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
- Before the Polls Open
- 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

**Emergency Procedures**  
24 - 25

**Election Board Positions**  
26 - 32
- Inspector
- Equipment Specialist
- Marshal
- JSP (Judge of the Same Party) and E-pollbook Clerk
- JOP (Judge of the Opposite Party) and Ballot

**Closing the Polls**  
32 - 38
- Completing the Official Ballot Report
- Where Items Go
- Certificate of Performance
**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

Before the Polls Open on Election Day

If you could not hold a Monday Night Set-Up Meeting, complete those items first (see above). Have the Marshal issue you the Oath of Officers of Election (found in the unofficial envelope), then gather all poll workers together and issue them the oath, making sure that each officer prints and signs their names in the appropriate locations.

Open the steel cage and remove the items. Instruct the Equipment Specialist to set up the ExpressVote and secrecy screen. After it has been turned on, lock the side door and insert the seal provided for the door.

Have the Equipment Specialist or Marshal complete and issue name badges to each poll worker while you and the JOP inspect the Ballot Stock and Ballots (ensure that the Voting Area information and ballot styles match the Ballot Report). If the Voting Area and ballot styles are
not correct, contact the HOTLINE (520-724-8551) immediately. If the quantities do not match, annotate the discrepancy on the Ballot Report.

Use the proper seal from the Seal Log in the Metal Ballot Box to secure the ballot box. Both the Inspector and Ballot Issuing Judge need to sign this document as well.
Have the Marshal post all outside signs. Double-check that each work station has the supplies they need to do their work, and at 6:00 AM, have the Marshal announce that the polls are open.

**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:
• complete the bottom portion of the envelope;
  ▪ Instruct the voter to not mark the ballot on top of the envelope;
• mark the ballot and place it in the envelope;
• 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.
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.

<table>
<thead>
<tr>
<th>Locations Receiving Identification for Conditional Provisional Ballots for 2022 Primary Election (August 2, 2022)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lugar que recibe identificaciones para balotear provisionales en la elección de 2 de agosto de 2022.</td>
</tr>
<tr>
<td>You have until 5:00 pm on Tuesday, August 9, 2022, to present your ID at one of the following locations:</td>
</tr>
<tr>
<td>Tiene hasta las 5 de la tarde el viernes de 9 de agosto de 2022 para presentar su identificación en uno de los lugares indicados a continuación:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME/Nombre</th>
<th>ADDRESS/Domicilio</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Monday</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pima County Recorder Main Office</td>
<td>240 N. Stone Ave., 1st Floor</td>
<td>8 am – 5 pm</td>
<td>8 am – 5 pm</td>
<td>8 am – 5 pm</td>
<td>8 am – 5 pm</td>
<td>8 am – 5 pm</td>
</tr>
<tr>
<td>Pima County Recorder Eastside</td>
<td>6920 E. Broadway Blvd., Ste. D</td>
<td>8 am – 5 pm</td>
<td>8 am – 5 pm</td>
<td>8 am – 5 pm</td>
<td>8 am – 5 pm</td>
<td>8 am – 5 pm</td>
</tr>
<tr>
<td>Pima County Recorder’s Office Annex</td>
<td>6550 S. Country Club Rd.</td>
<td>8 am – 5 pm</td>
<td>8 am – 5 pm</td>
<td>8 am – 5 pm</td>
<td>8 am – 5 pm</td>
<td>8 am – 5 pm</td>
</tr>
<tr>
<td>Tohono O’odham Nation Tribal Election Office</td>
<td></td>
<td>8 am – 5 pm</td>
<td>8 am – 5 pm</td>
<td>8 am – 5 pm</td>
<td>8 am – 5 pm</td>
<td>8 am – 5 pm</td>
</tr>
<tr>
<td>Caviglia-Arvaca Branch Library</td>
<td>17050 W. Arivaca Rd.</td>
<td>9 am – 5 pm</td>
<td>9 am – 5 pm</td>
<td>9 am – 5 pm</td>
<td>9 am – 5 pm</td>
<td>9 am – 5 pm</td>
</tr>
</tbody>
</table>
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 ExpressVote ballot.
    - The JOP at the Special Situations Table will activate the ExpressVote 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
ExpressVote

Accessible Voter requests to use the ExpressVote, JOP will have to issue the Accessible Voter a blank ExpressVote 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.
Emergency Procedures

Your safety is our main concern. Though emergencies that impact Vote Centers are rare, it is important that we have procedures in place to ensure everyone’s safety and the integrity of the voting process. In some cases, you will have to make a judgment call as to the severity of the emergency. If it is life or death, call 9-1-1 first to get emergency responders on their way before you call the HOTLINE (520-724-8551). In any emergency, the HOTLINE must be called as soon as possible.

