

Responsibilities of an Inspector

The primary function of the Inspector is to assist voters at each polling location. Your primary responsibility involves verifying addresses and names of voters and confirming same with the voter.

Your day begins at 6:00AM and ends once the polls close at 8pm and all votes are tallied. The Warden releases all Poll Workers once they have confirmed that all end-of-night duties have been completed. Lunch and dinner breaks will be assigned. The Warden will have the break schedule. All dinner breaks should be completed before 5:00PM, the evening rush.

Police Officers will be assigned to the location, along with custodial staff. The Inspector Oath will be administered by the City Clerk in the morning before the polls open.

Overview

- Check in with the Warden by 6:00AM and immediately begin setting up the Polling Location and your workstation, to be ready for polls to open and functioning at 7AM.
- Familiarize yourself with the specimen ballots and post a sample ballot on the wall as a voter resource.
- The voter is required to complete the oval(s) to the right of their choice(s). Instruct voters to follow directions on the ballot as to the number of candidates to be marked for each office (if applicable).
- As a Poll Worker, you may not lead any voter nor tell them to vote for a particular candidate, petition, or ballot question. If they have questions prior to voting, voters should be encouraged to review the specimen ballot posted on the wall.
- Once the Polls close at 8pm, Inspectors are responsible for breakdown of voter booths, completing their reports, submitting them to the Warden and Clerk, cleaning up the Polling Location, returning all the supplies neatly back in the labeled black plastic file box and assisting Warden/Clerk as requested in preparing cast ballots for secure storage.

Morning Set Up

All Inspectors should work together to handle the following tasks upon arrival to be ready to open at 7AM:

- Check with the Warden/Clerk as to where the sample ballots and signs should be hung up with tape.
- Place ballot marking pens in each of the voting booths. Hang instructions to complete ballot
- Count ballots, put them in piles of 50, and return them to the secure storage box.
- Set up Poll Pads and printers

Check periodically throughout the day to make sure the markers in the voter booth have caps on them, as well as clear any campaign literature that may have been left behind.

Election staff should inform voters to insert their **ballot face down** into the Image Cast Tabulator and make sure that it is accepted **before** the Voter exits the Polling Location – the tabulator displays the ballot status on the LED read-out window.

Inspectors End of Night Check List

All the Inspectors should work together to clean up the polling location, putting everything neatly back in the designated black plastic file box.

Print poll pad totals and add to check-in receipts.

Put all name tags and poll worker orange vest back inside of bag and place in black supply bin.

Clean up area and return all supplies to the supply bin in an organized manner.

Return laminated voter instructions to the folder black supply bin. **RECYCLE ANY PAPER FORMS**

Collect all markers from voting booths, ensuring cap is tight and return to box inside of black supply bin.

Put all pens and pencils in box inside of the black supply bin.

Return all rulers, calculators, etc. to the black supply bin.

Remove and throw out Sample Ballots and any paper signs.

Return all Binders in the navy nylon duffle bag.

Report your numbers to the Warden/Clerk

Check in with Warden before being dismissed.

End of night Reporting

- If Tally's do not match – poll pad to tabulator: Compare your Tally's until you find the discrepancy, work with your clerk to review records of the day as could be hand count, write-in, etc.

Issues that may arise when checking in Voters:

1. Voters that are required to show ID

- If a voter's name is highlighted in bold font and the letters **ID** accompany the name, then proof of identification must be supplied by the voter.
- Please indicate on poll pad that you saw identification.
- If the voter does not have proper identification, the voter **MUST** vote provisionally. See Warden for assistance – they will send the voter to an election official for the paperwork.

2. Voters that do not appear on the poll pad list

- If you do not locate the person's name, send the voter to the clerk to **check the Inactive Book**. IF the name cannot be found anywhere, the Warden will send the voter to an election official.
- As an Inspector, you will only give ballots to those whose name appear on the Active List. All others should be referred to the Warden or Clerk.
- All inactive voters (found on the yellow Inactive Lists) must show identification such as a Photo Id or Utility Bills. If identification cannot be provided, the person can still vote - provisionally.

Observers in the Polling Location

During certain Elections, Observers may watch over the activity in the Polling Location. Observers are allowed by state law, however, they are subject to these guidelines:

- (1) Observers may **not** speak or interact with the Voters or any Poll Worker, other than the Warden.
- (2) They may **not** ask Inspectors to repeat the voter's check-in information
- (3) They are limited to a designated area (marked by tape on the gym floor near the check-in area), suggested that they identifying themselves, and are refrained from speaking on their cell phones.

Write – In’s

If voters wish to vote for a person that is not printed on the ballot, you can instruct them to write the candidates name on the line provided **AND** fill in the corresponding oval.

Spoiled Ballots

If a voter makes an error, **they may spoil up to (2) ballots**. After that, a third and final ballot may be given to the voter. All spoiled ballots should be given to the Warden. **A voter may not receive more than 3 ballots**. Draw a diagonal red line across the face of the ballot and write “*SPOILED*” across the ballot. All spoiled ballots should be given to the Warden to be put in the Spoiled Ballot Envelope.

Expectations of a Poll Official

It is important to remember that you are representing the City and are facilitating one of the most important individual rights; the right to vote. At all times, Poll Officials must conduct themselves in a professional manner.

Poll Officials should not argue with voters or advise them how they should cast their vote. It is extremely important that we **never** turn away a Voter from a polling place without having confirmed with the Election Office that a voter is registered to vote in another Ward/Precinct or without offering the Voter a provisional ballot.

While in your assigned Poll, a Poll Official **should never be talking or reading on their cell phone**. Please let the Warden or Clerk know that you need to step away to take a phone call, if urgent. While Voters are in the Polling Place, Poll Officials should not be engaged in personal conversations that would divert them from the attention of the Voter. Voters should not have to wait while Poll Workers are chatting. Every Poll Worker position is critical to the Election process and working as a team is essential.

Payroll

Payroll will be automatically deposited into the account you provided to us approximately two-three weeks after Election. It is your responsibility to notify us as soon as possible if you switch Financial Institutions, have a new banking account, or have moved.

All Election Day questions should be directed to the Warden. Election staff will be on site all day. The election office can be reached at (781) 979-4125 or via email at hrossi@cityofmelrose.org