used Voter ID Slips and place them in the Blue Supply Box.
- Use two of the white plastic seals, just like the seals that were broken when the Blue Supply Box was opened Election Morning, to seal the Blue Supply Box.
- Place the Blue Supply Box next to the stack of Secrecy Booths.

The Polling Place at the End of the Day:

- The Polling Place at the end of the day should be as neat and tidy as when you walked into it at the beginning of the day.
- The Black Ballot Box, Secrecy Booths, Blue Supply Box, Signs and Ramp (if one was provided) should be together in one area of the Polling Place.
- Make sure the lights are turned off when the last person leaves the Polling Place.
- Make sure the door is locked when the last person leaves the Polling Place.

Closing Duty Card:

- These cards and the instructions to complete each task are located in the Inspector's Notebook.

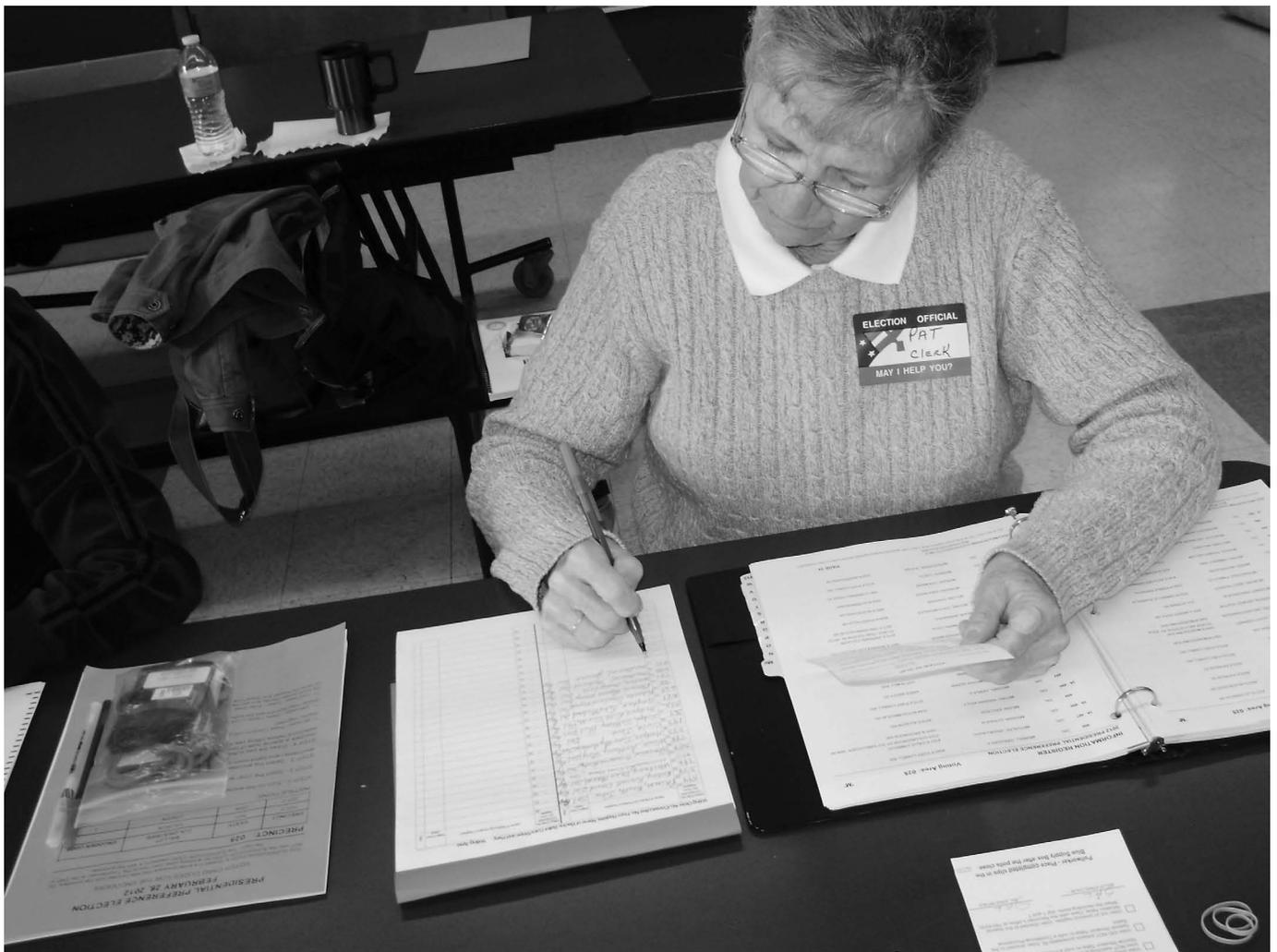
CLOSING DUTY CARD CHECKLIST		VA _____
UNOFFICIAL ENVELOPE CLOSING ID CLERK'S DUTY		
____ First copy of Accu-Vote Final Results Tape with Zero Tape attached in envelope		
____ Second copy of Touch Screen Tape in envelope		
____ White Copy of Ballot Report in envelope		
____ Pink and blue copies from the Red Poll List (if not picked up by Party Representatives)		
____ "R" Envelope (with Registers in Register Notebooks inside) in envelope		
____ Red Poll List in envelope		
____ Yellow Provisional Poll List/Signature Roster in envelope		
____ Seal Log in envelope (if not picked up earlier by Troubleshooter)		
____ Payroll in envelope (if not picked up earlier by Troubleshooter)		
____ All signed closing duty cards (including this one) in envelope		
_____ Signature of Clerk	_____ Printed Name	_____ Telephone
_____ Date of Election	_____ Time	
PLACE THIS CARD IN UNOFFICIAL ENVELOPE		
Department of Elections		
<small>If you have any questions, call Hotline 724-8551</small>		
		 <small>REV. 03/08/2012</small>

- Any other task the **Inspector** may assign.

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Poll List Clerk Duties

Monday Setup Meeting
Before the Polls Open
Sample Poll List Entries
After the Polls Open
Closing the Polls



Monday Setup Meeting

At the Monday Setup Meeting, assist the Inspector in the following duties:

- Break the seals on the Blue Supply Box, open the box and remove the Blue Supply Box Inventory List. Using the Blue Supply Box Inventory List, inventory all the supplies in the Blue Supply Box. If any supplies are missing, call the Election **HOTLINE** (724-8551). Election Department personnel will be answering the Election **HOTLINE** until 7:00 PM.
- Set up the Secrecy Booths, tables and chairs in a way that all voters are visible by the Poll Workers at all times.
- Place the Black Ballot Box near an electrical outlet near the exit.
- If the site permits, post all indoor signs.

Listen to the Inspector as your Election Day duties are reviewed:

- Assist in setting up the Polling Place.
- If the **Inspector** has not already done so, before the polls open, stamp “Early” in the space provided on the Signature Roster of all the names on the Early Ballot Addendum Lists.
- Enter the names, type of ballot, political party and Register Number of everyone who votes a regular ballot in the Red Poll List.

As assigned by the Inspector, do one of the following Closing Duties:

- Fill and seal the Write-In Envelope
- Fill and seal the Early and Provisional Ballots Envelope.
- Fill and close the Unofficial Envelope
- Fill and seal the Official Envelope
- Assist in dismantling the Polling Place.

Before the Polls Open

Oath of Officers of Election:

- The **Inspector** will administer the Oath of Officers of Election.
- You will sign the Oath of Officers of Election in the appropriate space on the back of the Red Poll List.
- Write your name and position on the self adhesive name badge, peel the badge off the backing and put it on.

Work Station:

- Set up your work station. A list of what is needed at your work station is listed below:
- Red Poll List
- Precinct Register
- Black Pen
- Red Pen

Assist the Inspector in Setting up the Touch Screen:

- The Inspector, JOP, and JSP must sign the Zero Tape

Assist the Marshal in setting up the Secrecy Booths and Signs

Sample Poll List Entries:

1. SPOILED BALLOT	The JOP informs the Clerk about a spoiled ballot. The Clerk writes Spoiled in RED ink above the name on the Poll List. Do NOT study the ballot.
2. NORMAL ENTRY	In BLACK ink, print the voter's registration number, name (last name first), ballot color, and party.
3. CORRECTION: Wrong Name	If the Clerk enters a voter's name twice by mistake, cross out the incorrect name in BLACK ink. Write the correct name on the next line. The ruined line means that this page contains one less voter than the normal Poll List pages. Write a note at the bottom of the page that the page now has only 49 names instead of the usual 50. Write <i>SEE NOTE AT BOTTOM</i> on the ruined line.
4. CORRECTION: Wrong Register #	Make your correction in BLACK ink. No note is needed because the correction doesn't change the number of voters on the page.

After the Polls Open

At exactly 6:00 AM, the polls are open.

- Receive the Voter ID Slip from the **JOP**.
- Using the Voter ID Slip, locate each Voter's name in the Precinct Register.
- Record the Voter's name (last name first, followed by first name and middle initial) and Register Number from the Precinct Register to the next available line in the Red Poll List.
- The Red Poll List automatically records entries in triplicate. Take care to insert the cardboard backing behind the third copy to prevent copy marks from appearing on the pages below.

Closing the Polls

- Sign the Election Results Report Tape from the Touch Screen (both copies) if directed by the **Inspector**. At the Inspector's instructions, complete the following Closing Duty and any other task they may assign:

Packing the Official Envelope:

- Remove the yellow Official Returns Envelope Cover Check List from the envelope.
- Remove the yellow copies (only the copies that have voter names on them) from the Red Poll List AND the Yellow Provisional Poll Lists and put them in the Official Envelope.
- Put any ballots that the Voters or Poll Workers Spoiled during Election Day in the Official Envelope.
- Put the White copy of the Challenge List, if any challenges were made, in the Official Envelope. If no challenges were made, put the Challenge List in the Blue Supply Box.
- Check off all items on the yellow Official Returns Envelope Cover Check List.
- Put the yellow Official Returns Envelope Cover Check List in the Official Returns Envelope so that the Voting Area can be seen through the envelope.
- Zip up the Official Returns Envelope and fold the top of the envelope towards the back of the envelope so the Yellow Official Returns Envelope Check List can be seen through the envelope.
- Place the Red Seal across the top of the envelope and the back side of the envelope so the zip-lock opening of the envelope cannot be accessed.
- Have the **Inspector** and **Judge of the Opposite Party** sign across the seal and onto the envelope with a Sharpie marker.
- The Official Envelope is now ready to go to the Receiving Station.

