



**vOTE**

**2016 PRESIDENTIAL PREFERENCE ELECTION  
POLL WORKERS HANDBOOK**

**VOTE @ ANY VOTE CENTER**



# IMPORTANT PHONE NUMBERS

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Recorder's Office for questions regarding Registering to Vote or Early Voting  
520-432-8358 OR 1-888-457-4513

**Elections' Office** For questions regarding:

- Absent Poll Workers or Emergency
- Machine or Equipment Malfunctions
- Additional Supplies
- Electioneering at the Polling Place
- Polling Place Procedures

**520-432-8970**

or

**ELECTION HOTLINE NUMBER**

**1-888-316-8065**

**Call 9-1-1, if an emergency arises (serious illness, injury or accident) or if the Marshal is unable to manage a situation at the polling place.**





## 2016 IMPORTANT DATES TO REMEMBER

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<i>March 22, 2016</i>	<i>Presidential Preference Election</i>
<i>May 17, 2016</i>	<i>Special Election</i>
<i>August 30, 2016</i>	<i>Primary Election</i>
<i>November 8, 2016</i>	<i>General election</i>

***\*Early Ballots must be received in the Recorder's Office no later than Election Day! Mail early!***

*If you cannot mail your early ballot in time to be received at the Recorder's before Election Day, you may drop it off at ANY Vote Center in Cochise County, on Election Day.*





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# Welcome, Thank You and Congratulations!

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**W**

The Cochise County Elections Department welcomes you and THANKS YOU for your participation in an essential democratic process.

**E**

The Election Board at each polling place is being asked to do a very important job. It is important that each of you have a clear understanding of election procedures at the vote center and that you are able to work as a coordinated team. Regardless of your position on the board, it is also important that you understand each person's role and are able to fill-in, should the need arise.

**L**

**C**

Every Election Board is in partnership with the Cochise County Elections Office. This Handbook is designed to help you conduct a smooth election. We want you to feel confident and competent as you fulfill your commitment to be an election worker for the 2016 Presidential Preference Election.

**O**

**M**

**E**





## The Election Board

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*Precinct Boards are an extension of the County Elections Department.* The purpose, structure and functions of the board are:

- ❖ Charged with conducting voting in individual polling places
- ❖ Each Board consists of six-nine poll workers(for most Boards)
  - ❖ Inspector, Judges, Clerks and a Marshal
- ❖ Under guidance of the Inspector, all Poll Workers perform as a team to efficiently and accurately arrange, open, conduct and close the operations of the polling place, ensuring security of the ballots and the voting equipment at all times.



- ❖ Board workers must act in a professional manner, setting aside their own political views
- ❖ Each worker is aware of his or her responsibility
- ❖ Committed to do their best in any position assigned

- **JOB DUTIES FOR EACH POSITION ARE LISTED IN *APPENDIX A.***
- **CHECKLISTS FOR EACH POSITION ARE LISTED IN *APPENDIX B.***

## *POLL WORKER (BOARD) RESPONSIBILITIES*

Because of the confidence voters place in the poll workers, it is vital that poll workers are knowledgeable of the process and are able to assist voters in a professional and informed manner.

- ❖ Be aware of the noise level inside the polling place, the attention of the poll workers toward the voter, the appearance of the voting area, the conversation between workers, and the cooperation between the Inspector and the other workers. Each of these factors can create an atmosphere conducive to voting or an atmosphere of confusion.



- ❖ A missed opportunity to give accurate information and helpful assistance results in a voter leaving the polling place with a negative impression of the election process.
- ❖ In extreme circumstances, a negative voting experience can develop into a serious complaint and possibly a violation of voting rights.
- ❖ A Bilingual Poll Worker must understand the Election Process so that it may be translated for the voters with limited English proficiency.
- ❖ **VOTE an Early Ballot!**

## TRAINING

Prior to the Election, each poll worker must attend a training class.

The class is designed to acquaint you with the job of a poll worker, **election procedures at the vote center** (including forms, signs and materials), and to review basic election laws.

The second part of class is designed to give each poll worker an opportunity to have some **hands-on training**:

- ❖ Opening & Closing DS200 and running reports
- ❖ DS200 malfunction – What to do and what to do after it is back in service
- ❖ Accepting Under- and Over-votes
- ❖ Practice voting on an Express Vote so you can better understand its capabilities and provide assistance to voters
- ❖ How to turn on the Poll Book Tablet and printer successfully.
- ❖ Using the Poll Book Tablet to:
  - Locate a voter's record
  - Capture a voter's signature
  - Know how to identify the correct Precinct # and name and Party of the voter
  - Know how to accept their signature and activate ballot card
  - How to close the Tablets at the end of the day
- ❖ Understand and apply polling place ID requirements
- ❖ Know the requirements and practice completing Provisional and Conditional-Provisional Ballots

## THE DAY BEFORE THE ELECTION

- ❖ Meet with your other poll workers to set up polling place
  - Inspector will set meeting time and obtain key
- ❖ Locate and set out all forms, supplies and other items needed for opening the polls (Pens, Flags, etc.)
- ❖ Locate all forms, supplies and items needed for End of Day Balancing
  - End of Day Tally Report
  - DS200 Closing Procedures
  - Express Vote Closing Procedures
  - Items for the Blue Canvas Bag to be sent to Elections
  - Payroll Voucher
- ❖ Set Up Tables & Voting Equipment – **Refer to Vote Center Layout**
- ❖ Locate Restrooms
- ❖ Post Signs – **Refer to Checklist For Posting Signs**
  - Some outdoor signs will not be put out until the morning of the Election
  - List of Acceptable ID
  - Voter Publicity Pamphlet (AZ Clean Elections Booklet)
  - Purple Folder with Provisional signature roster and Provisional Green bag.
  - Inspector takes Tablets & Counted/sealed ballots home.



### Examples of Inside Postings

- List of Official Write-In Candidates
- Sample Ballots (Front & Back)
- List of Polling Places With Addresses
- No Cell Phones

## AT THE POLLS



- ❖ Poll workers report to their polling place at 5:00 a.m. and work through the day until approximately 8:00 p.m. – ***That's a LONG DAY!***
  - Make prior arrangements for meals, bring individual snacks, organize a potluck or arrange for take out
  - Breaks can be taken whenever the time permits and someone is available to take over the position



- ❖ Poll Workers may **not** bring to the polling place: radios, televisions, children, grandchildren, pets, playing cards, video games, etc.

**NO →**



## EMERGENCY LEAVE FROM POLL WORKER SERVICE

- ❖ **Poll workers may not leave the polling place except for an emergency.**
- ❖ **Emergency is defined as a sudden, generally unexpected occurrence demanding immediate action.**
  - Remember to bring any medications you might need
  - Make prior arrangements with family and friends to handle situations with the exception of medical emergencies

Taken from an Arizona Attorney General's Opinion.....

“If election or tally board member leaves his poll for any reason, a replacement should be appointed, and a member who leaves without an emergency reason, should not be allowed to return and resume his duties, but original member should be permitted to resume his duties, if he has left for emergency reasons and a temporary replacement has merely been appointed to fill in during the emergency leave.”

*“Neither election or tally board members should leave the polling place while polls are open, unless for some emergency reason.”*





## COMPENSATION

Before the polls open each Poll Worker shall:

- ❖ Complete a pay voucher (Demand)
- ❖ Complete a W-9
- ❖ Print neatly – First and Last name with current mailing address
  - ➔ **The pay voucher address and the W-9 address must match!**
- ❖ Inspectors – Election Day \$125.00 + \$15.00 for **each** mandatory instructional class.
- ❖ Judges, Marshals and Clerks – Election Day \$100.00 +15.00 for **each** mandatory instructional class.
- ❖ Mileage (if distance is greater than 15 miles, each way)

**Checks are mailed to the address indicated on the voucher within three weeks following Election Day**





## Election Resources Available To the Board

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### TELEPHONE SUPPORT

For any issues you encounter – **your first call should be to the Elections Office. Elections phone numbers are listed on the first page of this Handbook.**

→ *Exceptions would be a bona fide emergency. In that case, CALL 9-1-1*

The Elections Office is bringing in several people to assist with routing and responding to your calls. We know that poll workers need answers to their questions and problems right away!

❖ Your calls will be answered promptly. Our phone bank personnel will receive special training and should be able to help you resolve many procedural **and equipment issues** on the phone.



## TROUBLESHOOTERS

A Troubleshooter is someone who has been especially trained on Elections equipment, machines and processes.

- ❖ If you are having any equipment or machine problems and are unable to resolve it at the vote center place, **please call Elections for assistance** (*numbers listed on the first page of this Handbook*).
- ❖ A Troubleshooter will be dispatched to your area in the event that problems cannot be taken care of by phone.
- ❖ Troubleshooters are each assigned to a vote center places (some to more).
  - For this Election, more Troubleshooters will be available than in the past.
- ❖ If you are unable to reach the Elections Office, your Inspector may contact a Troubleshooter directly.
  - The cell phone number for the Troubleshooter assigned to your polling place is listed in the Inspector's Manual.

**ALL PROBLEMS WILL BE HANDLED AS QUICKLY AS POSSIBLE**

## HANDBOOK, SIGNS & FORMS & WEBSITE

Read the signs! The signs posted in and around the polling place, as well as the various forms and instructions available to voters and to the poll workers, are all useful resources for you. Each contains more information about a particular topic. Take time to read these.

