



Judges

HANDBOOK

General



September 2020 Edition

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Standards of Conduct

On Election Day, the poll workers are official representatives of Pima County and should conduct themselves in a professional manner. They should be 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 keep food or beverages on the election work tables. These items should be on a separate table or on the floor. A spilled drink (even water) can ruin a stack of ballots, or other election paperwork.
- 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 election work tables.
- Poll workers may read personal materials. Special care should be exercised to ensure that reading materials could in no way be construed as political or partisan in nature; this includes newspapers.
- Although it is a long work day, please minimize conversation as it distracts voters and other poll workers. At no time during the day should politics or items on the ballot be discussed by poll workers.
- Cellular phones are not to be used for personal purposes within the polling location. They may be used to conduct official election business with Pima County Elections staff or the Pima County Recorder's Office. Poll workers may not use electronic devices such as radios, televisions, tablets, or laptops in the polling place unless it is issued to them by Pima County Elections Department.

Dress and Presentation

On Election Day, poll workers should dress and act professionally to reflect the importance of the election and to assure the voters' trust. Poll workers 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, jeans, collared shirts or blouses, with 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-offs 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 and Responsibilities

Poll workers serve important roles in administering one of our fundamental democratic freedoms, the right to vote. As with any organizational structure there must be clear lines of responsibility and authority. To qualify as a poll worker you must be registered to vote in Pima County (A.R.S. § 16-531). Inspectors, Judges and Marshals must be registered to vote as either a Republican or a Democrat.

In the polling place there are 7 primary roles: Inspector, Judge of the Opposite Party (of the Inspector), Judge of the Same Party (of the Inspector), Marshal, ID Clerk, Poll List Clerk and Special Situations Clerk. Together these poll workers are referred to as the Election Board for their polling place. The Election Board members are required to attend training prior to each election (A.R.S. § 16-532), to know the basic duties of their positions and will follow the directions and guidance given by the Inspector who is in overall charge of each polling location.

No poll worker should, at any time, make up policies for problem situations (including the Inspector). If a question arises that has not been covered in training or in any manual, the Inspector should call the Election HOTLINE (724-8551) and ask for guidance.

Working Hours

In addition to the training classes, the polling place should be set up the night prior to the election (with the exception of everything in the steel cage) if at all possible. When setting up the night before is not possible, make sure your set up is complete when the polls open.

On Election Day, all Board Members are to report to their assigned polling place no later than 5:00 AM. THE POLLS WILL OPEN PROMPTLY AT 6:00 AM WITHOUT EXCEPTION.

During Election Day, do not leave your work station as long as the polls are open unless you are relieved by the Inspector, who will schedule meal and work breaks around the amount of voters who come to your location. Although the polls close at 7:00 PM, the work day continues until all the closing procedures are complete and you have been released by your Inspector.

If you have an unexpected emergency that will prevent you from working the polls on Election Day, please notify the Elections Department at 724-6830 (prior to the election) or 724-8551 (on the day of the election), as soon as possible so a replacement can be assigned. Please contact your Inspector as well so they are kept informed and can make adjustments if necessary.

Assisting Voters

Regular: Voters asking for assistance from poll workers requires two poll workers of different political parties.

Disabled: The key to providing quality services to voters with disabilities is to remember that all voters are individuals and should be treated with the same respect as you would ask for yourself. In most cases, the best way to learn how to accommodate voters with disabilities is to ask them directly what they require from you. 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 but remember that it takes two poll workers of different parties to help when requested.
- Speak directly to the person who has the 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 first 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 animal.

Language: Pima County Elections has taken a number of steps to ensure that all 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 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, Exit Polling, Watchers and Media

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, a ballot question, or a political party which appears on the ballot in that election.

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 or anyone 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.”**

Poll workers are authorized to remove signs advocating passage or defeat of a measure or candidate on the ballot if they are posted inside the 75 foot limit on Election Day. Additionally, election/campaign signs in or on cars are not allowed within the 75 feet of the polling place.

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.

Exit Polling/Petition Circulators occurs when poll takers question voters about how they voted as they leave the polling place or ask you to sign a petition. No one is obligated to answer the questions of an exit poller or sign a petition. The exit pollers might be media representatives, representatives of political parties, or campaign workers. Exit polling must be conducted outside of the 75 foot limit and they 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 the Inspectors at that facility.

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 and after voting hours. They may also observe the opening and closing process but 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. They cannot electioneer within 75 feet of a polling place entrance or exit. They also are not able to remove any items from the poll worker's tables, approach any voting booths or use a cellular phone in the polling place.

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

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

Prior to Election Day

Board Instruction Class: All poll workers **MUST** attend a board instruction class prior to Election Day (A.R.S. § 16-532). If you have been a poll worker in the past, bring your manual with you to class. If a new manual has been created, exchange it at the class so you have the most current edition. **Be sure to bring your manual with you on Election Day for use as a reference.**

Make sure that the Pima County Elections Department has your current contact information. Your Inspector will contact you prior to the election. If you have not heard from your Inspector by the Sunday prior to the election use the contact phone number printed on your letter and call them. Make sure you ask them about what conveniences are available for your use (refrigerator, microwave, coffee pot, etc...) so you can plan ahead for Election Day.

It is important that all poll workers know the location of the polling place in advance 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 the signs for maximum visibility and voter safety on Election Day.

Monday Night Set-Up Meeting: We ask our Inspectors to hold a Monday night set-up meeting if at all possible. This is an opportunity to complete the supply inventory, set up the voting booths and signs, prepare items for the election, review the duties of the board members and get the chance to meet the people you will be working with during Election Day. Participation is not mandatory on Monday night but it is highly recommended.

Prepare to Open the Polls: If poll workers are unable to enter the polling place because the janitor/custodian has failed to arrive, or the key does not fit/work, or if the Inspector does not arrive by 5:10 AM, any other poll worker must call the HOTLINE (724-8551) immediately. If necessary, drive to the nearest phone.