Power Outage

If there is a power outage, it is not necessary to suspend voting as long as there is adequate light and other amenities at the Vote Center to continue voting. Voters may continue to vote as the ExpressVote can operate on battery power. Call the HOTLINE (520-724-8551) to inform the Elections Department of the problem.

Medical Emergencies

If there is a medical emergency at your Vote Center, dial 9-1-1, follow the dispatcher's instructions, and then report the situation to the HOTLINE (520-724-8551) to inform the Elections Department.

Physical Threat or Disturbance

If anyone is unruly, abusive, or in any way threatens the safety of the poll workers, voters, or the orderly conduct of the election that cannot be dealt with by the Marshal, call 9-1-1 and then report the matter to the HOTLINE (520-724-8551).

Bomb Threat, Fire, or Flood

Call 9-1-1, follow their instructions and leave the building if instructed. Take the ballot box with you. If possible, take all personal belongings, go to a safe place and call the HOTLINE (520-724-8551) to inform the Elections Department. If an emergency location is necessary, the Elections Office will assist you in the setup. Ballots, pollbooks, and all other necessary items will be delivered to your new location. This emergency location will continue throughout the remainder of the day.
Evacuation

The following procedures are recommended in an emergency requiring evacuation, such as fire, bomb threat, or flood.

- Ensure the safety of the poll workers and voters first before requesting assistance.
- Call 9-1-1
- Give the dispatcher the location of the building, which entrance to use, where the emergency is taking place, and any additional information they request.
- Notify the HOTLINE (520-724-8551) immediately after the 911 call.

You are to ensure the voting process's integrity and that it is safe to remain in the building. Otherwise, suspend voting (if possible, allow voters who have been issued a ballot to complete voting). If possible, remove the following from the Voting Center (in order of priority):

- Metal Ballot Box
- Blue Ballot Box
- Express Vote
- Un-voted ballots
- E-pollbooks

Assign a Judge to remain near the Vote Center entrance as long as possible to inform voters of a temporary suspension of voting and to direct voters to the nearest vote center. Troubleshooters will come to your assistance to arrange for a continuation of voting.
Election Board Positions

The Inspector is in charge of the Vote Center and will give you instructions on what they want you to accomplish before the polls open, during the election, and after the polls close. Clerk positions are not assigned by the Pima County Elections Department but by the Inspector of each Vote Center.

Expect at a minimum before the polls open that you will help set up the Vote Center by arranging tables and chairs, set up the secrecy booths, and assist in completing the inventory of supplies. After the polls close, you can expect to return the Vote Center to the condition it was originally found after breaking down all the election equipment. You will also be assigned a closing duty to complete. Follow the directions given by the Inspector at all times.

Inspectors Duties

As the Inspector, you are in charge of the Election Board for your Vote Center. The key to running an efficient Vote Center is organization and effective management; this is especially important at the opening and closing of the polls. Before Election Day, you will be required to attend a training session, collect your Inspector’s Notebook (cell phone and polling place key if necessary), inspect your Vote Center, and contact the other members of your Election Board.

Inspect the Voting Center

Review the documents in the Inspector's Notebook for specific instructions and procedures. Go over the Vote Center Agreement and Information forms. Verify who will be at the facility on Election Day. Obtain the phone numbers for the individual(s) who will open and close the facility (if you do not have direct access); get a backup number to call just in case you cannot reach that/those individual(s).

