

# Deputy Set-up and Actions

Site # \_\_\_\_\_

## Set-up / Pack-up

1. Place “A” Frame Sign outside near polling place door.
2. Place “No Solicitation” Signs/Cones 150 ft/50 steps from the entrance into polling place. (Sign/Cone locations will be marked with small white flag.)
3. From Manager/Clerk get out (1) Box of “I Voted” Stickers.
4. Place Deputy Box/Sign kit back on the Booth Transportation Cart for use in pack-up at the end of the election.
5. At the end of the election, Notice Board will be disassembled and legs will be repacked inside Green Bag hanging on Booth Transport Cart.

## Actions

### Maintaining Polling Place Security

Only the following ARE allowed in the polling place during voting hours.

(F.S. 102.031(3))

- ✓ Voters/Law Enforcement Officers when voting
- ✓ Election Officials
- ✓ Poll Watchers
- ✓ Supervisor of Elections or Staff
- ✓ Persons caring for a voter
- ✓ Law enforcement officers/emergencies (With permission of Clerk/Election Board).
- ✓ Deputy shall keep Manager/Clerk Informed at all times of any Issues or Concerns.
- ✓ Deputy shall use Notice Board and enforce all notices

The following IS NOT allowed

- ✓ The Media/News Cameras are NOT allowed in polling place during voting hours. (However anyone may view setup before polling place opening and may view closing after last voter has voted.)

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## Actions

1. **NEVER TURN A VOTER AWAY!!!!** Always direct to the Blue Cart for a solution.
2. Stay near polling place entrance and greet voters courteously; open the door for all voters.
3. **NO solicitation is allowed within 150 feet of the entrance to a polling place (50 steps from entrance). NO EXCEPTIONS!**
4. **Notify the Manager/Clerk immediately of any violations of the 150 foot solicitation zone.**
5. **Voters are only allowed to photograph their own ballot inside the Polling Place.**
6. **Deputy does not examine Voter's I.D!!!**
7. **No smoking is allowed in the polling place.**
8. **No media is allowed in the polling place during voting hours.**

## CAUTION

Never allow more than 25-30 max Voters into the polling place at any time.

9. **Maintain order and good flow of voters into polling place in groups of 8-10 for safety and organization. Allow group inside to be checked-in, then as last couple have been processed from the group, direct next group in.**
10. **When directed by leadership, rotate positions with another Inspector/Deputy throughout the day.**

## Actions

### List of Approved Picture/Signature I.D. (Do Not Inspect Voter's ID)

- A license to carry a concealed weapon or firearm issued pursuant to s. 790.06
- Debit/Credit Card
- Employee I.D. card issued by any branch, department, agency, or entity of the Federal Government, the State, a county, or a municipality
- FL Driver's License
- FL I.D. Department of Motor Vehicles
- Military I.D.
- Neighborhood Association I.D.
- Public Assistance I.D.
- Retirement Center I.D.
- Student I.D.
- U.S. Passport
- Veteran health I.D. card issued by the U.S. Department of Veterans Affairs

If the identification provided by the voter does not contain both the signature and photo, an additional identification from the above list that provides the required information is allowed with the other I.D.

When a voter cannot provide the required identification, he/she **MUST** vote using the Provisional Voting Process. (F.S. 101.043) You **MUST** send voter to the Blue Cart.