If your station is not ready, complete setting it up before asking the Inspector how you can help. If your station has already been set up the night before, take your instructions from the Inspector to finish getting the polls ready for voters.

The Marshal will administer the Oath of Officers of Election to the Inspector. This is found on the back cover of the Red Poll List. The Inspector will then have all board members take the oath; everyone needs to print their names and sign the document. The Inspector or someone by their direction will hand out name tags. Make sure your name and position are clearly stated for the voters to see.

The Inspector will oversee the marking of the 75 foot limit, posting of the required signs, and sample ballots by the Marshal and **direct the Marshal to open the polls at exactly 6:00 AM.**

Voting Procedures

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

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 and for a form of acceptable ID.

At this point 5 situations may occur:

1. The ID Clerk locates the elector's name in the Precinct (Information) Register and the voter presents acceptable identification that matches the information in the Precinct Register. The ID Clerk checks the appropriate box on the Voter ID Slip and directs the voter to the Signature Roster Judge (Judge of the Same Party or JSP).
2. The ID Clerk locates the elector's name in the Precinct Register and finds that the voter is marked as having been sent an **Early Ballot**. The ID Clerk checks the appropriate box on the Voter ID Slip, issues the slip to the voter, and directs them to the Special Situations table.
3. The voter's name is found in the Precinct Register – but the information in the register does not match the information on the identification presented by the voter. The ID Clerk checks the appropriate box, issues the slip to the voter and directs them to the Special Situations table.
4. The voter's name is found in the Precinct Register but the voter does not present acceptable identification. The ID Clerk checks the

**GENERAL
VOTER ID SLIP**

REGISTER No. _____ ID CLERK _____
INITIALS

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 Situations table.

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

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

Voter not on precinct register. Voter directed to iPad Table. Using "Find My Polling Place" application, Clerk searches for correct polling place. If voter is in the correct polling place, direct to Special Situations Table. If voter is in incorrect polling place, write the correct polling place on the back of this slip and give it to voter. If voter cannot be found on the application, call the Recorder's Office at 724-4330.

_____ BALLLOT STRIPE COLOR _____ SIG. JUDGE INITIALS _____

Pollworker – Place completed slips in the Unofficial Envelope after the polls close.

REV DATE: 4-2020

appropriate box on the Voter ID Slip, issues the slip to the voter, and directs them to the Special Situations table.

- The voter's name is not found in the Precinct Register. The ID Clerk checks the appropriate box on the slip, issues the slip to the voter, and directs them to the iPad Clerk's table.

Regular Ballot: The ID Clerk locates the voter's name in the register and the ID reasonably matches the register information. The ID Clerk enters on the Voter ID Slip the voter's register number from the precinct register, checks the appropriate (top) box on the Voter ID Slip, places their initials on the line next to the register number, issues the slip to the voter and directs the voter to the Signature Roster Judge (Judge of the Same Party or 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 signature line with a small "x." The voter signs the roster in the space provided next to his or her name. The voter may sign "upside down" from the JSP's point of view unless the signature line contains an affirmation statement. If it does, the JSP will turn the Signature Roster around so that the voter can attest to the statement on the signature line.

Reg #	PARTY NAME RESIDENTIAL ADDRESS MAILING ADDRESS	VOTER ID	STRIPE	STATUS	SIGNATURE
1	REP ADAMS, KEVIN E 909 N 2ND AVE	2048821		NON	I swear/affirm the address listed is correct and where I reside.
2	DEM ADKINS, LUIS D 213 W 10TH ST	2132611		NON	
3	PND ALLEN, JOHN D 121 N MCKINLEY AVE PO BOX 133	1801672		NON	
4	GRN BEATRIZ, DAVID ROBERT 841 S 7TH ST	2017760		NON	
5	LIB BUCKLEY, DONALD BYRON 321 E OCOTILLO DR	1050173		NON	<i>E</i>

The JSP completes the Voter ID Slip with the style (color stripe) of ballot to be issued, the JSP will enter the party information next, then will write their initials in the proper place before passing the slip to the Ballot Issuing Judge (Judge of the Opposite Party or JOP).

The JOP reviews the information on the Voter ID Slip to issue the correct ballot to the voter. The JOP gives the proper ballot and secrecy sleeve to the voter (use of the secrecy sleeve is the voter’s option but it should always be offered). The JOP explains to the voter where their completed ballot should be placed (Metal Ballot Box) and directs them to an empty secrecy booth. NOTE: Issuing a ballot before a secrecy booth is available could contribute to missing ballots if impatient voters walk out undetected.

The JOP passes the Voter ID Slip to the Poll List Clerk to place the information from the slip into the Red Poll List.

The Poll List Clerk looks up the voter’s information in the Precinct Register and accurately copies the voter’s register number and name (last name, first name and middle initial) on the next available line of the Red Poll List. Each entry should be numbered consecutively.

(IA)	1	NONE	ADAMS, KEVIN E	909 N 2ND AVE
	2	NONE	ADKINS, LUIS D	213 W 10TH ST
	3	NONE	ALLEN, JOHN D	121 N MCKINLEY AVE
	4	NONE	BEATRIZ, DAVID ROBERT	PO BOX 133 841 S 7TH ST
(E)	5	NONE	BUCKLEY, DONALD BYRON	321 E OCOTILLO DR
	6	NONE	CARSON, BRYAN K	3434 E 22ND ST PO BOX 2115
	7	NONE	DOLE, JANE	5461 N ROSEMONT BLVD

Voting Order No./Register No./Name of Voter					
Voting Order No.	Register No.	Name of Voter (As printed in Register)	Voting Order No.	Register No.	Name of Voter (As printed in Register)
01			26		
02			27		
03			28		
04			29		

The poll list automatically records the information on 4 pages. Insert the cardboard backing behind the last copy 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 four copies.

The election official monitoring the Metal Ballot Box should collect the secrecy sleeves from the voter prior to handing them an “I Voted” sticker.

