



CLERKS & MARSHALS HANDBOOK

August 2016 edition

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Standards of Conduct

On Election Day, the poll workers are official representatives of Pima County and should conduct themselves in a professional manner. They should be fair, impartial and equitable to all voters. Pima County's standards of professional conduct are:

- Be courteous and respectful to all people regardless of age, race, sex, disabling condition or lifestyle.
- Do not make remarks that are sexist or ethnic in nature. Refrain from making comments about names.
- Do not keep food or beverages on the election work tables. These items should be on a separate table or on the floor. A spilled drink (even water) can ruin a stack of ballots, or other election paperwork.
- Poll workers may do handiwork, such as knitting, crocheting, etc., but such activities should never interfere with or delay service to voters. Yarn, needles, and other items must be kept off election work tables.
- Poll workers may read personal materials. Special care should be exercised to ensure that reading materials could in no way be construed as political or partisan in nature; this includes newspapers.
- Although it is a long work day, please minimize conversation as it distracts voters and other poll workers. At no time during the day should politics or items on the ballot be discussed by poll workers.
- Cellular phones are not to be used for personal purposes within the polling location. They may be used to conduct official election business with Pima County Elections staff or the Pima County Recorder's Office. Poll workers may not use electronic devices such as radios, televisions, tablets, or laptops in the polling place unless it is issued to them by Pima County Elections Department.

Dress and Presentation

On Election Day, poll workers should dress and act professionally to reflect the importance of the election and to assure the voters' trust. Poll workers should be clean and groomed; clothing and footwear should be in good repair. Please be aware that some people have reactions to strong scents so keep perfume and cologne to a minimum.

Appropriate attire would be slacks, jeans, collared shirts or blouses, with clean sneakers or dress shoes. Shorts, skirts and dresses may be worn but should be at or below the knees. **Inappropriate attire** would be cut-offs or knit shorts, t-shirts (with or without ads or inappropriate language), tank tops, flip-flops, revealing clothing, campaign/candidate attire of any kind or any clothing with a political affiliation.

Roles and Responsibilities

Poll workers serve important roles in administering one of our fundamental democratic freedoms, the right to vote. As with any organizational structure there must be clear lines of responsibility and authority. To qualify as a poll worker you must be registered to vote in Pima County (A.R.S. § 16-531). Inspectors, Judges and Marshals must be registered to vote as either a Republican or a Democrat.

In the polling place there are 7 primary roles: Inspector, Judge of the Opposite Party (of the Inspector), Judge of the Same Party (of the Inspector), Marshal, ID Clerk, Poll List Clerk and Special Situations Clerk. Together these poll workers are referred to as the Election Board for their polling place. The Election Board members are required to attend training prior to each election (A.R.S. § 16-532), to know the basic duties of their positions and will follow the directions and guidance given by the Inspector who is in overall charge of each polling location.

No poll worker should, at any time, make up policies for problem situations (including the Inspector). If a question arises that has not been covered in training or in any manual, the Inspector should call the Election HOTLINE (724-8551) and ask for guidance.

Working Hours

In addition to the training classes, the polling place should be set up the night prior to the election (with the exception of everything in the steel cage) if at all possible. When setting up the night before is not possible, make sure your set up is complete when the polls open.

On Election Day, all Board Members are to report to their assigned polling place no later than 5:00 AM. THE POLLS WILL OPEN PROMPTLY AT 6:00 AM WITHOUT EXCEPTION.

During Election Day, do not leave your work station as long as the polls are open unless you are relieved by the Inspector, who will schedule meal and work breaks around the amount of voters who come to your location. Although the polls close at 7:00 PM, the work day continues until all the closing procedures are complete and you have been released by your Inspector.

If you have an unexpected emergency that will prevent you from working the polls on Election Day, please notify the Elections Department at 724-6830 (prior to the election) or 724-8551 (on the day of the election), as soon as possible so a replacement can be assigned. Please contact your Inspector as well so they are kept informed and can make adjustments if necessary.

Assisting Voters

Regular: Voters asking for assistance from poll workers requires two poll workers of different political parties.

Disabled: The key to providing quality services to voters with disabilities is to remember that all voters are individuals and should be treated with the same respect as you would ask for yourself. In most cases, the best way to learn how to accommodate voters with disabilities is to ask them directly what they require from you. Here are some suggestions to assist voters with disabilities:

- Be considerate of the extra time it might take for a voter with a disability to vote.
- Federal law allows voters with disabilities to be accompanied and to receive assistance by another person while voting. If asked, poll workers can provide assistance as well but remember that it takes two poll workers of different parties to help when requested.
- Speak directly to the person who has the disability rather than to the companion who may be along to provide assistance.
- Speak calmly, slowly, and directly to a person with a hearing impairment. Your facial expressions, gestures, and body movements help in understanding. Writing a note may be helpful.
- Before pushing someone in a wheelchair, ask permission first and how you should proceed.
- Greet a person who is visually impaired by introducing yourself and where you are in the room. Provide a signature guide for signing forms. When offering walking assistance, allow the person to take your arm and tell the person if you are approaching steps, inclines or declines.

Be aware that assistance animals must be admitted into all buildings. Such animals are highly trained and do not require special care from anyone other than their owner. Do not talk to or pet the assistance animal.

Language: Pima County Elections has taken a number of steps to ensure that all voters have materials and information available to them in the polling place. In addition to having Spanish and/or Native American language translations of election materials, Pima County Elections provides bilingual poll workers in many targeted polling places on Election Day. If your polling place needs a translator and one has not been assigned to your precinct, contact the HOTLINE (724-8551) immediately.

Electioneering, Exit Polling, Watchers and Media

Electioneering occurs when an individual knowingly, intentionally, by **verbal expression** and in order to induce or compel another person to vote in a particular manner, or to refrain from voting, expresses support for or

opposition to a candidate, a ballot question, or a political party which appears on the ballot in that election.

Poll workers must be careful to avoid remarks that may be construed as electioneering. Comments about candidates or issues on the ballot should be avoided altogether. If a voter or anyone tries to engage in a discussion of political issues or asks an opinion about an election matter, poll workers should say, **“I’m not allowed by law to comment on that.”**

No signs advocating passage or defeat of a measure or candidate on the ballot should ever be posted on public property. Poll workers are authorized to remove such signs if they are posted inside the 75 foot limit on Election Day. Additionally, election/campaign signs in or on cars are not allowed within the 75 feet of the polling place.

Informational vs. campaign materials: The law allows informational materials which are neutral in language to be published by a jurisdiction. However, any information promoting passage or defeat of a measure, or the election or defeat of a candidate is not allowed to be exposed in the polling place except in the privacy of a secrecy booth.

Exit Polling/Petition Circulators occurs when poll takers question voters about how they voted as they leave the polling place or ask you to sign a petition. No one is obligated to answer the questions of an exit poller or sign a petition. The exit pollers might be media representatives, representatives of political parties, or campaign workers. Exit polling must be conducted outside of the 75 foot limit and they are prohibited from engaging in any activities that would interfere with the freedom of voters to enter or leave the polling place or to cast their vote. If told in advance that exit polling will be conducted at specific polling places, Pima County Elections staff will notify the Inspectors at that facility.

Poll Watchers are appointed by political parties and will present an introductory letter to the Inspector signed by the county party chair or campaign.

Poll watchers may observe the voting process before, during and after voting hours. They may also observe the opening and closing process but only if they remain quiet and well away from the poll worker's tables.

Poll watchers may not handle ballots, poll books, or interfere in any way with the voting process. They cannot electioneer within 75 feet of a polling place entrance or exit. They also are not able to remove any items from the poll worker's tables, approach any voting booths or use a cellular phone in the polling place.

Media Observers are not allowed within the 75 foot limit. Absolutely no recording of any kind (audio, video, or still photography) may take place inside the 75 foot limit.

If you have further questions about Election Day exit polling, poll watchers and observers, or electioneering, call the HOTLINE (724-8551).

Prior to Election Day

Board Instruction Class: All poll workers **MUST** attend a board instruction class prior to Election Day (A.R.S. § 16-532). If you have been a poll worker in the past, bring your manual with you to class. If a new manual has been created, exchange it at the class so you have the most current edition. **Be sure to bring your manual with you on Election Day for use as a reference.**

Make sure that the Pima County Elections Department has your current contact information. Your Inspector will contact you prior to the election. If you have not heard from your Inspector by the Sunday prior to the election, use the contact phone number printed on your letter and call them. Make sure you ask them about what conveniences are available for your use (refrigerator, microwave, coffee pot, etc...) so you can plan ahead for Election Day.

It is important that all poll workers know the location of the polling place in advance and how long it takes to get there. Keep in mind that it may look different in the dark at 5:00 AM. The Marshal should note the flow of traffic

around the polling place to decide where to place the signs for maximum visibility and voter safety on Election Day.

Monday Night Set Up Meeting: We ask our Inspectors to hold a Monday night set-up meeting if at all possible. This is an opportunity to complete the supply inventory, set up the voting booths and signs, prepare items for the election, review the duties of the board members and get the chance to meet the people you will be working with during Election Day. Participation is not mandatory on Monday night but it is highly recommended.

Prepare to Open the Polls: If poll workers are unable to enter the polling place because the janitor/custodian has failed to arrive, or the key does not fit/work, or if the Inspector does not arrive by 5:10 AM, any other poll worker must call the HOTLINE (724-8551) immediately. If necessary, drive to the nearest phone.

If your station is not ready, complete setting it up before asking the Inspector how you can help. If your station has already been set up the night before, take your instructions from the Inspector to finish getting the polls ready for voters.

The Marshal will administer the Oath of Officers of Election to the Inspector. This is found on the back cover of the Red Poll List. The Inspector will then have all board members take the oath; everyone needs to print their names and sign the document. The Inspector or someone by their direction will hand out name tags. Make sure your name and position are clearly stated for the voters to see.

The Inspector will oversee the marking of the 75 foot limit, posting of the required signs, and sample ballots by the Marshal and **direct the Marshal to open the polls at exactly 6:00 AM.**

appropriate box on the Voter ID Slip, issues the slip to the voter, and directs them to the Special Situations table.

- The voter's name is not found in the Precinct Register. The ID Clerk checks the appropriate box on the slip, issues the slip to the voter, and directs them to the Special Situations table.

Regular Ballot: The ID Clerk locates the voter's name in the register and the ID reasonably matches the register information. The ID Clerk enters on the Voter ID Slip the voter's register number from the Precinct Register, checks the appropriate (top) box on the Voter ID Slip, places their initials on the line next to the register number, issues the slip to the voter and directs the voter to the Signature Roster Judge (Judge of the Same Party or JSP). The voter continues with standard voting procedures as follows.

The JSP locates the voter's name in the Signature Roster and marks the correct signature line with a small "x." The voter signs the roster in the space provided next to his or her name. The voter may sign "upside down" from the JSP's point of view unless the signature line contains an affirmation statement. If it does, the JSP will turn the Signature Roster around so that the voter can attest to the statement on the signature line.

2016 PRIMARY ELECTION		000	'A'
Reg #	PARTY VOTER ID NAME RESIDENTIAL ADDRESS MAILING ADDRESS	STRIPE STATUS	SIGNATURE
1	REP 2048821 ADAMS, KEVIN E 909 N 2ND AVE	 SAL	I swear/affirm the address listed is correct and where I reside.
2	DEM 2132611 ADKINS, LUIS D 213 W 10TH ST	 BLU	
3	PND 1801672 ALLEN, JOHN D 121 N MCKINLEY AVE PO BOX 133	 NON	
4	GRN 2017760 BEATRIZ, DAVID ROBERT 841 S 7TH ST	 GRN	
5	LIB 1050173 BUCKLEY, DONALD BYRON 321 E OCOTILLO DR	 YEL	<i>Early Ballot</i>

The JSP completes the Voter ID Slip with the style (color stripe) of ballot to be issued, (if the election is a primary, the JSP will enter the party information next), then will write their initials in the proper place before passing the slip to the Ballot Issuing Judge (Judge of the Opposite Party or JOP).

