

Election Day - Clerk START UP

 Precinct # _____

ELECTION DATE ____ / ____ /20____ (Select appropriate election below)

- Presidential Preference Primary
 Primary
 General
 Special _____

MUNICIPAL SUPER TUESDAY

(Select appropriate election below)

- Callaway
 Lynn Haven
 Mexico Beach
 Panama City
 Panama City Beach
 Parker
 Springfield
 Ward 1
 Ward 2
 Ward 3
 Ward 4

Clerk Reads – Assistant Clerk Completes	Clerk Initials
1. Instruct everyone that electronic devices (Cell Phones, Tablets, others...) are not to be used in the polling place room. Only during breaks in break area.	
2. Break small GREEN Plastic Seal on bottom of BLUE Security Cart Compartment Door. (Hold onto Seal until directed to place in Storage)	Record #
3. Clerk give Keys to Assistant Clerk.	
4. Direct Assistant Clerk to Unlock/Open BLUE Security Cart Compartment Door using BLUE Key.	
5. Get Election Day Procedures Manual from Top Clear Pouch of BLUE Security Cart Compartment Door.	
6. Clerk will open Election Day Procedures Manual and follow steps to open this precinct.	
7. This sheet is now complete, place this sheet and start up bag in Top Pouch on inside BLUE Security Cart Compartment Door.	

CELL PHONE QUICK REFERENCE Basic Operation

- Press and hold the red **END** button to turn the phone on/off.
- To make a phone call: Enter the phone number (include the area code if needed) and press the **GREEN SEND** button.
- To receive a phone call: When the phone rings press the green **SEND** button to answer. Press **END** to end the call.
- To charge the phone: Insert the charging plug into the phone's charging port on the side of the phone.

Icons At Top of Screen

- Battery Strength Indicator: Indicates battery charge level.



- Signal Strength Indicator: The strength of signal received by the phone is indicated by the number of bars displayed.

SOE STAFF – Pre-Election Clerk Pickup Confirmation

(CESD/DSOE Reads)

Precinct # _____

1. Handled Ziploc Bag with Supplies enclosed.

Clerk
Initials

2. I have received a list of Election Workers for my Precinct.

3. I understand how to deal with a jammed ballot.

4. I understand how to change VCS Printer Paper Roll.

5. I understand that if the modem fails, I must call phone bank.

6. I understand that I must leave the polling place no later than 1 hour after closing (Unless a line exists at closing causing the time for last voter to cast ballot to be affected.)

7. I was issued
Equipment
Keys:

- (1) Black Barrel Keys DS 200 Unit/ExpressVote Unit
- (1) Gold Key/ Security Cage

- (1) Yellow Keys Ballot Counting System
- (1) Blue Keys - Blue Security Cart

Record
Pct #

8. I was issued a Polling Place Key or Security Code

Record Security Code

Record
Pct #

9. I understand that I am responsible for allowing only the proper use of the election equipment keys (and polling place key if issued).

10. I understand Florida law prohibits solicitation within 150 feet of the entrance to a polling place or a polling room.

11. You Must Call Phone Bank 850-248-8650 before you allow any EXIT polling inside 150 ft (F.S. 102.031(4)(a))

▪ Stating a Candidate’s Name or Issue is NOT allowed.

Allowed: “Who did you vote for?” NOT Allowed: “Did you vote for Candidate’s Name?”

12. SOE staff confirmation that, Clerk understands responsibilities.

Staff

Staff

Clerk

STARTUP PACKAGE HANDLED ZIPPER BAG INVENTORY

(Size 9 x 15)

Requirements to Supply and Confirm:		Staff	Staff	Clerk
1. Discuss/answer questions regarding Precinct Specific Room Layout provided for review.				
2. Precinct Location Google Map printed from our office web precinct finder.				
3. VR Election Workers Report for designated Precinct				
4. Form 16217 Poll Watcher List (check box if not applicable)	N/A			
5. Form 16432 Poll Watcher Requirements (check box if not applicable)	N/A			
6. Special Notices or Instruction from SOE (check box if not applicable)	N/A			
7. SOE Staff & Clerk confirmation inventory is correct.				
8. SOE STAFF – Pre-Election Clerk Pickup Confirmation stays with the SOE office for record of Pick-up.				