Voter is Marked Early: If the voter has brought a voted Early Ballot to the polling place, the Special Situations Clerk will make sure that the voter has completed and signed the Early Ballot Affidavit Envelope, has sealed their completed ballot in the envelope and have the envelope placed into the Blue Ballot Box (by the voter or the clerk).

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, seal the ballot inside, and place it in the Blue 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 the voter is not listed in your Precinct Register, a call MUST be made to the Recorder’s Office to ensure voter is in the correct polling place.

The ID Clerk locates the elector’s name in the Precinct Register; the ID reasonably matches the register information, but finds that the voter is marked as having been sent an **Early Ballot**. The ID Clerk enters on the Voter ID Slip the voter’s register number from the Precinct Register, checks

the appropriate (second) box on the Voter ID Slip, places their initials on the line next to the register number, issues the slip to the voter and directs the voter to the Special Situations table.

The Special Situations Clerk will locate the voter's information in their Precinct Register, complete and SIGN the top portion of the Provisional Ballot Envelope in **RED** ink marking the appropriate boxes on the form to match the information in the register. The voter completes and SIGNS the bottom portion of the form in **RED** ink.

101045001

-- 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 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: _____ DATE: _____ (WHERE THE BALLOT WAS VOTED)	INITIALS		
<p>COLOR STRIPE ISSUED</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p style="text-align: center;">PARTY (PRIMARY/PPE USE ONLY)</p> <p><input type="checkbox"/> BLU/DEM <input type="checkbox"/> SAL/REP</p> <p><input type="checkbox"/> YEL/LBT <input type="checkbox"/> GRN/GRN</p> <p><input type="checkbox"/> _____</p> </td> <td style="width: 50%; border: none;"> <p style="text-align: center;">STRIPE</p> <p><input type="checkbox"/> BLACK <input type="checkbox"/> ORANGE</p> <p><input type="checkbox"/> BROWN <input type="checkbox"/> PURPLE</p> <p><input type="checkbox"/> GOLD <input type="checkbox"/> RED</p> <p><input type="checkbox"/> NONE <input type="checkbox"/> _____</p> </td> </tr> </table>	<p style="text-align: center;">PARTY (PRIMARY/PPE USE ONLY)</p> <p><input type="checkbox"/> BLU/DEM <input type="checkbox"/> SAL/REP</p> <p><input type="checkbox"/> YEL/LBT <input type="checkbox"/> GRN/GRN</p> <p><input type="checkbox"/> _____</p>	<p style="text-align: center;">STRIPE</p> <p><input type="checkbox"/> BLACK <input type="checkbox"/> ORANGE</p> <p><input type="checkbox"/> BROWN <input type="checkbox"/> PURPLE</p> <p><input type="checkbox"/> GOLD <input type="checkbox"/> RED</p> <p><input type="checkbox"/> NONE <input type="checkbox"/> _____</p>	
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ELECTION OFFICIAL'S SIGNATURE			

<p>TO BE COMPLETED BY VOTER DEBE LLENARSE POR EL VOTANTE</p> <p style="text-align: center;">PLEASE PRINT LEGIBLY IMPRIMA POR FAVOR LEGIBLE</p>	OFFICE USE ONLY																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;">LAST NAME / APELLIDO</td> <td style="width: 25%; border: none;">FIRST NAME / NOMBRE</td> <td style="width: 25%; border: none;">MIDDLE / SEGUNDO NOMBRE</td> <td style="width: 25%; border: none;">SUFFIX / SUFJO</td> </tr> <tr> <td style="border: none;">RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA</td> <td style="border: none;">APT./SP.NO. NUM. DE APTO.</td> <td style="border: none;">CITY CIUDAD</td> <td style="border: none;">ZIP CODE ZONA POSTAL</td> </tr> <tr> <td style="border: none;">MAILING ADDRESS / DIRECCION DE CORREO</td> <td style="border: none;">APT./SP.NO. NUM. DE APTO.</td> <td style="border: none;">CITY CIUDAD</td> <td style="border: none;">ZIP CODE ZONA POSTAL</td> </tr> <tr> <td style="border: none;">BIRTH DATE FECHA DE NACIMIENTO</td> <td style="border: none;">FORMER NAME NOMBRE ANTERIOR</td> <td colspan="2" style="border: none;">FORMER RESIDENCE ADDRESS DOMICILIO DE RESIDENCIA ANTERIOR</td> </tr> <tr> <td colspan="2" style="border: none;">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</td> <td colspan="2" style="border: none;">LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER ULTIMOS CUATRO DIGITOS DE NUMERO DE SEGURO SOCIAL</td> </tr> </table> <p style="font-size: x-small; margin: 5px 0;">I swear or affirm under penalty of perjury that the above information is correct, that I have resided in the precinct and/or district at least 29 days before the election, that I am eligible to vote in this election and that I have not previously voted in this election. I know that my provisional ballot will only be counted if I have voted in the correct precinct, which is based on where I currently live. <u>Understand that voting in the wrong precinct means that my ballot will not be counted.</u> Juro o afirmo bajo pena de perjurio que la anterior información es correcta, que he residido en el precinto y/o distrito al menos 29 días antes de la elección, que estoy habilitado para votar en esta elección y que no he votado previamente en esta elección. Sé que mi balota provisional será solamente contada si he votado en el precinto correcto, el cual está basado en donde vivo actualmente. <u>Comprendo que votar en el precinto equivocado significa que mi balota no será contada.</u></p>	LAST NAME / APELLIDO	FIRST NAME / NOMBRE	MIDDLE / SEGUNDO NOMBRE	SUFFIX / SUFJO	RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA	APT./SP.NO. NUM. DE APTO.	CITY CIUDAD	ZIP CODE ZONA POSTAL	MAILING ADDRESS / DIRECCION DE CORREO	APT./SP.NO. NUM. DE APTO.	CITY CIUDAD	ZIP CODE ZONA POSTAL	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		
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INSERT VOTED BALLOT IN THIS ENVELOPE - REMOVE ADHESIVE STRIP - FOLD AT PERFORATIONS AND SEAL
QC-5-2018

empty secrecy booth and instructs the voter to bring the items back to the Special Situations table when they have finished voting.

