

# ***SUPPLEMENTAL INSTRUCTIONS***

**2006 General Election Edition**

**October 17, 2006**

***Department of Elections for New Castle County***

**820 N. French Street, Suite 400**

**Wilmington, Delaware 19801**

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## **IMPORTANT INFORMATION**

1. The Inspector will pick up the *Supplemental Poll List* and the *Polling Place Absentee Report* on the day before the election at the location indicated in the packet mailed to every Inspector. Make sure to use both of these documents! The *Supplemental Poll List* will reduce the number of people you will have to process at the Update Table. The *Polling Place Absentee Report* lists voters who have already voted by absentee ballot or had a ballot mailed to them. The *Election Officer Checklists* contain specific instructions for using this report on p. 28 and p. 39.
2. Provisional Voting materials are packed in the second voting machine, not in the lead machine with all the other election materials.
3. In a General Election, before the voter enters the booth, the machine operator announces the voter's name only. **DO NOT ANNOUNCE THE POLITICAL PARTY AFFILIATION.**
4. The polls must open at **7 A.M.** Make sure you are ready to allow voters to start voting at 7 a.m. If something occurs that prevents you from having everything ready on time, your first priority is getting at least one machine properly opened and ready to go. Do not wait for every assigned poll worker to arrive before completing the Oath and beginning the set up procedures. Worry about getting materials inventoried or properly positioned after processing the first rush of voters who stop on their way to work. A voter *should not* be made to wait because the signature card box dividers are not in place, the update table materials are not organized or a curtain is not completely installed on the third machine.
5. No voting machine should be closed at any time before 8 p.m. unless specifically instructed to do so by the Department.
6. Only those people identified on page 32 of *The Election Officer Manual* should be in the building.
  - a. When a custodian or building maintenance person is in the building, he/she shall not be in the voting area unless needed to resolve a problem. People who bring food to/for Election Officers shall leave promptly after they have delivered the food.

- b. Election Officers shall not accept advice or guidance from anyone except from Board of Elections members, Department of Elections staff, or attorneys from Delaware's Department of Justice. The Inspector shall refer persons attempting to interfere with the election to the Department of Elections at 577-5065 **and** shall immediately report all such instances to the Voting Machine Hotline at 577-5060.
  - c. There may be some instances where other activities may be taking place in a building that is used as a Polling Place. These activities may not be political in any respect nor may they be in the same area where voting is taking place. Report any instance of political activity to the Voting Machine Hotline at 577-5060.
7. Make sure you do not leave the Polling Place until it is locked.
  8. Leave the cell telephone **plugged in and turned on** all day so that we can contact you.
  9. Inspectors were supposed to pick up wire cutters at their class. If you did not, either take a pair of your own **or** go to the warehouse and get a pair.
  10. If you are short one or more Election Officers, attempt to find a person or people of the appropriate political party to fill the vacancies. If you are successful in finding replacements before Election Day, notify us at 577-3464. If you hire a replacement on Election Day, make sure they are a registered voter and **legibly print** the full name, address, phone number and social security number on the *Election Officer Pay Voucher*.
  11. Signs are provided to direct voters to the Polling Place and within the Polling Place. Periodically check throughout the day that they have not been disturbed and are in the correct position.
  12. If there is a problem with the voter and/or his/her records, explain the problem on the **front** of the voter's Signature Card.
  13. Use the pink *Bribery Oath* **only** when someone has been challenged for bribery.

14. You ***must*** use the yellow *Affidavit of Affirmation of Voter Identity* when a voter does not have proof of identity.

15. Leave the Polling Place clean and orderly. Make sure all trash is in a trash can.

16. It is imperative that the CLERK assigned to take the black canvas *Memory Cartridge Pouch* (with all memory cartridges) to the Zone Reporting Station listed on the pouch is dispatched ***immediately*** after:

- The memory cartridges and **signed** *Extra Copy 3* tapes from all the voting machines assigned to the Election District have been sealed in the *Memory Cartridge Pouch*;
- He/she has signed the *Election Officer Pay Voucher*; and
- He/she has signed Section II on both copies of the *Voting Machine Certificate*.

