

What does a precinct inspector do?

Greeter

- At the entrance to the precinct, briefly greet and welcome each voter
- Look for people who look “lost”, and ask if they have questions
- If someone is unsure which precinct or if registered, use the following:
 - Greeter Tablet
 - Precinct Map
 - Street Guide
 - Emergency Precinct Voter List
 - Calling City Clerk’s Office with Chair cell phone if available
- Provide instructions to voter on:
 - Sample Ballot
 - How to mark ballot
 - Voting options
 - 2 sided ballot (if applicable)
- Direct voters to Application Inspector

Application Inspector

- Greet and welcome each voter
- Each voter must complete an Application to Vote
- Show Sample Ballot to voters
- Provide instructions to voters on:
 - How to mark ballot
 - Voting options
 - Ask voters to have Photo ID ready
- IF voter does not have ID with them, have them complete Affidavit on back of application and complete and sign the Election Inspector portion
- Your initials
- Direct voters to Electronic Poll Book (E-Pollbook) Inspector

Electronic Poll Book (E-Pollbook) Inspector

- Ask EVERY voter for photo ID
- If voter shows valid photo ID, use ID to verify identify of voter
- If voter lacks ID, make sure they have completed Affidavit on back of Application to Vote
- Find voter’s name in E-Pollbook by swiping license or typing name
- Compare the date of birth and current address on the Application to Vote to the E-Pollbook
- Click on appropriate type of ballot issued
- Confirm ballot number with Ballot Inspector
- Provide voter number to Ballot Inspector
- Your initials

Ballot Inspector

- Complete Inspector section of Application to Vote
- Ballot number (confirmed with E-Pollbook and actual ballot)
- Voter number (from E-Pollbook)
- Your initials
- Place ballot inside secrecy sleeve
- Place application to vote in the clear plastic pocket on secrecy sleeve
- Ask voters if they need any additional instructions on how to mark ballot and provide any needed instructions
- Any voter may use VAT (Voter Assist Terminal)
- Give ballot to voter ONLY when there is an available voting booth
- Remind voters to vote both sides of ballot (if applicable)
- Instruct voter to visit Tabulator Inspector after marking ballot
- Coordinate Spoil Ballot Procedures: 1) secure ballot, 2) coordinate with E-Pollbook to get new ballot, 3) Update application to vote, 4) help voter avoid future errors

Tabulator Inspector

- To ensure ballot secrecy, the voter must put the ballot back in the secrecy sleeve with the stub exposed when leaving the voting booth
- Ask voter if they voted back and front side of ballot (if applicable)
- Verify the number on the ballot stub against the ballot number recorded on the Application to Vote
- Remove the ballot stub and Application to Vote
- Instruct the voter to feed the ballot into the tabulator – like feeding a dollar into vending machine
- Give voter “I voted” sticker
- Put the Application to Vote on the spindle