When the voter has completed voting, he or she seals the ballot in the Provisional Ballot Envelope (remind the voter to complete this step prior to returning to the table). The Special Situations Clerk removes the numbered receipt and hands it to the voter. The clerk or the voter can then deposit the Provisional Ballot Envelope in the Blue Ballot Box (if the clerk deposits the envelope, do it in front of the voter).

Acceptable ID, Name/Address does not match register: The ID Clerk locates the elector's name in the Precinct Register but the ID does not reasonably match the register information. The ID Clerk enters on the Voter ID Slip the voter's register number from the Precinct Register, checks the appropriate (third) box on the Voter ID Slip, places their initials on the line next to the register number, issues the slip to the voter and directs the voter to the Special Situations table. The Special Situations Clerk will perform the same Provisional Ballot Envelope procedures as listed for a voter with an Early Ballot as stated above.

Voter DOES NOT have acceptable ID: The ID Clerk locates the elector's name in the Precinct Register; the voter has insufficient or NO acceptable ID. The ID Clerk enters on the Voter ID Slip the voter's register number from the Precinct Register, checks the appropriate (fourth) box on the Voter ID Slip, places their initials on the line next to the register number, issues the slip to the voter and directs the voter to the Special Situations table.

The Special Situations Clerk will locate the voter's information in their precinct register, complete and SIGN the top portion of the Conditional Provisional Ballot Envelope in **RED** ink marking the appropriate boxes on the form to match the information in the register. The voter completes and SIGNS the bottom portion of the form in **RED** ink (but may use their own pen if they so choose).

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) 724-4330 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) 724-4330 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 ◀◀◀◀

500683000

- 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: _____ DATE: _____
(WHERE THE BALLOT WAS VOTED)

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

OFFICE USE ONLY

<input type="checkbox"/> EARLY MAIL BALLOT VOTED		
LAST NAME / APELLIDO	FIRST NAME / NOMBRE	MIDDLE / SEGUNDO NOMBRE
RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA		
APT./SP./NO. / NUM. DE APTO.	CITY / CIUDAD	ZIP CODE / ZONA POSTAL
MAILING ADDRESS / DIRRECCION DE CORREO		
APT./SP./NO. / NUM. DE APTO.	CITY / CIUDAD	ZIP CODE / ZONA POSTAL
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
<p><small>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.</small></p>		
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
QC-4-2013

The Special Situations Clerk prints the voter's name in the Provisional Ballot Poll List/Signature Roster using the next available "V" number. The Special Situations Clerk gives the voter the completed Conditional Provisional Ballot Envelope, a pink Provisional Ballot Secrecy Sleeve (voter's option), the correct ballot as listed in the Precinct Register, directs the voter to an empty secrecy booth and instructs the voter to bring the items back to the Special Situations table when they have finished voting.

When the voter has completed voting, he or she seals the ballot in the Conditional Provisional Ballot Envelope (remind the voter to complete this step prior to returning to the table). The Special Situations Clerk removes the numbered receipt and hands it to the voter along with a copy of the yellow official Recorder's Office Location sheet (these lists can be found in the "R" envelope located in the steel cage). The clerk or the voter can then deposit the Conditional Provisional Ballot Envelope in the Blue Ballot Box.

Voter is not found on Precinct Register: The voter shows acceptable ID but the ID Clerk cannot locate the elector's name in the Precinct Register. The ID Clerk enters nothing on the Voter ID Slip for the voter's register number but checks the appropriate (fifth) box on the Voter ID Slip, places their initials on the line next to the register number, issues the slip to the voter and directs the voter to the iPad Clerk's table.

The iPad Clerk checks the "Find My Polling Place" app on the iPad and/or calls the Recorder's hotline (724-4330) to determine the voter's correct polling location. If the voter is NOT in the correct polling place, the iPad will show, or the Recorder's Office will give, the voter the address of their correct polling location. If the voter insists on voting in the incorrect polling location, have the voter sign the Wrong Precinct Register. If the voter is in the correct polling location, the Special Situations Clerk needs to get the voter's ballot information from the Recorder's Office and will perform the same Provisional Ballot Envelope procedures as listed for a voter with an Early Ballot as stated above.

Spoiled Ballot Procedure

If a voter makes a mistake on their ballot, the ballot is spoiled and returned to the person who issued the ballot (regular ballot – JOP; provisional ballot – Special Situations Clerk) 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 also be entered in **RED** ink above the voter's name in whichever poll list their information was recorded (Red Poll

List for regular ballot; Provisional Ballot Poll List/Signature Roster for provisional ballot).

Disabled Voters/Curbside Voting Procedure

All polling locations must be accessible to those with disabilities 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 may require it. If a voter is unable to enter the polling place, poll workers will assist the person to vote outside the polling place using the curbside voting procedure.

Once poll workers have been notified that a voter requires curbside voting, the Marshal will go out to the voter and request acceptable ID. The Marshal will take the ID to the JSP to complete the top portion of the Disabled Voter Signature Affidavit from the information in the Signature Roster.

DISABLED VOTER SIGNATURE AFFIDAVIT		
STATE OF ARIZONA	}	ss.
COUNTY OF PIMA		

		VOTING AREA

		REGISTER NUMBER
_____	_____	_____
NAME	BALLOT COLOR	VR #
_____	_____	_____
ADDRESS	PARTY	REG. DATE

When the form has been completed, the JSP will complete a Voter ID Slip and pass it to the JOP. The Marshal will pick up the correct ballot (as listed on the form) and a secrecy sleeve from the JOP, then take the form and ballot to the voter with another poll worker not of the same party as the Marshal. The Marshal will have the voter sign the form and witness the document as the poll worker.

I do hereby swear or affirm that I am the person listed above and that I reside at the address listed above.

