

# Deputy Actions

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

## AM Set-up

1. Place A Frame sign outside near polling place door.
2. Get out the aerial photo provided in the Orange bag.
  - a. Place Blue Cones & “No Solicitation Zone” signs 150 ft from the entrance of the polling place.
  - b. Place “Vote Here” Directional signs in designated locations.
  - c. Early Voting Only: Place the feather flag on the metal stake in designated location.
3. Get Election Notices & Sample Ballot package out.
4. Place Notices on Notice Board following Picture Layout using the orange dots provided.
5. Get Clear adhesive notice pouch with “Voter Protection Notice” inside and place it on the outside of a door at the entrance to the polling room.
6. Keep Handheld Sample Ballots and Amendment Booklets (if applicable) out for use as needed.

## PM Pack-up

1. Gather “No Solicitation Zone” signs & cones, feather flag, and A Frame sign, place them near the entrance of the polling room.

## PM Pack-up (On the last day of Early Voting *Or* at the end of Election night)

1. Gather all “Vote Here” Directional signs, “No Solicitation Zone” signs & cones, A Frame sign, and flags, and place them inside near the entrance of the polling room.
2. Remove Notices from Notice Board and door.
3. Return Notices, Handheld Sample Ballots and Amendment Booklets (if applicable) to the Orange bag.
4. At the end of Election Day, disassemble Notice Board and place the legs inside the Green Bag hanging on Booth Transport Cart.

# Deputy Actions

## Before Polls Open & After Polls Close:

- ✓ Public Observers ARE allowed inside to watch opening & closing procedures. DO NOT lock the public/media out.

## Maintaining Polling Place Security

✓ Be alert and aware of what is happening outside of your polling location.  
ONLY the following ARE allowed in the polling place during voting hours. (F.S. 102.031(3))

- ✓ Election Officials
- ✓ Poll Watchers Wearing an Official Badge (Must check-in with the Manager or Clerk)
- ✓ Supervisor of Elections or Staff
- ✓ Persons caring for a voter
- ✓ Law enforcement officers/emergencies (With permission of Clerk/Election Board)
- ✓ Voters & Law Enforcement Officers when voting

News Cameras and Media are NOT allowed in the polling room during voting hours.

## During Voting Hours:

- ✓ Stay near polling place entrance and greet voters courteously; open the door for all voters.
- ✓ Ask voters to have their I.D. out and ready
- ✓ NEVER TURN A VOTER AWAY! Always direct voters to the Blue Cart for a solution.
- ✓ Keep Manager or Clerk informed at all times of any issues or concerns.
- ✓ Use the Notice Board and enforce all notices
- ✓ No solicitation is allowed within 150 feet of the entrance to a polling place NO EXCEPTIONS!
- ✓ Notify the Manager or Clerk immediately of any violations of the 150 foot solicitation zone.
- ✓ Voters are only allowed to photograph their own ballot inside the polling room.
- ✓ Deputy does not examine Voter's I.D.
- ✓ Give out "I Voted" Stickers, NEVER put a sticker on a voter!

## Line Management

- ✓ Maintain order and good flow of voters into polling place
- ✓ If your polling place has a long hallway or foyer, ensure proper flow of traffic entering and exiting.
- ✓ You should allow no more than 2-3 voters in line at the voter check-in stations and printers
- ✓ Never allow more than 25-30 Voters max into the polling place at any time depending on room size.
- ✓ Deputy must stand at the end of the line at 7:00 p.m. as directed by the Manager or Clerk.