All Poll Workers except the JSP and Marshal will do the following at the Inspector's direction:

Taking down the Touch Screen Base:

- Follow the instructions on the handout found in the Inspector's Notebook.

Taking down the Secrecy Booths:

- Take down each Secrecy Booth, packing the legs neatly inside the carrying case.
- Stack the booths neatly on top of each other so they lock together.

Packing the Blue Supply Box:

- All the supplies taken out of the Blue Supply Box on election morning should be placed back inside the Blue Supply Box unless they are being used to transport Official Materials to the Receiving Station.
- Place a Rubber Band around the used Voter ID Slips and place them in the Blue Supply Box.
- Use two of the white plastic seals, just like the seals that were broken when the Blue Supply Box was opened Election Morning, to seal the Blue Supply Box.
- Place the Blue Supply Box next to the stack of Secrecy Booths.

The Polling Place at the End of the Day:

- The Polling Place at the end of the day should be as neat and tidy as when you walked into it at the beginning of the day.
- The Black Ballot Box, Secrecy Booths, Blue Supply Box, Signs and Ramp (if one was provided) should be together in one area of the Polling Place.
- Make sure the lights are turned off when the last person leaves the Polling Place.
- Make sure the door is locked when the last person leaves the Polling Place.

Closing Duty Card:

- These cards and the instructions to complete each task are located in the Inspector's Notebook.

CLOSING DUTY CARD CHECKLIST		VA _____
OFFICIAL ENVELOPE CLOSING POLL LIST CLERK DUTY		
____ Yellow Pages from the Red and Yellow Poll List in Envelope		
____ Spoiled Ballots in Envelope		
____ Challenge List in Envelope (only if a challenge was made)		
____ Seal is placed on Envelope and Inspector and Judge of the Opposite Party have signed across the seal and onto the envelope		
____ Signature of Clerk	____ Printed Name	____ Telephone
____ Date of Election	____ Time	
PLACE THIS CARD IN UNOFFICIAL ENVELOPE		
Department of Elections		
<small>If you have any questions, call Hotline: 724-8551 Thank you for a safe, secure and accurate election.</small>		
		 <small>REV 09/07/2011</small>

- Any other task the **Inspector** may assign.

Special Situations Clerk Duties

Monday Setup Meeting

Before the Polls Open

After the Polls Open

Closing the Polls



Monday Setup Meeting

At the Monday Setup Meeting, assist the Inspector in the following duties:

- Break the seals on the Blue Supply Box, open the box and remove the Blue Supply Box Inventory List. Using the Blue Supply Box Inventory List, inventory all the supplies in the Blue Supply Box. If any supplies are missing, call the Election **HOTLINE** (724-8551). Election Department personnel will be answering the Election **HOTLINE** until 7:00 PM.
- Set up the Secrecy Booths, tables and chairs in a way that all voters are visible by the Poll Workers at all times.
- Place the Black Ballot Box near an electrical outlet near the exit.
- If the site permits, post all indoor signs.

Listen to the Inspector as your Election Day duties are reviewed:

- Assist in setting up the Polling Place.
- Assist voters whose name is not in the Signature Roster by calling the Recorder's Office, and
- If the voter is in the correct Polling Place, assist that voter with a Provisional Ballot, or
- If the voter is not in the correct Polling Place, assist that voter in locating the correct Polling Place.
- Assist voters who wish to turn in an Early Ballot at the Polls.
- Assist voters whose names are marked "Early" on the Signature Roster, who do not have or do not wish to vote their Early Ballot, with a Provisional Ballot.
- Assist voters who have moved within Pima County with a Provisional Ballot in the correct Polling Place for their new address.
- Assist voters who do not have acceptable identification with a Conditional Provisional Ballot.
- Direct Provisional and Conditional Provisional voters to sign the Provisional Ballot Poll List/Signature Roster.
- Issue the correct ballot to Provisional and Conditional Provisional voters with the instruction to put the voted ballot into the Provisional or Conditional Provisional Envelope.
- Enter the "V" Number, name and political party of each Provisional and Conditional Provisional voter in the Provisional Ballot Poll List/Signature Roster.

Before the Polls Open

Oath of Officers of Election:

- The **Inspector** will administer the Oath of Officers of Election.
- You will sign the Oath of Officers of Election in the appropriate space on the back of the Red Poll List.
- Write your name and position on the self adhesive name badge, peel the badge off the backing and put it on.

Work Station:

- Set up your work station. A list of what is needed at your work station is listed below:
 - ◆ Provisional Ballot Poll List/Signature Roster
 - ◆ Provisional Ballot Envelopes
 - ◆ Conditional Provisional Envelopes
 - ◆ Polling Place List
 - ◆ Red Pens
 - ◆ List of locations where Conditional Provisional voters can take their identification post-Election Day (these lists are printed on yellow paper and can be found in the “R” Envelope in the steel cage on Election Morning).

Assist the Inspector in Setting up the Touch Screen:

- The **Inspector**, **JOP**, and **JSP** must sign the Zero Tape.

Assist the Marshal in setting up the Secrecy Booths and Signs

After the Polls Open

At exactly 6:00 AM, the polls are open.

- ❑ Receive the Voter ID Slip from the voter and look at which box was checked by the **ID Clerk**.

EVERYTHING AT THE SPECIAL SITUATIONS TABLE IS DONE IN RED INK

- ❑ If the second or third box on the Voter ID Slip is checked complete the following steps:
 - ◆ Complete the top part of the Provisional Ballot Envelope by filling out the following areas:
 - ☆ *Voting Area (This is the Voting Area where you are working)*
 - ☆ *Date*
 - ☆ *Check the correct party box for Primary or PPE Elections only.*
 - ☆ *Check the stripe color box.*
 - ☆ *Sign the top portion of the form.*
 - ◆ Have the voter complete the bottom portion of the Provisional Envelope. Ask the voter to complete at least the shaded areas of the Envelope. Make sure the voter signs the envelope.
 - ◆ Enter the voter's name (last name first) in the Provisional Ballot Poll List/Signature Roster using the next available "V" number. Print the ballot stripe color in the middle column or write the word, "None" if the ballot has no color stripe. Have the voter sign their name in the last column.
 - ◆ Issue the voter the correct ballot, hand them a Pink Provisional Ballot Sleeve, and ask the voter to go to a Secrecy Booth, mark their ballot and return to the Special Situations Table.
 - ◆ When the voter has completed voting, he or she seals the ballot into the Provisional Ballot Envelope. The Election Official removes the numbered receipt and issues the receipt to the voter. Have the voter place the Provisional Ballot Envelope into the Blue Ballot Box.
- ❑ If the fourth box on the Voter ID Slip is checked - "*Voter DID NOT present acceptable ID. Voter directed to the Special Situation Table to vote a Conditional Provisional Ballot*" – complete the following steps:
 - ◆ Complete the top part of the Conditional Provisional Ballot Envelope by filling out the following areas:

- ☆ Voting Area (This is the Voting Area *where you are working*)
 - ☆ Date
 - ☆ Write the color of the stripe on the ballot on the “BALLOT ISSUED” line. If the ballot has no color stripe, write the word “NONE” on the line.
 - ☆ Sign the top portion of the envelope.
- ◆ Have the voter complete the bottom portion of the Conditional Provisional Envelope. Ask the voter to complete at least the shaded areas of the envelope. Make sure the Voter signs the envelope.
 - ◆ Enter the voter’s name (last name first) in the Provisional Ballot Poll List/Signature Roster using the next available “V” number. Print the ballot stripe color in the middle column or write the word, “None” if the ballot has no color stripe. Have the voter sign their name in the last column.
 - ◆ Issue the voter the correct ballot, hand them a Pink Provisional Ballot Sleeve, and ask the voter to go to a Secrecy Booth, mark their ballot and return to the Special Situations Table.
 - ◆ When the voter has completed voting, he or she seals the ballot into the Conditional Provisional Ballot Envelope. The Election Official removes the numbered receipt and issues the receipt to the voter. Have the voter place the Conditional Provisional Ballot Envelope into the Blue Ballot Box.
- ☐ If the fifth box on the Voter ID Slip is checked “*Voter not on precinct register. Voter directed to the Special Situation Table*” – complete the following steps:
- ◆ Call the Recorder’s Office HOTLINE (724-4330) to confirm the voter’s correct polling location.
 - ◆ If the voter does not live in the Voting Area for that Polling Place, use the Polling Place List and direct the voter to the correct Polling Place. If the voter insists on voting a Provisional Ballot at your Polling Place, you cannot turn them down, but let the voter know that if they vote in the wrong Polling Place, their ballot will not be counted.
 - ◆ If the voter does live in the Voting Area for that Polling Place, complete the top part of the Provisional Ballot Envelope by filling out the following areas:
 - ☆ *Voting Area (This is the Voting Area you are working at)*
 - ☆ *Date*
 - ☆ *Check the correct party box (for Primary or PPE Elections only).*
 - ☆ *Check the stripe color box.*
 - ☆ *Sign the top portion of the form.*

- ◆ Have the voter complete the bottom portion of the Provisional Envelope. Ask the voter to complete at least the shaded areas of the envelope. Make sure the voter signs the envelope.
 - ◆ Enter the voter's name (last name first) in the Provisional Ballot Poll List/Signature Roster using the next available "V" number. Print the ballot stripe color in the middle column or write the word, "None" if the ballot has no color stripe. Have the voter sign their name in the last column.
 - ◆ Issue the voter the correct ballot, hand them a Pink Provisional Ballot Sleeve, and ask the voter to go to a Secrecy Booth, mark their ballot and return to the Special Situations Table.
 - ◆ When the voter has completed voting, he or she seals the ballot into the Provisional Ballot Envelope. The Election Official removes the numbered receipt and issues the receipt to the voter. Have the voter place the Provisional Ballot Envelope into the Blue Ballot Box.
- If a voter brings an Early Ballot to the Polling Place to drop off do the following steps:
- ◆ If the voter has brought in a *voted* Early Ballot
 - ☆ Make sure that the voter has completed and signed the Early Ballot Affidavit Envelope.
 - ☆ Make sure the Early Ballot is sealed in the Early Ballot Affidavit Envelope.
 - ☆ The Early Ballot Affidavit Envelope is dropped into the Blue Ballot Box by the voter or Special Situations Clerk.
 - ◆ If the voter has brought an *unvoted* Early Ballot, do the following steps:
 - ☆ Direct the voter to an empty Secrecy Booth.
 - ☆ Ask the voter to vote the Early Ballot.
 - ☆ Ask the voter to sign and date the Early Ballot Affidavit Envelope.
 - ☆ Ask the voter to seal the Early Ballot in the Early Ballot Affidavit Envelope.
 - ☆ The Early Ballot Affidavit Envelope is dropped into the Blue Ballot Box by the voter or Special Situations Clerk.

