

**CITY OF FARMINGTON  
PRECINCT INSTRUCTIONS**

**PROCESSING VOTERS**

**VOTER PROCESSING STATIONS**

SEE SEPARATE INSTRUCTIONS FOR EACH OF THE FOLLOWING VOTER PROCESSING STATIONS:

- #1 - APPLICATIONS
- #2 - REGISTRATION VERIFICATION/ELECTRONIC POLL BOOK ENTRY
- #3 - VOTER INSTRUCTIONS
- #4 - BALLOT SCANNING
- #5 - HELP DESK

**OTHER PRECINCT RESPONSIBILITIES**

**MAINTAIN SECRECY OF THE BALLOT** Except for requested assistance, which may be legally provided by two inspectors from different political parties, election inspectors are to protect the secrecy of the voter's ballot at all times. **ANY ASSISTANCE PROVIDED MUST BE DESCRIBED IN THE REMARKS SECTION OF THE ELECTRONIC POLL BOOK. BE SPECIFIC.**

**DESIGNATE A PUBLIC AREA FOR POLL WATCHERS** Before the polls open, establish an area where the public/media can observe the election process.

**CHECK THE PRECINCT AREA AND VOTING BOOTHS** regularly for election literature or other materials left by voters and remove it. Record in the Remarks Section of the Electronic Poll Book and note time of inspection if *not* recorded at the time inspection was made.

**PERIODICALLY CHECK THE 100 FT. MARKER OUTSIDE** the building entrance/exit to ensure campaign activity is not occurring within the prohibited area. (Exit Pollsters are allowed to stand within 20 ft. of the building entrance/exit.)

**CLOSE THE POLLS AT 8:00 P.M.** All persons in line at 8:00 p.m. **must be allowed to vote.** Do not allow anyone who was not in line at 8:00 p.m. to vote. (Give an "Application-To-Vote" to the last person in line at 8:00 p.m. and immediately remove all "Applications-To-Votes" as soon as you announce that the polls are closed.)