Judges & Clerks

HANDBOOK

Primary

July 2022 Edition
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.
# Table of Contents

**Important Information** 2 - 5
- Standards of Conduct
- Dress and Presentation
- Working Hours
- Assisting Voters
- Electioneering, Exit Polling, Watchers & Media

**Before Election Day** 6
- Roles & Responsibilities
- Prior to Election Day
- Board Instruction Class
- Monday Set-Up

**Election Day** 7 - 23
- Prepare to Open Polls
- After the Polls Open
- Voting Procedures
- Issuing a Regular Ballot
- Processing an Early Ballot Voter
- Processing a Protected Voter
- ID Does Not Match
- Insufficient/NO ID
- Secure Registrant or Protected Voter
- Spoiled Ballot
- Accessible Voter
- Curbside Voting Procedure
- Early Ballots
- Identification at the Polls

**Election Board Positions** 22 - 23
- JSP (Judge of the Same Party) and E-poll book Clerk
- JOP (Judge of the Opposite Party) and Ballot

**Closing the Polls** 23-24
Standards of Conduct

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

- Be courteous and respectful to everyone regardless of age, race, sex, disability, 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 the floor. Poll workers may do handiwork, such as knitting, crocheting, or crossword puzzles, but such activities should never interfere with or delay service to voters. Keep personal items off the tables.
- Poll workers may read personal materials. However, reading materials, including newspapers, must not be political or partisan.
- 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.
- Do not use cell phones for personal use in the vote center. You may use them 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 professionally to reflect the election's importance and 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 react to strong scents, so keep perfume and cologne to a minimum.

Appropriate attire would be slacks, jeans, collared shirts or blouses, 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.
Working Hours

If possible, the Vote Center should be set up the night before the election (except for everything in the steel cage). When setting up the night before is not possible, make sure your setup 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 workstation as long as the polls are open unless you are relieved by the Inspector, who will schedule meal and work breaks around the number 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 your Inspector has released you.

Notify the Elections Department at (520) 724-6830 (before election day) or (520) 724-8551 (on election day) if you have an emergency and will not be able to work on Election Day so a replacement can be assigned. Please contact your Inspector so they are kept informed and can make adjustments if necessary.

Assisting Voters with Disabilities

Two poll workers of different political parties must assist any voters requiring assistance.

Accessible Voters: The key to providing quality services to accessible voters 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 accessible voters is to ask them directly what they require from you. Here are some suggestions for assisting the accessible voters:

- Be considerate of the extra time it might take for an accessible voter to be able to vote.
- Federal law allows accessible voters to be accompanied and receive assistance from another person while voting. If asked, poll workers can also provide assistance, but remember that it takes two poll workers of different parties to help when requested.
- Speak directly to the voter rather than to the companion who may be along to assist.
- 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 visually impaired person by introducing yourself and letting them know where you are in the room. 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 service 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 service animal.

**Language:** Pima County Elections has taken several steps to ensure that all voters have materials and information available 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 (520-724-8551) immediately.

**Electioneering, Exit Polling, Watchers and Media**

**Electioneering:** Occurs when an individual knowingly, intentionally, by verbal expression and 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. Suppose a voter or anyone tries to engage in a discussion of political issues or asks an opinion about an election matter. In that case, 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 posted inside the 75-foot limit on Election Day. Additionally, election/campaign signs in or on cars are not allowed within 75 feet of the polling place. **A.R.S. § 16-411(I)**

**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:** When poll takers question voters about how they voted as they leave the polling place or ask voters to sign a petition. No one is obligated to answer the questions of an exit poll taker or sign a petition. The exit poll taker might be media representatives, representatives of political parties, or campaign workers. Exit polling must be conducted outside 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 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:** 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 only if they remain quiet and away from the poll worker's, tables.

Poll watchers may not handle ballots, E-pollbooks, or interfere with voting. Poll Watchers cannot 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. 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 (520-724-8551).
Before Election Day

Board Instruction Class: All poll workers MUST be trained before Election Day. A.R.S. § 16-532(A).