SIGNATURE OF QUALIFIED ELECTOR

Subscribed and sworn to before me this _____ day of _____, 20____

SIGNATURE OF POLLWORKER

PLT# 6728

The Marshal will hand the voter back their ID and issue the voter their ballot. The Marshal and second poll worker will remain in view of the voter but in such a manner as to not be able to see how the voter casts their ballot. The voter places their completed ballot into the secrecy sleeve and the Marshal and secondary poll worker will bring the completed Disabled Voter Signature Affidavit and ballot back into the polling place. The Marshal and secondary poll worker will place the ballot into the Metal Ballot Box in the presence of the Inspector, and then give the affidavit to the JSP. The JSP locates the voter's name in the Signature Roster and then prints the voter's name in **RED** ink in their signature block, followed by the words, "Affidavit Affixed." The JSP then tapes the affidavit to the back page of the Signature Roster.

The Poll List Clerk will receive the Voter ID Slip from the JOP, look up the voter's name in the Precinct Register, and enter the usual voter information into the Red Poll List in black ink. If you believe you have a special circumstance or problem, the Inspector should call the Election's HOTLINE (724-8551).

Policies/Procedures Not Listed in Manual

Any questions regarding an election policy or procedure that is not listed in this manual, please call the Elections Hotline number listed on the back cover of this manual.

Signature Roster Judge (Judge of the Same Party/JSP) Duties

Expect at a minimum prior to the polls opening that you will help set-up the polling place by arranging tables, chairs, and set up the secrecy booths. You MUST also update the Signature Roster and all Precinct Registers with the help of the iPad Clerk before the polls open. They will read the list of names from the Early Ballot Addendum application to you; place an “E” in the signature lines of each voter on that list and an “(E)” in front of each name in the registers. The same will be done with the FEDAddendum where you will need to cross off the FED listing for those voters in the stripe status column of the Signature Roster. These voters will receive a regular ballot, not a FED Only ballot. This will not have to be done on the registers.

After the polls close, you can expect to return the polling place to the condition in which it was originally found after breaking down all the election equipment and will be assigned a closing duty to complete as well. Follow the directions given by the Inspector at all times.

You will need several items for your work station:

- Signature Roster
- Black pen
- Red pen
- Signature Guide

You will receive the Voter ID Slip from either the voter or the ID Clerk.

GENERAL
VOTER ID SLIP

REGISTER No. 4 ID CLERK INITIALS IDC

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

Voter marked with an EARLY BALLOT in Register/Roster. Voter directed to the Special Situations table.

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

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

Voter not on precinct register. Voter directed to iPad Table. Using "Find My Polling Place" application, Clerk searches for correct polling place. If voter is in the correct polling place, direct to Special Situations Table. If voter is in incorrect polling place, write the correct polling place on the back of this slip and give it to voter. If voter cannot be found on the application, call the Recorder's Office at 724-4330.

BALLOT STRIPE COLOR _____ SIG. JUDGE INITIALS _____

Pollworker – Place completed slips in the Unofficial Envelope after the polls close. 802-2015-4-002

If any of the bottom four boxes are checked on the Voter ID Slip, direct the voter to the Special Situations table to vote a Provisional Ballot.

**GENERAL
VOTER ID SLIP**

REGISTER No. _____ ID CLERK _____
INITIALS

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 Situations table.

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

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

Voter not on precinct register. Voter directed to iPad Table. Using "Find My Polling Place" application, Clerk searches for correct polling place. If voter is in the correct polling place, direct to Special Situations Table. If voter is in incorrect polling place, write the correct polling place on the back of this slip and give it to voter. If voter cannot be found on the application, call the Recorder's Office at 724-4330.

_____ BALLOT STRIPE COLOR _____ SIG. JUDGE INITIALS _____

Pollworker – Place completed slips in the Unofficial Envelope after the polls close.

REV DATE: 4/2020

Using the register number listed on the Voter ID Slip, find the voter's information in the Signature Roster.

GENERAL ELECTION EXAMPLE			XXX	'A'
Reg #	PARTY NAME RESIDENTIAL ADDRESS MAILING ADDRESS	VOTER ID	STRIPE	SIGNATURE
1	REP ADAMS, KEVIN E 909 N 2ND AVE	2048821	NON IA	
2	DEM ADKINS, LUIS D 213 W 10TH ST	2132811	NON	I swear/affirm the address listed is correct and where I reside.
3	PND ALLEN, JOHN D 121 N MCKINLEY AVE PO BOX 133	1801872	NON	
4	GRN BEATRIZ, DAVID ROBERT 841 S 7TH ST	2017780	NON	
5	LIB BUCKLEY, DONALD BYRON 321 E OCOTILLO DR	1050173	NON	E
6	IND CARSON, BRYAN K 3434 E 22 ND ST PO BOX 2115	0000006	NON	
7	PND DOLE, JANE 5461 N ROSEMONT BLVD	1958760	NON	
8	IND DOLE, JOHN 5461 N ROSEMONT BLVD	0024952	NON	

**GENERAL
VOTER ID SLIP**

REGISTER No. 4 ID CLERK IDC
INITIALS

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 Situations table.

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

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

Voter not on precinct register. Voter directed to iPad Table. Using "Find My Polling Place" application, Clerk searches for correct polling place. If voter is in the correct polling place, direct to Special Situations Table. If voter is in incorrect polling place, write the correct polling place on the back of this slip and give it to voter. If voter cannot be found on the application, call the Recorder's Office at 724-4330.

_____ BALLOT STRIPE COLOR _____ SIG. JUDGE INITIALS _____

Pollworker – Place completed slips in the Unofficial Envelope after the polls close.

REV DATE: 4/2020

Place a small “X” on the signature line next to the voter’s name and have the voter sign the Signature Roster. The voter can sign “upside down” from the JSP’s point of view if it makes it easier for the voter and JSP.

