



Becoming an Election Observer



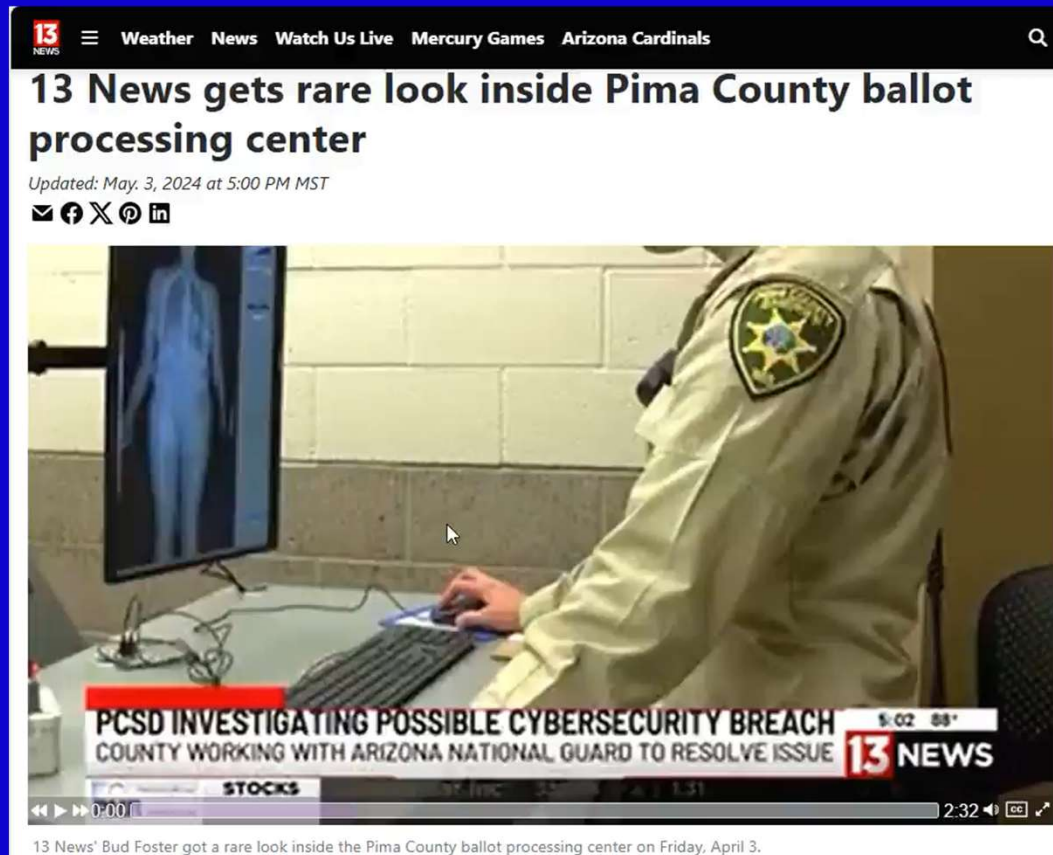
Pima County Recorder and Elections Department Videos

Pima County Records Office – KGUN 9



<https://www.msn.com/en-us/news/world/pima-county-recorder-s-office-hosts-tour-of-ballot-processing-center-to-try-to-increase-transparency/vi-AA1o7dk8>

Pima County Records Office - News 13



13 News' Bud Foster got a rare look inside the Pima County ballot processing center on Friday, April 3.

PIMA COUNTY ELECTIONS OFFICE - NEWS 13

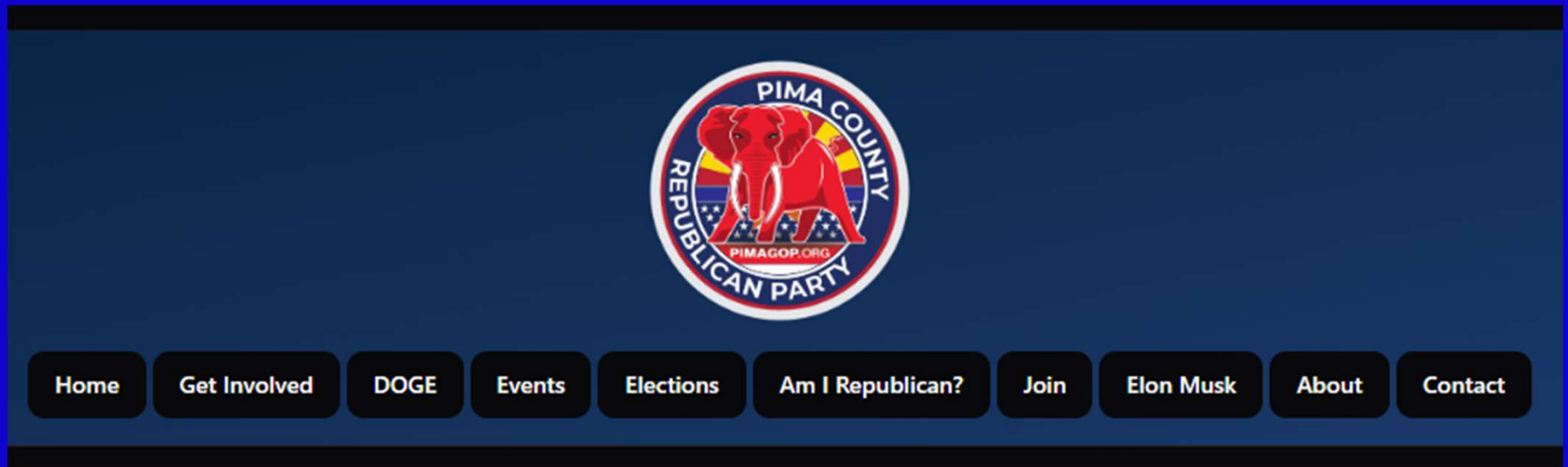


Training Guidelines



- For Zoom Meeting:—
 - Write Down / Save Your Questions to the End
 - Click “Heart React” and click “Raise Your Hand”
- Trainers will pause after each module for questions.
- Training should take 90 minutes