The JOP reviews the information on the Voter ID Slip to issue the correct ballot to the voter. The JOP gives the proper ballot and secrecy sleeve to the voter (use of the secrecy sleeve is the voter's option but it should always be offered). The JOP explains to the voter where their completed ballot should be placed (Metal Ballot Box) and directs them to an empty secrecy booth. NOTE: Issuing a ballot before a secrecy booth is available could contribute to missing ballots if impatient voters walk out undetected.

The JOP passes the Voter ID Slip to the Poll List Clerk to place the information from the slip into the Red Poll List.

The Poll List Clerk looks up the voter's information in the Precinct Register and accurately copies the voter's register number and name (last name, first name and middle initial) on the next available line of the Red Poll List. Each entry should be numbered consecutively.

INFORMATION REGISTER		Voting Area: 000		'A'
2016 PRIMARY ELECTION EXAMPLE				
(IA)	1	SAL	ADAMS, KEVIN E	909 N 2ND AVE
	2	BLU	ADKINS, LUIS D	213 W 10TH ST
	3	NONE	ALLEN, JOHN D	121 N MCKINLEY AVE PO BOX 133
	4	GRN	BEATRIZ, DAVID ROBERT	841 S 7TH ST
(E)	5	YEL	BUCKLEY, DONALD BYRON	321 E OCOTILLO DR
	6	NONE	CARSON, BRYAN K	3434 E 22ND ST PO BOX 2115
	7	NONE	DOLE, JANE	5461 N ROSEMONT BLVD

Voting Order No./Register No./Name of Voter					
Voting Order No.	Register No.	Name of Voter (As printed in Register)	Voting Order No.	Register No.	Name of Voter (As printed in Register)
01			26		
02			27		
03			28		
04			29		

The poll list automatically records the information in triplicate. Insert the cardboard backing behind the last copy to prevent copy marks from appearing on the pages below. The Poll List Clerk must take care to press hard as they write so the information goes through to all four copies.

The election official monitoring the Metal Ballot Box should collect the secrecy sleeves from the voter prior to handing them an “I Voted” sticker.

Voter is Marked Early: If the voter has brought a voted Early Ballot to the polling place, the Special Situations Clerk will make sure that the voter has completed and signed the Early Ballot Affidavit Envelope, has sealed their completed ballot in the envelope and have the envelope placed into the Blue Ballot Box (by the voter or the clerk).

If the voter has the Early Ballot and has not voted the ballot, direct the voter to an empty secrecy booth; ask them to vote the ballot, complete and sign the Early Ballot Affidavit Envelope, seal the ballot inside, and place it in the Blue Ballot Box.

If the voter has not brought the Early Ballot to the polls, he or she shall be allowed to vote a Provisional Ballot. If the voter is not listed in your Precinct Register, a call MUST be made to the Recorder’s Office to ensure voter is in the correct polling place.

The ID Clerk locates the elector’s name in the Precinct Register; the ID reasonably matches the register information, but finds that the voter is marked as having been sent an **Early Ballot**. The ID Clerk enters on the Voter ID Slip the voter’s register number from the Precinct Register, checks

the appropriate (second) box on the Voter ID Slip, places their initials on the line next to the register number, issues the slip to the voter and directs the voter to the Special Situations table.

The Special Situations Clerk will locate the voter's information in their Precinct Register, complete and SIGN the top portion of the Provisional Ballot Envelope in **RED** ink marking the appropriate boxes on the form to match the information in the register. The voter completes and SIGNS the bottom portion of the form in **RED** ink.

PROVISIONAL ENVELOPE

10 days after the election go online to www.recorder.pima.gov, select the provisional ballot link and enter the preprinted receipt number to find out whether or not your ballot was validated for counting. If you do not have access to a computer, you may call (520) 724-4330 or 1-800-775-7462 ext. 4330. You will need to provide the preprinted receipt number to be given your information.

10 días después de la elección visite la página internet www.recorder.pima.gov, seleccione balota provisional y entre el número impreso de este recibo para informarse si su balota fue válida para contarse. Si usted no tiene acceso a una computadora, puede llamar al (520) 724-4330 o 1-800-775-7462 ext. 4330. Tendrá que proporcionar el número impreso de este recibo para obtener su información.

▶▶▶▶ SEPARATE THIS NUMBERED RECEIPT AND GIVE IT TO THE VOTER ◀◀◀◀

FILL IN ALL SHADED AREAS		OFFICE USE ONLY
VOTING AREA: _____ DATE: _____ <small>(WHERE THE BALLOT WAS VOTED)</small>	INITIALS	
COLOR STRIPE ISSUED		
PARTY <small>(PRIMARY/PPE USE ONLY)</small> <input type="checkbox"/> BLU/DEM <input type="checkbox"/> SAL/REP <input type="checkbox"/> YEL/LBT <input type="checkbox"/> GRN/GRN <input type="checkbox"/> _____	<input type="checkbox"/> BLACK <input type="checkbox"/> BROWN <input type="checkbox"/> GOLD <input type="checkbox"/> NONE	STRIPE <input type="checkbox"/> ORANGE <input type="checkbox"/> PURPLE <input type="checkbox"/> RED <input type="checkbox"/> _____
ELECTION OFFICIAL'S SIGNATURE		
TO BE COMPLETED BY VOTER DEBE LLENARSE POR EL VOTANTE PLEASE PRINT LEGIBLY IMPRIMA POR FAVOR LEGIBLE		OFFICE USE ONLY
_____ <small>LAST NAME / APELLIDO</small>	_____ <small>FIRST NAME / NOMBRE</small>	_____ <small>MIDDLE / SEGUNDO NOMBRE</small>
_____ <small>SUFFIX / SUFJIO</small>		
_____ <small>RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA</small>		_____ <small>APT./SP./NO. / NUM. DE APTO.</small>
		_____ <small>CITY / CIUDAD</small>
		_____ <small>ZIP CODE / ZONA POSTAL</small>
_____ <small>MAILING ADDRESS / DIRECCION DE CORREO</small>		_____ <small>APT./SP./NO. / NUM. DE APTO.</small>
		_____ <small>CITY / CIUDAD</small>
		_____ <small>ZIP CODE / ZONA POSTAL</small>
_____ <small>BIRTH DATE / FECHA DE NACIMIENTO</small>	_____ <small>FORMER NAME / NOMBRE ANTERIOR</small>	_____ <small>FORMER RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA ANTERIOR</small>
_____ <small>AZ DRIVERS LICENSE NUMBER OR AZ NON OPERATING LICENSE NUMBER / NUMERO DE LICENCIA DE CONDUCIR DE AZ O NUMERO DE LICENCIA NO OPERANTE DE AZ</small>		_____ <small>LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER / ULTIMOS CUATRO DIGITOS DE NUMERO DE SEGURO SOCIAL</small>
<small>I 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. Juro o afirmo bajo pena de perjurio que la información anterior es correcta, que yo resido en el distrito, que soy elegible para votar en esta elección y que no he votado previamente en esta elección.</small>		
_____ <small>ELECTOR'S SIGNATURE / FIRMA</small>		_____ <small>DATE / FECHA</small>
		_____ <small>TELEPHONE NUMBER / NUMERO DE TELEFONO</small>
INSERT VOTED BALLOT IN THIS ENVELOPE - REMOVE ADHESIVE STRIP - FOLD AT PERFORATIONS AND SEAL <small>QC-5-2013</small>		

empty secrecy booth and instructs the voter to bring the items back to the Special Situations table when they have finished voting.

When the voter has completed voting, he or she seals the ballot in the Provisional Ballot Envelope (remind the voter to complete this step prior to returning to the table). The Special Situations Clerk removes the numbered receipt and hands it to the voter. The clerk or the voter can then deposit the Provisional Ballot Envelope in the Blue Ballot Box (if the clerk deposits the envelope, do it in front of the voter).

Acceptable ID, Name/Address does not match register: The ID Clerk locates the elector's name in the Precinct Register but the ID does not reasonably match the register information. The ID Clerk enters on the Voter ID Slip the voter's register number from the Precinct Register, checks the appropriate (third) box on the Voter ID Slip, places their initials on the line next to the register number, issues the slip to the voter and directs the voter to the Special Situations table. The Special Situations Clerk will perform the same Provisional Ballot Envelope procedures as listed for a voter with an Early Ballot as stated above.

Voter DOES NOT have acceptable ID: The ID Clerk locates the elector's name in the Precinct Register; the voter has insufficient or NO acceptable ID. The ID Clerk enters on the Voter ID Slip the voter's register number from the Precinct Register, checks the appropriate (fourth) box on the Voter ID Slip, places their initials on the line next to the register number, issues the slip to the voter and directs the voter to the Special Situations table.

The Special Situations Clerk will locate the voter's information in their Precinct Register, complete and SIGN the top portion of the Conditional Provisional Ballot Envelope in **RED** ink marking the appropriate boxes on the form to match the information in the register. The voter completes and SIGNS the bottom portion of the form in **RED** ink.

CONDITIONAL ENVELOPE

10 days after the election go online to www.recorder.pima.gov; select the provisional ballot link and enter the preprinted receipt number to find out whether or not your ballot was validated for counting. If you do not have access to a computer, you may call (520) 4330 or 1-800-775-7462 ext. 4330. You will need to provide the preprinted receipt number to be given your information.

10 días despues de la eleccion visite la pagina internet www.recorder.pima.gov; seleccione balota provisional y entre el numero imprintado de este recibo para informarse si su balota fue valida para contarse. Si usted no tiene acceso a una computadora, puede llamar al (520) 4330 ó 1-800-775-7462 ext. 4330. Tendra que proporcionar el numero imprintado de este recibo para obtener su informacion.

▶▶▶▶ SEPARATE THIS NUMBERED RECEIPT AND GIVE IT TO THE VOTER ◀◀◀◀

- NOTICE -
DO NOT USE THIS FORM
if an Arizona Driver's License
is presented as an ID, use a
PROVISIONAL ENVELOPE instead.

OFFICE USE ONLY
INITIALS

FILL IN ALL SHADED AREAS

VOTING AREA: DATE:
 (WHERE THE BALLOT WAS VOTED)

BALLOT ISSUED
 (BALLOT/STRIPE COLOR)

ELECTION OFFICIAL'S SIGNATURE

TO BE COMPLETED BY VOTER
 DEBE LLENARSE POR EL VOTANTE
PLEASE PRINT LEGIBLY
IMPRIMA POR FAVOR LEGIBLE



OFFICE USE ONLY

LAST NAME / APELLIDO	FIRST NAME / NOMBRE	MIDDLE / SEGUNDO NOMBRE	SUFFIX / SUFIJO
RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA		APT./SP./NO. NUM. DE APTO.	CITY CIUDAD
MAILING ADDRESS / DIRRECCION DE CORREO		APT./SP./NO. NUM. DE APTO.	CITY CIUDAD
BIRTH DATE FECHA DE NACIMIENTO	FORMER NAME NOMBRE ANTERIOR	FORMER RESIDENCE ADDRESS DOMICILIO DE RESIDENCIA ANTERIOR	
AZ DRIVERS LICENSE NUMBER OR AZ NON OPERATING LICENSE NUMBER NUMERO DE LICENCIA DE CONDUCIR DE AZ O NUMERO DE LICENCIA NO OPERANTE DE AZ		LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER ULTIMOS CUATRO DIGITOS DE NUMERO DE SEGURO SOCIAL	
I 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. Juro o afirmo bajo pena de perjurio que la informacion anterior es correcta, que yo resido en el distrito, que soy elegible para votar en esta eleccion y que no he votado previamente en esta eleccion.			
<input checked="" type="checkbox"/> ELECTOR'S SIGNATURE / FIRMA	DATE / FECHA	TELEPHONE NUMBER / NUMERO DE TELEFONO	

INSERT VOTED BALLOT IN THIS ENVELOPE - REMOVE ADHESIVE STRIP - FOLD AT PERFORATIONS AND SEAL
 QC-4-2011

The Special Situations Clerk prints the voter's name in the Provisional Ballot Poll List/Signature Roster using the next available "V" number. The Special Situations Clerk gives the voter the completed Conditional Provisional Ballot Envelope, a pink Provisional Ballot Secrecy Sleeve (voter's option), the correct ballot as listed in the Precinct Register, directs the voter to an empty secrecy booth and instructs the voter to bring the items back to the Special Situations table when they have finished voting.

