ELECTION OFFICER MANUAL

2006 General Election Edition
September 28, 2006

IMPORTANT

1. Read this manual before Election Day.

2. Take this manual with you on Election Day.

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A. OVERVIEW

WARNING: WARNS YOU ABOUT THINGS THAT COULD RESULT IN DAMAGE TO THE VOTING MACHINE, INJURY TO AN ELECTION OFFICER OR VOTER, OR THAT COULD IMPACT THE CONDUCT OF THE ELECTION.

- ❑ Perform the action. Read the instructions carefully, perform the action, and put a check in the box when you are finished.

  - These entries give important information about the process or the next step or steps to be performed.

D. **SUPPLEMENTAL INSTRUCTIONS.**

The Department of Elections ***may*** issue *Supplemental Instructions* that provide additional information or instructions regarding the election. Read the *Supplemental Instructions* before the day of the election and call the Election Operations Unit at **577-3464** if you have any questions about the information.

E. **LEGAL CITATIONS.**

- Wherever a section (i.e. §4908) is cited at the end of a sentence or paragraph, it refers to Delaware Code, Title 15 unless otherwise noted.

F. **INCLEMENT WEATHER/STATE OF EMERGENCY.**

- **ELECTION DAY**. There are currently no specific provisions in the Delaware Code or the U. S. Code that provide for canceling or postponing a Primary or General Election. In the event of unusual circumstances, you can get the most up-to-date information via the following means:

  - **Listening to local radio and TV stations.** The Department has made arrangements to have important election information reported by local radio stations. There is a list of radio stations on the back of your appointment letter below the Absentee Voting information.

  - **Checking the Department's WEB Page.** http://electionsncc.delaware.gov. Emergency information will be reported at the top of the page. This page will be updated with the most current information as long as the Department has access to the appropriate systems.

  - **Calling** 302.577.5067. A message with appropriate information will be left on this phone as long as the Department has access to it.

III. ELECTION OFFICERS

Election Officers are selected from registered voters and 16 & 17 year old students who have submitted completed applications.

The Election Officers assigned to an Election District function as a *team*. **The Inspector is responsible for making work assignments and for making sure that the Polling Place operates in an effective and efficient manner.** Election Officers shall cooperate with the Inspector and perform all duties assigned to them.

A. DUTIES AND RESPONSIBILITIES.

Any person serving as an Election Officer must be trained before each election. §4702 Training lasts for 2 ½ - 3 hours for every Election Officer. Election Officers must not arrive late and must stay for the entire session.

Persons appointed as Election Officers shall perform their duties in an absolutely non-partisan, impartial and non-political manner regardless of their or anyone else's political party affiliation. §4701(a) & (b)

IMPORTANT. Election Officers **SHALL NOT** talk about any subject of a political nature among themselves or with any other person while performing their duties on Election Day. Any such discussions, whether about issues, candidates, etc. is considered to be electioneering and is absolutely prohibited within the Polling Place. Election Officers **SHALL NOT** under any circumstances give a voter any advice about whom to vote or information about any candidate or issue, even if asked by the voter. Violations of these prohibitions are grounds for removal and subsequent action under the provisions of Delaware Code, Title 15.

Election Officers shall make sure that no one interferes with the orderly conduct of the election and that the Polling Place is kept clear of all disorder, disruptions and improper practices. §4946

All Election Officers shall arrive promptly and remain throughout the day. Failure to serve or neglect of duty is a punishable offense. §4902 & §4932(A)

Election Officers who are assigned to work at an Election District in a building other than where they vote should vote by Absentee Ballot before the election if they are eligible to vote in the election. Election Officers working in the same

building as the Election District where they vote shall be permitted to go to that Election District and vote on Election Day.

No Election Officer shall leave the Polling Place at any time while the Polls are open, and may not leave after the Polls are closed until released by the Inspector. Election Officers, after obtaining permission of the Inspector, may briefly leave the Polling Place to get an item from their car or to meet someone at the door of the building to pick-up food, etc.

No Election Officer shall serve as or assist any Challenger or Challengers in recording voters' names for any purpose whatsoever.

INSPECTOR. The Inspector is the chief election official in the Polling Place and is responsible for directing and overseeing all activities within the Polling Place. He/She shall assist the Judges and Clerks as necessary. This includes working at the *Officers' Table,* the *Update Table,* handling Provisional Voting and operating a voting machine.

The Inspector shall visit the Polling Place before the day of election to find out who will unlock the building by 6 a.m. on Election Day and other pertinent information; for making sure that signs show that a building is a Polling Place; for making sure that signs show the entrance that is to be used by voters; for making sure that signs show the handicapped accessible entrance; for making sure that handicapped parking spaces are marked; and for putting up signs (at eye level – about 5 feet from the floor) that show people how to get from the entrance(s) to the Polling Place. If the outdoor signs are not put out by another person, the Inspector is responsible for putting them out or having them put out in accordance with the *Sign Plan* for the Polling Place. The Inspector shall call the Election Officers assigned to his/her Polling Place as soon as the list is received and coordinate transportation, meals, etc. He/She is also responsible for helping to find a replacement if an assigned Election Officer is unable to work on the day of the election.

The Inspector is also required to pick up the *Polling Place Absentee Report* and the *Supplemental Poll List* on the day immediately before the election, from the Office of the Department of Elections for New Castle County, or other location designated by the Department, and take these documents to the Polling Place on Election Day.

The Inspector returns documents and other specified material to the drop-off point **immediately** after departing the Polling Place on election night.

JUDGES. There are two Judges. The Majority Judge is from the same political party as the Inspector and the Minority Judge is from another political party. Judges should be prepared to assume duties of the Inspector if the Inspector is unable to serve. The duties of Judges include:

- Voting on challenges and other issues as required.
- Making sure that a person is eligible to vote by checking the *Poll List, Supplemental Poll Lists* and *Signature Cards*.
- Making sure that a voter who does not present satisfactory identification completes an *Affidavit of Affirmation of Voter Identity* before being permitted to vote.
- Checking a person's eligibility to vote by calling the Voter Information Center.
- Making sure that a voter is given and signs the right *Signature Card.*
- Making sure that a voter's name is circled on the *Poll List*.
- Making sure that the *Signature Card* is properly filed after a person has voted.
- Making sure that a person authorized to vote by the Department of Elections or by Court Order completes a *Voter Registration Application* before voting.
- Handling and/or assisting with Provisional Voting and/or updating a registered voter's address and/or name.
- Operating a voting machine.
- Performing all other duties assigned by the Inspector.

ELECTION CLERKS. Two Clerks are appointed for each voting machine assigned to an Election District. Those appointed may include 16 and 17 year old students who have the same duties and responsibilities as any other Clerk and are to be treated as full-fledged members of the Election District Team. The duties of Clerks include:

- Making sure that a person is eligible to vote by checking the *Poll List, Supplemental Poll List* and *Signature Cards*.