17. After each election, the Department receives many requests to correct names on Poll Lists and Signature Cards. Most of these requests cannot be accommodated because the names are correct in the data base. Signature Cards and Poll Lists are printed from the same data file. Names on Poll Lists and Signature Cards are formatted as follows because of space limitations on the Poll List:

Last Name   First Name   Middle Initial   Suffix

- ◆ If the data base reads John C. Jones, Jr., the name would read:

JONES   JOHN   C   JR

- ◆ If the data base reads J. Charles Jones, the name would read:

JONES   J   C

- ◆ If the data base reads Mary Ann Miller, the name would read:

MILLER   MARY   A



## **ADDITIONS AND CORRECTIONS**

### ***Election Officer Checklists:***

**p. 11. After last bullet, add:**

- *Making a Write-In Vote* instructional poster

**p. 27. Paragraph D, 2<sup>nd</sup> check box, insert:**

“, *ELECTION DISTRICT* poster” after “Tape a *POLLING PLACE* poster”.

**p. 42. before the last checkbox, add the following:**

- **If the voter is inside the booth and asks how to make a write-in vote, tell them the instructions are printed on the machine just above the ballot. Ask the voter to use a regular pen, not a pencil or heavy marker, and hand them a pen if necessary. You may need to place the machine in the kneeling position for a voter to reach the write-in window.**

**p. 67. Paragraph B, add the following after the first bullet:**

- **A write-in vote is cancelled only if a voter leaves the booth without pressing the green “VOTE” button. In this situation, 2 election officers of opposite parties deselect the choices that were made by the person who left.**

**p. 75. Paragraph G, add the following after the last bullet:**

- ***Update Return* envelope**

## VOTING MACHINE TIPS

1. Follow the procedures in *The Election Officer Checklists* step-by-step.
2. You might want to use two (2) Election Officers to lower the voting machine to the flat position in the morning and two (2) Election Officers to raise the closed machine to the vertical position at the end of the day.
3. Operate the voting machine from the right side. This gives you easier access to the OFFICERS CONTROL BUTTON.
4. Remind voters to make ***all*** of their selections before pushing the green "VOTE" button.

**ELECTION DAY PHONE NUMBERS**

<b>VOTING MACHINE DESK</b>	<b>577-5060</b>
<b>VOTER INFORMATION CENTER</b>	<b>577-8300</b>
<b>REGISTRATION AUTOMATED INQUIRY</b>	<b>577-3464</b>
<b>ABSENTEE VOTER INFORMATION</b>	<b>577-5102</b>

## **DROP OFF POINTS, ENVELOPES, ETC**

Immediately upon departing the Polls on the night of the General Election, the Inspector **SHALL** return **ALL** items listed on page 75 of the *Election Officer Checklists* to one of the following locations:

1. **Brandywine High School** -- Parking Lot (until 10 p.m.)  
1400 Foulk Rd  
Wilmington, DE 19803
  
2. **Carvel State Office Building**  
820 N. French Street  
Wilmington, DE 19801
  
3. **Department of Elections Warehouse**  
Parkway Industrial Park  
200-1B Lisa Drive  
New Castle, DE 19720
  
4. **Dickinson High School** -- Parking Lot (until 10 p.m.)  
1801 Milltown Rd  
Wilmington, DE 19808
  
5. **Glasgow High School** - Parking Lot (until 10 p.m.)  
1901 S College Ave  
Newark, DE 19702
  
6. **Middletown High School** – Parking Lot (until 10 p.m.)  
120 Silver Lake Rd  
Middletown, DE 19709

**NOTE:** After 10 p.m., the Inspector shall return **ALL** items listed on page 75 of the *Election Officer Checklists* to the Carvel State Office Building (4<sup>th</sup> Floor) or the Department of Elections Warehouse as listed above.