



# Instruction and Reference Manual for Precinct Poll Workers

# 2012 General Election Cycle



Issued by:  
The Pinal County Board of Supervisors &  
Pinal County Elections Department



# Important Election Information



## Eligible Voter

*In order to vote in any election, a person must:*

- Be registered to vote in their resident precinct **NOT LESS THAN 29 DAYS** prior to election day.
- Present identification at the polling place with **correct address as registered**

## General & Municipal Election Cycle Important Dates

Election Date	Close of Registration	Early Voting Begins
February 28th–PPE	January 30th	February 2nd
March 13th–Municipal	February 13th	February 16th
May 15th–Municipal	April 16th	April 19th
August 28th–Primary	July 30th	August 2nd
November 6th–General	October 8th	October 11th

## Important Contact Information

**The following phone numbers assist you with:**

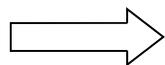
***Voter Registration***-Voter Information, Provisional and Conditional Ballot Voters, Inactive Voters **(520) 866-6861, 866-6862, 866-6853**

***Early Voting***-Early Voters, Permanent Early Voting Information **(520) 866-6853**

***Elections***-Absent Poll Workers, Supplies, Malfunctions, Uploading, Campaigning, Polling Place Procedures: **(520) 866-7550 Front Desk; 866-7553 Becky; 866-7560 Refe; 866-7555 Steve; 866-7557 Damon; 866-7558 Shannon.**

***Election Hotline Number: 1-800-208-6897 7550***

*PINAL COUNTY  
ELECTION STAFF*



Steve Kizer, Director  
Shannon Ortiz, Elections Specialist  
Refe Ayala, Elections Specialist  
Becky Canalez, Elections Technician  
Damon Hampton, Elections Technician

# W

## Congratulations, Thank You and Welcome to the Team

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The Pinal County Elections Department welcomes and thanks you for your participation in this most important endeavor. This *Instruction and Reference Manual* has been published to assist you in performing your duties as a Pinal County Poll Worker.

# I

Please study this booklet in advance of election day and bring it with you to your polling place for use as a handy guide.

# C

The election process in which you are participating employs a check and balance system, assuring the impartiality of all the procedures. The Inspector, who serves as supervisor of the election board, and the two Judges constitute the official Board of Elections as defined by the Arizona Revised Statutes.

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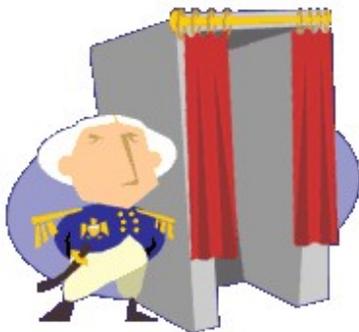
It is extremely important to ensure that all the ballots reported by each precinct at the close of the polls are indeed only those ballots cast by qualified electors in accordance with state law. For this reason, complete and accurate records are required and careful control of the ballots is maintained at all times.

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## Primary Election (Semi-Open Primary)

In a semi-open primary election, voters who **are not** registered with one of the major recognized parties **are allowed to vote** a party ballot of any of the recognized parties (*Democrat, Republican and Green*) represented on the primary ballot. *Libertarian is a recognized party, however, their primary election is closed. Libertarian voters only may vote Libertarian ballots. This party ballot is not available to non-Libertarian party registered voters.*



## General Election

In a General Election **ALL** registered voters are eligible to vote. Candidates for various Federal, State, County, School District and Special District offices appear on the ballot. Referendums, Constitutional Amendments and other local issues may also appear on the General Election ballot.

# The Precinct Election Board

The Precinct Election Board consists of local registered voters who ensure accessibility to the ballot box. The main objective of the Poll Workers is to ensure that all procedures are executed correctly and impartially. Working as a team, the Poll Workers must:

- **Make sure that the Polling Place opens on time.**
- **Properly arrange the Polling Place (See diagram on page 15-16)**
- **Ensure activation of the Accu-vote unit (consult Workbook)**
- **Ensure activation of the Touch Screen Unit (TSX) (consult Workbook)**
- **Receive and process voters**
- **Correctly close the Polling Place (see page 22)**
- **Properly transmit *both Accu-vote and TSX* election results (consult Workbook)**
- **Ensure that the correct election materials are delivered to authorized personnel**



## Compensation

**INSPECTORS:** \$250.00 (includes \$50.00 for class attendance)

**JUDGES, CLERKS, MARSHAL:** \$200.00 (includes \$50.00 for class attendance)

Make certain that all information on the Ballot Report/Time Voucher is complete and correct. Errors will delay the delivery of your check.



**ALL  
POLL WORKER'S  
MUST FILL OUT A  
W-9 FORM EACH  
YEAR.**

# Duties of Poll Workers



## INSPECTOR

The Inspector is the supervisor of the Election Board, the Inspector oversees the general operation of the polling place and should be consulted regarding procedures. The Inspector shall fill any vacancy (if deemed necessary) which exists at the **opening of the Polls at 6:00 A.M.** Each Inspector **must be thoroughly** familiar with all election procedures, as well as with the duties of all Poll Workers.

Although it is acceptable to trade positions occasionally during the day with other Poll Workers, the Inspector primarily:

- A. Administers the Oath of Office (front cover of poll list).
- B. Is assigned to monitor the Accu-vote ballot box.
- C. Ensures that only one and correct ballot has been issued to each voter.

