



Administrative Guidelines

Department: Operations

Policy: N/A

Topic: Election Day Procedures

Revised: July 2019

PROCEDURE

The following Election Day procedures will be followed:

1. Prior to the election, the Chief Operations Officer should meet with the Elections Board Supervisor or designee to discuss safety and security issues and provide district guidelines for the use of the facilities and site specific information on assigned voting locations in advance of the actual election(s).
2. Principals or their designee and head custodian should meet with on-site elections supervisor upon their arrival to review the following:
 - a. Designated polling location as documented in School Dude.
 - b. Entrance and exit paths to and from the polling location
 - c. Normal and emergency communication procedures between elections staff and school administration or custodial staff
 - d. Maintenance and housekeeping procedures while elections staff is utilizing the facility
 - e. Set up and break down of polling equipment and use of designated area(s)
3. In the event school is in session during the conduct of an election, principal or their designee should also take the following steps:
 - a. Prior to the election, brief school staff on security challenges that may arise from an increase in visitor from the community
 - b. Restrict public access to only the area of the school where the polling place is located. Ensure that adequate signage is posted to direct voter to the polling place. Ideally, the location would have its own entrances and exits
 - c. Ensure that there is adequate communication (cell phone, walkie talkies, school intercom) between school administration and polling place workers
 - d. Review school protocols for lockdown and evacuation with your staff and polling place workers
 - e. Ensure that restrooms available to polling workers and voters are off-limits to students. Notify staff and students of the off-limits restrooms and post signs directing them to other restrooms to be used

- f. Have custodial staff periodically conduct inspections of school grounds for suspicious items or activity prior to the beginning of school and throughout the day. Suspicious activities may include:
 - i. People at the poll location (or in the area) who do not appear to be conducting legitimate business (i.e., loitering).
 - ii. People monitoring areas, buildings, or entrances.
 - iii. Unauthorized people in areas not open to the public.
 - iv. People requesting information with no apparent need for information.
 - v. People wearing clothing not consistent with the weather conditions (bulky, heavy coat if the weather is warm and pleasant).
4. In the event there are problems with elections Board staff or other situations that may be disruptive to school operations, contact the Chief Operations Officer for guidance.