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