If you have a key for the facility, check the key to ensure that it works. If there is a lockbox, verify its location and check the key to make sure it works. If there is a lockbox, under any circumstances, **DO NOT take the key home with you.** If you have problems getting to the Vote Center on Election Day, the HOTLINE personnel will direct another poll worker to the location of the lockbox and give them the combination.

If the location of your Voting Center is at a school or other government office, make sure you remind them to cancel any scheduled fire drills on Election Day. Inquire about parking for both poll workers and voters. Verify the location of the stored election equipment and supplies (ask if you will require a key for that area and secure a key if that is the case). Ask if there is a telephone available for your use. If there is, note the phone's location and get specific
instructions on how to get an outside line if you need to call the HOTLINE (520-724-8551) or Recorder's Office (520-724-4330).

While looking at the room or area you will be using, note where the electrical outlets are located (extension cords will be provided in your supplies) and ensure that there are enough tables and chairs for the poll workers (and to accommodate accessible voters.) Plan for where the Express Vote unit and secrecy booths will be placed in relation to the electrical outlets as they require power.

You will need to inquire about the availability of a bathroom that the poll workers should use (if you are in a school, make sure that the bathroom will be left open after school hours). Ask about the availability of a kitchen, microwave or refrigerator for your use throughout the day (if these items are available, please make sure that your crew clean up after themselves in order to assure that this courtesy will be given in the future). You need to ensure that heating/cooling and light are available throughout the time you are there. Ask if a Monday night set-up meeting can be held.

You will need to inquire about the availability of a bathroom that the poll workers should use (if you are in a school, make sure that the bathroom will be left open after school hours). Ask about the availability of a kitchen, microwave or refrigerator for your use throughout the day (if these items are available, please make sure that your crew clean up after themselves in order to assure that this courtesy will be given in the future). You need to ensure that heating/cooling and light are available throughout the time you are there. Ask if a Monday night set-up meeting can be held.

Each Vote Center is very generous in letting Pima County use its space for the day. Please remember (and remind your poll workers) that you are all guests in the building. You are expected to act accordingly and treat your hosts with respect. DO NOT demand anything from your host. If you need something from them, please politely make your request known (but remember that they do not have to accommodate you if it is not in the contract). If you have a concern about the accommodations, please contact the Pima County Elections Department at 520-724-6830.

**Verify Your Poll Workers**

As the Inspector, you will need to call each of your poll workers no later than the Sunday afternoon prior to the election. If you are unable to make direct contact, leave a message with a return number and ask them to return your call as soon as possible. Call again if necessary later in the day and again on Monday if needed.
When you talk to your poll workers, make sure that they know how to get to the Voting Center. Inform them of the availability of a kitchen, microwave, or refrigerator, and remind them to bring reading glasses, medications, a sweater, and reading materials or something to do when not busy. If you are able to conduct a Monday Set-Up Meeting, inform them of the time to meet at the Voting Center (it is not mandatory that they attend).

The Equipment Specialist Duties

The Equipment Specialist is the assistant to the Inspector. The Equipment Specialist will fill in for any position at the Vote Center as directed by the Inspector. They are in charge of setting up and connecting the e-pollbooks, Cradle Points, Ballot on-demand Printers and the Express Vote. The Equipment Specialist is also the point person if you have equipment issues such as connectivity, freezing, or changing the toner or ballot stock in the printer. When the Vote Center closes, the Equipment Specialist will assist the Inspector and Marshal with closing procedures. The Equipment Specialist will turn off all equipment when directed by the Inspector and package the equipment. The Equipment Specialist will ensure the e-pollbooks and Cradle Points are packed up so that they are ready to be taken to the Receiving Center with the Inspector.

Marshal’s Duties

You will need several items for your workstation:

- Pad of demonstration ballots
- Black pen
- Black felt tip pens (replacements for the secrecy booths)
- 75-foot limit signs, sample ballots, and all other signage around the Vote Center.

When posting the 75’ limit signs, use the measuring tape provided by the Elections Department; have assistance in placing and holding the tape at the center of the main outside entrance to the facility while you place the signs in an arc from the entrance.

Do NOT place the 75’ limit signs on the road or the driving areas of a parking lot to avoid having them damaged by a vehicle. If in doubt as to what is considered the main outside entrance, ask the Inspector.
Before the Vote Center opens, you will need to administer the Oath of Officers of Election to the Inspector. This document will be found in the Unofficial Envelope.

