

Yellow: Inspectors

Blue: Democrat Judge

Pink: Clerks

Green: All Workers/Republican Judges

BEFORE MONDAY NIGHT CHECKLISTS AND DUTIES:

- Inspectors**- Contact your Polling Location Key Master and your **Democratic Judge** (contact details are on the front of your document folder) to arrange access for Monday night setup. Some Inspectors will need to contact our Office after confirming a time with their Democratic Judge (anyone working at a Greater Clark County School location).
- Inspectors**- Contact all of the poll workers assigned to your location (DO NOT WAIT UNTIL MONDAY NIGHT). Remind all workers to arrive at 5AM, and to plan their own meals. If a worker no longer wants to work, contact the appropriate Poll Worker Organizer (see Directory on the back of this binder).
- Inspectors** will pick up all of their materials at Supply Pick-Up day, Saturday May 2nd. This will be at the corner of **Corner of Meigs Ave and E 7th St.** This will begin at 9:30 AM and go until 11 AM, when we will move back into the Office. If you show up after 11 AM, you must come inside to pick up your materials

MONDAY NIGHT SETUP

- Democrat Judge** and **Inspectors**- Need to check the ballots inside of the DS-200. Verify that they are for the correct Precinct(s) with BOTH parties.
- Democrat Judge** and **Inspectors**- Post the signage kits, and locate a Voter Chute (*an area or pathway that extends 50 feet in length, measure from the entrance to the polling location.*)
- Democrat Judge** and **Inspectors**- Set up the Poll Booths.
- Democrat Judge** and **Inspectors**- Move the DS-200, AutoMark machine, and Poll Pads into position for Election Day. DO NOT OPEN POLL PAD CASES. DO NOT PLUG IN THE DS-200 OR AUTOMARK IN UNTIL ELECTION DAY.
- After setting up your location, call Piper 812-285-6329. If she does not answer, call Angela 502-494-2791.
- After **receiving approval to leave**, secure the polling location upon exiting.

ELECTION DAY

- All Workers**- Are required to meet at the polling location at **5am**.
- Inspectors**- Administer oaths to all poll workers using the blue Oath Book (Pre-1) located in your documents folder.

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- Democratic Judge** will administer the oath to the Inspector.
- Inspector** and **Democratic Judge** will remove **All Ballots** ensure the **Black Ballot Bag** is empty and place it inside of the bottom of the DS-200.
- Inspector** and **Democrat Judge** - Follow the DS-200 Poll Worker Guide for start-up instructions. Setup the AutoMark machine.
- Clerks** - Set up the Poll Pads, and turn them on, and log-in (log-in information located in the Poll Pad case). The number of “check-ins” should be “0” before 6AM.
- Judges** assist **Clerks** with **Poll Pads if needed (with setup and checking-in Voters)**.
- All Workers** will organize the Ballot Table and separate them by **Precincts** and **Parties**
- Inspectors** will identify a table or area in mind where they can pull aside a Voter if any forms need to be completed. **If a Voter needs to fill out ANY form, the Inspector should lead them to this area to complete the form. When the form is complete, the Inspector will take them back to the front of the line where they came from.**
- Use the CLOCK on the Poll Pad as the official time.
- Inspectors**- Loudly announce the opening of the polls at **6:00am**.
- Inspector** or **Judge** is required to count and record the number of people in line waiting to vote at 6am. **This number is recorded in the blue Oath Book (Pre-1). Repeat this procedure at 12:30pm and 6pm.**
- Clerks**- Ask for photo ID and obtain any required residency documentation as noted on the Poll Pad.
- Clerks**- While checking in Voters, direct the Voter to the Inspector for assistance if the following occurs:
 - *Voter ID does not meet requirements.
 - *If the Voter requires assistance to vote (Pre-3) summon the Inspector.
 - *If you cannot find a Voter’s name in the Poll Pad, try a manual search
 - *To perform a manual search, use the first 3 letters of the Voters last name, and the first 3 letters of the Voters first name. If you are still having issues, call the Voter Registration office.

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*The Voter's address on their ID does **NOT** match the address on the Poll Pad.