Closing the Polls

At the Inspector's direction, complete one or more of the following Closing Duties:

Packing the Provisional and Early Ballots Envelope:

- Remove the green Provisional and Early Ballots Accounting List (this is NOT the Closing Duty Card) from the envelope.
- Open the Blue Ballot Box and remove all the ballots. Sort the ballots into each type of ballot (Early Ballots, Provisional Ballots and Conditional Provisional Ballots).
- Count the number of Early Dropped Off Ballots, write that number on the green Provisional and Early Ballots Accounting List and put the ballots into the Provisional and Early Ballots Envelope.
- Count the number of Provisional Ballots, write that number on the green Provisional and Early Ballots Accounting List and put the ballots into the Provisional and Early Ballots Envelope.
- Count the number of Conditional Provisional Ballots, write that number on the green Provisional and Early Ballots Accounting List and put the ballots into the Provisional and Early Ballots Envelope.
- Put the green Provisional and Early Ballots Envelope Accounting List in the Provisional and Early Ballots Envelope so that the Voting Area can be seen through the envelope.
- Zip up the Provisional and Early Ballots Envelope and fold the top of the envelope towards the back of the envelope so the green Provisional and Early Ballots Accounting List can be seen through the envelope.
- Place the seal across the top of the envelope and the back side of the envelope so the zip-lock opening of the envelope cannot be accessed.
- Have the **Inspector** and **Judge of the Opposite Party** sign across the seal and onto the envelope with a Sharpie marker.
- The Provisional and Early Ballots Envelope is now ready to go to the Receiving Station.

Packing the Write-In Envelope:

- Remove the blue Write-In Ballots Envelope Accounting List from the envelope.
- Put the ballots with Write-In Votes into the Write-In Ballots Envelope. Check this item off of the blue Write-In Ballots Envelope Accounting List.
- Put the blue Write-In Ballots Envelope Accounting List in the Write-In Ballots Envelope so that the Voting Area can be seen through the envelope.

- Zip up the Write-In Ballots Envelope and fold the top of the envelope towards the back of the envelope so the blue Write-In Ballots Envelope Accounting List can be seen through the envelope.
- Place the Write-In Ballots Envelope in the Blue Ballot Transfer Bag.

All Poll Workers except the JSP and Marshal will do the following at the Inspector's direction:

Taking down the Touch Screen Base:

- Follow the instructions on the handout located in the Inspector's Notebook.

Taking down the Secrecy Booths:

- Take down each Secrecy Booth, packing the legs neatly inside the carrying case.
- Stack the booths neatly on top of each other so they lock together.

Packing the Blue Supply Box:

- All the supplies taken out of the Blue Supply Box on election morning should be placed back inside the Blue Supply Box unless they are being used to transport Official Materials to the Receiving Station.
- Place a Rubber Band around the used Voter ID Slips and place them in the Blue Supply Box.
- Use two of the white plastic seals, just like the seals that were broken when the Blue Supply Box was opened Election Morning, to seal the Blue Supply Box.
- Place the Blue Supply Box next to the stack of Secrecy Booths.

The Polling Place at the End of the Day:

- The Polling Place at the end of the day should be as neat and tidy as when you walked into it at the beginning of the day.
- The Black Ballot Box, Secrecy Booths, Blue Supply Box, Signs and Ramp (if one was provided) should be together in one area of the Polling Place.
- Make sure the lights are turned off when the last person leaves the Polling Place.
- Make sure the door is locked when the last person leaves the Polling Place.

Closing Duty Card:

- These cards and the instructions to complete each task are located in the Inspector's Notebook.

CLOSING DUTY CARD CHECKLIST VA _____

**WHITE-IN ENVELOPE CLOSING
SPECIAL SITUATIONS CLERK 1 DUTY**

____ Voted Ballots with Write-In Votes are in envelope

Signature of Clerk _____ Printed Name _____ Telephone _____

Date of Election _____ Time _____

PLACE THIS CARD IN UNOFFICIAL ENVELOPE
Department of Elections
If you have any questions, call Hotline 724-8551
Thank you for a safe, secure and accurate election.



REV 02/07/2011

CLOSING DUTY CARD CHECKLIST VA _____

**EARLY AND PROVISIONAL ENVELOPE CLOSING
SPECIAL SITUATIONS CLERK 2 DUTY**

____ Early Ballots dropped off at Polling Place in Envelope

____ Provisional Envelopes in Envelope

____ Conditional Provisional Envelopes in Envelope

____ Number of each type of ballot in envelope is written on green insert page

____ Seal is placed on Envelope and Inspector and Judge of the Opposite Party have signed across the seal and onto the envelope

Signature of Clerk _____ Printed Name _____ Telephone _____

Date of Election _____ Time _____

PLACE THIS CARD IN UNOFFICIAL ENVELOPE
Department of Elections
If you have any questions, call Hotline 724-8551
Thank you for a safe, secure and accurate election.



REV 02/07/2011

- Any other task the **Inspector** may assign.

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Emergency Procedures

Evacuation Procedures

Power Outage

Medical Emergencies

Physical Threat or Disturbance

Unattended Bags or Parcels

Bomb Threat, Fire, or Flood



Emergency Procedures

Your safety is our main concern. Though emergencies that impact Polling Places are rare, it is important that we have procedures in place to ensure both the public's safety and that the integrity of the voting processes are maintained. In some cases, you will have to make a judgment call as to the severity of the emergency. If it is a life or death condition, please call **9-1-1** first to get emergency responders on their way before you call the **HOTLINE** (724-8551). In any emergency situation, the **HOTLINE** must be called as soon as is possible.

Evacuation:

In an emergency requiring evacuation, such as a fire, bomb threat or flood, the following procedures are recommended:

1. Ensure your safety and request assistance:
2. Call **9-1-1**. Be aware that you may need to first dial a "9" in some buildings to get an outside line.
3. Give the location of the building, which entrance to use, where the emergency is taking place, and any additional information requested by the dispatcher.
4. Notify the Pima County Elections Office immediately, via the **HOTLINE** (724-8551).

Ensure the integrity of the voting process, do this only if it is safe to remain in the building.

Suspend voting: If possible, allow voters who have been issued a ballot to complete voting.

1. Remove the following from the polling place, in order of priority:
 - ◆ Accu-Vote and black ballot box
 - ◆ The Touch Screen with voter access cards and supervisor card
 - ◆ Unvoted ballots
 - ◆ Signature Rosters
 - ◆ Red and Yellow Poll Books
2. Assign a **Judge** to remain as near the entrance of the Polling Place as long as possible to inform voters of temporary suspension of voting and to assure them that an alternative facility will be set up as soon as possible.
3. Troubleshooters will come to your assistance to arrange for the continuation of voting.

Power Outage:

If there is a power outage, it is not necessary to suspend voting. Immediately call the **HOTLINE** (724-8551).

All data collected in the memory card of the Accu-Vote and Touch Screen prior to the power outage will be maintained. If there is adequate light and other amenities at the Polling Place to continue voting, voters may continue to vote as the Accu-Vote and Touch Screen can continue to operate under battery power.

If the Accu-Vote does not have power to feed and tabulate ballots during a power outage, the voter will deposit the completed ballot into the side bin of the Accu-Vote base unit. These ballots will be processed at the end of the day if power has been restored. If power has not been restored, those ballots collected in the side bin will go into the plastic zip-lock bag labeled “Uncounted Voted Ballots” during closing procedures.

Medical Emergencies:

If there’s a medical emergency at your Polling Place, dial **9-1-1**, follow the instructions given by the dispatcher and then report the matter to the **HOTLINE** (724-8551).

Physical Threat or Disturbance:

If anyone is unruly, abusive, or in any way threatens the safety of the poll workers, voters, or the orderly conduct of the election that cannot be dealt with by the **Marshal**, call **9-1-1** and then report the matter immediately to the **HOTLINE** (724-8551).

Unattended Bag or Parcels:

If an item is left unattended, ask everyone at the Polling Place to help identify it. If no one claims ownership and takes the item, do not touch or pick up the item. Call **9-1-1**, follow their advice and then report the matter to the **HOTLINE** (724-8551).

Bomb Threat, Fire, or Flood:

Call **9-1-1**, follow their advice and leave the building if instructed to do so. If possible, take all personal belongings, go to a safe place and call the **HOTLINE** (724-8551). In the event an emergency location is necessary, the Elections Office will assist you in the set up. Ballots, poll books and all the other necessary items will be delivered to your new location. This emergency location will continue throughout the remainder of the day.