- Making sure that a voter who does not present satisfactory identification completes an *Affidavit of Affirmation of Voter Identity* before being permitted to vote.
- Checking a person's eligibility to vote by calling the Voter Information Center.
- Making sure that a voter is given and signs the right *Signature Card.*
- Making sure that a voter's name is circled on the *Poll List*.
- Making sure that the *Signature Card* is properly filed after a person has voted.
- Making sure that a person authorized to vote by the Department of Elections or by Court Order completes a *Voter Registration Application* before voting.
- Handling and/or assisting with Provisional Voting and/or updating a registered voter's address and/or name.
- Operating a voting machine.
- Performing all other duties assigned by the Inspector.

UPDATE CLERKS. The Inspector shall assign two Clerks as Update Clerks. Update Clerk duties include:

- Sending voters to the correct Polling Place after the voter has completed the required document(s).
- Checking a person's eligibility to vote by calling the Voter Information Center.
- Handling and/or assisting with Provisional Voting and updating a registered voter's address or name change.
- Performing all other duties assigned by the Inspector.

GREETERS. Greeters receive the same training and compensation as Clerks. The Department may assign an extra Clerk to serve as a Greeter when there are two or more Election Districts assigned to a building and when the Department has sufficient people to fill all other Election Officer positions. Greeter duties include:

- Sending voters to the correct Election District.
- Sending people to the *Update Table* when necessary.
- Helping voters with disabilities (see Standards of Service for important information).
- Answering questions about the voting process. Greeters **shall not** answer any questions about candidates, political parties or issues. If asked, the Greeter should politely tell the person that he/she cannot discuss candidates, political parties and/or issues.
- Performing all other duties assigned by the Inspector.

B. **IF AN ELECTION OFFICER DOES NOT REPORT FOR WORK.**

- Election Officers move up to fill the vacancy in the following sequence.
- The Majority Judge becomes the Inspector.
- If the Majority Judge cannot or will not perform the duties as the Inspector, the Minority Judge moves up to Inspector.
- If the Majority Judge becomes the Inspector, the new Inspector appoints a Clerk of the same party as the new Majority Judge.
- If the Minority Judge becomes the Inspector, the new Inspector appoints a Clerk of the same party as Majority Judge and the old Majority Judge becomes the new Minority Judge.
- Attempt to fill any other vacancies by recruiting a voter.
- Write the full name, address, social security number, date of birth and telephone number of any registered voter that you hire as a poll worker on the back of the *Election Officer Pay Voucher*.
- Do not report any changes unless you cannot operate with the number of Election Officers that you have.

C. **AUTHORITY.**

The Inspector and the Judges are in complete and exclusive control of the Polling Place. They decide questions and challenges by majority vote. Clerks do not vote on these issues. §4945

If a situation arises on Election Day that cannot be resolved without lengthy debate, the Inspector should contact the Voting Machine Desk at **577-5060**. The Department will *recommend* an appropriate course of action or seek advice from the Department of Justice. The final decision on the course of action to resolve any problem is the responsibility of the Inspector and Judges.

IV. STANDARDS OF SERVICE

The Department of Elections for New Castle County expects Election Officers to treat each other, Challengers and every member of the public equally with courtesy and respect.

You are representatives of the State of Delaware and the Department of Elections for New Castle County. The Department expects Election Officers to dress and act in a business-like manner. Casual clothing is OK as long as it is neat and clean.

Election Officers should avoid strong perfumes, colognes, after-shave lotion, etc. because they may bother other Election Officers and/or the voters.

Do not eat while processing voters. Election Officers should eat away from the processing and voting area if at all possible.

Report any complaints about the voting machines **before the voter leaves the Polling Place** to the Voting Machine Desk by calling 577-5060.

Report any complaints or problems you have in dealing with a voter to the Voting Machine Desk at **577-5060.**

Write down any problems or complaints involving voters in the *Election Day Issues Log*.

Election Officers **SHALL NOT** use personal cell phones while inside the Polling Place. Turn off or put your personal phone on vibrate. If you must make or take a call, and you are not assisting a voter, use your phone away from the voting area. Voters should not have to listen to your personal business.

Ask voters who are using cell phones to turn them off while in the Polling Place.

Tell a dissatisfied person that he/she may discuss their complaint with Department of Elections' staff. Give the complaining voter one of the business sized cards with the Department's phone number and other contact information. If you run out of cards, write the Department's phone number (577-3464) on a piece of paper and give it to the person. *Suggest* to the person that unless the problem or issue requires immediate attention, it would be best for him/her to call the Department following the election.

Not everyone has a sense of humor and some voters take offense if jokes are made about any aspect of the voting process. Variations of the "Vote early and

often" statement, teasing about the amount of time spent in the voting booth or the age of voter are inappropriate. Do not kid around with any voter.

The Department prohibits smoking anywhere in a building in which a Polling Place is located. Furthermore, State regulations prohibit smoking **anywhere** on public school property, including in private vehicles that are on public school property. Other organizations that rent their buildings to the Department as Polling Places may have additional rules regulating smoking on their property. Please adhere to any such rules!

Dealing with issues. Sometimes issues arise as the result of a misunderstanding or a lack of information. These situations call for flexibility, patience, creativity, and open communication – a willingness to listen to the other person's perspective and to learn. The information provided below gives you tips about interacting with people that if followed may avoid potential issues. Call the Voting Machine Desk at 577-5060 if you have a problem that you cannot resolve.

Here are a few tips about interacting with people with disabilities:

People with disabilities are individuals with families, jobs, hobbies, likes and dislikes, and problems and joys. A person's disability does not define him/her. Some disabilities are obvious, many are not. Don't make voters into disability heroes or victims. Treat them as individuals.

If you are not sure about what to do or say just ask politely. Don't assume that a person with a disability needs help. Offer assistance only if a person appears to need it. If the person wants help, ask how before you act.

Be sensitive about physical contact. Some people depend on their arms for balance. Grabbing them could knock them off balance. Do not pat a person on the head or touch his/her wheelchair, scooter or cane. People with disabilities consider their equipment part of their personal space.

Think before you speak. Always speak directly to the person with a disability, not his/her companion, aide or interpreter. Making small talk is OK; just talk to him/her as you would with anyone else. Respect his/her privacy.

Don't make assumptions. People with disabilities are the best judge of what they can and can't do.

Respond graciously to requests. When a person asks for an accommodation, it is not a complaint. Do what you can to provide the accommodation in a pleasant and gracious manner.

Talk in a normal voice. Just because a person is disabled does not mean that he/she is hard of hearing.

Be considerate of the extra time that it might take for a person with a disability or an elderly person to get things done, and give full attention to a person who has difficulty speaking.

Do not touch or talk to service animals. Animals that are assisting persons with disabilities (service animals) shall be admitted into Polling Places. These animals are highly trained and don't need special care other than that provided by the owner.

Assistance permitted. Federal law permits elderly voters and voters with disabilities to be accompanied and to receive assistance by a person or persons ***of their choice*** in the voting booth. These people **shall not** be the voter's employer, an agent of the voter's employer and/or an agent of the voter's union.

