

DURING THE DAY

CURBSIDE VOTERS

Election officers serving in other functions (e.g., at check-in table) may be needed to assist curbside voters. Curbside voters will call the designated phone number on the yellow A-frame sign, which should ring the Chief's cell phone, another officer's phone, or available landline.

Do not ask a voter why they want to vote curbside.

- 1) Ask the caller how many people in the car want to vote. Have them describe their car so you can find it in the parking lot.
- 2) Send two officers to serve a curbside voter whenever possible. If practical, choose officers from different political parties. They can use the safety vests from the side pocket of the black rolling kit.
- 3) Invite authorized representatives and pages to observe the process from a distance.
- 4) Take the following supplies with you to serve all the voters in the car:
 - Poll Pad
 - Clipboard
 - Pen
 - Privacy folder
 - Ballot
 - Request for Assistance form (just in case)
 - Sticky notes (blue pencil case)
- 5) Ask if anyone in the car will need help filling out their ballot. Have the voter and their assistant complete a Request for Assistance form. A form is only required if the voter needs help; simply voting curbside is not "assistance."
- 6) Check in the voter on the Poll Pad. **Be sure to check the Curbside flag (and Assistance Required flag, if appropriate).** Call the Chief for a non-routine situation.
- 7) If there are multiple voters, put a sticky note on each privacy folder indicating where they sit (e.g. driver, passenger, back seat) before handing them out.
- 8) Step back a few feet from the car to give the voter privacy.
- 9) Ask the voter to wait while you take the ballot inside and cast it on the DS200. If a ballot is not accepted for any reason, put it back in the right privacy folder.
- 10) Return to the car with "I Voted" stickers and any rejected ballots. If a voter's ballot was rejected, explain the voter's options (cast overvoted or blank ballot; spoil and get a new ballot).