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Troubleshooting

Common Problems/ Solutions

Accu-Vote Troubleshooting

Touch Screen Troubleshooting



Common Problems/Solutions

COMMON PROBLEM	SOLUTION
Early Ballot	Can be turned in at the polls, with Affidavit on the Envelope, signed and dated.
Early Ballot issued, but person does not bring it to the polls.	Voter votes via the Provisional Ballot procedure.
Before Election Day, if supplies are missing, Secrecy Booths not working, Ballot missing, Ballots don't match the Sample Ballot	CALL HOTLINE (724-8551) .
Board Member Vacancy	CALL HOTLINE (724-8551) .
Challenge	CALL HOTLINE (724-8551) . Follow Challenge Procedure on Challenge List.
Disturbance at Polling Place	Marshal maintains order. Inspector calls HOTLINE (724-8551) if necessary..
Handicapped Assistance	Use Reading Aid, Handicapped Secrecy Booth and Curbside Voting if necessary.
Handicapped voter cannot enter polling place	Voter signs Disabled Voter Affidavit and votes according to Curbside Voting Procedure.
New Resident	A registered voter who has moved within Pima County can vote a Provisional Ballot at new Polling Place.
Party Rep comes for completed Poll List copies	Marshal verifies written authorization and logs in names, time, and page numbers taken.
Procedure: Problems or Questions	Call HOTLINE (724-8551) for anything not in the manual. DO NOT attempt to guess!
Spoiled ballot- voter makes a mistake	Write SPOILED on both sides of the ballot and put it in the Official Returns Envelope.
Voter not in Precinct Register	Direct to Special Situations Table. Follow Provisional Ballot procedure.
Voter in Inactive List has a new address	Direct to Special Situations Table. Follow Provisional Ballot procedure.
Secrecy Booth light not working, Other problem	Gently rotate bulb for better contact and push inward or call the HOTLINE (724-8551) .

Accu-Vote Troubleshooting

This section details potential problems that may occur in the course of the election and includes solutions.

Rejected Ballots:

Ballots are rejected by the Accu-Vote for a variety of reasons.

1. The Accu-Vote was set to reject certain conditions on the ballot.
2. There is a problem with the ballot.
3. There is a problem with the Accu-Vote.

If a ballot is rejected or jammed, a message is displayed in the LCD (Liquid Crystal Display). While the **Inspector** (or Inspector's designee) is there to provide assistance to voters, it is the voter's responsibility to insert ballots into the Accu-Vote. Once the ballot is issued, poll workers should not look at or touch the ballot. If a ballot is rejected, it is returned to the voter. The voter is given options and an opportunity to fix it.

Problem #1: A voter votes for too many candidates in a race:

An "Overvote" happens when a person votes for two or more candidates in the same race. This may happen if a voter changes his or her mind and crosses out the first darkened oval and then darkens a second oval. The Accu-Vote "reads" both of these votes and will reject the ballot as an Overvote.

OVER-VOTED RACE

Solution to problem #1:

1. When the ballot is rejected, the **Inspector** (or the Inspector's designee) will offer the voter a security sleeve and ask the voter to review the ballot. The LCD should display the race where the Overvote occurred.
2. If the voter wishes to correct the ballot, the overvoted ballot is "spoiled." Follow the spoiled ballot instructions in the Procedures portion of this handbook on page 25 and issue the voter another ballot.
3. In the rare instance when a voter does not want to mark another ballot, the **Inspector** may override the Accu-Vote to allow the ballot to be accepted.
4. Explain to the voter that neither choice in the overvoted race will register as a vote, but all other

votes will be correctly tabulated. Get verbal agreement that this is acceptable to the voter.

5. Unlock the top front door on the base unit; hold down the “YES” button while the voter inserts the ballot at the same time. The **Inspector** and the **JOP**, with the voter, must be present while overriding an Accu-Vote error message. **NEVER** override a ballot without the voter present.
6. If the problem persists call the **Technical HOTLINE (724-3311)**.

Problem #2: A voter submits a blank ballot:

The system has been programmed to reject a totally blank ballot. This will allow a voter who is marking the ballot incorrectly to learn the correct method of voting. If a voter is marking the ballot outside the oval area, the ballot will appear blank to the Accu-Vote. For example, if the voter circles a candidate’s name, or circles the oval, the Accu-Vote would read it as a blank ballot.

BALLOT NOT READ PLEASE RE-INSERT

Solution to problem #2:

1. Offer the voter a security sleeve, give clear instructions as to how the ballot is to be marked, and ask the voter to remark the ballot.
2. If the voter wants to submit a blank ballot, the **Inspector** will override the Accu-Vote by unlocking the top front door of the base unit, depressing the “YES” button and allowing the voter to insert the ballot into the Accu-Vote at the same time. This will advance the “ballots cast” total, but no candidates or issues will receive votes. The **Inspector** and the **JOP**, with the voter, must be present while overriding an Accu-Vote error message. **NEVER** override a ballot without the voter present.
3. If the problem persists call the **Technical HOTLINE (724-3311)**.

Problem #3: Ballot not read:

The voter probably held onto the ballot too long while inserting it, causing a read error.

BALLOT NOT READ PLEASE RE-INSERT

Solution to problem #3:

1. Ask the voter to re-insert the ballot and release it when the ballot begins moving into the Accu-Vote.
2. If the Accu-Vote does not accept the ballot a second time, instruct the voter to change the orientation of the ballot as it is re-inserted. Ballots may be inserted top first, bottom first, front side up, or backside up. The Accu-Vote reads both sides of the ballot at once.
3. If the voter has tried unsuccessfully three or four times, in several orientations, then spoil the ballot. Follow the spoiled ballot instructions in the Procedures portion of this handbook on page 25 and issue the voter another ballot..
4. If the problem persists call the **Technical HOTLINE (724-3311)**.

Problem #4: Invalid Ballot:

The Accu-Vote is returning the ballot because it detects the ballot is marked on the area that defines the precinct or ballot style.

**INVALID BALLOT
SEE OFFICIAL**

Solution to problem #4:

1. Reinsert the ballot again. It may read. If it doesn't, change orientations.
2. If an LCD message continues, the voter may have made a stray or smudged mark on the area that defines the precinct or ballot style. The ballot should be considered a spoiled ballot and the voter should be given a new ballot following the instructions for a spoiled ballot in the Procedures portion of this handbook on page 25.
3. If the problem persists call the **Technical HOTLINE (724-3311)**.

Problem #5: Invalid Ballot:

A voter is attempting to insert a ballot from another precinct.

INVALID BALLOT SEE OFFICIAL

Solution to problem #5:

1. The **Inspector** will determine if the ballot is the correct ballot being inserted into the Accu-Vote.
2. If the ballot is an incorrect ballot, the ballot should be considered a spoiled ballot and the voter should be given a new ballot following the instructions for a spoiled ballot in the Procedures portion of this handbook on page 25.
3. If the problem persists call the **Technical HOTLINE (724-3311)**.

Problem #6: Returned ballot jammed in reader:

This may happen if a voter fails to let go of the ballot immediately upon insertion into the Accu-Vote or if the ballot is torn. There may be no apparent reason for a ballot jam. This ballot has NOT been read.

RETURNED BALLOT JAMMED IN READER

Solution to problem #6:

1. Observe the counter to see how many ballots have been cast.
2. Have the voter (using a security sleeve) insert the ballot correctly.
3. If it is read on the second attempt, the Accu-Vote counter will advance.
4. If the ballot is rejected again, examine the ballot for torn areas while maintaining voter privacy to the extent possible. The **Inspector** will examine the ballot in the presence of the **JOP** and the voter.

5. If portions of the timing marks (the bar codes on the side of the ballot) are torn, the ballot will not read. This ballot should be considered a spoiled ballot and the voter should be given a new ballot following the instructions for a spoiled ballot in the Procedures portion of this handbook on page 25.
6. If this problem persists, there may be a flaw in the printing on the ballots or a problem with the ballot reader. Call the **HOTLINE (724-8551)**. Have the voter drop the ballot in the top side bin of the base unit as an uncounted voted ballot until the problem is solved. These ballots will be duplicated and counted by election officials after Election Day.

Problem #7: Counted ballot jammed in reader:

This may happen if there is an obstruction as the ballot falls into the base unit. The jam may be caused by voted ballots that are caught on the deflector inside the base unit, or the jam could indicate that the base unit is full. The ballot has been counted.

COUNTED BALLOT JAMMED IN READER

Solution to problem #7:

1. Both the **Inspector** and **JOP must be** on hand before following the next steps.
2. You may need to unlock the top front door of the base unit and gently pull the Accu-Vote out to access the ballot as it enters the base unit.
3. If there is a jam, you will see the ballot. Simply drop the ballot into the base unit. **DO NOT REFEED THE BALLOT** through the Accu-Vote into the base unit. **The ballot has already been counted.**
4. If the next ballot does not drop in, the jam is inside the base unit.
5. Unlock and open the back of the base unit.
6. Using gentle movements, reach up and clear any ballots that may be hung up or stuck. Straighten the ballots so they lay flat.
7. Relock the base unit
8. If the problem persists, call the **Technical HOTLINE (724-3311)**.

Problem #8:

A seal or lock on the Touch Screen has been broken or tampered with. At least once every hour while the polling place is open, the **Inspector** should examine the Touch Screen, attached printer, and associated printed materials to ensure that they have not been tampered with and are in proper working condition.

Solution to problem #8:

Immediately call the **HOTLINE (724-8551)** to report a broken seal.

Problem #9:

Due to a problem with the Accu-Vote (broken, no power to unit, etc...) you have ballots that have not been scanned at the end of election Day at closing time.

Solution to problem #9:

Place the ballots into a Provisional Ballot Envelope and write an explanation of what needs to be done with these ballots (be specific in your description) on the outside of the Provisional Ballot Envelope. The Inspector needs to sign the envelope and then place it into the Early and Provisional Ballot Envelope.