Here is some good information about interacting with people with specific disabilities:

Assisting people with mobility impairments. These include people who use wheelchairs, canes, crutches, walkers, etc.

- Ask and ask "how" before giving any assistance.
- Don't violate the personal space of a person in a wheelchair by touching it, leaning over the person in a wheelchair to shake another person's hand or putting something on a desktop or tray attached to a person's wheelchair.
- Be very careful not to touch the joystick or driving device on a person's power wheelchair or scooter.
- Do not try to push a person's wheelchair (manual or power) unless the person asks for help.
- Make sure that there are clear paths within the building to the Polling Place.
- Don't grab people who are using canes or crutches, because they may need their arms to balance themselves. Always ask before offering help.
- Some people who are not visibly mobility-impaired may have trouble walking long distances. We have asked buildings to provide enough chairs so that there

are two or three extra chairs that can be used by people who may need to sit down.

Assisting people who are visually impaired. Many people who are visually impaired are able to travel unassisted. Some people have visual impairments that are not obvious. Be prepared to offer assistance if asked.

- Identify yourself before you make physical contact with a person who is blind. Tell him/her your name and what you are going to do.

- People who are blind may need their arms for balance, so offer your arm – don't take his/her arm – after asking the person if he/she wants to be guided.

- When offering walking assistance, ask the person which arm he/she wants you to use. Allow the person to take your arm and tell him or her when you are approaching steps, inclines, or turning right or left. If it is necessary to warn the person about a hazard, be specific in the warning. Tell the person to stop, etc. not just to "Watch Out".

- If the person has a guide dog, do not touch or distract the dog. The animal is working and must concentrate in order to properly assist his/her master.

- If you are walking with a person who is accompanied by a guide dog, walk on the side opposite the dog.

- Don't touch the person's cane. The cane is part of the person's personal space. If the person puts the cane down, don't move it. Tell him/her if the cane is in the way.

- Offer to read written information and to complete forms that need to be filled out. The voter must, however, sign where a signature is required.

- Use the *Signature Guide* (in Supply Bag 2) so that persons who are visually impaired can sign their *Signature Card* and any other documents that they need to sign.

The Election Officer operating the voting machine shall explain how to operate the **ADAM** to <u>any voter</u> who wants to use the device. He/She shall stay near the voting machine in order to answer any questions the voter might have after entering the booth. Offer to place a chair inside the booth.

Assisting people who are deaf or hard of hearing. People who are hard of hearing use amplification and/or seeing a speaker's lips to communicate effectively.

- Speak calmly, slowly and directly to a person who is hard of hearing. Remember that your facial expressions, gestures and body movements assist people in understanding your words.
- Don't shout or speak in a person's ear. If a person uses a hearing aid, it will be calibrated to normal voice levels; your shout will sound distorted. If you don't think that the person understands your instructions, write the person a note. The Department has provided a pad of paper for this purpose.
- Follow a person's cues to find out if he/she prefers gesturing, writing or speaking. If you have trouble understanding the speech of a person who is deaf or hard of hearing, let him/her know.
- Before speaking to a person who is deaf or hard of hearing, make sure that you have his/her attention.
- Re-phrase, rather than repeat, sentences that the person doesn't understand.
- Speak clearly. Most people who are hard of hearing watch people's lips as they speak to help them understand. Avoid chewing gum or obscuring your mouth with your hand while speaking.

Assisting people with speech impairments.

- If you have trouble understanding a person with a speech impairment, ask him to repeat or re-phrase.
- Give the person your full attention. Don't interrupt or finish the person's sentence.
- If you are not sure that you have understood, you can repeat for verification.
- If, after trying, you still cannot understand the person, ask him/her to write it down or to suggest another way of facilitating communication.
- Don't tease or laugh at a person with a speech disability. This is rude and will make the communication process much more difficult.

Some final thoughts. Treat people with disabilities with the same diligence and respect that you expect. The information above gives you tips on how to interact with people with different disabilities. There are many other disabilities

that you may encounter. With the information above and common sense, you should be able to handle just about any situation that you should encounter.

Remember, people with disabilities are individuals with families, jobs, hobbies, likes, dislikes, problems and joys. A person's disability does not define him/her. Don't make them into disability heroes or victims. Treat them as individuals.

NOTE: Most of the information in this section was taken from *Disability Etiquette: TIPS ON INTERACTING WITH PEOPLE WITH DISABILITIES*, published by the United Spinal Association. We thank the United Spinal Association for publishing this great document and for their permission to use information from *Disability Etiquette* in this manual.

V. BEFORE THE DAY OF THE ELECTION

This section describes the duties and responsibilities of Election Officers before the day of the election.

A. **DUTIES AND RESPONSIBILITIES OF ALL ELECTION OFFICERS.**

1. Attend training.

2. Review and study *all* materials given to you before Election Day.

3. Call the Election Operations Unit at **577-3464** if you have any questions about the training, your responsibilities or Election Day procedures.

4. Take the following items with you to the Polling Place on Election Day:

    - The Manual, Checklists and other written instructions that were given or mailed to you.

    - Flashlight.

    - Seat cushion.

    - Your meals, snacks and beverages. Each Election Officer is responsible for providing his/her own meals, snacks, and beverages at the Polling Place on the day of the election.

5. Election Officers may not leave the Polling Place for any reason while the Polls are open and may only leave after all work has been completed and they have been released by the Inspector.

6. Vote by Absentee Ballot before the election if you are assigned out of your Election District. If your Election District is in the same building as the Election District at which you are working, you may go to your Election District and vote on Election Day.

B. **SPECIAL INSTRUCTIONS FOR INSPECTOR.**

1. Call the Election Officers assigned to your Polling Place.

    - The Inspector should receive a packet that includes a list of the Election Officers assigned to work with him/her 10-14 days before the day of the election. If the Inspector does not receive these documents, he/she should contact the Election Operations Unit at 577-3464.

- The Inspector should call the Election Officers assigned to work with him/her immediately after receiving the list to coordinate meals, transportation and any other matters necessary to insure the successful conduct of the election.

- If the Inspector discovers a problem regarding an assigned Election Officer, he/she shall call the Election Operations Unit at 577-3464.

2. Visit the Polling Place to:

   - Become familiar with the facility - this includes handicapped entrances and other handicapped accessible features of the building.

   - Determine the need for extension cords - voting machines must be within ten (10) feet of an outlet to operate without an extension cord.

   - Plan where to put equipment (voting machines, tables, etc.).

   - Coordinate with the principal or building coordinator and the custodian to make sure where the voting machines will be stored when delivered, and where the voting machines, tables and chairs will be set up in the Polling Place before 6 a.m. on the day of the election.

   - If the Inspector finds a problem with the Polling Place or arrangements, he/she shall call the Election Operations Unit at 577-3464.

   - Inspectors shall not change or approve the change of the location of the Polling Place in a building without the prior approval of the Elections Operations Unit.

3. Go to the Department of Elections warehouse to pick up extension cords or other supplies that are not provided. NOTE: If you contact the warehouse staff at least 10 days before an election, they will put extension cords in one or more voting machines assigned to your Polling Place.

