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# PRECINCT CAPTAIN

## Election Day - Before the Polls Open

1. Check to make sure that all of your team members have arrived at 6:30 a.m. Have everyone sign in on the Payroll form. If someone has not arrived by 6:45 a.m., first call the Board to report their absence and then call one of your alternates and ask him/her to come in to work.
2. Complete set-up of precinct.
  - Put up the outside signs and posters.
  - Use the pre-measured 50-foot string to mark the electioneering boundary. Set out the "Electioneering Prohibited" sign to mark this limit.
3. Shake the Ballot Box to show that it is empty. Any watchers that are present may shake it also.
4. Call the number for the TIME (844-1212). PROMPTLY at 7:00 a.m., open the poll and permit voters to vote.

## During Election Day

Check the performance of each of your team members during the day to ensure that they are following the correct procedures, in servicing voters.

Go outside periodically to check the 50 ft. "Electioneering Prohibited" boundary. Check to make sure that none of the campaigners have crossed the boundary.

Process curbside voters when the Voting Booth/Demonstration clerk is busy.

Monitor ballot usage during the day, refer to the Ballot Usage form. Monitor the precinct's supplies, call the Board or your Area Representative if you need additional supplies or equipment.

Report any problems or situations to the Board or your Area Representative. Be sure to write any incidents in your Captain's Notebook.

Check to make sure that all Poll Watchers in your precinct have an "Authorized Poll Watcher" badge, (issued by the Board) and that they have signed the Precinct Watcher Roster. Give each watcher a copy of the Guidelines for Watchers. Remember - they are not allowed to interfere with the voting process. They are allowed to look at the Precinct Watchers List and the completed voter cards.

Monitor any media visits during the day. Make sure that they have credentials and follow the Guidelines for Media.

## Witnessing the Ballot Box Transfers

1. Assist the Ballot Box Clerk in sealing the Ballot Box (see Ballot Box Clerk's Job Guide). Be sure to sign the seal and to complete and sign the Ballot Box Receipt form. For the P.M. pickup, be sure to tape the Ballot Accounting/Payroll Form envelope to the top of the box.
2. Check the ID of the driver who picks up the ballot box and have him/her sign the receipt form.
3. Follow the driver (with the box) to the truck and verify the placement of the ballot box inside the truck in the presence of a uniformed Metropolitan Police Officer.

## Closing the Polls

1. Shortly before 8:00 p.m., call the number for the TIME (844-1212). **PROMPTLY** at 8:00 p.m. announce that the poll has closed. Close the door to the poll or assign a member of the precinct team to stand at the end of any existing line of prospective voters. Only persons standing in front of the official at that time will be permitted to vote. Persons who arrive later should be told that the polls are closed.
2. After the last voter has voted, (all voters in line at 8:00 must be allowed to vote) seal the Ballot Box (see the Ballot Box Clerk's job guide). Be sure that both you and the Ballot Box Clerk sign the seal on the lines provided and across the edge of the seal so that the signatures are partially on the seal and partially on the box.

Fill out the Ballot Box Receipt Form for the P.M. ballot box pick-up.

3. Instruct the precinct team to take apart their stations and to begin packing the supplies.
  4. Check the precinct Payroll Form. Make sure all of the team members have filled in the time they arrived and signed their name.
  5. Assist the Ballot Clerk in completing the Ballot Accounting Form. Be sure to check the figures and to sign the Precinct Captain's certification.
    - Place the white copy of the completed Ballot Accounting Form and the Payroll Form in the envelope provided. Seal and tape the envelope to the top of the P.M. Ballot Box.
  6. Pull the plastic bag up over the top of the box and fasten with the twister.
  7. Continue packing the supplies. Return ALL unused ballots to the box in which they were delivered. Return all other supplies to the packing box. Remember to get all of the outside signs. Return the telephone, unless otherwise instructed.
    - Place the following materials in Envelope #1 and write your precinct # on Envelope #1:
      - Ballot Accounting Form (yellow copy)
      - Completed MRA's
      - Completed Comment Cards
      - List of Assisted Voters (if blank, include one sheet)
      - Precinct Watcher List (if blank, include one sheet)
      - Special Ballot Tally Sheet
      - Disallowed "Challenge of Voter" Forms, if any
- Note:** On occasion we may ask you to return other materials in Envelope #1. The Area Representative will visit your precinct after the polls have closed and will pick up Envelope #1.
8. Dismantle the voting booths, shaking out any card particles from the punches.
  9. The driver and helper, along with a police escort, will take the Ballot Box(es), the unused ballots, and the packing box. The voting booths will be picked on Wednesday, the day after the election.