Before we get started . . .
. . . please make note of this site:



<https://www.pimagop.org>

Overview



- Module 1: What is an Election Observer
- Module 2: Pima County Early Voting
- Module 3: Unattended Ballot Drop-Boxes
- Module 4: Pima County Recorder: Early Ballot Processing Center
- Module 5: Pima County Elections: Ballot Processing and Tabulation
- Module 6: Election Day Voting
- Module 7: City of Tucson Election Differences
- Module 8: What to Do and Not Do as an Election Observer
- Module 9: The Next Steps

Five Elections in 2025



Date	Election Type	Observer Season	Responsible Agency
15 July 2025	CD7 Primary Election	18 Jun – 22 Jul	Pima Recorder Pima Elections Dept
05 Aug 2025	Tucson City Primary Election - Ward 3, 5, & 6 Councilmen	09 Jul – 12 Aug	Pima Recorder Tucson City Clerk
05 Aug 2025	South Tucson Recall Election - Recall 3 City Councilman	09 Jul – 12 Aug	Pima Recorder Pima Elections Dept
23 Sep 2025	CD7 General Election	27 Aug – 30 Sep	Pima Recorder Pima Elections Dept
04 Nov 2025	Tucson City General Election - Ward 3, 5, & 6 Councilmen - 3 School Bonds - 1 City Bond - 1 Ballot Initiative	08 Oct – 11 Nov	Pima Recorder Pima Elections Dept

Updated 13 Jun 2025

Module 1



What is an Election Observer?

Election Observers are:



Part of a coordinated system to quickly detect, mitigate, and document election-related disruptions that arise during an election period.

The Political Party's eyes and ears on the ground to make sure that Election Laws are followed.

Did you know?



Political Party Observers are permitted during elections per Arizona Revised Statutes (A.R.S.) 16-590(C).

Elections are implemented uniquely by each Arizona County – That means 15 slightly different elections!

In Arizona, Election Observers can observe the vote in a way that does NOT obstruct the rights of ANY voter. (Civil Rights Act, 1965)

An Election Observer . . .



- 1.** Appointed by a Political Party Chairman to monitor the election process, without violating voter privacy or disrupting the election.
- 2.** By presence alone, reminds everyone of the expectation for a free, fair, and transparent election.
- 3.** Offers immediate action by consulting with the Site Manager when something seems questionable.
- 4.** Provides feedback to PCRPP regarding issues that should be considered/addressed at a higher level.

How to Become an Election Observer



1. **Attend in-person training or complete self-study training** to qualify for Election Observer assignments.
2. **Visit Pima County Republican Party website and Sign Up for Election Observer Shifts.**
3. **Bring your Election Observer Appointment Letter Signed by PCRPP Chairman which will permit you to be on-site for all assignments as an Election Observer.**

Election Observer Assignments



Runbeck
Election Services



Early Ballot
Processing
Center (EBPC)



USPS



Ballot
Processing
Boards



Early Voting Sites



Tabulation
Boards



Election Day
Vote Centers



Early Ballot
Drop Off
Sites

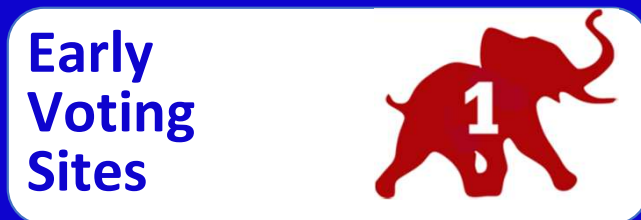


An Observer Assignment is 4-5 Hours



Election Observer Assignments

A Quick Look at the Numbers: 2025 CD7 Elections:



$$\begin{array}{c} 2 \\ \text{SHIFTS} \\ \text{PER DAY} \end{array} \times \begin{array}{c} 20 \\ \text{DAYS} \end{array} = \begin{array}{c} 40 \\ \text{ELECTION} \\ \text{ASSIGNMENTS} \end{array}$$



$$\begin{array}{c} 3 \\ \text{SHIFTS} \\ \text{PER DAY} \end{array} \times \begin{array}{c} 58 \\ \text{VOTE} \\ \text{CENTERS} \end{array} = \begin{array}{c} 174 \\ \text{ELECTION} \\ \text{ASSIGNMENTS} \end{array}$$

One Registered Republican Observer
Needed For Every 4-5 Hour Observer Assignment / Shift

