



CLERK INSTRUCTION MANUAL

**November 3, 2020
GENERAL ELECTION**

Election Phone Numbers

Call for Machine or Poll Pad problems.

Call if missing or run out of forms or supplies.

Call with Election issues.

317-776-8476

317-776-8206

317-776-8475

317-770-4414

Beth Sheller cell phone – 317-385-1107

Voter Registration Phone Numbers

Call with voter registration questions.

Call if cannot locate person on poll pad.

317-776-9632

317-770-4462

317-776-8203

317-770-8832

317-770-4420

Election Workers

Inspector – Overall management of precinct (one at each polling site)

Clerk - Responsible for processing all voters on the poll pad

Judge – Responsible for setting the voting machine for each voter

Things to do before Election Day

- ❖ Vote Early if you are not working at your own precinct
- ❖ Wait for a call from your Inspector a few days before Election Day
- ❖ Review your Clerks Manual and Poll Pad Manual for Election Day

Election Day Prior to Polls Opening

- ❖ Arrive at polls at 5 a.m. (per Indiana Law)
- ❖ Sign your Oath – PRE-1
- ❖ Turn on Hot Spot right away and be sure it is plugged in and charging.
- ❖ Organize Clerk's table (may be set up from the evening before).
- ❖ After poll pads and printers are set up, check to see that the cloud icon on the poll pad is green (connecting to wifi), and the printer icon on the poll pad is green (connecting to printer).
- ❖ Verify that the poll pad says your polling site name. Verify that check-in numbers are 0.
- ❖ Locate the pink Poll Pad Log. The Democrat and Republican Clerks both verify on the Log that the check-in numbers start at 0.
- ❖ Get the lime green poll pad log from Inspector for keeping track of Certificate of Errors and any voter's missing information.
- ❖ Place orange Voter's Warning sign where it can be seen by voters signing the poll pad.
- ❖ Place the Future Poll Worker Sign-Up Sheet at the table where the voter signs in.

The colored forms referred to above are located in the Inspector's White Binder, Pocket 1.

Checking in Voters

- When launching the application after the poll pad is powered, there will be a Republican and Democrat sign in. **The Republican Clerk should sign in first with the username of r and the password as 1111. The Democrat Clerk will then sign in with the username of d and the password of 1111.**
- Request ID & verify the voter by their picture on their ID
- Scan the barcode of a voter's **INDIANA** (only!) Driver's License or State ID. (You may also look up the voter manually. Put in the **first three letters** of last name and the **first three letters** of the first name and search.)
- Choose the correct voter from the list that comes up.
- There is also an advanced search where you may search by date of birth, address, precinct, or license number (will rarely need to use this search).
- Verify the voter's address. If unchanged, then mark ACCEPT, and proceed. If changed you will need to check eligibility and have the voter complete a change of address form. (See Address Changed Section on next page).
- Have voter sign the poll pad.
- After the voter signs the signature page, press DONE SIGNING and then SUBMIT. The receipt will print from the poll pad printer.
- Give the voter the receipt and their ID, and they will proceed to the Judge for voting.

You will likely be able to check voters in faster than they can finish voting. After the voters sign in on the poll pad, they will immediately go to the Judge to vote. If you have voters in line, they should be waiting in front of the Clerk's table. There should be no lines formed between the Clerk's table and the voting machines.

IF VOTER'S ADDRESS HAS CHANGED

- a. If voter states that they have moved addresses from the registration address on your poll pad (not the address on their license, as the registration address does not have to match the license address!), there are 2 possible questions that the Clerk needs to ask the voter:
 - i. "Where did you move to?" (If the voter moved to another address in Hamilton County, then proceed to "b").
 - ii. If the voter moved out of Hamilton County, then ask "When did you move?". If voter moved out of Hamilton County on or before Sunday, October 4, 2020, proceed to step "c". If a voter moved out of Hamilton County on or after Monday, October 5, 2020, proceed to step "d".
- b. If a voter moved to another address **in Hamilton County** (doesn't matter when they moved), then mark "Address Changed" on the poll pad, the voter will complete a VRG 4/12, and then proceed to vote as normal.
- c. If voter has moved out of Hamilton County to any other address in Indiana **on or before Sunday, October 4, 2020**, they may only vote provisionally.
- d. If a voter moved out of Hamilton County to any other address in Indiana **on or after Monday, October 5, 2020**, then mark "Address Changed" on the poll pad, the voter will complete a VRG 4/12, and then proceed to vote as normal.

Items to Watch for on Poll Pad *These will be highlighted on the poll pad*

Proof of Residency

If poll pad shows in gold “This Voter Must Provide Proof of Residency” on the screen after you choose Address Changed or Unchanged, then the voter must show a Driver’s License with name and current address, or another proof with this same information (pay stub, government document, bank statement, utility bill). After the voter presents this document, mark in the box the Code for which proof of residency was shown. The Codes are listed at the bottom of the same page. Proceed as normal. If they cannot present an acceptable document, they can only vote provisionally.

Inactive (written in red by the voter’s information)

Must mark “Address Unchanged” to continue. If voter has changed address, then the clerk must find out where they have moved. If moved to another address in Hamilton County (doesn’t matter when they moved), then mark “Address Changed”, the voter will complete a VRG 4/12, and then proceed as normal. If voter has moved out of Hamilton County, then see the instructions on previous page.

