

THERE'S A NEW NORMAL IN MONTGOMERY COUNTY ELECTIONS

2020 Primary Runoff
JULY 14, 2020

Management Training – Chief Inspectors,
Inspectors, and Chief Clerks

THE NEW NORMAL

- COVID19 is now a part of our new normal.
 - We must take precautions to ensure the safety of our clerks, the public, and ourselves.
 - We must be vigilant about cleaning and sanitizing our voting equipment and our workspace.
 - This means our Help Desk will now be located at the very front of the precinct.
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NEW NORMAL I

- The Help Desk is out front in order to prevent anyone from entering the general facility without proper PPE equipment.
 - Those who **REFUSE** to wear mask will form a line at the Help Desk where they will be issued a vinyl glove so that they can sign in with the stylus
 - They will then be processed on the Help Desk Poll Pad. They will be issued a ballot, and then they will fill that ballot out at the Help Desk. When completed that ballot will be handed back over to the Chief Inspector / Inspector who processed them in. That ballot will be fed into the Tabulator by the Chief Inspector / Inspector
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NEW NORMAL II

- Again, it must be understood that no voter will be allowed into the General area of the Precinct without wearing proper PPE's.
 - The health and safety of our Poll workers, Voters, and ourselves must be priority number one.
-

NEW NORMAL III

- 1. Precinct administrators (Chief Inspector; Inspectors, Chief Clerks) will be responsible for the following:
 - Making sure Electronic Poll Pads are wiped down with Windex. DO NOT SPRAY DIRECTLY ON MACHINES, spray a paper towel and use the paper towel to wipe down!!
 - (High volume use: Thirty (30) minute intervals)
 - (Lower volume use: Sixty (60) minutes intervals)
 - Making sure to have tabulator screens wiped down
 - Again DO NOT SPRAY DIRECTLY ON TABULATORS, spray the paper towel and then wipe the equipment.
 - Making sure that anyone entering facility has a mask on
 - Be careful to issue each and every voter a vinyl glove before they sign the Poll Pad at check-in
-

Greeters out in front of entrance

- Your Greeter will be your first line of defense.
 - Greeters will issue mask to anyone presenting without a mask.
 - If someone **REFUSES** to wear mask, that voter is sent to Help Desk. Help Desk will process ALL voters who **REFUSE** to wear mask.
 - ALL Poll Workers **MUST** wear Mask, Face Shields, and vinyl gloves at ALL TIMES while inside the general areas of the Precinct.
-

Review of the new normal

- Any voter who enters without a mask **MUST** be issued a mask prior to being processed at Poll Pads
 - Any voter who **REFUSES** to wear a mask must be sent to upfront Help Desk for check-in and voting
 - No voter who is without mask is allowed into the general check-in and voting area
 - This is for the safety of the Poll Workers and the public as well
-

**ALL VOTERS MUST
WEAR MASK IN
PRECINCT**

ALL POLLWORKERS MUST
WEAR MASK AT ALL TIMES IN
PRECINCT



NO MASK, NO ENTRY

For the safety of our Poll workers
and the voting public at large



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POLL WORKER'S PPE

Personal Protective Equipment

Poll workers PPE are Essential

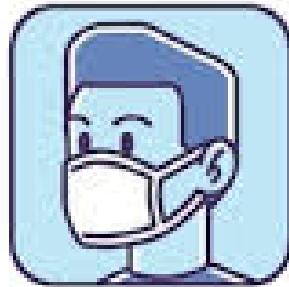
- CDC and the Alabama Department of Public Health recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community transmission
 - Poll workers should continue to follow their routine policies and procedures for PPE (if any) that they would ordinarily use for their job tasks. When cleaning and disinfecting, Poll Workers should always wear appropriate gloves and Face Shields.
-