Touch Screen Troubleshooting

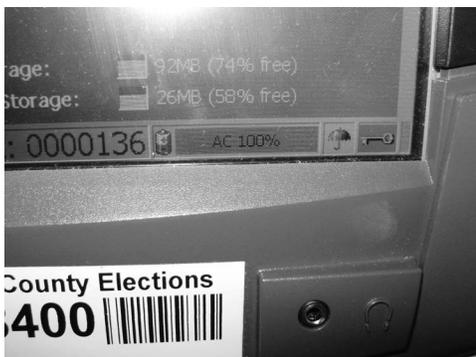
This section details potential problems that may occur in the course of the election and includes solutions.

Problem #1:

The Touch Screen continuously sounds a low “chime.”

Solution to problem #1:

The Touch Screen is not receiving power and is running on battery.



1. Confirm that the unit is receiving power.
2. Check that the power cord is attached to both the unit and to the wall socket.
3. Locate the power indicator at the bottom right of the screen. If it is green, it is receiving power and charging. If it is yellow, it is not receiving power and is working off of a battery unit. On battery, the Touch Screen can function for approximately one-half hour.
4. Call the **Technical HOTLINE (724-3311)** if the unit is plugged in, the power at the polling site is functioning, and the Touch Screen is still not receiving power.

Problem #2:

No power cord is supplied with the Touch Screen.

Solution to problem #2:

1. Prepare the Touch Screen for voting.
2. Call the **Technical HOTLINE (724-3311)** to have a power cord sent out to the polling site. The Touch Screen can run on back-up battery power for approximately one-half hour; long enough to service the unit until the replacement cord arrives.

Problem #3:

The Touch Screen is wobbly.

Solution to problem #3:

1. Check to make sure the Touch Screen base unit legs are fully extended.
2. If legs are fully extended and it is still unstable, gently pull front and back legs out to a fully extended position.
3. Check to see that the support brackets are locked.
4. If legs are damaged or broken, call the **Technical HOTLINE (724-3311)** for instructions or to have a Troubleshooter bring a replacement unit.

Problem #4:

The Touch Screen (tablet) is dark.

Solution to problem #4:



1. Check the power indicators at the top left of the Touch Screen tablet.
2. If the middle light is not glowing blue, the machine is not on. Use the chopstick to turn on the machine.
3. If the machine won't turn on, check that the power cord is attached to both the unit and to the wall socket.
4. If the topmost indicator light in the upper left corner is not glowing green, the unit is not receiving electricity.
5. Check the polling place electricity. This problem could also exist because of a power failure at the polling place.
6. If there are no lights and/or the screen is still dark, call the **Technical HOTLINE (724-3311)** for instructions and to have a Troubleshooter bring a replacement unit.

Problem #5:

The Touch Screen freezes while the voter is voting the ballot.

Solution to problem #5:

1. Turn the Touch Screen off using the chopstick.
2. Wait 5 seconds and then turn the Touch Screen back on.
3. The Voter Access Card will automatically eject.
4. Re-insert the Voter Access Card into the card reader on the Touch Screen. If the ballot has been cast, the Touch Screen's tablet screen will read "This Voter Access Card has been voted." Please remove the card from the reader and inform the voter that their ballot has been cast. If the voter did not touch the "Cast Ballot" button, no votes have been recorded. If the voter has cast the ballot, the paper printed ballot should have rolled into the canister.
5. If the ballot has not been cast and the Touch Screen continues to malfunction, explain to the voter that the Touch Screen must be replaced. Issue the voter a paper ballot if the voter is unable to wait for a replacement Touch Screen.

6. Call the **Technical HOTLINE (724-3311)** for a replacement Touch Screen.

Problem #6:

The Touch Screen printer module is not functioning.

Solution to problem #6:

The Touch Screen will not function unless the printer is working properly. Check the following items to ensure that the printer is installed in the approved manner:

1. Unlock and open the printer housing cover.
2. Reset the printer housing cover on its hinges.
3. Press firmly on the hook-shaped latch at the top of the printer casing.
4. Place the canister back into printer module.
5. Close and lock the printer housing cover.
6. Be certain that the smoky brown plastic printer cover (near the front of the printer housing) is firmly closed.
7. If the problem persists call the **Technical HOTLINE (724-3311)**.

Problem #7:

The audio ballot does not work.

Solution to problem #7:

1. Test the connection for the headphones.
2. If this does not resolve the problem, the ballot must be cancelled. Encode a new Voter Access Card for the voter ensuring that the audio option is chosen.
3. If problem continues, call the **Technical HOTLINE (724-3311)**.

Problem #8:

A window appears on the screen that reads, “The printer is not responding. Please insure that the voting tablet is installed in the cradle: Retry or Cancel.”

Solution to problem #8:



1. The smoky brown plastic printer cover is not latched.
2. Unlock and open the printer housing cover.
3. Locate the smoky brown printer cover and press firmly. If you hear a click, the piece was not securely fastened and should now be in working order.
4. Select “Retry” on the screen and continue with the opening procedures.
5. If the problem persists call the **Technical HOTLINE(724-3311)**.

Problem #9:

The numeric key pad is not functioning.

Solution to problem #9:

1. Press down on the button at the top of the Touch Screen tablet.
2. Gently tilt the table away from the unit.
3. Check the connector from the numeric key pad and press the serial connector firmly into the tablet.
4. Return the tablet to the locked position..
6. If the problem persists call the **Technical HOTLINE (724-3311)**.

Problem #10:

A seal or lock on the Touch Screen has been broken or tampered with. At least once every hour while the polling place is open, the **Inspector** should examine the Touch Screen, attached printer, and associated printed materials to ensure that they have not been tampered with and are in proper working condition.

Solution to problem #10:

Immediately call the **HOTLINE (724-8551)** to report a broken seal.



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Documents and Forms

Ballot Report

Padlock Combination Sheet

Encoder Instruction Sheet

Seal Log

Voter ID Slip

Precinct Register

Signature Roster

Poll List

Provisional/Conditional Provisional Receipt

Provisional Envelope

Conditional Provisional Envelope



Ballot Report

OFFICIAL BALLOT REPORT AND CERTIFICATE OF PERFORMANCE

VOTING AREA # 000

ELECTION DATE August 28, 2012

Color Stripe with Number of Ballots Issued		
PROV No Stripe 200	No Stripe 700	TOTAL
		900

***** FILL IN THE FOLLOWING ON ELECTION NIGHT AFTER THE POLLS ARE CLOSED *****

BALLOT TRANSFER BAG SEAL # 2440857

ACCOUNTING OF OPTICAL SCAN BALLOTS

- | | |
|--|-----|
| 1. NUMBER OF BALLOTS CAST FROM ACCU-VOTE TAPE | 114 |
| 2. NUMBER OF PROVISIONAL BALLOTS CAST | 10 |
| 3. NUMBER OF CONDITIONAL PROVISIONAL BALLOTS CAST | 0 |
| 4. NUMBER OF SPOILED BALLOTS | 0 |
| 5. TOTAL NUMBER OF BALLOTS USED (add lines 1+2+3+4) | 124 |
| 6. NUMBER OF UNUSED BALLOTS | 776 |
| 7. NUMBER OF BALLOTS RECEIVED (add lines 5+6, this should agree with TOTAL BALLOTS RECEIVED) | 900 |
- (If this number does not agree with TOTAL BALLOTS RECEIVED, please write an explanation on the Discrepancy Statement.)

ACCOUNTING OF BALLOTS CAST

- | | |
|--|-----|
| 8. NUMBER CAST ON ACCU-VOTE FROM ACCU-VOTE TAPE | 114 |
| 9. NUMBER CAST ON TOUCHSCREEN | 26 |
| 10. TOTAL NUMBER OF BALLOTS CAST (add lines 8+9) | 140 |
-
- | | |
|--|-----|
| 11. NUMBER OF NAMES IN RED POLL LIST (SHOULD AGREE WITH LINE 10) | 140 |
|--|-----|
- (If this number does not agree with TOTAL BALLOTS CAST, please write an explanation on the Discrepancy Statement.)

DISCREPANCY STATEMENT _____

CERTIFICATE OF PERFORMANCE

For the Primary Election held on the 28th day of August 2012

We hereby certify that the total number of Official Ballots received, voted, or spoiled as indicated above and this accounting is true and correct in every way. We further certify that valid proof of identification was obtained from every voter or identification was not presented, the Conditional Provisional Ballot Envelope was marked appropriately.

Anne Martinson Inspector
Thomas Yslas Judge

Byron Nelson Poll Worker
Evelyn Alarc Poll Worker

WHITE COPY - UNOFFICIAL BAG, YELLOW COPY - BLUE BALLOT TRANSFER BAG PLS# 3110-0202%

Padlock Combination Sheet

Your combination to the padlock on the voting area cage is listed below. Please keep this combination in a safe place where you can easily access it. Do not give the combination to any other person including members of your board. If you forget your combination, call the hotline and tell them the letter engraved on your padlock (A-D). Tell your JOP to do the same incase you are unable to work on election day. If the BLUE seal on the padlock or the lock/cage has been tampered with, call the hotline immediately. Thank you.

VOTING AREA: **001**

PADLOCK ID: **A**

COMBINATION:  **1234** 

Encoder Instruction Sheet

VOTER CARD CODES FOR THE ENCODERS

Your SUPERVISOR CARD is located in a small envelope that was included with the encoders. Do NOT use the SUPERVISOR CARD for anything other than closing the Touchscreen at the END of the night. The SUPERVISOR CARD password is with the envelope.

PRECINCT: 001

PRECINCT	PARTY	BALLOT COLOR/STRIPE	ENCODER CODE
001.0	-	NO STRIPE	1
001.1	-	RED	2

INSTRUCTIONS

STEP 1 - Turn on the encoder.

STEP 2 - Insert the voter access card.

STEP 3 - Select the encoder code that matches the correct precinct, party (if applicable) and ballot color or stripe (if applicable).

STEP 4- Press the yes button to create the voter access card. If a voter requests a special type of touch screen display, then use the following selections before hitting yes to create:

* - MCreate - Press * once or until you see MCreate. This will make the touch screen display magnified.