The County website – Elections Page is also very helpful:

<https://www.cochise.az.gov/elections-special-districts/home>

Also, your Handbook is a valuable resource with a great deal of information about the end-to-end polling place procedures, basic election law and regulations. **Don't forget to look at the Appendices!**

- ❖ Job Duties for each position
- ❖ Checklists for each position
- ❖ Set-up, step-by-step operation guides and troubleshooting tips for voting equipment (DS200, Express Votes, Poll Book Tablets & printers).





## Introduction to Election Equipment & Machines

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The security and protection of Election equipment is every bit as important as the security and protection of Ballots. This equipment is specialized electronic equipment, and is very expensive to purchase. Each machine has an Election program on cards within the machine; those cards are programmed especially for each separate election. It is important to maintain a “Chain of Custody” for the Elections equipment and, of course, for the Ballots. In addition, specific care needs to be taken in the packing and transport of Elections equipment and machines. These include:

- ❖ Express Vote (Accessible Voting Equipment)
- ❖ DS200 Scanner and Tabulator Machine & tower (that it sits on)
- ❖ Tablet with Printer (*The NEW Signature Roster!*)

Cochise County is responsible for the purchase, maintenance, delivery, set-up and storage of enough equipment and supplies to establish eighteen (18) separate vote centers (plus spares) across 6,200 square miles. Please help us by taking care of our equipment when it is in your custody by ensuring all cords, lights, keys, etc. are stored neatly and stay with the machine. **Refer to Appendix C for detailed machine set-up, step-by-step operation guides and troubleshooting tips.**

## ***Helpful Information: DS200 Scanner and Tabulation Unit OVERVIEW***

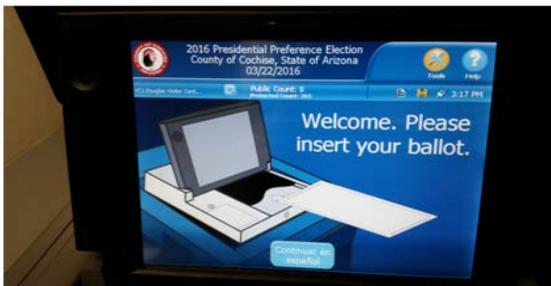
*The DS200 is located at the vote center site. The ballot card is voted by the Touch Screen Express Vote by touching, to the left of the candidates' name of the voter's choice.*

*The unit is used to tabulate ballots as they are voted and fed into the DS200 Scanner and Tabulation Unit.*

*When the unit is in "VOTE" mode, the voter inserts the voted ballot into the unit. The results of the now tabulated ballot are stored in the Thumb Drive. At the closing of the polls, the unit will print a cumulative report, allowing the results to be available immediately transported on the thumb drive to our Office at the Cochise County Elections Department.*

*A self-diagnostic program within the DS200 creates numerous messages that show the status of the unit, identifying any existing problems and lists the appropriate instructions for solving these problems on the LCD display screen.*

Ready to insert ballots



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## Election Day Activities

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Arrival Time: 5:00 a.m., or as determined by Inspector

- ❖ Notify Inspector In The Event of an Emergency
  - *If You Cannot Fulfill Your Commitment*
- ❖ Turning on Equipment – **Refer To Opening Checklist**
  - DS200: Zeros Report (Inspector & Judges Sign)
  - Express Vote
  - Poll book Tablet and Printer
- ❖ Putting Up Any Final Signs – Outside
  - Parking at the Polling Place
- ❖ Inspector
  - **Brings Poll book Tablet and Counted/Sealed Ballots to polling place**
    - Place Ballots in Convenient But Safe Location
  - Distribute Name Tags
  - **Notify Elections by phone when polling place is READY TO GO!**
- ❖ Put your Name Tag on
- ❖ Inspector and all poll workers recite **Oath**

### **Opening the Polls – 6:00 a.m.**

- ❖ Marshal's Announcement
- ❖ Who is allowed in the polling place?
  - Election Poll Workers
  - Voters – to vote (cannot linger after voting)
  - Troubleshooters
  - Official Election Monitors
  - Designated Political Party Observers
    - List provided to each polling location via letter from Party Chair
    - Welcome to watch
      - Any interaction should be with the Inspector only



## *POLITICAL PARTY OBSERVERS/"POLL WATCHERS"*

Each county officer in charge of elections shall share the following general guidelines with poll watchers:

1. Poll watchers must be appointed in writing by their respective county political party chairman **in a document that contains the chairman's original signature**. The respective county political party chairman must also specify the **scope of the poll watcher duties (i.e. polling place observer, central count observer, challenger, etc.)**.
2. Poll watchers must immediately present the document appointing them as a poll watcher to election officials upon entering a polling place or a central counting place. Election officials must return the document to the poll watcher after authenticating the document.
3. Under no circumstances should a political party observer ever place a mark or any type of material on a ballot or touch a voted ballot during observation of any of these election processes.
4. Observers may not interfere with or impede the election procedures or staff. If a poll watcher has a question about the proceedings, the poll watcher should communicate the question to the officer in charge of the election or procedure and the officer in charge of the election or procedure should respond in a timely and reasonable manner.
5. If a poll watcher is asked by the officer in charge of the election or procedure to cease an activity that interferes with the election process, the poll watcher must comply or the poll watcher may be ejected.
6. On Election Day, designated poll watchers may be present at polling locations.
  - may be present during the opening or closing of the polling place
  - while voting is taking place so long as the opportunity of voters to maintain a secret ballot is protected
  - for the purpose of witnessing the transportation of ballots to the receiving site
  - for the purpose of witnessing the electronic transmission of voting results to a regional receiving site

7. Poll watchers may take notes at a polling place, central counting place or sample hand count but must use a writing implement of a color designated by the officer in charge of the election or procedure.
8. At a central counting place, all poll watchers must check in with the county recorder or officer in charge of elections prior to being admitted as a poll watcher, and log in and out of the facility each time they enter or leave.
9. At a central counting place, the county recorder or officer in charge of elections may ensure that poll watchers are given identifying badges to ensure that poll watchers are clearly identifiable to county recorder or elections staff who may not otherwise know the participants are there in a limited capacity as poll watchers.
10. Poll watchers can enter and leave a central counting place and polling place as long as their entering and leaving does not interfere with or impede the election procedures or staff.

❖ Firearms In The Polling Place – *What is Permissible?*

- Change in the Law: Peace Officers allowed to carry

❖ Electioneering In the Polling Place – *What is Permissible?*

- Change in the Law: Election and party slogans may be **worn**, but not *discussed* (e.g., hats and t-shirts, ok)



## Identification at the Polls

### STATE OF ARIZONA IDENTIFICATION AT THE POLLS

Every qualified elector is required to show proof of identity at the polling place before receiving a ballot. The elector shall announce his/her name and place of residence or present the elector's name and residence in writing to the election official. The elector shall present acceptable identification that:

1. Bears the name, address, and photograph of the elector (see List 1 below) or
2. Two different forms of identification that bear the name and address of the elector (see List 2 below) or
3. One form of acceptable photo identification with one form of non-photo identification that bears the name and address of the elector (see List 3 below) A.R.S. §16579 (A)

An elector who does not provide acceptable proof of identification shall not be issued a regular ballot, but shall receive a conditional provisional ballot. If the elector identifies himself or herself as a Native American, the elector shall be processed under the section of this procedure titled "Identification Requirements for Native American Electors." All others shall be processed under the section of this procedure titled "Conditional Provisional Ballot for No Identification."

Acceptable proof of identification includes but is not limited to the sources listed below. Other forms of identification not on this list must be deemed acceptable by the county election official in charge of elections and must establish the identity of the elector in accordance with the requirements of A.R.S. §16-579(A)

#### **List 1 – Acceptable Forms of Identification with Photograph, Name and Address of the Elector**

- ❖ Valid Arizona driver license
- ❖ Valid Arizona non-operating identification license
- ❖ Tribal enrollment card or other form of tribal identification
- ❖ Valid United States federal, state or local government issued identification

**List 2 – Acceptable Forms of Identification Without a Photograph that Bear the Name and Address of the Elector (Two Different Forms Required; May Be Presented in Paper and / or Electronic Format)**

- ❖ Utility bill of the elector that is dated within 90 days of the date of the election. A utility bill may be for electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable television
- ❖ Bank or credit union statement that is dated within 90 days of the date of the election
- ❖ Valid Arizona Vehicle Registration
- ❖ Indian Census Card
- ❖ Property Tax Statement of the elector’s residence
- ❖ Tribal enrollment card or other form of tribal identification
- ❖ Vehicle Insurance Card
- ❖ Recorder’s Certificate
- ❖ Valid United States federal, state, or local government issued identification including a voter registration card issued by the county recorder
- ❖ Any mailing to the elector marked “Official Election Material”

All items from List 2 may be presented to the poll workers in electronic format, including on a smart phone or tablet.