How to Put On (Don) PPE Gear

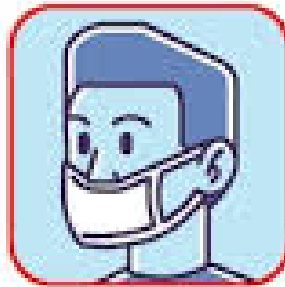
- **Identify and gather the proper PPE to don. This should include a Mask, Face Shield, and Gloves**
 - **Facemask:** Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around your ears.
 - **Face Shield:** Face shields provide full face coverage.
 - **Put on gloves.** Gloves should cover the cuff (wrist) of shirt sleeve.
-

HOW TO WEAR A MASK PROPERLY

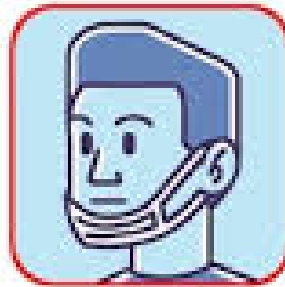
How to wear a mask properly



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X



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FACE SHIELD MUST BE WORN OVER YOUR MASK



GLOVES ARE WORN OVER SLEEVES AND CUFFS



IF WE ALL FOLLOW THE PPE RULES WE CAN ALL STAY SAFE

Mask and Shields done right



Gloves done right



Now Let's Cover Our Election Related Materials



**Management Training for the
2020 Primary Runoff Election
July 14, 2020**

Election Morning

- **Polls are open from 7 AM – 7PM**
 - **ALL polling officials need to be at the precinct at 6:00 a.m.**
- **Dress Appropriately**
 - Do not wear any campaign, candidate, or party paraphernalia
 - No rips or tears in clothing
 - No house shoes or sweatpants
 - No spaghetti straps or short shorts
 - No team sports logos on any piece of clothing
 - No screen-printed shirts



- **Payroll!**
 - ALL workers will sign in & out on the Poll Pad at the Help Desk
 - **ADDRESS**
 - If checks need to be mailed somewhere else, complete the form in the Chief Inspector Notebook –AND– sign the Poll Pad.
 - DO NOT FILL OUT THE FORM IF ADDRESS IS CORRECT!
 - **Payroll takes time – please be patient** 
- **CELL PHONES**
 - Make sure they are on and you can hear them!!!
 - **Clerks CAN NOT have any Bluetooth devices or headsets into the polling location**
 - Phones must be *put away* any time voters are inside the polling location
 - You cannot take pics inside location
- **Lunches & Breaks**
 - *Chief Inspector – make sure you let your workers know what to expect*
 - Leave for lunch? What time to be back?



VOTERS CELL PHONES & PHOTOGRAPHY IN THE PRECINCT

“Use of mobile phones or cameras should not disturb any other voters or disrupt the polling place in any way.

“Voters are not allowed to take general photographs, such as photos of the room where the voting takes place, as it may intimidate other voters.

“The right to vote a secret ballot is essential. Photographing or otherwise revealing the contents of another voter’s ballot is not permissible and is a Class A Misdemeanor.

“However, a voter may take a photograph of his or her own ballot without violating any existing law. (§17-9-50.1).”

The Punch List for Photo ID

- A valid **Alabama Photo Voter Identification Card**
 - A valid **Driver's License** * (can expired up to 60 days)
 - A valid **Non-driver Identification Card**
 - A valid **State issued Identification Card** (Alabama or any other state)
 - A valid **Federal issued Identification Card**
 - A valid **U.S. Passport**
 - A valid **U.S. Passport Book**
 - A valid **Employee Identification Card** from Federal Government, State of Alabama, County Government, Municipality, Board, Authority, or other entity of this state
 - A valid **Student or Employee Identification Card** from a college or university in the State of Alabama (including postgraduate technical or professional schools)
 - A valid **U.S. Military Identification Card**
 - A valid **Tribal Identification Card**
-



Prior to Election Day

- Receive training and supplies from the Election Center
 - Pick up Poll Pads on **Monday, July 13 between 9 AM and 4 PM**
 - Pick up Red Totes with extra COVID-19 supplies
 - Review all COVID19 procedures and protocols
 - Review contents of the Chief Inspector Notebook
 - Review contents of the Chief Inspector Notebook
 - Contact Polling Officials listed in the front of your Chief Inspector Notebook and review Election Day procedures:
 - arrival time: 6:00am
 - lunch/break arrangements: On Rotational basis
 - other responsibilities
-