Roles and Responsibilities

Poll workers serve important roles in administering our fundamental democratic freedom, the right to vote. To qualify as a poll worker, you must be registered to vote in Pima County A.R.S. § 16-531(A). Inspectors, judges, and marshals must be registered to vote either a Republican or a Democrat and shall not have changed their political party affiliation since the last preceding general election. In the Vote Center, the inspector, judges, marshal, and clerks are collectively known as the Election Board or poll workers.

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 (520)724-8551 and ask for guidance.

Please 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 before the election. If you have not heard from your Inspector by the Sunday before the election, use the contact phone number printed on your letter and call them. Make sure you ask them what conveniences are available for your use (refrigerator, microwave, coffee pot, etc…) to plan for Election Day.

It is important that all poll workers know the location of the voting center 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 possible. The Monday night setup 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.
Election Day

Prepare to Open the Polls:

If poll workers cannot enter the vote center 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, some other poll worker must call the HOTLINE (520-724-8551) immediately.

If your station is not ready, complete setting it up before asking the Inspector how you can help. After your station is ready, follow the Inspector's instructions to finish getting the polls ready for voters.

The Marshal will administer the Oath of Officers of Election to the Inspector. The oath is in the Unofficial Envelope. The Inspector will then have all board members take the oath; everyone must print their names and sign the document. The Inspector or someone by their direction will hand out name tags. Write your name and position for the voters to see.

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

After the Polls Open

Ensure that your poll workers complete their tasks according to procedures as they process the first few voters. Check on them again regularly throughout the day. If you rotate workers to different positions for some on-the-job training, make sure you observe them and provide guidance when necessary.

Contact the HOTLINE (520-724-8551) with any problems or issues that arise. The staff will assist with any questions about procedures or the equipment.

The Inspector will review closing assignments and tasks several hours before the polls close and during a slow period. Explain in detail how you want them to deal with closing. The better informed they are of how you want things done, the smoother closing will go. Closing should not be hectic or chaotic but a smooth process that proceeds quickly and confidently.

Remind the Marshal to make their announcements starting one hour before closing. Direct the Marshal to stand behind the last person in line (if there is one) when they announce that the polls are closed at 7:00 PM. Voters in the line before the announcement are allowed to vote; anyone who shows up afterward must be turned away (even to drop off an Early Ballot). Remind all poll workers that closing procedures cannot commence until the last voter has left the Vote Center.
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 vote center, the marshal will direct the voter to the Judge of the Same Party (JSP). The JSP asks voters to state their names and addresses and present acceptable I.D. forms.

Five possible situations may occur:

1. The JSP asks the voter to present acceptable identification that the e-pollbook can scan. The voter's identification matches the information in the e-pollbook. The JSP fills out the Ballot ID Slip and directs the voter to the judge of the opposite party (JOP) to receive their Ballot.

2. The voter is marked as having been sent an Early Ballot. The JSP will ask them if they have the Early Ballot. If the voter has the Early Ballot, then the voter will vote the ballot. If the voter does not have the Early Ballot, the voter must vote a provisional ballot.

3. The information in the e-pollbook does not match the information on the identification presented by the voter. The voter must vote a provisional ballot. The JSP directs the voter to the Special Situations Table.

4. The voter does not present acceptable identification. The voter must vote a conditional provisional ballot at the Special Situations Table.

5. The voter's name is not found in the e-pollbook. The voter must vote a provisional ballot at the Special Situations Table.
**Issuing a Regular Ballot:**

- The JSP or clerk locates the voter's name in the e-pollbook;
- Verifies that the I.D. reasonably matches the voter's information;
- Check in the voter and flip the pollbook for the voter's signature;
- The JSP or clerk confirms and completes the Ballot ID Slip with the following information:
  - Voting area (vote center number), ballot style, political party, voter's last name, and first initial;
- Hand the completed Ballot Slip to the voter;
- Direct the voter to the JOP to receive their ballot;
- JOP uses the ballot slip to ensure the voter receives the correct ballot.
- The ballot clerk working with the JOP matches the ballot to the ballot slip before giving the ballot to the JOP;
- The JOP double-checks before giving the ballot to the voter.
- The JOP then gives the voter the proper ballot and secrecy sleeve (use of the secrecy sleeve is the voter’s option, but it should always be offered).
- The JOP explains to the voter where the 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 places the ballot slip in the Unofficial Envelope at the end of the night.