**Primary Election**— Ensure that the Judge Issuing Ballots receives one pad of ballots per Party. Furnish additional Party Ballots as needed.

**General Election**— Ensure that the Judge Issuing Ballots receives one pad of ballots at a time. Some precincts may be “split” indicating unique School Districts or Special District ballots. If serving in a “split” Precinct, ensure the Judge Issuing Ballots has the different School District, or Special District Ballots assigned to your precinct. These may be color or numerically coded.

- D. Ensures that ballot is properly inserted into the Accu-vote.
- E. Ensures that the procedures for Provisional and Conditional Provisional Ballots are carried out exactly.
- F. Schedules comfort and meal breaks.
- G. Election night — uploads (modem) election results immediately after polls close — Accu-vote first and TSX last.
- H. Ensures that the Unofficial Returns Envelope, Official Returns Envelope, Ballot Transfer Bag, Accu-Vote Transfer Bag and TSX are returned to Elections Central.
- I. Audits ballots carefully, totals unopened pads, hand counts only opened/used pads, count spoiled ballots (if any), determine Provisional and Conditional Ballots voted (used) and enter requested information on the **Ballot Report** found in the Poll List.
- J. Oversees Party Representatives authorized to pickup the colored Poll List tear sheets, verifies written authorization signed by Party Chairperson.
- K. Ensures that every voter receives an “I Voted” sticker.

# Inspector-Continued

**At the Instruction Class the Inspector will:**

1. Receive supply box and voting machine keys.
2. Receive the list of Poll Workers appointed to work at your polling place. Contact each Poll Worker to ensure that they understand when and where they are to report election morning.
3. Receive polling place contact information.

The Inspector must arrange for a pre-election setup meeting at the Polling Place.

Designates the **A-TEAM** and the **TSX Unit Team**.

*If a student is serving in polling place, he or she should be part of TSX Unit Team.*

## What is the "A-Team"?



A-TEAM - as affectionately called, consists of a minimum of two Poll Workers who, in conjunction with the Workbook titled "THE POLLS ARE NOW OPEN" will ensure correct activation and operation of the Accu-vote unit.

## What About the TSX Team?



The TSX Team consists of possibly two poll workers who will, in conjunction with the TSX Workbook ensure that the TSX is properly assembled and activated.

*(If a student is serving in polling place, he or she should be part of the this team.)*

# Helpful Instructions for the Monitoring of the Ballot Box

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

## **BLANK VOTED CARD—CONSULT INSPECTOR**

Indicates the voter did not mark anything on the ballot or completely “mis-marked” the ballot. A “mis-marked” ballot should be corrected by the voter. If the voter does not want to fill in the ballot, unlock and open the front retaining plate. Then press and hold the “YES” button on the front of the Accu-vote and the ballot will be accepted. Close and lock the retaining plate.

## **OVER-VOTED RACE (NUMBER)—SEE INSPECTOR**

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

## **SPOILED BALLOT**

If an elector makes a mistake on the ballot, the ballot is spoiled and should be returned for a replacement. However, **no more than 3 ballots** may be issued to any one voter. Spoiled ballots must be marked “RETURNED SPOILED” on the back of the ballot, signed by the **Inspector and Judge**, and placed in the “Official Returns Envelope” (A.R.S. § 16-585). The words “Returned Spoiled” should be written in **RED** ink.

## **PAPER JAM**

Indicated ballot did not feed properly through the Accu-vote. Unlock the Accu-vote retaining plate and slide the unit partially out while holding onto the ballot. **DO NOT ALLOW THE BALLOT TO DROP INTO THE BALLOT BOX.** Turn the Accu-vote off and wait fifteen (15) seconds. Turn the Accu-vote back on and re-feed the ballot (*perhaps try a different orientation such as bottom first*). If you did not notice the paper jam until after the voter was already gone, watch the display carefully. If the display says the ballot was counted, pull the ballot on through the Accu-vote and drop it in the back with the other voted ballots. If the display indicates the ballot was not counted, remove the ballot from the Accu-vote and re-insert it into the Accu-vote for tabulation.

## **BALLOT NOT COUNTED**

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



# Marshal

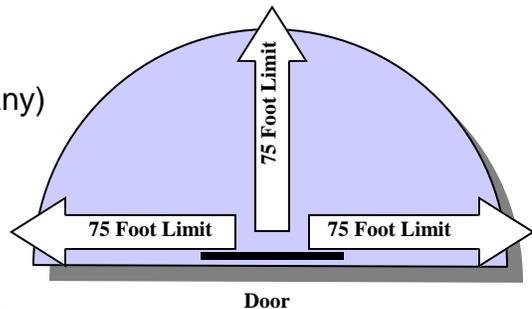
1. Maintains order in the Polling Place throughout the day including the enforcement of the **75 foot limit**. **No electioneering of any kind is allowed within the 75 foot limit! (see diagram & legal definition below)**
2. Sets up secrecy booths.
3. Posts signs and other materials inside and outside the Polling Place as required.

