



SUPPLEMENTAL INSTRUCTIONS
2010 General Election Edition

November 2, 2010

Department of Elections for New Castle County
820 N. French Street, Suite 400
Wilmington, Delaware 19801

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IMPORTANT INFORMATION

1. We need to know if a person was permitted to vote on **every** Update transaction that takes place. Make sure you put a note in the upper right corner of the *Voter Registration and Eligibility Affidavit* form that says "Voted" or "Did not Vote". We can't guess what happened!
2. Only those people identified on page **29** of *The Election Officer Manual* should be in the Polling Place.
 - a. A custodian should only be in the voting area to resolve a problem.
 - b. Anyone delivering food to/for Election Officers must leave promptly.
 - c. **Do not accept advice or guidance from anyone except Board of Elections members, Department of Elections staff, or attorneys from Delaware's Department of Justice. Refer anyone attempting to interfere with the election to the Department of Elections at the Voting Machine Hotline at 577-5060.**
 - d. There may be other activities going on in a building. These activities may not be political in any respect or in the voting area. Report any political activity to the Voting Machine Hotline at 577-5060.
3. Make sure you do not leave the Polling Place until it is locked.
4. **The Inspector picked up a *Supplemental Poll List*. Make sure you use this along with the regular *Poll List*. This will reduce the number of people you will have to process at the Update Table.**
5. Do not plug coffee pots or any other devices into any voting machine.
6. The polls open at **7 A.M.** Make sure you are ready to start voting at 7 a.m.
7. Keep the personal cell phone designated for Election Day use **plugged in and turned on** all day so that we can contact you.

Notify the Voting Machine Desk at 577-5060 if you need to use a different cell phone.

8. Make sure all Election Officers understand what Election Districts are voting in your building if more than your district.
9. If you are short one or more Election Officers, try to fill the vacancies. If you find a replacement of the appropriate political party, be sure to neatly print the full name, address, phone number and social security number on the *Election Officer Pay Voucher*.
10. Make sure that signs are in place to direct voters to the Polling Place and voting area. Periodically check throughout the day that they have not been disturbed.
11. Use the pink Bribery Oath only when someone has been challenged for bribery.
12. We no longer use the *Affidavit for Child to Accompany Voter in Voting Booth*. Children 17 years of age or younger accompanying a voter no longer have to be related to the voter.
13. You **must** use the yellow *Affidavit of Affirmation of Voter Identity* when a voter does not have proof of identity unless the poll list is noted "ID Required".
14. Leave the Polling Place clean and orderly. Make sure all trash is in a trash can.
15. It is imperative that the CLERK assigned to take the *Memory Cartridge Pouch* (with memory cartridges and tapes) to the Zone Reporting Station is sent **immediately** after:
 - All memory cartridges and **signed** *Extra Copy 3* tapes 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*.

16. Make sure that all voting machine tapes are signed by all remaining Election Officers: *Record Tape/s, Extra Copy 1, Extra Copy 2 and Extra Copy 3.*
17. After each election, the Department receives many requests to correct names on Poll Lists. Most of these requests cannot be accommodated because the names are correct in the database. Names on Poll Lists are formatted as follows because of space limitations:

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

CORRECTIONS and ADDITIONS

To *Election Officer Checklists*:

None

To *Election Officer Manual*:

None

• **VOTING MACHINE TIPS**

1. Follow the procedures in *The Elections Officer Checklists* step-by-step.
2. 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 check his/her selection before pushing the green "VOTE" button.

ELECTION DAY PHONE NUMBERS

VOTING MACHINE DESK 577-5060

VOTER INFORMATION CENTER 577-8300

REGISTRATION AUTOMATED INQUIRY 577-3464

ABSENTEE VOTER INFORMATION 577-5102

DROP OFF POINTS, ENVELOPES, ETC

Immediately after leaving the Polls, the Inspector **SHALL** return **ALL** items listed on page **52H** of the *Election Officer Checklists* to one of the following locations:

1. **Brandywine High School** -- Parking Lot (until 10:15 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 10:15 p.m.)
1801 Milltown Rd
Wilmington, DE 19808

5. **Glasgow High School** - Parking Lot (until 10:15 p.m.)
1901 S College Ave
Newark, DE 19702

6. **Middletown High School** – Parking Lot (until 10:15 p.m.)
120 Silver Lake Rd
Middletown, DE 19709

NOTE: After 10:15 p.m., the Inspector shall return **ALL** items listed on page 49-50 of the *Election Officer Checklists* to the Carvel State Office Building (4th Floor) or the Department of Elections Warehouse as listed above.