

**Voting machine count Note: This time we are only getting opening (zero) machine count and closing count, nothing in between.**

**Shift Reporting Instructions for Saint Johns County Election Day Poll Watchers:**

Please text or phone Doug Matthews at 904-868-9343 with your Poll Watcher's report from your assigned polling location as follows:

**First Shift 6:45-10:55 - opening 8AM – report when arriving and leaving**

Reporting elements detailed here with text abbreviations example posted below

1. **Plant (P):** 10 Trump signs starting 150 feet and more away from precinct entrance.
2. **Location (L):** during early voting, this will be precinct number
3. **Name:** Your first and last name
4. **Time:** What time did you arrive at the polling place?
5. **Check-in (CI):** Did you check in with the Polling Place Manager (CI), **show your badge** and photo identification for verification on the Poll Watcher list when you arrived?
6. **Machine Count:** Should be zero on each machine before first voter casts ballot. Text confirmation to Doug for (each) voting machine.
7. **Open (PO):** Did the poll open on time at 7AM?
8. **Seat (S):** Do you have an appropriate seat (S) near the check-in table and a view of the voter ID cards when they are presented?
9. **Incident Report (IR):** Print IR report form ahead of time and bring with you to your shift.  
*If you have an issue, report it to poll-worker captain and me immediately!*

**Example of check-in text to Doug Matthews at 904-868-9343 with abbreviations and example numbers (replace example numbers with your numbers):**

**P 10, L 302, John Doe, 645A, CI OK, VC 0, PO OK, S OK, IR 0**

**Example of check-out text: L 302, John Doe, IR 1**

*Do you need support or anything else?*

**Second Shift 10:55AM-3:05PM - Report when arriving and leaving:**

Text Doug Matthews at 904-868-9343 with following information

1. **Location (L):** during early voting, this will be location 1-10 (see map for location)
2. **Name:** Your first and last name
3. **Time:** What time did you arrive at the polling place?
4. **Check-in (CI):** Check in with the Precinct Manager (CI), **show your badge** and photo identification for verification on the Poll Watcher list when you arrive
5. **Seat (S):** Do you have an appropriate seat (S) near the check-in table and a view of the voter ID cards when they are presented?
6. **Incident Report (IR):** Do you have blank copies of the incident report (IR)?  
*If you have an issue, report it to poll-worker captain and me immediately!*

**Example of check-in text to Doug Matthews at 904-868-9343 with abbreviations and numbers (replace example numbers with your numbers):**

**Example of check-in text report: L203, John Doe, 1055, CI OK, S OK, IR 0**

**Example of check-out text: L 302, John Doe, IR 1**

*Do you need support or anything else? Let us know!*

**See next page for Third Shift (3:05-7:15) Report when arriving and leaving:**

**Voting machine count Note: This time we are only getting opening (zero) machine count and closing count, nothing in between.**

**Third Shift (3:05-7:15) Report when arriving and leaving:**

Text Doug Matthews at 904-868-9343 with following information:

1. **Location (L):** during early voting, this will be location 1-10 (see map for location)
2. **Name:** Your first and last name
3. **Arrival Time:** Text when arriving at the polling place
4. **Check-in (CI):** Check in with the Precinct Manager (CI), **show your badge** and photo identification for verification on the Poll Watcher list when you arrive
5. **Seat (S):** Do you have an appropriate seat (S) near the check-in table and a view of the voter ID cards when they are presented?
6. **Incident Report (IR):** Do you have blank copies of the incident report (IR)?  
*If you have an issue, report it to poll-worker captain and me immediately!*
7. **Poll Closing (PC):** Did the poll close on time?
8. **Closing Voting Machine Counts (VC):** get and text totals on each of the voting machines
9. **Provisional votes (PV):** Total provisional votes
10. **Closing procedures (CP):** Ok or not (*See poll watcher instructions for details*)

Did you need to inform the Precinct Manager of anything that did not comply with election laws? If so, did they take the appropriate action? Did you document the concerned actions or inaction on an incident report?

**Example of check-in text to Doug Matthews at 904-868-9343 with abbreviations and numbers (replace example numbers with your numbers):**

**Example of check-in text report: L#201, Jane Doe,**

**Example of closing text report: L#201, Jane Doe, PC 7PM, VC 2345, PV 4, CP OK, IR 1**  
*Do you need support or anything else?*