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D.C. Board of Elections & Ethics

**PRECINCT CAPTAINS
ELECTION DAY
NOTEBOOK**

November 5, 1996

Precinct: _____

Captain's Name: _____

Please complete and return Election Night in Envelope #1.

Supply Delivery Checklist

(To be completed on Monday)

Please check(✓)

YES

NO

- Was the facility open and ready to receive the precinct supplies?
- Did the delivery team arrive during the scheduled time?
- Were they accompanied by the Area Representative?
- Were they courteous and helpful?
- Was the supply box in good condition?
- Were the ballot boxes in good condition?
- Are tables and chairs available for you to use?

If your precinct uses leased tables and chairs, how many were delivered?

of tables _____ # of chairs _____

How many voting booths were delivered to your precinct? # _____

List any delivery problems you experienced:

Polling Place Set-up Checklist

At what time did you begin setting up the polling place: _____

Be sure to do the following: Check (✓) when completed

- Connect your precinct telephone to the wall jack to make sure that it is still working. If your telephone is **not** working; call the Board on 727-2512.
- Using the ***Precinct Supply List*** - check your supplies, paying particular attention to the following items:
Master Index Books, Precinct Ballots (complete section 2 of the Ballot Accounting form), Voter Cards, Special Ballot Envelopes and Master Street Indexes (Precinct and Citywide)
- Have each team member verify receipt of their supplies and set up their work station.
- Record any missing items on the next page. When you have finished checking your supplies call 727-2522 and tell us which items are missing.
- Set up the voting booths. Make sure to position the voting booths so that privacy is provided to each voter.
- Set up at least one "Accessible Voting Booth" (table-top) near the Special Ballot Clerk Station for elderly, handicapped and special ballot voters.
- Set up the Voter Information Station.
- Put up all of the inside signs and posters. **Do not post the outside signs until election day!**

When you've finished setting up the polling place: Check (✓) when completed

- Make arrangements with the facility contact person to have the building opened at 6:15am on Election Day.**
- Write the facility contact person's telephone numbers here.**
at home _____ at the facility _____
- Lock up the ballots** (*make sure that you will have access to them on Tuesday*) or
- Wait for the security officer to arrive at 5:00pm.** If the officer has not arrived by 5:15pm, notify the Board by calling 727-2512.

Are there any items missing from your supplies?

If so, list them below then call 727-2522 and tell us what you need.

Precinct Supply Checklist	
ITEM NAME/TITLE	Quantity
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

Please call as soon as possible, so that we can get your supplies to you. In some cases you may be instructed to get the item(s) from your Area Representative on Tuesday morning.

Opening the Polls Checklist

Check (✓) when completed:

TUESDAY MORNING - 6:30 am

- Have each team member sign-in on the **payroll form** as they arrive. Be sure to make address corrections directly on the form. Do not allow your team to sign-out at this time.

If a team member fails to show:

- Call the Board immediately on 727-2516 or 727-5691; then
- Call your alternates and ask one of them to come in to work.

List of Precinct Alternates		
Name	Address	Telephone #
1.		
2.		

- Assign a team member to hang the outside signs.
- Measure the 50' "Electioneering Prohibited Limit" and put out the sign(s)
- Recheck the ballots and open the package beginning with number "**0001**".
- Turn on the voting booth lights.
- Verify that all Poll Watchers have the appropriate color "Authorized Watcher" badge and have signed in on the Precinct Watcher Roster. (Badge color - **GREEN**, Supervisor's badge color - **ORANGE**)
- Shake the ballot box to make sure it is empty (remember the watchers may also shake it).

6:55 am

- Call the **TIME (9-301-844-1212).**
- 7:00 am - OPEN THE POLLS.**
- Open the ballot box - cut open the slot.

Closing the Polls

TUESDAY NIGHT 7:55 pm

Check (✓) when completed: Refer to the *Official Instructions for Precinct Captains Booklet*

- CALL TIME (9-301-844-1212) to verify that you have the correct time.
- Promptly at 8:00 pm announce that the poll has closed. Remember any voters in line at that time must be permitted to vote.
- After the last voter has voted - **SEAL THE BALLOT BOX.**
- Complete the BALLOT BOX RECEIPT FORM.
- Complete the BALLOT ACCOUNTING FORMS.
- Place the completed Ballot Accounting Form and Payroll Form in the brown BALLOT ACCOUNTING/PAYROLL FORM ENVELOPE and tape it to the top of the ballot box.
- Pull the plastic bag up and close it with the twister.
- RETURN UNUSED BALLOTS to the box in which they were delivered and tape it closed.
- Return all of your supplies to the supply box. Be sure to get the outside signs.
- COMPLETE ENVELOPE #1 (See list on front of envelope) and place in the supply box.
- Dismantle the voting booths, shake out card particles. **STACK THEM IN A CORNER for pick up on Wednesday.**
- Wait for the ballot pickup truck to arrive. CHECK FOR ID from the driver and complete the Ballot Box Receipt form.
- Make sure the pick up team takes:
the **BALLOT BOX,**
the **BOX OF UNUSED BALLOTS,** and
the **PACKING BOX.**
- ACCOMPANY THE DRIVER TO THE TRUCK to verify that the boxes are secured inside.**

Incident Reporting

Precinct: _____

Incident Report	
Name	
Address	Phone #
Description of Incident:	

Name	
Address	Phone #
Description of Incident:	

Name	
Address	Phone #
Description of Incident:	

Remember to call 911 if you require police assistance to control the situation.

