



JUDGE INSTRUCTION MANUAL

**November 3, 2020
GENERAL ELECTION**

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County Election Board: Ray Adler, Republican Member
Greg Purvis, Democrat Member
Kathy Williams, Secretary and Hamilton County Clerk

Election Administrator: Beth Sheller - 317-385-1107 cell phone
Election Office: Joyce Wielinski
Beth Whisman

Voter Registration Office: Dianne Morgan
Pat Toschlog

Important Phone Numbers:

Elections/Clerk's Office (will be open by 5 a.m. on Tuesday)
317-776-8476 - Main Line
317-776-8206 - Joyce Wielinski
317-776-8475 - Beth Whisman
317-770-4414 - Beth Sheller
317-776-9630 - Main Line

Voter Registration Office
317-776-9632 - Main Line
317-776-8203 - Dianne Morgan
317-770-8832 - Pat Toschlog

Hamilton Co. Sheriff's Department: 911 OR 317-773-1282 Emergency number
Republican Headquarters: Laura Campbell, Chairman 317-849-9600
Democrat Headquarters: Joe Weingarten, Chairman 317-223-5344

The polls are open from 6:00 a.m. to 6:00 p.m.
The polling place MUST be set up and ready for voters at 6:00 a.m.

Call the Elections Office for:

- Questions concerning machines or poll pads
- Questions for the Election Board
- Missing forms or other items

PRECINCT BOARD AND OFFICIALS

The **Precinct Election Board** is composed of a Republican Inspector, one Republican Judge, and one Democratic Judge. The board is responsible for inspecting election equipment, conducting the election, canvassing the vote, and returning the vote to the courthouse.

The **Inspector** serves as the Chairperson and spokesperson for the Precinct Election Board. The Chairperson picks up the supplies, arranges the election equipment, can check for photo ID, returns supplies, and certifies vote totals.

The two **Judges** serve as members of the Precinct Election Board with an equal vote as the Inspector in determining questions to be decided by the Precinct Election Board. They assist and instruct voters when assistance is requested. They also assist the Inspector and Clerks in the performance of their duties. The Judges can also check for photo ID. They perform the duties of the sheriff if there is not a sheriff assigned to the polling place. Additionally, the **Democratic Judge** must accompany the Inspector to the Government Center when the supplies are returned on Election night.

The other Precinct Election Officials include:

Clerks and Assistant Clerks, Republicans and Democrats, equally divided, function as Clerks for the Precinct Election Board. They maintain the poll pad. They check for **Photo ID**, handle any **Proof of Residency** requirement issues, and **Provisional Ballots**.

In most precincts there will not be a sheriff. These duties are now performed by the judges. However, if you have a sheriff, their duties are as follows:

Sheriffs, one Republican and one Democratic, they preserve the peace, enforce the election laws, and make arrests for violations of election laws inside the voting room and within the fifty feet area from the polling place entrance. Interference with or obstruction of a voter within fifty feet of the voting room is a felony. No one is allowed in the voting room but the Precinct Election Board, voters, challengers, and watchers. Under no circumstances is a candidate allowed inside the voting room except for the purpose of voting.

16 & 17 year-olds can work as a Judge or Clerk as long as they have completed the Request form and it is on file in the Election Office by Election Day.

Other Election Workers: Watchers, Challengers and Poll Book Holders

Certain individuals who are not precinct election officials have special privileges to observe the precinct election process: watchers, challengers, and poll book holders.

They MST present credentials to the Inspector to be in the polling site.

POLLING SITES WITH MULTIPLE PRECINCTS

If you are at a location where you have multiple precincts at one site, each machine will contain all the ballot types of each of the precincts.

When the judge sets the machine, they will need to put in the blue vote card and then select the precinct that the voter has selected. This information is found on the printed ticket given to them from the poll pad.

Remember just like it was when you were in a single precinct - the line forms before the Clerk's table.

Polling Place Set Up and Information

Children in Polling Place

Children may accompany voters into the voting booth area (IC3-11-11-8 & IC3-11-12-29). Children should not be at the polling place all day or sitting at the table where the voters are checking in.

Cell Phones

Poll workers may have a cell phone with them, but they should not be talking on it while they are working at the clerk's table or while a voter is casting their vote.

Maintaining Order and Emergencies

The Election judge or (sheriff) should try to maintain order at the polling place. If there is a problem that the Election judge or (sheriff) cannot handle, they should contact the Clerk's office and the Hamilton County Sheriff (773-1282 Emergency number or 911).

Independent Voting

Independent voting is a must for all voters. Polling places must be accessible to all voters. If you have anyone who cannot get into your polling place to vote, please give the Clerk's office a call.

