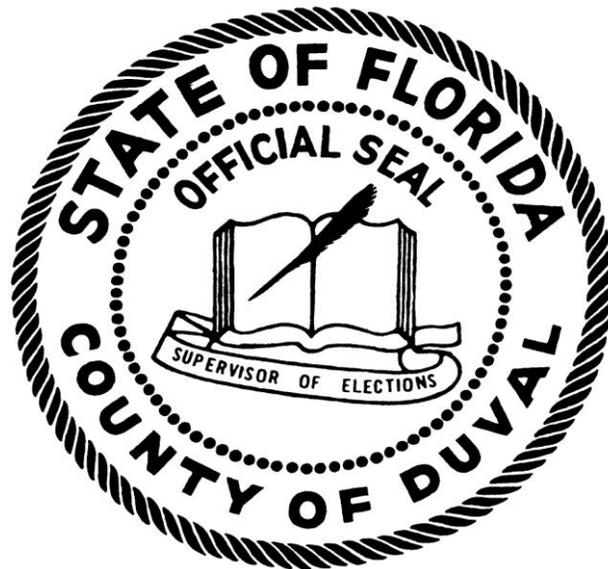


PRECINCT MANUAL

FOR

POLL WORKERS



JERRY HOLLAND
Supervisor of Elections
Duval County

2012

DUVAL COUNTY SUPERVISOR OF ELECTIONS OFFICE

“We convey the voice of the people by providing fair, accurate and accessible elections with transparency and integrity.”

Jerry Holland
Supervisor of Elections
(904) 318-6877

Tracie Davis
Deputy Supervisor of Elections

Jean Atkins
Director of Voter Administration

Stan Bethea
Director of Election Services

Garrett Dennis
Director of Community Outreach

Beth Fleet
Director of Candidates & Records

Justin Gicalone
Elections Analyst

David Hester
Manager, Elections Center Warehouse

Melanie Hinson
Communications

Robert Phillips
Executive Assistant to the SOE

Supervisor of Elections Offices

Main Office
105 East Monroe Street
Jacksonville, Florida 32202
(904) 630-1414

Branch Office
5200-2 Norwood Avenue
Jacksonville, Florida 32208
(904) 630-8424

www.duvalelections.com

TABLE OF CONTENTS

Election Information.....	5
Election Day	
Election Day Positions.....	6
Quick Task List.....	7-8
Pre-Election Procedures.....	9-11
Dress Code.....	12
CHART: Before Polls Open!.....	13
Polls are Open! All Poll Workers Tasks.....	14
Polls are Open! Precinct Managers Tasks.....	15-16
Distribution of Precinct Supplies.....	17
Duties: Other Tasks.....	18
Emergency Procedures.....	19
General Polling Place Safety.....	20
Frequently Asked Questions: Election Morning.....	21
Polls are Open: Poll Workers.....	22
SAMPLE Precinct Layout.....	23
SAMPLE Payroll.....	24
SAMPLE Oath of Election Board Members.....	25
SAMPLE Voting Machine Custody Log.....	26
SAMPLE Ballot Custody Log.....	27
SAMPLE Precinct Register page.....	28
SAMPLE Voter Help Ticket.....	29
Explanation of Register Columns.....	30
Special Register Messages.....	31
Chart: Special Register Messages.....	32
URGENT MESSAGE to POLL WORKERS!.....	33
How to Check in a Voter.....	34
SAMPLE Precinct Register (Address Protected)	
Issue the Ballot.....	35
Voting Station Inspector Procedures.....	36
DS Attendant Procedures.....	37
Frequently Asked Questions: Polls are Open.....	38
CHART: Polls are Closed!.....	39
Polls are Closed! All Poll Workers Tasks.....	40
Polls are Closed! Precinct Managers Tasks.....	41
SAMPLE Ballot Report Form.....	42
Duties: Precinct Managers (Cont'd).....	43
Duties: Other Tasks.....	44
SAMPLE Drop Zone Checklist.....	45
Special Situations & Procedures	
Voter Arrives with Precinct Pass.....	46
SAMPLE Precinct Pass.....	47
Voter is not on Precinct Register Overview.....	48
Voter is registered in another precinct but has moved into your precinct.....	49
SAMPLE Add-on Precinct Register page	
Voter is registered in another COUNTY but has moved into your precinct.....	50
Voter is registered but has arrived at the wrong precinct.....	51
Voter is not registered.....	52
Provisional Ballot Overview.....	53

Table of Contents (cont'd)

How to Issue a Provisional Ballot	54
Provisional Ballot Procedures	55-58
SAMPLE Voter's Certificate/Affirmation (Provisional Ballot)	
SAMPLE Provisional Ballot Processing (Back of Provisional Ballot)	
SAMPLE List of Provisional Voters	59
Name Changes	60-61
SAMPLE Completed VR-App (Name Change)	
Address Changes	62-63
SAMPLE Completed VR-App (Address Change)	
Voter Does Not Have Proper Identification	64
Voter's Signatures Differ	65-66
SAMPLE Affidavit—Signatures Different	
Absentee Ballot Situations	67-69
Special ***VOTED*** Messages	70-71
SAMPLE Precinct Register Page (***VOTED*** Messages)	
Spoiled Ballots	72
Challenged Voter	73
SAMPLE Oath of Person Entering Challenge	74
Voter Casts an Incorrect Ballot	75
Voter Leaves the Booth without Casting His or Her Ballot	
Voter Attempts to Take His or Her Ballot from the Polling Place	
Deceased Voter	76
Poll Watchers	77-78
SAMPLE Poll Watchers List	
Voters Needing Assistance	79
Assistance Declarations	80
Persons Allowed in Polling Room	81
Nonpartisan Polling Place	82
Media in the Polling Place	
Exit Pollers	
Protesters	
Dealing with Irate Voters	83
Trouble Log	84
SAMPLE Trouble Log	85
Accessible Precincts	
Voters with Special Needs	86
Mobility Impaired	87
Blind or Visually Impaired	88
Hearing Impaired or Hard of Hearing	89
Accessible Precincts for Voters with Disabilities	90
Voter's Bill of Rights and Responsibilities	91
Assembling Voting Stations	92
Glossary	93-97
Sample Forms	
SAMPLE Oath of Election Board Members	98
SAMPLE Demonstration Ballot	99
SAMPLE Ballot Custody Log	100
SAMPLE Voting Machine Custody Log	101
SAMPLE Voter Help Ticket	102
Polling Place Legals	103-121

2012 ELECTION INFORMATION

Election Information	PPP	Primary	General
Election Date	January 31	August 14	November 6
Registration Deadline	January 3	July 16	October 9
Early Voting begins	January 21	August 4	October 27
Early Voting ends	January 28	August 11	November 3
Last day for SOE office to accept requests for an absentee ballot to be mailed	January 25	August 8	October 31
Last day SOE office will mail an absentee ballot	January 27	August 10	November 2
Canvassing Board begins canvassing absentee ballots	January 16	July 30	October 22

Surrounding Counties

Baker County Supervisor of Elections
P.O. Box 505
Macclenny, Florida 32063
(904) 259-6339

Nassau County Supervisor of Elections
96135 Nassau Place, Suite 3
Yulee, Florida 32097
(904) 491-7500

Clay County Supervisor of Elections
P.O. Box 337
Green Cove Springs, Florida 32043-0337
(904) 269-6350

St. Johns County Supervisor of Election
4455 Avenue A, Suite 101
St. Augustine, Florida 32095
(904) 823-2238

ELECTION DAY POSITIONS

Most poll workers are assigned their positions prior to Election Day. If you are not clear about what is involved with your assigned position, check with your Precinct Manager.

The Election Board for each precinct is comprised of the following poll workers:

Precinct Manager

Manages the Election Board and responsible for assigning jobs and ensuring that all poll workers carry out their duties. The Precinct Manager is stationed at the Help Desk to process provisional ballots and resolve voter challenges in the Special Situations section of this manual.

Assistant Manager

Assists the Precinct Manager with setting up and closing the precinct. The Assistant Manager helps to manage the staff, resolve voter problems at the Help Desk, and process provisional ballots.

Precinct Technician (Pre-tech)

Operates the computer station and performs voter and address inquiries. The Pre-tech maintains the trouble log which is used to record problems that occur during the day. The Pre-tech also serves as a trouble shooter for the election equipment.

Register Inspector

Verifies and signs in eligible voters on the precinct register and distributes ballots after the voter's registration is verified.

Voting Station Inspector

Manages the flow of traffic in the precinct and ensures that voters have sufficient privacy while they vote.

DS Attendant

Assists voters in placing their ballots in the DS 200 and assists voters whose ballots are rejected or spoiled in any way. Also monitors the DS 200 for problems and assists in trouble shooting.

Deputy

Responsible for maintaining order outside the precinct and ensures that demonstrators, solicitors, reporters, candidates, etc. are no closer than 100 feet of the polling place.

**PRECINCT MANAGER'S
QUICK TASK LIST**

PRIOR TO ELECTION DAY

- Contact precinct workers to confirm availability.
- Pick up election materials.
- Inventory supplies.
- Visit polling site.
- Determine emergency exit route and emergency meeting area.
- Visit drop zone location.
- Contact polling site to verify who will open the polling place on Election Day and obtain a cell or home phone number of that person.
- Divide precinct register into sub-sections; make corresponding alpha name placards for inspector table.
- Review Pre-Election procedures listed on page 9.
- Study the Precinct Manager's Special Instructions Sheet.
- Verify ballot styles on the Ballot Report Form (BRF) with those on the register.
- Set up your polling room Monday (if applicable).

ELECTION DAY: BEFORE OPENING THE POLLS

- Administer Oath to Election Board members.
- Obtain signatures on payroll form and distribute name tags.
- Verify information on custody logs and direct Election Board to sign logs.
- Open polls on the DS 200.
- Obtain signatures on DS 200 zero tape.
- Place A-frame precinct sign near curb.
- Establish 100-foot boundary from polling room entrance.
- Assemble voting stations.
- Set up AutoMARK.
- Arrange voting room.
- Verify ballot pad counts with those on the Ballot.
- Inventory contents of Ballot Transfer Bags (BTBs).

- Distribute contents of BTBs.
- Distribute Supply Bag contents.
- Post sample ballots and signs.
- Set up Help Desk and laptop computer station.
- Conduct emergency procedures briefing.
- Open polls at 7:00 a.m.

ELECTION DAY: AFTER CLOSING THE POLLS

- Break down and stack voting booths.
- Shut down the AutoMARK.
- Feed unscanned ballots from emergency compartment into DS machine.
- Close polls on the DS 200.
- Obtain signatures on the DS 200 results tape.
- Post unsigned DS 200 elections results tape in the polling room.
- Shut down the DS 200.
- Complete Ballot Report Form.
- Empty ballot bin; place voted regular ballots in RED bag; store ballots in BTB #1.
- Shut down and pack laptop.
- Use colored bag packing chart to correctly pack all materials-Yellow Bag, and all other bags.
- Pack Purple Bag. If applicable, hold premise key until ready to lock facility.
- Place precinct sign with pallets.
- Clean and inspect the polling place.
- Lock polling place; store key in the Purple Bag.
- Deliver equipment (BTBs, Laptop, Purple Bag, supply bag (s) to designated drop zone.

PRECINCT MANAGER'S PRE-ELECTION DAY PROCEDURES

During the week prior to an election, Precinct Managers must perform the following tasks.

1. Contact all members of your team to confirm that they will be working on Election Day.
Ensure that all your workers know their precinct number and polling site location.

Note: If anyone will not be available to work and you do not have an alternate worker, notify the Elections Office poll worker coordinator as soon as possible so that a substitute may be found.

2. Pick up your election materials at the Elections Center on your assigned date and time.

**Elections Center (EC)
5200-2 Norwood Avenue
Jacksonville, FL 32208
(904) 630-8414**

Only the Precinct Managers or their designated alternates may pick up election materials. Alternates must be poll workers from precincts for which the materials are to be obtained. Alternates must deliver the materials to the Precinct Manager by Friday.

3. At the EC **have a picture ID ready** and **know your precinct number.**
 - a. Follow the directional signs and cones.
 - b. Provide picture ID and precinct number to the EC attendant. EC workers will load your materials for you. Verify the correct precinct supplies are being placed in your vehicle.
 - c. You will be given the following items:
 - Ballot transfer bag(s)
 - Call bell (if applicable)
 - Laptop computer
 - Purple bag (briefcase)
 - Supply bag (s)
 - d. Take your materials and equipment to your home. Do not take them to your polling site until election morning.

DO NOT leave your supplies and equipment in your vehicle.
DO NOT allow anyone to handle the laptop computer, except your election board.
DO NOT break the seals on the ballot transfer bags.
DO NOT set up your DS 200 until election morning.

4. Using the SUPPLY LIST found in your Form Folder (Purple Bag), inventory all your supplies but **do not break any BTB seals until election morning.** Report missing items to the EC immediately by calling (904) 630-8414.
5. Visit your polling site no later than 4:00 p.m. Friday to ensure that everything is in order. **Do not change the voting room to a different room in the building.** The movers will have delivered all your other equipment by noon on Friday. This equipment will include **some or all** of the following:
 - a. A-frames signs
 - b. AutoMark
 - c. Chairs
 - c. DS 200 unit
 - d. EVID machines (if applicable)
 - e. Ramps
 - g. Signs
 - h. Tables
 - i. Traffic cones
 - j. Voting stations

URGENT! Notify the Election Center (EC) at (904) 630-8414 promptly if your

- ◆ Equipment has not been delivered
- ◆ Keys do not work
- OR
- ◆ Supplies bag is missing items

6. Visit your drop zone location (if applicable.) Drive from your polling location to the drop zone or the EC so that you are familiar with the route.
7. Contact the facility to confirm that the facility will be open at 6:00 a.m. on election morning.
8. Obtain the home or cell phone number of the person who will open the facility on Election Day. If you have your own key, disregard this procedure.
9. Divide the precinct register into manageable sub-sections depending on the size of your precinct. **The blank pages at the end of the register are used for the Add-on Register, which is to be placed at the Help Desk.** DO NOT attach any Add-on Register pages to the ends of the inspectors' registers.
10. **Read and follow the directives listed on the Manager's Special Instructions** found in the Administrative Folder (Purple Bag).

11. In your Form Folder (Purple Bag) you will find a copy of the Ballot Report Form (BRF). Compare the BRF with your precinct register. Check the ballot style numbers listed on the top half of the form with those listed next to the voters' names in your precinct register.
12. If you find any ballot styles in the precinct register that are not listed on the Ballot Report Form, call the Elections Center immediately at (904) 630-8414 to report the problem.
13. If your facility contact will allow it, set up your voting room on Monday; however, **do not bring the ballots, laptop, purple bag or supply bags to your polling site until election morning.**

Suggestion from the Supervisor of Elections:

Monday may be a good time to meet with your team to review assignments and procedures.