**List 3 – Acceptable Forms of Identification, one Identification with Name and Photo of the Elector Accompanied By One Non-Photo Identification with Name and Address**

- ❖ Any valid photo identification from List 1 in which the address does not reasonably match the precinct register accompanied by a non-photo identification from List 2 in which the address does reasonably match the precinct register
- ❖ U.S. Passport without address and one valid item from List 2
- ❖ U.S. Military identification without address and one valid item from List 2

**AN IDENTIFICATION IS “VALID” UNLESS IT CAN BE DETERMINED ON ITS FACE THAT IT HAS EXPIRED.**





## Who Is Eligible to Vote / Voter Challenges

### QUALIFICATIONS OF A REGISTRANT A.R.S. 16-101

- A. Every resident of the County is qualified to register to vote if he/she:
- ❖ Is a citizen of the United States (Proof of Citizenship)
  - ❖ Will be eighteen (18) years of age on or before the date of the next election following his/her registration
  - ❖ Is able to write his/her name or make his/her mark unless prevented from so doing by physical disability.
  - ❖ Has not been convicted of treason or felony, unless civil rights are restored
  - ❖ Has not been adjudicated a incapacitated person
- B. "Resident"
- ❖ An individual who has actual physical presence in this county
  - ❖ Temporary absence does not result in a loss of residence
  - ❖ An individual has only one residence for purpose of this title in other words
  - ❖ "A voter shall be registered at only one residence at a time"

### WHO IS ELIGIBLE TO VOTE? A.R.S. 16-120

An elector is eligible to vote in an election called pursuant to the laws of this state if the elector has: **Residence is within the boundaries of the Election Precincts boundaries for this election. In addition County Recorder has received registration prior to midnight of the twenty-ninth (29) day before the date of the election.**

## CHALLENGING A VOTER

### GROUNDINGS FOR CHALLENGE:

**Challenges happen very rarely. However, you need to know the process, in the event it occurs.**

Any qualified elector of the county may orally challenge a voter stating that the voter is not qualified (1) because the person is not properly registered to vote (A.R.S. 16-121.01), or (2) because this person has already voted in this election (A.R.S. 16-591).

An elector who has moved from one address to another within the same precinct **is not** subject to challenge because of residence. A.R.S. 16-121.01 , regarding a challenge to a voter's residence, states:

- A. A person is presumed to be properly registered to vote on completion of a registration form as prescribed by A.R.S 16-152 that contains at least the name, the residence address or the location, the date of birth and the signature or other statement of the registrant as prescribed by section A.R.S 16-152 A (20).
- B. The presumption in subsection A of this section may be rebutted only by clear and convincing evidence of any of the following:
  - 1) That registrant is not the person whose name appears on the register
  - 2) That the registrant has not resided in this state for twenty-nine (29) days preceding the election or other event for which the registrant's status as properly registered is in question
  - 3) That the registrant is not properly registered at an address permitted by section A.R.S. 16-121 (qualified elector defined).
  - 4) That the registrant is not a qualified registrant under section A.R.S. 16-101 (qualifications of registrant; definition).

## **CHALLENGE PROCESS/RULINGS:**

A.R.S. 16-531 PROVIDES THAT THE TWO Judges and the Inspector shall constitute the Election Board and a majority of the Election Board determines the validity of the challenge. The Election Board must follow the procedures in A.R.S 16-592 and will apply the rules in A.R.S. 16-593 to determine the residence of an elector upon challenge.

- If an elector is to be challenged, the Inspector shall have the person challenged step aside and permit the other electors in line to continue through the voting process while the challenge is being determined. (A.R.S. 16-592).
- If the person challenged appears to be registered, that person shall take the following oath (also printed in the first column of the “Challenge List”)tration”), and if the person so elects, shall also be sworn to answer fully and truly all questions material to the challenge as are put to the person by the Inspector.

### **OATH**

**“I AM A CITIZEN OF THE UNITED STATES, A RESIDENT OF THE STATE OF ARIZONA AND COCHISE COUNTY AND WILL BE 18 YEARS OF AGE ON OR BEFORE THE TIME OF THE GENERAL ELECTION. I HAVE NOT BEEN CONVICTED OF TREASON OR FELONY (OR IF SO MY CIVIL RIGHTS HAVE BEEN RESTORED). I CERTIFY THAT THE INFORMATION ON MY REGISTRATION FORM IS TRUE AND CORRECT”.**

## **WARNING: EXECUTING A FALSE REGISTRATION IS A CLASS 6 FELONY**

- If the decision is that the challenge is **NOT VALID**, the person shall be permitted to vote a regular ballot
- If the decision is that the challenge is **VALID**, the person will be permitted to vote a Provisional Ballot. **“VOTER CHALLENGED”** should be checked on the

Provisional Ballot Envelope, and the Inspector should sign the envelope. Follow the other steps for Provisional Ballot.

- No entry should be made on the Challenge List unless a challenge is being made.
- The board shall require one of the clerks to keep a list of the names of all persons challenged the grounds of the challenge and their determination of the board upon the challenge. Copies of the list shall be kept in the office of the County Recorder or other officer in charge of early ballot processing as a public record. Affidavits of challenged voters, decisions of election officials and challenge lists shall be a part of the Official Returns Envelope (white original) and (yellow copies) in the Unofficial Returns Envelope.







## Provisional Ballots or Conditional-Provisional Ballots

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Some voters are required to vote a Provisional Ballot, or a Conditional-Provisional Ballot. Provisional Ballots are voted if a voter has a discrepancy in the way their name or address appears in the Poll Book Tablet versus their ID (i.e., they married, divorced, moved within the same precinct, etc.).

A Conditional-Provisional Ballot is voted when a voter has no ID; the voter then has a set number of days to provide ID at a local government office (*different # of days, depending on type of election*).

There are eight reasons a voter may vote a Provisional Ballot:

1. voter has been issued an Early Ballot
2. voter has changed his/her name
3. voter's name does not appear on the signature roster or inactive list, and the voter has not moved
4. voter claims to be registered as a different party
5. voter has not provided sufficient identification at the polling location
  - a) voter presented ID, not a complete match
  - b) voter has presented the proper forms of ID and names match, but photo and/or address do not reasonably match
6. voter has moved within the city boundaries or districts
7. voter has moved to a new precinct within the county
8. voter is challenged at the Polling Place

Clerks are responsible for the Provisional Ballot Table and will assist voters in completing the Provisional Ballot Envelope. It is also necessary to complete the Provisional Ballot Signature Roster (used for all types of provisional ballots) for the voter to sign; this becomes a part of the PERMANENT RECORD.

- ❖ Have voter state his/her name
- ❖ Enter voters' name
- ❖ Have voter sign next to their name in the Provisional Ballot Signature Roster
- ❖ Refer to Voter ID Verification Receipt
- ❖ Refer to ballot card with voters precinct # and name & party for ballot style
- ❖ Complete Provisional Ballot Form

- ✓ *The form must be completed in **Black Ink***
- ✓ *Clerks complete the two top boxes*
- ✓ *Refer to the Voter ID Verification Receipt to determine why voter is voting a Provisional Ballot*
- ✓ *If Voter did not present ID in the box that says **Ill or Disabled** write the word:*  
**CONDITIONAL**





COCHISE COUNTY  
ELECTIONS DEPARTMENT  
PROVISIONAL BALLOT/BOLETA PROVISIONAL

PROVISIONAL BALLOT PIN # **2098**

To be completed by Election Official / *Completado por el Oficial de Elecciones*

Voter ID #DZ _____ Election Date: _____ Vote Center: _____ Precinct: _____ Party (Primary Only): _____ X _____ <p style="text-align: center;">Election Official Signature</p>	<input type="checkbox"/> Marked as Early Voter in EPoll Book – Recorder's Office records indicate an early ballot was issued to voter. This provisional ballot will be counted if the Recorder confirms that an early ballot was not returned. <input type="checkbox"/> Remove from the Permanent Early Voter List <input type="checkbox"/> ID Presented Does Not Match <input type="checkbox"/> Moved <input type="checkbox"/> Name Changed <input type="checkbox"/> Name Not On EPoll Book (Registration Form Required) <input type="checkbox"/> No ID Provided (Conditional Provisional) <input type="checkbox"/> Challenged Voter – Referred by Inspector ONLY. ARS 516-502
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

To be completed by Voter / *Completado por el Votante:*

**Current Information / Información Actual:**

Print Name / <i>Nombre en letra de imprenta:</i>	
Residence Address / <i>Dirección Residencial:</i>	City, State, Zip Code <i>Ciudad, Estado, Código Postal</i>
Mailing Address / <i>Dirección Postal:</i>	City, State, Zip Code <i>Ciudad, Estado, Código Postal</i>
AZ Driver's license number or last four digits of social security number / <i>Número de su licencia de manejar de AZ o Las últimas cuatro cifras de su número de seguro social:</i>	Date of Birth / <i>Fecha de Nacimiento:</i>
	Phone Number / <i>Número de teléfono:</i>
Former Name / <i>Nombre Previa:</i>	
Former Address / <i>Dirección Previa:</i>	City, State, Zip Code <i>Ciudad, Estado, Código Postal</i>

I do solemnly swear or affirm under penalty of perjury that the above information is correct, that I reside in the precinct, that I am eligible to vote in this election and that I have not previously voted in this election.  
*Bajo pena de perjurio o afirmo que la información de arriba es correcta, que vivo en el precinto y que estoy capacitado para votar en esta elección y que no he votado previamente en esta elección.*

X \_\_\_\_\_  
Sign Here / *Firma Aquí*

Recorder Use Only / <i>Para Usar de Registrado solamente</i>		BALLOT DISPOSITION	
PIN No. _____	Verified By _____	<input type="checkbox"/> COUNTED	<input type="checkbox"/> NOT COUNTED
DETERMINATION:			
<input type="checkbox"/> Address change	<input type="checkbox"/> Information Correct	<input type="checkbox"/> Not Eligible	<input type="checkbox"/> Other
<input type="checkbox"/> Administrative / MVD Error	<input type="checkbox"/> Incomplete Form	<input type="checkbox"/> Not signed by Voter	
<input type="checkbox"/> Didn't vote early ballot	<input type="checkbox"/> Name Change	<input type="checkbox"/> Voted Early Ballot	

1. Voter will complete form with **Black Ink** (changes will be made using this form)
2. Provisional Ballot Clerk and Voter must sign
3. Give voter the **Pink Copy**

