# JOB FUNCTIONS – ROLES AND RESPONSIBILITIES
# INSPECTOR – CHECK IN

Two inspectors check voters in at the polling place. Announcing and checking the name(s) on the voting list and handing out the ballot.

The Inspector generally serves as an election officer under the direction of the presiding officer (the Warden and/or City Clerk). The Inspector may help count and tabulate votes.
MGL c. 54 § 17; 950 CMR. § 52.01(5); 950 CMR. § 54.01(5).

Check-In Process:
When the voter arrives at the polling location, they must state their name and address to the poll worker who must repeat the name and then look for it on the official list of voters.
MGL c. 51, § 37; MGL c. 51, § 60.

Double check for titles such as Jr., Sr., and III, and also be careful of voters who have the same first and last names, but different middle initials.

Once found, the poll worker repeats the name and address, loudly and clearly, and then makes a check mark next to the name to indicate that the person has arrived to vote.
MGL c. 54, § 76.

The Inspector then hands the voter the Ballot and offers the voter a secrecy sleeve.

**For a Primary,** the Inspector must verify the party enrollment on the voter list.

If they are **enrolled in a party,** they **can only be provided a ballot from that party.** They do NOT get a choice of Ballot Type.

If they are **unenrolled** appearing as a "U" or a **political designation** on the Voter list, the Inspector must record the ballot type requested by the voter and then must provide the same ballot type to the voter. Once the voter list is marked with the Ballot type chosen, the voter can NOT change their mind and request a different ballot type.

# INSPECTOR – CHECK IN Continued

When the word **ID** appears on the voter list, this is a newly registered voter and the voter **must present an ID** with the same address at which they are registered to vote.

Voters that appear as Inactive on the voting list have most likely not completed their annual census request and **must present an ID** with the same address at which they are registered to vote AND **must complete an Affirmation of Continuous Residency Form**.

Valid forms of Identification include:

a.            Driver's License
b.            Government ID
c.            Current Utility Bill
d.            Current Bank Statement
e.            Current Government Check
f.            Current Pay Check
g.            Current Rent Receipt
h.            Current Mortgage Statement
i.            Voter Acknowledgement Letter

If the voter provides one of the forms of identification listed above, and **the addresses match**, the Warden will complete an Affirmation form.

When the voter is presented with a ballot or deposits a ballot (for check out), the Election Official needs to mark such on the affirmation form along with the ballot type for a primary.

If the voter <u>does not have</u> an ID or if the address listed on the ID does <u>not</u> match the voter list, the Warden will implement the challenged voter process.

Absentee Voters will have **"AV"** appear on the voter list. Once an Absentee Ballot has been cast a voter cannot appear in person to vote. If the voter does appear prior to the ballot being cast the voter may cast a ballot in person and when the absentee ballot arrives it will be rejected by writing "voted in person" on outside. Absentee Ballots can NOT be brought to the polls by the voter, they must bring it to the City Clerk's office.
**If you cannot locate the voter's name and address on the polling list, send them to the Warden for assistance.**

# NEVER TURN A VOTER AWAY!

# INSPECTOR – CHECK IN Continued

## End of Night Reconciliation

The total # of ballots cast (from Accuvote Machine) **PLUS** +
The total # of hand count ballots (from side Auxiliary Compartment) EQUALS= # **TOTAL CAST BALLOTS**

Election Officials MUST count the # of voters on their voting list that were provided a ballot. This # should MATCH the TOTAL # of CAST BALLOTS (see formula above).

In addition, the Check-in counts should match the Check-Out counts. Any discrepancies need to be recorded on a Reconciliation Report which needs to be signed off by the Warden before leaving.

When the # of Voters on voting list does NOT Match:

1. Recount each Page (did you include any Voter Certificates)
2. Re ADD page totals
3. Compare the Total # per page with the other Voting List totals
4. Find discrepancies between the Check in & Check out
5. Provide Information & Explanations of any discrepancies:

   - Outline variance between your Voting List & Total Cast Ballots
   - Describe variance between your Voting List & other Voting List
   - List ALL discrepancies (voter & address) between Voting Lists
   - Provide an explanation of what you think happened to cause error

Under no circumstances should the totals be altered to agree with each other. If there is a discrepancy between the # on voting machine, check-in voting list and check-out voting list then the Clerks report should describe the discrepancy and outline the explanation of the error that if corrected would eliminate the discrepancy found.

The Warden must sign off on the Reconciliation Report before Election Officials Tallying the Voting lists can sign out.

# JOB FUNCTIONS – ROLES AND RESPONSIBILITIES
# INSPECTOR – CHECK OUT

Two Inspectors check out voters. The Inspector announces and checks the voter's name on the list and sees that the voter puts the ballot in the box.
MGL c.54 §§17, 67; 950 CMR §§ 52.03(17), 54.04(17)

The Inspectors generally serve as an election officer under the direction of the presiding officer (the Warden and/or City Clerk). The Inspector may help count and tabulate votes. MGL c.54§17; 950 CMR.§ 52.01(5); 950 CMR.§54.01(5)

Check-Out Process:
When the voter is checking out at the polling location, they must state their name and address to the poll worker who must repeat the name and then look for it on the official lists of voters.
MGL c. 51, §37; G. L. c. 51, §60.

Double check for titles such as Jr., Sr., and III, and also be careful of voters who have the same first and last names, but different middle initials.

Once found, the poll worker repeats the name and address, loudly and clearly, and then makes a check mark next to the name to indicate that the person has arrived to vote.
MGL c.54 §76

The Inspector then watches to make sure that the voter puts the ballot in the ballot box AND makes sure the voter CHECKS OUT **PRIOR** to depositing ballot. The Inspector should keep track of ballot box issues and have them recorded in the Clerks Record. Recording the Ballot Box issues is very important as it can help assist with explanations of count discrepancies that may occur at the end of the night.

The voter, if using one, then hands the secrecy sleeve to the election officer.

For a Primary, the Inspector must verify the party enrollment on the voter list. If they are enrolled in a party, the ballot they have should be the same as the party listed on the voter list. If they are unenrolled or a political designation, mark the type of ballot they are about to cast.

If a ballot is not accepted by the Accu-vote Machine, the Check Out Inspectors should instruct the voter to try again. If the problem continues, the Inspectors must find the Warden/Clerk who will address the issue. The Clerk must record all such happenings in the Record including the error message and the # of ballots cast listed on the Accu-vote LCD screen before and after the issue is corrected.

# INSPECTOR – CHECK OUT Continued

**End of Night Reconciliation**

The total # of ballots cast (from Accuvote Machine) **PLUS** +

The total # of handcount ballots (from side Auxillary Compartment) **EQUALS=# TOTAL CAST BALLOTS**

Election Officials MUST count the # of voters on their voting list that were provided a ballot. This # should MATCH the TOTAL # of CAST BALLOTS (see formula above).

In addition, the Check-In counts should match the Check-Out counts. Any discrepancies need to be recorded on a Reconciliation Report which needs to be signed off by the Warden before leaving.

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    - Outline variance between your Voting List & Total Cast Ballots
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The Warden must sign off on the Reconciliation Report before Election Officials Tallying the Voting lists can sign out.