

Election Morning - Clerk START UP

 Precinct # _____

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

- Presidential Preference Primary
 Primary
 General
 Special _____

MUNICIPAL SUPER TUESDAY DATE ____ / ____ /20

(Select appropriate election below)

- Callaway
 Lynn Haven
 Mexico Beach
 Panama City
 Panama City Beach
 Parker
 Springfield

Clerk Reads – BCS Specialist Completes	Clerk Initials
<p><i>NOTE</i></p> <p><i>Cell Phone Reference located on Pg. 2 if needed.</i></p>	
1. Ensure your cell phone is ON and the volume is UP.	
2. 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.	
3. Remove Plastic Bag Cover from BLUE Security Cart with VCS Gray Bin on top.	
4. Quickly, Roll up Plastic Bag and place on top of Booth Transport Cart.	
5. Release Two Yellow Straps from Blue Security Cart to allow opening of BLUE Security Cart Compartment Door.	
6. Break Large Blue Seal on bottom of BLUE Security Cart Compartment Door.	Record #
7. Place Large Blue Seal into Clerk Start-Up Bag.	
8. Get Precinct Room Layout , from Clerk Start-Up Bag. Use it to verbally explain to the PEO Team members where the Ballot Counting System, Booth Transport Cart and Accessible Voting System will be set up following the procedures in Clerk Procedure Audit Manual.	
9. Clerk give keys to BCS Specialist.(Continue to next pg.....)	

<p>10. Clerk direct BCS Specialist to Unlock/Open BLUE Security Cart Compartment Door using BLUE Key</p>	
<p>11. Place the Clerk Start-Up Bag with: Broken Large Blue Seal, Precinct Room Layout, Phone Charger, Election Worker List and Precinct Location Google Map printed from our office web precinct finder into the Top Clear Pouch of the Blue Security Cart.</p>	
<p>12. Get Clerk Procedures Audit Manual from Top Clear Pouch of BLUE Security Cart Compartment Door.</p>	
<p>13. Clerk will open CLERK Procedures Audit Manual and follow steps to complete polling place opening/set-up.</p>	
<p>14. This sheet is now complete, place this in Top Pouch on inside Blue Security Cart Compartment Door and Now Read the CLERK Procedures Audit Manual directions for the BCS Specialist to follow.</p>	

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.

The diagram shows five battery icons in a row. The first icon is fully filled with five vertical bars. The second icon has four bars. The third has three bars. The fourth has two bars. The fifth is empty. Below the first icon is a blue box with the text 'Fully Charged'. Below the fifth icon is a blue box with the text 'Empty'.
- 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/COD Reads)

Precinct # _____

1. Handled Ziploc Bag with Supplies enclosed.

Clerk
Initials

2. I have received a list of VR Election Workers Report 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 8:00 p.m. (Unless a line exists at 7:00 p.m. closing causing the time for last voter to cast ballot to be affected.)

7. I was issued
Equipment Keys:

- (2) Black Barrel Keys DS 200 Unit/ExpressVote Unit
- (1) Red Key Red Security Lock.

- (2) Yellow Keys Ballot Counting System
- (2) 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 was issued a precinct cell phone/charger with lanyard.

Record Cell Phone #

Record Pct #

10. I have confirmed cell phone functioning. (CESD/COD calls Out/In using SOE Phone Bank #)

11. I understand I will be held accountable for any unauthorized calls.

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

13. I understand Florida law prohibits solicitation within 100 feet of the entrance to a polling place or a polling room.

14. You Must Call Phone Bank 248-8650 before you allow any EXIT polling inside 100 ft Federal court in 2006 ruled the 100-foot no solicitation zone could not be enforced to prohibit exit polling.

▪ 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?”

15. SOE staff confirmation that, Clerk understands responsibilities.	Staff	Staff	Clerk
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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. Precinct Cell Phone/Lanyard			
4. Precinct Cell Phone Charger			
5. VR Election Workers Report for designated Precinct			
6. Form 16217 Poll Watcher List (check box if not applicable)	N/A		
7. Form 16432 Poll Watcher Requirements (check box if not applicable)	N/A		
8. Special Notices or Instruction from SOE (check box if not applicable)	N/A		
9. SOE Staff & Clerk confirmation inventory is correct.			
10. SOE STAFF – Pre-Election Clerk Pickup Confirmation stays with the SOE office for record of Pick-up.			