## Inside

- A. Flag-clearly visible
- B. Sample Ballots
- C. List of certified Write-In Candidates (if any)

## Outside

- A. Vote Here Signs
- B. Notice to Voters and Election Official
- C. Three 75 foot limit signs  
(The distance is measured from the main entrance to the Polling Place)



4. At 6:00 a.m. announces: "The polls are now open," outside the entrance.
5. Shall periodically analyze the line of voters, if the waiting time is 30 minutes or more , **the Marshal shall advise the Elections Department.**
6. Announces the closing of the polls at the following times:
  - A. One hour before — **6:00 p.m.**
  - B. 30 minutes before — **6:30 p.m.**
  - C. 15 minutes before — **6:45 p.m.**
  - D. One minute before closing — **6:59 p.m.**
  - E. At the moment of closing — **7:00 p.m.**

## Electioneering

A.R.S. §16-515(H): "Electioneering occurs when an individual knowingly, intentionally, by verbal expression and in order to induce or compel another person to vote in a particular manner or to refrain from voting expresses support for or opposition to a candidate who appears on the ballot in that election, a ballot question that appears on the ballot in that election or a political party with one or more candidates who appear on the ballot in that election.

# I.D. Clerks



I. D. Clerks are stationed at the Voter I.D. Station  
(See Diagram on page 15)

1. Assist in setting up and closing the Polling Place as directed by the **Inspector**
2. Greet voter and request proof of Identification.
3. Compare voter information to that of Precinct Register to assure it is reasonably the same
4. Complete a Voter I.D. Ticket
5. Enter the register line number on the Voter Ticket and indicate voter's status
6. Direct Voter to either the Signature Roster **OR** Provisional Ballot Station
7. May be part of the "A-Team" or TSX Team
8. If unable to locate voter:
  - Look for Voter by last name first
  - Verify Voter is in correct precinct, call Elections Department or Voter Registration (phone numbers on page 1)
  - Did the voter register on time? (29 days prior to election)

Only one I.D. Clerk is required per voter. The Marshal, Alternate and any other Poll Worker may serve/switch as I.D. Clerks

## Identification at the Polls—List #1

**Acceptable forms of government-issued photo identification (one required):**

- Valid Arizona driver license
- Valid Arizona non-operating identification license
- Tribal enrollment card or other form of tribal identification
- Valid United States federal, state or local government issued identification



**What does "valid" mean? Valid = Not expired.**

## Identification at the Polls—List #2

**Acceptable forms of identification without a photograph that bear the name and address of the elector. The address must reasonably match the precinct register (two required):**

- Utility bill of the elector dated within 90 days of the date of the election (may be for electric, gas, water, solid waste, sewer, telephone, cellular phone or cable TV)
- Bank or credit union statement dated within 90 days of the date of the election.
- Valid Arizona Vehicle Registration
- Indian census card
- Property tax statement of the elector's residence
- Tribal enrollment card or other form of tribal identification
- Vehicle insurance card
- Recorder's Certificate or Voter Registration Card issued by the County Recorder

**Identification at the Polls—List #3**



- List 1 ID with a non-matching address + 1 item from List 2. (See Page 8)
- US Passport + 1 item from List 2. (See Page 8)
- US Military ID + 1 item from List 2. (See Page 8)

**WHAT DOES VALID MEAN AGAIN??**

**VALID=NOT EXPIRED!**

**REMEMBER!**



**Provisional Ballot** - A ballot that is issued when the eligibility of the voter has not yet been determined. The ballot is said to be “provisionally” cast until the Recorder’s office can determine if the voter was eligible to vote.

**Conditional Provisional Ballot** - A provisional ballot that requires that the elector return to an authorized location within 3 days to show proper identification or 5 business days after the general election.

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Identification at the Polls

The name and address on the identification must “*reasonably*” match the signature roster.

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# Judge

## At the signature roster



1. Assists in setting up and closing the Polling Place as directed by the **Inspector**
2. Locates voter signature register number/name in the Signature Roster as indicated on the Voter ID Ticket
3. For the Primary Election only, indicates ballot chosen by non-major party registered voter in half box with the party name printed in the signature line of the voter
4. Has the voter sign in the space next to printed name
5. Informs the **POLL LIST CLERK** of the voter's register line number, name and, in a Primary Election, the chosen party ballot
6. Directs the voter to the **JUDGE issuing ballots**
7. Updates the Signature Roster by writing "Early" with **RED INK** for any additional Early Voter names supplied or called prior to election morning
8. Possibly serves on the A-TEAM or TSX Unit Team



## Poll List Clerk

1. Assists in setting up and closing the Polling Place as directed by the **INSPECTOR**
2. Maintains an accurate duplicate record of all (including provisional) voters in the Poll List
3. Enters the voter's name (last name first) accurately and legibly from the Precinct Register in the Poll List and, in a Primary Election, the chosen party ballot
4. Takes care to insert cardboard backing behind the last copy of the Poll List Sheets to prevent copy marks from appearing on the following pages
5. Removes completed NCR (No Carbon Required or Carbonless Paper) copies of the Poll List. Issues them (Colored Sheets) to the party representatives authorized by their respective Party Chairpersons. If Colored Sheets are not picked up, they are left in the poll list.
6. Assures that information recorded in the Poll List is complete and accurate

# Judge

## Issuing ballots



1. Assists in setting up and closing the Polling Place as directed by the **INSPECTOR**
2. Issues official ballots to voters
  - A. Primary Election — Correct party ballot
  - B. General Election — Correct School District/Special District Ballot
3. Instructs Voter to completely “fill” in the oval and to vote **both** sides of the ballot
4. Issues a Secrecy Sleeve and a Voting Pen to the voter, directs the voter to a vacant booth
5. Together with the **INSPECTOR** (in some cases) delivers the Unofficial Returns Envelope, Official Returns Envelope, Ballot Transport Bag, the Accu-vote Transport Bag and the TSX unit to the Elections Department or Troubleshooter

