



OFFICIAL CANVASS ELECTION OBSERVER GUIDELINES

OBSERVERS HAVE THE RIGHT TO VIEW ALL CANVASS OPERATIONS

1. All observers must report and sign in daily at the check-in desk located on the 3rd floor, Room 3001.
2. A Canvass Observer Badge will be issued and must be worn at all times. The observer's name and who they are representing (e.g., candidate, organization, campaign) will be placed on the badge.
3. When leaving for the day, please return the badge to the check-in desk.
4. **No smoking, food or beverages are allowed by observers in canvass work areas.** Observers are not permitted to sit in canvass work areas except when permitted by a canvass supervisor because of special circumstances.
5. Observers are prohibited from photographing or recording any process of the canvass operations. Pagers and cellular phones must be set to vibrate or off mode while observing the canvass. Telephone calls should be made outside canvass work areas. Public telephones are located on the 1st, 2nd and 4th floors.
6. The observer's function is to observe the procedures. Observers cannot assist in operations, touch or handle any ballots or other election-related material.
7. All questions concerning a procedure should be directed to the supervisor in charge and not directly to employees.
8. No more than one (1) observer per candidate, organization, campaign, etc. is allowed to observe the work of any employee. Observers should avoid physical contact with employees. The number of observers viewing any one process may be limited so as not to impede the work of any employee.
9. Observers are to hold discussions and conversations outside the designated canvass work areas.
10. Observers will be allowed into the canvass work areas only when employees are performing canvass operations. Observers must leave the work area during breaks and lunch periods.
11. Operations will continue as scheduled whether or not an observer is present.
12. **BALLOT SECURITY IS A PRIMARY CONCERN.** Failure to follow observer guidelines will be reported to Department Administration. Violation of security by an observer may cause expulsion from the building or relocation by Sheriff Deputies or Building Security.