The Election Official monitoring the Metal Ballot Box should collect the secrecy sleeves from the voter before handing them an "I Voted" sticker.
Processing an Early Ballot Voter:

- If the voter brings their Early Ballot to the Voting Center on election day,
  - The JSP will ensure the voter has completed and signed the Early Ballot Affidavit Envelope and has sealed the completed ballot in the envelope.
  - Then JSP directs the voter to place the envelope into the Blue Ballot Box near the Metal Ballot Box.
- If the voter does not have their Early Ballot,
  - Direct the voter to the Special Situations table to vote a provisional ballot.

Processing a Provisional Ballot (Use RED ink to complete the envelope)

- The JSP at the Special Situations table will locate the voter's information in the e-pollbook and check the voter's identification;
- The JSP completes the check-in process;
- The JSP completes the top portion of the envelope with the information on the e-pollbook screen.
- The JOP issues the voter the provisional envelope and ballot;
• Instruct the voter to:
  o complete the bottom portion of the envelope;
    ▪ Instruct the voter to not mark the ballot on top of the envelope;
  o mark the ballot and place it in the envelope;
  o Seal the envelope and return to the Special Situations table;
• The JSP checks the envelope for completeness;
• The JSP- Provisional removes the top page of the Provisional envelope (VOTERS Copy at the bottom) and hands it to the voter.
• Instruct the voter to place the envelope in the Blue Ballot Box as they exit the vote center.
PROVISIONAL ENVELOPE

FILL IN ALL SHAD ED AREAS

VOTING AREA: 001

VOTE DATE: 08/02/2022

INITIALS

COLOR STRIPE ISSUED

(PEOPLE ONLY)

PARTY

PRIMARY/FREE USE ONLY

YEL/LIB

BLUEDM

SAUREP

BLACK

ORANGE

BROWN

PURPLE

RED

NONE

STRIP

RESIDENTIAL ADDRESS: 121 H. MCKINLEY AVE.

APARTMENT NUMBER/FLAT/UNIT/ESCALA:

TUCSON

CITY/COLON: 85712

ZIP CODE/POSTAL CODE:

MAILING ADDRESS (where you get mail, if not delivered to residential address) / Dirección Postal (dónde recibe su correo, si no se entrega a su domicilio)

SAME AS ABOVE

LAST 4 DIGITS OF SOCIAL SECURITY #:

5680

ALLEN

FIRST NAME:

JOHN

MIDDLE NAME:

L

J.D.

Jr.

LAST NAME:

PR000000001

ELECTION OFFICIALS SIGNATURE

RESIDENTIAL ADDRESS:

121 H. MCKINLEY AVE.

APARTMENT NUMBER/FLAT/UNIT/ESCALA:

TUCSON

CITY/COLON: 85712

ZIP CODE/POSTAL CODE:

MAILING ADDRESS (where you get mail, if not delivered to residential address) / Dirección Postal (dónde recibe su correo, si no se entrega a su domicilio)

SAME AS ABOVE

LAST 4 DIGITS OF SOCIAL SECURITY #:

5680

ALLEN

FIRST NAME:

JOHN

MIDDLE NAME:

L

J.D.

Jr.

LAST NAME:

PR000000001

ELECTION OFFICIALS SIGNATURE

RESIDENTIAL ADDRESS:

121 H. MCKINLEY AVE.

APARTMENT NUMBER/FLAT/UNIT/ESCALA:

TUCSON

CITY/COLON: 85712

ZIP CODE/POSTAL CODE:

MAILING ADDRESS (where you get mail, if not delivered to residential address) / Dirección Postal (dónde recibe su correo, si no se entrega a su domicilio)

SAME AS ABOVE

LAST 4 DIGITS OF SOCIAL SECURITY #:

5680

ALLEN

FIRST NAME:

JOHN

MIDDLE NAME:

L

J.D.