When the voter has completed voting, he or she seals the ballot in the Conditional Provisional Ballot Envelope (remind the voter to complete this

step prior to returning to the table). The Special Situations Clerk removes the numbered receipt and hands it to the voter along with a copy of the yellow official Recorder's Office Location sheet (these lists can be found in the "R" envelope located in the steel cage). The clerk or the voter can then deposit the Conditional Provisional Ballot Envelope in the Blue Ballot Box.

Voter is not found on Precinct Register: The voter shows acceptable ID but the ID Clerk cannot locate the elector's name in the Precinct Register. The ID Clerk enters nothing on the Voter ID Slip for the voter's register number but checks the appropriate (fifth) box on the Voter ID Slip, places their initials on the line next to the register number, issues the slip to the voter and directs the voter to the Special Situations table.

The Special Situations Clerk calls the Recorder's hotline (724-4330) to determine the voter's correct polling location. If the voter is NOT in the correct polling place, the Recorder's Office will give the voter the address of their correct polling location. If the voter is in the correct polling location, the Special Situations Clerk needs to get the voter's ballot information from the Recorder's Office and will perform the same Provisional Ballot Envelope procedures as listed for a voter with an Early Ballot as stated above.

Spoiled Ballot Procedure

If a voter makes a mistake on their ballot, the ballot is spoiled and returned to the person who issued the ballot (regular ballot – JOP; provisional ballot – Special Situations Clerk) for a replacement. However, no more than a total of 3 ballots may be issued to any one voter. Spoiled ballots are to be marked **SPOILED** on the ballot and placed in the Official Returns Envelope. The voter may write **SPOILED** on the ballot if he or she wishes to do so. The word **SPOILED** should also be entered in **RED** ink above the voter's name in whichever poll list their information was recorded (Red Poll List for regular ballot; Provisional Ballot Poll List/Signature Roster for provisional ballot).

Disabled Voters/Curbside Voting Procedure

All polling locations must be accessible to those with disabilities as provided by law. The JOP should direct disabled voters to the secrecy booth adapted for voters in wheelchairs and persons who have to sit down while casting their ballots. In addition, the JOP should offer the use of the Visual Aid (magnifier) to any voter who may require it. If a voter is unable to enter the polling place, poll workers will assist the person to vote outside the polling place using the curbside voting procedure.

Once poll workers have been notified that a voter requires curbside voting, the Marshal will go out to the voter and request acceptable ID. The Marshal will take the ID to the JSP to complete the top portion of the Disabled Voter Signature Affidavit from the information in the Signature Roster.

DISABLED VOTER SIGNATURE AFFIDAVIT		
STATE OF ARIZONA	} ss.	_____
COUNTY OF PIMA		VOTING AREA

		REGISTER NUMBER
_____	_____	_____
NAME	BALLOT COLOR	VR #
_____	_____	_____
ADDRESS	PARTY	REG. DATE

When the form has been completed, the JSP will complete a Voter ID Slip and pass it to the JOP. The Marshal will pick up the correct ballot (as listed on the form) and a secrecy sleeve from the JOP, then take the form and ballot to the voter with another poll worker not of the same party as the Marshal. The Marshal will have the voter sign the form and witness the document as the poll worker.

I do hereby swear or affirm that I am the person listed above and that I reside at the address listed above.

SIGNATURE OF QUALIFIED ELECTOR

Subscribed and sworn to before me this _____ day of _____, 20____

SIGNATURE OF POLLWORKER

PLT# 6728

The Marshal will hand the voter back their ID and issue the voter their ballot. The Marshal and second poll worker will remain in view of the voter but in such a manner as to not be able to see how the voter casts their ballot. The voter places their completed ballot into the secrecy sleeve and the Marshal and secondary poll worker will bring the completed Disabled Voter Signature Affidavit and ballot back into the polling place. The Marshal and secondary poll worker will place the ballot into the Metal Ballot Box in the presence of the Inspector, and then give the affidavit to the JSP. The JSP locates the voter's name in the Signature Roster and then prints the voter's name in **RED** ink in their signature block, followed by the words, "Affidavit Affixed." The JSP then tapes the affidavit to the back page of the Signature Roster.

The Poll List Clerk will receive the Voter ID Slip from the JOP, look up the voter's name in the Precinct Register, and enter the usual voter information into the Red Poll List in black ink. If you believe you have a special circumstance or problem, the Inspector should call the Election's HOTLINE (724-8551).

ID Clerk's Duties

Clerk positions are not assigned by the Pima County Elections Department but by the Inspector of each polling location. The Inspector is in charge of the polling place and will give you instructions on what they want you to accomplish prior to the opening of the polls, during the election and after the polls close.

Expect at a minimum prior to the polls opening that you will help set-up the polling place by arranging tables and chairs, set up the secrecy booths and assist in completing the inventory of supplies. After the polls close, you can expect to return the polling place to the condition in which it was originally found after breaking down all the election equipment and you will be assigned a closing duty to complete as well. Follow the directions given by the Inspector at all times.

You will need several items for your work station:

- Precinct Register
- Voter ID Slips
- Black pen
- List of acceptable ID's (which should be taped at your station for quick reference; an example is on the next page)

IDENTIFICATION AT THE POLLS INFORMATION

Every eligible registered voter is required to show proof of identity at the polling place before receiving a ballot. The voter shall announce his/her name and place of residence to the election official and present one form of identification from **LIST #1** that bears the name, address, and photograph of the voter **OR** two different forms of identification from **LIST #2** that bear the name and address of the voter. (ARS 16-579A)

A voter who does not provide one form of identification from **LIST #1 OR** two different forms of identification from **LIST #2** shall not be issued a regular ballot, but shall receive a conditional provisional ballot and will have **five (5) business days** after a Federal General Election and **three (3) business days** after any other Election to provide sufficient ID to the County Recorder in order for their conditional provisional ballot to count. (ARS 16-579A)

For a voter to receive a regular ballot, the address on the presented identification must match the address on the voter registration file. Exception – See “The Law” below.

List #1 – Sufficient Photo ID (including name and address):

- Valid Arizona driver license or non-operating identification
- Tribal enrollment card or other form of tribal identification
- Valid U.S. federal, state or local government issued identification

List #2 – Sufficient ID without photo bearing the name and address (two required):

- Utility bill of the voter that is dated within 90 days of the date of 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 voter's residence
- Tribal enrollment card or other form of tribal identification
- Vehicle Insurance Card
- Valid U.S. federal, state, or local government issued identification
- Voter Registration Card / Recorder's Certificate
- Any “Official Election Material” mailing bearing your name and address

THE LAW - ALLOWS FOR THE FOLLOWING THREE EXCEPTIONS

- Valid Arizona driver license or non-operating identification license where address does not match signature roster/precinct register accompanied by a non photo identification from **List #2** in which the address does reasonably match the precinct register.
- U.S. Passport accompanied by non-photo identification from **List #2** in which the address does reasonably match the precinct register.
- U.S. Military identification without address or address does not match accompanied by non-photo identification from **List #2** in which the address does reasonably match the precinct register. Identification is “valid” unless it can be determined on its face that it has expired.

The ID Clerk will welcome each voter asking for their name, address and a form of acceptable ID. Locate the voter's name in the Precinct Register. If the information on the voter's ID reasonably matches the information in the Precinct Register, mark the Voter ID Slip appropriately, issue the Voter ID Slip to the voter and direct him or her to the Signature Roster Judge (JSP).

For voters who are marked as Early, who do not present acceptable ID, whose name or address information does not reasonably match the Precinct Register, who have no ID or whose names cannot be found in the Precinct Register, mark the Voter ID Slip appropriately, issue the Voter ID Slip to the voter and direct him or her to the Special Situations table.

The Voter ID Slips are slightly different depending on the type of election.

**Primary Election
VOTER ID SLIP** _____

REGISTER No. _____ ID CLERK _____
INITIALS

Voter presented acceptable ID with name and address of voter matching the precinct register.

Voter marked with an **E/EARLY BALLOT** in **Register/Roster**. Voter directed to the Special Situation Table.

Voter presented acceptable ID with name and/or address of voter NOT matching precinct register. Voter directed to the Special Situation Table to vote a Provisional Ballot.

Voter DID NOT present acceptable ID. Voter directed to the Special Situation Table to vote a Conditional Provisional Ballot.

Voter not on precinct register. Voter directed to the Special Situation Table. Clerk calls the Recorder's office at 724-4330. When the recording options start, dial 6.

BALLOT STRIPE COLOR	SIG. JUDGE INITIALS
DEMOCRATIC	OTHER
<input type="checkbox"/>	_____
BLUE	INDICATE PARTY
REPUBLICAN	
<input type="checkbox"/>	
SALMON	

Pollworker - Place completed slips in the Unofficial Envelope after the polls close.

FL 18 3312
Date: 7/2015

**General Election
VOTER ID SLIP** _____

REGISTER No. _____ ID CLERK _____
INITIALS

Voter presented acceptable ID with name and address of voter matching the precinct register.

Voter marked with an **E/EARLY BALLOT** in **Register/Roster**. Voter directed to the Special Situation Table.

Voter presented acceptable ID with name and/or address of voter NOT matching precinct register. Voter directed to the Special Situation Table to vote a Provisional Ballot.

Voter DID NOT present acceptable ID. Voter directed to the Special Situation Table to vote a Conditional Provisional Ballot.

Voter not on precinct register. Voter directed to the Special Situation Table. Clerk calls the Recorder's office at 724-4330. When the recording starts, dial 6.

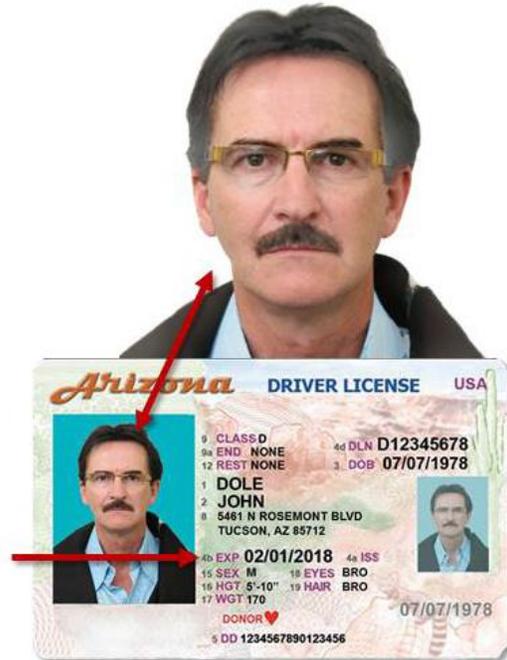
BALLOT STRIPE COLOR	SIG. JUDGE INITIALS
_____	_____

Pollworker - Place completed slips in the Unofficial Envelope after the polls close.

FL 18 3312
Date: 7/2015

When a Voter Enters

The ID Clerk will welcome each voter asking for their name, address and a form of acceptable ID. Look at the ID the voter presented; if it is a photo ID, does the picture on the ID look like the person who gave it to you and has the ID expired?



If the ID presented is two forms of non-photo ID, are the names and addresses the same; have either of the forms expired?

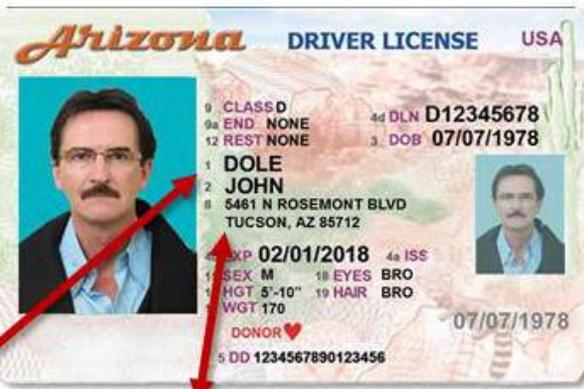
The image shows two non-photo ID forms. The top form is a USAA insurance card for John Dole, with an expiration date of 06/31/2017. The bottom form is an Arizona Vehicle Registration card for John Dole, with an expiration date of December 31, 2017. Red arrows connect the name and address on both forms to the text 'are the names and addresses the same?' and connect the expiration dates to the text 'have either of the forms expired?'.