### **Four common types of Provisional Ballot Scenarios & Procedures:**

IF A VOTER HAS BEEN REFERRED TO YOU BECAUSE THEY ARE NOT ON THE SIGNATURE ROSTER BUT ARE IN THE CORRECT PRECINCT

- COMPLETE “Provisional Ballot Envelope” Voter and Clerk MUST SIGN
- Give voter the **PINK COPY**
- Inform voter of the phone number to call to see if their “Provisional Ballot” was counted
- Give voter the “Provisional Ballot Envelope”
- Direct the voter to Judge issuing ballots
- Direct the voter then to go to an available Express Vote. Once the ballot is voted instruct voter to **fold ballot in half and place the ballot into the Provisional Ballot Envelope after they have voted. Voter is to deposit Provisional Ballot Envelope into the Green Provisional Bag.**
-

## **ID IS NOT CORRECT JUST CORRECTING INFORMATION**

- Complete your part of “Provisional Ballot Envelope” indicating in box next to appropriate reason on “Provisional Ballot Envelope” why the voter is voting a “Provisional Ballot”
- Have voter make necessary changes on the “Provisional Ballot Envelope”
- Give voter the **PINK COPY**
- Inform voter of the phone number to call to see if their “Provisional Ballot” was counted
- Give voter the “Provisional Ballot Envelope”
- Direct the voter then to go to an available Express Vote. Once the ballot is voted instruct voter to **fold ballot in half and place the ballot into the Provisional Ballot Envelope after they have voted. Voter is to deposit Provisional Ballot Envelope into the Green Provisional Bag.**

## **IF NO ID – OR INSUFFICIENT ID WAS PRESENTED (See list of acceptable ID)**

### **VOTER MUST RETURN WITH PROPER ID OR PRESENT PROPER ID TO RECORDER OR RETURN TO ALTERNATE SITE WITHIN (5) five BUSINESS DAYS IN A GENERAL ELECTION AND (3) three BUSINESS DAYS IN ALL OTHER ELECTIONS**

- Complete “Provisional Ballot Envelope” Voter and Clerk MUST sign
- Inform voter of locations to return to with ID (Conditional Provisional Ballot Direction Card in accordion folder)
- Give voter the **PINK COPY**
- Direct the voter to go to an available Express Vote. Once the ballot is voted instruct voter to **fold ballot in half and place the voted ballot into the Provisional Ballot Envelope after they have voted. Voter is to deposit Provisional Ballot Envelope into the Green Provisional Ballot Bag.**

**VOTER’S NAME APPEARS ON LIST OF EARLY VOTERS** Voter did not vote early and does not have early ballot to drop off

- Complete “Provisional Ballot Envelope” Voter and Clerk MUST sign
- Give voter the **PINK COPY**

- Inform voter of the phone number to call to see if the “Provisional Ballot” was counted
- Direct the voter to go to an available Express Vote. Once the ballot is voted instruct voter to **fold ballot in half and place the voted ballot into the Provisional Ballot Envelope after they have voted. Voter is to deposit Provisional Ballot Envelope into the Green Provisional Ballot Bag.**

## **NOTIFY CLERK OF ANY SPOILED BALLOTS**



COCHISE COUNTY  
ELECTIONS DEPARTMENT

CONDITIONAL PROVISIONAL BALLOT DIRECTION CARD

In order for your conditional provisional ballot to be processed, you must provide in person your identification as described on the reverse of this sheet.

You must present in person your conditional provisional ballot receipt and your identification with your name and address at any of the locations listed below within the prescribed time.

⇒ Five (5) business days after a General Election or other election for Federal Office (e.g., Special Federal Election)

⇒ Three (3) business days after any other election

TARJETA DE DIRECCI6N PARA BOLETA PROVISIONAL CONDICIONAL

Para que su boleta provisional condicional sea procesada, usted debe proporcionar en persona su identificaci6n como describida en el reverso de esta hoja.

Usted debe presentar en persona su recibo de boleta provisional condicional y su identificaci6n con su nombre y direcci6n en cualquiera de los lugares indicados a continuaci6n dentro del tiempo prescrito.

⇒ Cinco (5) dfas de negocio despues de una Elecci6n General o de otra elecci6n para un cargo Federal por (ejemplo, Elecci6n Federal Especial)

⇒ Tres (3) dfas de negocios despues de cualquier otra elecci6n

ANY OF THE FOLLOWING LOCATIONS; 8:00A.M. - 5:00P.M. ON BUSINESS DAYS  
CUALQUIERA DE LAS LOCALIZACIONES SIGUIENTES; DÍAS DE NEGOCIO 8:00A.M. - 5:00 P.M.

- City of Bisbee/Cuidad de Bisbee-118 Arizona St., Bisbee, Arizona 85603 520-432-6012,.
- City of Tombstone/Cuidad de Tombstone-315 East Fremont Street, Tombstone, Arizona 85638 (520-457-3562)
- + Cochise County Recorder's Office/Oficina del Registro del Condado de Cochise-1415 Melody Lane Bldg. B., Bisbee, Arizona 85603 (520-432-8358)
- + Cochise County Elections Department/Departamento de Elecciones del Condado de Cochise-1415 Melody Lane Bldg. A., Bisbee, Arizona 85603 (520-432-8972)
- Cochise County School Superintendent's Office- Oficina del Superintendente de Escuelas del Condado de Cochise, 100 Clawson Ave, 3rd Floor, Bisbee, Arizona 85603 (520-432-8952)
- City of Sierra Vista/Cuidad de Sierra Vista - 1011 North Coronado Dr., Sierra Vista, Arizona 85635 (520-458-3315)
- City of Willcox/Cuidad de Willcox 10 S. Railroad Ave. Ste B, Willcox, Arizona 85643 (520-384-4271)
- Bowie JP Court/Bowie Juez de Paz- 201 N. Central Ave, Bowie, Arizona 85605 (520-847-2303)
- + City of Benson/Cuidad de Benson - 160 South Huachuca, Benson, Arizona 85602 (520-586-2245)
- + Sunsites Fire Station/Estaci6n de Fuego de Sunsites - 105 Tracy Road, Pearce, Arizona 85625 (520-826-3645)
- Elfrida Fire Station/Estaci6n de Fuego de Elfrida - 10293 N. Central Hwy, Elfrida, Arizona 85610 (520-642-3749)
- City of Douglas/Cuidad de Douglas- 425 10th Street, Douglas, Arizona 85607 (520-417-7302)
- Town of Huachuca City/Pueblo de Ciudad de Huachuca-500 North Gonzales Blvd., Huachuca City, Arizona 85616 (520-456-1354)

To ascertain the disposition of your conditional provisional ballot, please contact the Cochise County Recorder's Office at 1-888-457-4513 or 520-432-8358

Para averiguar la disposici6n de su boleta provisional condicional, por favor pngase en contacto con la Oficina del Registrador del Condado de Cochise al 1-888-457-4513 o 520-432-8358

COCHISE County, Arizona Recordors Office  
COUNTY RECORDER: CHRISTINE RHODES  
CHIEF DEPUTY RECORDER: SYLVIA GRUHN  
COCHISE COUNTY RECORDER

9/23/2011

Page 1 of 1

**RECORDER'S CERTIFICATE**

Voter# 0200065378

I, CHRISTINE RHODES, COCHISE County Recorder do hereby attest and certify that MARTHA L DOMANN is currently registered to vote in COCHISE with date of most recent registration to be 07/06/2004. The registrant has provided birth year of 1956, residential address of :

932 W FINALE ST  
BISBEE, AZ 85603

mailing address of :

Same as residence address

political party of DEMOCRATIC. Assigned precinct is BI DON LUIS and assigned ballot style is NOT APPLICABLE.

Witness my hand and seal on Friday, September 23, 2011.

CHRISTINE RHODES  
COUNTY RECORDER

Si necesita este documento en Español, favor de comunicarse con el registro de votantes al (520) 432-8354

Phone: (520) 432-8354  
Email: RECORDER@COCHISE.AZ.GOV  
Website: WWW.COCHISE.AZ.GOV



# APPENDIX A

## JOB DUTIES FOR EACH POLL WORKER





## APPENDIX

**APPENDIX A.....Job Duties For Each Poll Worker**

**APPENDIX B..... Checklists, Per Position**

### Marshal's Checklist

Activities Prior To Election Day

Election Morning & Election Day

Closing

### Clerks' Checklist

### Judges' Checklist

Activities Prior To Election Day

Election Morning & Election Day

Closing

### Inspector's Checklist

Activities Prior To Election Day

Closing The Polls



## INSPECTOR'S DUTIES

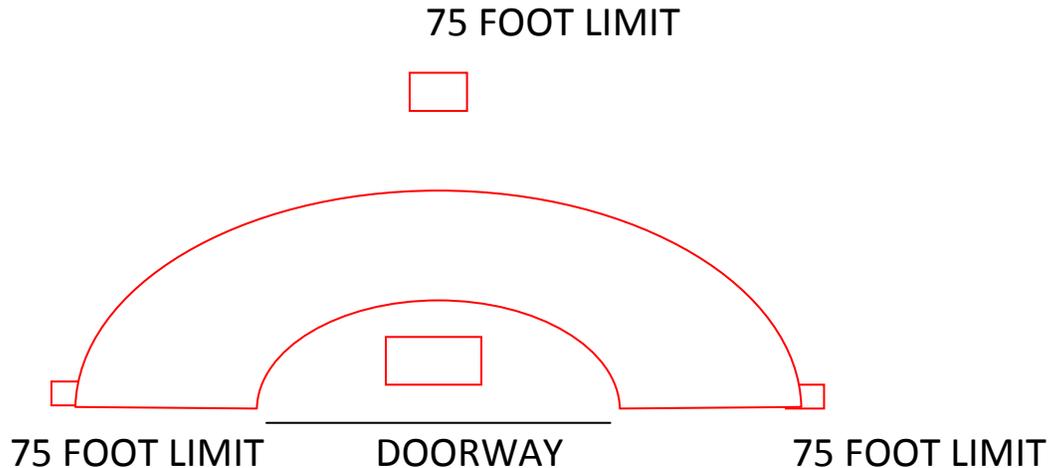
The Inspector is responsible for the polling place and shall exercise authority and coordinate all election activities at the polling place. The Inspector is responsible for:

- Arrange a pre-election day meeting with all election board members to set up polling place, discuss poll worker duties and Election Day details
- Arrange access to the polling place on Election Day. Receive instructions from Election Department
- Supervise all election day activities and election board members
- Initiate DS200/EXPRESS VOTES
- Assign election board duties
- Makes sure all signs are posted inside and outside
- Issue and collect all payroll vouchers
- Assist voter at the DS200; they must insert their own ballot; respect the voters privacy; instruct voter on any error messages
- Issue "I VOTED STICKER"
- Issue and collect all payroll vouchers
- Along with the two Judges, makes up the official voting election board and votes on challenges (A.R.S. §16-592(b))
- Ensures that the procedures for Provisional/Conditional Ballots are carried out correctly
- Ensures that Unofficial and Official Return Envelopes, Dropped off Early Ballots, Provisional/Conditional Ballots Green Bags and Voted ballots are in Blue Canvas Bag.
- Unused Ballots, Poll Book Tablets with Printer, Blue Canvas Bag and DS200 Thumb Drive in Blue Case are returned to the Elections Department.

**IMPORTANT!! Allow ONLY ONE Elector at the DS200 at a time.**

## MARSHAL'S DUTIES

Maintains order in the Vote Center and permitting no violation of Elections Laws....throughout the day including enforcing the 75 Foot Limit.



- Shall measure out and post 75 foot signs (the distance is measured from the main entrance to the Polling Place)
- Post signs, sample ballots, precinct maps etc., inside and outside the Vote Center
- Assist clerks in setting up Express Votes
- At 6:00 a.m. announces: "The polls are now open," outside the entrance
- Fills in for any Board Member when necessary
- Assist Disabled Voter at curbside Voting
- **Shall periodically analyze the line of voters, if the waiting time is 30 minutes or more, the Marshal shall advise the Elections Department**
- Announces the closing of the Polls five (5) times:
  - ❖ One hour --- 6:00 p.m.
  - ❖ 30 minutes before --- 6:30 p.m.
  - ❖ 15 minutes before --- 6:45 p.m.
  - ❖ One minute before closing --- 6:59 p.m.
  - ❖ At the moment of closing --- 7:00 p.m.

Anyone in line waiting at 7:00 p.m. shall be allowed to vote. The Marshal will stand behind the last voter in line to insure that anyone arriving after 7:00 p.m. will be advised they have arrived too late and the Polls are closed.

## **PARKING AND ELECTIONEERING LIMITS**

The 75 Foot Limit signs shall be posted outside the front entrance of the polling place on an arc defining the limit at three (3) different points along that arc (look at diagram above).

### **Who is allowed within 75 Ft of the Polling Place**

**§A.R.S. 16-515.A**— during the hours that the Polls are officially opened the only individuals allowed inside the Polling Place are:

- Those individuals who are at the Polling place to cast their vote
- Persons providing assistance to a Voter
- Election Board Workers (family members/children are not allowed other than for a brief moment)
- A Representative of the Parties who has been appointed in writing as a Poll Observer
- Challengers allowed by law
- Minors participating in simulated Elections
- Election Officials

### **Who is not allowed in this area?**

- Candidates unless they are there to cast their ballot
- Members of the Media unless they are there to cast their ballot
- Persons conducting exit polls
- Loiterers
- Electioneers

## 75 Foot No Solicitation / Electioneering Limit

### ELECTIONEERING

- Electioneering is campaigning or attempting to influence a person's vote on election day. This is not allowed within the Vote Center or in a public manner within the 75' limit—**NEW –Electioneering defined as “verbal” activity.**
- Electioneering shall be allowed outside of the 75' limit in public areas and parking lots
- The Marshal is in charge with the responsibility of enforcement and may call law enforcement for assistance if necessary

### New Laws and Ballot Measure:

- **Electioneering definition – must be verbal**  
What does this mean: Can carry brochures; wear clothing with political statements into the voting area.
- **Do not confuse this definition with 75' limit rule which means: Only voters, election officer, poll workers, party representative and observers can be within 75' limit.**
- **What does this mean: Cannot stand within 75' limit and hand out brochures, etc.**

### POSTING OF SIGNS INSIDE AND OUTSIDE

Signs are provided inside and outside the polling place (English & Spanish).

Make certain Bi-lingual Board Worker is familiar with all signs.

#### INSIDE:

**Tower**

**Start Here**

**Sample Ballots**

**Flag with stand**

**Exit/Salida**

**Provisional Ballots (table sign)**

**OUTSIDE:**

**Arrows**

**Vote Here**

**75 Foot Limit (only required measured placement)**

**Handicapped Parking**

**AZ Identification at the Polls (English/Spanish)**

**Voter Parking Sign**

## **CURB-SIDE VOTING**

Marshal will assist with curb-side voting at the Vote Center locations. Clipboards are provided for the voting process and the signing of a Disabled Voter Affidavit. Curb-side voting is the **ONLY** circumstance which allows an elector to sign the Disabled Affidavit instead of signing the Signature Roster.

Marshal will take to voter:

- Disabled Voter Affidavit
- Tablet where they will sign also



Voter will:

- Voter will complete and sign affidavit
- Have proper ID
- Tablet

Marshal will take affidavit and tablet back to the judge who will:

- Activate the ballot card to get voters bar code for ballot style
- Place completed & signed affidavit inside the Purple Folder

Marshal will return to curbside elector with:

- Express Vote
- Privacy folder
- I Voted Sticker
- Ballot on clip board
- Official write-in list (if applicable)
- Assist elector if asked
- Make sure to have elector check ballot
- 

Elector will:

- Vote the ballot on Express Vote
- Place voted ballot inside the secrecy folder
- Return to marshal

Marshal will:

- Deliver the voted ballot to the Inspector
- Return all supplies back inside the Vote Center
- Inspector will process the ballot through the DS200

**Affidavits are on the clipboard provided to each Vote Center location. Sample Following:**

DISABLED VOTER AFFIDAVIT

COCHISE COUNTY ELECTIONS

DATE

District/Precinct Name

I, the undersigned being unable to enter the polling place for the purpose of casting a ballot in the above election and precinct, sign this Affidavit in place of signing the Precinct Signature Roster. This said affidavit will be attached to the precinct signature roster as evidence of my casting a ballot in this immediate election.

Christopher A. Acheson

5

Name of Elector

Register Number of Elector

2404 S. Homestead Rd.

Address

(X) Identification Provided

SAME

Mailing Address

( ) Identification not Provided

Sierra Vista

AZ

85635

City

State

Zip

Christopher A. Acheson

Signature of Elector

# JUDGE'S DUTIES

Judges are assigned to the Polling Place; positions are defined as follows:

## Poll Book Tablet Judge

- Assists in setting up and closing the Polling Place as directed by the **Inspector**
- Has voter announce name and place of residence
- On the Poll Book Tablet, from the Voter Search Screen, there are to manually entering the name
- Look up by name, select the correct voter from the list
- Compare the ID to the name and address listed for the voter. If the name and one of the addresses match the ID press the capture signature button.
- Have the voter read the statement and sign, **using the stylus**, (signing in the white box)
- Once the voter's signature is satisfactory, have the voter press the "Accept" button.
- Judge will tap next "Accept" button
- Press the "Activate ballot card" button. Direct the voter to the Express Vote to vote their ballot.
- If a voter provides inadequate ID or NO ID send voter the Provisional Clerk. The Voter signs the Provisional Ballot Signature Roster **ONLY**. Voters must complete the Provisional Ballot Envelope. **Provisional voters do not sign Poll Book Tablet.**
- **Complete Voter ID Verification Receipt and on the Provisional Ballot Card write the Voter's Precinct and Party Affiliation on the stamped Provisional ballot card**
- If a voter brings ballot and surrenders the ballot (**write surrender in red on it and place in the Surrendered Envelope** and have voter sign Poll Book Tablet.)

## VERIFICATION RECEIPT

Voter must give this form to Provisional Ballot Clerk

- Voter's name not on Signature Roster
- Voter moved within the Precinct
- Voter moved to a New Precinct within the County
- Voter has been issued an Early Ballot
- Voter has changed name
- Voter is challenged at the Polls
- Voter did not provide ID
- Voter's ID Insufficient/Incorrect
- Voter presented one form of Native American ID with no name, address or photo

## CLERK'S DUTIES

Clerks are assigned to Vote Center. They will assist in the setting up and closing the Polling Place as directed by the **Inspector**. Clerks are floating; which means they are Cochise County ambassadors for goodwill-Help the Voters!