Jr.

LAST NAME:

PR000000001

ELECTION OFFICIALS SIGNATURE

RESIDENTIAL ADDRESS:

121 H. MCKINLEY AVE.

APARTMENT NUMBER/FLAT/UNIT/ESCALA:

TUCSON

CITY/COLON: 85712

ZIP CODE/POSTAL CODE:

MAILING ADDRESS (where you get mail, if not delivered to residential address) / Dirección Postal (dónde recibe su correo, si no se entrega a su domicilio)

SAME AS ABOVE

LAST 4 DIGITS OF SOCIAL SECURITY #:

5680

ALLEN

FIRST NAME:

JOHN

MIDDLE NAME:

L

J.D.

Jr.

LAST NAME:

PR000000001

ELECTION OFFICIALS SIGNATURE

RESIDENTIAL ADDRESS:

121 H. MCKINLEY AVE.

APARTMENT NUMBER/FLAT/UNIT/ESCALA:

TUCSON

CITY/COLON: 85712

ZIP CODE/POSTAL CODE:

MAILING ADDRESS (where you get mail, if not delivered to residential address) / Dirección Postal (dónde recibe su correo, si no se entrega a su domicilio)

SAME AS ABOVE

LAST 4 DIGITS OF SOCIAL SECURITY #:

5680

ALLEN

FIRST NAME:

JOHN

MIDDLE NAME:

L

J.D.

Jr.

LAST NAME:

PR000000001

ELECTION OFFICIALS SIGNATURE

RESIDENTIAL ADDRESS:

121 H. MCKINLEY AVE.

APARTMENT NUMBER/FLAT/UNIT/ESCALA:

TUCSON

CITY/COLON: 85712

ZIP CODE/POSTAL CODE:

MAILING ADDRESS (where you get mail, if not delivered to residential address) / Dirección Postal (dónde recibe su correo, si no se entrega a su domicilio)

SAME AS ABOVE

LAST 4 DIGITS OF SOCIAL SECURITY #:

5680

ALLEN

FIRST NAME:

JOHN

MIDDLE NAME:

L

J.D.

Jr.

LAST NAME:

PR000000001

ELECTION OFFICIALS SIGNATURE

RESIDENTIAL ADDRESS:

121 H. MCKINLEY AVE.

APARTMENT NUMBER/FLAT/UNIT/ESCALA:

TUCSON

CITY/COLON: 85712

ZIP CODE/POSTAL CODE:
Processing a Secured Registrant or Protected Voter:

- A secured registrant has their address protected from the public but is an eligible voter. However, they must vote a provisional ballot on election day.
- The JSP directs the voter to the Special Situations table and tells them to inform the JSP that they are a secure voter;
- Have the voter complete the provisional ballot envelope before checking them in on the e-pollbook.
- Ask the voter for identification and process the voter in the pollbook.
- The JSP completes the top of the provisional envelope and issues a ballot slip to the voter.
  - Writes Protected at the top of the envelope;
  - Completes and issues the Ballot ID Slip and gives it to the voter
- The JOP at the Special Situations table receives the Ballot ID Slip from the voter.
  - Checks the ballot against the Ballot ID Slip;
  - Issues the ballot to the voter along with a secrecy sleeve (Voter's option);
- The voter brings to sealed envelope back to the table after voting.
- The JSP-Provisional removes the top page of the Provisional envelope (VOTERS Copy) and hands it to the voter.
- The Clerk (if the Clerk deposits the Provisional Envelope, do it in front of the voter), or the voter can then deposit the Provisional Ballot Envelope in the Blue Ballot Box. **A.R.S. § 16-584(E).**
Acceptable ID, Name/Address Does Not Match the Pollbook:

- The JSP locates the voter's name in the e-pollbook, but the I.D. does not reasonably match the information. The JSP directs the voter to the Special Situations table.

