



POLL DEPUTY CHECKLIST

ELECTION MORNING

- Be at the assigned Precinct by 6:00 am.
- Check in with the Precinct Clerk to establish entry into the polling place.
- Sign Payroll Register.
- Put on vest with Poll Deputy Badge and ID name tag. Keep vest and ID on throughout the day.
- Collect your precinct supplies.
 - “Vote Here” signs.
 - Map Guide/150’ No Solicitation Zone Arial Image (found in Clerk Binder).
 - “Precinct/Flag” Sign.
 - “No Solicitation Zone” Flags/Wood Blocks/Chalk.
 - Handicapped Parking cones and signs if needed at your location.
 - “I Voted” and “Vote in Honor of a Veteran” stickers and marker pen.
 - Selfie Board.
- From the entry door to the polling place, using the map guide, mark the “150’ No Solicitation Zone”. Put map guide back in the Clerk Binder when going back in to assist with setup. **NOTE: If 150’ No Solicitation Zone falls on private property, forego marking No Solicitation Zone.**
- Place the “Precinct/Flag” sign and all “Vote Here” signs in a spot highly visible to all passing motorists.
- Handicapped Parking space setup (if needed): place 2 cones 17’ apart at the opening of the parking space (it is ok to use space from the adjoining parking spaces). Place Handicapped Sign at the end of the parking spot.



POLL DEPUTY CHECKLIST

- Place and keep Selfie Board outside door to polling room. Do not allow photography/videography in the polling room (exception: voter may photograph own ballot).
- Return to the polling room to assist with setup.
- Get acclimated to facility by locating restrooms, emergency exits, and emergency equipment (fire extinguisher, AED, etc.).
- At 7:00 am be stationed at the entrance of the polling place, where you will remain all day.
- Greet all voters.
- Provide assistance with the door (as needed).
- Suggest to all voters to have IDs ready and direct them to the polling room.
- Monitor crowd level to prevent overcrowding in the polling room.
- Hand the "I Voted" or "Vote in Honor of a Veteran" stickers to the voter upon exit. Have marker pen available for voter to write in name on sticker. **DO NOT PUT STICKERS ON VOTERS.**
- Monitor and enforce the "150' No Solicitation Zone" throughout the day.
- If political/campaign signs are located within the 150' zone, remove and place on the ground outside of zone.
- Communicate courteously with all voters and election workers.
- Direct **ALL** voting questions or problems to the Precinct Clerk.
- DO NOT accept Vote-By-Mail Ballots (REFER voter to the CLERK).**
- DO NOT offer to watch children or hold any property belonging to a voter.**
- BE AWARE OF SURROUNDINGS AND ANY UNUSUAL ACTIVITY.**



POLL DEPUTY CHECKLIST

ELECTION EVENING

- After the Precinct Clerk announces polls close, stand behind the last voter in line. Inform all late comers that the polls are closed. **Polls close promptly at 7:00 pm.**
- After the last voter votes, return the following items:
 - "Vote Here" signs.
 - Map Guide/150' No Solicitation Zone Arial Image (found in Clerk Binder).
 - "Precinct/Flag" Sign.
 - "No Solicitation Zone" Flags/Wood Blocks/Chalk.
 - Handicapped cones and signs (if used) at your location.
 - "I Voted" and "Vote in Honor of a Veteran" stickers and marker pen.
 - Selfie Board.
 - Poll Deputy Badge, ID name tag, and vest.
- Assist with the teardown of equipment, packing of supplies and general cleanup.
- Remain on site until dismissed by the Precinct Clerk.