

BALTIMORE CITY ELECTION TECHNICIANS' DUTIES

Board of Elections Help Desk

443-984-3671

General Information:

- ID's must be worn at all times.
- Assignment packets include: EPB (Electronic Poll Books) receipts, Incident Reports and Site Surveys.
- If an EFS tech is assigned to your polling location you will act as the Lead Tech.

Monday, April 25, 2016 -Setting up privacy booths in Polling Place

- All polling places need to be set up between 1:00 pm and 5:00 pm.
- Set up privacy booths by pulling out legs and locking the legs. When completed send an email to Electiontech417@yahoo.com and report that you have completed your job, or call the Help Desk at 443-984-3671.

Tuesday, April 26, 2016 - Election Day

Morning:

- Arrive at your assignment no later than 5:45 am and assist the Police Officers in unloading the EPB Assist the election judges in setting up the EPB's and Scanning Units.
- Confirm with Chief Judge that the site survey is correct and if not make changes on it and return it to warehouse staff at the end of election night.
- **Remind the Chief Judge to take the cell phone out of the supply bag, plug it in and turn it on.**
- Give the Chief Judge your cell phone number and remember your cell phone must stay on at all times. If the Board or the Election Judges can not get in contact with you on Election Day you will not be able to work the next election.
- **You are NOT to leave your polling place. However if an emergency arises you must call Lisa Stanley at 410-396-5570 to report that you need to leave briefly and call her when you return. If you leave for a long period of time your pay may have to be adjusted.**

Evening:



If it is inclement weather you must use the plastic bags which are in the black cart to cover the blue ballot bin(s) and tie the bag.

- When the polls close (8:00 pm) you will assist the Election judges as needed to close out.
- **Make sure the election judges have removed the all memory sticks from the scanning unit(s) only and placed in the Memory Stick Transfer Bag. (the memory stick from the BMD stays inside the BMD)**
- **Pack the EPB PRINTERS into the supply cart.**
- **The Chief Judges will remove and secure the ballots bins from the scanning unit.**
- Close scanning unit, place the unit(s) back on the transfer cart correctly and seal it.
- **Pack the EPB's, EPB's cables and hubs (if applicable) into the tan canvass transport bag and you will return them to the Warehouse at 301 N. Franklinton Road along with the Voted Ballots sealed in the blue transfer case**

Warehouse:

- Make sure you **REMAIN IN YOUR VEHICLE** and follow the directions of the Police department and staff through the return process.
- The tan canvas bag, voted ballots (**BLUE BINS**), tool kits, ID's and assignment packet will be collected by a Board of Election employee.
- The warehouse staff will sign the **OFFICIAL RECEIPT FOR THE ELECTRONIC POLL BOOKS AND BALLOT BINS** for each precinct you were assigned.
- **If all of the above is not received on election night at the warehouse you will NOT BE PAID!**