The JSP at the Special Situation table will perform the same Provisional Ballot Envelope procedures as listed for a voter with an Early Ballot as stated above.

Voter is not found on E-pollbook:

- The voter shows acceptable I.D. but the JSP cannot locate the voter's name in the E-pollbook. The JSP directs the voter to the Special Situations table.

Voter DOES NOT have acceptable ID:

- The JSP directs the voter to the Special Situations table to vote a conditional provisional ballot.
- Follow the same procedures as a regular provisional ballot.
- Give the voter the top page of the conditional provisional ballot envelope and the list of locations receiving identifications for conditional provisional ballots.
Spoiled Ballot Procedure

- If a Voter makes a mistake on the Ballot, the Ballot is SPOILED and RETURNED to the person who issued the ballot.
- **A voter can only receive a total of 3 ballots per election.**
- Take the ballot from the voter and write SPOILED on the ballot.
- Select spoil ballot from the menu.
- Put the spoiled ballot in a secure location until the end of the night.
- Scan the voter's identification or manually enter the voter's name.
- Follow the prompts to spoil the ballot in the pollbook.
- **Placed in the Official Returns Envelope.**
Accessible Voter Procedure

- Follow the same check-in procedure as any other voter unless the voter requests assistance.
- Ask the voter if they want a regular ballot or if they want to vote on the accessible equipment.
  - If the voter chooses to vote on the accessible equipment, select the Express Vote ballot.
    - The JOP at the Special Situations Table will activate the Express Vote and select the correct ballot.
  - If the voter chooses a regular ballot, direct the voter to the accessible secrecy booth.
    - Offer the voter the use of the visual aid (magnifier) to any voter who may need it.
  - The accessible secrecy booth is adapted for voters in wheelchairs and persons who need to sit while voting.
    - The JOP will offer the use of the Visual Aid (magnifier) to any voter who may require it. The JOP will direct.
Express Vote

Accessible Voter requests to use the Express Vote, JOP will have to issue the Accessible Voter a blank Express Vote Activation card.

Follow the directions on the handout for the Express Vote.

Curbside Voting Procedures

If a voter cannot enter the vote center, poll workers will assist the person in voting outside the vote center.

Poll workers will be notified if a voter requires Curbside Voting. The Marshal and JSP from the Special Situations table will take the e-pollbook and Ballot ID Slip to the Curbside Voter. The JSP will scan the I.D. with the e-pollbook to complete the check-in process.

The JSP will complete a Ballot ID Slip and return to the vote center with the Marshal. The JSP will give the Ballot ID Slip to the JOP at the Special Situations table. The JOP will hand the Ballot ID slip to the Ballot Clerk to match it with the correct Ballot. The Ballot Clerk will hand over the Ballot ID Slip and Ballot to the JOP. The JOP hands the ballot, secrecy sleeve, and pen to the Marshal.

The Marshal and JSP return to the curbside voter. The Marshal hands the voter the Ballot. The Marshal and JSP will remain in view of the curbside voter, but in such a manner as to not be able to see how the voter casts their ballot. The voter places the completed Ballot into the secrecy sleeve. The Marshal and JSP return the marked Ballot to the Vote Center and put it in the metal ballot box in the presence of the Inspector.

If you believe you have a special circumstance or problem, the Inspector should call the Election's HOTLINE (520-724-8551).

Early Ballots

DO NOT sign in on the E-pollbook any voters bringing their Early Ballot into the Vote Center. The Marshal will direct them to the Blue ballot box at the front of the vote center.

If the voter has brought in a voted Early Ballot, make sure that the voter has completed and signed the Early Ballot Affidavit Envelope, that the ballot is sealed in the envelope and that the envelope is placed into the Blue Ballot Box.
The Early Ballot Affidavit Envelope may be inside a yellow mailing envelope. Have the voter place the envelope in the Blue Ballot Box. You do not need to have them open the mailing envelope.