- Assisting Voters behind the Express Votes
- Assisting Provisional Voters
- Watching the Green Bags for Dropped off Early Ballots and Provisional Ballots
- Answering questions
- Working the line (ID and video)
- Assist Provisional Voters to a separate table
- Help voters complete Provisional Forms

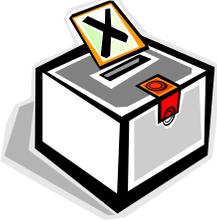
## CLERK'S DUTIES

- ❖ One clerk will enter the information on the Provisional Ballot Signature Roster.
- ❖ Make sure all the Disabled Voter Affidavit's are put in the Purple folder at the end of the day.
- ❖ **VOTER SPOILS A BALLOT**
  - Write the word "SPOILED" on the ballot in **RED INK** by the Inspector and one of the Judges
  - Place Spoiled Ballot in the Spoiled Ballot Envelope
  - Two additional ballots may be issued to voter
  - Replacement ballots **MUST** be of the same party as original ballot issued.
  - Both clerks will be working close together
  - Voter has to go back to the Tablet Judge to be reissued a ballot/will have to get in line again.

There are eight reasons a voter may vote a Provisional Ballot:

1. voter has not provided sufficient identification at the polling location
  - a) voter presented ID, not a complete match
  - b) voter has presented the proper forms of ID and names match, but photo and/ or address do not reasonably match
2. voter's name does not appear on the signature roster or inactive list, and the voter has not moved
3. voter has moved within the city boundaries or districts
4. voter has moved to a new precinct within the county
5. voter has been issued an Early Ballot
6. voter has changed his/her name
7. voter is challenged at the Polling Place
8. voter claims to be registered as a different party

Clerks are responsible for the Provisional Ballot Table and will assist voters in completing the Provisional Ballot Envelope. Completing the Provisional Ballot Signature Roster (used for all types of provisional ballots) for the voter to sign which becomes (PERMANENT RECORD)



DO **NOT** RUN PROVISIONAL BALLOTS THROUGH THE DS200!





# APPENDIX B

## CHECKLISTS

### FOR EACH POLL WORKER

### POSITION



## ***INSPECTOR'S CHECKLIST***

### ***ACTIVITIES PRIOR TO ELECTION DAY***

\_\_\_\_\_ Attend Mandatory Training Class for Elections; receive an Inspector's Notebook which contains:

- 1. Pencil Pouch: Badges, Yellow Seal, Pens and Rubber Bands*
- 2. Election Procedures*
- 3. Certification of Election*
- 4. Vote Center*
- 5. Board Workers names*
- 7. Opening/Closing Checklist*
- 8. How to Setup*
- 9. Survey*
- 10. Instructions for the Deaf E/S*
- 12. Manual*
- 14. Blank pages (for notes)*

\_\_\_\_\_ Arrange a pre-election day meeting with all your poll workers to set up the polling place, discuss poll worker duties, and go over election day duties. May take place during Elections training, but if poll workers are not there, Inspector must contact them individually with information on when to help set up polling place.

\_\_\_\_\_ Contact polling location, or work with Elections Dept to do so, to make arrangements to access the polling site on the morning of Election Day and on the Monday immediately prior to the Election (set up on that day absent unique circumstances) to set up election equipment. **MAKE SURE YOU HAVE THE KEY OR HAVE OTHER IRON-CLAD ARRANGEMENTS TO GET INTO THE BUILDING.**

## SETTING UP THE POLLING PLACE (MONDAY BEFORE ELECTION):

You and your poll workers will meet at the arranged time on Monday at the polling location and will set up the site (see attached diagram for guidance on how to set up a polling place) for the Election on Tuesday. Below are the activities that must be done:

\_\_\_\_\_ Bring the DS200, Poll Book Tablet and Printer, Blue Canvas Bag, and box(es) of ballot cards to the Vote Center. Contact Elections early Monday morning if you have not received your delivery of the above items (unless a time has been set up on Monday to receive them). Be sure to have your Inspector's Notebook for set-up and on Election Day.

\_\_\_\_\_ Make sure all of your equipment/elections items has been received for your Vote Center. Includes the DS200, Express Votes, Elections Supply Box, and Orange Cones, Metal Vote Here Sign and Wire frames.

\_\_\_\_\_ Check your supply box and make sure you have all of the supplies identified on the supplies list. Contact Elections immediately if any are missing at 432-8972.

\_\_\_\_\_ Set up tables and chairs; set up various forms and envelopes in accessible location for Board workers to use – spoiled ballot envelope, provisional ballot form; registration forms; challenge list; poll books and precinct register (to be used only if a failure in the tablets/printer).

\_\_\_\_\_ Set up Express Votes; must be in plain view of Board at all times; make sure Headphones and Braille Key Pad are connected and they are all plugged in.

\_\_\_\_\_ Designate a voting area for the disabled voters, which can be easily accessible; set up Tower with information and table with sample ballots , any voting information.

\_\_\_\_\_ Place the DS200 Scanner & Tabulator; remove the electrical cord from the back (see attached DS200 instructions);

\_\_\_\_\_ Assemble the Express Votes and place it in the proper location; turn it on and the page that tells the voter to select a language should come up. You can then turn the unit off until the morning;

\_\_\_\_\_ Set up Disabled Express Vote at the lowest position

\_\_\_\_\_ Place indoor signage at polling location, if allowed;

\_\_\_\_\_ Test to see that the electrical connections to all equipment work; make sure you have extension cords that reach. Contact Elections if you need additional cords:

\_\_\_\_\_ Contact the Elections Dept immediately with any concerns or issues that need to be resolved before the polls open.

\_\_\_\_\_ Have your Judges open the bag with the Ballot Cards and count the ballots issued from the Elections Department. Note that ballot cards are in sealed packages of 250. That number of Ballot cards is written on the outside. Place ballots back into the ballot box and reseal it. *Many Boards choose to complete this task on Election morning. Either way works as long as the task is completed before polls open.*

\_\_\_\_\_ Review all election procedures and the duties of all your poll workers to assure that the election will run smoothly.

\_\_\_\_\_ Meet with your poll workers (on set-up evening, if not before) and reach a consensus on eating arrangements on election day. Remember: no poll worker will leave the polling place on election day.

\_\_\_\_\_ Let your poll workers know the time of arrival on election morning (no later than 5:30 a.m.).

\_\_\_\_\_ Take the Poll book Tablets home. Bring them back on Election morning

### ***INSPECTOR'S OPENING CHECKLIST***

#### ***ELECTION MORNING ACTIVITIES***

\_\_\_\_\_ Open the doors at the polling site to your poll workers (not the public).

\_\_\_\_\_ Have poll workers complete and sign the pay voucher and distribute and sign name badges;

\_\_\_\_\_ Oversee the assembly of the Poll Book tablet and Printer located in the Tablet Transport Case (see tablet instruction sheet). Call Elections immediately if it is not working properly.

\_\_\_\_\_ Instruct the Judges to start the "Smart Update" (see tablet instruction sheet)

\_\_\_\_\_ Oversee the marking of the 75-foot limit and placement of outdoor signage; work to be performed by and under the direction of the Marshal);

\_\_\_\_\_ For the DS200, make sure the unit is plugged in; (see DS200 instructions sheet). The system will print a Zero Totals Report (Zeroes Report), a Status Report and a Zero Certification Report. **DO NOT REMOVE.** If the machine does not produce these reports, contact Elections immediately. Ballots cannot be placed into the machine unless and until it is working properly.

\_\_\_\_\_ Verify that there are no votes cast in any contest on the Zero Totals Report. Again contact Elections immediately if there are any results other than "Zero."

\_\_\_\_\_ If the contests match and the totals are set to zero before the Vote Center open, sign, along with the two judges, the zero certification tape verifying this information. NOTE: Do Not Remove the tape from the machine; fold the tape

(accordion fashion) and place it along the side of the DS200. The DS200 Scanner and is now ready to process ballots.

\_\_\_\_\_ Verify the time given for the Vote Centers Open on top of the tape is in synch with the time piece used by the Marshal to open the Vote Center.

\_\_\_\_\_ **BEGIN VOTING PRECISELY AT 6:00 A.M.** Direct the Marshal to announce the opening of the polls.

### **THROUGHOUT ELECTION DAY:**

\_\_\_\_\_ Exercise authority and coordinate all election activities at the polling place; supervise the election poll workers; deal with problems as they come up. Contact the Elections Department or assigned troubleshooters to resolve issues during the day.

\_\_\_\_\_ Be the contact point for Party Chairs, election observers, Elections staff and officials.

\_\_\_\_\_ Assist voters to insure that their voted ballots are inserted into the DS200 (voters should insert the ballots themselves to the extent possible); protect voter privacy; assist voters in “overriding” any ballots rejected by the machine until the ballot is accepted.

\_\_\_\_\_ Give voters an “I Voted” sticker once their ballot has been inserted into the DS200.

\_\_\_\_\_ Determine voter challenges, when applicable. Along with the two Judges, makes up the official voting election board for challenges (A.R.S. §16-592(b)).

\_\_\_\_\_ Ensure that the procedures for Provisional and Conditional-Provisional Ballots are carried out correctly.

## ***INSPECTOR'S CHECKLIST***

### ***CLOSING THE POLLS***

\_\_\_\_\_ Have the Marshal announce the Closing of the Polls at 7:00 p.m. Voters in line are entitled to vote, but no late-comers (after 7 p.m.) may be processed.

\_\_\_\_\_ After the final voter has voted, the Inspector and Judges shall remove all contents from the small Auxiliary Bin. This includes ***Regular Voted Ballots*** deposited during the day due to an inoperable DS200, if applicable.

\_\_\_\_\_ Take any ***Regular Voted Ballots*** that were in the small Auxiliary Bin and insert them individually into the DS200 for tabulation. Use the Override Button if required to read the ballots. **NOTE:** During this process, no ballot can be returned to correct because the Voter is not there. If there is an **OVER VOTE** or **UNDER VOTE**, you will have to push the **"ACCEPT BUTTON"** for the DS200 to accept the ballot.