## Provisional Ballot Clerk

There are seven reasons a voter may vote a provisional ballot:

1. voter has not provided sufficient identification at the polling location;
2. voter’s name does not appear on the signature roster or inactive list; and the voter has not moved;
3. voter has moved within the precinct;
4. voter has moved to a new precinct within the county;
5. voter has been issued an early ballot;
6. voter has changed name;
7. voter is challenged at the polling place

Provisional Ballot Clerk(s) are in charge of the Provisional Ballot Station. If a voter is directed to this station the Provisional Ballot Clerk will:

1. Review the Voter I.D. Ticket for the Provisional Ballot
2. Give a provisional voter receipt to the voter with information on how to contact his/her County Recorder to verify the status of his/her provisional ballot.
3. Attach the voter registration form to the outside of the provisional ballot envelope in the cases where the provisional ballot form requires one.  
**Do not seal the receipt or the completed registration form inside the provisional ballot envelope.**

4. Complete and **sign** the provisional ballot form, **MUST INDICATE THE PRECINCT NUMBER**. If a Conditional Provisional Ballot is voted, **STAMP** envelope as “Conditional Provisional” with stamping device in area designated as “No ID Provided” (See *example below*)
5. Verify that the voter’s affirmation statement of eligibility to vote in that
6. jurisdiction is on the envelope. The voter returns the provisional ballot envelope to the appropriate election official.
7. On the separate provisional roster, enter the voter’s name and other
8. identifying data as shown on the signature roster. Voters completing a provisional ballot are assigned register numbers beginning with V-1 and continuing to V-2, etc. The voter signs the signature block corresponding to the voter’s name on the signature roster. **The poll list clerk enters the voter’s name in the poll list.**
9. Ensure colored dot sticker is **PLACED AT TOP CORNER OF BALLOT** and direct the voter to a vacant voting booth. After voting, the voter returns the ballot to the election official at the ballot box along with the provisional ballot envelope. The voter places the voted ballot in the provisional ballot envelope and may seal the envelope.
10. Ensure that the voted ballot is sealed in the provisional ballot envelope.
11. Make sure that all of the information on the provisional ballot envelope has been filled out including signatures of board workers. The voter is given a provisional voter receipt with information on how to verify the status of the voter’s provisional ballot. The voter or election official deposits the sealed provisional ballot envelope into the provisional ballot container.



**Locations where a voter can present proper identification after being issued a conditional provisional ballot. The voter has 5 business days to do so in a General Election and 3 business days in all other elections.**

Town of Superior 199 N Lobb Ave Superior, AZ 85173	City of Casa Grande 510 E. Florence Blvd. Casa Grande, AZ 85122
Town of Mammoth 125 N. Clark St. Mammoth, AZ 85618	City of Eloy 628 N. Main St. Eloy, AZ 85131
City of Apache Junction 1001 N. Idaho Rd. Apache Jct., AZ 85119	Town of Kearny 912-C Tilbury Dr. Kearny, AZ 85137
City of Coolidge 130 W. Central Ave. Coolidge, AZ 85128	City of Maricopa 45145 W. Madison Ave. Maricopa, AZ 85139
Apache Junction Recorder's Office 575 N. Idaho Rd. Apache Jct., AZ 85119	Casa Grande Recorder's Office 820 E. Cottonwood Ln., #A-2 Casa Grande, AZ 85112

Voters can also fax in their information to the Recorder's Office:  
 Fax # 520-866-6872.  
 Pinal County Voter Registration  
 31 N. Pinal, Bldg E  
 Florence, AZ. 85132