If the voter has brought in an **Un-voted Early Ballot**, the Marshal or JSP directs the voter to an empty secrecy booth and has the voter mark the Early Ballot. The voter must sign and date the Early Ballot Affidavit Envelope, seal the ballot inside and drop it into the Blue Ballot Box at the Ballot table. If the Early Ballot voter has forgotten their Early Ballot Affidavit Envelope, use one from your supplies and make sure they complete all the information on the envelope.
Except for the Marshal’s and Equipment Specialist closing checklist, as the Inspector, you can choose which poll worker you want to put together each envelope. You cannot have only one or two people do all the work; make sure each poll worker has a card to complete, or the closing process will take too long. You should be able to finish all closing tasks in roughly 30-45 minutes and be ready to transport items to your Receiving Station.

As the Inspector, you MUST double-check the items in each envelope before closing or sealing them (depending on the envelope).
IDENTIFICATION AT THE POLLS INFORMATION

Every eligible registered voter is required to show proof of identity at the polling place before receiving a ballot. The voter shall announce his/her name and place of residence to the election official and present one form of identification from LIST #1 that bears the name, address, and photograph of the voter OR two different forms of identification from LIST #2 that bear the name and address of the voter. (ARS 16-579A)

A voter who does not provide one form of identification from LIST #1 OR two different forms of identification from LIST #2 shall not be issued a regular ballot, but shall receive a conditional provisional ballot and will have five (5) business days after a Federal General Election and three (3) business days after any other Election to provide sufficient ID to the County Recorder in order for their conditional provisional ballot to count. (ARS 16-579A)

For a voter to receive a regular ballot, the address on the presented identification must match the address on the voter registration file. Exception – See “The Law” below.

List #1 – Sufficient Photo ID (including name and address):
• Valid Arizona driver license or non-operating identification
• Tribal enrollment card or other form of tribal identification
• Valid U.S. federal, state or local government issued identification

List #2 – Sufficient ID without photo bearing the name and address (two required):
• Utility bill of the voter that is dated within 90 days of the date of election. A utility bill may be for 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 date of the election
• Valid Arizona Vehicle Registration
• Indian Census Card
• Property tax statement of the voter’s residence
• Tribal enrollment card or other form of tribal identification
• Vehicle Insurance Card
• Valid U.S. federal, state, or local government issued identification
• Voter Registration Card / Recorder’s Certificate
• Any “Official Election Material” mailing bearing your name and address

THE LAW - ALLOWS FOR THE FOLLOWING THREE EXCEPTIONS

• Valid Arizona driver license or non-operating identification license where address does not match signature roster/precinct register accompanied by a non photo identification from List #2 in which the address does reasonably match the precinct register.
• U.S. Passport accompanied by non-photo identification from List #2 in which the address does reasonably match the precinct register.
• U.S. Military identification without address or address does not match accompanied by non-photo identification from List #2 in which the address does reasonably match the precinct register. Identification is "valid" unless it can be determined on its face that it has expired.
JSP (Judge of the Same Party) Duties

The JSP is responsible for assisting Voters who are able to vote a Regular Ballot. The JSP will look the voter up in the E-pollbook and fill out the Ballot ID Slip. The JSP will give the Ballot ID Slip to the voter and direct them to where the JOP table is located to receive the Ballot.

You will need several items for your work station:

- E-pollbook
- Ballot ID Slips
- Black Pens
- List of acceptable I.D.'s (which should be taped at your station for quick reference)

JOP (Judge of Opposite Party) Duties

The JOP will be responsible for receiving the Ballot ID slip and matching it with the correct ballot, then issues the ballot to the voter. The JOP will then place the Ballot ID Slip into the Unofficial Envelope

Ballot Clerk

The Ballot Clerk is to be stationed at the BOD. Printers. He or She will be in charge of collecting the Ballot from the printer checking it with the Ballot ID Slip from the JOP. Once this is done, the Ballot Clerk hands the correct Ballot and Ballot ID Slip to the JOP.