MISSING DLN/SSN

Ask Voter for Driver’s License Number (last 4 digits of SSN if they do not have a DL). Write this number in the box and then press PROCESS VOTER. If voter does not want to give you the number, then go ahead and press PROCESS VOTER. They may still vote!

Absentee Issued

This voter will be highlighted in light green with “Absentee Issued” in green beside their information. The voter must surrender their ballot to you today if they have received the ballot, or they must complete the PRE-5 form stating why they are not voting the mailed ballot (did not receive, spoiled it). You will need to choose on the poll pad that one of these have been completed, then you may proceed to check in the voter. IF A VOTER SAYS THEY RECEIVED THE BALLOT, THEY MUST SURRENDER IT!! IF THEY DON'T HAVE IT WITH THEM, THEY MUST GO HOME AND GET IT!!

Absentee Received

This voter will be highlighted in light red with “Absentee Received” in red beside their information. You will not be able to process this voter without approval from the Elections Office. Ask the voter if they have already voted an absentee ballot by mail. If they say they have voted an absentee ballot by mail, then tell the voter they cannot vote again. If they say they have not, CALL THE ELECTIONS OFFICE IMMEDIATELY! There may be an error and we will be able to fix it. Never let a voter walk away who says they have not voted without calling the Elections Office first.

**NEVER, EVER COLLECT A VOTER'S VOTED ABSENTEE BALLOT!!
THESE BALLOTS CAN ONLY BE RETURNED TO OUR ELECTIONS
OFFICE IN THE JUDICIAL CENTER BY NOON ON ELECTION DAY!!**

Polling Place

- Children are allowed in polling place with a voter but should not be with the poll worker all day.
- Cell phones are allowed at the polling place, but do not use them at the Clerk's table or near the Judge and the voting machines.
- Poll watchers must have credentials! No one is allowed in the polling place unless they have credentials signed by Kathy Williams, Laura Campbell, Joe Weingarten, or they have a media pass.
- Electioneering and solicitation are prohibited within 50 feet of the entrance of the polling place, including: campaign shirts, buttons, hats, etc.
- Poll workers should **never** be discussing candidates or political issues in the polling place.
- The poll pads are to be used **only** for check-ins. Please do not add apps to the poll pad, play games, etc.

Polling Sites with Multiple Precincts

*One Inspector for all precincts

*Poll pad can be used for any precinct assigned to your location

*Voting Machines can be used for any precinct assigned to your location

*The copy of the printed receipt will show which precinct that the judge will select to set the voting machine

NOTE:

The voter must be registered to vote at a precinct at your polling site in order to cast a vote at your polling site. If you cannot check them in on your poll pad, they cannot vote at your polling site, unless you have called Voter Registration, and they have completed a Certificate of Error.

Photo ID

*Indiana Driver's License (No out of state licenses)

(current or expired after 11/6/2018)

*Indiana Photo ID Card (current or expired after 11/6/2018)

*Military ID (current or expired after 11/6/2018)

*US Passport (current or expired after 11/6/2018)

Voter Assistance

- If the voter brings someone to assist them in the voting booth, then the assistant will complete the top portion of a PRE-3.
- Republican and Democrat Judges together may assist a voter, and they will also need to complete the PRE-3 form.

Forms and lists to have on hand

**Poll Pad Notes (lime green)

**PRE-3 (voter assistance form)

**PRE-5 (voter has not received absentee ballot or it has been spoiled)

**PRE-9 (D & R Judges complete if casting a vote for voter who left without submitting their vote)

**VRG 4/12 (form for changing address if moved within Indiana)

**VRG 11 (form for registering to vote if not registered at all)

Poll Pad Accessibility

*Voters can sit at chairs at the Clerk's Table.

*If easier for voter, unclip the poll pad from the stand to lay flat on table or put in voter's lap.

*If voter cannot sign poll pad, the Clerk will print the voter's name in the signature space, voter will make a mark next to the name, and both Clerk's initial.

Provisional Ballot

NEVER PUSH THE PROVISIONAL BUTTON SELECTION AT THE BOTTOM OF THE SCREEN UNLESS THE ELECTIONS OFFICE APPROVES A PROVISIONAL BALLOT!!!

Provisional ballots should not be considered as a backup for a voter showing up at the wrong precinct to vote. When eligibility questions can be resolved at the polling place, fewer provisional ballots are necessary. Provisional ballots are a last resort. The Inspector will attempt first to resolve the voting or challenge issue at the polling place. If it can be resolved in favor of the voter, the voter can cast a regular ballot. If not, the voter may vote a provisional ballot.

Closing the Polls

- Remember, anyone in line at 6 p.m. can vote.
- After everyone has voted, complete your pink Poll Pad Check-In Log.
- **IMPORTANT!** Sync your poll pad after everyone has voted (press green cloud and sync now)
- Pack up the poll pad, following manual instructions.
- Assist in closing the polls.
- Remain at the polling location until all documentation is complete and the Inspector is ready to return to the Judicial Center.

Clerk's Pay

Clerks pay is \$105, plus \$15 for attending training, plus \$20 for meals

Make sure the Inspector has your complete address for the expense sheet and knows if you attended the required training.

Thank you!! If you have any questions, please don't hesitate to call us!

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.