

Deputy Set-up and Actions

Site # _____

Set-up / Pack-up

1. Place “A” Frame Sign outside near polling place door.
2. Get out the No Solicitation Zone aerial photo and follow it to place “No Solicitation” Cones/Signs 150 ft/50 steps from the entrance into polling place.
3. Get “Vote Here” signs with metal stands from Booth Transport Cart.
4. Place “Vote Here” signs in locations giving voters information on where the polling place is.
5. Get Election Notices/Sample Ballot Package out.
6. Place Notices on Notice Board following Picture Layout with orange dots provided, keep Hand Sample Ballot out for use as needed.
7. At the end of election night, gather all signs and cones and place inside polling place near entrance.
8. At the end of Election Day, disassemble Notice Board and Repack Notice Board legs 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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1. **NEVER TURN A VOTER AWAY!!!!** Always direct voter 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 media is allowed in the polling place during voting hours.

CAUTION

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

8. 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.
9. When directed by leadership, rotate positions with another Inspector/Deputy throughout the day.
10. Deputy must stand at the end of the line at 7:00 p.m. as directed by the Clerk.

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.
- FL 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.