DRESS CODE FOR POLL WORKERS

What you wear at work should promote a professional environment and indicate a respect for yourself and others. Your clothing should be comfortable and appropriate for the type of work being done.

As representatives of the Duval County Supervisor of Elections Office, it is imperative that your attire reflect that you are a professional who can competently handle the important official duties that you are required to conduct on Election Day.

To help, we have listed below types of clothing and accessories that would NOT be considered appropriate:

- Baggy pants
- Bare-midriff tops
- Casual flip flops
- Clothing that is ripped, torn, or has holes
- Clothing or accessories that promote candidates, controversial issues, or have images or words that may be generally considered vulgar or obscene
- Dirty or stained clothing
- Low-cut necklines
- Oversized shirts
- Pajamas or slippers
- See-through or tight-fitting clothing
- Shirts with elongated armholes
- Shorts
- Tank tops
- Tight-fitting jeans
- Visible undergarments

WARNING!

As a poll worker, you have agreed to honor our dress code policy. If you do not adhere to the dress code listed above, you may be dismissed for inappropriate dress by the Precinct Manager **WITHOUT PAY**. Once dismissed by the Precinct Manager, you may **NOT** return to the precinct to work.

BEFORE THE POLLS OPEN!

Precinct Manager	Assistant Manager	Pre-tech	Register Inspector	DS Attendant	Voting Station Inspector (OPTIONAL)	Deputy
ALL poll workers arrive at the polling place by 6:00 a.m. (Florida Statute 102.012)						
Administer the oath to the election board	Administer oath to the Precinct Manager	Sign the oath form	Sign the oath form	Sign the oath form	Sign the oath form	Sign the oath form
Issue the Voting Machine Custody Log to the DS attendant	Sign payroll register	Sign payroll register	Sign payroll register	Sign payroll register	Sign payroll register	Sign payroll register
Compare seal numbers on the Ballot Transfer Bags with the #'s on the Ballot Custody Log	Report any problems to the EC	Set-up the laptop station	Open and assemble voting booths	Compare the DS 200 seal # and serial # from the Voting Machine Custody Log	Open and assemble voting booths	Open and assemble voting booths
Direct election board to sign the back of the custody logs	Manage poll workers in setting up the precinct	Open polls on the DS 200	Hang signage, notices, sample ballots, etc. for voters	Open polls on the DS 200	Hang signage, notices, sample ballots, etc. for voters	Place A-frame sign near curb
Distribute contents of BTB(s) bags	Assist inspectors with updating precinct register from supplemental list	Set up the AutoMARK	Update precinct register from supplemental list	Set up the AutoMARK	Ensure voter's walkway is clear of furniture to and from voting booths	Mark 100-foot radius from polling place entrance
Conduct safety and security briefing	Pay attention to safety and security briefing for assignment	Pay attention to safety and security briefing for assignment	Pay attention to safety and security briefing for assignment	Pay attention to safety and security briefing for assignment	Pay attention to safety and security briefing for assignment	Pay attention To safety and security briefing for assignment
Return all signed items to the proper folder or bag.	Complete duties to assist Precinct Manager	Ensure voters' walkway to the Help Desk is clear of any obstructions	Ensure voter's walkway to the inspectors' table is clear of any obstructions	Ensure voters' walkway to the voting booths is clear of any obstructions	Ensure voters' walkway to voting booths is clear, clean, and has pens, and instructions	Ensure that polling place entrance is clear of any obstructions
Direct board to sign the DS 200 zero tape	Sign the zero tape	Sign the zero tape	Sign the zero tape	Sign the zero tape	Sign the zero tape	Sign the zero tape
Open polls at 7:00 a.m. SHARP! (Florida Statute 100.011)						

BEFORE THE POLLS OPEN!

ALL POLL WORKERS TOGETHER

1. All election board members report to polling site no later than 6:00 a.m.! (See Florida Statute 102.012).
2. Retrieve the **Payroll** from the YELLOW BAG. Then retrieve the **Oath of Election Board Members, Voting Machine Custody Log**, and the **Ballot Custody Log** from the Form Folder (Purple Bag).
3. **PAYROLL** All Board Members sign payroll register. Manager will distribute name tags. (See example, page 26)
4. Return PAYROLL to the YELLOW BAG.
5. **OATH** Precinct Manager administers the Oath to the Election Board; Assistant Manager administers the Oath to the Manager. All board members sign the oath form. (See example, page 27)
6. Return OATH to the Form Folder (Purple Bag).
7. **VOTING MACHINE CUSTODY LOG**
 - a. DS attendant will compare the DS 200 seal number and serial number with those on the Voting Machine Custody Log.

DO NOT BREAK THE MEMORY CARD SEAL!

- b. Report any discrepancies to the Elections Center immediately. Refer to the Communications Plan and call the Technical Hotline. **If there are no discrepancies**, all board members sign the back of the Voting Machine custody log. (See example, page 28)
8. Return VOTING MACHINE CUSTODY LOG to the Form Folder (Purple Bag).
9. DS Attendant and Pre-tech open polls on DS 200 and all board members sign the zero tape.
10. Set up the AutoMARK according to the instruction sheet.
11. Listen carefully while the Precinct Manager conducts the emergency safety procedures briefing.
12. All board members must pay close attention to listen for assignments.

BEFORE THE POLLS OPEN!

PRECINCT MANAGERS

1. Re-read the Precinct Manager's Special Instructions found in the Administrative Folder.
2. Retrieve and direct election board to sign PAYROLL. Administer the OATH OF THE ELECTION BOARD MEMBERS.
3. Compare seal number(s) on Ballot Transfer Bag(s) with those on the BALLOT CUSTODY LOG. Report any discrepancies to the Elections Center. Refer to the Communications Plan and call the precinct supplies and equipment number.
4. Direct Election Board to sign BALLOT CUSTODY LOG. (See example, page 29)
5. Verify all items on VOTING MACHINE CUSTODY LOG. Direct Election Board to sign VOTING MACHINE CUSODY LOG. (See example, page 28)
6. Break seal(s) on the ballot transfer bag(s). Place the seals in the "Broken Blue Seals" envelope. Using the Supply List found in the Administrative Folder (Purple Bag), inventory the contents of the Ballot Transfer Bags.
7. Compare the ballot styles and the number of ballot pads on the Ballot Report Form with the actual styles and number of pads in the bag. (See example, page 45)

IMPORTANT: OPEN ALL BALLOT TRANSFER BAGS DURING THIS INVENTORY

8. Distribute contents of BTB(s) as follows.
 - a. Allocate ballot pads and secrecy sleeves among the register stations. Place one pad of each ballot style, provisional ballot envelopes, and secrecy sleeves at the Help Desk. Provisional ballots are the same as those used for normal voting.
 - b. Place the Unscanned Ballots bag at the Help Desk.
 - c. Place the Spoiled Ballots envelope and Voted Provisional Ballots bag at the Help Desk.
 - d. Return the Ballot Custody Log to the Folder and the Broken Seals Envelope to the Ballot Transfer Bag #1.
 - e. Retain the Ballot Report Form in Ballot Transfer Bag #1 until ready for use.
 - f. Leave the red Voted Ballot bag and yellow Essential Items bag in the Ballot Transfer Bag #1.
 - g. Place the Return Absentee Ballot envelope at the Register Inspector's table.

Before the Polls Open: Precinct Manager (Cont'd)

9. Report missing items to the EC immediately at (904) 630-8414.
10. Direct DS attendant and Pre-tech to open polls on the DS 200 machine. **Follow instruction sheet one step at a time.** Ensure that all totals on the report tape are zero.
11. Direct all board members to sign the opening report tape (zero tape).
12. Delegate "Other Tasks" listed on page 19.
13. See page 18 for distributing items from Purple Bag, Large Supplies Envelope #1, and Precinct Supplies envelope.
14. Distribute supplies from Large Supplies Envelope #2 at Precinct Manager's discretion.
15. All other forms should remain in the Administrative Folder until needed.
16. Conduct emergency procedures briefing.
17. Open polls at 7:00 a.m. sharp! (F.S. 100.011)

Distribute supplies from the PURPLE BAG as follows:

Item	Location
Precinct register	Inspectors' stations
Add-on pages from register	Voter Help Desk
Voter Accessibility Kit (VAK)	Voter Help Desk
NO SMOKING sign	Post conspicuously inside polling room, near entrance
Completed Affidavits	Voter Help Desk
Voter Registration App Envelope	Voter Help Desk
Returned Absentee Envelope	Inspectors' station
Facility Key	Voter Help Desk
Trouble Log	Pre-tech's table
Sample Ballots	Post conspicuously inside polling room entrance
Polling Room Legal guidelines	Voter Help Desk

Distribute supplies from the LARGE SUPPLIES ENVELOPE #1 as follows:

Instructions to Voters	Post conspicuously inside polling room entrance
Affidavits, Challenge Oath, VR-Apps, Declaration to Secure Assistance, Declaration to Provide Assistance	Voter Help Desk
Help Tickets	Inspectors' stations

Distribute supplies from the PRECINCT SUPPLIES BAG as follows:

Atomic Clock	Voter Help Desk
Precinct Passes	Voter Help Desk
Precinct Pass envelope	Voter Help Desk
Secrecy Folders	As needed for computers, voting stations, DS 200
Voters Bill of Rights	Inspectors' stations
Voter Responsibilities	Post conspicuously inside polling room
Constitutional Amendments	Post conspicuously inside polling room
Closed PRIMARY State Notice	Post conspicuously inside polling room
Voter Fraud Notice	Post conspicuously inside polling room
Demonstration Ballots	Inspectors' stations
"I Voted" stickers	D200 unit

BEFORE THE POLLS OPEN!

OTHER TASKS

Setting Up the Polling Room

Poll workers will:

Arrange voting room so as to provide for an orderly flow of voter traffic. Keep HELP DESK table clear of register inspector table.

Ensure that the voting machines are clear of voting stations. The voter should proceed smoothly from the entrance to the register inspector tables to the voting station to the DS 200.

Inspectors and Deputy will:

Open and assemble voting stations according to instructions on page 96.

Deputy will:

1. Place A-frame precinct sign near curb so that it is clearly visible to voters.
2. Mark 100-foot boundary in a radius from the entrance of the polling place.
3. Assist with the assembling of the voting stations.

Pre-tech and Assistant Manager will:

1. Set up the laptop computer station.
2. Set up the AutoMARK according to the instruction sheet.

EMERGENCY PROCEDURES

IMPORTANT!

In the event of a medical or other emergency requiring assistance from the POLICE, FIRE DEPARTMENT, or MEDICAL PERSONNEL, the poll worker should first call 911 and then call the Precinct Manager's hotline number on the communications plan to report the incident.

Prior to Election Day the Precinct Manager will identify the emergency exit route from the polling room and will designate a meeting area outside the building. On Election Day, prior to the polls opening, the Precinct Manager will conduct the following emergency procedures briefing.

1. "We are presently located in (name of polling room). If you hear a fire alarm and/or if an emergency evacuation is necessary, exit the room."
2. Give the poll workers direction as to how to exit the building. For example: "Turn left, walk about 10 yards and look to your left where you will see a door marked FIRE EXIT."
3. Give the poll workers directions to the location of the pre-designated meeting area outside the building.
4. Inform poll workers that you would announce to voters in a calm manner that the polling room must be evacuated.
5. Designate a poll worker to call 911 in case of a medical emergency and to direct emergency personnel or law enforcement when they arrive. The designated caller must have possession of the written address of the polling location.
6. Assign a poll worker to be in charge of assisting voters in exiting the building safely and quickly.
7. Ask if any of the poll workers have **special health or medical conditions** that the group needs to aware of in case of an emergency.

EMERGENCY EXIT OVERVIEW

Designated Poll Worker	Calls 911 and provides emergency personnel with address of polling location.
Precinct Manager	Announces calmly that the polling room must be evacuated. Once outside, takes roll to account for staff. Follows instructions given by emergency personnel.
Register Inspector	Collects ballots left in voting booths. Exits polling room with his or her portion of the register.
DS Attendant	Unplug the DS 200, leaving the lid and screen up. With the assistance of a second person, cautiously roll the unit to the designated meeting area.
Deputy	Ensures everyone exits in a safely and orderly manner.

Do not re-enter the building until directed to do so by emergency personnel or law enforcement!

GENERAL POLLING PLACE SAFETY

On Election Day, maintain a heightened awareness for potentially threatening activity, such as suspicious vehicles, persons, or packages near the polling place. Report any suspicious activity to the Supervisor of Elections Call Center immediately.

Throughout Election Day:

- Carefully monitor loitering in or around the polling place.
- Be aware of any strange or suspicious vehicles parked for prolonged periods near the polling place.
- Be certain the polling place access points--Entrance and Exit--are clearly marked.
- Be certain all workers are wearing proper identification/credentials, as required by law.
- Limit voter access points to the facility. Use signage to identify access points and enforce any building access restrictions that exist.
- Encourage all poll workers to be particularly vigilant in preventing voters from accessing areas of the building not used for polling.
- Check your cell phone--make sure it is charged and turned "ON."
- Identify evacuation routes and assembly areas 100-300 feet away from the building.
- Avoid exiting the polling place alone at night. All workers should exit the building together after the team has been dismissed by the Precinct Manager.

***"Your safety is our primary concern."
Jerry Holland, Supervisor of Elections***

ELECTION MORNING FAQ'S

What do I do if . . .

Q: I cannot get into the polling place?

A: Call the number(s) of your facility contacts. If you have not gained entry to your polling place by 6:15 a.m., then call the Precinct Manager hotline number listed on the Communications Plan to report.

Q: My Precinct Manager who took the supplies home is not here and cannot be reached?

A: Call the Precinct Manager hotline number listed on the Communications Plan.

Q: Election workers assigned to work with me have not shown up?

A: Call the Poll Worker stand-by hotline number listed on the Communications Plan.

Q: My equipment is not working?

A: Call the Technical hotline number listed on the Communications Plan.

Q: It is 6:45 a.m. and voters are lining up. What should I do?

A: Continue to make sure that your precinct is set up and that your staff will be ready to open promptly at 7:00 a.m.

Q: Which clock do I use to open the polls?

A: Use the atomic clock located in the SUPPLY BAG.

Q: The seal or serial numbers on my Voting Machine Custody Log differ?

A: Call the Technical Hotline number listed on the Communications Plan.

Q: The seal on my DS machine is broken?

A: Call the Technical Hotline number listed on the Communications Plan.

Q: I cannot identify how the seal was broken on the DS 200?

A: Call the Technical Hotline number listed on the Communications Plan.

Q: The DS 200 opening polls screen states "No Electricity"?

A: Check to make sure the DS 200 unit is plugged into a power source. If yes, try another electrical socket for power. If problem persists, call the Technical Hotline.

Q: My poll watcher is talking to the voters?