- Clerks – You will **NOT** ask the Voter their party, you will turn the Poll Pad around and ask them to choose their party, press accept, and then to sign the Poll Pad.
- Clerks- Initial the **BACK** of the ballots using a **RED** ink pen. **BOTH** poll clerks (One Democrat, one Republican) are required to initial every ballot.
- Clerks- Give the Voter the Precinct Receipt that prints from the Poll Pad. The Voter will present the Receipt to the workers at the Ballot table. These receipts will indicate which Ballot to give to the Voter. Depending on the polling location, there may or may not be a separate table for ballots.
- Clerks- The Precinct Receipts are returned to the Judicial Center (courthouse) with the supplies. Baggies for the receipts will be provided.
- All Workers- Will greet and welcome Voters
- All Workers- Work together to ensure that Poll Booths are stocked with BLACK pens throughout the day and, restock as necessary.
- All Workers- If more polling booths are needed, please call the mechanics.
- Inspectors- If a Voter needs assistance, an Affidavit of Voter Assistance (Pre-3) must be completed BEFORE entering the booth.
- Inspectors- Inform Voters of any error message from the DS-200 and ask them if they wish to mark a new ballot or if they wish to cast their ballot without changes.
- Democrat Judge- If a Voter makes an error and requests a new ballot, guide the Voter to the Inspector. The ballot will be spoiled and the Clerks will issue a new ballot. Along with the Inspector, place spoiled ballot(s) into the "Spoiled Ballots" Envelope.

Close of Polls

- Inspector- LOUDLY announce the closing of the polls at 6pm. If Voters are still in line at 6pm, identify voters who arrived before 6pm and allow them to vote.
- Inspectors- Assign a Poll Worker to stand at the back of the line to notify late arrivals that they are not eligible to vote. If they insist, allow late

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arrivals to vote a Provisional Ballot and mark the time the voter arrived on the "Affidavit of a Challenged Voter" (Pre-4) form located on the back of the Provisional Ballot envelope.

- Clerks**- Tell the Inspectors the number of check-ins from the Poll Pad, located on the top middle of the Check-In screen.
- Inspectors** and **Democrat Judge**- Follow the steps to close the polls as described in the DS-200 Poll Worker Guide. Close the polls and REMOVE the Memory Stick when prompted by the machine.
- Inspector** and **Democrat Judge**- Remove the **Black Ballot Bag** with the **Voted Ballots** from the bottom of the DS-200, straighten/stack the ballots, and then seal the bag with the Red Seal inside the **Black Pouch**. Follow the Seal Instructions inside the Inspector's Binder for help with this.
- Inspector** and **Democrat Judge**- Print the results tape following the DS-200 Guide. Sign the tape, and place it in the **Black POUCH** with the Memory Stick and machine keys. Secure pouch with a security tag.
- Inspector** and **Democrat Judge** – ensure all **UnVoted Ballots** are placed back inside the bottom of the DS-200 and the door is shut and locked.
- Inspectors**- Ensure all paperwork is signed and filed appropriately in the correct envelope in the Election Documents Folder.
- Inspectors**- Ensure all signs, poster, and supplies are retrieved and placed back in the Envelope and put in clear supply bag. Please use caution, these materials are re-used in other Election Cycles.
- All Workers**- Clean and reset the polling location as close as possible to the original condition. Including taking down booths and tables and placing the DS-200 & AutoMark where it was originally stored prior to Monday night setup.
- All Workers**- Disassemble the Poll Pads and place all items back into their assigned case. **Inspectors** return the Poll Pads to Voter Registration on Election night.
- All Workers**- Remain at the polling location until all duties have been completed and the Inspector releases workers.

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- Inspector** and **Democrat Judge**- Return the Clear Supply Bag, Black Ballot Bag (voted ballots only), Poll Pads, Sealed Black Pouch and Documents Folder back to the Judicial Center (courthouse).
- Inspector** and **Democrat Judge**- If you are delayed past 6:30pm for any reason, please call Voter Registration at (812)285-6329

Material placement and Drop-off:

The following materials will be dropped off at the back of the Judicial Center where supplies were picked up. Drop off will be by the Democrat Judge and Republican Inspector at the SAME time.

- Clear bag contains: Supply box, Signage Kit, Document Folder.
- Document Folder: All paperwork filed in the correct envelope. The Black Pouch (Memory stick, results tape, DS200 keys) sealed with a green security tag.
- Black Ballot Bag: Voted ballots (sealed with a red seal)
- Poll Pad cases: all items that arrived in the Poll Pad case need to be placed back in the case.

**Any clerk, judge or inspector can call the
County Election Board or Voter
Registration to report any concerns.**

County Election Board:

Ryan Lynch (502) 819-1467

Andrew Steele (502) 819-1950

Tony Singleton (812) 987-5861

Voter Registration:

Office Wide (812) 285-6329

Office Line 1 (812) 285-6355

Office Line 2 (812) 285-6330