# Prior to Election Day



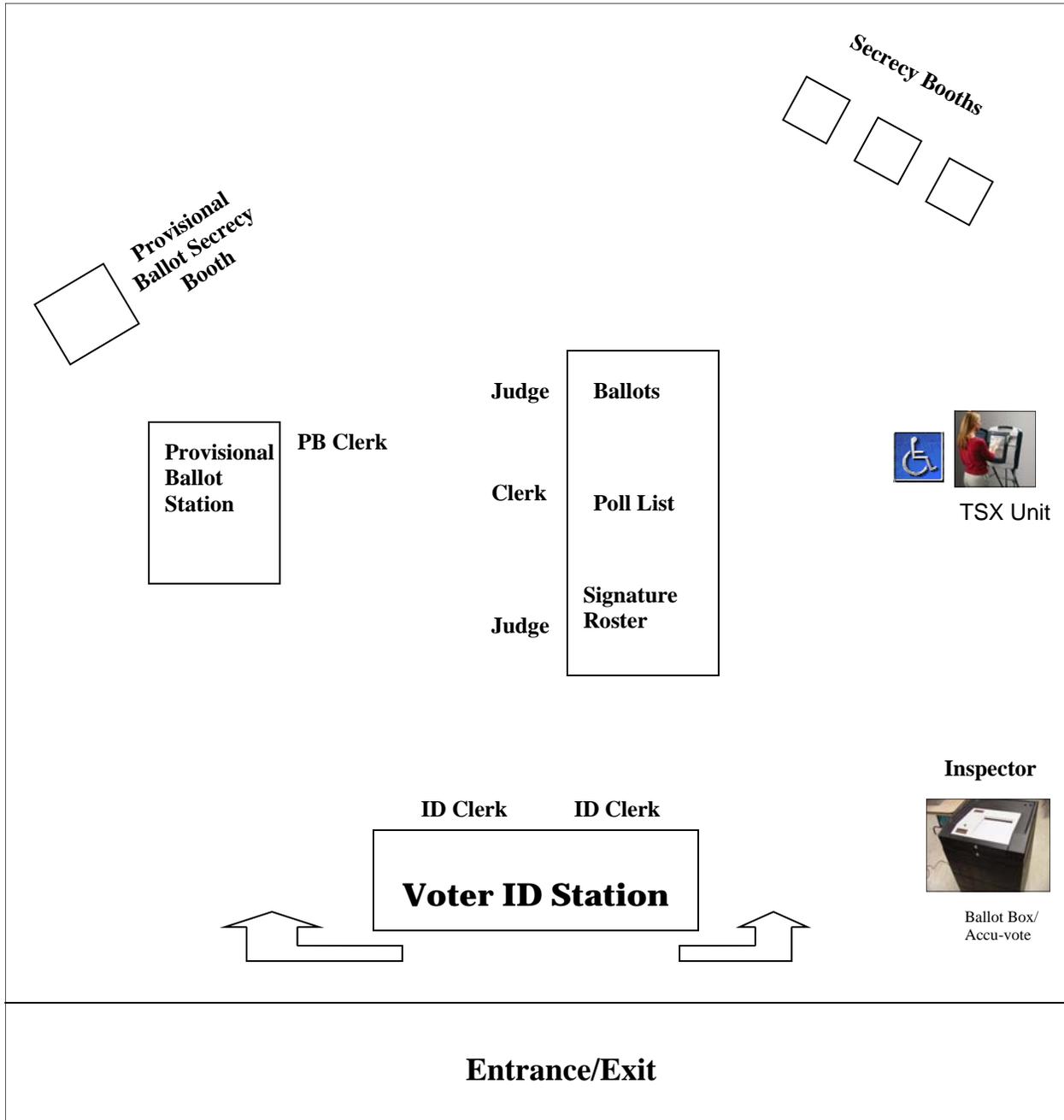
## VOTING SUPPLIES AND MATERIALS (*Friday before*)

- Troubleshooters start delivering supply boxes, ballot boxes, voting units and signs to various Polling Places
- Elections Staff will call Early Voter additions to the Inspector or another Poll Worker
- Elections Staff will help resolve accessibility problems and Poll Worker absences

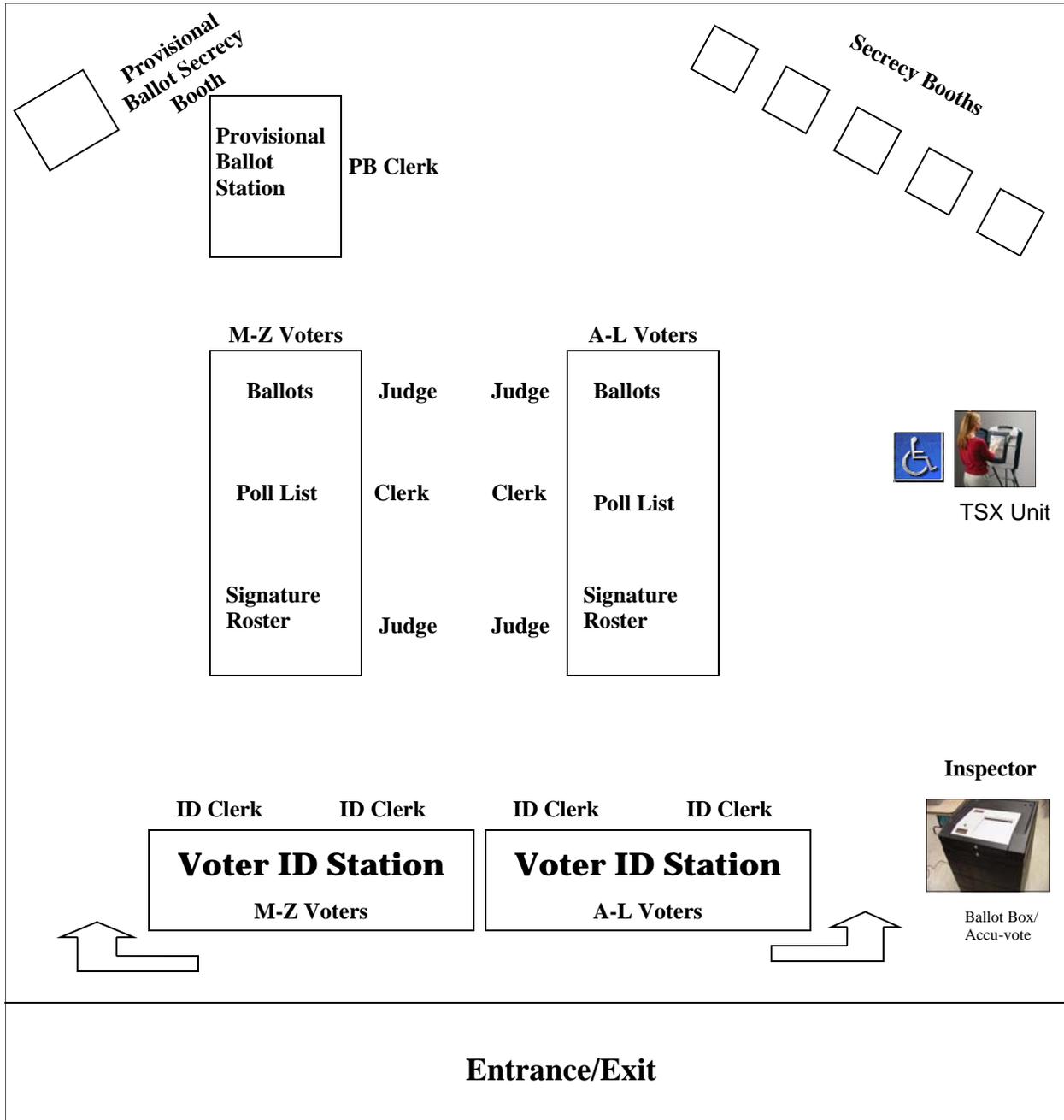
## ELECTION EVE (*Monday before*)

