

Assistant Chief Education Program – Pre-Election Activities

04-Jul-2025

**This presentation has audio, make sure your speakers are not muted and
your volume is turned up.**



Pre-Election Activities

- The Chief has some pre-election activities to attend to before every election that are not elsewhere addressed. These include:
 - Contacting the polling place location personnel,
 - Setting up the polling place before the election,
 - Picking up election materials, and
 - Reviewing materials and sending final communications the night before.



Contacting Polling Place Location

- Each polling place location has one or more contact individuals. Often this is a custodian. You want to make sure you have a cell phone contact for them just in case something goes wrong on election day.
- The contact information for each location is available from the Election Manager if you do not have it.
- You need to connect with this person or persons before the election to:
 - Determine what and when you need to set up the space,
 - Ensure they will be available to open the location on election day when you need it,
 - Ensure you know how to contact them during the day, and
 - Know what your responsibilities are after the election to return the location to its original state.



Polling Place Setup

- Most polling places require some setup before the election. This can range from nearly nothing to a lot of furniture movement. It may be useful to take a before picture if you are responsible for returning the space to its original state.
- Your location contact can show you where to put things and where to get things (table, chairs, etc.).
- You may need to get some volunteer EOs to help with the moving.

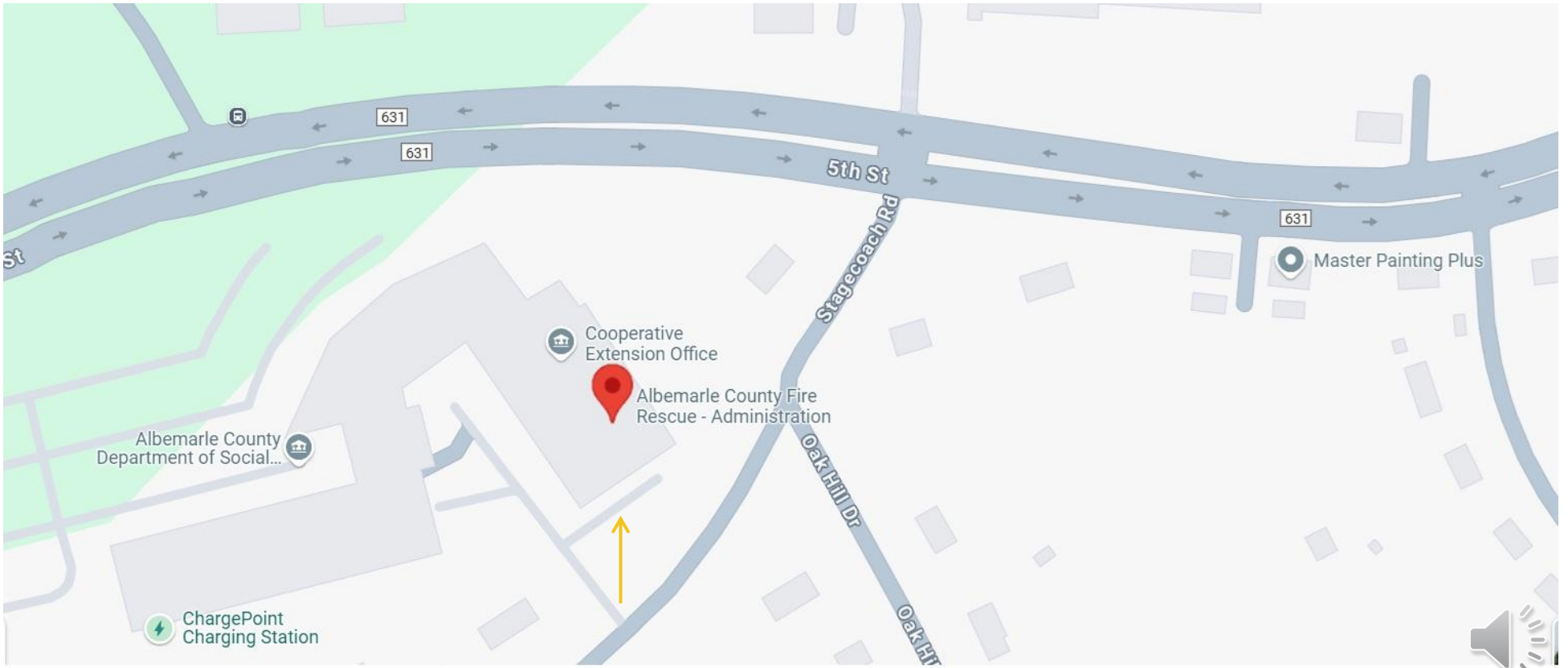


Materials Pickup

- The day before the election the Chief will have to get sworn in and pick up essential materials from the warehouse on Stagecoach Road adjacent to the 5th Street County Office Building – this is a back entrance.
- Don't bring a sports car, you will need some trunk and possibly even some back seat room for:
 - Ballots, Poll Pads, Election Day binder, Officer instructions, Last Minute Instructions, signs, Envelopes, keys, etc.
- The pickup and swearing-in process is usually quick, it can be a good learning opportunity for an Assistant Chief to have them come along with the Chief.
- The materials you pick up before the election must be secured by you personally until you deliver them to the polling place. Lock your car, lock your garage, do whatever it takes.



Stagecoach Road Entrance (arrow)



Materials Review

- At home, before the election, is a good time to familiarize yourself with where everything is in the materials you picked up. Finding things now makes the early morning rush simpler.
 - Have the individual election officer instructions ready to hand out when you get to the polling place.
 - Make sure there are instructions as to where to post signs WITH the signs.
- **Review the last minute instructions** – this is where changes or things the Registrar and Electoral Board want to emphasize will be noted.
- Re-familiarize yourself with your Chief's manual – where are the mover's rules, how does the scanner get unjammed, etc.
- Make sure that anything you take out of your car to review gets returned to it. You will really want the cage key when you get there, for example.
- This is a good time to load anything else you can into your car – extra clothes, food, favorite cushion, etc.



Last Communications

- Let your team know you are looking forward to seeing them the next morning. Do this at a time when they might still be awake to get your message. Remind them of the time to be there, and that you will have to call them if you have not seen them by 5:15 a.m.
- Remind folks that if they get sick or have some other life event they should call you ASAP.
- Remind them to set one (or better, two) alarm(s).
- Get some good sleep yourself.



Afterword

- EOs may not be aware of the pre-election activities that occur, with the exception of polling place furniture movement.
- This includes activities that are critical to having the election.
- Make sure you have planned the time to do everything you need to do the day before the election.