4. Pick up and sign for a pair of wire cutters at your class.

5. **Pick up the *Polling Place Absentee Report* and *Supplemental Poll List* for your district the day before the election.**

6. In addition to the items listed in Paragraph A above, take the following items with you to the Polling Place on Election Day:

   - String - to tie polling place sign(s) to a tree, post, or railing.

   - The wire cutters and the *Oath of Office* form.

- A ruler or straight edge to use with the Districting Book.
- One or more small cardboard boxes, about the size of a shoe box, for use by Election Officers operating the voting machines to put signature cards until they can be filed in the black box.
- Any materials (extension cords, etc.) that were issued to you and/or that you picked up at the Department of Elections warehouse.
- The *Polling Place Absentee Report* and *Supplemental Poll List* you picked up from the Department of Elections on the day before the election.
- Any items not listed on the Materials Inventory in the Checklists that would assist the operation of your Polling Place.

C. IMPORTANT INFORMATION FOR EVERYONE!

- Buildings used as Polling Places and their employees **are not** responsible for providing Election Officers food and drinks. **DO NOT** ask them to give you or get you food or drinks. Election Officers are responsible for their own food and drinks.

VI. ELECTION DAY OVERVIEW

This section is a brief overview of Election Day activities. The detailed procedures that Election Officers must follow are in the accompanying Checklists.

A. **ARRIVE AT THE POLLING PLACE AT 6 A.M.**

- Call the Voting Machine Desk at 577-5060 if the Polling Place is locked.
- Coordinate, as necessary, with the person who unlocked the building regarding problems during the day, the person who will lock the building at the end of the day, the location of facilities (bathrooms, telephones, etc.) and any other pertinent items.
- Let authorized observers into the Polling Place.
- The Inspector administers the oath to all Election Officers present.
- Make sure that the voting machines in the Polling Place are the ones assigned to the Polling Place.
- Set up the voting machines.
- Set up the Polling Place.
- Make sure that the exterior signs have been put out in accordance with the *Sign Plan*. If not, reposition or put out the signs as required.
- Put up interior signs in accordance with the sign plan, at eye level (about 5 feet from the floor), that direct people through the building to the Polling Place. In some instances, this is not necessary.

B. **OPEN THE POLLING PLACE TO VOTERS AT 7 A.M.**

- Let voters and authorized Challengers into the Polling Place.
- Process the voters.
- Find and circle voters' names on the *Poll List*.
- If a voter's name isn't on the *Poll List* or one of the *Supplemental Poll Lists* and if he/she doesn't have other documentation that permits him/her to vote at your Polling Place (completed *Voter Registration Application* sent

from another Polling Place, a *Change of Address Verification Form*, or a *Court Order*), send him/her to the *Update Table* for processing.

- If you have determined that a person is not eligible to vote at your Polling Place (to include calling the Voter Information Center) and the person insists that he/she is a registered voter in the Election District, permit the person to vote by Provisional Ballot if available.
- Give the voter the right *Signature Card* to sign.
- If you can't find the person's *Signature Card*, take a blank card and neatly print the voter's name, address, date of birth and Social Security Number for him/her to sign.
- Permit eligible persons to vote.
- Coordinate activities with other Polling Places in the building.
- Have voters complete Bribery Oaths and/or Affidavits of Affirmation of Voter Identity when required.
- Make sure that the 50-foot rule is being observed.
- At 7:30 p.m. announce that the Polls will close in 30 minutes.
- At 8 p.m. announce that the Polls are closed. Let anyone in line before 8 p.m. vote before beginning the closing procedures.

C. CLOSE THE POLLING PLACE AFTER THE LAST PERSON HAS VOTED.

- Let party representatives and/or authorized Challengers into the Polling Place.
- Close the voting machine(s) in accordance with the *Close the Voting Machine* checklist.
- Remove the tape(s) and Memory Cartridge(s) from the voting machine(s).
- Send a Clerk with the *Memory Cartridge Pouch* that has all of the required items to the Zone Reporting Station.
- An Election Officer reads the results to any observers in the Polling Place, reads the results to anyone waiting for the results outside the Polling

Place, and then posts a copy of the results (labeled Extra Copy) from each voting machine on the building's door.

- All remaining Election Officers sign all remaining copies of the tapes.
- Put the tapes and other documents into the right envelopes.
- Put the items that are required to be returned in the voting machines into the voting machines.
- Put the items that the Inspector must take to a Drop-off Point on the Officers' Table.
- Close up the voting machine(s).
- Make sure that the exterior signs have been returned to the voting area. If not, get the signs and put them close to the voting machines.
- All remaining Election Officers complete and sign the *Pay Voucher*.
- Finish any remaining paperwork, put the documents into the right envelopes and seal the envelopes.
- Put trash into a trash can and return the voting area to the same condition that you found it.
- The Inspector releases the Election Officers, makes sure that the facility is locked and/or that it will be locked by the custodian, and then takes the required documents and materials to a Drop-off Point. NOTE: The Inspector must coordinate with the custodian or another person responsible for the building to make sure that the building is locked after everyone has left.

VII. VOTER ELIGIBILITY

- A person must be registered to vote in Delaware in order to vote in the General Election.

A. **REGISTERED TO VOTE CRITERIA.**

- A person who is registered to vote in the Election District at which he/she appears to vote shall be permitted to vote. This means that a person whose name appears on the *Poll List* or a *Supplemental Poll List* shall be permitted to vote unless the person has moved to another address.

- EXCEPTIONS:

- A person who is registered to vote at another Election District but who has moved into the Election District where he/she appears to vote may be permitted to vote after he/she completes the Update process.

- A person who appears at an Election District with a completed Update transaction or a *Change of Address Verification Form* showing that he/she now resides within the Election District shall be permitted to vote.

- A person shall be permitted to vote if he/she appears at the Polling Place with a Court Order directing that he/she be permitted to vote. Before permitting that person to vote, have him/her complete a *Voter Registration Application*. The *Voter Registration Application* and *Signature Card* should be attached to the Court Order and put in the *Signature Card Box*. Call the Voting Machine Desk at 577-5060 if you have any questions.

- A person shall be permitted to vote at the Polling Place if a Department of Elections staff member tells the Inspector or other Election Officer that the person is a registered voter in the Election District.

B. **CHECKING VOTER ELIGIBILITY.**

- Election Officers shall check a person's eligibility to vote by calling the Voter Information Center or calling the Registration automated inquiry number when there is a question about a person's eligibility.

- Make sure that you have the person's Social Security Number (if the person gives it to you), full name and date of birth before calling the Voter Information Center.

- Make sure that you have the person's house number and date of birth before using the Registration automated inquiry system.

VIII. ADDRESS AND NAME UPDATE

NOTE: The process was previously known as Fail-safe voting.

Be extremely careful when determining a voter's Polling Place. We have had too many instances where a voter has been sent to the wrong place. Call the Voter Information Center if you are not 100% sure of the voter's Polling Place. One of most important jobs is to get the voter to the right place, not create unnecessary road blocks that could result in a person not being able to vote.