1. Meet at Polling Place—hour and members determined by the Inspector
2. Alphabetize Precinct Registers (those that will be used by I.D. Clerks) where the books are split (ex. Last names beginning with A-M & N-Z)
3. Write “Early” next to voters names who have been identified to you either by phone, e-mail or hard copy
4. Add voters certified by the Recorder (if any) to the Rosters and Registers.
5. Setup inside of Polling Place (post sample ballots, notice to voter signs, **Certified List of Write-In Candidates** if any)
6. Setup TSX Voting Machine
7. Ensure no voting supplies are missing (immediately call the Elections Department if any critical supplies are missing that are needed at the opening of the polling place)
8. Inventory the ballots. Ensure the ballots are correct for your specific

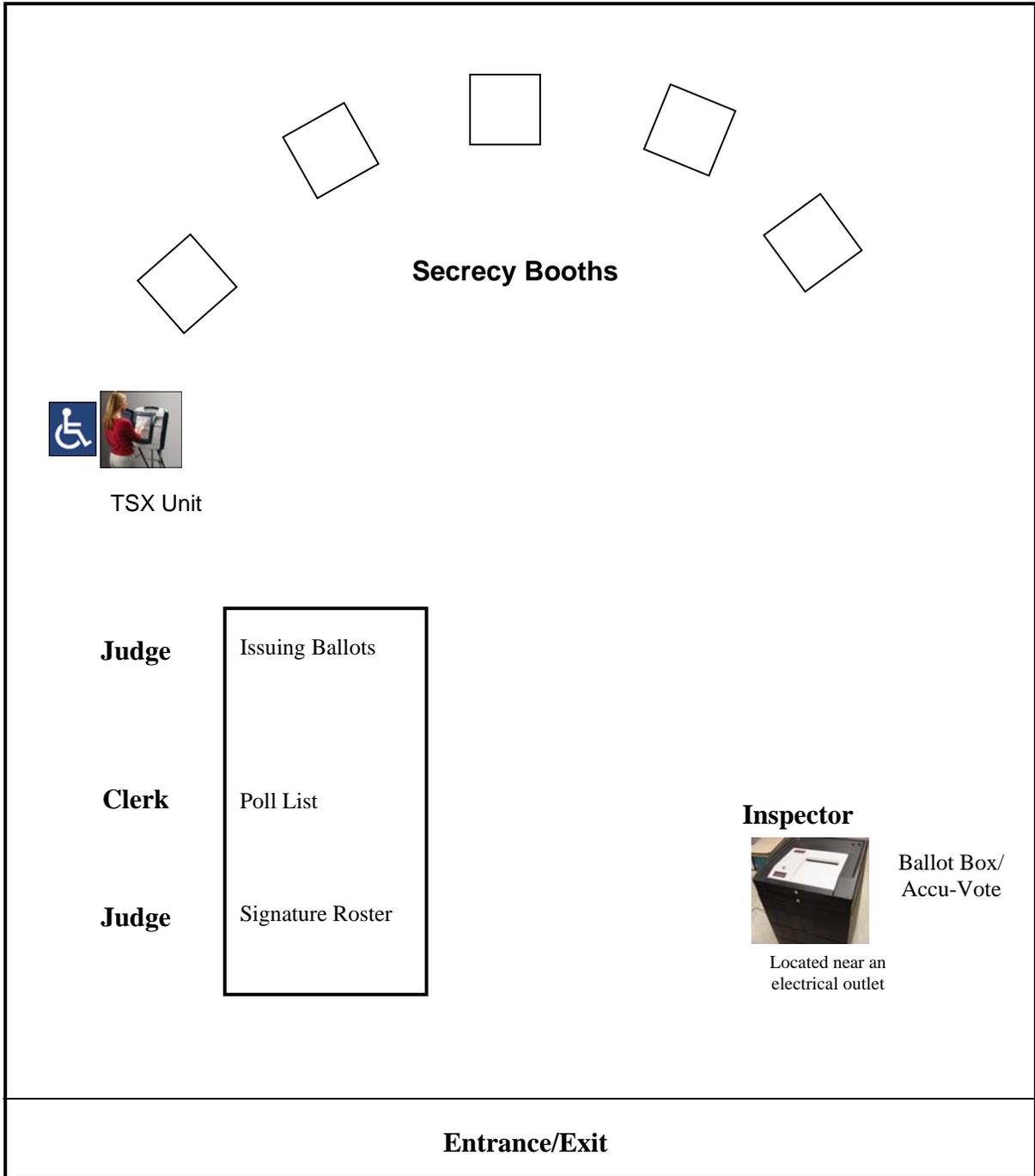
# Current Polling Place Configuration



# Double Board Configuration



# Standard Polling Place Configuration



# Election Day Conduct

## PROFESSIONALISM AT THE POLLING SITE

\*While the Polls are open, it is important that all Poll Workers maintain a professional appearance and demeanor.