Early Voting Sites - Pima County

Share link to spreadsheet, not the PDF DOWNLOAD as PDF		CD7 Special Primary Election Early Voting Sites								
table revised 05/20/2025 Site Name	Address	City / Town	Early Voting Starts	Early Voting Ends	Regular Site hours Mon-Fri	*Open Late?	Closed for lunch or holidays?	Emerg Voting Sat 7/12	Emerg Voting Mon 7/14	Election Day Tues 7/15
Recorder's Main Office Early Voting Site	240 N Stone Ave	Tucson	Jun 18	Jul 11	8 am - 5 pm*	open until 7pm on July 11th	Closed 7/4	9 am - 3 pm	8 am - 5 pm	Drop-off only
Recorder's Country Club Office	6550 S Country Club	Tucson	Jun 18	Jul 11	8 am - 5 pm*	open until 7pm on July 11th	Closed 7/4	9 am - 3 pm	8 am - 5 pm	Drop-off only
Palo Verde High School - ATC Room	1302 S Avenida Vega	Tucson	Jun 18	Jul 11	8 am - 5 pm*	open until 7pm on July 11th	Closed 7/4	9 am - 3 pm	8 am - 5 pm	Not open
Sahuarita High School - ACE Room	350 W Sahuarita Rd	Sahuarita	Jul 7	Jul 11	8 am - 5 pm*	open until 7pm on July 11th	no	9 am - 3 pm	9 am - 3 pm	Not open
Roadrunner Elementary School	16651 W Calle Carmela	Marana	Jul 7	Jul 11	8 am - 5 pm*	open until 7pm on July 11th	no	9 am - 3 pm	9 am - 3 pm	Vote Center
Tribal Chambers - Pascua Yaqui Tribe	7474 S Camino de Oeste	Tucson	Jul 11	Jul 11	8 am - 7 pm*	open until 7pm on July 11th	no	9 am - 3 pm	9 am - 3 pm	Vote Center
Ajo Early Voting Site	120 W Estrella Ave	Ajo	Jul 11	Jul 11	8 am - 7 pm*	open until 7pm on July 11th	no	9 am - 3 pm	9 am - 3 pm	Not open
TOKA Community Building	51 Baboquivari Dr	Sells	Jul 11	Jul 11	8 am - 5 pm	no	no	9 am - 3 pm	9 am - 3 pm	Not open
Ballot Drop Box Locations										
table revised 05/20/2025 Site Name	Address	City / Town	Dates and Times							
Recorder's Main Office Drop Box	240 N Stone Ave	Tucson	24 hour Drop Box open from 8am on June 18 to 7pm on July 15							
Recorder's Eastside Office Drop Box Only	6820 E Broadway Blvd	Tucson	24 hour Drop Box open from 8am on June 18 to 7pm on July 15							
Key:			*	= Closed 7 pm on July 11		red outline	= highlights a change from typical hours/dates to help you notice the difference			

18 Days

18 Days

18 Days

5 Days

5 Days

5 Days

1 Day

1 Day

72 Days

Election Observer Assignments

A Quick Look at the Numbers: 2025 CD7 Elections:

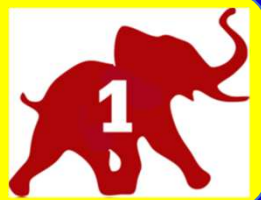


Early
Voting
Sites



$$\begin{array}{ccccccc} 2 & \times & 1 & \times & 72 & = & 144 \\ \text{SHIFTS} & & \text{EIGHT} & & \text{DAYS} & & \text{ELECTION} \\ \text{PER DAY} & & \text{LOCALES} & & & & \text{ASSIGNMENTS} \end{array}$$

Early Ballot
Drop Off
Sites



$$\begin{array}{ccccccc} 4 & \times & 2 & \times & 5 & = & 40 \\ \text{SHIFTS} & & \text{DROP} & & \text{DAYS} & & \text{ELECTION} \\ \text{PER DAY} & & \text{BOX} & & & & \text{ASSIGNMENTS} \\ & & \text{SITES} & & & & \end{array}$$

One Registered Republican Observer
Needed For Every 4-5 Hour Observer Assignment / Shift

Election Observer Assignments

A Quick Look at the Numbers:



Election Day
Vote Centers
(126)



3
SHIFTS
PER DAY

x

126
VOTE
CENTERS

=

378
ELECTION
ASSIGNMENTS

One Registered Republican Observer
Needed For Every 4-5 Hour Observer Assignment / Shift

Election Observer Assignments

- Pima County Elections: 2025 CD7 Elections



Runbeck
Election Services



Early Ballot
Processing
Center (EBPC)

40

USPS



Ballot
Processing
Boards

40

Early Voting Sites



Ballot
Tabulation
Boards

40

Early Ballot
Drop Off
Sites

40

Election Day
Vote Centers **174**

354

Registered Republican
Election Observers
Assignments for each
Election!



Election Observer Assignments - Pima County Elections



Runbeck
Election Services



Early Ballot
Processing
Center (EBPC)

40

USPS



Ballot
Processing
Boards

40

Early Voting Sites



Ballot
Tabulation
Boards

40

Early Ballot
Drop Off
Sites

40

Election Day
Vote Centers **378**

538

Registered Republican
Election Observers
Assignments for each
Election!



Election Observers vs. Election Workers and Poll Workers



Election Observer

Volunteer Assignment

Appointed by the Party

Provides oversight with all election activities where observers are permitted

Election Worker

Paid Position

Hired by the County / City

Performs Election Season Processing Tasks:

- Early Ballots
- Election Day Ballots
- After Election Audits

Poll Worker

Paid Position

Hired by the County / City

Assigned to an Election Day Vote Center to Conduct In-Person Voting



Module 2



Pima County Early Voting



Early Voting by Mail or In Person



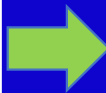
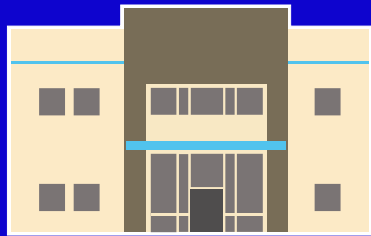
- AZ Mail-in Ballot Program (Early Ballots) since 2007.
- Voters sign up for the Permanent Active Early Voting List (AEVL) or may request a One-Time Early Ballot.
- Ballots Delivered to Voters no earlier than 27 days prior to Election Day.
- Early In Person Voting starts 27 days prior to Election Day.
- Number of Early Voting sites TBD for each election.
- Voters can locate all Early Voting sites and Ballot Drop Off sites via the Voting Information Link on the Pima County Recorder's Website:
recorder.pima.gov