Individuals registered to vote in the State of Delaware who have moved within the State and/or have legally changed their name anytime before Election Day without having updated their voter registration record with the Department of Elections shall be permitted to vote at the Polling Place for their new address **AFTER** completing a *Voter Registration Application* showing their **new** address and/or name.

Each Inspector is responsible for setting up an *Address and Name Update Table* near the entrance to the voting area in the building in which their Polling Place is located. In buildings where there are two or more Polling Places, the Inspectors may set up a common *Address and Name Update Table.* The supplies for the table will be delivered in one of the voting machines assigned to the Election District. The *Poll List* for the *Address and Name Update Table* will have the word "UPDATE TABLE" stamped on it.

DO NOT USE THE POLL LIST STAMPED "UPDATE TABLE" AT THE OFFICERS TABLE.

The Department of Elections processes changes of address and changes of names through the Friday before the election. The *Supplemental Poll List* picked up by the Inspector the day before the election reflects the changes for the Election District processed after production of the *Poll List*.

Persons for whom the Department of Elections processes a change of address and/or change of name following production of the *Poll List* may be mailed or given a *Change of Address Verification Form*.

The *Address and Name Update* process makes sure that an eligible person is able to vote and that the completed *Voter Registration Application* necessary to update his/her record with the new address or name is completed.

A person must complete the *Address and Name Update* process in the Polling Place **before** being permitted to vote in the Polling Place in three situations:

- A person listed on a *Poll List*, *Supplemental Poll List* or *Change of Address Verification Form* whose address or name is different than that shown on the respective document.

- When a person is at a Polling Place and his/her name does not appear on the *Poll List* or the *Supplemental Poll List*, or he/she does not show a properly completed Update transaction or *Change of Address Verification Form* that shows that the person is eligible to vote at that Polling Place, the Inspector or another Election Officer shall make sure that the person is eligible to vote by calling the Voter Information Center at 577-8300 or the Registration automated inquiry system at 577-3464.

- When directed by Department of Elections personnel.

A person whose name is on a *Poll List, Supplemental Poll List* or *Change of Address Verification Form* but who has moved to an address outside of the Election District shall complete an Update transaction and then be sent with the completed *Voter Registration Application* in an *Affidavit Envelope* to the correct Polling Place.

If you decide that a person who has completed a *Voter Registration Application* in the Polling Place or who has given you a completed address and/or name Update transaction is not eligible to vote in the election, write the word "Ineligible" on the upper right corner of the *Affidavit Envelope* and return the documents to the Department of Elections in the *Update Return* envelope.

If you decide that a person who has completed a *Voter Registration Application* in the Polling Place or who has given you a completed Update transaction is eligible to vote at another Polling Place, neatly print the name and address of that Polling Place on the *Affidavit Envelope* and send the person with the completed *Voter Registration Application* in the *Affidavit Envelope* to that Polling Place.

Authorized Challengers, Election Officers, and people waiting to vote may challenge a voter in accordance with Delaware Code, Title 15. Challenges of persons who are listed on the *Supplemental Poll List*, or who present a completed Update transaction or *Change of Address Verification Form* **should not be upheld** unless there is substantial evidence that the person does not live at the address shown on the respective document(s).

IX. PROVISIONAL VOTING

Provisional Voting is used when a person claims to be registered in an Election District, but whose eligibility to vote in that Election District cannot be determined by the Election District records and by the Voter Information Center.

Election Officers shall make every effort to determine that a person is registered to vote and to make sure of the Polling Place at which a person is registered to vote before offering a person the opportunity to vote by Provisional Ballot. This includes calling the Voter Information Center. In buildings with multiple polling places, make certain the person is at the correct Election District. A Provisional Ballot cast in the incorrect district, even in the same building, shall not be counted

If a person is registered to vote and his/her Polling Place is in another building, the person should be sent to that building. If the person refuses and demands to vote at the wrong Polling Place, he/she shall be permitted to vote by Provisional Ballot.

Provisional Ballots are validated and counted by the Department of Elections beginning the day following the election.

A Provisional Ballot will only be counted if the person who votes the ballot is registered to vote in the Election District where the ballot was voted.

Make sure that a prospective Provisional Voter understands that Provisional Ballots shall not be counted if:

- The person who cast the Provisional Ballot is not registered to vote.
- The person who cast the Provisional Ballot voted at the wrong Polling Place.
- The person did not show proof of identity to the Election Officers at the Polling Place before casting his/her Provisional Ballot.
- The affidavit on the Provisional Ballot Envelope is substantially incomplete.

The Election Officer shall give each person who votes by Provisional Ballot a *Provisional Voter Information Sheet* that includes the number of the *Provisional Ballot Envelope.* The Provisional voter may use that number to find out what happened with his/her ballot.

The Inspector shall return all voted Provisional Ballots to the Department of Elections for New Castle County in the Provisional Ballot pouch along with the log listing all persons who voted by Provisional Ballot.

The Provisional Voting procedures are in Checklist XI.

X. HOW TO USE THE STREET DISTRICTING BOOK

General. Election Officers use the *Street Districting Book* to find the Election District for an address.

*Street Districting Book***.** The *Street Districting Book* has 14 columns of data. You use the first 10 columns to determine the Election District for an address. Each row, known as a street segment, lists the house numbers of all or part of a street.

STREET	TYPE	DIR	FROM	TO	SIDE	DEVELOPMENT	CITY	ZIP CODE	ED_RD	SEN DIST	REP DIST	CNTY DIST	CITY DIST
ADAMS	DR		700	715	B	VICTORIA MEWS APTS	NEWARK	19711	06-23	6	23	5	
ADAMS	ST		1	422	B		DELAWARE CITY	19706	04-09	14	9	6	
ADAMS	ST	N	100	798	E		WILMINGTON	19801	04-03	3	3	4	5
ADAMS	ST	N	800	998	E		WILMINGTON	19801	09-02	3	2	4	5
ADAMS	ST	N	1000	1598	E		WILMINGTON	19801	06-02	2	2	4	4
ADAMS	ST	N	101	799	O		WILMINGTON	19806	04-03	3	3	4	5
ADAMS	ST	N	801	999	O		WILMINGTON	19806	09-02	3	2	4	5
ADAMS	ST	N	1001	1499	O		WILMINGTON	19806	04-02	2	2	4	8
ADAMS	ST	N	1501	1599	O		WILMINGTON	19806	04-04	2	4	4	8
ADAMS	ST	S	1	398	B		WILMINGTON	19801	07-03	3	3	4	6
ADAMS DAM	RD		1	98	B		WILMINGTON	19807	08-10	4	10	2	
ADAMS DAM	RD		100	999	B		WILMINGTON	19807	06-10	4	10	3	
ADDICKS	CT		1	98	B	LIMESTONE HILLS WEST	WILMINGTON	19808	11-22	8	22	3	
ADDISON	DR		1	198	B	THE WOODS	NEWARK	19702	10-18	9	18	1	
ADDISON	DR		3200	3299	B	BRANDYWINE SPRINGS MNR	WILMINGTON	19808	05-12	7	12	3	
ADEL	DR		1	98	B		NEWARK	19702	08-24	11	24	5	
ADELAIDE	CT		1	12	B	THE RESERVE	NEWARK	19702	05-25	10	25	5	
ADELAIDE	CT		600	699	B	FOX HUNTER CROSSING	MIDDLETOWN	19709	01-08	10	8	6	
ADELE	PL		200	299	B	COLLINS PARK	NEW CASTLE	19720	11-16	2	16	6	
ADELENE	AVE		1	20	B	STAFFORD	NEWARK	19711	13-21	9	21	5	