ARIZONA AUTOMOBILE INSURANCE CARD	
USAA UNITED SERVICES AUTOMOBILE ASSN 9800 Fredericksburg Road San Antonio, TX 78288	
INSURED	ADDRESS
JOHN DOLE	5461 N ROSEMONT BLVD TUCSON AZ 85712
ADOT CODE	POLICY NUMBER
0555	00010 23 457 5017 5
EFFECTIVE	EXPIRATION
01/01/2015	06/31/2017
YEAR	MAKE
2001	TOYOTA
VIN	
INXBR12E81Z501530	

ARIZONA VEHICLE REGISTRATION	
Motor Vehicle Division ADOT 96-0356 R06/08 www.adot.gov	
JOHN DOLE 5461 N ROSEMONT BLVD TUCSON AZ 85712	
Vehicle Identification Number INXBR12E81Z501530	
Record Number	08412623
Plate Number	123ABC
Tab Number	123ABC
Unit Number	
Year / Make	2001 TOYT
Body Style	4DSD
First Registered	01/2001
List Price	014198
Fuel Type	G
Category	A
Weight (GVW)	000000
County	PIMA
Registration Type	FUL
Expiration Date December 31, 2017	
Carry In Vehicle At All Times	
Vehicle Lic Tax \$109.49 Registration \$8.25 Air Quality \$3.00 Penalty \$8.00	
Total \$128.74	

Find the voter's information in the Precinct Register and check to make sure the information is acceptable (name and address match).

INFORMATION REGISTER PRIMARY ELECTION EXAMPLE		
(IA)	1	SAL ADAMS, KEVIN E
	2	BLU ADKINS, LUIS D
	3	NONE ALLEN, JOHN D
	4	GRN BEATRIZ, DAVID ROB
(E)	5	YEL BUCKLEY, DONALD E
	6	NONE CARSON, BRYAN K
	7	NONE DOLE, JANE
	8	NONE DOLE, JOHN
(E)	9	BLU FEL, KIIMAS
	10	SAL GRANT, JACK



Arizona DRIVER LICENSE USA

9 CLASS D 4d DLN D12345678
 9a END NONE 3 DOB 07/07/1978
 12 REST NONE

1 DOLE
 2 JOHN
 8 5461 N ROSEMONT BLVD
 TUCSON, AZ 85712

4a EXP 02/01/2018 4a ISS
 1 SEX M 18 EYES BRO
 1 HGT 5'-10" 19 HAIR BRO
 WGT 170

DONOR

5 DD 1234567890123456 07/07/1978

5461 N ROSEMONT BLVD

6550 S COUNTRY CLUB RD

2651 W 32ND AVE

If the information on the ID reasonably matches the information in the Precinct Register, fill in the register number, initial the Voter ID Slip, check the top box and direct the voter to the Signature Roster Judge (JSP).

INFORMATION REGISTER PRIMARY ELECTION EXAMPLE			Voting Area: 000	'A'
(IA)	1	SAL ADAMS, KEVIN E	909 N 2ND AVE	
	2	BLU ADKINS, LUIS D	213 W 10TH ST	
	3	NONE ALLEN, JOHN D	121 N MCKINLEY AVE PO BOX 133	
	4	GRN BEATRIZ, DAVID ROBERT	841 S 7TH ST	
(E)	5	YEL BUCKLEY, DONALD BYRON	321 E OCOTILLO DR	
	6	NONE CARSON, BRYAN K		
	7	NONE DOLE, JANE		
	8	NONE DOLE, JOHN		
(E)	9	BLU FEL, KIIMAS		
	10	SAL GRANT, JACK		
	11	NONE HILAND, REGIS		
(E)	12	YEL HURLEY, GINA R		
	13	LAV JACKSON, ANDY		
	14	NONE JACKSON, ANDREA		
(IA)	15	BLU JERKOWICZ, ARLEN B		
	16	NONE KARLUSKI, JONATHON DALE		

**Primary Election
VOTER ID SLIP**

REGISTER No. 8 ID CLERK INITIALS IDC

Voter presented acceptable ID with name and address of voter matching the precinct register.

Voter marked with an **EARLY BALLOT** in Register/Roster. Voter directed to the Special Situation Table.

Voter presented acceptable ID with name and/or address of voter NOT matching precinct register. Voter directed to the Special Situation Table to vote a Provisional Ballot.

Voter DID NOT present acceptable ID. Voter directed to the Special Situation Table to vote a Conditional Provisional Ballot.

Voter not on precinct register. Voter directed to the Special Situation Table. Clerk calls the Recorder's office at 724-4330. When the recording options start, dial 6.

BALLOT STRIPE COLOR: DEMOCRATIC (BLUE), REPUBLICAN (SALMON), SIG. JUDGE INITIALS (OTHER)

Pollworker - Place **completed** slips in the Unofficial Envelope after the polls close.

For every other scenario, the voter will be required to be sent to the Special Situations table to vote a Provisional Ballot. **If the voter is marked as having been sent an Early Ballot –**

(E)	5	YEL	BUCKLEY, DONALD BYRON	321 E OCOTILLO DR
	6	NONE	CARSON, BRYAN K.	
	7	NONE	DOLE, JANE	
	8	NONE	DOLE, JOHN	
(E)	9	BLU	FEL, KIIMAS	
	10	SAL	GRANT, JACK	

**Primary Election
VOTER ID SLIP**

REGISTER No. 5 ID CLERK INITIALS IDC

Voter presented acceptable ID with name and address of voter matching the precinct register.

Voter marked with an **E/EARLY BALLOT** in Register/Roster. Voter directed to the Special Situation Table.

Voter presented acceptable ID with name and/or address of voter NOT matching precinct register. Voter directed to the Special Situation Table to vote a Provisional Ballot.

Voter's name and/or address does not match the register –

FORMATION REGISTER			Voting Area: 000		'A'
PRIMARY ELECTION					
(IA)	1	SAL			
	2	BLU			
	3	NONE			
	4	GRN			
(E)	5	YEL			
	6	NONE			
	7	NONE	DOLE, JANE	5461 N ROSEMONT BLVD	
	8	NONE	DOLE, JOHN		
(E)	9	BLU	FEL, KIIMAS		
	10	SAL	GRANT, JACK		
	11	NONE	HILAND, REGIS		
(E)	12	YEL	HURLEY, GINA R		



No Match

**Primary Election
VOTER ID SLIP**

REGISTER No. 7 ID CLERK INITIALS IDC

Voter presented acceptable ID with name and address of voter matching the precinct register.

Voter marked with an **E/EARLY BALLOT** in Register/Roster. Voter directed to the Special Situation Table.

Voter presented acceptable ID with name and/or address of voter NOT matching precinct register. Voter directed to the Special Situation Table to vote a Provisional Ballot.

Voter has NO or insufficient ID –

2	BLU	ADKINS, LUIS D	213 W 10TH ST
---	-----	----------------	---------------

NO ID

8	NONE	DOLE, JOHN	5461 N ROSEMONT BLVD
(E) 9	BLU	FEL, KIIMAS	
10	SAL	GRANT, JACK	
11	NONE	HILAND, REGIS	
(E) 12	YEL	HURLEY, GINA R	
13	LAV	JACKSON, ANDY	
14	NONE	JACKSON, ANDREA	

**Primary Election
VOTER ID SLIP**

REGISTER No. 8 ID CLERK INITIALS IDC

Voter presented acceptable ID with name and address of voter matching the precinct register.

Voter marked with an **E/EARLY BALLOT** in Register/Roster. Voter directed to the Special Situation Table.

Voter presented acceptable ID with name and/or address of voter NOT matching precinct register. Voter directed to the Special Situation Table to vote a Provisional Ballot.

Voter DID NOT present acceptable ID. Voter directed to the Special Situation Table to vote a Conditional Provisional Ballot.

Voter is NOT on the Precinct Register –

19	SAL	MARTIN, FRANK	116 N CHURCH ST
20	NONE	NORBERT, JESSICA	116 N CHURCH ST
21	NONE	NORBERT, ROLAND	
(E) 22	GRN	OFURE, JENNIFER A	

**Primary Election
VOTER ID SLIP**

REGISTER No. _____ ID CLERK INITIALS IDC

Voter presented acceptable ID with name and address of voter matching the precinct register.

Voter marked with an **E/EARLY BALLOT** in Register/Roster. Voter directed to the Special Situation Table.

Voter presented acceptable ID with name and/or address of voter NOT matching precinct register. Voter directed to the Special Situation Table to vote a Provisional Ballot.

Voter DID NOT present acceptable ID. Voter directed to the Special Situation Table to vote a Conditional Provisional Ballot.

Voter not on precinct register. Voter directed to the Special Situation Table. Clerk calls the Recorder's office at 724-4330. When the recording options start, dial 6.

If a voter has the indicator (IA) in front of their entry in the Precinct Register, it does not affect anything as far as ID is concerned. The IA means that the voter is on an inactive status as they have not voted in a recent federal election. Process the voter as any other voter.

INFORMATION REGISTER				
PRIMARY ELECTION EXAMPLE				
	(IA)	1	SAL	ADAMS, KEVIN E
		2	BLU	ADKINS, LUIS D
		3	NONE	ALLEN, JOHN D

Poll List Clerk's Duties

Clerk positions are not assigned by the Pima County Elections Department but by the Inspector of each polling location. The Inspector is in charge of the polling place and will give you instructions on what they want you to accomplish prior to the opening of the polls, during the election and after the polls close.

Expect at a minimum prior to the polls opening that you will help set-up the polling place by arranging tables and chairs, set up the secrecy booths and assist in completing the inventory of supplies. After the polls close, you can expect to return the polling place to the condition in which it was originally found after breaking down all the election equipment and you will be assigned a closing duty to complete as well. Follow the directions given by the Inspector at all times.

You will need several items for your work station:

- Red Poll List
- Precinct Register
- Black pen
- Red pen

The Poll List clerk is responsible for recording voter information into the Red Poll List. Only voters who vote a regular ballot will have their information placed into the Red Poll List; only voters who report to the Special Situations table will have their information recorded into the Provisional Ballot Poll List/Signature Roster. **No voter should ever be entered into both documents.** The voter's information will be gathered from the Voter ID Slip and the Precinct Register.

Entering Information in the Red Poll List

Please note that you are writing on multiple copies so press hard when making entries to ensure legible copies underneath. The back cover of the Red Poll List should be used between page sets to protect the other unused pages.

Using the Voter ID Slip, locate the voter's information in the Precinct Register.

INFORMATION REGISTER 2016 PRIMARY ELECTION EXAMPLE				Voting Area: 000	
(IA)	1	SAL	ADAMS, KEVIN E	Primary Election VOTER ID SLIP REGISTER: <u>4</u> ID CLERK INITIALS: <u>IDC</u> <input type="checkbox"/> Voter presented acceptable ID with name and address of voter matching the precinct register. <input type="checkbox"/> Voter marked with an EEARLY BALLOT in Register/Roster. Voter directed to the Special Situation Table. <input type="checkbox"/> Voter presented acceptable ID with name and/or address of voter NOT matching precinct register. Voter directed to the Special Situation Table to vote a Provisional Ballot. <input type="checkbox"/> Voter DID NOT present acceptable ID. Voter directed to the Special Situation Table to vote a Conditional Provisional Ballot. <input type="checkbox"/> Voter not on precinct register. Voter directed to the Special Situation Table. Clerk calls the Recorder's office at 724-4330. When the recording options start, dial 6. BALLOT STRIPE COLOR: <u>Green</u> - <u>JSP</u> DEMOCRATIC: <input type="checkbox"/> BLUE REPUBLICAN: <input type="checkbox"/> SALMON OTHER: <u>G</u> INDICATE PARTY Pollworker - Place completed slips in the Unofficial Envelope after the polls close.	
	2	BLU	ADKINS, LUIS D		
	3	NONE	ALLEN, JOHN D		
	4	GRN	BEATRIZ, DAVID ROBERT		
(E)	5	YEL	BUCKLEY, DONALD BYRON		
	6	NONE	CARSON, BRYAN K		
	7	NONE	DOLE, JANE		
	8	NONE	DOLE, JOHN		
(E)	9	BLU	FEL, KIIMAS		
	10	SAL	GRANT, JACK		
	11	NONE	HILAND, REGIS		
(E)	12	YEL	HURLEY, GINA R		
	13	SAL	JACKSON, ANDY		
	14	NONE	JACKSON, ANDREA		
(IA)	15	BLU	JERKOWICZ, ARLEN B		
	16	NONE	KARLUSKI, JONATHON DALE		

1642 S SYCAMORE LN
PO BOX 329
1683 W PIMA ST
116 N CHURCH ST
116 N CHURCH ST
8412 E BROADWAY BLVD
6644 OLIANDER CIR

In **BLACK** ink, print the voter's registration number and their name (last name, first name, and middle initial if they have one listed in the Precinct Register).