** - VMCreate - Press * twice or until you see VMCreate. This will make the touch screen display magnified and add the audio ballot.

*** - VHCreate - Press * three times or until you see VHCreate. This will hide the ballot on the touch screen display and add the audio ballot. With this selection, you can only vote by using the keypad and headphones.

Seal Log

SEAL LOG

VOTING AREA 001

Inspectors and Judges,

Please review the seals on both your touch screen and optical scan voting devices and sign the appropriate lines below. If the seals are missing, have been tampered with (the word VOID appears across the seal) or the numbers don't match what is listed below, please call the hotline number (724-8551) immediately.

Touch Screen

Red Seal on upper left 123000 Red Seal on lower left 123456

Red Seal on right 95100

Optical Scan

Red Seal on front 357000 Red Seal on rear 789000

Wire seal on front (memory card) 456000

Anne Martinson 8/28/12 5:02
Inspector's Signature Date Time

Thomas Yslas 8/28/12 5:02
JOP's Signature Date Time

**PLEASE GIVE THIS SIGNED LOG TO THE TROUBLESHOOTER
WHEN THE PAYROLL IS PICKED UP**

Troubleshooter's Signature Date Time

Voter ID Slips

VOTER ID SLIP _____

REGISTER No. 321 ID CLERK INITIALS IDC

Voter presented acceptable ID with name and address of voter matching the precinct register.

Voter marked with an **E/EARLY BALLOT** in Register/Roster. Voter directed to the Special Situation Table.

Voter presented acceptable ID with name and/or address of voter NOT matching precinct register. Voter directed to the Special Situation Table to vote a Provisional Ballot.

Voter DID NOT present acceptable ID. Voter directed to the Special Situation Table to vote a Conditional Provisional Ballot.

Voter not on precinct register. Voter directed to the Special Situation Table. Clerk calls the Recorder's office at 740-4330. When the recording starts, dial 1 and 7.

Salmon — JSP
BALLOT STRIPE COLOR SIG. JUDGE INITIALS

Pollworker - Place completed slips in the Blue Supply Box after the polls close.

PLTW 3311
Date: 9-2011

General/Special Elections

VOTER ID SLIP _____

REGISTER No. 321 ID CLERK INITIALS IDC

Voter presented acceptable ID with name and address of voter matching the precinct register.

Voter marked with an **E/EARLY BALLOT** in Register/Roster. Voter directed to the Special Situation Table.

Voter presented acceptable ID with name and/or address of voter NOT matching precinct register. Voter directed to the Special Situation Table to vote a Provisional Ballot.

Voter DID NOT present acceptable ID. Voter directed to the Special Situation Table to vote a Conditional Provisional Ballot.

Voter not on precinct register. Voter directed to the Special Situation Table. Clerk calls the Recorder's office at 740-4330. When the recording starts, dial 1 and 7.

Salmon — JSP
BALLOT STRIPE COLOR SIG. JUDGE INITIALS

DEMOCRATIC REPUBLICAN OTHER

BLUE SALMON INDICATE PARTY

Pollworker - Place completed slips in the Blue Supply Box after the polls close.

PLTW 3310
Date: 5-2011

Primary/PPE Elections

Precinct Register

1	SAL	CITIZEN, AVERAGE J	3434 S 22 ND ST
IA 2	NON	DALE, MICHAEL S	6550 S COUNTRY CLUB RD
(E) 3	GRN	DOE, JANE	54286 N ORION CIR
4	LIB	DOE, JOHN	54286 N ORION CIR
5	DEM	PUBLIC, JOHN Q	9875 VISTA DR PO BOX 875 TUCSON AZ 85756
6	IND	SAM, UNCLE	1600 PENNSYLVANIA AVE

Signature Roster

Reg #	PARTY NAME RESIDENTIAL ADDRESS MAILING ADDRESS	VOTER ID	STRIPE STATUS	SIGNATURE
1	REP ACONE, KEVIN H 909 W FEES RD	1862260 	SAL	
2	DEM CITIZEN, AVERAGE JOE 3434 S 22 ND RD	0739237 	BLU	<i>A. J. Citizen</i>
3	PND DALE, MICHAEL S 6550 S COUNTRY CLUB RD	2028425 	NONE IA	<i>Michael S. Dale</i> <small>I swear/affirm the address listed is correct and where I reside.</small>
4	GRN DOE, JANE 12345 N ATTRIBUTE DR	0423109 	GRN	Early Ballot
5	LIB DOE, JOHN 12345 N ATTRIBUTE DR	1720807 	YEL	
6	REP PUBLIC, JOHN Q 9875 VISTA DR PO BOX 875 TUCSON AZ 85756	2025391 	SAL	<i>John Q. Public</i>
7	IND SAM, UNCLE 6550 S COUNTRY CLUB RD	0279660 	NONE	

Poll List

Voting Order No./Consecutive No. From Register, Name of Elector, Ballot Color/Stripe and Party

Voting Order No. Consecutive No. From Register	Name of Elector (As Printed in Register)	Ballot Color/Stripe	Party	Voting Order No. Consecutive No. From Register	Name of Elector (As Printed in Register)	Ballot Color/Stripe	Party
01 6	Public, John Q.	SAL	R	26			
02 2	Citizen, Average J.	BLU	D	27			
03 3	Dale, Michael S.	None	O	28			
04				29			
05				30			
06				31			
07				32			
08				33			
09				34			
10				35			

Provisional/Conditional Provisional Receipt

10 days after the election go online to www.recorder.pima.gov; select the provisional ballot link and enter the preprinted receipt number to find out whether or not your ballot was validated for counting. If you do not have access to a computer, you may call (520) 740-4330 or 1-800-775-7462 ext. 4330. You will need to provide the preprinted receipt number to be given your information.

10 días despues de la eleccion visite la pagina internet www.recorder.pima.gov; seleccione balota provisional y entre el numero imprimado de este recibo para informarse si su balota fue valida para contarse. Si usted no tiene acceso a una computadora, puede llamar al (520) 740-4330 ó 1-800-775-7462 ext. 4330. Tendra que proporcionar el numero imprimado de este recibo para obtener su informacion.

▶▶▶▶ SEPARATE THIS NUMBERED RECEIPT AND GIVE IT TO THE VOTER ◀◀◀◀

100023456789

Provisional Envelope

PROVISIONAL ENVELOPE

10 days after the election go online to www.recorder.pima.gov; select the provisional ballot link and enter the preprinted receipt number to find out whether or not your ballot was validated for counting. If you do not have access to a computer, you may call (520) 740-4330 or 1-800-775-7462 ext. 4330. You will need to provide the preprinted receipt number to be given your information.

10 días después de la elección visite la página internet www.recorder.pima.gov; seleccione balota provisional y entre el número impreso de este recibo para informarse si su balota fue válida para contarse. Si usted no tiene acceso a una computadora, puede llamar al (520) 740-4330 ó 1-800-775-7462 ext. 4330. Tendrá que proporcionar el número impreso de este recibo para obtener su información.

520-724-4330

▶▶▶▶ SEPARATE THIS NUMBERED RECEIPT AND GIVE IT TO THE VOTER ◀◀◀◀

FILL IN ALL SHADED AREAS	OFFICE USE ONLY
VOTING AREA: <u>000</u> DATE: <u>8/28/12</u> (WHERE THE BALLOT WAS VOTED)	INITIALS

PARTY (PRIMARY/PPE USE ONLY)		COLOR STRIPE ISSUED		STRIPE	
<input checked="" type="checkbox"/> BLU/DEM	<input type="checkbox"/> SAL/REP	<input type="checkbox"/> BLACK	<input type="checkbox"/> ORANGE	<input type="checkbox"/> ORANGE	<input type="checkbox"/> PURPLE
<input type="checkbox"/> YEL/LBT	<input type="checkbox"/> GRN/GRN	<input type="checkbox"/> BROWN	<input type="checkbox"/> GOLD	<input type="checkbox"/> RED	<input type="checkbox"/> _____
<input type="checkbox"/> _____		<input checked="" type="checkbox"/> NONE			

Mary Lillie

ELECTION OFFICIAL'S SIGNATURE

TO BE COMPLETED BY VOTER
DEBE LLENARSE POR EL VOTANTE
PLEASE PRINT LEGIBLY
IMPRIMA POR FAVOR LEGIBLE



OFFICE USE ONLY

<u>Martinson</u> LAST NAME / APELLIDO	<u>Anne</u> FIRST NAME / NOMBRE	<u>Cecilia</u> MIDDLE / SEGUNDO NOMBRE	<u></u> SUFFIX / SUFICIO
<u>6550 S. Country Club Rd.</u> RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA		<u>Tucson</u> CITY / CIUDAD	<u>85756</u> ZIP CODE / ZONA POSTAL
<u>7/4/76</u> BIRTH DATE / FECHA DE NACIMIENTO		<u></u> FORMER NAME / NOMBRE ANTERIOR	<u></u> FORMER RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA ANTERIOR
<u>D012398756</u> AZ DRIVERS LICENSE NUMBER OR AZ NON OPERATING LICENSE NUMBER / NUMERO DE LICENCIA DE CONDUCIR DE AZ O NUMERO DE LICENCIA NO OPERANTE DE AZ		<u></u> LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER / ULTIMOS CUATRO DIGITOS DE NUMERO DE SEGURO SOCIAL	

I swear or affirm under penalty of perjury that the above information is correct, that I reside in the precinct, that I am eligible to vote in this election and that I have not previously voted in this election.
Juro o afirmo bajo pena de perjurio que la información anterior es correcta, que yo resido en el distrito, que soy elegible para votar en esta elección y que no he votado previamente en esta elección.