141 N WINDMILL LANE PO BOX 133			
GRN 2017760 BEATRIZ, DAVID ROBERT 841 S 7TH ST	4	NON	<i>x David Beatriz</i>
LIB 1050173		NON	

If the signature line contains the affirmation statement, “I swear/affirm the address listed is correct and where I reside” the voter **MUST** sign right-side up so they can read and attest to the statement in their signature block.

<i>x David Beatriz</i>	I swear/affirm the address listed is correct and where I reside.
------------------------	--

If there is an “E” printed or written in the signature line of a voter, mark the second box on the Voter ID Slip and direct the voter to the Special Situations table.

<i>E</i>	<p>GENERAL VOTER ID SLIP</p> <p>REGISTER No. <u>5</u> ID CLERK <u>IDC</u> INITIALS</p> <p><input checked="" type="checkbox"/> Voter presented acceptable ID with name and address of voter matching the precinct register.</p> <p><input checked="" type="checkbox"/> Voter marked with an E/EARLY BALLOT in Register/Roster. Voter directed to the Special Situations table.</p> <p><input type="checkbox"/> Voter presented acceptable ID with name and/or address of voter NOT matching precinct register. Voter directed to the Special Situations Table to vote a Provisional Ballot.</p> <p><input type="checkbox"/> Voter DID NOT present acceptable ID. Voter directed to the Special Situations Table to vote a Conditional Provisional Ballot.</p> <p><input type="checkbox"/> Voter not on precinct register. Voter directed to iPad Table. Using “Find My Polling Place” application, Clerk searches for correct polling place. If voter is in the correct polling place, direct to Special Situations Table. If voter is in incorrect polling place, write the correct polling place on the back of this slip and give it to voter. If voter cannot be found on the application, call the Recorder’s Office at 724-4330.</p> <p>BALLOT STRIPE COLOR _____ SIG. JUDGE INITIALS _____</p> <p>Pollworker – Place <u>completed</u> slips in the Unofficial Envelope after the polls close. REV DATE: 4-2020</p>
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Using the information in the Signature Roster, complete the Voter ID Slip by listing the correct ballot stripe color (more than one color may be listed) and initial the slip before passing it to the Ballot Issuing Judge (JOP).

121 N BOWEN ST PO BOX 133			
GRN 2017760		NON	
4 BEATRIZ, DAVID ROBERT 841 S 7TH ST			
LIB 1050173		NON	

GENERAL VOTER ID SLIP	
REGISTER No. <u>4</u>	ID CLERK <u>IDC</u> INITIALS
<input checked="" type="checkbox"/>	Voter presented acceptable ID with name and address of voter matching the precinct register.
<input type="checkbox"/>	Voter marked with an EARLY BALLOT in RegisterRoster. Voter directed to the Special Situations table.
<input type="checkbox"/>	Voter presented acceptable ID with name and/or address of voter NOT matching precinct register. Voter directed to the Special Situations Table to vote a Provisional Ballot.
<input type="checkbox"/>	Voter DID NOT present acceptable ID. Voter directed to the Special Situations Table to vote a Conditional Provisional Ballot.
<input type="checkbox"/>	Voter not on precinct register. Voter directed to iPad Table. Using "Find My Polling Place" application, Clerk searches for correct polling place. If voter is in the correct polling place, direct to Special Situations Table. If voter is in incorrect polling place, write the correct polling place on the back of this slip and give it to voter. If voter cannot be found on the application, call the Recorder's Office at 724-4330.
<u>None</u>	<u>JSP</u>
BALLOT STRIPE COLOR	JUDGE INITIALS
Pollworker - Place completed slips in the Unofficial Envelope after the polls close.	

Curbside Voting

If a voter cannot enter the polling place for whatever reason and requires curbside assistance, the Marshal will attend to the voter and bring in their information in the form of acceptable ID. Use the ID to locate the voter's information in the Signature Roster. The Marshal will also hand you a copy of the Disabled Voter Signature Affidavit. Once the voter's information has been located, complete the top portion to the affidavit by filling in the voting area, register number, name, ballot color, voter registration number address, and party information (you will not have to complete the registration date as it is not provided in the Signature Roster).

IND 0024952		NON	
8 DOLE, JOHN 5461 N ROSEMONT BLVD			
DEM 0000247		NON	<u>E</u>
9 FEL, KIIMAS 6550 S COUNTRY CLUB RD			
REP 1425637		NON	
10 GRANT, JACK 2651 W 32ND AVE			

DISABLED VOTER SIGNATURE AFFIDAVIT	
STATE OF ARIZONA } ss.	<u>000</u> VOTING AREA
COUNTY OF PIMA }	<u>10</u> REGISTER NUMBER
<u>Jack Grant</u> NAME	<u>None</u> BALLOT COLOR
<u>2651 W 32nd Ave</u> ADDRESS	<u>1425637</u> VR #
<u>Republican</u> PARTY	 REG. DATE

After the top portion of the Disabled Voter Signature Affidavit has been completed, fill out a Voter ID Slip and pass it to the JOP so the correct ballot can be issued for the voter and the Poll List Clerk can properly log the voter in the Red Poll List.

After the voter has completed their ballot, the Marshal will return with the now signed Disabled Voter Signature Affidavit. Locate the voter's entry in the Signature Roster. In the signature block of their entry, print the voter's full name in **RED** ink, followed by the words, "Affidavit Affixed." Tape the completed Disabled Voter Signature Affidavit to the back page of the Signature Roster.

**GENERAL
VOTER ID SLIP**

REGISTER No. 10 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 Situations table.

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

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

Voter not on precinct register. Voter directed to iPad Table. Using "Find My Polling Place" application, Clerk searches for correct polling place. If voter is in the correct polling place, direct to Special Situations Table. If voter is in incorrect polling place, write the correct polling place on the back of this slip and give it to voter. If voter cannot be found on the application, call the Recorder's Office at 724-4330.