Voting Order No./Register No./Name of Voter				
Voting Order No.	Register No.	Name of Voter (As printed in Register)	Voting Order No.	Re
01	4	Beatriz, David Robert	26	
02			27	
03			28	

INFORMATION REGISTER			Voting Area: 000	
2016 PRIMARY ELECTION EXAMPLE				
(IA)	1	SAL ADAMS, KEVIN E	909 N 2ND AVE	
	2	BLU ADKINS, LUIS D	213 W 10TH ST	
	3	NONE ALLEN, JOHN D	121 N MCKINLEY AVE PO BOX 133	
	4	GRN BEATRIZ, DAVID ROBERT	841 S 7TH ST	

If you enter the wrong name on the Red Poll List, cross out the entire entry and write the correct name on the line below.

Voting Order No./Register No./Name of Voter				
Voting Order No.	Register No.	Name of Voter (As printed in Register)	Voting Order No.	Re
01	4	Beatriz, David Robert	26	
02	6	Carson, Bryan K.	27	
03	23	Ofure, Stuart J.	28	
04	23	Oresco, Stuart J.	29	

You need to also write the phrase, "See note at bottom" on the line you crossed out and at the bottom of the page write, "This page has fewer names."

Voting Order No./Register No./Name of Voter				
Voting Order No.	Register No.	Name of Voter (As printed in Register)	Voting Order No.	Re
01	4	Beatriz, David Robert	26	
02	6	Carson, Bryan K.	27	
03	23	Ofure, Stuart J. <i>See note at bottom</i>	28	
04	23	Orosco, Stuart J.	29	
24			49	
25			50	

This page has fewer names **Voting Area** _____

If an error is made in writing the register number, simply cross it out and write the correct number above it. No notes will have to be made on the entry or at the bottom of the page as the count of voters listed has not changed.

Voting Order No.	Register No.	Name of Voter (As printed in Register)	Voting Order No.	Re
01	4	Beatriz, David Robert	26	
02	6	Carson, Bryan K.	27	
03	23	Ofure, Stuart J. <i>See note at bottom</i>	28	
04	23	Orosco, Stuart J.	29	
05	² 23	Adkins, Luis D.	30	

If a voter spoils their ballot, the JOP will inform you of the voter. Write the word, "Spoiled" in **RED** ink above their name in the Red Poll List.

Voting Order No.	Register No.	Name of Voter (As printed in Register)	Voting Order No.	Re
01	4	Beatriz, David Robert	26	
02	6	Carson, Bryan K.	27	
03	23	Ofure, Stuart J. <i>See note at bottom</i>	28	
04	23	<i>Spoiled</i> Oresco, Stuart J.	29	
05	23 2	Adkins, Luis D.	30	

As the Poll List Clerk, you are responsible for listing the Voting Area number on the bottom of each page that has entries on them. Do NOT write them on the bottom of each page in advance.

25		50	
Voting Area <u>000</u>			

Once two pages have been filled out, the numbering of the entries starts over again at 1. You will need to write the correct "hundred" before each entry on subsequent pages. Make sure you use both columns before starting a new page.

Voting Order No./Register No./Name of Voter					
Voting Order No.	Register No.	Name of Voter (As printed in Register)	Voting Order No.	Register No.	Name of Voter (As printed in Register)
01			26		
02			27		

USE BOTH COLUMNS

Pink and Blue Copies: During Election Day party representatives may stop by your polling place to request copies of completed poll list pages. They can pick up ONLY completed pages. The blue copies are for representatives of the Democratic Party and the pink copies are for representatives of the Republican Party. The Marshal will come to get these copies from you, not the party representatives.

After the polls close, the various copies of the Red Poll List are placed in different envelopes. The white (top) copies are left attached to the Red Poll List and should NOT be torn out. The yellow copies of the pages that were written on should be torn out and given to the poll worker that is packing the Official Envelope. Any copies of the pink and blue sheets that have not been picked up by party representatives earlier in the day and have entries on them should be torn out and given to the poll worker who is putting together the Unofficial Envelope. Give them the entire Red Poll List as well and all completed Voter ID slips from your station as they are also placed in the Unofficial Envelope.

Special Situations Clerk's Duties

Clerk positions are not assigned by the Pima County Elections Department but by the Inspector of each polling location. The Inspector is in charge of the polling place and will give you instructions on what they want you to accomplish prior to the opening of the polls, during the election and after the polls close.

Expect at a minimum prior to the polls opening that you will help set-up the polling place by arranging tables and chairs, set up the secrecy booths and assist in completing the inventory of supplies. After the polls close, you can expect to return the polling place to the condition in which it was originally found after breaking down all the election equipment and you will be assigned a closing duty to complete as well. Follow the directions given by the Inspector at all times.

You will need several items for your work station:

- Provisional Ballot Poll List/Signature Roster
- Precinct Register
- Provisional Ballot Envelopes
- Conditional Provisional Ballot Envelopes
- List of Recorder's Office Locations for Conditional voters
- Early Ballot Affidavit Envelopes
- Red pen

The Special Situations Clerk is responsible for assisting voters who are not able to vote a regular ballot for any variety of reasons. Please note that everything at the Special Situations table is done in **RED** ink. When the voter hands you the Voter ID Slip you will need to look at which box was checked on the slip. This determines which envelope will need to be completed by you and the voter.

You will also have to look up the voter's information in the Precinct Register to determine which ballot needs to be issued to the voter. This is especially important during a Primary Election. During a Primary Election, if the voter is registered as something other than a member of the Democratic,

Republican, Libertarian, or Green Party, they will have the opportunity to choose which party's ballot they wish to vote. These voters will have their ballot stripe color listed in the Precinct Register as "None." List their choice on the Provisional Envelope.

INFORMATION REGISTER				Voting Area: 000	'A'
2016 PRIMARY ELECTION EXAMPLE					
(IA)	1	SAL	ADAMS, KEVIN E	909 N 2ND AVE	
	2	BLU	ADKINS, LUIS D	213 W 10TH ST	
	3	NONE	ALLEN, JOHN D	121 N MCKINLEY AVE PO BOX 133	
	4	GRN	BEATRIZ, DAVID ROBERT	841 S 7TH ST	

Provisional Envelope/Provisional Ballot

If the second (marked as having been sent an Early Ballot) or third box (name or address did not match the register) is checked on the Voter ID Slip, you will need to assist the voter in completing the information on the Provisional Envelope.

PROVISIONAL ENVELOPE

10 days after the election go online to www.recorder.pima.gov, select the provisional ballot link and enter the preprinted receipt number to find out whether or not your ballot was validated for counting. If you do not have access to a computer, you may call (520) 724-4330 or 1-800-775-7462 ext. 4330. You will need to provide the preprinted receipt number to be given your information.

10 días después de la elección visite www.recorder.pima.gov entre el número impreso de este recibo para una computadora, puede llamar al (520) 724-4330 de este recibo para obtener su información.

▶▶▶▶ SEPARATE THIS NUMBER FROM THE BALLOT

FILL IN ALL SHAPES

VOTING AREA: _____
(WHERE THE BALLOT WAS VOTED)

BLU/DEM SAL/R **PARTY OR**

**Primary Election
VOTER ID SLIP**

REGISTER No. 3 ID CLERK INITIALS IDC

Voter presented acceptable ID with name and address of voter matching the precinct register.

Voter marked with an E/EARLY BALLOT in Register/Roster. Voter directed to the Special Situation Table.

Voter presented acceptable ID with name and/or address of voter NOT matching precinct register. Voter directed to the Special Situation Table to vote a Provisional Ballot.

The Special Situations clerk will complete the top portion of the Provisional Ballot Envelope by filling out the voting area, date, check the correct party box (for Primary or PPE Elections only) and additional color stripe (if any is

listed in the Precinct Register) for the ballot being issued to the voter and then sign as the Election Official (you MUST sign to validate the envelope).

PROVISIONAL ENVELOPE																									
<p>10 days after the election go online to www.recorder.pima.gov, select the provisional ballot link and enter the preprinted receipt number to find out whether or not your ballot was validated for counting. If you do not have access to a computer, you may call (520) 724-4330 or 1-800-775-7462 ext. 4330. You will need to provide the preprinted receipt number to be given your information.</p> <p>10 días despues de la eleccion visite la pagina internet www.recorder.pima.gov, seleccione balota provisional y entre el numero imprimado de este recibo para informarse si su balota fue valida para contarse. Si usted no tiene acceso a una computadora, puede llamar al (520) 724-4330 ó 1-800-775-7462 ext. 4330. Tendra que proporcionar el numero imprimado de este recibo para obtener su informacion.</p>																									
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<p style="text-align: center; font-weight: bold; font-size: small;">FILL IN ALL SHADED AREAS</p> <p>VOTING AREA: <u>000</u> DATE: <u>8/30/16</u> <small>(WHERE THE BALLOT WAS VOTED)</small></p>	<p style="text-align: center; font-size: small;">OFFICE USE ONLY</p> <p style="text-align: center; font-size: small;">INITIALS</p>																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center; font-size: small;">PARTY <small>(PRIMARY/PPE USE ONLY)</small></th> <th colspan="2" style="text-align: center; font-size: small;">COLOR STRIPE ISSUED</th> <th colspan="2" style="text-align: center; font-size: small;">STRIPE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/> BLU/DEM</td> <td style="text-align: center;"><input checked="" type="checkbox"/> SAL/REP</td> <td style="text-align: center;"><input type="checkbox"/> BLACK</td> <td style="text-align: center;"><input type="checkbox"/> BROWN</td> <td style="text-align: center;"><input type="checkbox"/> ORANGE</td> <td style="text-align: center;"><input type="checkbox"/> PURPLE</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> YEL/LBT</td> <td style="text-align: center;"><input type="checkbox"/> GRN/GRN</td> <td style="text-align: center;"><input type="checkbox"/> GOLD</td> <td style="text-align: center;"><input checked="" type="checkbox"/> NONE</td> <td style="text-align: center;"><input type="checkbox"/> RED</td> <td style="text-align: center;"><input type="checkbox"/> _____</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> _____</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		PARTY <small>(PRIMARY/PPE USE ONLY)</small>		COLOR STRIPE ISSUED		STRIPE		<input type="checkbox"/> BLU/DEM	<input checked="" type="checkbox"/> SAL/REP	<input type="checkbox"/> BLACK	<input type="checkbox"/> BROWN	<input type="checkbox"/> ORANGE	<input type="checkbox"/> PURPLE	<input type="checkbox"/> YEL/LBT	<input type="checkbox"/> GRN/GRN	<input type="checkbox"/> GOLD	<input checked="" type="checkbox"/> NONE	<input type="checkbox"/> RED	<input type="checkbox"/> _____	<input type="checkbox"/> _____					
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<input type="checkbox"/> _____																									
<p><u>Ima S.S. Clark</u> <small>ELECTION OFFICIAL'S SIGNATURE</small></p>																									

Have the voter complete as much of the information on the bottom portion of the form as possible. The voter may use their own pen (in any color ink) if they so choose. Make sure the voter signs the envelope or the ballot will NOT be counted.