Delivery of Early Ballots to Voters

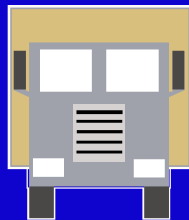
Early Voting Process



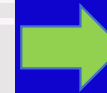
**PRODUCED
AT RUNBECK
ELECTION SERVICES
IN PHOENIX**



**TRUCKED TO
CHERRYBELL
POST OFFICE
IN TUCSON**



**MAILED TO
REGISTERED VOTERS
ON ACTIVE EARLY
VOTER LIST (AEVL)**

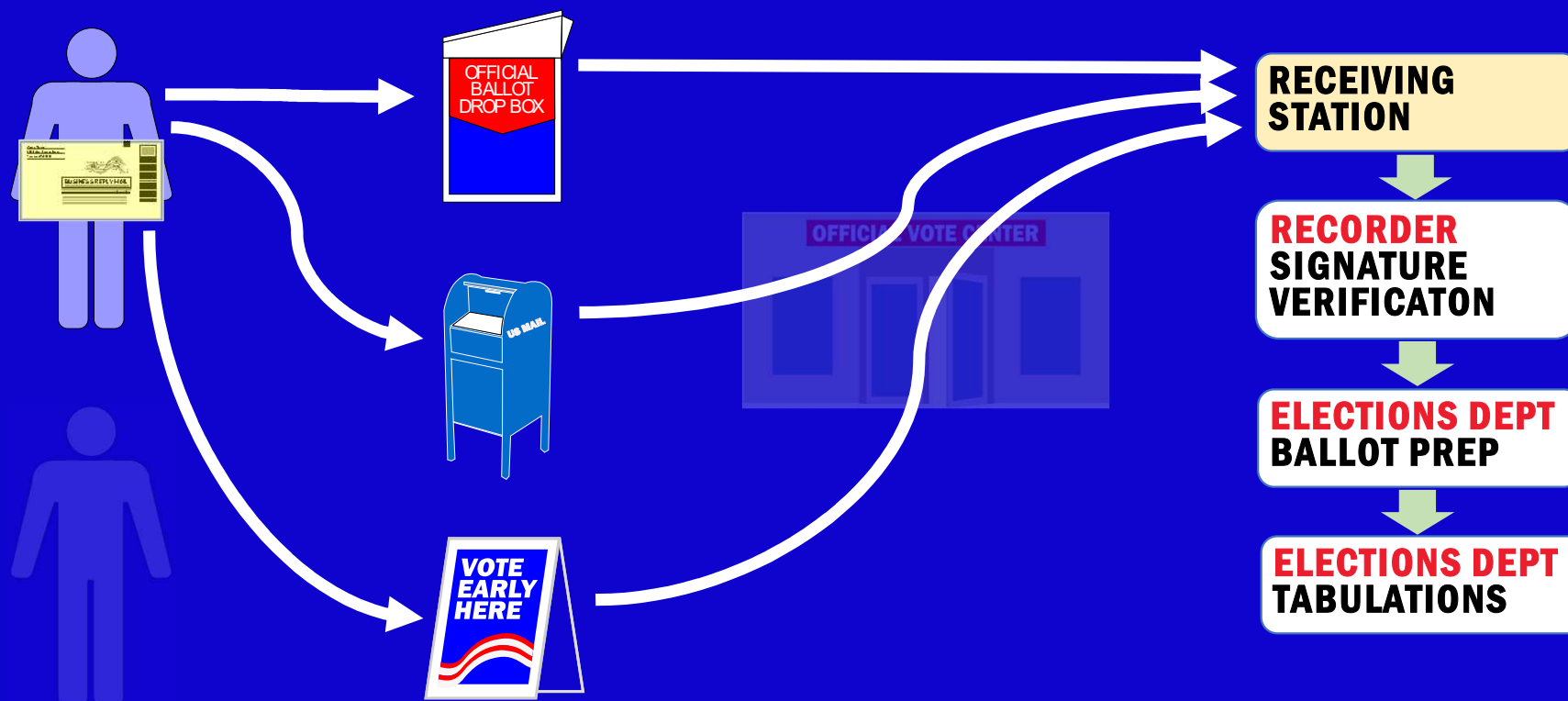


**DELIVERED
NO EARLIER THAN
27 DAYS IN ADVANCE
OF ELECTION**



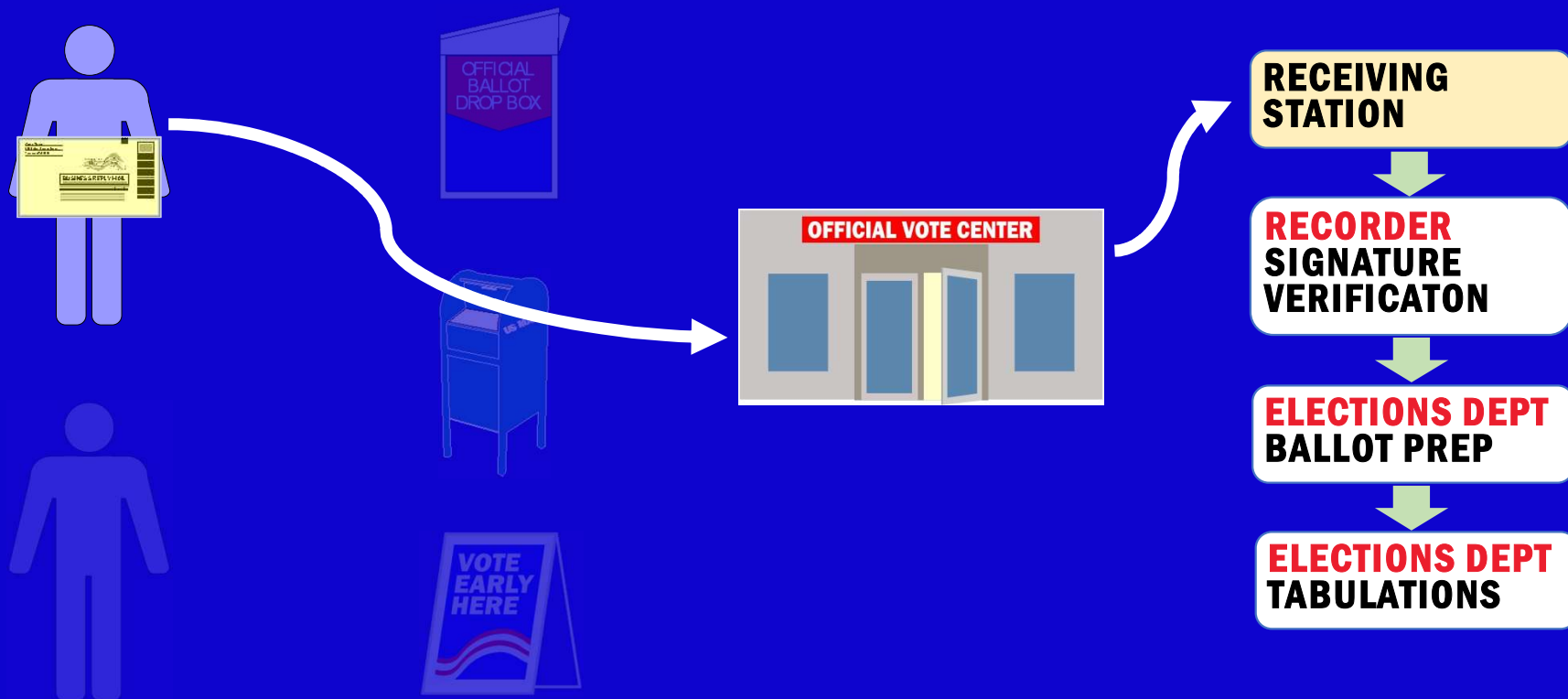
From Voted Ballot to Tabulation

Early Ballot Drop-off Before Election Day



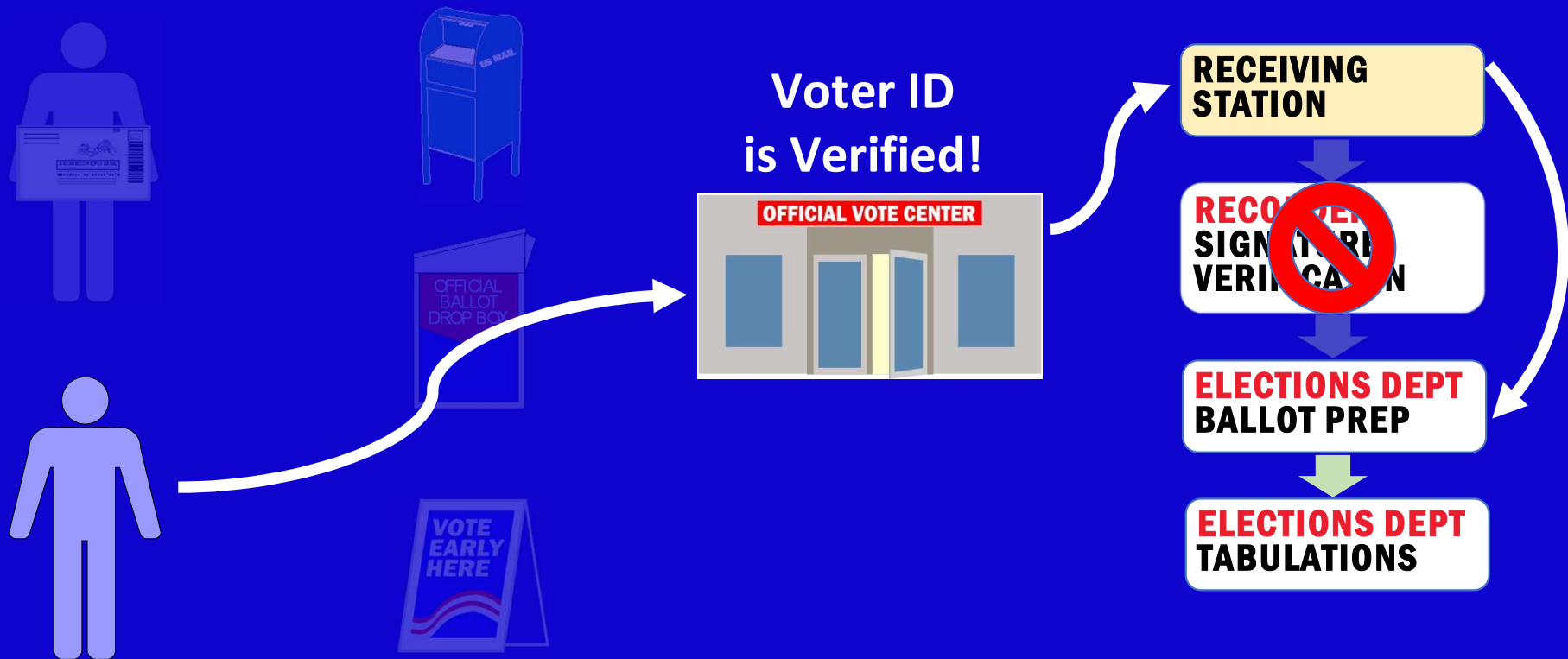
From Voted Ballot to Tabulation

Early Ballot Drop off on Election Day