As the Marshal, you will be announcing the opening and closing of the polls; this has to be done at specific times:

- 6:00 AM – "The Polls are now open."
- 6:00 PM – "The Polls will close in one hour."
- 6:30 PM – "The Polls will close in 30 minutes."
- 6:45 PM – "The Polls will close in 15 minutes."
- 6:59 PM – "The Polls will close in 1 minute."
- 7:00 PM – "The Polls are now closed."
As you make your announcements, use a loud, clear voice. When the final announcement has been made, stand behind the last person in line (if any) to designate the last voter. Everyone who was in line before the announcement is allowed to vote. No one is permitted to get in line after 7:00 PM, even to drop off an Early Ballot.

During the day, you will need to check that the signs are still in place; this is especially important if the wind is blowing. Periodically check the marking pens in the secrecy booths to ensure they are not dried out. If they are, replace them. While checking on the pens, look at the booths also to make sure no one has vandalized the booth or left behind political material. If you believe that a booth should be taken out of service, inform the Inspector and allow him or her to make the decision.

If a voter is voting for the first time or confused about how to correctly fill in their ballot, it is your responsibility to demonstrate the proper way to fill out a ballot; use the demonstration forms to educate the voter.

As the Marshal, you need to maintain order at the Vote Center. The main issue you will have to deal with is electioneering (see the definition on page 4). By law, it is not allowed within the 75' limit. When dealing with issues at the Voting Center, once you have advised a person that they are breaking the law and they continue their actions, notify the Inspector and call the authorities.

Throughout the day, you may be directed by the Inspector to take over another position for meal and bathroom breaks. If you are not familiar with the duties for that position, have the Inspector explain the duties to you and watch as you service the first few voters to ensure correct procedures are followed and no mistakes are made. If party representatives arrive at the Vote Center and request copies of the poll list, it is the Marshal’s duty to direct them to
Pima County Elections Office. The poll list is no longer available at the vote center because of the switch to electronic pollbooks. The party representatives can request an electronic version of the list on election day.

**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.
Completing the Ballot Report

After the polls close, the ballots in the Metal Ballot box must be hand-counted. The inspector along with the JOP, place the ballots in stacks of 10, and each of you verifies that the other's counts are correct. Place the total number of ballots counted (cast) on Line 1 A of the Ballot Report.

Using the number of ExpressVote ballots counted in the hand count, write how many ballots were cast on the ExpressVote on Line 1 B.

Add Line 1A and Line 1 B together and place total count of regular and ExpressVote ballots on the Line 1 TOTAL.

Count the number of names listed in the Red Poll Book and enter this number on Line 2. This line should equal the sum of lines 1 A and 1 B.
The Discrepancy Statement lines are used to explain why numbers don’t match or any issues with the accounting. Be as descriptive as necessary so the discrepancy is understood by the person doing the audit on your Voting Area.

Please do NOT try to fix the numbers on the Ballot Report so that your total adds up. The person auditing your Voting Area will figure out what happened and correct your Ballot Report for you.

Count the number of ballots spoiled that were originally from the supply of ballots furnished you and write this number on line 3. **If any early ballots were spoiled, they are NOT included in this count.** The reason the early ballots are not included in this count is because you are accounting how your Voting Area used the ballots furnished to you for Election Day use.

Count the number of Provisional Ballot Envelopes taken out of the Blue Ballot Box from the Special Situations table and write that number on line 4.

Do the same with the Conditional Provisional Ballot Envelopes taken out of the Blue Ballot Box from the Special Situations table and write that number on line 5.
Count the number of regular ballot packs that have not yet been opened and place that number on Line 6 A. Count the number of PROVISIONAL ballot packs that have not yet been opened and place that number on Line 6 B.

<table>
<thead>
<tr>
<th>ACCOUNT FOR YOUR UNUSED BALLOTS AFTER THE POLLS CLOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. TOTAL NUMBER OF UNUSED / WRAPPED</td>
</tr>
<tr>
<td>A. REGULAR BALLOT PACKS</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>B. PROVISIONAL BALLOT PACKS</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>15</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

Count the number of remaining regular ballots in each pack that has been opened and place that number on Line 7 A. Count the number of remaining PROVISIONAL ballots in each pack that has been opened and place that number on Line 7 B.