A: Courteously and calmly explain to the poll watcher that Florida Statute 101.131 prohibits him or her from interacting or talking with voters inside the polling place.

Q: I need additional inspectors for Election Day?

A: Call the Poll Worker stand-by hotline number listed on the Communications Plan.

Q: My signage outside has been removed/stolen on Election Day?

A: Call the Elections Center hotline number at (904) 630-8414.

POLLS ARE OPEN!

ALL POLL WORKERS

1. At 7:00 a.m., Precinct Manager makes the public proclamation, "The polls are open!"
2. As voters approach the entrance, the Deputy suggests to voters that the line will move more quickly if voters have their picture and signature IDs available. Deputy directs voters to register inspector tables.
3. The Deputy should monitor demonstrators, media, campaign signs, etc., which must remain outside this boundary.
4. Register Inspectors are prepared to issue ballots.
5. Voters are **not** to be turned away if they do not have picture and signature IDs.
6. Voters without proper IDs should be directed to the Help Desk occupied by the Precinct Manager, Assistant Manager, and Pre-tech for assistance.
7. Either the Precinct Manager or Assistant Manager occupies the Help Desk at all times. The Help Desk station is used to answer voter questions, process all provisional ballots, and solve the problems described in the Special Situations section.
8. The Precinct Technician (Pre-tech) operates the laptop computer station and performs voter and address searches as required. The Pre-tech maintains the trouble log, which is used to record procedural or technical problems that occur during the day.

Sample Layout is shown on the next page.

INSERT SAMPLE PRECINCT LAYOUT

INSERT PAYROLL

STATE OF FLORIDA
COUNTY OF DUVAL

OATH OF ELECTION BOARD MEMBERS

PRECINCT: _____

ELECTION DATE: _____

We, the undersigned members of the Election Board for the above-numbered precinct, affirm that we will perform our respective duties according to the law and will endeavor to prevent fraud, deceit, and abuse.

Precinct Manager

Assistant Manager

Precinct Technician

DS Attendant

Voting Station Inspector

Inspector

VOTING MACHINE CUSTODY LOG

Precinct: 1501

Election Date: August 14, 2012

SECTION 1 - PRIOR TO OPENING POLLS

DS200 SERIAL # :

84722

DS200 SEAL #:

253501

Place Memory Stick
Label Here

I hereby certify that the numbers recorded above correspond to the DS200 Unit and seal numbers prior to opening the polls and that there is no evidence of tampering.

Precinct Manager's Signature

Board Member's Signature

SECTION 2 - PROBLEMS AND CHANGES

Record here any problems encountered with the machines. Use the reverse side if necessary.

Replacement DS200 Serial # :

Replacement DS200 Seal #:

Precinct Manager's Signature

SOE Representative's Signature

SECTION 3 - TRANSPORT TO THE DROP ZONE / ELECTION CENTER

The following Board Members are responsible for transporting the machines assigned to this precinct.

Board Member 1 Signature

Board Member 2 Signature

Board Member 1 Printed Name

Board Member 2 Printed Name

Date and time of departure from polling site: _____ at _____

BALLOT CUSTODY LOG

Precinct: _____

Election Date: _____

.....

SECTION 1 - PRIOR TO OPENING POLLS

BTB 1 Seal #	BTB 2 Seal #	BTB 3 Seal #	BTB 4 Seal #
BTB 5 Seal #	BTB 6 Seal #	BTB 7 Seal #	BTB 8 Seal #

I hereby certify that the seal numbers recorded above correspond to those affixed to the BTBs prior to opening the polls and that there is no evidence of tampering.

Precinct Manager's Signature

.....

SECTION 2 - AFTER CLOSING THE POLLS

BTB 1 Seal #	BTB 2 Seal #	BTB 3 Seal #	BTB 4 Seal #
BTB 5 Seal #	BTB 6 Seal #	BTB 7 Seal #	BTB 8 Seal #

I hereby certify that the seal numbers recorded above are affixed to the BTBs after the close of the polls.

Precinct Manager's Signature

.....

SECTION 3 - TRANSPORT TO THE DROP ZONE

The following persons are responsible for transporting the ballots assigned to this precinct.

Board Member 1 Signature

Board Member 2 Signature

Board Member 1 Printed Name

Board Member 2 Printed Name

Date and time of departure from polling site: _____ at _____.
Date Time

INSERT REGISTER PAGE

VOTER HELP TICKET

Voter's name: _____ Voter's DOB: _____

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Voter's name not on register (pgs. 52-55) | <input type="checkbox"/> Challenged Voter (p. 75) |
| <input type="checkbox"/> No picture/signature ID (p. 67) | <input type="checkbox"/> Voter needs assistance (p. 81) |
| <input type="checkbox"/> Signatures differ (p. 68) | <input type="checkbox"/> Pending: Must vote provisional (pgs.57-59) |
| <input type="checkbox"/> Absentee ballot requested but not brought to precinct (p. 70) | <input type="checkbox"/> Name change (p.63) |
| <input type="checkbox"/> ****VOTED**** (p. 72) <ul style="list-style-type: none">▪ Absentee▪ Early▪ Provisional | <input type="checkbox"/> Address change (p. 65) |

Cleared to vote _____
(initials, Help Desk)

Explanation of Register Columns

Column Title	Contents
NAME AND ADDRESS	Voter's name and residence address. Mailing address, if different, denoted by [Mail] when applicable. Inspector enters ballot stub number in blank space to right of name in this column.
DATE OF BIRTH	Voter's date of birth.
RACE	Voter's race: I = American Indian/Alaskan Native A = Asian/Pacific Islander B = Black, not Hispanic H = Hispanic W = White, not Hispanic O = Other
SEX	M = Male F = Female U = Unknown
PARTY	Voter's party affiliation.
(no column title) Bar Code Column	Bar code with voter's registration number.
(no column title) Signature Column	Voter signs here. Various special messages are also displayed here. These messages are explained in the "Special Register Messages" table.
STYLE	Numerical code used to identify voter's ballot style.
INSP. INIT	Inspectors enter initials in this column when issuing a ballot to voter.

SPECIAL REGISTER MESSAGES

IMPORTANT!

Some voters have special messages by their name on the register. If there is a special register message printed in the voter's signature column, that issue must be resolved before the voter may sign the register to receive a ballot. Refer to the Special Situations and Procedures section of the manual.

If there is NO special message in the voter's signature column, instruct the voter to sign below his or her name in the signature column and proceed to check-in the voter as normal. (See Issue the Ballot, page 37.)

ADDRESS PROTECTED

If this message is printed in the address area below the voter's name, DO NOT ask the voter for his or her address. These voters are not required to confirm or reveal their address in order to vote. Locate the voter's name on the register and proceed with the check-in process as normal.

ASSISTANCE IN VOTING

Follow one of the following procedures as the situation dictates.

If "**ASSISTANCE REQUIRED**" is **NOT** noted on the register, but the voter needs assistance in voting, proceed with check-in process as normal. Then, check "**voter needs assistance in voting**" box on the help ticket, give the ticket to the voter, and direct him or her to the Help Desk.

If "**ASSISTANCE REQUIRED**" is noted on the register and the voter is accompanied by another person to provide that assistance, proceed with check-in process as normal. Then, check "**voter needs assistance in voting**" box on the help ticket, give the ticket to the voter, and direct him or her to the Help Desk.

If "**ASSISTANCE REQUIRED**" is noted on the register and the voter is **NOT** accompanied by another person to provide that assistance, proceed with check-in process as normal. Then, check "**voter needs assistance in voting**" box on the help ticket, give the ticket to the voter, and direct him or her to the Help Desk.

ABSENTEE REQUESTED

If "ABSENTEE REQUESTED" is printed in the signature column and **the voter is returning the absentee ballot and envelope**, either the Register Inspector or Help Desk will mark the certificate side of the ballot envelope "**CANCELLED**," place the ballot in the Returned Absentee Ballot Envelope, and proceed with check-in process as normal.

If the voter does not have his or her absentee ballot and envelope, the Register Inspector will check "**absentee ballot requested but not brought back to the precinct**" box on the help ticket, give the ticket to the voter, and direct him or her to the Help Desk.

If any one of these notations, ****VOTED ABSENTEE****, ****VOTED EARLY****, or ****VOTED PROVISIONAL**** notation is printed next to the voter's name, the Register Inspector will check the appropriate box on the help ticket, give the ticket to the voter, and direct him or her to the Help Desk.

SPECIAL REGISTER MESSAGES

Message	Location	Meaning
ABSENTEE REQUESTED page 67	Signature column	Voter requested an absentee ballot.
ADDRESS PROTECTED page 34, #5	Signature column	Voter is qualified under F.S. 119.071 to have certain information exempt from public records.
Address Update Required page 62 (Address Change)	Signature column	Voter should be asked if his or her address has changed for confirmation.
ASSISTANCE REQUIRED page 79	Spans birth date, race, sex, party columns	Voter has requested voting assistance at the poll or early voting site.
Challenged: Must Vote Provisional page 73	Signature column	Voter's eligibility has been challenged and the voter must vote a provisional ballot.
Pending: Must Vote Provisional pages 53-58	Signature column	Voter's registration is awaiting verification from the Division of Elections. Voter must vote a provisional ballot.
Photo ID/Absentee Ballot pages 64,67	Signature column	Voter registered by mail, did not submit ID, and requested an absentee.
Photo ID/Provisional Ballot pages 53-58, 64	Signature column	Voter registered by mail and did not submit ID. The voter must show a picture/signature ID or he/she must vote a provisional ballot.
VOTED ABSENTEE pages 68, 70	Signature column	Voter VOTED by absentee ballot. DO NOT ISSUE A BALLOT TO VOTER!
VOTED EARLY page 70	Signature column	Voter VOTED at an early voting site. DO NOT ISSUE A BALLOT TO VOTER!
VOTED PROVISIONAL page 70	Signature column	Voter VOTED by provisional ballot during early voting. DO NOT ISSUE A BALLOT TO VOTER!

ATTENTION!

DO NOT issue a ballot to a voter with a

*****VOTED ABSENTEE*****

or

*****VOTED EARLY*****

or

*****VOTED PROVISIONAL*****

message printed in the signature column next to his or her name.

This voter should **ALWAYS** be given a help ticket and directed to the Help Desk.

If a poll worker makes the **PROCEDURAL ERROR** of issuing a regular ballot to this voter, the poll worker in question will be **DISMISSED**.

HOW TO CHECK IN A VOTER

Note to Register Inspectors: Treat each voter with courtesy and respect.

Register Inspector Procedures

- 1 Greet voter and then ask for the voter's CURRENT and VALID picture and signature ID.
- 2 Find the voter's name on register. **Watch for Jr. and Sr. suffixes!**

If you cannot find the voter's name

- Ask the voter for his or her date of birth.
- Ask the voter if his or her name is hyphenated or listed differently than what is on the voter's ID.

(For example: Mary Smith-Collins may be listed under Smith Collins, Smith-Collins, Smith, or Collins.)

OR

- Ask the voter if his or her name has been changed since registering with the Elections Office.
3. If the voter's name is **NOT** on the register, check the "**voter name not on register**" box on the help ticket, give the ticket to the voter, and direct the voter to the Help Desk.
 4. If the voter's name is on the register, check the voter's ID for picture likeness. He or she may present any one of the current and valid ID's listed below:

- | | |
|------------------------------|-------------------------------|
| • Florida driver's license | • Student ID |
| • Florida ID issued by DHSMV | • Retirement center ID |
| • U.S. passport | • Neighborhood association ID |
| • Debit or credit card | • Public assistance ID |
| • Military ID | |

5. If the message "**ADDRESS PROTECTED**" is printed in the address area below the voter's name, **DO NOT ask the voter to verify his or her address**. These voters are protected under F.S. 119.071 and are not required to reveal or confirm their address in order to vote. Once you have located the voter's name on the register, proceed with the normal check-in process.
6. Ask the voter "**Has your address changed?**"

Voter answers NO.

Proceed with the normal check-in process. (See next page)

Voter answers YES.

Check the "address change" box on the help ticket, give the ticket to the voter and direct the voter to the Help Desk.

IMPORTANT!

The address on the voter's picture/signature ID **DOES NOT** need to match the registration address in order for the voter to vote.

ISSUE THE BALLOT

- Step 1: Check the signature column for any Special Register Messages. If there is a special message, that issue must be resolved before the voter signs.
- Step 2: If there is no special message in the voter signature column, select the proper ballot style for each voter as indicated by the BALLOT STYLE NUMBER- not party affiliation-next to the voter's signature line on the register.
Match that number to the style number on the ballot that you issue to the voter.
Check to make sure the numbers match!
- Step 3: Enter the ballot stub number on the register in the blank space to the right of the voter's name and address on the register. Do not write the stub number on the ballot.
DO NOT WRITE ON THE BALLOT!
- Step 4: Instruct the voter to sign below his or her name in the signature column.
- Step 5: Compare the voter's signature with that on the voter's picture/signature ID. IF THE VOTER'S SIGNATURE DOES NOT MATCH, check the "signatures differ" box on the help ticket, and direct the voter to the Help Desk.
- Step 6: IF THE VOTER'S SIGNATURE MATCHES, then **initial the ballot stub.**
- Step 7: Carefully detach ballot from pad at the perforation. Give ballot and a secrecy folder to voter.
- Step 8: Ask the voter to STATE the **ballot style number** in the top left corner of the ballot to confirm that he or she has received the correct ballot.
- Step 9: Initial register in the box provided (INSP INITIAL column) confirming that the voter received the correct ballot style, that the voter signature matches and that the ballot number is printed in the name and address column.
- Step 10: Use the Demo Ballot (**see page 103**) to instruct voter to blacken/fill in oval to indicate selections. **Instruct voter not to use an X or a check mark.**
- Step 11: Instruct voter to place ballot in secrecy folder when completed and then to proceed to the DS 200.
- Step 12: Ask the voter if he or she has any questions about voting procedures.
- Step 13: Direct the voter to the voting stations. Voter may use any available station.

VOTING STATION INSPECTOR PROCEDURES

1. Direct voters to voting stations as they become available.
2. Ensure five (5) feet of clearance between the voter at a station and those waiting in line.
3. Answer questions from voters in an informative and friendly manner.
4. Ask voters in wheelchairs or with other disabilities, if they would like to use the AutoMARK or an accessible voting booth to mark their ballots. Please be tactful and respectful towards voters with disabilities.
5. Assist Help Desk staff in assisting a voter to vote in the voting booth.
6. Direct voters with spoiled ballots to the voter Help Desk.
7. Direct voters to the DS 200 when they have completed voting. Ensure that their ballots are in their secrecy folders.
8. After each voter has left the voting booth, ensure that a working marker or pen is in each voting booth, that lights are on, and that the voting stations are clear of any debris.
9. If any stray ballots are found in the voting stations area, notify the Precinct Manager or the Assistant Precinct Manager so that the proper procedure is followed.
10. Return any secrecy folders to the register tables.
11. Assist voters in voting with the AutoMARK and casting their ballots in the DS 200.