- STREET. The name of the street.
- TYPE. The street name's suffix such as ST, RD, etc. In some instances it is blank.
- DIR. The Direction when it is part of the name of a street.
- FROM. The first house number for the addresses on the street segment.
- TO. The last house number for the addresses on the street segment.
- SIDE. This column tells you whether the number range includes odd – O, even – E, or all numbers – B.

- DEVELOPMENT. The Development in which the street segment is located.

- CITY. The city, town or area in which the street is located.

- ZIP. The Zip Code for the street segment.

- ED-RD. The Election District in which the street segment is located.

Procedures.

- Get the person's *complete address* -- house number, street name, development, city, and ZIP code before trying to find the Election District for his/her address.

- Always use a ruler or other straight edge to read the *Street Districting Book.* It is very easy to lose your place as your eyes move across the page.

- Find the "Street Name" in the *Street Districting Book*. Use the directional prefix, house number, development, and ZIP Code, as necessary, to select the right entry.

- Find the ED and RD for the address.

- Find the building and the address of the Polling Place for the ED-RD on the List of Polling Places. The RD number on the List of Polling Places is at the top of the list of its Election Districts in bold print. For example, “Representative District 01.” The ED number is located on the left side of the list of EDs for each Representative District beside the name and address for the Polling Place for each ED-RD. For example, the Polling Place for ED-RD 05-01 is The Park View, 1800 N Broom St.

- If the Street Name is at the *top* of a page, look at the *bottom* of the previous page to make sure you are looking at all the relevant data. And, if the Street Name is at the *bottom* of a page, look at the *top* of the following page.

- If the Street Name is at the *top* of a page, look at the *bottom* of the previous page to make sure you are looking at all the relevant data. And, if the Street Name is at the *bottom* of a page, look at the *top* of the following page.

XI. ABSENTEE BALLOTS

Election Officers *shall not* accept Absentee Ballots from the public. Tell anyone trying to give you an Absentee Ballot to take it to the Department of Elections for New Castle County, 820 N. French Street – 4th Floor, Wilmington, before 8 p.m. on Election Day.

Absentee Ballots received at the Department of Elections for New Castle County by 8 p.m. on the day of the elections shall be counted.

XII. MANAGING THE POLLING PLACE

This section is a list of "Best Practices" that Election Officers should follow. The Department expects that Election Officers shall run their Polling Place in a proper, civil and efficient manner in accordance with the Delaware Code, our Standards of Service, and common sense.

Good practices:

- Treating everyone with respect.
- Learning the strengths and weaknesses of your colleagues.
- Working as a team.
- Organizing the Election District team so that all tasks are done properly.
- Getting everyone involved in setting up, operating and closing the Polling Place. Using people resources effectively and efficiently.
- Delegating tasks.
- Rotating people between jobs if possible. Be sensitive to people's desires when rotating them to different jobs.
- If someone is having difficulty with the task assigned to him/her, give the person some assistance or assign him/her to another task.
- Making sure everyone is given breaks during the day and sufficient time to eat their meals.
- Resolving issues before they become serious problems.
- Being aware of the district and geographical boundaries of the Election Districts and the other Election District(s) in the same building.
- Cooperating with the Election Officers at other Polling Places in the same building.
- Setting up a single *Update Table* when there are two or more Polling Places in the same building.
- Using an Election Officer to send voters to the right Polling Place when there are two or more Polling Places in the same building.

- Setting up the *Officers' Table* so that two or more voters can be processed at the same time.
- Listening carefully. People often use incorrect terminology when explaining an issue. Make sure everyone is talking about the same thing before acting or reacting!
- Following the instructions provided by the Department of Elections in this Manual, on the Checklists and in the Supplemental Instructions.

Some things that can create problems:

- Bad attitudes, especially the "not my job" syndrome.
- Election Officers who do not pitch in and do not do the things that the Inspector tells them to do.
- Inspectors who do nothing but watch. The Inspector should be actively involved in the operation of the Polling Place.
- Not following Department of Elections' instructions.
- Election Officers doing things from memory instead of referring to the Checklists, especially when opening and closing the voting machine(s).
- Being insensitive when dealing with your colleagues, voters, etc.
- Not returning the right documents and materials to a Drop-off Point.
- Election Officers who dwell on how things were done in the past. Procedures and practices from past elections may not be valid for this election.
- Treating persons with disabilities in an insensitive and less than respectful manner.
- Not seeking advice and guidance from the Department of Elections when there is an issue or problem that requires clarification.

XIII. PEOPLE PERMITTED IN THE POLLING PLACE

The following people are permitted in the Polling Place:

- Election Officers,
- Department of Elections observers and technicians with proper credentials,
- Members of the Board of Elections with proper credentials,
- The Commissioner of Elections and employees of the Commissioner of Elections with proper credentials,
- Authorized Challengers, and
- Persons voting and waiting to vote.

A voter may take children who are 17 years of age or younger into the Polling Place and voting machine. If anyone challenges a child's age, the voter shall verbally attest the child's age to the Inspector.

The Inspector and both Judges by unanimous vote may admit other persons whom they deem "...necessary to the conduct of the election..." to the Polling Place.

Under no circumstances shall members of the media or any exit polling service be in the Polling Place unless escorted by credentialed members or staff of the Board of Elections, Department of Elections or Commissioner of Elections. Persons conducting Exit Polls and unescorted media personnel may be inside the 50 foot exclusion zone but may only talk to persons who have already voted and have left the building and are willing to speak with them.

Media accompanying candidates, elected officials or other persons **SHALL NOT** be permitted in the Polling Place. Report all incidents involving the media to the Voting Machine Desk at **577-5060**.

Report all incidents of unauthorized persons in the Polling Place to the Voting Machine Desk at **577-5060**.

XIV. EXPLANATION OF THE 50 FOOT RULE

GREATER THAN
50 FEET

PERSONS PERMITTED IN THIS AREA

- Anybody including candidates and campaign workers.

(Line 50 feet from any entrance used by voters.)

WITHIN 50
FEET

PERSONS PERMITTED IN THIS AREA

- Persons going to vote.
- Persons who have voted and are leaving.
- Exit pollers.
- Media.

NOTE: Members of the media and exit pollers may not talk to persons who have not voted while in this area.