From Voted Ballot to Tabulation

In-person Voting on Election Day



Signature Verification is Bypassed Because Voter ID is Performed at Vote Center

Module 3



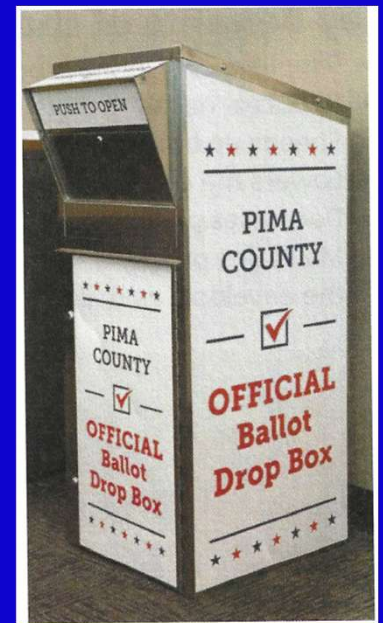
Pima County Recorder: Unattended Early Ballot Drop-Boxes



Unattended Early Ballot Drop-Off Boxes



- Authorized by AZ SOS Elections Procedures Manual (EPM).
- Pima County's Early Ballot Drop Box Locations.
 - Downtown: 220 N. Stone Ave.
 - Eastside: 6920 E Broadway Blvd.
- These Ballot Drop Boxes are Accessible 24/7.
 - Unlocked / Opened 27 Days Prior to Election Day.
 - Locked / Closed at 7:00pm on Election Day.