A Good Foundation



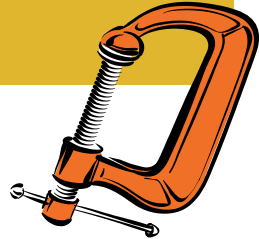
- Arrive at the polling place by **6:00 a.m.**
 - Notify the Election Center if the polling place has not been unlocked by **6:15 a.m.**
 - Notify the Election Center if all polling officials have not arrived by **6:30 a.m.**
 - Make sure the polling place is organized and ready for opening (slides to follow)
 - “Open” all Tabulators and ExpressVotes (slides to follow)
 - Administer the Polling Official Oath of Office and have all polling officials and poll watchers sign the Polling Official Oath of Office
 - Have all polling officials sign in on the Help Desk Poll Pad
 - Place all ADA required items into the designated locations if applicable
 - Notify the Election Center when the polling place is **“up and running”!**
 - **Report voter totals @ 9:00am; 11:00am; 1:00pm; 3:00pm; & 5:00pm**
-

The Floor Plan



- No electioneering inside the 30' line – measure from the front entrance of the precinct - place cone/electioneering signage
 - Political apparel and paraphernalia is allowed on, or with a voter – however anything left behind must be removed by polling officials
 - No candidate or elected official should visit or loiter inside the polling place
 - Notify the Election Center if there are unauthorized persons inside the polling place or if anyone is causing a disruption inside or outside of the polling place – a Sheriff's Deputy will be dispatched promptly
 - The only individuals allowed on site:
 - Voters
 - Children – with an adult voter
 - Voting Assistants
 - must sign in with voter on the Voters Poll Pad
 - Polling Officials
 - Poll Watchers
 - must present letter from Candidate to Chief Inspector
 - Law Enforcement
 - Election Center Staff - for troubleshooting precinct issues
 - Judge of Probate - Montgomery County Chief Election Official
-

Clamping Down on the Details



- Review job descriptions and responsibilities of each polling official
 - see pages in the Chief Inspector's Notebook
- Coordinate all breaks and lunches for polling officials
 - if you allow your workers to leave for lunch, please have them return in a timely manner
- Designate specific areas in the polling place for:
 - breaks
 - lunch
 - phone calls
- Remind staff to assist voters with disabilities to the extent that the voter **requests** assistance (no one should *impose*)
- Remind staff to be courteous and helpful to all voters no matter how difficult a situation or a voter may be!
- Remind staff to be courteous and respectful towards their fellow polling officials!
- We've reminded your workers to vote by Absentee if they are working outside of Precinct



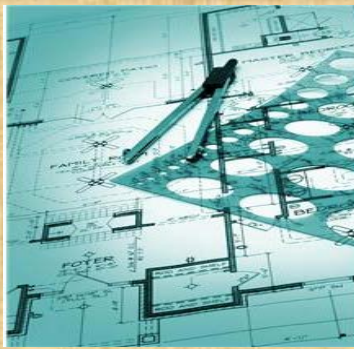
Site Preparation

- Organize the Precinct
 - Gray Security Cart – unpack
 - Record of Election
 - “Before the Polls Open” envelope
 - “After the Polls Close” envelope
 - Provisional Supply Box
 - Ballots (by style numbers)
 - Table sign holders
 - Electioneering cone (30'/entrance)
 - Orange Heavy Duty extension cords
 - White strip surge protecto
 - Outdoor voting signage
 - ADA precinct supplies



- Red-Wheeled Tote – unpack
 - Additional COVID-19 Supplies
 - Blue Pouches with additional Poll Pad Tape, Tabulator Tape and Thermometer (for checking Poll Workers Election Morning only! – **Do NOT check temperature of voters!!!!**)
- Poll Pads
 - One at the Help Desk (payroll sign-in)
 - Two (2) per Check-In Table (unless odd number)