(Any entrance to a Polling Place used by voters.)

PERSONS PERMITTED IN THE POLLING PLACE

- Persons voting and waiting to vote.
- Authorized Challengers.
- Election Officers.
- Department of Elections (DOE) observers and technicians with proper credentials.
- Members of the Board of Elections (BOE) with proper credentials.
- The Commissioner of Elections (COE) and his employees with proper credentials.
- Observers or media escorted by BOE, DOE or COE with proper credentials

XV. ELECTIONEERING

Electioneering is prohibited within the Polling Place and within 50 feet of any entrance into the building in which the Polling Place is located that is used by voters. Electioneering includes:

- Wearing buttons and/or displaying literature for or against any candidate or issue on the ballot.
- Discussions regarding the merit of any candidate or issue on the ballot.
- Loudspeakers that can be heard inside the Polling Place.
- Impeding voters from entering or leaving the Polling Place.

Voters may possess and take into a voting machine material that he/she believes will help him/her in casting their vote. This should be done discreetly, without displaying or discussing the material in the Polling Place. If a person leaves any "political" material in the Polling Place, put it in the trash can.

People who normally work in a building may go to their work areas as long as they do not disrupt the Polling Place. Such persons may not wear or display any material that can be construed as electioneering.

Because this is a General Election, each Challenger shall wear a nametag issued by the Inspector that shows the name of the political party for whom he/she is a Challenger. This is not electioneering.

No person in the Polling Place, in the building in which the Polling Place is located or within 50 feet of an entrance to the building that is open for use by voters shall wear a button, badge, hat or any clothing that contains the name, image and/or logo of any candidate or political party.

If a voter is wearing any clothing with the name, image, logo, slogan, etc. for any candidate or party, tell the voter to go home and change their clothes.

Candidates **SHALL NOT** be in any Polling Place except to vote or to obtain the results after the Polls have closed.

The Inspector is responsible for stopping electioneering. If anyone is electioneering, the Inspector shall demand that they cease or desist. If the electioneering continues, the Inspector shall report the incident to the Voting Machine Desk at **577-5060** ***immediately***.

Supply Bag 1 includes a 50-foot long piece of string that the Inspector can use to show people where the 50-foot exclusion zone begins.

XVI. CHALLENGES AND CHALLENGERS

The process of conducting *fair* and *impartial* elections includes certain persons authorized to observe the election. These people are known as Challengers and have the authority to challenge a person's right to vote. All Election Officers shall treat authorized Challengers with courtesy and respect at all times

In General Elections, there can be one Challenger at a time in the Polling Place for each party that has at least one candidate on the ballot. Challengers for General Elections are appointed by the chairperson of a political party's county committee. § 3164

- When a Challenger arrives at a Polling Place, he/she shall give the Inspector a written authorization signed by the chairperson of the political party's county committee listing the Challenger's name, the political party for whom he/she is acting as a Challenger and the date of the election.

- The Inspector shall take the Challenger's authorization, write the party's name on a *Challenger Badge* (unless it is pre-printed), give the *Challenger Badge* to the person and give the authorization back to the Challenger.

- Each Challenger shall wear the *Challenger Badge* issued to him/her by the Inspector while in the Polling Place.

- A Challenger shall either give the badge to their replacement or give it to the Inspector when he/she leaves the Polling Place.

- Challengers may be replaced during the day and may return as long as they give the authorization to the Inspector and as long as there is only one Challenger in the Polling Place for a political party.

Elected and political party officials or their representatives have no special status. They may not be in a Polling Place except to vote unless they are authorized Challengers.

Any Election Officer, voter or authorized Challenger may make a challenge.

When a challenge has been made, the Inspector and both Judges must *immediately* hear and resolve the challenge *before* the challenged voter is permitted to enter a voting machine. *The decision of the Inspector and Judges is final.* Once a decision is made, the challenged person should either be permitted to vote or not be permitted to vote. *Challengers shall not debate the decision with the Election Officers.* Persons may be challenged for:

- Identity: the person being challenged is not the person listed in the official election records. The Inspector and Judges may ask the person being challenged for proof of identity.

- Address: the person being challenged does not live at the address listed in the official election records. The Inspector and Judges may ask the person for proof of address. If the person being challenged resides at an address other than the address listed in the official election records, send him/her to the Update table.

- Bribery: the person being challenged has received money or other valuable consideration for voting or voting in a particular manner. The voter shall be permitted to vote after completing and signing a *Bribery Oath Form*.

Challenges are decided by majority vote of the Inspector and both Judges.

Election Officers under oath shall not knowingly allow an ineligible person to vote.

The Inspector and Judges may seek advice and guidance from a Department of Elections administrator and/or the Department of Justice by contacting the Voting Machine Desk at **577-5060**.

If a person is challenged for *identity*,

- The person being challenged shall be stopped from entering a voting machine.

- The Inspector and both Judges shall immediately hear evidence from the person making the challenge and the person being challenged.

- The Inspector and both Judges shall vote on the challenge.

- If the person is permitted to vote, the person shall be permitted to enter the voting machine and the election records shall be completed as prescribed.

- If the person is not permitted to vote, the Inspector shall tell the person who was not permitted to vote that he/she may appeal the decision by appearing before a judge of the Superior Court and that they can arrange a hearing by calling the Election Operations Unit at 577-5067.

- A person not permitted to vote shall be told that he/she may vote by Provisional Ballot if there is a Federal Office on the ballot.

- A person who was not permitted to vote and who did not vote by Provisional Ballot shall be told to immediately leave the Polling Place.

- Write the fact and reason that a person was not permitted to vote on a *Signature Card* that includes the person's name, address and Social Security Number. File the *Signature Card* behind the NOT PERMITTED TO VOTE divider in the *Signature Card Box*.

In addition to the above steps, these steps apply to a person challenged for *address*,

- If the person is permitted to vote based on the address listed on the official election records, they shall be permitted to vote and the election records shall be completed as prescribed.

- If the Inspector and Judges determine that a duly registered voter resides at an address other than the address at which he/she is currently registered, the person shall be instructed to go to the *Update Table* for processing.

If a person is challenged for *bribery*,

- The person being challenged shall be stopped from entering a voting machine, and the Election Officers shall request that the person being challenged complete and sign a *Bribery Oath*.

- If the person completes and signs a *Bribery Oath*, he/she shall be permitted to vote, the election records shall be completed as prescribed, and the Election Officers shall put the completed *Bribery Oath* into the gray OTHER DOCUMENTS envelope.

- If the person does not complete and sign the *Bribery Oath*, the person shall not be permitted to vote, and he/she shall be instructed to depart the Polling Place immediately. The person's *Signature Card* shall be annotated with the fact and reason that the person was not permitted to vote and then that *Signature Card* shall be filed behind the NOT PERMITTED TO VOTE divider in the *Signature Card Box*.

Challengers shall not:

- Interfere with, disturb or unreasonably delay an election.

- Perform the duties of any Election Officer or instruct or advise the Election Officers.

- Sit with the Election Officers.
- Make any marks or make any notes on any election record.