DS ATTENDANT PROCEDURES

1. Maintain four (4) to six (6) feet of clearance from the DS machine when voter is submitting his or her ballot.

DO NOT LOOK AT THE VOTER'S BALLOT!

2. Instruct voter to remove ballot from secrecy folder and slide ballot into the DS 200 slot.
3. If ballot is rejected, instruct voter to turn it over and re-submit.
5. **If ballot is still rejected,**
 - (a) Instruct voter to place ballot in secrecy folder. **DO NOT HANDLE THE BALLOT!**
 - (b) Ask voter to read the DS 200 screen to determine problem.
6. **If error message indicates an OVER-VOTE,**
 - (a) Explain to the voter that he or she voted for more than one candidate in the same contest and that the vote for that contest will NOT be counted unless he or she completes a new ballot.
 - (b) Send the voter to the **HELP DESK** to obtain a new ballot.
 - (c) If the voter insists on submitting his or her ballot, summon your precinct manager to place the ballot in the GRAY unscanned ballot bag.
7. **If error message indicates a BLANK BALLOT,**
 - (a) Instruct voter that the ballot is an un-voted (blank) ballot.
 - (b) Instruct the voter to return to a voting station and vote the ballot.
 - (c) If the voter insists on submitting his or her ballot, direct the voter to read the DS 200 screen to make a choice; if the voter decides to cast the blank ballot, direct voter to touch the appropriate box on the screen to CAST the blank ballot.
8. **For other error messages,**
 - (a) Summon the Pre-tech to solve indicated problem or call the technical hotline number on the Communications Plan for assistance.
 - (b) If the DS 200 will not accept ballots, calmly instruct voter to place ballot in the emergency compartment.
9. Collect the secrecy folder from voter.
10. Give voter an "I Voted" sticker and thank him or her for voting.
11. During idle times, check the DS 200 to ensure machine is functioning properly and periodically return accumulated secrecy folders to the register inspector tables.
12. For all DS 200 problems, consult with the Pre-tech and the DS manual for solutions.
13. If precinct personnel cannot solve a problem, refer to your Communications Plan and call the technical hotline number for assistance.

Note: If the DS 200 malfunctions, instruct voters to place ballots in the emergency compartment. The Precinct Manager should call the technical hotline # immediately.

POLLS ARE OPEN FAQ'S

What do I do if . . .

Q: A voter is talking loudly on the cell phone?

A: The Precinct Manager will calmly approach the voter and tactfully ask the voter to refrain from talking on the cell phone while voting to avoid disturbing other voters.

Q: My DS 200 is not accepting ballots?

A: Direct voter to place ballot in emergency compartment. Then, call the Technical hotline number at (904) 630-3707 located on the Communication Plan.

Q: A voter walked away without casting his or her ballot?

A: The Precinct Manager and another poll worker of different party affiliation shall put the ballot through the DS 200.

Q: My forms and supplies are running low?

A: Call the Elections Center hotline number at (904) 630-8414.

Q: A voter becomes confrontational with poll workers?

A: All poll workers should remain calm. Listen to what the voter is telling you. Do not interrupt the voter while he or she is talking. If necessary, ask the voter to step into an area where you may talk privately. Be polite and let the voter know that you want to help him or her try to solve the problem.

Q: The media is interviewing voters within the 100-foot boundary?

A: All media must remain 100 feet away from the polling place. Anyone including media may conduct exit polls within the 100-foot boundary. However, no person or media outlet may conduct exit polls or interviews with a camera within the 100-foot boundary.

POLLS ARE CLOSED!

If voters are waiting in line when polls close, the Deputy stands at end of line and informs arriving voters that the polls are closed. Those voters in line at 7:00 p.m. may vote.

Some closing duties are assigned to specific poll workers. Precinct Manager assigns the rest so that the closing procedures may be carried out quickly and accurately.

Precinct Manager	Assistant Manager	Pre-tech	Register Inspector	DS Attendant	Voting Station Inspector	Deputy
Polls close at 7:00 p.m. SHARP! All poll workers stay to help close the polls						
Place any rejected ballots in the Unscanned Ballot bag	Assist Inspectors with reassembling the precinct register	Empty ballot bin emergency compartment and feed ballots in the DS 200	Reassemble the precinct register	Empty ballot bin; emergency compartment and feed ballots in the DS 200	Breakdown the voting booths	Breakdown the voting booths
Observe Pre-tech and DS attendant close the polls on the DS 200	Place precinct register in the YELLOW BAG	Close the polls on the DS 200	Remove all Election Day signage inside the poll	Close the polls on the DS 200 and print the zero tape.	Remove all Election Day signage inside the poll	Remove all Election Day signage the inside the poll
Sign two copies of DS 200 election results tape.	Sign two copies of DS 200 election results tape	Sign two copies of DS 200 election results tape	Sign two copies of DS 200 election results tape	Sign two copies of DS 200 election results tape	Sign two copies of DS 200 election results tape	Sign two copies of DS 200 election results tape
Place all essential items in the YELLOW BAG.	Assist Precinct Manager packing the yellow bag.	Place rejected ballots in the Unscanned Ballot bag	Place all stub pads in the Ballot Stubs envelope	With the Pretech, place rejected ballots in the Unscanned Ballot bag	Store precinct sign and A-frame next to voting booths	Store precinct sign and A-frame next to voting booths
Complete the Ballot Report Form and Ballot Custody Log	Assist the Precinct Manager completing the BRF and Custody Logs.	Shutdown and secure the DS 200, AutoMARK, and the laptop computer	Clean poll and place tables and chairs in original location for storage	Shut down and secure the DS 200 and the AutoMARK	Clean area and place tables and chairs in original location for storage	Clean poll and place tables and chairs in original location for storage
Repack the BTB bags, Purple Bags, and Supply Bag for delivery to the drop zone location	Assist with preparing the election equipment and bags for delivery to the drop zone location	Assist with preparing the election equipment and bags for delivery to the drop zone location	Assist with preparing the election equipment and bags for delivery to the drop zone location	Post election results at the entrance of the polling room	Assist with preparing the election equipment and bags for delivery to the drop zone location	Assist with preparing the election equipment and bags for delivery to the drop zone location
Dismiss Election Board members	Election Board members are expected to remain at the polling place until DISMISSED by the Precinct Manager.					

POLLS ARE CLOSED!

Polls close at 7:00 p.m. sharp!
Anyone in line at 7:00 p.m. MUST be permitted to vote.
The public is permitted to witness the closing of the polls!

Deputy will:

Stand in line behind the last person in line at 7:00 p.m. Inform anyone attempting to stand in line after 7:00 p.m. that the polls are closed.

All Poll Workers

1. Empty ballot bin emergency compartment and feed unscanned ballots into the DS 200 (If necessary.)
2. Voters who placed their ballots in the emergency compartment may witness the scanning process even though the polls are closed. Place any rejected ballots in the **GRAY Unscanned Ballot bag**.
3. Board members sign both copies of DS 200 election results tape. Tear off tape from the DS 200 printer compartment. Cut the tape at beginning of the election results reports.
4. Place the tape with both the zero tape and election results report in DS 200 results tape envelope; store envelope in the **YELLOW BAG**.
5. Post **SECOND RESULTS TAPE** (unsigned) conspicuously in the polling room.
6. Empty ballot bin compartments.
 - a. **Main compartment**
 - i. Arrange **ALL** ballots in stacks of manageable sizes.
 - ii. Place rubber bands around ballot stacks.
 - iii. Place banded stacks in RED VOTED BALLOT BAG(S).
 - iv. Place one (1) RED VOTED BALLOT BAG inside of one (1) BALLOT TRANSFER BAG

IMPORTANT!

In the event that the polling hours are extended by a court order or Governor's directive, the Deputy should stand behind the last person in line at 7:00 p.m. **Any person voting after the last person in line at 7:00 p.m. must vote a provisional ballot.**

PRECINCT MANAGER

1. Precinct Manager, DS Attendant, and Pre-tech close polls on DS 200 according to instruction sheet procedures.
2. Pre-tech reads instructions; DS Attendant executes instructions; Precinct Manager observes. Print **two** (2) copies of the results tape.
3. **Complete the Ballot Report Form.** Complete a practice form first, then copy to a final form.
 - a. Count unused ballot pads. Multiply count by 25 and enter amount on line (A).
 - b. Count ballots attached to partially used pads and enter total on line (B).
 - c. Count ballots in Spoiled Ballot Envelope and enter total on line (C).
 - d. Count ballots in the **GRAY** Unscanned Ballot Bag and enter total on line (D).
 - e. Count provisional ballots enter total on line (E).
 - f. Add lines (A) through (E) and enter total on line (2).
 - g. Enter amount from line (1) on line (3).
 - h. Enter amount from line (2) on line (4)
 - i. Subtract line (4) from line (3) and enter amount on line (5).
 - j. Sign the completed BRF form, place in the **TEAL** bag, then store in the **YELLOW BAG**.

BALLOT REPORT FORM

Duval County, Florida

PRECINCT: _____

ELECTION DATE: _____

PRE-ELECTION BALLOT ALLOCATION

Ballot Styles	# of Pads		# of Ballots	Ballot Styles	# of Pads		# of Ballots
001	4	x 25 =	100	003	2	x 25 =	50
002	4	x 25 =	100	004	2	x 25 =	50
		x 25 =				x 25 =	
		x 25 =				x 25 =	
		x 25 =				x 25 =	
		x 25 =				x 25 =	
Total Pads Packed:		12	Total Ballots Packed:		300	(1)	

POST-ELECTION BALLOT RECONCILIATION

Number of full pads remaining:	pads	x 25 =		(A)
Number of unused ballots on partial pads:				(B)
Number of ballots in spoiled ballots envelope:				(C)
Number of ballots in unscanned envelope:				(D)
Number of Provisional Ballots:				(E)
Total Uncounted Ballots:				(2)
Add lines (A) thru (E)				

Number of packed ballots from line(1) above:		(3)
Number of uncounted ballots from line (2) above:		(4)
TOTAL COUNTED BALLOTS: Subtract line (4) from line (3)		(5)

Precinct Manager's Signature: _____

4. Re-assemble the precinct register in proper sequence. Attach Add-on Register pages at the end.
5. Place **precinct register** in **YELLOW BAG**.

IMPORTANT!

PLEASE PACK BAG WITH ALL ITEMS LISTED....IT MATTERS!!

6. Pack the **YELLOW BAG** with the following ten (11) items:
 - a. Ballot Report Form (**Place in TEAL bag**)
 - b. Completed VR-Apps envelope
 - c. First Report of Injury Envelope (**enclose COMPLETED FORMS ONLY**)
 - d. DS 200 results tape envelope
 - e. Memory Stick bag (**RETURN in clear pouch**)
 - f. Payroll
 - g. Precinct register
 - h. Signed DS 200 zero/election results tape
 - i. Supply List (**SIGN and RETURN in YELLOW BAG**)
 - j. Unscanned Ballots (**Place ballots in GRAY bag**)
 - k. VOTED Provisional Ballot Bag (**Place in ORANGE bag**)
7. Store the **YELLOW BAG** in **BTB #1** with red handles.
8. Complete the Ballot Custody Log and place it in BTB #1.
9. Place the Spoiled Ballot Envelope in BTB #1.
10. Re-pack Purple Bag and Supplies Bag.
Refer to colored bag-packing chart and the Supply List.
11. **Hold the key until the facility is locked**, if applicable.
12. Have Drop Zone form available for police officer.

POLLS ARE CLOSED!

OTHER TASKS

1. Deputy and Inspectors close voting stations and stack on pallet top side up.
2. Deputy places precinct sign and A-frame next to voting stations pallet.
3. Pre-tech shuts down computer and stores in carrying case.
4. DS attendant shuts down the DS 200 unit.
5. Place all **un-voted ballots** (full and partial pads) and **unused provisional envelopes** and **sleeves** in **BTB #2**.
6. Place fully used stub pads in the **Ballot Stubs envelope**. Place envelope in **BTB #2**.
7. Shut down and secure the AutoMARK according to the instructions sheet.
8. Clean and inspect polling place.
9. Lock facility and place key in designated envelope in Purple Bag, if applicable.
10. Precinct Manager and one other board member **MUST** deliver the following items to the Drop Zone or the Elections Center:
 - Ballot Transfer Bag(s)
 - Call Bell (If applicable)
 - Laptop computer
 - Purple Bag (briefcase)
 - Supply Bag
11. Have Drop Zone form available for police officer.

DROP ZONE CHECKLIST
Supervisor of Elections
Duval County

*This form will be
issued to you by the
JSO officer at your
DROP ZONE.*

ELECTION DATE: _____/_____/_____

TIME: _____

PRECINCT MANAGER: _____

PRECINCT: _____

Check each item:

BALLOT TRANSFER BAG(S) with RED HANDLE _____ (TOTAL NO. OF BAGS)

BALLOT TRANSFER BAG(S) with BLACK _____ (TOTAL NO. OF BAGS)

PURPLE BAG _____

LAPTOP COMPUTER _____

SUPPLIES BAG _____

CALL BELL _____ (If applicable)

Police Officer's Printed Name

Precinct Manager's Printed Name

Police Officer's Signature

Precinct Manager's Signature

PRECINCT PASS

Supervisor of Elections
Duval County, Florida

Originating Precinct: _____ Destination Precinct: _____

Voter's ID Number: _____

Voter's Name: _____

Destination Precinct:

Facility Name: _____

Address: _____

Manager's Signature: _____

Time: _____

For Destination Precinct Manager:

1. Voter is registered in your precinct.
2. Voter is registered in precinct _____ but now lives in your precinct.
3. Voter is not registered or no Duval County registration record was found but lives in your precinct and requests a provisional ballot.
4. Voter's photo/signature ID is required or issue provisional ballot.

Originating Clerk's note: If applicable, please ensure that the voter has completed and signed a VR-App with his or her new address. Instruct the voter to present this pass and the VR-App to the Help Desk the destination precinct.

(Green paper)

VOTER IS NOT ON PRECINCT REGISTER

Florida Statute 101.048

If the voter is not on the precinct register, there are four possibilities:

- Scenario 1 Voter is registered in **another precinct** but has moved into your precinct.
- Scenario 2 Voter is registered in **another county** but has moved into your precinct.
- Scenario 3 Voter is registered but has arrived at the wrong precinct.
- Scenario 4 Voter is not registered.

Register Inspector will:

Check the “**voter not on register**” box on the help ticket, give the ticket to the voter, and direct the voter to the Help Desk.