<input checked="" type="checkbox"/> <u>Anne Martinson</u> ELECTOR'S SIGNATURE / FIRMA	<u>8/28/12</u> DATE / FECHA	<u>520-724-6861</u> TELEPHONE NUMBER / NUMERO DE TELEFONO
--	--------------------------------	--

INSERT VOTED BALLOT IN THIS ENVELOPE - REMOVE ADHESIVE STRIP - FOLD AT PERFORATIONS AND SEAL
GC-5-2011

Conditional Provisional Envelope

CONDITIONAL ENVELOPE

10 days after the election go online to www.recorder.pima.gov; select the provisional ballot link and enter the preprinted receipt number to find out whether or not your ballot was validated for counting. If you do not have access to a computer, you may call (520) 740-4330 or 1-800-775-7462 ext. 4330. You will need to provide the preprinted receipt number to be given your information.

520-724-4330

10 días despues de la eleccion visite la pagina internet www.recorder.pima.gov, seleccione balota provisional y entre el numero imprintado de este recibo para informarse si su balota fue valida para contarse. Si usted no tiene acceso a una computadora, puede llamar al (520) 740-4330 ó 1-800-775-7462 ext. 4330. Tendra que proporcionar el numero imprintado de este recibo para obtener su informacion.

▶▶▶▶ SEPARATE THIS NUMBERED RECEIPT AND GIVE IT TO THE VOTER ◀◀◀◀

- NOTICE -
DO NOT USE THIS FORM
if an Arizona Driver's License
is presented as an ID, use a
PROVISIONAL ENVELOPE instead.

OFFICE USE ONLY

INITIALS

FILL IN ALL SHADED AREAS

VOTING AREA: 000 DATE: 8/28/12
 (WHERE THE BALLOT WAS VOTED)

BALLOT ISSUED None Mary Lillie
 (BALLOT/STRIPE COLOR) ELECTION OFFICIAL'S SIGNATURE

TO BE COMPLETED BY VOTER
 DEBE LLENARSE POR EL VOTANTE
PLEASE PRINT LEGIBLY
IMPRIMA POR FAVOR LEGIBLE



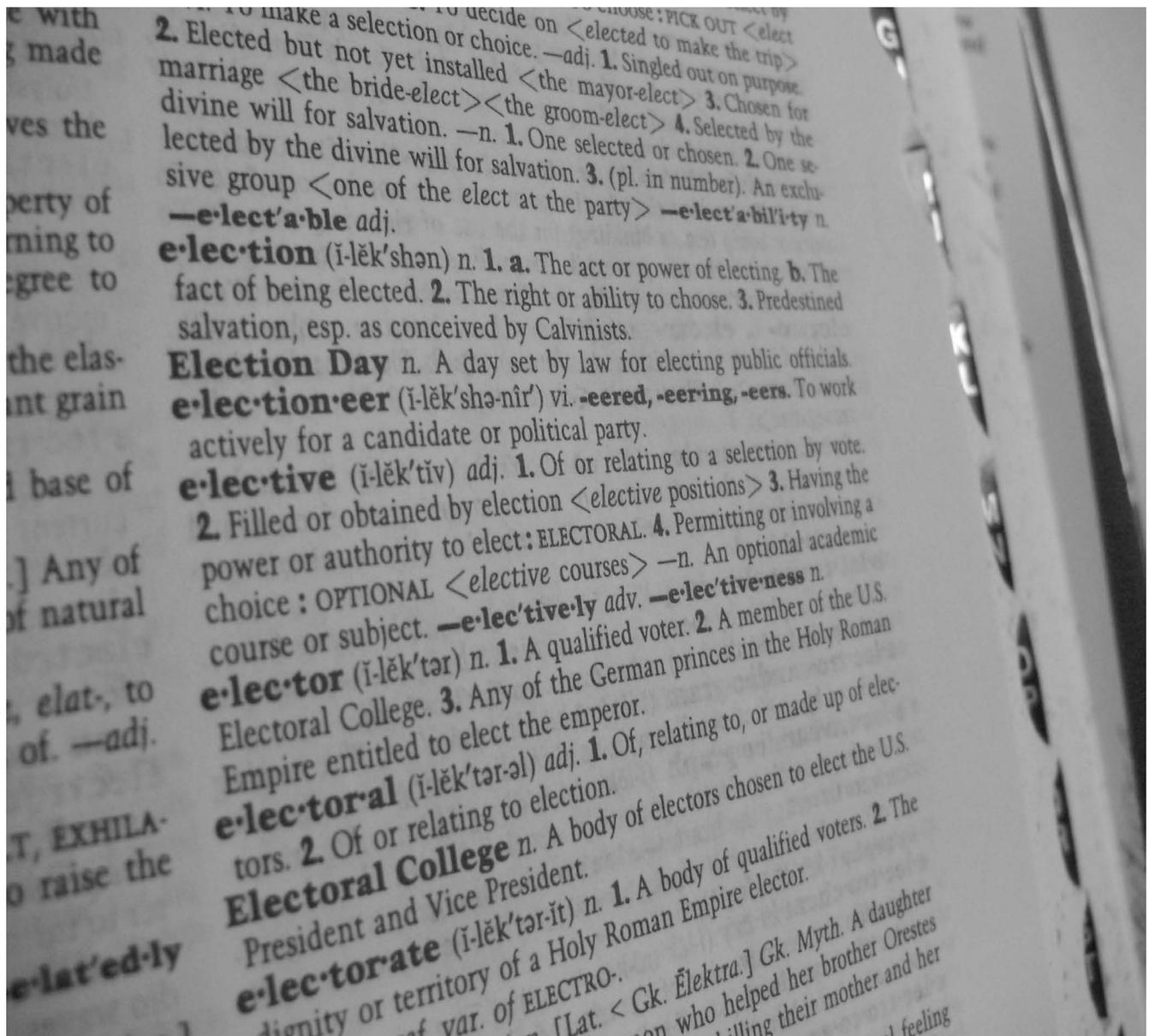
OFFICE USE ONLY

<u>Martinson</u> LAST NAME / APELLIDO	<u>Anne</u> FIRST NAME / NOMBRE	<u>Cecilia</u> MIDDLE / SEGUNDO NOMBRE	 SUFFIX / SUFJO
<u>6550 S. Country Club Rd.</u> RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA		 APT./SP./NO. NUM. DE APTO.	<u>Tucson</u> <u>85756</u> CITY / CIUDAD ZIP CODE / ZONA POSTAL
 MAILING ADDRESS / DIRECCION DE CORREO		 APT./SP./NO. NUM. DE APTO.	 CITY / CIUDAD ZIP CODE / ZONA POSTAL
<u>7/4/76</u> BIRTH DATE / FECHA DE NACIMIENTO	 FORMER NAME / NOMBRE ANTERIOR	 FORMER RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA ANTERIOR	
<u>D012398756</u> AZ DRIVERS LICENSE NUMBER OR AZ NON OPERATING LICENSE NUMBER / NUMERO DE LICENCIA DE CONDUCIR DE AZ O NUMERO DE LICENCIA NO OPERANTE DE AZ		 LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER / ULTIMOS CUATRO DIGITOS DE NUMERO DE SEGURO SOCIAL	
<p>I swear or affirm under penalty of perjury that the above information is correct, that I reside in the precinct, that I am eligible to vote in this election and that I have not previously voted in this election. Juro o afirmo bajo pena de perjurio que la informacion anterior es correcta, que yo resido en el distrito, que soy elegible para votar en esta eleccion y que no he votado previamente en esta eleccion.</p>			
<input checked="" type="checkbox"/> <u>Anne Martinson</u> ELECTOR'S SIGNATURE / FIRMA	<u>8/28/12</u> DATE / FECHA	<u>520-724-6861</u> TELEPHONE NUMBER / NUMERO DE TELEFONO	

INSERT VOTED BALLOT IN THIS ENVELOPE - REMOVE ADHESIVE STRIP - FOLD AT PERFORATIONS AND SEAL
 DC-4-2011

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Glossary of Terms



Glossary of Terms

Accu-Vote: The machine that tabulates or counts regular ballots.

Americans with Disabilities Act (ADA): A piece of legislation enacted into law to avoid discrimination against disabled employees. The legislation reduced barriers to employment for, and gives civil rights protection to, individuals with disabilities.

Audit: The post election activity of balancing polling place results by examining and reconciling the number of valid ballots issued with the number of signatures (electors) in the poll book, the number of voters credited, and the number of ballots cast at each polling place.

Ballot: The document or device on which a voter records their votes.

Ballot Report: The ballot report is prepared in duplicate and is an accounting of ballots received at the Poll Place, the number spoiled, the number of unused ballots to be returned, the number used for voting, the ballots requiring verification, and an explanation of any discrepancies.

Ballot style: A term used to describe the layout of the ballot. Each precinct, depending on the races or measures entered in the County election, will have a distinctive ballot style that reflects where the precinct is located within the county.

Black Ballot Box: The Black Ballot Box serves as the base for the Accu-Vote and the repository for ballots cast.

Challenged ballot: A ballot provided to individuals whose eligibility to vote has been questioned. Once voted, such ballots are not included in the tabulation until the voter's eligibility is confirmed.

Conditional Provisional ballot: A ballot issued to a voter who does not present sufficient ID at the Polling Place pursuant to A.R.S. § 16-579(A), but who is entitled to vote a ballot that is conditioned on subsequently providing sufficient ID.

Damaged ballot: A ballot that has been torn or crumpled or for some other physical reason cannot be fed into the optical scan tabulation equipment.

Demonstrator ballot: A ballot marked "for demonstration use only" on the ballot. These ballots shall be of a different color than any other ballots used in that election.

Early Ballot: The paper ballot, security envelope and return envelope that are mailed to voters who have registered or requested to vote early. If an early voter brings in their early ballot, it is placed in the Blue Ballot Box with the provisional ballots.

Election Board: Another name for poll workers who conduct Election Day activities at polling places.

Electioneering: Any activity designed to influence the election. This activity is not allowed within 75 feet of the polling place entrance on Election Day.

Encoder: The hand-held device used by the **JOP** to encode the voter access card with the proper ballot style for a voter.