Following the Plan

- **Check-In Table Set-Up**
 - Poll Pad Clerks
 - Electronic Poll Pad(s)
 - Box of vinyl gloves for voters
 - update forms

Ballot Table Set-up

- Ballot Clerk(s)
- Place one ballot booklet from each style in position
- Box of disposable pens for voters
 - Secrecy envelopes



HELP DESK

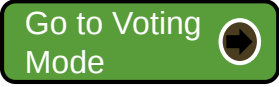
- **Help Desk Set-Up**
 - *Electronic Poll Pad for check-in of non-masking voters*
 - Provisional supply box – open and organize envelopes – convert supply box into the Provisional Ballot Box
 - place **Help Desk** signage in sign-holder
 - place the following supplies:
 - Box of vinyl gloves
 - ballots (from each style)
 - update forms
 - secrecy envelopes
 - calculator
 - precinct map
 - “closing” checklist
 - “closing” envelopes – secured from Record of Election Box
-

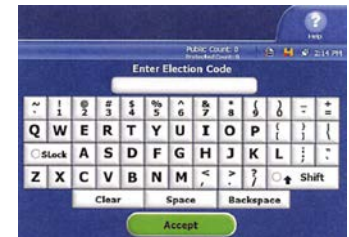


Equipment Operation

The DS200 Tabulator & ExpressVote

Tabulator Preparation

- Make sure it's plugged in 
- The silver bar must be in the down ↓ position in the back of the machine
- Break the **yellow** outer seal and check the numbers against the list of seals in the Chief Inspector Notebook
- Unlock with the silver key, and open lid
- Lift screen to turn the tabulator on
- WAIT for the screen that asks for the Election Code
 - Enter the Election Code and press the “Accept” button
- Press the Green “Open Poll” button on the screen 
 - It will start printing reports; do not cancel
- After the reports print, press the Green “Go to Voting Mode” button on the screen 
- Remove the Zero Tape and place it in **Envelope 5** of your closing envelopes
- It is now ready to accept ballots



ExpressVote Preparation

- Make sure it's plugged in and the outlet is working
- Open the Left Side Door, using the barrel key
- Make sure the “Mode” switch is in the “Voter” position
- Move the Power button to the “ON” position
- Close and lock the side door
- Do not touch the screen until the “Enter Election Code” Screen Appears
- Enter the Election Code using the touch screen and press the **Green** “ACCEPT” button
- Verify the precinct number and election name at the top of the screen is correct
- Touch the “OK” button to proceed to Voting Mode
- It is now ready to accept ballots – remember, it is ONLY a **Ballot Marking** device; all ballots must be cast through the tabulator to count –AND– **Anyone can use it**





- General Equipment Notes
 - Tabulators
 - check for electric connectivity
 - check for silver bar positioning (MUST BE IN THE DOWN POSITION)
 - read screen for error messages and record
 - review troubleshooting in handbook
 - call **832-7744** if you need assistance

Operating the Tools



Back to the Drawing Board Identify without Identification

- Two (2) Polling Officials can verify the voter's identification by signing an affidavit affirming the identity of the voter.

Election Officials' Affidavit for Identifying Qualified Elector

County of _____

State of Alabama

I, _____ (print name), and _____ (print name) who are both election officials in the above stated county, do hereby swear or affirm that _____ (print elector's name) does not have a valid Alabama photo identification in his/her possession at the polls. I further swear or affirm that said elector has been positively identified by me as a voter on the poll list who is eligible to vote.

I further swear or affirm under penalty of perjury that all information provided in the affidavit above is true and correct.