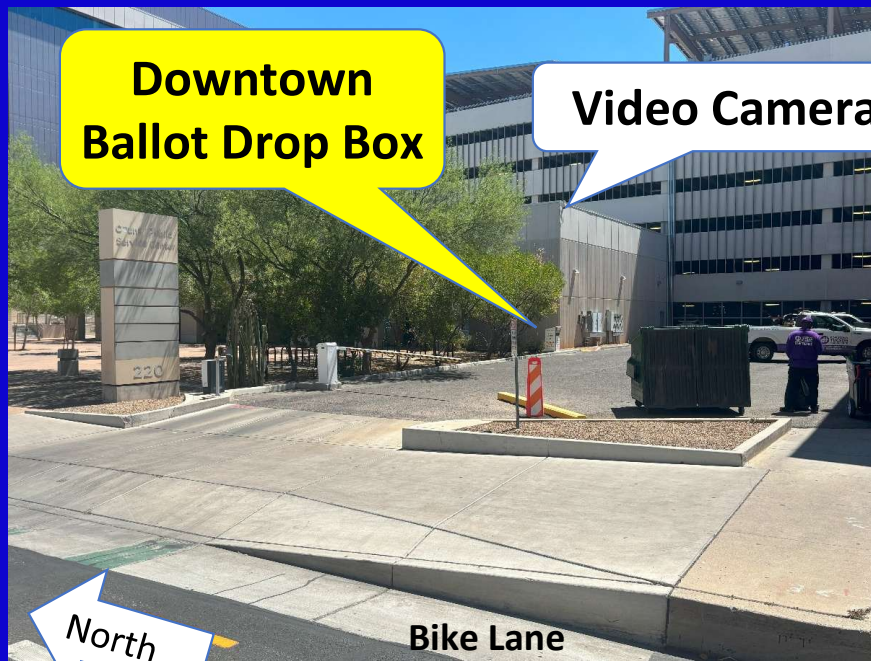


Unattended Ballot Drop-Off Boxes



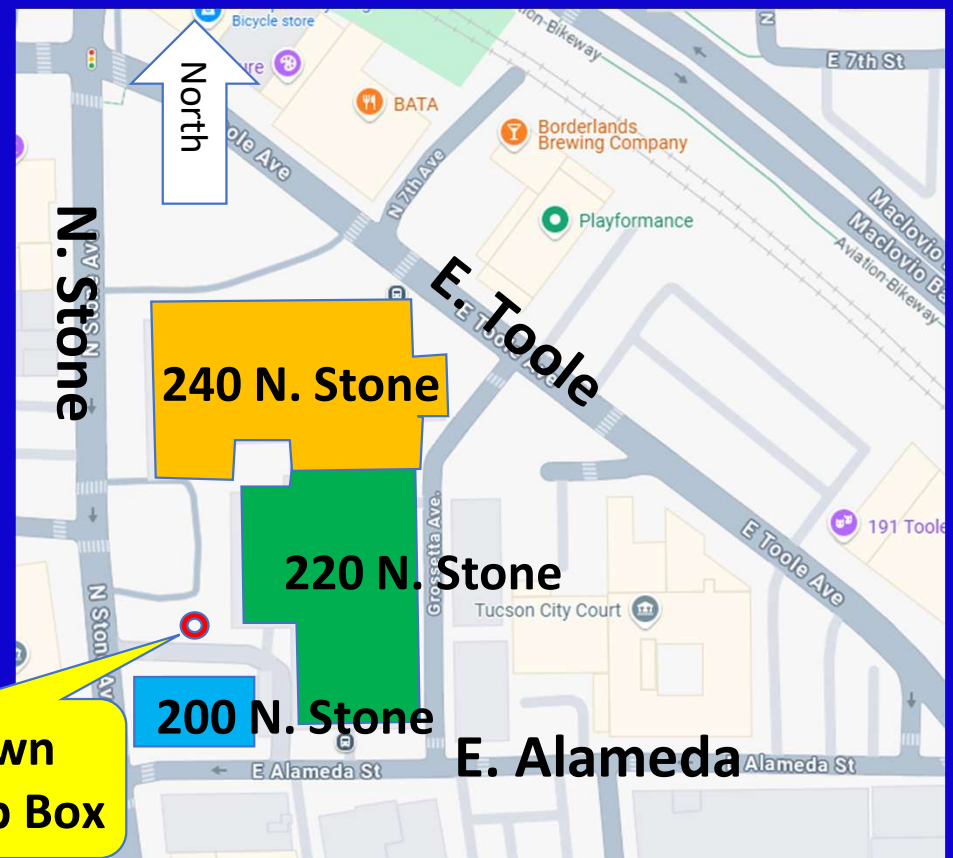
- **No EPM Requirement for Video Monitoring!**
 - **Pima County Recorder Claims to Have Video Monitoring.**
 - ❖ **Real Time Video Will Not Available to Public.**
 - ❖ **Recorded Video Will Be Available via a FOIA Request.**
- **Daily, a Ballot Retrieval Team should retrieve dropped-off early ballots from ballot drop-boxes.**
 - **Two Person/Two Party Rule applies.**
 - **Team must document time/date of arrival and time/date of departure.**