Encoder instructions: The form contains the information necessary for the **JOP** to properly encode the voter access card with the correct ballot style for the voter who wishes to vote an electronic ballot.

Exit polling: Occurs when a poll taker questions voters about how they voted as they leave the polling place. This must be outside the 75' limit.

For Accessible Voting Systems: After inserting the voting access card into the voting unit, the voter selects his or her choice by touching the boxes on the screen adjacent to his/her choices or uses a handheld device to select his/her choices. Upon completion of voting the entire ballot, the voter selects "cast ballot" to cast the votes.

For ballot propositions: When the voter has connected the arrow or filled in an oval that corresponds to one position, either affirmative or negative.

For candidate positions: When the voter has connected an arrow or filled in an oval that corresponds to one candidate per elected position, or has written a person's name in the appropriate write-in space and connected the arrow or filled in the oval that corresponds to the write-in candidate position on the ballot.

HAVA (Help America Vote Act): Passed in 2002, the Help America Vote Act was enacted by the federal government in an effort to establish national elections standards. HAVA mandated the following:

- Elimination of punch card and lever machine equipment
- Second chance voting
- Statewide voter registration systems

- Provisional ballots
- Improved accessibility for individuals with disabilities, providing non-visual access for individuals with visual impairments.

HOTLINE (724-8551): The poll worker Help Desk for Election Day questions or problems.

Inactive voter: A voter is made inactive when “Official Election Materials” have been returned as “address undeliverable.” To become active, a voter simply needs to vote. Inactive voters will be cancelled after 2 federal elections.

Information Register: See “Precinct Register.”

Inspector: Is the lead election official at the polling place.

Issued ballot: A ballot that has been issued to a voter and is no longer in the judge’s hands.

JOP (Judge of the Opposite Party): The **JOP** is the opposite party of the **Inspector** and issues ballots to the voters.

JSP (Judge of the Same Party): The **JSP** is the same party as the **Inspector** and has voters sign the Signature Roster.

LCD Screen: Liquid crystal display screen. The LCD displays all of the system messages and prompts on the Accu-Vote.

Numeric keypad: The numeric keypad is an accessory to the Touch Screen. It is attached to the Touch Screen and works in tandem with the audio headphones for persons voting with an audio ballot. The voter listens to the ballot using headphones and registers his or her choices on the numeric keypad.

Officer in charge of elections: An election officer charged with duties relating to the conduct of elections as prescribed in the Arizona Revised Statutes.

Overvote: An overvote occurs when a voter votes on the official ballot for more candidates than the number to be elected for the specific office or when a voter selects the correct number of candidates on the official ballot and also writes in a candidate’s name for the same office.

Poll list: The poll list is a blank form which is filled out by the Poll List Clerk at the precinct polling place during Election Day. The Poll List Clerk enters the names of all persons who vote in the precinct polling

place on a regular ballot in the consecutive order in which those persons sign the Signature Roster. This Poll List Book is red.

Polling places: Publicly accessible buildings (often schools, churches, or community centers) where voters can go to cast their votes within a precinct on Election Day.

Precinct: A geographical subdivision for voting purposes that is established by legislative authority. All voting precincts must be wholly within a single Congressional district, a single Legislative district, a single Supervisor district, and a single Justice of the Peace district.

Precinct Register: The precinct register is a listing of all registered voters within a precinct as of the date of voter registration cut-off. Precinct registers are printed in the number of copies required for a specific election and include the names of all persons qualified as registered electors for such election. An “Inactive voters” list created pursuant to A.R.S. § 16-166 accompanies the precinct register. Previously referred to as Information Register.

Precinct split: Multiple taxing districts (such as fire, water, school) that may occur within one precinct. Each of these special districts within the precinct may have a unique ballot identified by a colored stripe.

Provisional Ballot: A ballot that is cast by a voter whose name does not appear on the signature roster or inactive list and the voter has not moved; the voter has moved within the precinct; the voter has moved to a new precinct within the county and failed to notify the County Recorder of the change of address; the voter was issued an early ballot and did not vote his or her ballot; or the voter has changed his or her name and did not notify the County Recorder of the name change.

Provisional Ballot Poll List/Signature Roster: The Provisional Ballot Poll List/Signature Roster is a form in which the Special Situations Clerk at the precinct polling place enters consecutive “V” numbers in the first column, enters the voter’s name (last name first) of all persons who vote in the precinct polling place on a Provisional or Conditional Provisional ballot. The Special Situations Clerk then has the voter sign their name in the space provided next to their entry.. This book is yellow.

Sample Ballot: A ballot layout that contains the names of candidates and the issues as they would appear on the actual ballot. This layout may be in the form of one large sheet of paper or as a booklet. One sample ballot is sent to each household containing a registered voter at least 11 days before all primary and general elections.

Secrecy Sleeve: A folder or other piece of material used to maintain the secrecy of a voter’s optical scan ballot. The Provisional Secrecy Sleeve is pink and should be issued with Provisional or Conditional Provisional Ballots only.

Security Canister: The security canister resides under the printer housing of the Touch Screen and serves

as the take-up reel for the voter verified paper audit trail. Since the paper trail is considered a record of ballots, the contents are sealed. After an election, the security canisters are kept in a secured storage facility for auditing or recount purposes.

Signature Roster: The signature roster is one of the copies of the precinct register. The signature roster copy of the precinct register differs from other copies of the registers in that it contains a space in which each registered elector who wishes to vote signs his or her name before being issued a ballot. Provisional and conditional provisional voters should not sign this book.

Special Situations Clerks: Two clerks at each polling place will have primary responsibility for managing provisional and conditional provisional ballots.

Spoiled Ballot: A spoiled ballot is caused by voter error. If a voter makes an error on his or her ballot, spoil the ballot and follow the procedures to reissue a new ballot.

Touch Screen: The Touch Screen affords citizens with visual or motor impairments their guaranteed right to cast a vote independently and in private. To facilitate voters with limited vision, the size of the ballot and the touch screen target areas can be enlarged or displayed in high contrast at any time during the voting process. To assist voters who are blind or have limited dexterity, the Touch Screen offers an audio ballot that reads the ballot while the voter registers their choice on a numerical keypad. The Touch Screen also allows the voter to review a printed ballot of their choices before the ballot is cast.

Troubleshooter: A trained person who is assigned to a defined geographic area to assist with troubleshooting issues on Election Day. Troubleshooters are dispatched to polling places as needed by the election office.

Undervote: When a voter skips a race or does not fill in a bubble for a race on the ballot.

Unreadable ballot: An unreadable ballot is a ballot that has been marked by the voter, but which has been marked with a device that the optical scan equipment cannot read, such as red or green ink, or in any other manner that clearly indicates the intent of the voter, but which cannot be read by the optical scan equipment. This includes ballots where a mark has been placed in the timing marks or any other part of the ballot that renders the ballot unreadable.

Unused Ballot: A ballot that has not been issued or voted.

Voter Access Card: A credit-card sized ID card that temporarily stores ballot style information. The card identifies only the precinct and contains no personal information, nor does it record how the person has voted. The voter then uses the voter access card to activate their ballot on the touch screen machine. The card is deactivated, or ineffective, once the encoded ballot has been cast.

Voter Access Card Reader: Located at the top right of the Touch Screen tablet. The voter will insert his or her Voter Access Card into the Voter Access Card Reader in order to access their electronic ballot. Poll workers insert a supervisor card into this slot to follow closing procedures.

Voter verified paper audit trail: The Touch Screen offers a printed summary of a voter's ballot before the ballot is cast. A voter can read the summary and verify their choices, then choose to reject the ballot and make changes, or to accept the choices and cast their ballot. A voter may print their ballot a maximum of two times.

Voting Area: One or more precincts combined pursuant to A.R.S. §§ 16-411(B) and 15-403(E) and reported as a single entity.

Write-In: The ballot contains a space for the voter to write in the candidates name not listed on the ballot.

REMINDERS

Take the following to the receiving station (Inspector & JOP):

- The Official Envelope
- The Provisional and Early Ballot Envelope
- The Unofficial Envelope
- The Blue Ballot Transfer Bag
- Polling Place keys and cell phone

Take the following to the receiving station (JSP & Marshal)

- The Accu-Vote in transport bag
- The Touch Screen in transport bag
- The Signature Roster Notebook(s)

Items that go in the Accu-Vote Transport Bag

- The Accu-Vote

Items that go in the Touch Screen Transport Bag

- Touch Screen tablet
- Pink Zip Lock bag containing the Encoder and cards (place in outer pocket & zip closed)

Items that go in the Official Envelope

- Yellow copies of the poll list pages from the Red Poll List AND the Yellow Provisional Poll List/Signature Roster
- Spoiled Ballots
- White copy of the Challenge List (if any challenges were made)

Items that go in the Provisional and Early Ballot Envelope

- Early Ballots that voters drop off at your polling place
- Provisional Ballots
- Conditional Provisional Ballots

Items that go in the Unofficial Envelope (double check items in bag BEFORE you seal it)

- The 1st copy of the Accu-Vote Final Results Tape with Zero Tape attached
- The 2nd copy of the Touch Screen Final Results Tape
- White copy of the completed Ballot Report
- The "R" Envelope containing the Precinct Registers
- The Red Poll List
- The Yellow Provisional Poll List/Signature Roster
- The yellow copy of the Challenge List (if any challenges were made)
- Seal Log and Payroll (if these were not picked up by the Troubleshooter)
- Blue and pink copies of the Red Poll List (if not picked up by the political party representatives)
- All signed Closing Duty Cards

Items that go in the Blue Ballot Transfer Bag

- Voted Ballots with no Write-In votes on them
- Write-In Envelope (Ballots with Write-In votes on them)
- Yellow copy of the completed Ballot Report
- 2nd copy of the Final Results Tape from Accu-Vote
- Touch Screen Canister

Items that go in the Steel Cage

- Unused ballots
- Touch Screen base
- Touch Screen Printer Bag
- Touch Screen Zip Lock Bag with keypad, headset, power cords and other accessories
- Inspector's Notebook