(Date of Election)

(Signature of election official)

(Signature of election official)

FORM PVI-03

(Printed name)

(Printed name)

If a voter is on the “Inactive” list in the Poll Book (yellow pages) –OR– if the voter’s record needs updating (change of mailing address, phone number, or name change)

-- The voter fills out the update form at the Check-In Table and then receives a ballot

If a voter’s eligibility is verified (from the Help Desk)

VOTER'S REIDENTIFICATION/UPDATE FORM		☐ UPDATE	☐ VERIFICATION	NVRA-20
FOR USE BY U.S. CITIZENS ONLY ♦ FILL IN ALL BOXES ON THIS FORM ♦ PLEASE USE INK ♦ PRINT LEGIBLY				
① Are you a citizen of the United States of America?		☐ Yes ☐ No	⚡ ATTENTION! If you answer "No" to either of these questions, do not complete this application.	
② Will you be 18 years of age on or before election day?		☐ Yes ☐ No		
③ Print Your Name:		Alabama Driver's License or Non-Driver ID Number:		
First	Middle	Last	Suffix	STATE NUMBER
④ Print Maiden Name / Former Name (if reporting a change of name)		IF YOU HAVE NO ALABAMA DRIVER'S LICENSE OR ALABAMA NON-DRIVER ID NUMBER		
First	Middle	Last	Suffix	Last four digits of Social Security number:
⑤ Date of Birth (mm/dd/yyyy)		⑥ Primary Telephone	⑦ Email Address	
		()		
Addresses	Current	Address where you live: (Do not use post office box)		
	Old	Address where you receive your mail:		
		Address where you were last registered to vote: (Do not use post office box)		
⑨ Race (check one)		⑪ Place of Birth		
☐ White ☐ Black		City		
☐ Asian ☐ American Indian		County		
☐ Hispanic ☐ Other		State		
⑩ Sex (check one)		Country		
☐ Female ☐ Male				
WARNING! If you falsely sign this statement, you can be convicted and imprisoned for up to five years.		VOTER DECLARATION - READ AND SIGN		
		I am a U.S. citizen		
		I live in the State of Alabama		
		I will be at least 18 years of age on or before election day		
		I am not barred from voting by reason of a disqualifying felony conviction		
		I have not been judged "mentally incompetent" in a court of law		
		I SOLEMNLY SWEAR OR AFFIRM TO SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF ALABAMA AND FURTHER DISAVOW ANY BELIEF OR AFFILIATION WITH ANY GROUP WHICH ADVOCATES THE OVERTHROW OF THE GOVERNMENTS OF THE UNITED STATES OR THE STATE OF ALABAMA BY UNLAWFUL MEANS AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE, SO HELP ME GOD.		
		Your Signature: _____ Date: _____		

Update Form

Ballot Accounting Certificate – *ENVELOPE # 5*

BALLOT ACCOUNTING CERTIFICATE

2019 Spcl Rep. Primary Run-Off Election
TYPE OF ELECTION

AUGUST 27, 2019
DATE

1B - Dozier Elementary School
Precinct

Complete this section Before The Polls Open:

Ballot Styles	1	EV										Grand Total
Ballots Received	650	1										651
Beginning Number (lowest numbered ballot)	1											
Ending Number (highest numbered ballot)	650											

Complete this section After The Polls Close:

1. Total number of votes from all Voter Poll Lists (Do Not include total on Provisional Roster. See #3 below)

2. Total number of spoiled ballots

3. Total number of votes from Provisional Roster

4. Unused Ballots

5. Add lines 1,2,3,& 4.....

If line five (5) is NOT the same as your GrandTotal of ballots received, explain the difference here:

We, the undersigned Poll Workers, hereby certify that the above is a true and correct accounting on this the _____ day of _____, 20____.

Inspector _____ Clerk _____ Clerk _____ Clerk _____ Clerk _____

PLACE IN ENVELOPE NO. 5

- Must be completed at the end of the night
 - Turn in the Certificate located in the Chief Inspectors Notebook
1. Take the number of voters from all Voter Poll Pads (verify the number with how many votes are on the tabulators – they should match). Enter that number.
 2. Count the number of Spoiled Ballots in the Spoiled Ballots Envelope. Enter that number.
 3. Count the number of voters from the Provisional Roster. Enter that number.
 4. Count all of your unused ballots (regular and ExpressVote). One way that you can figure how many ballots are unused is to take the ending sequence number from each book and look to see what sequence number the first unused ballot is in the same book and subtract; then add 1 to that number to get the correct amount.
 - a) Now add all of the unused ballots together and put in the section at the end of the row.
 5. Add lines 1, 2, 3, and 4. The total number should match the “Grand Total” number of Ballots Received.