TO BE COMPLETED BY VOTER DEBE LLENARSE POR EL VOTANTE PLEASE PRINT LEGIBLY IMPRIMA POR FAVOR LEGIBLE				OFFICE USE ONLY	
<u>Allen</u>	<u>John</u>	<u>D.</u>			
LAST NAME / APELLIDO	FIRST NAME / NOMBRE	MIDDLE / SEGUNDO NOMBRE	SUFFIX / SUFIJO		
<u>121 N. McKinley Ave.</u>			<u>Tucson</u>	<u>85712</u>	
RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA			APT./SP./NO. NUM. DE APTO.	CITY CIUDAD	ZIP CODE ZONA POSTAL
<u>Same as above</u>					
MAILING ADDRESS / DIRECCION DE CORREO			APT./SP./NO. NUM. DE APTO.	CITY CIUDAD	ZIP CODE ZONA POSTAL
<u>7/7/1933</u>	<u>N/A</u>	<u>None</u>			
BIRTH DATE FECHA DE NACIMIENTO	FORMER NAME NOMBRE ANTERIOR	FORMER RESIDENCE ADDRESS DOMICILIO DE RESIDENCIA ANTERIOR			
<u>Do2115705</u>			<u>2806</u>		
AZ DRIVERS LICENSE NUMBER OR AZ NON OPERATING LICENSE NUMBER NUMERO DE LICENCIA DE CONDUCIR DE AZ O NUMERO DE LICENCIA NO OPERANTE DE AZ			LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER ULTIMOS CUATRO DIGITOS DE NUMERO DE SEGURO SOCIAL		
I 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. Juro o afirmo bajo pena de perjurio que la informacion anterior es correcta, que yo resido en el distrito, que soy elegible para votar en esta eleccion y que no he votado previamente en esta eleccion.					
<u>X John Allen</u>		<u>8/30/16</u>	<u>724-6866</u>		
ELECTOR'S SIGNATURE / FIRMA		DATE / FECHA	TELEPHONE NUMBER / NUMERO DE TELEFONO		
INSERT VOTED BALLOT IN THIS ENVELOPE - REMOVE ADHESIVE STRIP - FOLD AT PERFORATIONS AND SEAL QC-5-2013					

Enter the voter's name (last name first) in the Provisional Ballot Poll List/Signature Roster using the next available "V" number ("V" numbers are simply sequential numbers; start with 1). Print the ballot stripe color in the middle column (or NONE if the ballot has no color stripe as in a General Election) and have the voter sign their name in the last column.

PROVISIONAL BALLOT POLL LIST/SIGNATURE ROSTER PAGE USE RED INK ONLY			
V #	PRINT NAME	BALLOT COLOR	SIGNATURE OF VOTER
V-1	Allen, John D.	Sal	John Allen
V-			

Issue the voter the correct **PROVISIONAL** ballot, hand them the completed Provisional Ballot Envelope, instruct them to place their completed ballot into the envelope and return it to the Special Situations table, then direct them to an empty secrecy booth to cast their ballot.

PRECINCT / DISTRITO ELECTORAL 000
PRIMARY ELECTION EXAMPLE
PIMA COUNTY, STATE OF ARIZONA
EJEMPLO ELECCION PRIMARIA
CONDADO DE PIMA, ESTADO DE ARIZONA

INSTRUCCIONES TO VOTER

PROVISIONAL ENVELOPE

10 days after the election go online to www.reconder.pima.gov, select the provisional ballot link and enter the preprinted receipt number to find out whether or not your ballot was validated for counting. If you do not have access to a computer, you may call (520) 724-4330 or 1-800-775-7462 ext. 4330. You will need to provide the preprinted receipt number to be given your information.
10 días después de la elección visite la página internet www.reconder.pima.gov, seleccione balota provisional y entre el número impreso de este recibo para informarse si su balota fue válida para contarse. Si usted no tiene acceso a una computadora, puede llamar al (520) 724-4330 o 1-800-775-7462 ext. 4330. Tendrá que proporcionar el número impreso de este recibo para obtener su información.

▶▶▶ SEPARATE THIS NUMBERED RECEIPT AND GIVE IT TO THE VOTER ◀◀◀

FILL IN ALL SHADED AREAS OFFICE USE ONLY

VOTING AREA: 000 DATE: 8/30/16
(WHERE THE BALLOT WAS VOTED) INITIALS

COLOR STRIPE ISSUED

PARTY (PRIMARY/PPE USE ONLY)	STRIPE
<input type="checkbox"/> BLU/DEM	<input type="checkbox"/> BLACK
<input checked="" type="checkbox"/> SAL/REP	<input type="checkbox"/> BROWN
<input type="checkbox"/> YEL/LBT	<input type="checkbox"/> GOLD
<input type="checkbox"/> GRN/GRN	<input checked="" type="checkbox"/> NONE
	<input type="checkbox"/> ORANGE
	<input type="checkbox"/> PURPLE
	<input type="checkbox"/> RED

Ima S.S. Clerk
ELECTION OFFICIAL'S SIGNATURE

TO BE COMPLETED BY VOTER
DEBE LLENARSE POR EL VOTANTE
PLEASE PRINT LEGIBLY
IMPRIMA POR FAVOR LEGIBLE

LAST NAME / APELLIDO: Allen FIRST NAME / NOMBRE: John MIDDLE / SEGUNDO NOMBRE: D. SUFFIX / SUFIXO:

RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA: 121 N. McKinley Ave. CITY / CIUDAD: Tucson ZIP CODE / ZONA POSTAL: 85712

MAILING ADDRESS / DIRECCION DE CORREO: Same as above CITY / CIUDAD: ZIP CODE / ZONA POSTAL:

BIRTH DATE / FECHA DE NACIMIENTO: 7/7/1933 FORMER NAME / NOMBRE ANTERIOR: N/A FORMER RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA ANTERIOR: None

AZ DRIVER'S LICENSE NUMBER OR AZ NOW OPERATING LICENSE NUMBER / NUMERO DE LICENCIA DE CONDUCIR O DE APTO / NUMERO DE LICENCIA NO OPERANTE DE AZ: D02115705 LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER / ULTIMOS CUATRO DIGITOS DE NUMERO DE SEGURO SOCIAL: 2806

I 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.
Juro o afirmo bajo pena de perjurio que la información anterior es correcta, que yo resido en el distrito, que soy elegible para votar en esta elección y que no he votado previamente en esta elección.

John Allen DATE / FECHA: 8/30/16 TELEPHONE NUMBER / NUMERO DE TELEFONO: 724-6866
ELECTOR'S SIGNATURE / FIRMA

INSERT VOTED BALLOT IN THIS ENVELOPE - REMOVE ADHESIVE STRIP - FOLD AT PERFORATIONS AND SEAL
OC 5-2013

When the voter returns to the Special Situations table, have him or her seal the ballot into the envelope. Remove and hand the numbered receipt to the voter. Have the voter drop the ballot into the Blue Ballot Box (the voter or the clerk may place the ballot into the box).

PROVISIONAL ENVELOPE

10 days after the election go online to www.recorder.pima.gov; select the provisional ballot link and enter the preprinted receipt number to find out whether or not your ballot was validated for counting. If you do not have access to a computer, you may call (520) 724-4330 or 1-800-775-7462 ext. 4330. You will need to provide the preprinted receipt number to be given your information.

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▶▶▶▶ SEPARATE THIS NUMBERED RECEIPT AND GIVE IT TO THE VOTER ◀◀◀◀

Conditional Envelope/Provisional Ballot

If the fourth box on the Voter ID Slip is checked (voter DID NOT present acceptable ID), you will need to assist the voter in completing the information on the Conditional Envelope.

CONDITIONAL ENVELOPE

10 days after the election go online to www.recorder.pima.gov; select the provisional ballot link and enter the preprinted receipt number to find out whether or not your ballot was validated for counting. If you do not have access to a computer, you may call (520) 724-4330 or 1-800-775-7462 ext. 4330. You will need to provide the preprinted receipt number to be given your information.

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▶▶▶▶ SEPARATE THIS NUMBERED RECEIPT AND GIVE IT TO THE VOTER ◀◀◀◀

- NOTICE
DO NOT USE THIS ENVELOPE
if an Arizona Driver's License
is presented as an acceptable ID.
PROVISIONAL ENVELOPE

FILL IN ALL SHADED AREAS

VOTING AREA: _____
(WHERE THE BALLOT WAS VOTED)

0000

**Primary Election
VOTER ID SLIP**

REGISTER No. 17 ID CLERK INITIALS IDC

- Voter presented acceptable ID with name and address of voter matching the precinct register.
- Voter marked with an E/EARLY BALLOT in Register/Roster. Voter directed to the Special Situation Table.
- Voter presented acceptable ID with name and/or address of voter NOT matching precinct register. Voter directed to the Special Situation Table to vote a Provisional Ballot.
- Voter DID NOT present acceptable ID. Voter directed to the Special Situation Table to vote a Conditional Provisional Ballot.

The Special Situations clerk will complete the top portion of the Conditional Envelope by filling out the Voting Area, Date, the ballot/stripe color for the

ballot being issued to the voter and then sign as the Election Official (you MUST sign to validate the envelope).

CONDITIONAL ENVELOPE

10 days after the election go online to www.recorder.pima.gov; select the provisional ballot link and enter the preprinted receipt number to find out whether or not your ballot was validated for counting. If you do not have access to a computer, you may call (520) 724-4330 or 1-800-775-7462 ext. 4330. You will need to provide the preprinted receipt number to be given your information.

10 días después de la elección visite la página internet www.recorder.pima.gov; seleccione balota provisional y entre el número impreso de este recibo para informarse si su balota fue válida para contarse. Si usted no tiene acceso a una computadora, puede llamar al (520) 724-4330 ó 1-800-775-7462 ext. 4330. Tendrá que proporcionar el número impreso de este recibo para obtener su información.

▶▶▶▶ SEPARATE THIS NUMBERED RECEIPT AND GIVE IT TO THE VOTER ◀◀◀◀

- NOTICE -
DO NOT USE THIS FORM
if an Arizona Driver's License
is presented as an ID, use a
PROVISIONAL ENVELOPE instead.

OFFICE USE ONLY

INITIALS

FILL IN ALL SHADED AREAS

VOTING AREA: 000 DATE: 11/8/16
 (WHERE THE BALLOT WAS VOTED)

BALLOT ISSUED None Ima SS Clerk
 (BALLOT/STRIPE COLOR) ELECTION OFFICIAL'S SIGNATURE

500683000

Have the voter complete as much of the information on the bottom portion of the form as possible. The voter may use their own pen (in any color ink) if they so choose. Make sure the voter signs the envelope or the ballot will NOT be counted.

TO BE COMPLETED BY VOTER
 DEBE LLENARSE POR EL VOTANTE
PLEASE PRINT LEGIBLY
IMPRIMA POR FAVOR LEGIBLE

OFFICE USE ONLY



<u>Marcinko</u>		<u>Dick</u>			
<small>LAST NAME / APELLIDO</small>		<small>FIRST NAME / NOMBRE</small>		<small>MIDDLE / SEGUNDO NOMBRE</small>	<small>SUFFIX / SUFJO</small>
<u>6 S.E. Alteam Rd.</u>			<u>Tucson</u>	<u>85754</u>	
<small>RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA</small>			<small>APT./SP./NO. NUM. DE APTO.</small>	<small>CITY CIUDAD</small>	<small>ZIP CODE ZONA POSTAL</small>
<u>Same as above</u>					
<small>MAILING ADDRESS / DIRRECCION DE CORREO</small>			<small>APT./SP./NO. NUM. DE APTO.</small>	<small>CITY CIUDAD</small>	<small>ZIP CODE ZONA POSTAL</small>
<u>11/21/1940</u>	<u>N/A</u>	<u>N/A</u>			
<small>BIRTH DATE FECHA DE NACIMIENTO</small>	<small>FORMER NAME NOMBRE ANTERIOR</small>	<small>FORMER RESIDENCE ADDRESS DOMICILIO DE RESIDENCIA ANTERIOR</small>			
			<u>1958</u>		
<small>AZ DRIVERS LICENSE NUMBER OR AZ NON OPERATING LICENSE NUMBER NUMERO DE LICENCIA DE CONDUCIR DE AZ O NUMERO DE LICENCIA NO OPERANTE DE AZ</small>			<small>LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER ULTIMOS CUATRO DIGITOS DE NUMERO DE SEGURO SOCIAL</small>		
<small>I 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. Juro o afirmo bajo pena de perjurio que la informacion anterior es correcta, que yo resido en el distrito, que soy elegible para votar en esta eleccion y que no he votado previamente en esta eleccion.</small>					
<u>Dick Marcinko</u>		<u>11/8/16</u>	<u>724-6830</u>		
<small>ELECTOR'S SIGNATURE / FIRMA</small>		<small>DATE / FECHA</small>	<small>TELEPHONE NUMBER / NUMERO DE TELEFONO</small>		

INSERT VOTED BALLOT IN THIS ENVELOPE - REMOVE ADHESIVE STRIP - FOLD AT PERFORATIONS AND SEAL
 QC-4-2013

Enter the voter's name (last name first) in the Provisional Ballot Poll List/Signature Roster using the next available "V" number. Print the ballot stripe color in the middle column and have the voter sign their name in the last column.

