

Deputy Set-up and Actions

PCT # _____

Set-up / Pack-up (Pack-up will go in reverse order once polls have closed)

1. Get ALL Legs from Green Bag on Booth Transportation Cart. Place near set-up location.
2. Get Notice Board from front of Ballot Issue Table, place near set-up location.
3. Set Notice Board upside down, insert (2) side legs and (1) leg assembly in center.
4. Carefully Turn Notice Board over to a standing position
5. Place Notice Board/with Legs installed in its proper location near entry of polling room for Election Day.
6. Get/Place “Stop Here Please Wait Your Turn” near Ballot Counting System (BCS).
7. Place Precinct Sign with Flag on it near polling place door. (Use Bean Bag to hold in place.)
8. Place “No Solicitation” Sign (100 ft/33 steps from the entrance into polling place. (Use Bean Bag to hold in place.)
9. Get precinct signs with metal stands from Booth Transportation Cart.
10. Place precinct signs in locations giving voters information on where the polling place is.
11. From Orange Deputy Supplies Bag get Election Notices/Sample Ballot Package out.
12. Open package, place Notices on Notice Board following Picture Layout and Orange dots provided, keep Hand Sample Ballot out for use as needed.
13. From P7 Deputy Supply Box get out (1) Box of “I Voted Sticker” to use for Election Day.
14. Place P7 Deputy Supply Box (with Orange Bag and extra “I Voted Stickers Box” inside) back on the Booth Transportation Cart for use or pack-up at the end Election Day.

Actions

Maintaining Polling Place Security

Only the following ARE allowed in the polling place during voting hours 7 a.m. to 7 p.m. (F.S. 102.031(3))

- ✓ Voters/Law Enforcement Officers when voting
- ✓ Precinct 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 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 allow in polling place during voting hours. (However anyone may view setup before polling place 7:00 a.m. opening and may view closing at after 7:00 p.m. after last voter has voted.)

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1. **NEVER TURN A VOTER AWAY!!!!** Always direct to CLERK for solution.
2. Stay near polling place entrance and greet voters courteously; open the door for all voters.
3. **NO solicitation is allowed within 100 feet of the entrance to a polling place (33 steps from entrance). NO EXCEPTIONS!**
4. Notify the clerk immediately of any violations of the 100 foot solicitation zone.
5. Instruct Voters “No Pictures In the Polling Place”. Deputy does not examine Voter’s I.D!!!
6. No smoking is allowed in the polling place.
7. 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.

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. Deputy must stand at the end of the line at 7:00 p.m. as directed by the Clerk.

Actions

Do not inspect I.D.s:

List of Approved Picture/Signature I.D.

- 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 Clerk.