At the Help Desk:

1. Precinct Manager or Assistant Manager directs the Pre-tech to perform a search for the voter in the laptop by **a) Name b) Date of Birth c) Current Address** or any other information (for example: previous address, previous name, or voter registration #) that may help in locating his and her registration information.
2. If a voter claims to have a registration in Duval, use the local search capability on the laptop to find the precinct for the voter’s current address.
3. If the voter claims to have a registration in another county, call the manager’s hotline number on the Communications Plan for assistance.
4. Pre-tech must determine if the voter’s current address is your precinct or not.
 - If the **voter’s name is found**, the **current address MATCHES** the registration address, and the **current address is IN your precinct**, then issue the voter a ballot (See Issue the Ballot, page 37). Add voter’s information to the Add-on pages at the HELP DESK.
 - If the **voter’s name is found**, the **current address DOES NOT MATCH** the registration address, and the **current address is IN your precinct**, then see **Scenario 1, page 49**.
 - If the **voter’s name is found**, the **current address MATCHES** the registration address, and the **current address is NOT in your precinct**, then see **Scenario 2, page 50**.
 - If the **voter’s name is found**, the **current address DOES NOT MATCH** the registration address, and the **current address is NOT in your precinct**, then see **Scenario 2, page 50**.
 - If the **voter’s name is NOT FOUND** in the laptop, then the Help Desk will **call the Precinct Manager’s Hotline # on the Communications Plan** for assistance. If the Precinct Manager’s Hotline (Supervisor of Elections Office) confirms that voter is not registered, then see **Scenario 3, page 51**.

Scenario 1

Voter is registered in ANOTHER PRECINCT but has moved into your precinct.

1. Precinct Manager will instruct voter to complete a VR-App and check the address change box.
2. Ensure that **all** boxes on the VR-App are complete.
3. Enter the voter registration number in the “FOR OFFICE USE ONLY” box on the VR-App.
4. For a **PRIMARY ELECTION**, compare the party affiliation on the VR-App to the party affiliation on the voter’s registration record from the laptop. If the voter has changed his or her party affiliation, inform the voter that the party change will be held until the day after the election.
5. Pre-tech will confirm that the voter’s current address on the VR-App is in the precinct. Once the Pre-tech confirms the voter’s address is in the precinct, add the voter’s information to the Add-on register page.

Using the ADD-ON REGISTER page:

6. Enter the voter’s name, address, and voter registration number, and date of birth.
7. On the laptop, locate the voter’s ballot style number (use the voter’s current address).
8. Pull voter’s correct ballot and ENTER the ballot style number and stub number on the ADD-ON REGISTER page.
9. Instruct voter to sign the ADD-ON REGISTER page in the space provided.
10. Give the ballot and secrecy folder to the voter and direct the voter toward the voting booths.
11. Place VR-App in the Completed VR-Apps envelope.

IMPORTANT!

If the voter claims to be a registered in another county in Florida OR the Pre-tech does not locate the voter’s registration record in the laptop, instruct the voter to complete a VR-App. Then, call the Manager’s Hotline # on the Communications plan for assistance.

Scenario 2

**Voter is registered in ANOTHER COUNTY
but has moved into your precinct.**

1. Precinct Manager will instruct voter to complete a VR-App and check the address change box.
2. Ensure that **all** boxes on the VR-App are complete.
3. Using the COMMUNICATIONS PLAN, call the Manager's hotline at (904) 630-3706 to confirm the voter's registration status.
4. Inform the voter that due to law changes for voters that are living in a county different from the county that the voter currently registered, then he or she must vote a provisional ballot.
5. For a **PRIMARY ELECTION**, compare the party affiliation on the VR-App to the party affiliation on the voter's registration record from the laptop. If the voter has changed his or her party affiliation, inform the voter that the party change will be held until the day after the election
6. Pre-tech will confirm that the voter's current address in Duval County on the VR-App is in the precinct. Once the Pre-tech confirms the voter's address is in the precinct, **ISSUE A PROVISIONAL BALLOT** (See page 54-58.)

Scenario 3

Voter is registered but has arrived at the wrong precinct.

Inform the voter that he or she is in the wrong precinct and must vote in the precinct in which he or she lives for the vote to count.

Compare the voter's current address and the registration address and **ISSUE A PRECINCT PASS** as follows:

1. **If the voter's current address MATCHES the registration record,**
 - a. Complete all items on the Precinct Pass.
 - b. Under "For Destination Precinct," check box #1.
 - c. Tear off the pink copy of the pass and store in the Completed Affidavits envelope.
 - d. Issue green copy of the pass to the voter and direct him or her to the correct precinct.

2. **If the voter's address DOES NOT MATCH the registration record,**
 - a. Using the voter's **current address**, find the name and address of the voter's correct precinct on the laptop.
 - b. Complete all items on the Precinct Pass.
 - c. Check box #2 and enter the correct precinct number of the current address.
 - d. Direct the voter to complete a VR-App and check the address change box.
 - e. Ensure that **all** the boxes on the VR-App are complete; a party change will be held until the day after a primary election.
 - f. Enter the voter registration number in the "OFFICIAL USE ONLY" box on the VR-App.
 - g. Tear off the pink copy of the pass and store in the Completed Affidavits envelope.
 - h. Issue the green copy of the pass to the voter and direct the voter to take the Precinct Pass **and** the VR-App to the Help Desk at the new precinct.

Note: If the voter insists upon voting at the wrong precinct, he or she must vote a provisional ballot and indicate this situation on the provisional ballot envelope for the Canvassing Board to review.

Sample of the Precinct Pass is shown on page 47.

Scenario 4

Voter is not registered.

1. Inform voter that he or she is not registered and may NOT vote a regular ballot.
2. Instruct the voter to complete a VR-App form.
3. If the voter insists on voting, ISSUE A PROVISIONAL BALLOT. (See pages 54-58.)
4. Inform the voter that the provisional ballot will only be counted if the registration record is located by the Supervisor of Elections Office.

PROVISIONAL BALLOT OVERVIEW

Provisional ballots are issued to individuals whose eligibility to vote is in question. However, it is our duty to make every effort to determine the voter's registration and eligibility. The circumstances that entitle a person to vote a provisional ballot are listed below and on the provisional ballot envelope.

Important!

- All provisional ballots are issued from the Help Desk.
- DO NOT issue a provisional ballot until every effort has been made to determine the voter's registration and eligibility.
- Inform the voter that his or her vote will not count unless the voter is registered and in the correct precinct.
- Pay special attention when issuing a provisional ballot to ensure that the envelope and certificate are filled out completely.

Circumstances for Issuing a Provisional Ballot

- The person's name does not appear on the precinct register or the county database and the voter's eligibility cannot be verified.
- The voter disagrees with election official's confirmation that he or she is ineligible.
- The register indicates that a voter has requested an absentee ballot, and the voter did not return all components of the absentee ballot to the precinct.
- The register indicates that the voter has already voted--absentee, early, or provisional, but the voter claims otherwise.
- The voter has no photo/signature ID.
- The voter has been challenged either at the precinct or as indicated on the precinct register.
- The voter's ID signature and register signature do not match, and the voter refuses to complete an affidavit.
- The register indicates that the voter has requested an ABSENTEE BALLOT and did not bring back to the precinct to vote.
- The register indicates that the voter's registration is pending confirmation because his or her Florida driver's license #, Florida ID #, or the last four digits of the Social Security # have not been verified, and the registration status cannot be determined.
- Voting hours have been extended after 7:00 p.m. by court or other governmental official. (These ballots must be kept separate from those voted during regular hours).

HOW TO ISSUE A PROVISIONAL BALLOT

When a voter falls into one of the categories listed on page 53, the Help Desk must issue a provisional ballot. A provisional ballot will be rejected by the canvassing board if not voted in the correct precinct. Use the laptop to determine the correct precinct.

Using the voter's **current** address, determine if the voter is in the correct precinct. Use the laptop to determine the correct precinct.

1. On the pink provisional ballot envelope, check the reason(s) for issuing the ballot.
Note: If no reason is checked, the provisional ballot may be rejected.
2. Instruct the voter to complete the Voter's Certificate and Affirmation on the pink envelope.
 - **The voter MUST sign the certificate for the ballot to count.**
 - **Be sure that all information on the envelope is completed.**
3. In the box below the certificate, witness the voter's signature and complete the other information.
4. Complete the information in the Elections Official box. Be certain to record the
 - Precinct number
 - Ballot style numberAND
 - Sign the envelope as the Elections Official to verify information.
5. Upon completion of the provisional ballot envelope, the Precinct Manager or another Help Desk official will review and sign the envelope where indicated.
6. When the envelope is COMPLETE, retain the envelope until voter has completed the ballot. Issue the voter a ballot and a pink provisional secrecy sleeve. To determine the correct ballot style, see pages 55-56.
7. Instruct the voter to vote the ballot at the Help Desk voting station and return to the Help
8. **DO NOT ALLOW THE VOTER TO PLACE BALLOT IN DS 200!**
9. When the voter returns to the Help Desk, instruct the voter to place the ballot into the secrecy sleeve then into the provisional ballot envelope. **Note: Please direct voter to seal his or her envelope.**
10. Give the voter the "Notice for Provisional Ballot Voter" stub attached to the envelope flap.
11. Advise the voter to use the reference number on the stub when calling the Supervisor of Elections Office to find out whether the ballot was counted.
12. Advise the voter that he or she has until 5:00 p.m. on Thursday (two days after the election) to provide written evidence of eligibility.

Note to Help Desk:

1. Do not make any notations in the precinct register or on the add-on register page.
2. A voter completing a provisional ballot does not sign the precinct register!
3. Place all VOTED provisional ballots in the ORANGE provisional ballot bag.

PROVISIONAL BALLOT PROCEDURES

Florida Statute 101.048

Once the pink provisional ballot envelope has been completed at the Help Desk, then the Help Desk will determine the ballot style for a voter voting by provisional ballot.

Help Desk will:

View the reason(s) checked on the provisional ballot envelope as to why the voter is voting by provisional ballot, and issue the ballot accordingly:

1. ***The person's name does not appear on the precinct register or county database and the person's eligibility to vote cannot be determined.***

Using the laptop, look up the voter's stated residence address (should match address on the front of the pink provisional envelope.) Issue the ballot style according to the ballot style that appears on the laptop return screen for this address.

If the election is a closed primary, then also issue the ballot according to the voter's party affiliation indicated on the front of the provisional envelope. Return to How to Issue a Provisional Ballot, page 54

2. ***The voter disagrees with the election official's confirmation that he or she is ineligible.***

Using the laptop, look up the voter's stated residence address (should match address on the front of the pink provisional envelope.) Issue the ballot style according to the ballot style that appears on the laptop return screen for this address.

If the election is a closed primary, then also issue the ballot according to the voter's party affiliation indicated on the front of the provisional envelope. Return to How to Issue a Provisional Ballot, page 54.

3. ***The register indicates that a voter has requested an absentee ballot, the ballot has not been surrendered or the voter returns with partial ABS (absentee) components:***

ABS ballot without the ABS envelope or ABS envelope without the ABS ballot

and the Supervisor of Elections cannot be reached to confirm that the ballot has not yet been voted.

Using the laptop, look up the voter's registration record and ballot style. Issue the ballot style shown on the voter's return screen. Return to How to Issue a Provisional Ballot, page 54.

4. ***The register indicates that the voter has already voted--absentee, early, or provisional, but the voter claims otherwise.***

Using the laptop, look up the voter's registration record and ballot style. Issue the ballot style shown on the voter's return screen. Return to How to Issue a Provisional Ballot, page 54.

5. ***The voter has no picture/signature ID.***

Using the laptop, look up the voter's registration record and ballot style. Issue the ballot style shown on the voter's return screen. Return to How to Issue a Provisional Ballot, page 54.

6. ***The voter has been challenged either at the precinct or as indicated on the precinct register.***

Using the laptop, look up the voter's registration record and ballot style. Issue the ballot style shown on the voter's return screen. Return to How to Issue a Provisional Ballot, page 54.

IMPORTANT!

After voter returns with the voted ballot, attach the challenger's oath to the outside of the COMPLETED provisional ballot envelope before placing in the ORANGE provisional ballot bag.

7. ***The voter's ID signature and register signature do not match, and the voter refuses to complete an affidavit.***

Using the laptop, look up the voter's registration record and ballot style. Issue the ballot style shown on the voter's return screen. Return to How to Issue a Provisional Ballot, page 54.

The register indicates that the voter requested an ABSENTEE BALLOT and did not bring the ballot back to the precinct to vote.

Using the laptop, look up the voter's registration record and ballot style. Issue the ballot style shown on the voter's return screen. Return to How to Issue a Provisional Ballot, page 54.

The register indicates that the voter's registration is pending confirmation because his or her Florida driver's license #, Florida ID #, or the last four digits of the Social Security # have not been verified, and the registration status cannot be determined.

Using the laptop, look up the voter's stated residence address (should match address on the front of the pink provisional envelope.) Issue the ballot style according to the ballot style that appears on the laptop return screen for this address.

If the election is a closed primary, then also issue the ballot according to the voter's party affiliation listed on the voter's registration record. Return to How to Issue a Provisional Ballot, page 54.

Voting hours have been extended after 7:00 p.m. by the court or other governmental official.

Using the laptop, look up the voter's registration record and ballot style. Issue the ballot style shown on the voter's return screen. Return to How to Issue a Provisional Ballot, page 54.

- ① NO ballots may be fed into the OS machine during extended voting hours.
- ① All provisional ballots voted after 7:00 p.m. must be separated from provisional ballots voted regular voting hours.

VOTER'S CERTIFICATE/AFFIRMATION

PROV BAL PROCESSING PROCEDURES

NAME CHANGES

Florida Statute 101.045

If a voter changes his or her name, the voter may appear on the precinct register under a different name. For example: Mary Smith-Collins may be listed under Smith Collins, Smith-Collins, Smith, or Collins. Once the register inspector has located the voter's name in the precinct register, direct the voter to the Help Desk to update his or her name.

Register Inspector will:

Check "**name change**" box on the help ticket, give the ticket to the voter, and direct voter to the Help Desk.

At the Help Desk:

1. Precinct Manager will direct the Pre-tech to locate the voter registration information on the laptop.
2. The voter must complete the VR-App and check the "name change" box.
3. Review the VR-App to ensure that ALL boxes are completed.
4. Enter the voter registration number in the "OFFICIAL USE ONLY" box on the VR-App.
5. After the VR-App has been completed, check the "**cleared to vote**" box on the help ticket, enter your initials in the space provided, give the ticket to the voter, and instruct him or her to take it back to the register inspector table to receive a ballot.
6. Place the VR-App in the COMPLETED VR-Apps envelope.

Register Inspector will:

1. Enter the notation "**Name Change Submitted**" next to the voter's former name on the register and then instruct the voter to sign his or her **new name** in the space provided.
2. Give the ballot and secrecy sleeve to voter and direct him or her to the voting booths.

Note to Help Desk:

Do not make an entry on the ADD-ON REGISTER page.

Sample of a NAME CHANGE is shown on the next page.