PROVISIONAL BALLOT POLL LIST/SIGNATURE ROSTER PAGE USE RED INK ONLY			
V #	PRINT NAME	BALLOT COLOR	SIGNATURE OF VOTER
V-1	Allen, John D.	Sal	John Allen
V-2	Marcinko, Dick	None	Dick Marcinko

Issue the voter the correct **PROVISIONAL** ballot, hand them the completed Conditional Envelope, instruct them to place their completed ballot into the envelope and return it to the Special Situations table, then direct them to an empty secrecy booth to cast their ballot.

PROVISIONAL PRECINCT / DISTRITO ELECTORAL 000
ELECTION EXAMPLE
PIMA COUNTY, STATE OF ARIZONA
EJEMPLO ELECCION
CONDADO DE PIMA, ESTADO DE ARIZONA

CONDITIONAL ENVELOPE

10 days after the election go online to www.recorder.pima.gov, select the provisional ballot link and enter the preprinted receipt number to find out whether or not your ballot was validated for counting. If you do not have access to a computer, you may call (520) 724-6330 or 1-800-775-7462 ext. 4330. You will need to provide the preprinted receipt number to be given your information.

10 días después de la elección visita la página internet www.recorder.pima.gov, selecciona balota provisional y entre el número impreso de este recibo para informarse si su balota fue validada para contar. Si usted no tiene acceso a una computadora, puede llamar al (520) 724-6330 o 1-800-775-7462 ext. 4330. Necesita que proporcione el número impreso de este recibo para obtener su información.

▶▶▶ SEPARATE THIS NUMBERED RECEIPT AND GIVE IT TO THE VOTER ◀◀◀

- NOTICE -
DO NOT USE THIS FORM
if an Arizona Driver's License
is presented as an ID, use a
PROVISIONAL ENVELOPE instead.

FILL IN ALL SHADED AREAS

VOTING AREA: 000 DATE: 11/8/16
(WHERE THE BALLOT WAS VOTED)

BALLOT ISSUED None Ima S.S. Clerk
(BALLOT STRIPE COLOR) ELECTION OFFICIAL'S SIGNATURE

TO BE COMPLETED BY VOTER
DEBE LLENARSE POR EL VOTANTE
PLEASE PRINT LEGIBLY
IMPRIMA POR FAVOR LEGIBLE

Marcinko Dick
LAST NAME / APELLIDO FIRST NAME / NOMBRE MIDDLE / SEGUNDO NOMBRE SUFFIX / SUFICIO

6 S.E. Alteam Rd. Tucson 85754
RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA CITY / CIUDAD ZIP CODE / ZONA POSTAL

Same as above
MAILING ADDRESS / DIRECCION DE CORREO APT./SUF./IND. / NUM. DE APTO. CITY / CIUDAD ZIP CODE / ZONA POSTAL

11/21/91 N/A N/A
BIRTH DATE / FECHA DE NACIMIENTO FORMER NAME / NOMBRE ANTERIOR FORMER RESIDENCE ADDRESS / DOMICILIO DE RESIDENCIA ANTERIOR

1958
AZ DRIVER'S LICENSE NUMBER OR AZ NON OPERATING LICENSE NUMBER / NUMERO DE LICENCIA DE CONDUCIR DE AZ O NUMERO DE LICENCIA NO OPERANTE DE AZ LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER / ULTIMOS CUATRO DIGITOS DE NUMERO DE SEGURO SOCIAL

Dick Marcinko 11/8/16 724-6830
ELECTOR'S SIGNATURE / FIRMA DATE / FECHA TELEPHONE NUMBER / NUMERO DE TELEFONO

INSERT VOTED BALLOT IN THIS ENVELOPE - REMOVE ADHESIVE STRIP - FOLD AT PERFORATIONS AND SEAL
9C-4-0293

When the voter returns to the Special Situations table, have him or her seal the ballot into the envelope. Remove and hand the numbered receipt to the voter. Give them a copy of the Recorder's Office locations. Have the voter drop the ballot into the Blue Ballot Box (the voter or the clerk may place the ballot into the box).

Locations receiving identification for
CONDITIONAL ENVELOPE

10 days after the election go online to www.recorder.pima.gov; select the provisional ballot link and enter the preprinted receipt number to find out whether or not your ballot was validated for counting. If you do not have access to a computer, you may call (520) 724-4330 or 1-800-775-7462 ext. 4330. You will need to provide the preprinted receipt number to be given your information.

10 días después de la elección visite la página internet www.recorder.pima.gov; seleccione balota provisional y entre el número impreso de este recibo para informarse si su balota fue válida para contarse. Si usted no tiene acceso a una computadora, puede llamar al (520) 724-4330 ó 1-800-775-7462 ext. 4330. Tendrá que proporcionar el número impreso de este recibo para obtener su información.

▶▶▶▶ SEPARATE THIS NUMBERED RECEIPT AND GIVE IT TO THE VOTER ◀◀◀◀

ADDRESS/Domicilio	Hours/Horas
Pima County Recorder Main Office - Old Courthouse 115 N. Church Ave., 1st Floor, North Wing	8 AM - 5 PM
Pima County Recorder eastside - Gaslight Theater Complex 6920 E. Broadway Blvd., Ste. D	8 AM - 5 PM
South Tucson City Clerk's Office 1601 S. 6th Ave.	8 AM - 5 PM
Sam Lena Library - South Tucson 1607 S. 6th Ave.	10 AM - 5 PM
Marana Town Clerk's Office 44555 W. Civic Center Dr. in Marana	8 AM - 5 PM
Wheeler-Taft Abbott, Sr. Library 7800 N. Schisler Dr. in Marana	10 AM - 5 PM
Geasa Library - Marana 13370 N. Lon Adams Rd. in Marana	10 AM - 5 PM

Pima County Recorder's Office ❖ (520) 724-4330 ❖ www.recorder.pima.gov

Curbside Voting

If the Marshal has to assist a voter who cannot enter the polling place and is required to issue a Provisional Ballot to that voter, assist the Marshal by completing the top portion of the envelope.

The Marshal and another poll worker of a different party will take the envelope, a Provisional Ballot and the Disabled Voter Signature Affidavit out to the voter. Once the voter has completed their ballot, the Marshal and assistant will return to Special Situations and place the envelope in the Blue Ballot Box and hand you the Disabled Voter Signature Affidavit.

Using the next available “V” number, enter the voter’s name into the Provisional Ballot Poll List/Signature Roster. On the voter’s signature line, write the words, “Affidavit Attached,” and tape the Disabled Voter Signature Affidavit to the back cover of the Provisional Ballot Poll List/Signature Roster.

PROVISIONAL BALLOT POLL LIST/SIGNATURE ROSTER PAGE USE RED INK ONLY			
V #	PRINT NAME	BALLOT COLOR	SIGNATURE OF VOTER
V-1	Allen, John D.	Blu	John Allen
V-2	Marcinko, Dick	Sal	Dick Marcinko
V-3	Fel, Kiimas	Blu	AFFIDAVIT ATTACHED
V-			

Early Ballots

Any voters bringing their Early Ballot into the polling place **DO NOT** sign a signature roster and their information **IS NOT** recorded into any poll list. An Early Ballot can be dropped at ANY polling location.

If the voter has brought in a **voted** Early Ballot, make sure that the voter has completed and signed the Early Ballot Affidavit Envelope, that the Early Ballot is sealed in the envelope and that the envelope is placed into the Blue Ballot Box.

Pima County Early Ballot Affidavit

I declare the following under penalty of perjury: I am a registered voter in Pima County Arizona, I have not voted and will not vote in this election in any other county or state, I understand that knowingly voting more than once in any election is a class 5 felony and I voted the enclosed ballot and signed this affidavit personally unless noted below.

If the voter was assisted by another person in marking the ballot, complete the following:

I declare the following under penalty of perjury: at the registered voter's request I assisted the voter identified in this affidavit with marking the voter's ballot, I marked the ballot as directly instructed by the voter, I provided the assistance because the voter was physically unable to mark the ballot solely due to illness, injury or physical limitation and I understand that there is no power of attorney for voting and that the voter must be able to make their selection even if they cannot physically mark the ballot.

(NAME OF VOTER ASSISTANT) Date Signed _____

(ADDRESS OF VOTER ASSISTANT)

(SIGNATURE OF VOTER ASSISTANT)

0005 11/8/2016
DONALD BYRON BUCKLEY
321 E OCOTILLO DR TUCSON AZ 85712



25321337221
PCT: 000 SAL R 002-264870

BALLOT WILL NOT BE COUNTED WITHOUT YOUR SIGNATURE:

X Donald B Buckley 11/8/16
(YOUR SIGNATURE) Date Signed

520-724-6266 VOTER'S Daytime phone should we need to contact you regarding any problem with your ballot or signature.

The Early Ballot Affidavit Envelope may be inside a yellow mailing envelope. Have them place the envelope in the Blue Ballot Box. You do not need to have them open the mailing envelope.

If the voter has brought in an **unvoted** Early Ballot, direct the voter to an empty secrecy booth and have them vote their Early Ballot. Have them sign and date the Early Ballot Affidavit Envelope, seal the ballot inside and drop it into the Blue Ballot Box. If the Early Ballot voter has forgotten their Early Ballot Affidavit Envelope, use one from your supplies and make sure they complete all the information on the outside of the envelope.

Pima County Early Ballot Affidavit

I declare the following under penalty of perjury: I am a registered voter in Pima County Arizona, I have not voted and will not vote in this election in any other county or state, I understand that knowingly voting more than once in any election is a class 5 felony and I voted the enclosed ballot and signed this affidavit personally unless noted below.

If the voter was assisted by another person in marking the ballot, complete the following:

I declare the following under penalty of perjury: at the registered voter's request I assisted the voter identified in this affidavit with marking the voter's ballot, I marked the ballot as directly instructed by the voter, I provided the assistance because the voter was physically unable to mark the ballot solely due to illness, injury or physical limitation and I understand that there is no power of attorney for voting and that the voter must be able to make their selection even if they cannot physically mark the ballot.

(NAME OF VOTER ASSISTANT) Date Signed _____

(ADDRESS OF VOTER ASSISTANT)

(SIGNATURE OF VOTER ASSISTANT)

TO PROCESS YOUR BALLOT YOU MUST FILL OUT ALL THE INFORMATION BELOW

NAME JOE C Maddog

DATE OF BIRTH (required) 11/8/16

RESIDENTIAL ADDRESS

STREET 1400 W. Calle Torado

CITY Tucson STATE AZ ZIP CODE 85712

BALLOT WILL NOT BE COUNTED WITHOUT YOUR SIGNATURE:

X JOE C Maddog 11/8/16
(YOUR SIGNATURE) Date Signed

724-6830 VOTER'S Daytime phone should we need to contact you regarding any problem with your ballot.

Marshal's Duties

The Inspector is in charge of the polling place and will give you instructions on what they want you to accomplish prior to the opening of the polls, during the election and after the polls close.

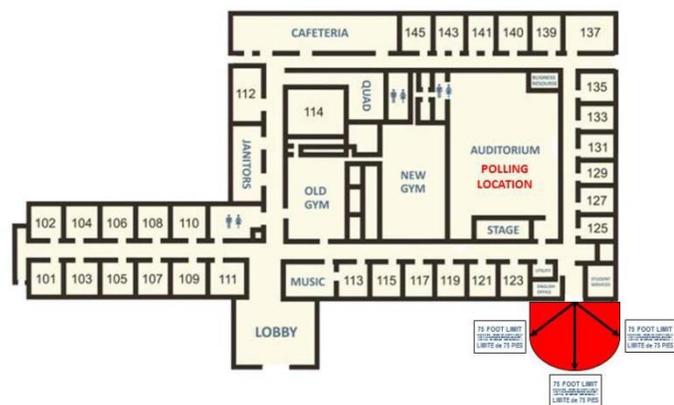
Expect at a minimum prior to the polls opening that you will help set-up the polling place by arranging tables and chairs, set up the secrecy booths and assist in completing the inventory of supplies. After the polls close, you can expect to return the polling place to the condition in which it was originally found after breaking down all the election equipment and you will be assigned a closing duty to complete as well. Follow the directions given by the Inspector at all times.