Challengers have the right to:

- Observe the election and look at all election records.
- Hear and record the names of all voters.
- Look at the *Poll List* kept by the Election Officers.
- Challenge a potential voter due to identity, address, party affiliation or bribery **BEFORE** the voter enters the voting machine.
- Look at the PUBLIC COUNT/DISPLAY and PROTECTIVE COUNTER on the Officers Control Panel.
- Be replaced by another Challenger.
- Assist, if requested, the Election Officers in preserving the peace in the event of a disturbance.
- Approach the *Officers' Table* and be satisfied with all records. § 4934

Election Officers shall not keep lists for, or otherwise assist, Challengers.

If a Challenger is disruptive, the Inspector shall tell the Challenger precisely the conduct that is objectionable. If the Challenger persists with the objectionable conduct, the Inspector and both Judges may by majority vote eject the Challenger from the Polling Place. § 4934(b)

If the Inspector and Judges willfully eject a Challenger without cause, they shall be deemed to have knowingly and willfully violated their official duty. § 4934(c)

XVII. SIGN PLANS

The Department of Elections has made a *Sign Plan* for each Polling Place. The plan shows the type and location of the various signs, traffic cones, posters and other items required to properly mark the building in which a Polling Place is located, direct voters to the Polling Place, and mark parking for disabled voters.

The Department will have the required signs and traffic cones delivered to each Polling Place. The Department has also arranged to have the person who unlocks the building to also put out the exterior signs and traffic cones in accordance with the *Sign Plan* before 7 a.m. and to retrieve the signs and traffic cones and place them close to the closed voting machines after the polls close at 8 p.m.

The Inspector shall check or have another Election Officer check that the exterior and interior signs are in the right places in mid-morning and mid-afternoon.

The Inspector is responsible for putting out and retrieving the signs and traffic cones if the person who unlocks the building does not do it. The Inspector is also responsible for checking that the signs and traffic cones were placed in accordance with the *Sign Plan* and correcting the placement if necessary.

The Inspector is also responsible for posting the interior paper and/or cardboard signs at eye level (about 5 feet off the floor) that direct voters to the voting area.

The Inspector should refer to the *Sign Plan* when checking on the placement of the signs and traffic cones as well as when posting the interior signs.

If entrances other than those indicated on the *Sign Plan* are being used by voters, request additional signs by contacting the Voting Machine Desk at **577-5060**.

XVIII. POST-ELECTION REVIEW

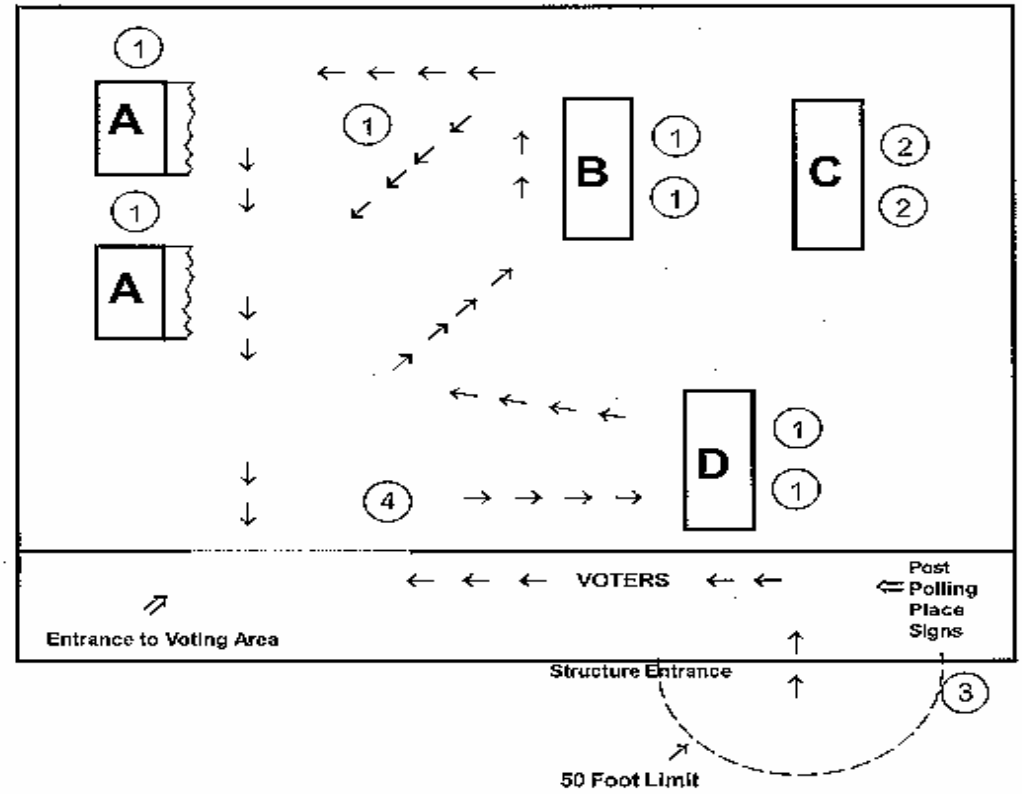
The Department of Elections may conduct a post-election review of several aspects of each election. The purpose of the review is to identify areas where there needs to be more training, as well as to give Inspectors feedback on the performance of Election Officers in their Polling Place.

The review will focus on things that can be measured, such as:

- Were all documents and other required items returned to the Drop-off point by the Inspector?
- Were all required documents and tapes in the correct envelopes?
- Were all required documents, tapes and cartridges returned in the *Memory Cartridge Pouch*?
- Were all of the *Signature Cards* for persons who voted by Absentee Ballot annotated with the phrase "AB" on the signature line and put behind the Absentee divider in the *Signature Card Box*?
- Were Update documents properly completed?
- Were all Memory Cartridges properly closed?
- Were all changes of address and name handled as Update transactions?
- Were all *Signature Cards* for persons who voted put behind the proper alphabetic or special dividers in the voted section of the *Signature Card Box* and not filed back with the unsigned cards?
- Were all signs and posters put up at eye level in the Polling Place?
- Were exterior signs and interior signs directing people to the Polling Place put out and/or up?
- Were there any complaints from voters, building staff, other Election Officers, Challengers or any other person?

Any Election Officer is encouraged to submit written comments, suggestions or concerns to the Department after the election.

XIX. DRAWING OF A TYPICAL POLLING PLACE

- The Inspector should layout the Polling Place so that people can move from the Officers' Table to a voting machine and then out of the Polling Place with relative ease and no barriers. The below diagram is a suggested layout. Each voting area is different. Factors such as multiple Election Districts voting in the same area, the number of voting machines, location and number of doors and the size and shape of the voting area may require a different layout. Where there are two or more Election Districts voting in the same area, the Inspectors shall collaborate in coming up with a layout.

A. Voting Machines	1. Election Officers
B. Officers' Table	2. Challengers
C. Challengers' Table	3. Polling Place Sign
D. Address & Name Update Table	4. Update Sign