INSERT VR-APP

ADDRESS CHANGES

Florida Statute 101.045

If a voter states an address different than what is printed on the precinct register, then it is our goal to determine the voter's correct precinct. On Election Day, it is ILLEGAL for a voter to vote in a precinct other than the precinct of his or her legal residence.

Register Inspector will:

Check "address change" box on the help ticket, give the ticket to the voter, and direct voter to the Help Desk.

At the Help Desk:

1. Precinct Manager will direct the Pre-tech to locate the voter's registration information.
2. Instruct voter to complete the VR-App and check the "address change" box. Review the VR-App to ensure that ALL boxes are completed.
3. Enter the voter registration number in the "OFFICIAL USE ONLY" box on the VR-App. Place the VR-App in the COMPLETED VR-Apps envelope.
4. After the VR-App has been completed,
 - a. If the voter's **NEW ADDRESS IS IN YOUR PRECINCT**, the Pre-tech will write the voter's ballot style number on the help ticket. Then, check the "cleared to vote" box on the help ticket, and enter your initials in the space provided, give the ticket to the voter, and instruct him or her to take it back to the register inspector table to receive a ballot.
 - b. If the voter's **NEW ADDRESS IS NOT IN YOUR PRECINCT**, inform the voter that he or she is in the wrong precinct and must vote in the precinct in which he or she lives at the new address for the vote to count.

Issue a Precinct Pass

1. Using the laptop, the Pre-tech will locate the voter's correct precinct.
2. Complete the Precinct Pass.
3. Issue the green copy of the pass **and** the VR-App to the voter and direct him or her to the new precinct location while reminding the voter that he or she must be in line at the correct precinct by 7:00 p.m. to vote.
4. Instruct the voter to give the completed VR-App **and** the Precinct Pass to the Help Desk at the correct precinct.
5. Place the pink copy of the pass in the COMPLETED Affidavits envelope.

Note to Help Desk:

Advise Register Inspectors to make **NO** notations indicating the status of the voter on either the register page or on the Add-on register page.

Sample of an Address Change is shown on the next page.

INSERT VR-APP

VOTER DOES NOT HAVE PROPER IDENTIFICATION

Florida Statute 101.043

A voter is required upon entering the polling place to present one of the following current and valid picture identifications:

- Florida driver's license
- Florida ID card issued by Department of Highway Safety and Motor Vehicles
- U.S. passport
- Debit or credit card
- Military ID
- Student ID
- Retirement center ID
- Neighborhood association ID
- Public Assistance ID

If the voter presents a picture ID that does not contain the voter's signature, then additional identification that provides the voter's signature is required via one of the current and valid IDs listed above.

If the voter presents a signature ID that does not contain the voter's picture, then additional identification that provides the voter's picture is required via one of the current and valid IDs listed above.

If the voter fails to provide BOTH picture and signature ID:

Register Inspector will:

Check "**no picture/signature ID**" box on the help ticket, give the ticket to the voter, and direct voter to the Help Desk.

At the Help Desk:

Without a picture and signature ID to present, the voter must vote a provisional ballot. See Provisional Ballot, pages 54-58.

VOTER'S SIGNATURES DIFFER

Florida Statute 101.49

If the signature on a voter's identification does not match the signature on the precinct register, the Precinct Manager may ask the voter to complete the "Signatures Differ" Affidavit to verify his or her signature.

Register Inspector will:

Check "**Signatures Differ**" box on the help ticket, give the ticket to the voter and direct voter to the Help Desk.

At the Help Desk:

1. The voter must complete a "Signatures Differ" Affidavit.
2. After the voter completes the affidavit, check the "cleared to vote" box on the help ticket, and enter your initials.
3. Give the help ticket to the voter and direct him or her back to the register inspector table to receive a ballot.
4. Place the affidavit in the Completed Affidavits envelope.

Note to Help Desk:

If the voter refuses to complete or sign the affidavit but insists on voting, he or she must vote a provisional ballot. (See pages 54-58.)

Sample of the "Signatures Differ" Affidavit shown on next page.

AFFIDAVIT

SIGNATURES DIFFER

This affidavit is to be completed by a voter whose proof of signature does not match his or her signature on the poll register.

**STATE OF FLORIDA
COUNTY OF DUVAL**

I do solemnly swear or affirm that my name is _____; that I am _____ years old; that I was born in the State of _____; that I am registered to vote; that I am a qualified voter of the county and state aforesaid and have not voted in this election.

(Signature of Voter)

Sworn to and subscribed before me this _____ day of _____, A.D. _____.

(Manager or Inspector of Election)

Precinct No. _____
County of Duval

ABSENTEE BALLOT SITUATIONS

Florida Statute 101.69

The voter's signature line may show **ABSENTEE REQUESTED** or **VOTED ABSENTEE** in the signature column of the precinct register. Also, a voter may try to drop off his or her voted absentee ballot at your precinct with the expectation that it will count.

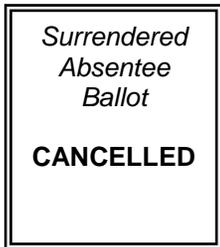
Scenario 1

If the voter has ABSENTEE REQUESTED printed next to his or her name in the signature column

Register Inspector will:

Ask the voter if she or he has an absentee ballot to surrender.

Voter answers **YES**



- a. Inspector checks the voter's ID to make sure it matches the name on that ballot.
- b. Write **CANCELLED** on both sides of the envelope, slightly tear the ballot to prevent further use, and place it in the Returned Absentee Ballot envelope.
- c. Issue a new ballot to the voter.

Voter answers **NO**

Inspector will check "**absentee ballot requested but not brought back to the precinct**" box on the help ticket, give the ticket to the voter, and direct the voter to the Help Desk.

At the Help Desk:

1. The Precinct Manager will direct the Pre-tech to check the laptop to verify that an absentee ballot has been requested.
2. The Help Desk will inform the voter that without the entire Absentee ballot (ballot and envelope), he or she must vote a provisional ballot.
3. If the status of the absentee ballot cannot be determined through the Precinct Manager's hotline, inform the voter that without the ballot and the envelope, he or she must vote a provisional ballot. (See pages 54-58.)

Scenario 2

If the voter returns the Absentee Ballot without the absentee ballot envelope or the voter return the Absentee envelope without the ABS ballot.

Register Inspector will:

Check “**absentee ballot requested but not brought back to the precinct**” box on the help ticket, give the ticket to the voter and direct voter to the Help Desk.

At the Help Desk:

The precinct manager will direct the pre-tech to check the laptop to verify that an absentee ballot has been requested.

The Help Desk will inform the voter that without the entire absentee ballot, he or she must vote a provisional ballot.

If the voter chooses to retrieve the absentee ballot to surrender it, allow him or her to do so. Remind the voter that he or she must be in line by 7 p.m. to vote.

Scenario 3

If the voter has **VOTED ABSENTEE**** printed next to his or her name in the signature column**

Register Inspector will:

Check “**VOTED ABSENTEE**” box on the help ticket, give the ticket to the voter and direct voter to the Help Desk.

At the Help Desk:

1. The Precinct Manager will direct the Pre-tech to check the laptop to verify the voter's registration record indicates that he or she has voted.
2. Inform the voter that because the precinct register indicates that he or she has already voted an absentee ballot, he or she is no longer eligible to vote.
3. If the voter insists on voting, he or she must vote a provisional ballot. See pages 54-58.

Scenario 4

If the voter tries to drop off a VOTED ABSENTEE BALLOT

DO NOT ACCEPT IT!

Register Inspector will:

Direct the voter to the Help Desk for assistance.

At the Help Desk:

1. Explain to the voter that the ballot must be delivered to the Elections Office, either to the Main Office (Downtown) or the Branch Office (Gateway Mall) by 7 p.m. on Election Day.
2. Offer to cancel the absentee ballot and allow the voter to vote a regular ballot in the precinct. **Inform the voter if he or she leaves the voted absentee ballot with you, it will not be counted!**
3. If the voter insists on leaving the ballot, call the precinct hotline (904) 630-3706 to report the situation and place the ballot in the "Returned Absentee Ballot" envelope.

SPECIAL *VOTED*** MESSAGES**

****VOTED**** messages on the precinct register indicate that the voter has already VOTED.

IMPORTANT!

DO NOT issue a regular ballot to a voter with a *****VOTED***** message printed in the signature column next to his or her name. This voter should **ALWAYS** be given a help ticket and directed to the Help Desk. If a poll worker makes the **PROCEDURAL ERROR** of issuing a regular ballot to this voter, such poll worker will be **DISMISSED**.

Register Inspector will:

Check the appropriate box on the help ticket:

VOTED ABSENTEE

or

VOTED EARLY

or

VOTED PROVISIONAL

At the Help Desk:

1. Precinct Manager will direct the Pre-tech to confirm the message posted in the voter's information box return screen on the laptop.
2. If one of these messages: VOTED ABSENTEE, VOTED EARLY, or VOTED PROVISIONAL, is posted in the voter's information box, then Help Desk will inform the voter that the Supervisor of Elections Office records indicate that he or she has already voted and is NO longer eligible to vote.
3. If the voter insists on voting, he or she must vote a provisional ballot. See Provisional Ballot, pages 54-58.

Insert precinct register page

SPOILED BALLOTS

Florida Statute 101.5608

A voter who makes an error on, or “spoils” his or her ballot may obtain another ballot upon returning the spoiled ballot in its secrecy folder. The voter may be furnished NO more than three (3) ballots. If a voter spoils a ballot, the voting station inspector should direct the voter to the Help Desk.

At the Help Desk:

1. Instruct the voter to remove the spoiled ballot from the secrecy folder, fold and slightly tear the ballot, and place it in the Spoiled Ballots Envelope.
2. Escort the voter to the register inspector table to obtain a new ballot.
3. Politely ask the voter if he or she would like some assistance in voting or offer the use of the AutoMARK to the voter.
4. If the voter makes a mistake on his or her third (3rd) ballot, explain to the voter that he or she MUST insert the spoiled third (3rd) ballot into a provisional ballot envelope. Complete the outside of the envelope detailing the voter’s situation for the Duval County Canvassing Board to determine whether or not it will count.

Register Inspector will:

1. Issue the new ballot by drawing a line through the previous stub number to indicate the ballot was spoiled. (For example: -0075, 0084, 0099.)
2. If three (3) stub numbers have been entered and three (3) ballots are spoiled, the voter may NOT receive another ballot.
3. If the voter makes a mistake on the third (3rd) ballot, inform the voter that he or she may not be issued a fourth ballot.

Note to Register Inspectors and the Help Desk:

- ⊗ Do not under any circumstances issue a fourth ballot!
- ⊗ Do not under any circumstances issue another ballot to a voter that has already cast a ballot!

CHALLENGED VOTER

Florida Statute 101.111

A voter's eligibility to vote may be challenged prior to Election Day or on Election Day at the polls. Any registered voter or poll watcher of a county may challenge the right of a person to vote in that county.

If the voter is challenged before Election Day, the precinct register will include a notation "Challenged: Must Vote Provisional."

Register Inspector will:

Check the "**Challenged: Must Vote Provisional**" box, give the ticket to the voter, and direct the voter to the Help Desk.

At the Help Desk:

- 1) Issue a copy of the completed Oath of Person Entering Challenge for the voter to review.
- 2) After the challenged voter has reviewed the form, the Help Desk will inform the voter that he or she must vote a provisional ballot. See Provisional Ballot, pages 54-58.
- 3) After the provisional ballot has been completed, the Help Desk must attach the challenger's oath securely to the outside of the provisional ballot envelope and place it in the **ORANGE** Provisional Ballot bag.

If the voter is "challenged" in the precinct on Election Day at the polls

Register Inspector will:

Check the "**Challenged: Must Vote Provisional**" box, give the help ticket to the voter, and direct the voter and person entering the challenge to the Help Desk.

At the Help Desk:

Direct the challenger and the voter NOT to interact with one another in any manner.

1. Instruct the person entering the challenge that he or she must complete an Oath of Person Entering Challenge (gold form).
2. Inform the challenger that any elector or poll watcher filing a frivolous challenge of any person's right to vote commits a misdemeanor of the first degree.
3. The Precinct Manager must witness the oath. After the challenger executes his or her oath, the challenged voter must be presented with a copy of the challenge.
4. The challenged voter must vote a provisional ballot. See Provisional Ballot, pages 54-58.
5. The Precinct Manager must attach the challenger's oath securely to the outside of the provisional ballot envelope and place it in the **ORANGE** provisional ballot bag.

OATH OF PERSON ENTERING CHALLENGE

Florida Statute 101.111

**STATE OF FLORIDA
COUNTY OF DUVAL**

I do solemnly swear that my name is _____;
that I am a member of the _____ Party; that I am a registered
voter or poll watcher;
that my residence is _____, (street)
in the municipality of _____;
and that I have reason to believe that _____ is
attempting to vote illegally and the reasons for my belief are set forth herein to wit:

(Signature of Person Challenging Voter)

Sworn and subscribed to before me this _____ day of _____, _____.
(month) (year)

(Clerk of Election)

VOTER CASTS AN INCORRECT BALLOT

If a voter claims that he or she did not receive the correct ballot (for example: wrong ballot style issued) BUT has already cast the ballot, the voter's ballot may not be retrieved. The voter does NOT get another ballot. **Issuing the wrong ballot to a voter may result in DISMISSAL!**

VOTER LEAVES THE BOOTH WITHOUT CASTING HIS OR HER BALLOT

Florida Statute 104.20

If a voter leaves the polling room and leaves his or her ballot in the voting booth without placing it in the DS 200, then two poll workers, of different party affiliation when possible, shall put the ballot through the DS 200.

VOTER ATTEMPTS TO TAKE HIS OR HER BALLOT FROM THE POLLING PLACE

Florida Statute 104.20

If a voter attempts to take his or her ballot from the polling place, advise the voter that to do so is against the law. Explain to the voter that the ballot must be spoiled if the voter does not wish to have it counted.

Note to Help Desk:

Make a notation on the Ballot Report Form if the voter insists on leaving the precinct with the ballot.

DECEASED VOTER

Florida Statute 98.075

A voter may inform you of a person who is deceased but still registered to vote. In order to have the deceased voter removed from the voter registration system, the interested person may mail, fax, email, or hand-deliver a photocopy of the Death Certificate for the deceased voter to one of the Duval County Supervisor of Elections Offices.

Once the Supervisor of Elections has received the Death Certificate for the deceased voter, he may then and only then remove the voter's name from the voter registration system.

For additional information, advise the interested person to call the Supervisor of Elections Office at (904) 630-1414.

POLL WATCHERS

Florida Statute 101.131

The Supervisor of Elections Office will provide a list of qualified poll watchers to each precinct. Each candidate, party, and political committee sponsoring an issue on the ballot may have one poll watcher at a time in each polling site. Poll watchers furnish their own materials.