None JSP
BALLOT STRIPE COLOR SIGN JUDGE INITIALS

Pollworker – Place **completed** slips in the Unofficial Envelope after the polls close. REV DATE: 4-2020

6550 S COUNTRY CLUB RD			
10	REP 1425637 GRANT, JACK 2651 W 32ND AVE		NON
	PND 0005412		NON

Jack Grant Affidavit Affixed

Ballot Issuing Judge (Judge of the Opposite Party/JOP) Duties

Expect at a minimum prior to the polls opening that you will help set-up the polling place by arranging tables and chairs, set up the secrecy booths and assist in completing the inventory of supplies. You **MUST** sign the seal log for the Metal Ballot Box. After the polls close, you can expect to return the polling place to the condition in which it was originally found after breaking down all the election equipment and will be assigned a closing duty to complete as well. In most cases you will accompany the Inspector, with the items that must be taken, to the Receiving Center. Follow the directions given by the Inspector at all times.

You will need several items for your work station:

- Ballots
- ExpressVote Activation cards
- Secrecy sleeves
- Black pen
- Red pen
- Visual Aid (Fresnel lens/ sheet magnifier)

Prior to the polls opening and at the direction of the Inspector, assist in the inventory of the ballots making sure the quantity of packs, voting area and ballot styles are correct for your polling place and match the information on the Ballot Report. If the number of packs, voting area or ballot styles do not match the Ballot Report, call the HOTLINE (724-8551) immediately.

Open only one package of each type of ballot at a time. Keep all other ballots wrapped and off the table; you should have only a small number of ballots (25) for distribution at one time. Keep the ballots out of the reach of voters.

Ballot Information

Color Stripe
DENOTES DIFFERENCES WITHIN PRECINCT

007000

OFFICIAL BALLOT
BOLETA OFICIAL

PRECINCT / DISTRITO ELECTORAL 000
GENERAL ELECTION
NOVEMBER 3, 2020
PIMA COUNTY, STATE OF ARIZONA
ELECCION GENERAL
3 DE NOVIEMBRE DE 2020
CONDADO DE PIMA, ESTADO DE ARIZONA

INSTRUCTIONS TO VOTERS:
To vote: use BLUE or BLACK ink to mark your ballot. To vote for the candidates, fill in the oval to the left of the name of the candidate. To vote for a person not on the ballot, write the candidate's name in the write-in space and fill in the oval to the left of the write-in space. If you wish to vote for the

Issuing Ballots

Once the polls have opened, you will receive the Voter ID Slip from either the voter or the Signature Roster Judge. Review the information on the Voter ID Slip to issue the voter the correct ballot when a secrecy booth is available.

GENERAL VOTER ID SLIP

REGISTER No. 10 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 RegisterRoster. Voter directed to the Special Situations table.

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

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

Voter not on precinct register. Voter directed to iPad Table. Using "Find My Polling Place" application, Clerk searches for correct polling place. If voter is in the correct polling place, direct to Special Situations Table. If voter is in incorrect polling place, write the correct polling place on the back of this slip and give it to voter. If voter cannot be found on the application, call the Recorder's Office at 724-4330.

None JSP
BALLOT STRIPE COLOR ID CLERK INITIALS

Pollworker – Place completed slips in the Unofficial Envelope after the polls close.

OFFICIAL BALLOT
BOLETA OFICIAL

PRECINCT / DISTRITO ELECTORAL 000
GENERAL ELECTION
NOVEMBER 3, 2020
PIMA COUNTY, STATE OF ARIZONA
ELECCION GENERAL
3 DE NOVIEMBRE DE 2020
CONDADO DE PIMA, ESTADO DE ARIZONA

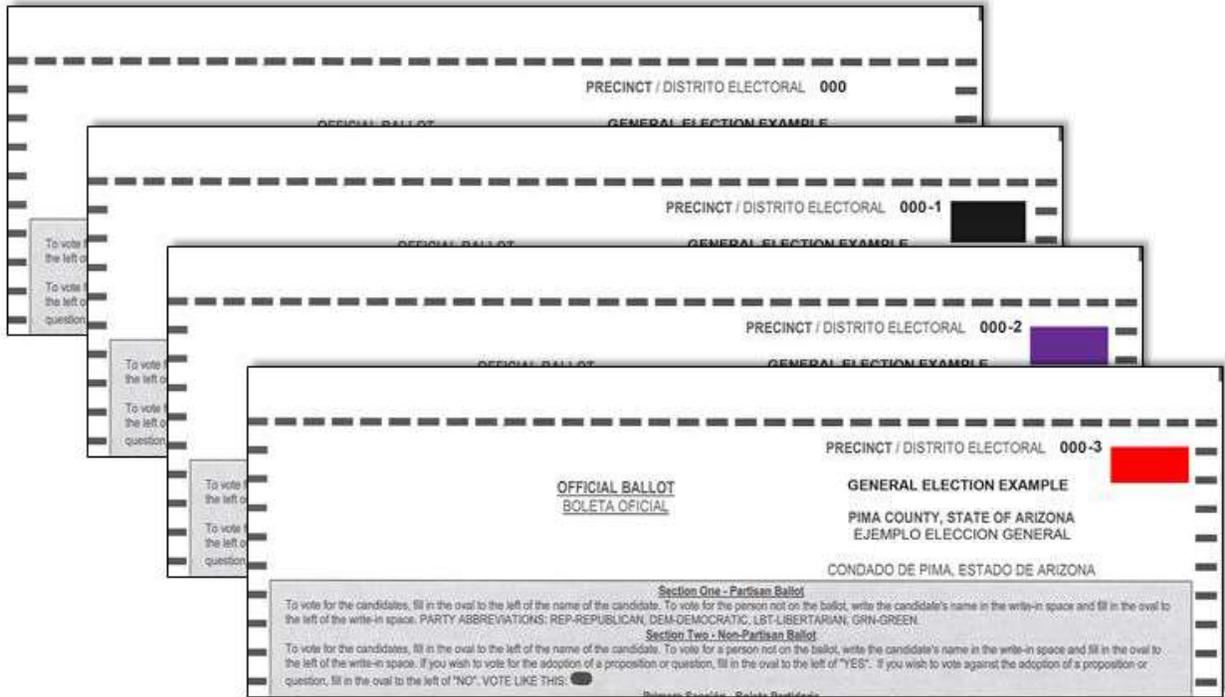
mark your ballot. To vote for the candidates, fill in the oval to the left of the name of the candidate. To vote for a candidate's name in the write-in space and fill in the oval to the left of the write-in space. If you wish to vote for the fill in the oval to the left of "YES". If you wish to vote against the adoption of a proposition or question, fill in the oval

marcar su boleta. Para votar por los candidatos, llene el óvalo a la izquierda del nombre del candidato. Para votar en contra de la adopción de alguna proposición o pregunta, llene el óvalo a la izquierda del "SI". Si quería votar en contra de la pregunta, llene el óvalo a la izquierda del "NO". VOTE ASI: ●