JSP (Judge of the Same Party)-Special Situation Table Duties

The JSP is responsible for assisting voters who are not able to vote a regular ballot for any variety of reasons. The JSP will look them up in the E-pollbook and fill out the Ballot ID Slip. The JSP will also hand and assist the voter with the Provisional or Conditional Envelope. **MAKE SURE THE VOTER DOESN'T FILL OUT THEIR BALLOT ON THE ENVELOPE.** Please note that everything at the Special Situations table is done in **R.E.D.** ink.

You will need several items for your work station:

- E-Pollbook
- Provisional Ballot Envelopes
- Conditional Provisional Ballot Envelopes
- Early Ballot Affidavit Envelopes
- **Red pen**
- Ballot ID Slips
**JOP (Judge of the Opposite Party)-Special Situations Table**

The JOP will be responsible for receiving the Ballot ID Slip and matching it with the correct Ballot then issuing the Ballot to the voter. The JOP will then place the Ballot ID Slip into the Unofficial Envelope. The JOP may also assist the voter in completing the Provisional/Conditional Envelope and sealing the envelopes.

**Where Items Go**

Most items will be placed back in the original containers except for the items you will transport to the Receiving Center with the JOP. Place all election equipment and supplies back where you originally found them.

**Steel Cage**

- Unused ballots (placed back in their cardboard boxes)
- Unused ballot stocks
- ExpressVote in the black bag
- Inspector's Notebook

Close the lid of the Steel Cage and lock it with the padlock.

**Secrecy Booths**

Take down each booth, packing the legs neatly inside each case. Stack the booths neatly on each other so they lock together.

**Blue Supply Box**

All the supplies taken out of the Blue Supply box on election morning should be placed back inside the box unless they are transported to the Receiving Center. Signs, pens, markers, tape, etc…. should be stacked so that the lid on the box can be closed. Use two of the white plastic seals (like you used to seal the box during the election) to seal the Blue Supply box once it is packed and place it on top of the locked Steel Cage, next to the stacked secrecy booths.

**Cradle Points, E-pollbooks, Express Vote, and the B.O.D. Printer**

Once the Inspector has completed the Official Ballot Report.

The Equipment Specialist will be in charge of packing up the Cradle Points, E-pollbooks, Express Vote and B.O.D. Printer then will seal them. The Inspector will take the Cradle Points and E-pollbooks.
**Vote Center at the End of the Day**

Your Vote Center should look as neat and tidy as it did when you and your poll workers first entered, in some cases even better. All of your packed supplies and equipment should be stacked back where you originally found them. Make sure that you have cleaned up after yourselves and placed tables, chairs, etc... back where they were when you walked in. As the Inspector, make sure lights have been extinguished and the door is locked and secure before you head for the Receiving Center. Keys for the Voting Center should be placed back where you got them (lockbox, desk, etc...) or taken to the Receiving Center if the Elections Department gave you a key.

**Receiving Station**

If your Voting Center 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
- Metal Ballot Box with ballots inside (Sealed)
- E-pollbooks and Cradle Points cases
- Cell phone and charger (if issued)
- Voting Center keys (if necessary)
- Other items as instructed
REMINDERS

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

- The Official Envelope
- The Provisional and Early Ballot Envelope
- The Unofficial Envelope
- The Metal Ballot Box (with ballots inside)
- Polling Place keys and cell phone (only if issued)
- E-Poll Books and Cradelpoint with case

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

- Spoiled Ballots (Regular and ExpressVote)
- White copy of the Challenge List (if any challenges were made)
- ExpressVote Voted Ballots

**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

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

- White copy of the completed Ballot Report
- The used Voter ID slips
- 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
- Voted ExpressVote Ballots
- Yellow (second) copy of the completed Ballot Report

**Items that go in the Steel Cage**

- Unused ballot stock and ballots
- ExpressVote in black bag
- Inspector’s Notebook
- Unused Provisional & Conditional Envelopes (placed back in zip-lock bag)
For election issues that deal with the administration of an election or its procedures, call:

Elections (520)724-8551

For voter registration issues, call:

Recorders (520)724-4330