\_\_\_\_\_ Close the DS200. See the Instruction Booklet.

\_\_\_\_\_ Have your Clerks take the Dropped Off Early Green Ballot Bag and Provisional Green Ballot Bag place the Yellow Seal on the Zipper. Seal are in the Green Bags. (inside the Blue Canvas Bag if they fit).

\_\_\_\_\_ Have your Clerks count the number of **Spoiled Ballots** and write that number on the ***PRECINCT TOTALS REPORT***. Place the **Spoiled Ballots** back into the SPOILED BALLOTS ENVELOPE.

\_\_\_\_\_ Open the Ballot compartment on the DS200 Box. Have your poll workers (more than 1 for security reasons) bring them over to the counting table and place them in the large, clear plastic bags (found in the Blue Canvas Bag) labeled **VOTED BALLOTS** and **VOTED WRITE-IN BALLOTS** respectively. Note: If the diverter in the

Ballot Box did not separate voted and write-in ballots correctly, all will be place in the **VOTED BALLOTS** bag.

\_\_\_\_\_ While the above is occurring, the Judges will count the **unused** ballots and fill out the white, 2-part **OFFICIAL BALLOT REPORT**. This Report, when completed, must be signed by you and each of your Poll Workers. Unused ballots should be boxed up and then the box shall be sealed with the Unused Ballot Seal.

\_\_\_\_\_ Once the polls are closed at 7 p.m., the Marshal and available Clerks will begin to disassemble the voting equipment, the Express Votes, voting booths, take down all signage, and chairs and tables not in use. Unused supplies and signs will be put back into the supply box.

\_\_\_\_\_ The Results Tapes should be done on the DS200. Remove the tape from the DS200 and separate it into the 3 sets of Reports. The Inspector and 2 Judges must sign the bottom of each of the 3 Results Reports. The **FIRST VOTING RESULTS REPORT** stays with the Voted Ballots and goes in the Voted Ballots Envelope. The **SECOND VOTING RESULTS REPORT** will be placed in **OFFICIAL RETURNS ENVELOPE**. The **THIRD VOTING RESULTS REPORT** goes into the **UNOFFICIAL RETURNS ENVELOPE**.

#### **FINAL PROCESSING:**

\_\_\_\_\_ You are ready now for final closing operations. To do this you will need all of the items in your blue Canvas Bag. Inside the Canvas Bag is a white sheet entitled **CHECK LIST CANVAS TRANSFER BAG**. Go through the Check List from top to bottom, insuring that you have each item required, and initial the check list when each item is completed. Items to be placed inside the Blue Canvas Bag: (1) Voted Ballots Envelope; (2) Write-In Ballots Envelope; (3) Official Returns Envelope; (4) Unofficial Returns Envelope; (5) Provisional/Conditional Bag; (6) Early Ballot Bag; and (7) **blue** small case with Thumb drive from DS200. Place all items inside the Blue Canvas Bag and zip it up.

\_\_\_\_\_Take the numbered **yellow** Plastic Seal, which is inside the pencil pouch in the Inspector's Notebook, and secures the Blue CANVAS TRANSFER BAG using the plastic seal. Please note that if correctly done, the Bag will not be able to be opened without breaking the plastic seal.

\_\_\_\_\_Continue to close the polling place.

\_\_\_\_\_If County Couriers are there to pick up the Blue Canvas Bag, DS200 box, Tablet and Printer, and box of Unused Ballots, you will need to sign for the "transfer" the above items to them.



\_\_\_\_\_Stack the remainder of the voting equipment and supplies near the door. Turn out the lights; lock the building and send your poll workers home.

## ***MARSHAL'S CHECKLIST***

Marshals shall preserve order at the polls and permit no violation of the Election laws, and for that purpose, are vested with powers of a Constable from the opening of the polls until the count of ballots is completed.

### **ACTIVITIES PRIOR TO ELECTION DAY:**

\_\_\_\_\_ Attend Mandatory Training Class.

\_\_\_\_\_ Review all Election procedures applicable to the position of Marshal.

\_\_\_\_\_ With other poll workers, assist in setting up the polling place on the Monday prior to the Election (unless other date is set by the Inspector).

### **ELECTION MORNING AND ELECTION DAY ACTIVITIES:**

\_\_\_\_\_ Arrive at polling place at the time designated by the Inspector (which will be no later than 5:30 a.m.

\_\_\_\_\_ Sign pay voucher.

\_\_\_\_\_ Mark the 75-foot limit in three directions from the main outside entrance to the polling place. Post three notices for the 75-foot limit. Place "Vote Here" and all of the remaining outdoor signs outside the polling place, to the extent not completed at the Monday set-up.

\_\_\_\_\_ Assist the Inspector in activities necessary to complete prior to opening the polls.

\_\_\_\_\_ Coordinate that your timepiece matches the DS200 machine time.

\_\_\_\_\_ Announce the opening of the polls at exactly 6:00 a.m.

## **After the Polls Open:**

\_\_\_\_\_ Preserve order at the polls; make sure no electioneering occurs within the 75-foot limit and within the polling place itself.

\_\_\_\_\_ Assist the Judges and Clerks with Curb-side voting, if requested.

\_\_\_\_\_ Periodically note the length of waiting times at the polling place. If the waiting time is 30 minutes or more, inform the Inspector so that the Inspector may request additional resources as appropriate. Help reduce waiting times by informing voters in line as to identification requirements and directing them to the appropriate line or station. Direct voters to the location of sample ballots and election pamphlets to help reduce waiting times, as necessary.

\_\_\_\_\_ Perform the duties of any other poll worker on a relief basis, as requested.

\_\_\_\_\_ Announce that the poll will be closing at 6 p.m. (one hour before); 6:30 p.m. (one half hour before); 6:45 p.m. (fifteen minutes before); 6:59 p.m. (one minute before); and promptly at 7:00 that the poll is closed. Stand behind the last person in line (if one exists). Voters in line at 7:00 will be allowed to vote, but no one who arrives after 7:00 p.m.

## **CLOSING CHECKLIST:**

### **After the Polls Close (Marshals and Clerks):**

\_\_\_\_\_ Collect and bring inside the polling place all outdoor signs.

\_\_\_\_\_ Take completed Voter Registration Cards, Green Cards, and the back-up poll list book and take them to the Inspector.

\_\_\_\_\_ Gather all supplies and the remainder of the signs. Place them in the supplies box.

\_\_\_\_\_ Disassemble the Express Votes.

\_\_\_\_\_ Check the kitchen and food storage area; bag any trash created by Poll Workers. Make sure poll workers take home all food and containers brought to the polling place.

\_\_\_\_\_ Put away tables and chairs, and move equipment to location near the door if possible.

\_\_\_\_\_ Make sure the polling place is clean and orderly.



## ***JUDGE'S CHECKLIST***

Judges are in charge of the voting process. There are a number of duties specific to the Judges identified below, and other duties that may be performed by Judges or other poll workers.

### **ACTIVITIES PRIOR TO ELECTION DAY:**

\_\_\_\_\_ Attend Mandatory Training Class; focus on Poll Book Tablet and printer and voter ID.

\_\_\_\_\_ Review all election procedures applicable to the position of Judge, including instructions on how to operate the Poll Book Tablet and Printer, prior to Election Day.

\_\_\_\_\_ With other poll workers, assist in setting up the polling place the Monday prior to election (unless other date set by Inspector).

\_\_\_\_\_ During set-up, open the bag(s) with the Ballot cards and count the number received from the Elections Department. Note that ballots are grouped by ballot style in sealed packages of 250.

\_\_\_\_\_ Set up the Tablet and Printer.

### **ELECTION MORNING AND ELECTION DAY ACTIVITIES:**

\_\_\_\_\_ Arrive at polling place at the time designated by Inspector (which will be no later than 5:30 a.m.).

\_\_\_\_\_ Turn on the Printer; then turn on Poll Book Tablet and follow the

\_\_\_\_\_ After the Inspector starts the DS200, both Judges must sign their name on the tape that make up the zeroes report. Look to see that candidates/issues have zero votes on the respective Reports (tape).

\_\_\_\_\_ Check each voter for proper identification. Use Poll Book Tablet to locate their names. Have them sign on the signature line shown on the Tablet, and print the Ballot card bar code.

\_\_\_\_\_ Judges will give the voter secrecy sleeves as needed. Judges shall not have more than one package of ballots for each Ballot style open at one time.

\_\_\_\_\_ Upon request by a voter, Judges will instruct the voter on the method for marking a ballot; or, upon request, Judges shall instruct the voter on how to select his/her vote on the Express Votes.

\_\_\_\_\_ Refer voters who do not produce the proper identification to the Clerk who handles Provisional Ballots.

### **CLOSING CHECKLIST:**

#### **After the Polls Close:**

\_\_\_\_\_ Count the number of Ballots that were NOT used and place the unused ballots back into the ballot bag and seal it with the Official Unused Ballot Seal (white seal with black print). Seal can be found in the accordion folder.

\_\_\_\_\_ By this time, the Inspector will have closed the DS200 Counting Unit and will have printed out three sets of tapes on the machine that are the **VOTING RESULTS REPORT**. The Inspector and both Judges must sign each copy of the Report and those tapes will be placed in the appropriate envelopes that go into the Blue Canvas Bag.

\_\_\_\_\_ Assist the Marshal and Clerks in disassembling the machines, equipment, signs and supplies for the polling place.



### ***CLERK'S CHECKLIST***

Clerks perform a variety of election-related tasks at the polling location as directed.