Downtown Ballot Drop Box Location

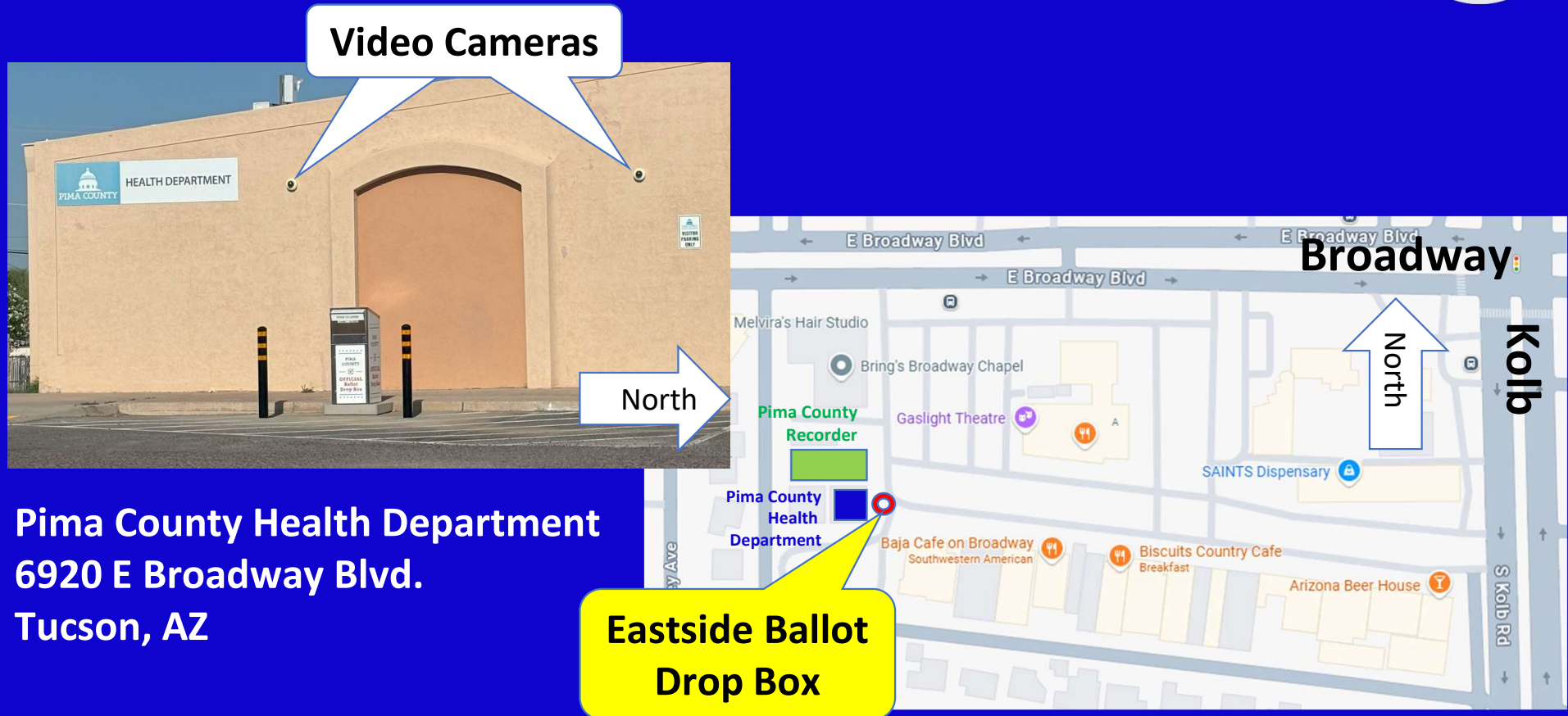


County Public Service Center Plaza
220 S. Stone Ave.
Tucson, AZ

Downtown
Ballot Drop Box



Eastside Ballot Drop Box Location



Pima County Health Department
6920 E Broadway Blvd.
Tucson, AZ

Observers at Unattended Drop Boxes



- **5-Days of Observers Shifts:**
 - Starts Friday Before Election Day
 - Ends at 7:00pm on Election Day, when Ballots are Picked Up
 - Stay a minimum of 75 feet away from the Unattended Ballot Drop Box
- **Critical Observations to Report:**
 - Voter is “Ballot Stuffing” – Record Time/Date
 - A.R.S. 16-1005. Ballot Abuse; Violation; Classification
 - Does not apply to family member, household member, or caregiver of voter
 - A.R.S. 16-1016. Illegal voting; pollution of ballot box
 - Ballot Retrieval Team Arrival Time/Date and Departure Time/Date
 - Ballot Retrieval is NOT Performed by a 2-Person Team



Pima County Introduces 24-Hr Ballot Drop-Off Boxes to Enhance Voter Access and Security

In a significant improvement to voter accessibility, Pima County is proud to announce the introduction of Ballot Drop Boxes that will be accessible 24 hours a day, seven days a week.

This initiative enhances voter accessibility and streamlines the voting process, benefiting residents with nontraditional work hours or other barriers to in-person voting and provides a practical and secure alternative to traditional voting methods.

Key Benefits and Features:

- Bolted into concrete
- Narrow opening for ballots only
- Contains waterless fire extinguisher
- Located on County Property
- Under secure video
- Open 24/7 during an Election Cycle
- Security
 - Anti-pry door jam
 - Industrial hinges
 - Two high grade brass cam locks whose keys cannot be copied
 - One Hand chute with anti-theft construction
 - Sloped entry and false ledge preventing contamination or destruction



recorder.pima.gov
(520) 724-4330



Module 4



Pima County Recorder:

**Early Ballot Processing Center
(EBPC)**

“Where Signature Verification Happens”