\*Dress should be business casual. Shorts are not allowed.

\*Please remain at your work station all day except for your comfort breaks. It is not acceptable to leave for naps or errands.

\*For Poll Workers with cell phones, **refrain** from using them other than to communicate with the Elections Department or Voter Registration, and please turn the ringer off.

\*Poll Workers **must not** discuss their political preferences regarding candidates or issues.

\*Voters should be treated with respect, they should be greeted immediately and given first priority as they walk into the polls.

\*If you decide to take a book to read when the polls are slow, reading material should be appropriate.

## NO EATING

Please do not eat at your work station. Lunch breaks will be scheduled for all Poll Workers by the precinct Inspector.



There is **no** placing of any container, receptacle, plate or any other item on the Ballot Box/Accu-vote unit

## No Smoking!



## NO SMOKING

No smoking by any person is allowed within the Polling Place. Please post and observe the **NO SMOKING** signs and enforce this rule firmly!

We realize election day is a long and difficult one, but please step outside the building for a smoke when business is slack in your polling place.

# Election Day Operations



## **POLL WORKERS WORKING AS A TEAM**

Between the hours of 6:00 a.m. and 7:00 p.m., the Board will have three main priorities:

- A. Complying with the Law
- B. Serving the Voting Public
- C. Ensuring Voters' Rights

## **Sequence for Voters**

1. Voter enters the Polling Place, the first stop is the I.D. Station. He/she presents proof of identity to id clerk. ID Clerk completes a green voter i.d. ticket and gives it to the voter. The voter is directed to either the Judge in charge of the Signature Roster or to the Provisional Ballot Station.
2. Judge at the Signature Roster receives the green id ticket, locates the voter's name and has the voter sign the roster. The voter's name is indicated to the Poll List Clerk who enters it in the Poll List and directs the voter to the Judge issuing the Official Ballots.
- 3a. Ballot Judge issues a **correct** (party or special district) Official Ballot and secrecy sleeve. The judge advises the voter to completely "**fill**" in the oval and vote both sides of the ballot. The voter is directed to a vacant voting booth.
- or
- 3b. Provisional Ballot Clerk Reviews the Voter I.D. Ticket for the reason for the Provisional Ballot. Processes and allows the voter to vote in accordance with the appropriate Provisional Ballot Procedure (see pages 11—12).
4. Inspector ensures the ballot is properly inserted into the accu-vote unit, Inspector gives "I Voted Sticker" to the voter.

# **Assisting Disabled and Elderly Voters**

## **Common Courtesies and Guidelines**

- Be considerate of the extra time it may take an elderly or disabled person to vote and offer unhurried attention to anyone who has difficulty speaking.
- Speak directly to a person with a disability rather than to the companion who may be along. Speak calmly, slowly and directly to a person with a hearing problem. Do not shout or speak in the person's ear. If understanding is doubtful, write a note.
- Before pushing a person in a wheelchair, ask if you may and how you should proceed.
- Greet a person who is visually impaired by letting the person know who and where you are. Provide a guiding device such as a ruler or card for signing forms. When offering walking assistance, allow the person to take your arm and inform the person of approaching steps or inclines.
- Remember that Federal law allows voters to be accompanied and to receive assistance by another person inside the voting booth.

**All voters deserve courteous attention in exercising their right as citizens to vote!**



## Important!!



If Poll Workers are unable to access the Polling Place due to the absence of the Maintenance Person, malfunctioning door key, or, if the **Inspector** does not arrive by 5:15 AM, a Poll Worker must call the **HOTLINE – 520-866-7550** immediately. If any Poll Worker fails to appear by 5:30 AM, the Inspector must call the **HOTLINE**.

## Opening the Polls

### A. Poll Workers arrive at 5:30 a.m. and proceed to:

- Take the Oath of Office (**Front Cover of Poll List**)
- A-TEAM starts activation and operation of Accu-vote
- TSX Team starts the activation and operation of the TSX (the machine needs to be setup the day prior)

### B. Complete Polling Place set up

- Ensure that all signs and sample ballots are correctly posted inside and outside of polling place
- Set up Secrecy Booths
- Lay out voting forms/supplies
  1. Signature Roster and Precinct Registers
  2. Poll List
  3. Ballots
  4. Secrecy Sleeves
  5. Voting Pens
  6. Encoders (TSX)
  7. Voter Cards (TSX)

### C. Opening Details

1. The **Inspector** verifies that the Accu-vote, TSX Unit and the ballots are the correct ones for that precinct.
2. Each package of optical scan ballots contains 50 ballots. Count the packages to confirm that you have the correct number as indicated on your *Inspector's Checklist*
3. Unwrap only one package of ballots at a time. Keep all other ballots wrapped and off the table. Have only a small number (50) of ballots for distribution at one time. **It is very important to keep unused ballots out of the reach of voters!**
4. Plug in the Secrecy Booths, Accu-vote/Ballot Box and TSX Unit into electrical outlets. Use an extension cord if necessary.
5. THE MARSHAL ANNOUNCES THE POLLS ARE OPEN EXACTLY AT 6:00 A.M.

