

THINGS TO KNOW WHEN YOU'RE CHIEF OR ASSISTANT CHIEF

Chiefs have key responsibilities in their precinct. Assistant Chiefs should be prepared to perform these duties in the absence of the Chief, or at the Chief's request. This doesn't mean that the Chief or Assistant have to perform all these tasks personally; it means you are responsible for seeing all required actions are met.

PREPARING FOR ELECTION DAY

- Call your Election Officers ASAP.** Confirm they can work, and that they know **WHERE** and **WHEN** they need to arrive on Election Day. If one of your EO's cancels, contact Gretchen immediately.
- Decide how your precinct will handle food and tell your workers.
- Avoid wasting valuable time before the polls open and assign tasks for pre-opening, and a rough schedule for rotation. Be flexible. Expect to amend your schedule based on the abilities of your workers.
- Visit your polling place before Election Day** to see how you can best lay out the room. Contact Gretchen if you need assistance. Confirm your cell phone will work from inside the polling place.
- Between 2:30 and 6:00 p.m. on the Monday before the election**, the Chief or the Chief's designee must pick up the polling place materials from our office. Review your materials against the checklist in the bag, and immediately notify us if anything is missing.

ELECTION DAY MORNING

- First thing on Election Day**, swear in all your workers, making sure that they all sign the Officer of Election Oath form, and the pink pay sheet. Ask everyone to verify their address on the pay sheet so checks aren't misdirected.

DURING ELECTION DAY

- Periodically monitor the Prohibited Area.** Confirm that campaign workers are in compliance with electioneering limits. If needed, mark the 40' point with a piece of colored tape.
- Assist at the check-in table and machines to resolve problems and relieve other officers. Please make sure your workers are following procedures correctly. If you notice a worker having problems that seems to be slowing down the process, move that worker to another task.
- During slow times, check your machine totals with the poll book numbers to see they have the same totals. Note all discrepancies in Part F of both copies of the SOR.
- Respond to questions and concerns from voters. If needed, offer voters with concerns a comment form.
- Process voters whose names cannot be found on the rolls. Call 703.228.3456 if necessary.
- Resolve problems with political workers outside the polls or disruptive poll watchers inside the polling place.

AFTER THE POLLS ARE CLOSED

- Oversee the closing of your voting machines** and the breaking of the ballot bag seal. Supervise the completion of all copies of the SOR and the packing up and sealing of all materials in their correct envelopes.
- Call in the results to the office.
- After work is completed and your polling place put back in order, dismiss the other EO's.
- Return all election materials by no later than 10:00p.m. on Election Night.
- In the event the Electoral Board needs to contact you about your precinct's results, be reachable in the two days after the election. Make sure the contact information we have for you is current. Keep a list of your workers with their contact information handy in case they need to be contacted for missing signatures.