Points to Hammer and Nail Down

- **For Poll Pad Clerks**
 - Check identification (Photo ID)
 - Process Voter and print ticket (hand ticket to voter)
 - Voters on “Inactive” list ➡ update form at Help Desk
 - All verification issues are sent to the Help Desk
- **For Ballot Clerks**
 - Always re-verify ballot style on Poll Pad Printout before tearing ballot out of ballot booklet
 - Always mark the Printout and Initial it
 - Gently tear ballot away from stub
 - If a voter disputes ballot style number (or the candidate's listed on the ballot) – send to Help Desk for verification



Only the leadership team or those designated by the Chief Inspector should be at the Help Desk

- the Help Desk is the “*Home Base*” for the leadership team

The Help Desk is to be used for problems such as:

- voter who REFUSES to wear mask or other PPE
- registration verification
- spoiled ballots
- Provisional Voting
- to solve issues within the Precinct

The Help Desk should not be used as an additional check-in table, or an express line

The Help Desk



- **There are specific reasons that a person may vote Provisionally:**
 - the voter's name does not appear in the Poll Pad
 - a voter's registration status cannot be determined
 - the voter refutes the determination that he/she is not registered or eligible
 - the voter does not have an acceptable form of identification (Photo ID)
 - ABS appears beside the voter's name in the Poll Book
 - the voter's eligibility has been challenged by a polling official
 - other
- **You should never turn a voter away – Provisional Voting is always an option**
 - basically if a voter is willing to fill out the Sworn Statement of a Provisional Voter (affidavit on PB3), then the voter can vote Provisionally
 - the determination of whether or not the vote counts is later determined by the Board of Registrars prior to Canvassing Day
- **Any questions regarding Provisional Voting should be directed to the Inspector or Chief Inspector**

Provisional Voting



PROVINCIAL VERIFICATION STATEMENT - PB-3		PROVINCIAL VERIFICATION STATEMENT - PB-3	
1 MUST BE COMPLETED BY ELECTION OFFICIAL AT PRECINCT		4 SWORN AFFIRMATION OF PROVINCIAL VOTER MUST BE COMPLETED BY VOTER	
Name of Election District _____ Election Date _____ Precinct Number _____ Ballot Style _____		State of Alabama, County of _____ I do solemnly swear (or affirm) that I am a registered voter in the precinct which I am seeking to vote and that I am eligible to vote in this election, that I have not voted and shall not vote in another precinct or by absentee ballot during this election, and that I understand that any person who falsifies, signs and verifies this form shall be guilty of perjury and subject to prosecution.	
PROVINCIAL VERIFICATION STATEMENT - PB-3		PROVINCIAL VERIFICATION STATEMENT - PB-3	
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DO NOT Put in Record of Election Container

PROVISIONAL

Change Order - Provisional Voting

- The Provisional Supply Box includes a supply of adhesive *“orange tape strips”*
 - The Inspector should place an orange tape strip along the timing strip (located on the left side of the ballot) BEFORE issuing the ballot to the voter
 - Once marked, the voter will place the voted ballot into the PB1 Envelope (Secrecy Envelope)
 - The procedure continues as normal:
 - The PB1 goes inside of the PB2
 - The voter's name is legibly printed on the PB2 by the assisting Polling Official – the line # on the Provisional Roster is also indicated
 - The PB2 is inserted into the Provisional Ballot Box by the voter
-



