

Super Site Deputy Set-up and Actions Site # _____

Set-up / Pack-up

1. Place Notice Board/with Legs installed in its proper location near entry of polling room.
2. Place “A” Frame Sign outside near polling place door.
3. Place “No Solicitation” Sign 150 ft/50 steps from the entrance into polling place. (Use Bean Bag to hold in place.)
4. From Orange Deputy Supplies Bag get Election Notices/Sample Ballot Package out.
5. Open package, place Notices on Notice Board following Picture Layout and Orange dots provided, and keep Hand Sample Ballot out for use as needed.
6. From Clerk/Manager get out (1) Box of “I Voted” Stickers.
7. Place Deputy Box/Sign kit back on the Booth Transportation Cart for use in pack-up at the end of the election.
8. 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 Manager/Election Board).
- ✓ Deputy shall keep Clerk/Manager 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.)

Super Site Deputy Set-up and Actions

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 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.