A POLL WATCHER MAY REPRESENT

- A candidate
- A political party
- Registered voters on behalf of a write-in candidate
- Proponents or opponents of an issue on the ballot

NUMBER OF POLL WATCHERS PERMITTED

Only one (1) poll watcher representing a specific candidate, political party, or a political committee may be present in a polling place at a time.

ELIGIBILITY

Each poll watcher must be a registered voter eligible to vote in Duval County.

PRECINCT BOUNDARIES

A qualified poll watcher whose name is on the Poll Watcher list provided to all Precinct Managers may observe in any precinct from setup (6:00 a.m.) until and including close and breakdown of the precinct.

No poll watcher is permitted closer to the inspector tables than necessary to observe the conduct of voters and officials.

POLL WATCHER MAY OBSERVE GENERAL ACTIVITY

Poll watchers may inspect and record the names of voters from the precinct register as long as their actions do not interfere with the precinct staff checking in voters.

Poll watchers may sit or stand conveniently near the precinct staff as they issue ballots and give assistance at the Help Desk.

POLICIES TO KNOW (WHAT TO PERMIT, WHAT NOT TO PERMIT)

Poll watchers **MAY** observe assistance of a voter by a poll worker.

Poll watchers **MAY** take written notes while observing the precincts.

Poll watchers **MAY** initiate challenges.

Poll watchers **MAY** converse with the Precinct Manager.

Poll watchers **MAY NOT** converse or interact with voters.

Poll watchers **MAY NOT** interfere with voter transactions.

Poll watchers **MAY NOT** observe assistance of a voter by a non-poll worker.

INSERT POLL WATCHERS LIST

VOTERS NEEDING ASSISTANCE

Florida Statute 101.051

A voter who requires assistance to vote by reason of blindness, disability, or inability to read or write may request voting assistance from **two** election board members or some other person of the voter's own choice (except the voter's employer, an agent of the voter's employer, or an officer or agent of the voter's union).

Scenario 1

If voter requests assistance, but the message "**ASSISTANCE REQUIRED**" is NOT noted on the register, direct the voter to sign his or her name in the signature column and proceed to issue a ballot to the voter. Then, check "**voter needs assistance in voting**" box on the help ticket, give the ticket to the voter, and direct him or her to the Help Desk.

At the Help Desk:

The voter will complete the Declaration to Secure Assistance. The Help Desk may fill in the information for the voter, but the voter must sign the declaration for completion. Then two poll workers from different parties may provide assistance in voting to the voter.

Scenario 2

If the message "**ASSISTANCE REQUIRED**" is noted on the register and if the voter is accompanied by another person to provide that assistance, direct the voter to sign his or her name in the signature column and proceed to issue a ballot to the voter. Then, check "**voter needs assistance in voting**" box on the help ticket, give the ticket to the voter, and direct him or her to the Help Desk.

At the Help Desk:

The voter's assistor will complete the **Declaration to Provide Assistance**. The Help Desk may fill in the information for the voter's assistor, but the voter's assistor must sign the Declaration for completion. Upon completion of the declaration, the voter and his or her assistor may proceed to a voting booth to vote.

**After the required declarations have been completed, store the declarations
in the Completed Affidavits envelope.**

Scenario 3

If the message "**ASSISTANCE REQUIRED**" is noted on the register and the voter is NOT accompanied by another person to provide that assistance, direct the voter to sign his or her name in the signature column and proceed to issue a ballot to the voter. Then, check "**voter needs assistance in voting**" box on the help ticket, give the ticket to the voter, and direct him or her to the Help Desk.

At the Help Desk:

The voter will NOT complete any declarations and two poll workers will be assigned to assist the voter in voting.

Note to Help Desk:

You may suggest the use of the AutoMARK machine to voters having difficulty voting.

Assistance Declarations

DECLARATION TO SECURE ASSISTANCE

NOTE: Required to be completed by a voter asking for voting assistance IF the notation "ASSISTANCE REQUIRED" IS **NOT** printed next to his or her name on the precinct register.

State of Florida
County of Duval
Date _____
Precinct _____

I, _____, swear or affirm that I am a registered elector and request
(Print Name)

assistance from _____ in voting at the _____
(Print Name) (Name of Election)

held on _____.
(Date of Election)

(Signature of Voter)

Sworn and subscribed to before me this _____ day of _____, _____.
(month) (year)

(Signature of Official Administering Oath)

DECLARATION TO PROVIDE ASSISTANCE

NOTE: Required to be completed by person assisting voter IF THE ASSISTOR IS SOMEONE OTHER THAN ELECTIONS OFFICIAL.

State of Florida
County of Duval
Date _____
Precinct _____

I, _____ have been requested by _____
(Print Name) (Print Name of Elector Needing Assistance)

to provide him or her with assistance to vote. I swear or affirm that I am not the employer, an agent of the employer, or an officer or agent of the union of the voter and that I have not solicited this voter at the polling place or early voting site or within 100 feet of such locations in an effort to provide assistance.

Signature of Assistor

Sworn and subscribed to before me this _____ day of _____, _____.
(Month) (Year)

(Orange paper)

(Signature of Official Administering Oath)

PERSONS ALLOWED IN POLLING ROOM

Florida Statute 102.031

Before the polls open AND after the polls are closed and voting is complete, ANYONE FROM THE PUBLIC MAY ENTER the polling room to observe the proceedings.

No person may enter any polling room or polling place where the polling place is also a polling room during voting hours EXCEPT the following:

1. Official poll watchers
2. Inspectors
3. Election Clerks (Precinct Managers)
4. The Supervisor of Elections or his deputy (Elections Office personnel, rovers, tech trouble shooters, EC personnel)
5. Persons there to vote, persons in care of a voter, or persons caring for such voter
6. Law enforcement officers or emergency service personnel **with permission** of the Precinct Manager or a majority of the Election Board
7. A person, whether or not a registered voter, who is assisting with or participating in a simulated election for minors as approved by the Supervisor of Elections (for example, Kids Voting Program accompanied by the teacher or sponsor)

IMPORTANT!

If the polling room is in a location commonly used by the public to gain access to businesses or homes (such as the lobby of a church) or in an area traditionally used as a public area for discussion (such as a mall or community center), there may be people besides voters traveling through the polling area. **However, care should be taken to ensure these people do not interfere with the voting process.**

DO NOT ALLOW TV or newspaper reporters, members of special interest groups, other government officials, or anyone else not listed above to enter the polling site. Be aware of people entering the site under the guise of voting but not actually proceeding through the voting process.

Please **read Florida Statute 102.031**. Copies of this statute are provided in your Administrative Folder for distribution to individuals or groups demanding legal proof that they may not enter the polling room.

NONPARTISAN POLLING PLACE

Florida Statute 102.031

Voters **may** bring pre-marked sample ballots or campaign literature for their personal use. They **may not** use these for campaigning purposes.

Voters wearing campaign buttons, shirts, hats, or any other campaign apparel/items **may enter** the polling place to vote; however, they **may not campaign** there.

Poll workers must remove and discard any sample ballots or campaign materials left behind in the polling place. The Voting Station Inspector should be assigned to check the voting stations after each voter leaves to make sure that the voter has cast the ballot and that no literature or other materials have been left behind.

Note to poll workers:

DO NOT ALLOW under any circumstances picture-taking in the polling place, except by identified Elections Office personnel!

MEDIA IN THE POLLING PLACE

Florida Statute 102.031

Media **may** enter the precinct before the polls are open and after the polls are closed and voting is complete. Media **may** observe and record poll workers opening and closing the precinct.

DO NOT ALLOW under any circumstances media with or without cameras inside the polling room during voting hours from 7:00 a.m. until 7:00 p.m. *IT IS AGAINST THE LAW IN THE STATE OF FLORIDA!*

EXIT POLLERS

Florida Statute 102.031

Exit pollers (for example: students, news reporters, political organizations) may stand within the 100-foot boundary and conduct interviews with voters as they **EXIT** the polling place. Deputies may enforce that interviews are only conducted with voters exiting the site, not entering.

PROTESTERS

Florida Statute 102.031

Protesters may show up at your polling location. Protesters must stay outside the 100-foot boundary marker (orange cone). If they refuse to abide by the election laws, please call the Supervisor of Elections Office at (904) 630-3706 for assistance.

DEALING WITH IRATE VOTERS

Voters who come to the polling place to vote and are told that they must go elsewhere or that their registration is in question may become frustrated. To deal with these voters there are some things that you should keep in mind.

- Stay calm.
- Keep your voice down.
- Watch your body language. Do not cross arms or turn away from the voter.
- Listen to what the voter is telling you. Do not interrupt the voter while he or she is talking. If necessary, ask the voter to step into an area where you may talk privately.
- Let the voter know that you want to help him or her. Try to find a solution to the problem.
- Be polite. Treat the voter as you would like to be treated.
- Offer to call the Supervisor of Elections Jerry Holland or the Precinct Manager's hotline for additional information to assist the voter.

TROUBLE LOG

The Trouble Log is used by the Pre-tech or Manager primarily to record problems with the DS 200 and the AutoMARK; however, it may also be used to record other significant or unusual problems which occur on Election Day.

Examples would be:

- Problems with the laptop computer;
- Incorrect or insufficient ballots received from the EC;
- Missing pages from the register;
- Disorder in the polling site;
- Attempts by unauthorized individuals to gain access to the polling site.

Be sure to record times that the problems occurred and were resolved.

Example of the Trouble Log is shown on the next page.

TROUBLE LOG

Election Date: _____

Precinct: _____

Time: _____

Description:

Solution:

Time problem was resolved: _____

Time: _____

Description:

Solution:

Time problem was resolved: _____

Time: _____

Description:

Solution:

Time problem was resolved: _____

VOTERS WITH SPECIAL NEEDS

A substantial segment of the voting-age population has special needs due to impairments such as hearing, sight, or mobility impairment.

A significant portion of this group does not vote. Such voters may be concerned that their special needs will not be met in the voting process.

GENERAL

Sensitivity toward people with special needs makes good sense whether in business or in public life. When you practice disability etiquette everyone wins—the person with the special need feels comfortable and you don't feel awkward interacting with him or her.

If unsure of what to do for a person with a special need, just ask him or her. This person will appreciate the interest in being helpful.

Persons who have a special need should be thought of as individuals—your friends, your family members, or your neighbors. Do not use amorphous group terms like “they” and “them” for people with special needs. Such terms tends to separate rather than include.

Avoid politically correct euphemisms such as “differently abled” or “physically challenged.” Such phrases sound just as contrived and are just as offensive to people with special needs as they are to anyone else.

Persons who happen to have special needs are people first and foremost. For example, a person who cannot see would rather not be called a blind person but a person who is blind.

- Avoid outdated terms such as “handicapped” or “crippled.” The acceptable terms “disabled” and “mobility impaired.”
- Don't say that someone is “wheelchair bound” or “confined to a wheelchair” but say the person is a “wheelchair user.” Remember that to a wheelchair user, the wheelchair is not confining but liberating.
- Feel free to use idiomatic expressions when talking with persons who have special needs. For example, don't be uncomfortable if a person who is blind says, “It was good to see you.”
- If a companion accompanies a person with special needs, don't ask the companion what the person with special needs wants to do. Address questions directly to the person with special needs.

MOBILITY IMPAIRED

Persons who use wheelchairs may have varying abilities. Some may get out of the wheelchairs and walk a short distance. Some may use their hands and arms. **Remember that wheelchair users are people** and not equipment.

- Don't lean across a wheelchair user to talk to someone else or to shake another person's hand.
- **Don't pull or touch a person's wheelchair.** The chair is part of the user's personal space.
- Make sure ramps provide the closest accessibility to the polling place. This is important not only for people who may be using wheelchairs but for people who may be using canes, crutches, or walkers.
- Make sure **ramps are not obstructed** so they can be used without difficulty.
- **Keep doorways clear of obstacles** so wheelchairs can be maneuvered through them.
- Make sure there is a **clear path of travel in the polling area.** Be aware of the **reach limits** of people in wheelchairs.
- When **talking with a person in a wheelchair, sit in a chair so you are at his or her level.** If that isn't possible, stand at a slight distance so the person isn't straining his or her neck to make eye contact with you.
- If your counter is too high for a wheelchair user to see over, step around it to conduct your business with the person. **Don't grab a cane or crutch.** People who use them rely on them for balance.
- If you **offer a seat to a person who is mobility impaired,** remember that a chair with arms will be easier for him or her.
- A **person with respiratory or heart trouble** may not appear to be mobility impaired, but he or she **may need to sit down.**

BLIND OR VISUALLY IMPAIRED

Persons who cannot see at all usually prefer being described as being blind while those who have some vision prefer being described as being visually impaired. A person who is blind or visually impaired may travel with a guide dog, a cane, or a sighted guide. A person may have a visual impairment that is not obvious. Be prepared to offer assistance in orientation and readings.

- **Identify yourself** before making contact with a person who is blind or visually impaired. Give your name and your role. For example, "I'm Mary Green, the Precinct Manager."
- **Do not shout** when speaking to a person who is blind or visually impaired.
- **Do not grab, push, or pull a person** who is blind or visually impaired. To guide a person, let him or her take your arm.
- If the person is using a **guide dog, walk on the person's right side**--the side opposite the side the dog is on.
- **Do not touch the dog, its harness, or its leash. Do not talk to the dog.** These distractions could be dangerous to the person's safety.
- **Do not touch a person's cane.** If the person puts down the cane in an unsafe place, do not move it. Tell the person to move it. That way, the person will know where the cane is.
- **Describe the setting** including any partly open doors, steps, or ramps.
- **Be specific with warnings.** Yelling, "Look out!" will not work. The person will wonder if he or she should stop, swerve, duck, or jump.
- Be specific and non-visual with directions. Do not tell someone to turn left at the end of the desk. It would be better to say, "Take five steps and turn left."
- If you leave a person who is blind, let him or her know.
- Read informational signs that appear in print on the walls of the polling place.
- Offer **magnifying sheets** for voters who are visually impaired.
- **Offer assistance** in voting to a voter who is blind or visually impaired or allow him or her to be accompanied in the voting booth by someone of his or her choosing. See Voters Needing Assistance, page 81.

HEARING IMPAIRED OR HARD OF HEARING

Persons who communicate with sign language prefer being described as being deaf while people who have difficulty hearing but who use spoken language prefer being described as being hard of hearing.

Tips for Good Communication

Do:

- Stand still while you speak
- Face the person whenever you speak
- Speak slowly and clearly
- Use short sentences
- Speak normally
- Have good light on your face
- Take your time to speak
- Ensure a quiet background
- Place yourself at a comfortable distance

Do Not:

- Shout
- Mumble
- Talk too quickly
- Look the other way while speaking
- Move around while speaking
- Exaggerate your words
- Cover your mouth with your hands, papers, food, etc.
- Speak with your mouth full
- Place yourself too far or too close to the person
- Change the subject without warning

Problem Situations for Persons Who are Hard of Hearing:

- People misinterpreting when the person who is hard of hearing may have failed to understand them
- Following conversations where there are multiple speakers
- Understanding people who are looking away while talking
- Hearing in a large group situation
- Difficulty seeing a speaker's face in poor illumination
- Understanding a person whose speech is not clear
- Person who is hard of hearing not aware of being spoken to

Many people who are hard of hearing have not yet acknowledged the hearing loss. You may have to be sensitive to this situation, especially when dealing with older voters. Speak clearly with your face unobstructed. If you must communicate with a person who is deaf through an interpreter, remember to face the person who is deaf.