## Closing the Polls

1. It is the **Marshal's** duty to announce the closing of the polls; 1 hour before closing (6:00 PM), 30 minutes before (6:30 PM), 15 minutes before (6:45 PM), one minute before (6:59 PM) and at the moment of closing (7 PM) ARS. §16-565(C).
2. At 7 PM the **Marshal** stands in line behind the last voter. Every elector in line at 7 PM is entitled to vote, but no latecomers will be allowed to vote.
3. When the last voter has left the Polling Place, follow the detailed instructions in the **POLLS ARE NOW CLOSED** Workbook.

## Closing Check List



- Step 1. Immediately after the Polls close, the A-TEAM and the TSX Unit Team must follow the uploading procedures in the **POLLS ARE NOW CLOSED** Workbook and the TSX Closing Procedures.
- Step 2. Make sure Copies of the **Election Results Report** (Both the Accu-vote and TSX Results Tapes) are properly designated:
  1. One Copy attached to **Pinal County Votes** and posted
  2. One Copy placed in Unofficial Returns Envelope
  3. One Copy placed in the Ballot Transfer Bag
- Step 3. Complete the Official Ballot Report found in the Poll List.
- Step 4. Open the back door of the Ballot Box and remove all voted ballots. Place the voted ballots in the Ballot Transfer Bag.
- Step 5. If any Write-In ballots are found in the Write-In Ballot Compartment of the Ballot Box, place these ballots in the Plastic Envelope labeled Write-In Ballots and place the plastic envelope in the Ballot Transfer Bag.
- Step 6. If any Provisional Ballots were voted, place them in the blue Ziploc plastic bag un-sealed in the Ballot Transfer Bag.
- Step 7. If any Early Ballots were dropped off at your Polling Place, place them in the Ballot Transfer Bag in the Early Ballot plastic bag.
- Step 8. Disassemble the Secrecy Booths and the TSX Unit and return the Polling Place to its original condition in which you found it.
- Step 9. Once all of the above operations have been completed and all the supplies have been returned to the plastic supply box, the **Inspector** shall dismiss the Board.

## *Closing Check List cont.*

Step 10. The **Inspector** and the **Judge of the Opposite Party** will deliver the sealed Ballot Transfer Bag to Elections Central or to the designated Troubleshooters.

## What Goes Where?



### **Ballot Report**

Signatures of all Poll Workers  
Voter and Ballot Information (confirmed and double checked)

### **Official Returns Envelope** (Clear bag with white label and green writing)

1. Poll List (Light blue cover)-with original ballot report & original poll list sheets (white sheets)
2. Spoiled Ballots (if any)
3. Challenge List (if used)
4. Rejected Ballots (if any)
5. Securely sealed and signed by: **Inspector and Judges**

### **Unofficial Returns Envelope** (Clear bag with white label and red writing)

1. Signature Roster(s) (yellow cover)
2. Carbonless Copies from poll list (blue, pink & yellow tear sheets)-if not picked up by party representatives
3. Registration Form(s) (if used)
4. Carbonless Copy of Ballot Report
5. W-9 Forms (if any)
6. Election Results Accu-vote Tape
7. Election Results TSX Tape

### **Provisional/Conditional Ballot Envelope (Large Blue Ziploc bag)**

1. Provisional Ballot Envelope(s) containing voted ballot
2. Provisional Ballot Envelope(s) stamped as Conditional with voted ballot

### **Ballot Transfer Bag (Black duffle bag)**

1. Voted Ballots
2. Early Ballot Envelope with any dropped off Early Ballots
3. TSX Canister (Sealed with red & white sticker and signed)
4. Provisional Ballot Envelope with voted provisional ballots
5. Un-official Returns Bag
6. Official Returns Bag

### **Accu-vote Carrying Case**

1. Accu-vote
2. Keys for Accu-vote and TSX
3. Ender card
4. Power Cord
5. Phone Cord
6. Accu-vote Workbook

### **Election Results Posting Sign (Pinal County Votes)**

Election Results Accu-vote Tape, TSX Tape taped to “***Pinal County Votes***” and posted (facing out) at entrance to Polling Place.

### **Supplies Box**

Other election supplies and forms not addressed above i.e.,

1. All issued and unused Voter ID Tickets (Green)
2. Precinct Registers (Green)
3. Plastic Bag with Encoder and related cards
4. Sample Ballots
5. Signs
6. Arrows
7. All other remaining items and forms

# Who Gets What?



## Troubleshooters

In the majority of voting precincts, Inspectors and Judges ensure that the Troubleshooters receive the Accu-Vote unit, TSX unit and the Ballot Transfer Bag.

## What if They Fail?



### Accu-vote Unit

If your precinct Accu-vote Unit does not properly upload the results as depicted in the Accu-vote Workbook, contact the Elections Department. Also, be sure to notify the troubleshooter of the failed upload when handing over the equipment.

### TSX (Touch Screen Unit)

Again, contact the Elections Department. Also, make sure the troubleshooter is aware of the upload failure. The TSX must be uploaded even if no votes were cast on it.

# Congratulations on a job well done!