You will need several items for your work station:

- Pad of demonstration ballots
- Party Pick Up Log Sheet
- Black pen
- Black felt tip pens (replacements for the secrecy booths)

The Marshal has many and varied responsibilities before, during and after the election. Prior to the polls opening, the Marshal needs to post the 75 foot limit signs, sample ballots and all other signage around the polling location.

When posting the 75' limit signs, use the pre-measured string provided by the Elections Department, have assistance in placing and holding the string at the center of the outside main entrance to the facility while you place the signs in an arc from the entrance. Do NOT place the 75' limit signs on a road or the driving areas of a parking lot to avoid having them damaged by a vehicle. If in doubt as to what is considered



the main outside entrance, ask the Inspector.

Prior to the polls opening, you will need to administer the Oath of Officers of Election to the Inspector. This document can be found on the back of the Red Poll List.

ARIZONA REVISED STATUTES	
<small>“Before opening the polls, each member of the board and each clerk shall take an oath to faithfully perform the duties imposed upon him by law. Any elector of the precinct may administer and certify the oath.”</small>	
OATH OF OFFICERS OF ELECTION	
STATE OF ARIZONA COUNTY OF PIMA	§
<small>We, and each of us do solemnly swear that we, and each of us, will support the constitution of the United States and the Laws of the State of Arizona; that we will true faith and allegiance bear to the same and defend them against all enemies whatsoever, and that we will faithfully and impartially discharge the duties imposed on and assigned us by law.</small>	
INSPECTOR _____	
JUDGE _____	

As the Marshal you will be announcing the opening and closing of the polls; this has to be done at specific times:

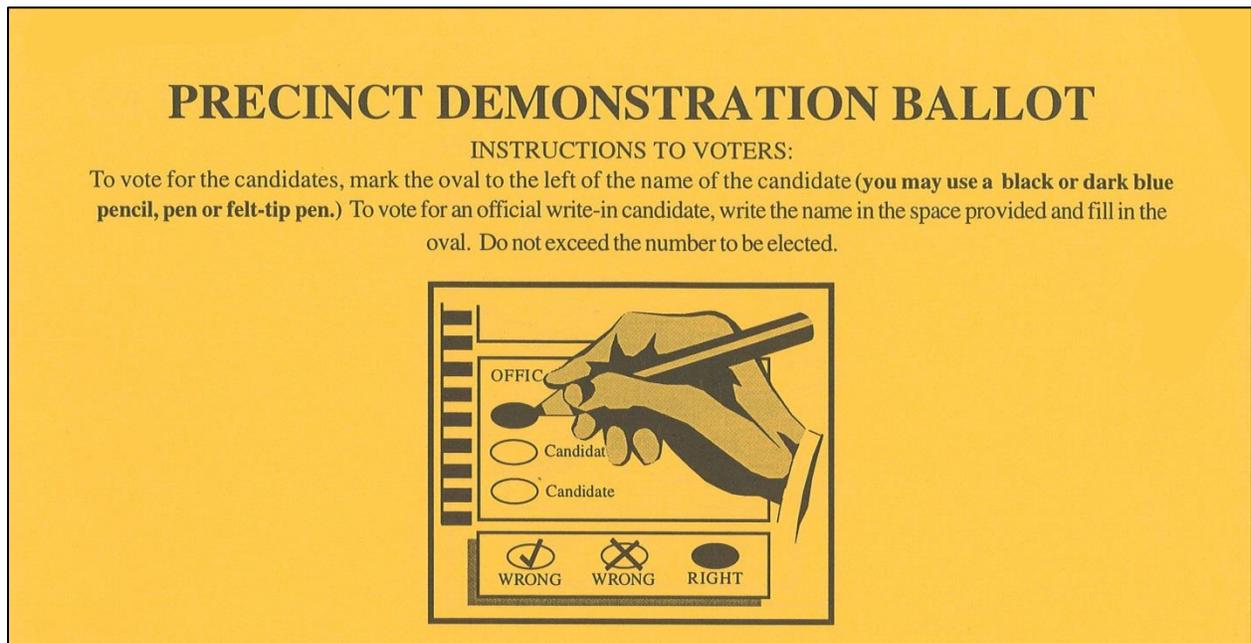
- 6:00 AM – “The Polls are now open.”
- 6:00 PM – “The Polls will close in one hour.”
- 6:30 PM – “The Polls will close in 30 minutes.”
- 6:45 PM – “The Polls will close in 15 minutes.”
- 6:59 PM – “The Polls will close in 1 minute.”
- 7:00 PM – “The Polls are now closed.”

As you make your announcements, be sure to use a loud, clear voice. When the final announcement has been made, stand behind the last person in line (if any) to designate the last voter. Everyone who was in line prior to the announcement is allowed to vote. No one is permitted to get in line after 7:00 PM, even to drop off an Early Ballot.

During the day you will need to check that the signs are still in place; this is especially important if the wind is blowing. Periodically check the marking

pens in the secrecy booths to ensure they are not dried out. If they are, replace them. While checking on the pens, look at the booths also to make sure no one has vandalized the booth or left behind political material. If you believe that a booth should be taken out of service, inform the Inspector and allow him or her to make the decision.

If a voter is voting for the first time or confused about how to correctly fill in their ballot, it is your responsibility to demonstrate the proper way to fill out a ballot; use the demonstration forms to educate the voter.



As the Marshal, you need to maintain order at the polling place. The main issue you will have to deal with is electioneering (see the definition on page 5). By law, it is not allowed within the 75' limit. When dealing with issues at the poll place, once you have advised a person that they are breaking the law and they continue their actions, notify the Inspector and call the authorities.

Throughout the day, you may be directed by the Inspector to take over another position for meal and bathroom breaks. If you are not familiar with the duties for that position, have the Inspector explain the duties to you and watch as you service the first few voters to ensure correct procedures are followed and no mistakes are made.

If party representatives arrive at the polling place and request copies of the poll list, it is the Marshal's duty to help grant this request. The representatives must have a letter from their county party chairperson. Pick up the pink (Republican) or blue (Democratic) copies of the poll list from the Poll List Clerk. You may only give the representatives copies of full pages. Log these pickups by the representatives in the Party Pick Up Log.

ELECTION DATE: <i>11/8/16</i>		V.A. # <i>000</i>
PARTY PICK UP LOG FOR THE POLL LIST SHEETS		
This sheet is to be completed by the Marshal each time a Party Representative picks up the copies of the Poll List entries. Take the name from the County Chairman's letter.		
	NAME	TIME PICKED UP
1.	<i>Sam Jones</i>	<i>2:15pm</i>
2.	<i>Betty Scott</i>	<i>3:11pm</i>
3.		
4.		

Curbside Voting Procedure

For voters who cannot, for one reason or another, enter the polling place to vote, you will need to assist them in curbside voting. When made aware that a voter needs to have curbside assistance, the Marshal will ask the voter for acceptable ID (refer to the acceptable ID information on page 21) and bring the ID to the Signature Roster Judge (JSP) to locate the voter's information. The JSP will fill out a Voter ID Slip to hand to the Ballot Issuing Judge (JOP) and complete the voter's information on the Disabled Voter Signature Affidavit.

DISABLED VOTER SIGNATURE AFFIDAVIT

STATE OF ARIZONA

COUNTY OF PIMA

} ss.

000
VOTING AREA

10
REGISTER NUMBER

Jack Grant
NAME

Salmon
BALLOT COLOR

1425637
VR #

2651 W 37th Ave.
ADDRESS

Republican
PARTY

REG. DATE

I do hereby swear or affirm that I am the person listed above and that I reside at the address listed above.

SIGNATURE OF QUALIFIED ELECTOR

Subscribed and sworn to before me this _____ day of _____, 20____

SIGNATURE OF POLLWORKER

PLT# 6728

The Marshal and another poll worker (not of the same party as the Marshal) will collect the proper ballot from the JOP (along with a secrecy sleeve) and take the Disabled Voter Signature Affidavit and ballot to the voter at curbside.

Have the voter sign the Disabled Voter Signature Affidavit. The Marshal will complete the form and sign his or her name as the witnessing poll worker.

I do hereby swear or affirm that I am the person listed above and that I reside at the address listed above.

Jack Grant
SIGNATURE OF QUALIFIED ELECTOR

Subscribed and sworn to before me this 8th day of November, 2016

Tom Melendez
SIGNATURE OF POLLWORKER

PLT# 6728

The Marshal, and other poll worker, will issue the ballot to the voter and will stay in view of the voter but in such a manner that they are unable to see how the voter marks their ballot. When the voter has completed their ballot and placed it in the secrecy sleeve, the ballot is brought into the polling place to be deposited in the Metal Ballot Box; the Disabled Voter Signature Affidavit is given to the JSP to place in the Signature Roster.

If the curbside voter was marked “Early,” produced acceptable ID with the name or address not matching the roster, did not present acceptable ID or their information was not found, the Marshal would follow the procedures necessary for issuing a Provisional Ballot along with the proper Provisional or Conditional Envelope (depending on which condition).

The Provisional Ballot would be sealed in the envelope, the receipt would be issued to the voter and the envelope would be placed in the Blue Ballot Box while the Disabled Voter Signature Affidavit would be placed in the Provisional Poll List/ Signature Roster by the Special Situations Clerk to account for the used Provisional Ballot. The procedures for filling out a Provisional or Conditional Envelope can be found in the Special Situations Clerk section of the manual (starting on page 34).

REMINDERS

Take the following to the receiving station (Inspector & JOP):

- The Official Envelope
- The Provisional and Early Ballot Envelope
- The Unofficial Envelope
- The Metal Ballot Box (with ballots inside)
- The Touch Screen in transport bag
- Signature Roster Notebook(s)
- Polling Place keys and cell phone (only if issued)

Items that go in the Touch Screen Transport Bag

- Touch Screen tablet
- Pink Zip Lock bag containing the Encoder, Supervisor Card and Voter Access cards (place in outer pocket & zip closed)

Items that go in the Official Envelope (double check items in bag BEFORE you seal it)

- Yellow copies of the poll list pages from the Red Poll List & the Provisional & Conditional Ballot Poll List/Signature Roster
- Spoiled Ballots
- White copy of the Challenge List (if any challenges were made)

Items that go in the Provisional and Early Ballot Envelope (double check items in bag BEFORE you seal it)

- Early Ballots that voters drop off at your polling place
- Provisional Ballots
- Conditional Provisional Ballots

Items that go in the Unofficial Envelope (double check items in bag BEFORE you seal it)

- The second copy of the Touch Screen Final Results Tape
- White copy of the completed Ballot Report
- The "R" Envelope containing the Precinct Registers
- Blue and pink copies of the Red Poll List (if not picked up by the political party representatives)
- The Red Poll List
- The Provisional & Conditional Ballot Poll List/Signature Roster
- The used Voter ID slips
- Seal Log and Payroll (if these were not picked up by the Troubleshooter)
- All signed Closing Duty Cards
- The yellow copy of the Challenge List (if any challenges were made)
- The Metal Ballot Box seal sheet

Items that go in the Metal Ballot Box

- Voted Ballots
- Yellow (second) copy of the completed Ballot Report
- Touch Screen Canister

Items that go in the Steel Cage

- Unused ballots
- Touch Screen base
- Touch Screen Printer Bag
- Touch Screen Zip Lock Supply Bag with keypad, headset, power cords, equipment keys and other accessories
- Inspector's Notebook

HOTLINE NUMBERS



**For election issues that deal with the administration of an
election or its procedures, call:**

ELECTIONS 724-8551

**To determine if a voter is registered or their proper precinct,
call:**

RECORDERS 724-4330