If you have difficulty understanding the speech of a person, let him or her know. You may find it helpful to communicate with gestures and/or in writing.

To get the attention of a person who is deaf or hard of hearing, tap the person on the shoulder.

Any individual who is hard of hearing, has a speech impediment, or has had a stroke may be hard to understand. Give him or her full attention.

ACCESSIBLE PRECINCTS FOR VOTERS WITH DISABILITIES

General Voting Assistance Provisions

Check to see that the acceptable path of travel from the parking space to the polling place voting machines is unobstructed by locked doors, furniture, etc.

Allow the voter with a disability to choose the accommodations he or she requires to vote (magnifying sheet, headphones, tactile input pad, or assistance from two poll workers).

Assist persons with visual impairments in signing the precinct register by placing a signature guide along the signature line.

Allow persons with visual impairments to take your arm when assisting them to a new location.

Move obstructions that block the path of travel and re-evaluate the path of travel for the person with the disability as the polling location becomes more crowded.

Orient individuals to voting devices by giving detailed verbal instructions. If voters have difficulty, ask if they would allow you to “show” them using their hands. Be sure to release their hands periodically so they can “explore” the lay out of the device.

Have additional seating available.

BE PATIENT!

VOTER'S BILL OF RIGHTS AND RESPONSIBILITIES

Florida Statute 101.031

Voter's Rights

Each voter in this state has the right to:

- Vote and have his or her vote accurately counted.
- Cast a vote if he or she is in line at the official closing of the polls in that county.
- Ask for and receive assistance in voting.
- Receive up to two replacement ballots if he or she makes a mistake prior to the ballot being cast.
- An explanation if his or her registration or identity is in question.
- If his or her registration or identity is in question, cast a provisional ballot.
- Written instructions to use when voting, and, upon request, oral instructions in voting from elections officers.
- Vote free from coercion or intimidation by election officers or any other person.
- Vote on a voting system that is in working condition and that will allow votes to be accurately cast.

Voter's Responsibilities

Each registered voter in this state should:

- Familiarize himself or herself with the candidates and issues.
- Maintain with the Office of the Supervisor of Elections a current address.
- Know the location of his or her polling place and its hours of operation.
- Bring proper identification to the polling station.
- Familiarize himself or herself with the operation of the voting equipment and his or her precinct.
- Treat precinct workers with courtesy.
- Respect the privacy of other voters.
- Report any problems or violations of election laws to the Supervisor of Elections.
- Ask questions, if needed.
- Make sure that his or her completed ballot is correct before leaving the polling station.

Failure to perform any of these responsibilities does not prohibit a voter from voting.

ASSEMBLING VOTING STATIONS

Work together in pairs to assemble the voting stations (V/S) as follows:

1. Cut straps holding V/S to pallet.
2. Place V/S on a table with handle facing forward, top of case facing up. The top of the case has no holes; the bottom has four leg sockets.
3. Open the lid all the way but do not allow it to fall backward. One worker should hold the lid. Raise and secure one side panel, remove legs, then release and lower side panel. Close the lids, re-latch, and lay the unit flat on the table with the holes facing up.
4. Assemble each leg and place them into the socket holes by pushing all the way in and twisting tightly with both hands. Pick up the unit and stand it on the floor.
5. Unlatch case, open lid, and secure side panels.
6. Unwind the electrical cord from inside the lid and let it fall from the left side of the case through the space at the rear of the left side panel. Up to ten units may be connected using the plug-in socket. The position of the socket varies. It may be found in the top right-hand corner of the lid, in front of the light assembly, or under the assembly next to the socket.
7. Only one V/S (of ten) need be connected to a wall socket. Be sure that the power cord is not a hazard to voters.
8. Arrange the V/S units for smooth traffic flow; place them far enough apart so that voters feel that secrecy is assured. If possible set up a V/S on a table for the voter with physical disability; stack legs behind the unit.
9. Ensure that the ballot marker or pen is attached and has not dried up.
10. Check and tighten the V/S legs prior to opening the polls.

GLOSSARY OF TERMS

A

Absentee Ballot

A ballot that is mailed or picked up in advance of an election. Provides the voter the option to vote without having to visit an early voting site or polling place on Election Day. Requested by any registered and qualified voter.

Administrative folder

The legal length brown folder in the briefcase (Purple Bag) that contains many of the important informational materials for Election Day.

Americans with Disabilities Act (ADA)

A federal law that establishes comprehensive standards for the accessibility of activities, facilities, and services, including polling places and elections, for persons with disabilities.

Assistant Manager

Assists the Precinct Manager in all functions and operations at the polling place. Trained to assume Precinct Manager's position in case of an emergency.

AutoMARK machine (Voter Assist Terminal)

An electronic voter assist terminal that allows voters with disabilities to mark a ballot privately and independently. This is not a tabulating machine.

B

Ballot Report Form (BRF)

The form used to account for the number of ballots received, unscanned, spoiled, provisional, voted (cast), used, and unused at each precinct (polling place). This form is completed by the Precinct Manager and/or the Assistant Manager.

Ballot Style

The number assigned to each ballot type, which is determined by the voter's address. In a closed primary election, the party affiliation will also affect the ballot style.

Blank Voted Ballot

A ballot on which the voter has chosen not to vote in any race.

Ballot Transfer Bag(s) (BTBs)

The large blue zippered bag(s) that contain the ballots. These bags are sealed and may not be opened until Election Day.

C

Canvassing Board

Established by the Florida Statutes, the canvassing board is responsible for scrutinizing absentee and provisional ballots, conducting recounts when needed, and certifying county election results to the Florida Department of State. The Board is comprised of the Supervisor of Elections, the President of the Jacksonville City Council, and a County Court Judge.

Closed Primary

An election in which a voter is given a ballot according to his or her political party affiliation. In partisan races, only candidates of the voter's political party will appear on closed primary ballot.

D

Declaration to Secure Assistance

Form that is to be completed by a person assisting a voter when the person is someone other than a poll worker. (See page 81.)

Declaration to Provide Assistance

Form that is completed by a voter to identify the person other than the poll workers that will assist him or her with voting. (See page 81.)

Drop Zone

Polling place identified as the site where designated election boards will drop off election equipment for technical rovers to upload the election results to the Election Center.

DS 200 Zero Tape

Election results tape that is printed and verified by the Precinct Manager and the OS attendant before voting begins in order to certify that all races have a zero total.

DS 200

Voting machine tabulator used in Duval County to tally votes and print election results and reports on Election Day.

E

Early Voting

Designated locations where registered voters in Duval County may vote prior to Election Day.

Election Board

All poll workers assigned by the Supervisor of Elections and serving as staff in a precinct on Election Day.

Elections Center

In Duval County, the location where training classes are held, election equipment is stored, and precinct supplies are delivered and picked up prior to Election Day.

Election Results Tape

OS machine tape that is printed after the polls are closed that summarizes the election results for a precinct.

F

Florida Statutes

Enacted by the Florida Legislature, all the laws of the State of Florida, including those that establish the electoral process in Florida.

G

General Election

An election held on the first Tuesday after the first Monday in November in the even-numbered years, for both the purpose of filling federal, state, and county offices and for the purpose of voting on constitutional amendments not otherwise provided by law Florida Statute 100.031.

L

Logic and Accuracy Test (L & A)

Test of the voting and tabulation system. Performed before every election as required by the Florida Statutes.

M

Minor Party

Any group, as defined by Florida Statute 97.021, that by January 1 before a primary does not have registered members 5% of the total registered electors of the state.

N

Nonpartisan Office

An office for which a candidate is prohibited from campaigning or qualifying for election or retention office based on party affiliation.

O

Oath of Person Entering a Challenge

Form provided to voters or poll watchers who challenge another voter's right to vote. This form must be completed by the challenger, and the challenged voter must vote a provisional ballot.

Overvote

On a voted ballot, a race in which an elector marks or designates more names than permitted or designates more than one answer to a ballot question. For such a race, the tabulator records NO VOTE for the office or question.

P

Payroll

List of poll workers working on Election Day in each polling location. Each poll worker must sign the payroll sheet in order to receive payment for working. Payroll is found in the payroll envelope inside the Precinct Manager's briefcase.

Poll Watcher

Person designated by a political party, candidate, or political committee to observe the voter check-in process and the conduct of the election. All poll watchers must sign up by the deadline and must meet the requirements as provided by the Florida Statutes.

Poll Worker

Trained individual who processes voters, provides instructions on the proper use of voting equipment, and solves potential problems that voters encounter at the early voting and Election Day polling sites.

Polling Place

The location and building where voting occurs in each precinct.

Precinct

An area established by Florida Legislature with specific geographical boundaries within a county; the area contains the polling place used for voting and election administration.

Polling Place Legals

In this manual, copies of particular Florida Statutes that apply to polling places and election procedures.

Polling Room

The room in a polling place in which ballots are cast during an election.

Primary Election

The nomination of candidates of political parties as provided by Florida Statute 100.061. Held the Tuesday ten weeks prior to the general election.

Provisional Ballot

A ballot cast by an individual whose eligibility to vote cannot be determined. The validity of the provisional ballot is determined by the canvassing board provided by Florida Statute 101.048.

S**Solicitors**

Candidate and/or campaign supporters; petitioners; and news media. Allowed only in the designated solicitation area or outside the 100-foot radius.

Spoiled Ballot

A ballot that has been marked in error, torn, or damaged during the election. Placed in the spoiled ballot envelope and accounted for at the end of the night on the Ballot Report Form.

U**Universal Primary**

The Florida Constitution provides that if all candidates for an office have the same party affiliation and the winner will have no opposition in the general election, then all qualified voters, regardless of party affiliation, may vote in the primary election for that office.

Unscanned Ballot

A ballot that was not scanned by the OS machine at the end of the election. The ballot is placed in the GRAY unscanned ballot bag to be reviewed by the canvassing board.

V

VAK

Voter Accessibility Kit – contains signature guides, sanitary ear and head covers, etc. The VAK is stored in the Purple Bag.

VR – App

Voter Registration Application, also known as FVRA form.

Voter Information Card (also known as Voter Registration Card)

A card mailed to each registered Florida voter listing voter's name, date of birth, precinct number, party affiliation, voter registration number, date of issue, districts representing the voter, and polling place location. The card is issued for informational purposes only.

Voting Area

Area designated by the Supervisor of Elections for early voting and/or Election Day where voting activities including but not limited to lines of voters waiting to be processed occur; the area where voters are processed and cast their ballots.

V/S

Voting stations, also known as privacy booths.

W

Write-in Candidate (General Election Only)

A candidate who is qualified to run for election by way of the voter writing the name of the candidate on the ballot.

OATH OF ELECTION BOARD MEMBERS

PRECINCT: _____

ELECTION DATE: _____

We, the undersigned members of the Election Board for the above-numbered precinct, affirm that we will perform our respective duties according to the law and will endeavor to prevent fraud, deceit, and abuse.

Precinct Manager

Assistant Manager

Precinct Technician

DS Attendant

Voting Station Inspector

Inspector

DEMONSTRATION BALLOT

**Supervisor of Elections
Duval County, Florida**

Blacken or fill in the oval next to your selection as shown below.

<input type="radio"/>	Candidate / Issue #1
<input type="radio"/>	Candidate / Issue #2

BALLOT CUSTODY LOG

Precinct: _____

Election Date: _____

.....

SECTION 1 - PRIOR TO OPENING POLLS

BTB 1
Seal # _____

BTB 2
Seal # _____

BTB 3
Seal # _____

BTB 4
Seal # _____

BTB 5
Seal # _____

BTB 6
Seal # _____

I hereby certify that the seal numbers recorded above correspond to those affixed to the BTBs prior to opening the polls and that there is no evidence of tampering.

Precinct Manager's Signature

.....

SECTION 2 - AFTER CLOSING THE POLLS

BTB 1 Seal # _____	BTB 2 Seal # _____	BTB 3 Seal # _____	BTB 4 Seal # _____
BTB 5 Seal # _____	BTB 6 Seal # _____	BTB 7 Seal # _____	BTB 8 Seal # _____

I hereby certify that the seal numbers recorded above are affixed to the BTBs after the close of the polls.

Precinct Manager's Signature

.....

SECTION 3 - TRANSPORT TO THE DROP ZONE

The following persons are responsible for transporting the ballots assigned to this precinct.

Board Member 1 Signature

Board Member 2 Signature

Board Member 1 Printed Name

Board Member 2 Printed Name

Date and time of departure from polling site: _____ at _____.
Date Time

VOTING MACHINE CUSTODY LOG

Precinct: 1501

Election Date: August 14, 2012

SECTION 1 - PRIOR TO OPENING POLLS

DS200 SERIAL # : 84722

DS200 SEAL #: 253501

Place Memory Stick
Label Here

I hereby certify that the numbers recorded above correspond to the DS200 Unit and seal numbers prior to opening the polls and that there is no evidence of tampering.

Precinct Manager's Signature

Board Member's Signature

SECTION 2 - PROBLEMS AND CHANGES

Record here any problems encountered with the machines. Use the reverse side if necessary.

Replacement DS200 Serial # : _____

Replacement DS200 Seal #: _____

Precinct Manager's Signature

SOE Representative's Signature

SECTION 3 - TRANSPORT TO THE DROP ZONE / ELECTION CENTER

The following Board Members are responsible for transporting the machines assigned to this precinct.

Board Member 1 Signature

Board Member 2 Signature

Board Member 1 Printed Name

Board Member 2 Printed Name

Date and time of departure from polling site: _____ at _____

VOTER HELP TICKET

Voter's name: _____ Voter's DOB: _____

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Voter's name not on register (pgs. 52-55) | <input type="checkbox"/> Challenged Voter (p. 75) |
| <input type="checkbox"/> No photo/signature ID (p. 67) | <input type="checkbox"/> Voter needs assistance (p. 81) |
| <input type="checkbox"/> Signatures differ (p. 68) | <input type="checkbox"/> Pending: Must vote provisional (p.57-59) |
| <input type="checkbox"/> Absentee ballot requested but not brought to precinct (p. 70) | <input type="checkbox"/> Name change (p. 63) |
| <input type="checkbox"/> ****VOTED**** (p. 72) <ul style="list-style-type: none">■ Absentee■ Early■ Provisional | <input type="checkbox"/> Address change (p. 65) |
| | <input type="checkbox"/> Cleared to vote _____
(initials, Help Desk) |