



SUPPLEMENTAL INSTRUCTIONS
2014 General Election Edition

November 4, 2014

Department of Elections for New Castle County
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700201-1014-DOE0034

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IMPORTANT INFORMATION

1. Check your supplies throughout the day, including those at the Update Table. Do not wait until you only have a few Eligibility Affidavits, envelopes, Affidavit of Affirmation of Voter Identity, Permission to Vote cards, DOE business cards, etc. left before you call in to say you need more! It takes time to get items delivered.
2. Only those people identified on page 18 of *The Election Officer Manual* should be in the Polling Place.
 - a. A custodian should only be in the voting area to resolve a problem.
 - b. Anyone delivering food to/for Election Officers must leave promptly.
 - c. **Do not accept advice or guidance from anyone except Board of Elections members, Department of Elections staff, or attorneys from Delaware's Department of Justice. Refer anyone attempting to interfere with the election to the Department of Elections at the Voting Machine Hotline at 577-5060.**
 - d. There may be other activities going on in a building. These activities may not be political in any respect or in the voting area. Report any political activity to the Voting Machine Hotline at 577-5060.
3. Make sure you do not leave the Polling Place until it is locked.
4. **The Inspector picked up a *Supplemental Poll List*. Make sure you use this along with the regular *Poll List*. This will reduce the number of people you will have to process at the Update Table.**
5. Do not plug coffee pots or any other devices into any voting machine.
6. The polls open at **7 a.m.** Make sure you are ready to start voting at 7 a.m. but not before that time.
7. Keep the personal cell phone designated for Election Day use **plugged in and turned on** all day so that we can contact you. Notify the Voting Machine Desk at 577-5060 if you need to use a different cell phone.

8. If you are short one or more Election Officers, try to fill the vacancies. If you find a replacement of the appropriate political party, be sure to neatly print the full name, address, phone number and social security number on the *Election Officer Pay Voucher*. We can't pay without the ssn!
9. Make sure that signs are in place to direct voters to the Polling Place and voting area. Periodically check throughout the day that they have not been disturbed.
10. The signature guide is a tool to help a visually impaired person sign in the correct location. It is not to be used by every voter!
11. Voters should be going directly to the Officer's Table when they arrive. The Update Table is only for handling needed transactions, not pre-clearing voters.
12. Use the pink Bribery Oath **only** when someone has been challenged for bribery.
13. We no longer use the *Affidavit for Child to Accompany Voter in Voting Booth*. Children 17 years of age or younger accompanying a voter no longer have to be related to the voter.
14. You ***must*** use the goldenrod *Affidavit of Affirmation of Voter Identity* when a voter does not have proof of identity unless the *Poll List* is noted "ID Required". If it says that and the voter has no ID, offer the voter a provisional ballot.
15. Leave the Polling Place clean and orderly. Make sure all trash is in a trash can.
16. It is imperative that the CLERK assigned to take the *Memory Cartridge Pouch* (with memory cartridges and tapes) to the Zone Reporting Station is sent ***immediately*** after:
 - All memory cartridges and **signed** *Extra Copy 3* tapes have been sealed in the *Memory Cartridge Pouch*;
 - He/she has signed the *Election Officer Pay Voucher*; and
 - He/she has signed Section II on both copies of the *Voting Machine Certificate*.

17. Make sure that all voting machine tapes are signed by all remaining Election Officers: *Record Tape/s, Extra Copy 1 and Extra Copy 2.*
18. After each election, the Department receives many requests to correct names on Poll Lists. Most of these requests cannot be accommodated because the names are correct in the database. Names on Poll Lists are formatted as follows because of space limitations:

Last Name First Name Middle Initial Suffix

- ◆ If the data base reads John C. Jones, Jr., the name would read:
JONES JOHN C JR
- ◆ If the data base reads J. Charles Jones, the name would read:
JONES J C
- ◆ If the data base reads Mary Ann Miller, the name would read:
MILLER MARY A

CORRECTIONS and ADDITIONS

1. You can use <http://iVote.de.gov> to verify voter eligibility:
 - a. Go to <http://ivote.de.gov>
 - b. Select the second item under “Voter Portal”
 - c. Enter the person’s first name, last name, date of birth and zip code (use the zip code where the person is registered)
 - d. The person’s information should appear if he/she is registered, or you will get a list
 - e. If you get a list, choose the right person
 - f. If the person’s information appears, have the person verify that it is him/her
 - g. If the person is not a Democrat or Republican, send him/her away
 - h. If the person lives at a different address have him/her complete a *Voter Registration Application and Eligibility Affidavit*. If the person is at the right polling place let him/her vote. If not, send him/her to the right polling place.
 - i. If you can’t find the person, call the Voter Information Center at 577-8300.

2. If an Election Officer has moved and did not change his/her address with the Department, have the worker complete a Voter Registration Eligibility Affidavit from the Update Table and paperclip it to the Pay Voucher. The Department will be able to process the change of address before pay checks are written. Without this, the check will be mailed to the address on record with the Department, and then returned to the Treasurer’s Office in Dover before being sent to the Department. This can add weeks to the delivery process.

3. If an Election Officer makes a note or change on the Poll List or any Affidavit, the Election Officer should initial the change.

Corrections:

To *Election Officer Checklists*:

Page 21, after 3rd checkbox, add:

- If voter signed in the wrong block, draw an arrow to the block where the voter should have signed. Put “signed in wrong block” by the arrow and initial it. If a voter comes in and there is an incorrect signature in that person’s block with an arrow, have the voter sign in the empty block and draw an arrow to the correct block. Put “signed in wrong block” by the arrow and initial it.

To *Election Officer Manual*:

None

- **VOTING MACHINE TIPS**

1. Follow the procedures in *The Elections Officer Checklists* step-by-step.
2. Use two (2) Election Officers to lower the voting machine to the flat position in the morning and two (2) Election Officers to raise the closed machine to the vertical position at the end of the day.
3. Operate the voting machine from the right side. This gives you easier access to the OFFICERS CONTROL BUTTON.
4. Remind voters to check his/her selection before pushing the green "VOTE" button.

ELECTION DAY PHONE NUMBERS

VOTING MACHINE DESK	577-5060
VOTER INFORMATION CENTER	577-8300
REGISTRATION AUTOMATED INQUIRY	577-3464
ABSENTEE VOTER INFORMATION	577-5102

DROP OFF POINTS, ENVELOPES, ETC

Immediately after leaving the Polls, the Inspector ***SHALL*** return ***ALL*** items listed on page **48 (G)** of the *Election Officer Checklists* to one of the following locations:

1. **Brandywine High School** – Parking Lot (until 10 p.m.)
1400 Foulk Rd
Wilmington, DE 19803
2. **Carvel State Office Building**
820 N. French Street
Wilmington, DE 19801
3. **Department of Elections Warehouse**
Parkway Industrial Park
220 Lisa Drive
New Castle, DE 19720
4. **Dickinson High School** – Parking Lot (until 10 p.m.)
1801 Milltown Rd
Wilmington, DE 19808
5. **Glasgow High School** - Parking Lot (until 10 p.m.)
1901 S College Ave
Newark, DE 19702
6. **Middletown High School** – Parking Lot (until 10 p.m.)
120 Silver Lake Rd
Middletown, DE 19709

NOTE: After 10 p.m., the Inspector shall return ***ALL*** items listed on page 48 of the *Election Officer Checklists* to the Carvel State Office Building (4th Floor) or the Department of Elections Warehouse as listed above.