CLOSING the Polls

The DS200 Tabulator & ExpressVote

Closing the Tabulator

- Open the door to the left of where the ballots are inserted, using the **barrel** key.
 - Hold down the “Close Polls” button for two seconds
 - On the display screen, press the **RED “CLOSE POLLS”** button
 - The tabulator will automatically print multiple copies of the *Results* tape, WAIT for all copies to print and then sign each copy (along with other indicated officials)
 - Once all tapes have printed, press the **RED “Finished – Turn Off”** button on the display screen.
 - **DO NOT PULL THE CARD OUT UNTIL THE RED LIGHT GOES OFF ON THE POWER BUTTON!!!!**
 - Once the light goes off on the “Power” button, you may remove the media stick.
 - Place one copy of the results tapes and the media stick from each machine and place them in Envelope 10 to give to the deputy.
 - Using the silver key, open the front bottom door and remove the voted ballots. Make sure you put the brown box back in the tabulator once you remove the ballots.
 - Fold down the display screen, close the tabulator, and lock the top with the silver key.
-

Closing the ExpressVote

- Open the door on the left of side of the device using the barrel key
- Push Power switch to the “OFF” position
- Close and lock the side door.
 - Make sure the cord to the keypad is in the cutout slot to secure it properly.



Closing Time

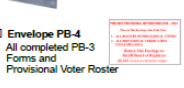
Break-down the Precinct

You may ask workers to:

1. Remove the “voted ballots” from the ballot compartments, using the round silver key, and pack into the converted Voted Ballot Boxes (tape and seal/label boxes)
2. Remove all precinct and hanging signage
3. Repack all supplies neatly and place in original container
4. Assist in Assembling returns materials (“Closing” envelopes / “Ballot Accounting Certificate”, etc.)
5. Extra tapes after all are in the envelopes will be posted on the wall of the precinct and on the outer door of the facility (required by law)
6. No one should leave without consent of the Chief Inspector.

USE THIS LIST→

Closing Checklist March 3, 2020

☐ ALL POLL PADS - They should be left ON. Please do not turn any iPad off.	☐ Envelope 10 Memory Cards & Results Tape To Sheriff's Deputy	
	☐ Results Tape posted on wall or in window of precinct	□ All unused ballots in full books or full boxes - including all unused ExpressVote Ballots □ All clear, plastic supply boxes □ All extension cords & power strips □ All table sign holders □ Blue pouches with ballot slips □ All directional signs □ Any other unused supplies
☐ Envelope PB-4 All completed PB-3 Forms and Provisional Voter Roster	☐ All completely voted ballot stubs ☐ All partially voted ballot stubs	PLEASE REPACK ALL SUPPLIES NEATLY SO THAT WE CAN RECYCLE AND REUSE SUPPLIES FOR THE NEXT ELECTION!!
☐ Envelope 5 * Zero Tape from each Tabulator * Oath of Office * First Results Tape from each Tabulator. * Ballot Accounting Certificate	☐ Envelope 6 Results Tape from Each Tabulator	☐ Spoiled Ballot Envelope -All Spoiled Ballots
☐ Envelope 7D Results Tape from each Tabulator	☐ Envelope 7R Results Tape from each Tabulator	☐ Envelope 7CA Results Tape from each Tabulator
☐ Envelope 8 Results Tape from each Tabulator	☐ Envelope 11 All Key Sets	☐ Chief Inspector Notebook
☐ Envelope 11 All Key Sets	☐ Envelope 11 All Key Sets	☐ Envelope 11 All Key Sets
☐ Envelope 11 All Key Sets	☐ Envelope 11 All Key Sets	☐ Envelope 11 All Key Sets
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**** Post any extra results tapes in the precinct on the wall and/or door ****

If you have ANY questions about closing procedures - please call!