#### **ACTIVITIES PRIOR TO ELECTION DAY:**

\_\_\_\_\_ Attend Mandatory Training Class

\_\_\_\_\_ Review all election procedures applicable to the position of Judge, including voter identification requirements and instructions on how to operate the Poll Book Tablet and Printer, prior to Election Day.

\_\_\_\_\_ With other poll workers, assist in setting up the polling place the Monday prior to election (unless other date set by Inspector).

#### **ELECTION MORNING AND ELECTION DAY ACTIVITIES:**

\_\_\_\_\_ Arrive at polling place at the time designated by Inspector (which will be no later than 5:30 a.m.).

\_\_\_\_\_ Assist the Marshall in putting up remaining signage at the polling place.

## After the Polls Open:

\_\_\_\_\_ Assist the Judges in getting voters to and through lines and having the proper identification. Talk to Voters about the new equipment and show the video on extra tablets.

\_\_\_\_\_ Provisional Ballot Clerk will process voters who are required to vote Provisional or conditional-provisional ballots; fill out the Provisional Ballot Form; direct the voter to the Express Vote to vote and search for correct ballot so they can vote. They place ballot in the provisional form envelope and into the Green Provisional Bag.

\_\_\_\_\_ Provide relief for the other Election Poll Workers as needed.

## CLOSING CHECKLIST:

### After the Polls Close:

\_\_\_\_\_ Bring the **Dropped Off Early Ballots in Green Bag** and **Provisional Ballots in Green Bag with the Yellow Seals** to be place in Blue Canvas Bag if there is room.

\_\_\_\_\_ Bring **Spoiled Ballots** to Inspector

\_\_\_\_\_ After the Inspector opens compartments on the DS200, remove the **Regular Voted Ballots**; place the Voted Ballots in the clear plastic bags (found in the Blue Canvas Bag) labeled **VOTED BALLOTS**.

\_\_\_\_\_ Place all Disabled Voter Affidavits in the Purple folder.

\_\_\_\_\_ Deliver to the Inspector completed Voter Registration Forms and Green Cards.

\_\_\_\_\_ Assist the Marshal in the following:

\_\_\_\_\_ Collecting and bringing inside the polling place all outdoor signs.

\_\_\_\_\_ Organizing signs and placing them inside the supply box.

\_\_\_\_\_Disassembling the voting booths and placing them together.

\_\_\_\_\_Checking the kitchen and food storage areas, bagging any trash created by Poll Workers. Make sure poll workers take with them all food and food containers.

\_\_\_\_\_Making sure the polling place is clean and orderly.





# APPENDIX C

## USE OF DS200 TABULATION MACHINE ON ELECTION DAY

## REFER TO THE INSTRUCTIONS IN YOUR INSPECTORS NOTEBOOK.

\_\_\_\_\_ The System will print a Zero Totals Report, a Status Report and a Zero Certification Report. **(DO NOT REMOVE)**

\_\_\_\_\_ Verify that all contests on this report apply to your Vote Center.

\_\_\_\_\_ Verify that there are no votes cast in any contest.

\_\_\_\_\_ Verify time given for Polls Open on top of tape is in sync with time piece used by Marshal.

**IF THE CONTESTS DO NOT CORRESPOND WITH THE BALLOT OR THE STATUS REPORT INDICATES VOTED BALLOTS, NOTIFY THE ELECTION DEPARTMENT IMMEDIATELY. CONTINUE WITH THE OPENING OF THE POLLS BUT DO NOTHING TO THE TABULATOR. IF ANY BALLOTS ARE VOTED BEFORE THIS SITUATION IS CORRECTED, PLACE THEM IN THE AUXILIARY BIN IN THE FRONT OF THE METAL BALLOT BOX (unlock door in front to open slot and then lock it again).**

\_\_\_\_\_ If the contests match and the totals are set to zero before the polls open, sign the zero certification tape verifying this information. **NOTE:** Do Not Remove the tape from the machine, fold the tape up (accordion fashion) and place it beside the DS200..

The DS200 Scanner is now ready to process ballots: **BEGIN VOTING PRECISELY AT 6:00 A.M.**, direct the Marshal to announce the opening of the polls.

## STATUS REPORT

The status Report Tape prints at the beginning; this report verifies that all contests on the report apply to your polling place

09:10:00 09/24/2013  
SUPERVISOR SWITCH DISENGAGED

\*\*\* Status Report \*\*\*  
09:10:00 09/24/2013

COCHISE COUNTY  
Cochise County Consolidated  
0001 POLL 1  
Election Date: November 05, 2013  
POLL 1

Ballot Types:  
ALL  
----  
0  
Total: 0

## ZERO TOTALS REPORT TAPE

This report prints automatically when polls open. It shows the date and times the polls were opened, displays zero counts for all contests and it prints signature lines for Inspector and Judges to sign.

### DO NOT REMOVE THE TAPE FROM THE MACHINE

1. Plug the DS200 into the surge protector provided. The surge protector is then plugged into a 120V AC outlet. **Status Report and Zero Totals Report Tape** will automatically print. **DO NOT TEAR OFF THIS TAPE**
2. Verify that all candidates and propositions that appear on the Official Ballot also appear on **the Zero Totals Report Tape**.

\*\*\* Zero Totals Report \*\*\*  
09:10:01 09/24/2013

COCHISE COUNTY  
Cochise County Consolidated  
0001 POLL 1  
Election Date: November 05, 2013  
Total Number Voting: 0

Precinct Voting Report

POLL 1

Total Ballots	0
Ballots for Code 00001-01-01	0
Ballots for Code 00001-01-02	0

ST DAVID (SD 21) QUESTION

YES	0
NO	0
Over Votes	0
Under Votes	0
-----	
Total Votes	0

SAN PEDRO VALLEY (HD 02) QUESTION

YES	0
NO	0
Over Votes	0
Under Votes	0
-----	
Total Votes	0

WE, THE UNDERSIGNED, DO HEREBY CERTIFY  
THAT ALL COUNTERS ARE ZERO (0).

-----  
INSPECTOR

-----  
JUDGE

-----  
JUDGE

09:10:04 09/24/2013  
Polls Opened

**NOTE: IF ANY VOTE TOTALS APPEAR ON THE TAPE, CALL THE ELECTION DEPARTMENT IMMEDIATELY.**

**520-432-8972**

3. Check the Public Count display

**NOTE: THE MESSAGE DISPLAY MUST READ “NUMBER OF VOTERS 0”**

4. Proceed with the election

5. The tape will not advance after each ballot is fed into the DS200

**To insure a smooth Election process the following steps are suggested:**

- When Voter comes to the DS200 with the completed ballot, instruct the voter to insert the ballot into the entry slot with **Green Arrow** of the DS200.
  - Ballot can be inserted in any orientation (except folded)
  - Do not hold onto the ballot while the DS200 is trying to pull the ballot. This may cause the ballot to jam or return as misread.

### **AUXILIARY COMPARTMENT**

The auxiliary compartment is used if the DS200 becomes inoperable for any reason during the election process. If the DS200 becomes inoperable the tabulator will cease accepting ballots. If this happens, call the Election Department first and process with the following steps.

**WARNING: DO NOT STOP THE VOTING PROCESS!!!!**

1. Unlock and open the Auxiliary Door of the small Ballot Box. Open the Auxiliary Bin Slot and Re-Lock the main door.

2. Instruct the Voters to place their voted ballots in this Auxiliary Bin slot located in the front of the small ballot box.

3. Resume normal procedures for processing the ballots as soon as the DS200 has been repaired or replaced by the Trouble-Shooter.
4. Remove any ballots that are in the Auxiliary Bin placed during the voting hours while the DS200 was inoperable. **This will only be done at the end of the voting hours, after the last Voter has voted.**
5. Insert each ballot into the DS200 voting slot
6. Any ballot returned for any reason must be overridden at the time and the ballot accepted.
7. Proceed to closing the polls and obtain the results of the election.
8. The Auxiliary Bin must remain locked during voting hours. **Or if the DS200 becomes inoperable**

### **CLOSING THE POLLS ON THE DS200**

#### **REFER TO THE INSTRUCTIONS IN INSPECTORS NOTEBOOK**

- The **FIRST VOTING RESULTS REPORT** stays with the Voted Ballots; Inspector and Judges shall sign the bottom of this report.
- The Inspector and Judges shall sign the bottom of the **SECOND VOTING RESULTS REPORT** and place it in the Official Returns envelope.
- Remove the **THIRD VOTING RESULTS REPORT**; Inspector and Judges sign the bottom of this report and place it in the Unofficial Returns Envelope.
- At this point BE GATHERING all items that need to go into the Blue Canvas Bag immediately below). These are the items you are taking: (DS200 Thumb Drive in

*Blue case, Poll Book Tablet, Voted Ballots and Unused Ballots, Official Envelope, Unofficial Envelope, Green Provisional Bag, and Green Early Ballot Bag.*

- *MAKE SURE BOARD WORKERS HAVE COMPLETED CLOSING CHECK LIST AND ALL SUPPLIES AND EQUIPMENT ARE SET OFF TO THE SIDE AND OUT OF THE WAY FOR PICK UP NEXT DAY. VOTE CENTER IS AT ITS ORIGINAL CONDIDTION IN WHICH YOU FOUND IT.*
- *THANK YOUR BOARD WORKERS FOR A JOB WELL DON AND DISMISS THEM*

*\*INSPECTORS PLEASE RETURN NOTEBOOKS IN SUPPLY BOX\**

**CONGRATULATIONS ON A JOB WELL DONE!!**