BALLOT STRIPE COLOR **STATE MINE INSPECTOR** **COURT OF APPEALS, DIV. II**
LETA **INSPECTOR ESTATAL DE MINAS** **TRIBUNAL DE APELACION, DIV. II**

If the Voter ID Slip contains multiple color stripes (there is the possibility of multiple additional color stripes), make sure you issue the proper ballot.

In a General Election, there will be no party stripes but there will always be the possibility of additional color stripes.

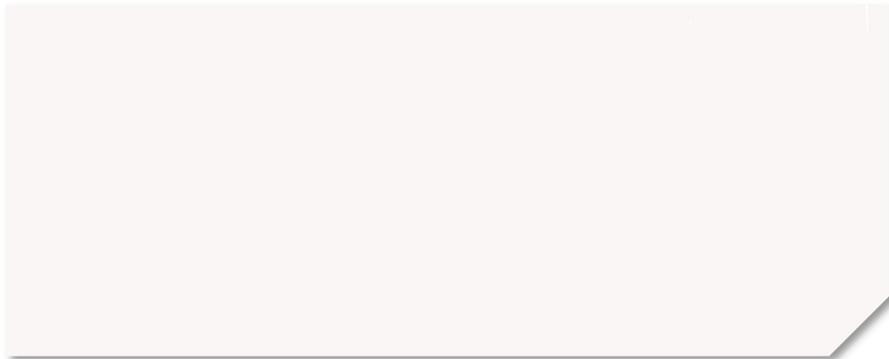


Remind voters to fill out both sides of the ballot (if applicable).

For each voter, offer the use of a secrecy sleeve so that others may not view their choices. It is the voter's option whether or not they wish to use the secrecy sleeve.

ExpressVote

If a disabled voter requests to use the ExpressVote, you'll have to issue them a blank ExpressVote Activation card to use with the ExpressVote. Follow the directions on the handout for the ExpressVote.



Receiving Station

If your polling place does not have a sheriff picking up your items at the end of the day, you will be required to accompany the Inspector to the Receiving Center. The items that **MUST** go are:

- Official Returns Envelope (Sealed)
- Unofficial Envelope
- Provisional and Early Ballot Envelope (Sealed)
- Metal Ballot Box with ballots inside (Sealed)
- iPad and JetPack in iPad case
- Cell phone and charger (if issued)
- Polling place keys (if necessary)
- Other items as instructed

ACCEPTABLE ID

ONE of the following (with photo, name and address)

- Valid AZ driver license or non-operating ID card
- Tribal Enrollment Card or other Tribal ID
- Valid U.S. federal, state or local government ID card

OR

TWO different IDs (without photo, but with name and address) from the following list:

- Utility bill (electric, gas, water, sewer, phone or cable bills dated within 90 days of the election)
- Bank or credit union statement (dated within 90 days of the election)
- Valid AZ vehicle registration
- Indian Census Card
- Property tax statement of the voter's residence
- Tribal enrollment card or other form of tribal ID
- Vehicle insurance card
- Valid U.S. federal, state or local government ID card
- Voter Registration Card / Recorder's Certificate
- Any "Official Election Material" mailing bearing voter's name and address for current election.
- Utility bills, bank/credit union statements can be shown on a smart phone.

OR

A COMBINATION of one photo ID without address (passport or military ID) and a bill or other non-photo ID with current address.

A COMBINATION of one photo ID without name and/or address reasonably matching and a bill or other non-photo ID with name and/or address reasonably matching.

Identification is "valid" unless it can be determined on its face that it has expired.

REMINDERS

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

- The Official Envelope
- The Provisional and Early Ballot Envelope
- The Unofficial Envelope
- The Metal Ballot Box (with ballots inside)
- Signature Roster Notebook(s)
- Polling Place keys and cell phone (only if issued)
- iPad (with Jetpack if issued) with case

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

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

Items that go in the Provisional and Early Ballot Envelope (double check items in bag BEFORE you seal it)

- Early Ballots that voters drop off at your polling place
- Provisional Ballots
- Conditional Provisional Ballots
- Completed Pink PEVL cards

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

- White copy of the completed Ballot Report
- The "R" Envelope containing the Precinct Registers
- Blue and pink copies of the Red Poll List (if not picked up by the political party representatives)
- The Red Poll List
- The Provisional & Conditional Ballot Poll List/Signature Roster
- The Wrong Precinct Register
- The used Voter ID slips
- All signed Closing Duty Cards
- The yellow copy of the Challenge List (if any challenges were made)
- The Metal Ballot Box seal sheet

Items that go in the Metal Ballot Box

- Voted Ballots
- Yellow (second) copy of the completed Ballot Report

Items that go in the Steel Cage

- Unused ballots
- ExpressVote in black bag
- Inspector's Notebook
- Unused Provisional & Conditional Envelopes (placed back in zip-lock bag)

HOTLINE NUMBERS



**For election issues that deal with the administration of an election
or its procedures, call:**

ELECTIONS 724-8551

**To determine if a voter is registered or if the iPad cannot locate
their proper precinct, call:**

RECORDERS 724-4330