The Montgomery Election Center - Office of Probate Judge J C Love, III
125 Washington Avenue, Montgomery, Alabama 36104
(334) 832-7744 phone / (334) 832-7131 fax
www.montgomeryelectioncenter.org

Review & Reminders

- Be on time
 - Sign Payroll \$\$\$ on Help Desk Poll Pad
 - Be Nice!
 - Take short breaks
 - Voter Identification – cannot be expired except for AL DL
 - Must have a valid form of Photo ID from the list of approved forms of ID
 - Poll Pads only scan AL DL or Non-Driver I.D. (All other forms of identification are looked up manually)
 - Ballot Styles – Democrat (with Amendment), Republican (with Amendment), Constitutional Amendment ONLY, and the ExpressVote ballots
 - **CANDIDATES CANNOT VISIT YOUR PRECINCT!!!** They can only go to the precinct where they vote to vote and then exit the building. If not voting = 30 feet from the entrance
 - Poll Watchers - One per Party & *must* present a letter from the Party
 - **Vote by Absentee if you are substituting outside of your precinct**
 - **Thursday, JULY 09 is the LAST DAY TO VOTE ABSENTEE**
 - Five (5) precinct changes in Montgomery County
 - 106 – City of Refuge Church (was Peter Crump Elementary)
 - 205 – Southlawn Baptist Church (was Southlawn Elementary School)
 - 302 – Eastern Hills Baptist Church (was Flowers Elementary School)
 - 413 – Passion Church (was Wares Ferry Road Elementary School)
 - 505 – Covenant Ministries International (was Fitzpatrick Elementary School)
-

Job Site Clean-up:

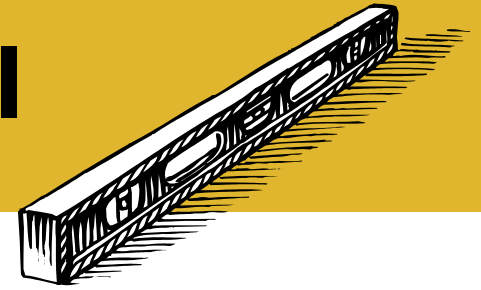
- The Chief Inspector should direct Polling Officials:
 - to remove “*voted ballots*” from ballot box bins and pack into converted Voted Ballot Boxes (tape and seal/label boxes)
 - remove and discard all precinct and hanging signage
 - re-pack all supplies neatly and replace in original containers
 - Gray Security Cart
 - voting pens (clear shoe box), extension cords, metal sign-holders, electioneering signage and cone, outside voting directional signage, unused secrecy envelopes, un-opened Ballots, &ADA precinct supplies
 - Red-Wheeled Tote (red file folder and blue zipper pouch)
 - signature shields, unused update forms, unused Poll Pads, highlighters, fingertip moisteners, calculator, ADA buttons, nametag sleeves, other table supplies
 - assist the leadership team in assembling returns materials (“closing” envelopes/Ballot Accounting Certificate)
 - to stay until the whistle blows, in other words....to stay until you give the signal to go



Site Breakdown



Keeping it Level



- Remember to keep your cool under pressure:
 - CALL us for assistance at **832-7744** if:
 - Polling officials do not report for duty
 - The polling place (facility) is not open at the appropriate time
 - A voter's name does not appear in the Poll Pad or cannot be located, Call Board of Registrars at **(334) 832-1215** First
 - Voters or candidates are electioneering inside the 30' rule
 - Machines are not working properly
 - Any other questions or problems arise
-

The Details are Essential

- Voter Identification
 - **Photo** identification is required – since the 2014 Primary Election
 - remind the Registration Clerks that they have a cheat sheet on the inside cover of Poll Book!
 - Ballot Styles
 - please double-check your precinct's ballot style numbers against the Ballot Accounting Certificate at the beginning of Election Day
 - make sure that each check-in table and Help Desk has one booklet per ballot style
 - Updating to Change address.
 - Voters should be sent to new polling location to vote.. If they do not wish to go, then they can vote Provisional Ballot.
 - Poll Watchers
 - 1 per party
 - must present you with a letter from the party chair appointing them as a poll watcher
 - must sign the Oath of Office
 - report any unauthorized person/s immediately
 - Returns
 - make sure all items are in the correct container for “Returns” – any misplaced item will cause you to be delayed at the “Returns” drop-off
 - remember to use the large scale “closing” checklist it is “essential” for your return.
-

Darryl Parker

darrylparker@mc-ala.org

Thank
you! 