Procedure for Judge to Vote a Voter

- Take the poll pad receipt and blue card from the voter.
- The Judge will insert the blue card into the voting machine.
- The Judge will confirm by the receipt that the Precinct selected is correct. If there is only one precinct at a location, the precinct will automatically select for you. If there is more than one precinct, the Judge will need to select the precinct.
- The Judge will remove the blue card.
- The Judge informs the voter to:
 1. View all pages.
 2. The voter may use the Next Page, Prior Page, and Review Ballot buttons to review their choices prior to casting the vote.
 3. Before a voter can cast their vote, the voter must vote for at least one candidate.
 4. When voting is completed, press the button next to CONFIRM VOTE.
 5. ****To cast a vote, the voter will then press the red CAST VOTE button****
 6. A ballot cannot be changed once the red CAST VOTE button has been selected. This is final!
- The Judge will allow the voter to vote in private.
- The Judge will put the ticket in the specified place and return the blue card to the Clerk's table.

Procedures

Judges, you can help at the Clerk's desk if the clerk needs a break. Be sure you know the guidelines for the poll pad for doing this.

Remember to be helpful to those with disabilities, but do not touch the person without permission and ask the voter before you provide physical assistance.

If a voter requests help in the booth, then a D & R judge, together, will complete the PRE-3 form and proceed to assist the voter.

If a voter walks out without casting their vote (pushing the red button), then the D & R judge, together will cast the vote and complete the PRE-9. If they did not vote for anyone then the vote cannot be cast, and should simply be cancelled (no form necessary). If that happens, then please note this on the lime green poll pad notes because the machine and poll pad totals will not match.

Inspector and Judges need to know how to install the Double Talk Device in case you have a voter that makes a request to use it.

How to use the Audio (Double Talk) Device

If you have a voter who wishes to use the Audio part of the voting machine, follow the steps listed below:

In your black accessory bag, you will find the Double Talk unit and the headphones.

This must be done before the voting panel is activated with the Vote Card. Attach the Double Talk unit to the jack in the front or back of the voting panel. Make sure the headphones are plugged into the Double Talk unit.

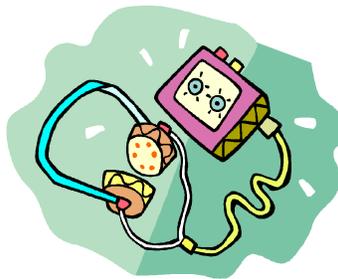
Insert the Vote card into the panel and activate the ballot as normal. Give the voter the headphones.

Assist the voter in locating the two rows of raised gray buttons and the Cast Vote button. Also explain that when they press the first button on the top left, the panel will read the instructions on how to vote.

A single press of the button will announce the information associated with that button. To select the button must be pressed twice. This includes the Cast Vote button when the voter is finished.

If the device is no longer needed for the next voter, unplug the Double Talk device before activating the voting panel for the next voter.

Wipes are available for cleaning the headphones after each vote.



RETURNING TO THE GOVERNMENT CENTER

Prepare the machines and the poll pads to bring back to the Judicial Center and follow the written instructions on returning the machines and the supplies.

When all the forms are certified and ready to return to the Judicial Center, the Inspector **along with the Democratic Judge must return the machines,**

poll pads, signs, and supplies. There will be an oath form for both the Inspector and the Democrat Judge to sign in the Clerk's office. If the Democrat Judge chooses not to return to the Judicial Center with the Inspector, a Judge's Refusal Form must be completed.

When driving into the sally port from Conner St (south side) entrance you will be greeted by workers who will be taking your machines and poll pads out of the car. You will only be allowed to make a right turn into the sally port! Please circle the block if you are coming from the west. The person in the passenger's seat (Judge or Inspector) will get out of the car with the Red bag and the Blue bag.

When you enter the Judicial Center from the sally port, down the hall there will be tables with people checking your supplies. Once they are finished checking your supplies, you will be instructed to bring the blue bag to the first floor and enter in the Clerk's office.

The driver will move on, park the car, and meet the co-worker in the Clerk's office on the first floor. Enter the building from the east doors.

Once in the Clerk's office the workers will distribute your supplies, check your expense sheet, and have the Inspector and Democrat Judge sign their oaths.

Then believe it or not, you are finished!!!!

Guidelines for Sanitizing and Social Distancing

- 1) Workers will have masks provided to wear at the polling location
- 2) Encourage voters to wear masks into the polling location, but this is not required
- 3) Workers will have gloves provided to wear at the polling location

- 4) Hand sanitizer is provided for workers and for voters. Have workers sanitize often when not wearing gloves. Have voters sanitize when they walk into the polling location.
- 5) Sanitizing solution along with microfiber towels will be provided. Sanitize table surfaces, door handles, anything that is touched OFTEN.
- 6) You may sanitize the poll pad and voting machines with the microfiber towel, but do not spray anything directly on either poll pads or machines.
- 7) Be sure everyone is coughing and sneezing into a Kleenex or sleeve instead of out in the open.
- 8) Mark spots for voters to stand 6 feet from each other if there is a line. You have blue painter's tape for this purpose.
- 9) When the polling site is closed for the day, completely sanitize everything.