



CITY OF FERNDALE
PRECINCT INSPECTOR APPLICATION

FERNDALE

NOTE: This form must be signed in your own handwriting in ink

Name: Home Address:

Preferred Phone No.: Email Address

Birth Date: Social Security Number:

Political Party Affiliation (REQUIRED; must be a recognized state party & may not be Independent)

Republican Democratic Libertarian U.S. Taxpayers Green Natural Law

Employment Background – current/last place of employment & type of work performed:

Previous experience as an election inspector: (Please include jurisdiction)

What is your level of computer knowledge? Basic Intermediate Advanced

Do you have transportation? Yes No

Willing to work: All Day 6 AM – closeout 6 AM – 2 PM 2 PM - closeout

Where are you willing to work: Any Precinct Absentee Counting Board Coolidge High School

Kulick Center Curling Club Library Autumn House Free Methodist Church Vineyard Church

Position Desired:

Greeter Application Inspector E Pollbook Inspector Ballot Inspector Tabulator Inspector

I certify that I am not a member or a known active advocate* of a political party other than the party identified above. I certify that I have never been convicted of a felony or election crime. I further certify that the foregoing statements are true to the best of my knowledge and belief.

SIGNATURE OF APPLICANT Date

*A known active advocate of another political party is defined to mean a person who (1) is a delegate to the convention or an officer of another party (2) is affiliated with another party through an elected or appointed government position or (3) has made documented public statements specifically supporting by name another political party or its candidates in the same calendar year as the election at which the person will serve as an election inspector.

What does a precinct inspector do?

Greeter

- At the entrance to the precinct, briefly greet and welcome each voter
- Look for people who look "lost," and ask if they have questions
- If someone is unsure which precinct or if registered, use the following
 - Precinct Map
 - Street Guide
 - Emergency Precinct Voter List
 - Greeter Laptop
- Calling City Clerk Office with Chair cell phone if available
- Provide instructions to voters on:
 - Sample Ballot
 - How to mark ballot
 - Voting options
 - 2 Sided ballot (if applicable)
- Direct voters to Application Inspector

Application Inspector

- Greet and welcome each voter
- Each voter must complete an Application to Vote
- Show Sample Ballot to voters
- Provide instructions to voters on:
 - How to mark ballot
 - Voting options
 - Ask voters to have Photo ID ready
- IF voter does not have ID with them, have them complete Affidavit on back of application and complete and sign the Election Inspector portion.
- Direct voters to Electronic Poll Book (E Poll Book) Inspector

Electronic Poll Book (E Poll Book) Inspector

- Ask EVERY voter for photo ID
- If voter shows valid photo ID, use ID to verify identity of voter
- If voter lacks ID, make sure they have completed Affidavit on back of Application to Vote
- Find voter's name on E Poll Book by swiping license or typing name
- Compare the date of birth and current address on the Application to Vote to the E Poll Book
- Click on appropriate type of ballot issued
- Confirm ballot number with Ballot Inspector
- Provide voter number to Ballot Inspector

Ballot Inspector

- Complete Inspector section of Application to Vote
- Ballot Style (split precinct only)
- Ballot number (confirmed with E Poll Book and actual ballot)
- Voter number (from E Poll Book)
- Your initials
- Place ballot inside secrecy sleeve
- Place application to vote in the clear plastic pocket on secrecy sleeve
- Ask voters if they need any additional instructions on how to mark ballot and provide any needed instructions.
- Any voter may use AutoMARK
- Give ballot to voter ONLY when there is an available voting booth
- Remind voters to vote both sides of ballot (if applicable)
- Instruct Voter to visit Tabulator Inspector after marking ballot
- Coordinate Spoil Ballot Procedures: 1) secure bad ballot, 2) coordinate with E Poll Book to get new ballot, 3) update application to vote, 4) help voter avoid future errors

Tabulator Inspector

- To ensure ballot secrecy, the voter must put the ballot back in the secrecy sleeve with the stub exposed when leaving the voting booth.
- Ask voter if they voted back and front side of ballot (if applicable)
- Verify the number on the ballot stub against the ballot number recorded on the Application to Vote
- Remove the ballot stub and Application to Vote
- Instruct the voter to feed the ballot into the tabulator – *like feeding a dollar into vending machine*
- Give voter "I Voted" sticker
- Put the Application to Vote on the spindle