<table>
<thead>
<tr>
<th>7. TOTAL NUMBER OF UNUSED / OPEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. REGULAR BALLOT</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>B. PROVISIONAL BALLOT</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>65</td>
</tr>
<tr>
<td>40</td>
</tr>
</tbody>
</table>

CERTIFICATE OF PERFORMANCE

Complete the bottom of the Ballot Report by filling in the type of election, the date of the election, and signing on the appropriate lines.

<table>
<thead>
<tr>
<th>CERTIFICATE OF PERFORMANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the General Election held on the 3rd day of November, 2020</td>
</tr>
</tbody>
</table>

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

Matthew Roland  
Inspector

Cole Coniff  
Judge - Opposite Party

Forrest Sibley  
Judge - Same Party

James Bryce  
Marshall

ENSURE EVERY LINE IS COMPLETED ON YOUR BALLOT REPORT
Once each line has been completed on the Ballot Report, place the top (white) copy in the Unofficial Envelope and the bottom (yellow) copy in the Metal Ballot Box prior to sealing and delivering the Metal Ballot Box to the Receiving Center.

**EXAMPLE OF COMPLETED BALLOT REPORT**

---

**OFFICIAL BALLOT REPORT AND CERTIFICATE OF PERFORMANCE**

<table>
<thead>
<tr>
<th>VOTING AREA #</th>
<th>ELECTION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>November 3, 2020</td>
</tr>
</tbody>
</table>

**Color Stripe with Number of Ballot Packs Issued**

<table>
<thead>
<tr>
<th>BLACK</th>
<th>BROWN</th>
<th>RED</th>
<th>NONE</th>
<th>PROV-BLACK</th>
<th>PROV-BROWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>16</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**Packs Issued**

24

---

***Inventories your ballots prior to the opening of the polls***

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

**ACCOUNTING OF REGULAR BALLOTS CAST**

1. NUMBER OF BALLOTS CAST IN METAL BALLOT BOX (FROM HAND COUNT)
   - A. NUMBER OF REGULAR BALLOTS
   - B. NUMBER OF EXPRESS VOTE BALLOTS

   LINE 1 TOTAL (Add Lines A and B) 353

2. NUMBER OF NAMES IN THE RED POLL LIST

   LINE 2 353

   **DISCREPANCY STATEMENT:** (LINE 1 TOTAL should equal LINE 2. If not please provide information on the discrepancy.)

3. NUMBER OF SPOILED BALLOTS

   3

**ACCOUNTING OF PROVISIONAL BALLOTS CAST**

4. NUMBER OF PROVISIONAL BALLOTS CAST

   9

5. NUMBER OF CONDITIONAL BALLOTS CAST

**ACCOUNT FOR YOUR UNUSED BALLOTS AFTER THE POLLS CLOSE**

6. TOTAL NUMBER OF UNUSED / WRAPPED
   - A. REGULAR BALLOT PACKS
   - B. PROVISIONAL BALLOT PACKS

   15 3

7. TOTAL NUMBER OF UNUSED / OPEN
   - A. REGULAR BALLOT
   - B. PROVISIONAL BALLOT

   65 40

---

**CERTIFICATE OF PERFORMANCE**

For the **General** Election held on the 3rd day of **November** 20, 20

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

Matthew Roland
Inspector

Forrest Sibley
Judge - Same Party

Cole Condiffe
Judge - Opposite Party

James Bryce
Marshal

**WHITE COPY - UNOFFICIAL BAG**

**YELLOW COPY - METAL BALLOT BOX**

Q2-1-2020
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 & JOP):

- The Official Envelope
- The Unofficial Envelope
- The Metal Ballot Box (with ballots inside)
- Signature Roster Notebook(s)
- Polling Place keys and cell phone (only if issued)
- E-Pollbooks 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)
- 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 Ballot ID Slips
- 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)
HOTLINE NUMBERS

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