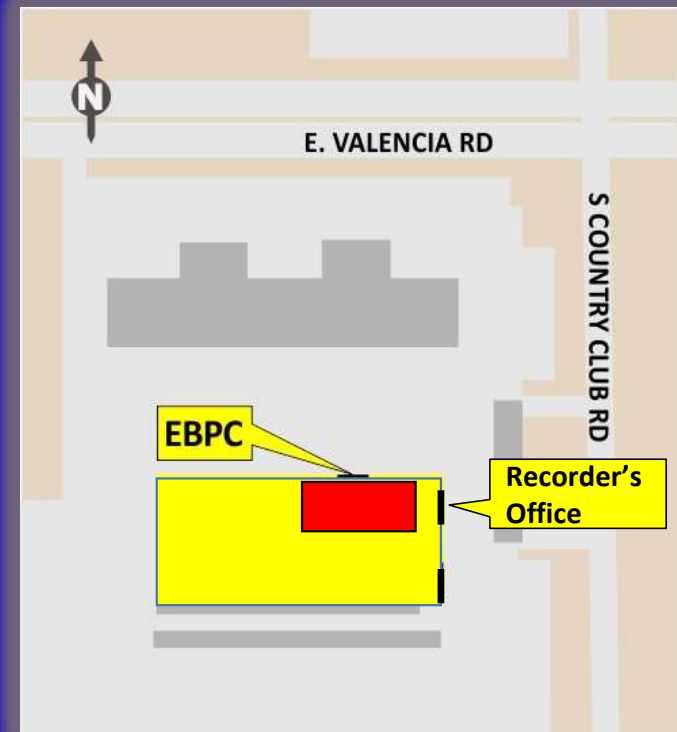
Pima County Election Central:

Early Ballot Processing Center (EBPC)

6550 S Country Club Rd, Tucson, AZ



EBPC
Doorbell



Observers at the EBPC



- Will be given guidelines for viewing EBPC processes.
 - Must sign a statement acknowledging EBPC rules.
 - EBPC rules are available on PimaGOP.org website.
- Observers are no longer allowed to walk around the EBPC.
 - Cannot look over the shoulder of Signature Verifiers, nor view computer screens and voter's affidavit envelopes.
- If a Signature Verifier pace is consistently faster than a few seconds, observer should consult with Site Manager.
 - If Site Manager doesn't address the issue, the Observer should report (via an Incident Report) to Pima GOP after your shift.

Early Ballot Envelope 2025 Changes

Combined USPS Carrier / Affidavit Envelope



- Not Explicitly Authorized Nor Prohibited by A.R.S. Title 16
- Authorized by AZ SOS Elections Procedures Manual (EPM)



PIMA COUNTY BALLOT AFFIDAVIT
I declare the following under penalty of perjury:

I am a registered voter in Pima County, Arizona, I have not voted and will not vote in this election in any other county or state, and if this is a replacement ballot, that the original ballot was lost, spoiled, destroyed or not received. I understand that knowingly voting more than once in any election is a crime. I signed and I voted the enclosed ballot and signed this affidavit personally unless noted below.

If the voter was assisted by another person in marking the ballot, they also sign below:
I declare the following under penalty of perjury, as the registered voter's request I assisted the voter identified in this affidavit with marking the voter's ballot. I marked the ballot as directly instructed by the voter. I provided the assistance because the voter was physically unable to mark the ballot solely due to illness, injury or physical limitation and I understand that there is no power of attorney for voting and that the voter must be able to make their selection even if they cannot physically mark the ballot.

DECLARACIÓN JURADA DE BOLETA DEL CONDADO DE PIMA
Declaro lo siguiente bajo pena de perjurio:
Soy un votante registrado en el Condado de Pima, que no he votado y no votaré en esta elección en ningún otro condado o estado y si esta es una boleta de reemplazo, la boleta original se perdió, se estropeó, se destruyó o no se recibió. Comprendo que votar más de una vez en esta elección es un delito mayor de Clase 5 que conlleva la prisión a menos que esta declaración sea para personalmente o a menos que esta declaración sea para:

SIGN BELOW - FIRME ABAJO

NEQUIENI REQUENIDO:
X

Signature of Voter / Firma del votante

Date Signed / Fecha firmada

Voter's telephone number / Número de teléfono del votante

IF APPLICABLE / SI ES APLICABLE:
X

Signature of voter assistant / Firma del asistente electoral

Name and address of Voter Assistant / Nombre y dirección del asistente electoral

289 7/30/2024
ANY VOTER
P.O. BOX 5145 TUCSON AZ 85702-3145
28900000001
PCT: 227 RED 001

Voter ID Number

Voter Name

Voter Address

Voter ID Bar Code

Ballot Style Code

Voter Signature

Date Signed

Voter Email

Voter Telephone #

Early Ballot Processing Center (EBPC)



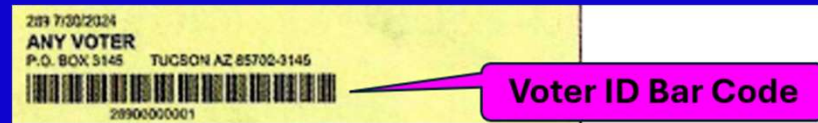
- All **Early Ballots** flow into EBPC during the Early Voting period.
- All Election Day **Drop-off Early Ballots** flow into EBPC.
- The **YELLOW** Affidavit Envelopes are **Scanned** by the AGILIS® Election Mail Sorting and Processing System.
 - Voter's Ballot Status Updated to "Received."
- **YELLOW** Affidavit Envelopes are ready for **Signature Verification**.



Signature Verification Process



- Signature Verifiers scan the **YELLOW** affidavit envelope **Voter ID Bar Code**.



- **YELLOW** affidavit envelope signature is manually compared with voter's electronic signatures on file.
- If **YELLOW** affidavit envelope signature is **accepted**, the envelope is placed in ballot bin.
- Accepted ballots are bundled into groups of approximately 400 ballots and assigned a **Batch Number**.



Signature Verification Process



- If **YELLOW** affidavit envelope signature is **rejected**, the ballot is sent to “Signature Verification Checkers” for additional signature review.
- If ballot signature is still **rejected**, then ballot is transferred to the EBPC Ballot Curing Team that will attempt to contact voter to “Cure” the early ballot signature.
- If the voter fails to “Cure” their early ballot (by providing valid identification) within 5-days after Election Day, the “uncured” ballot will not be counted/tabulated.

Module 5



Pima County Elections Department: Ballot Processing

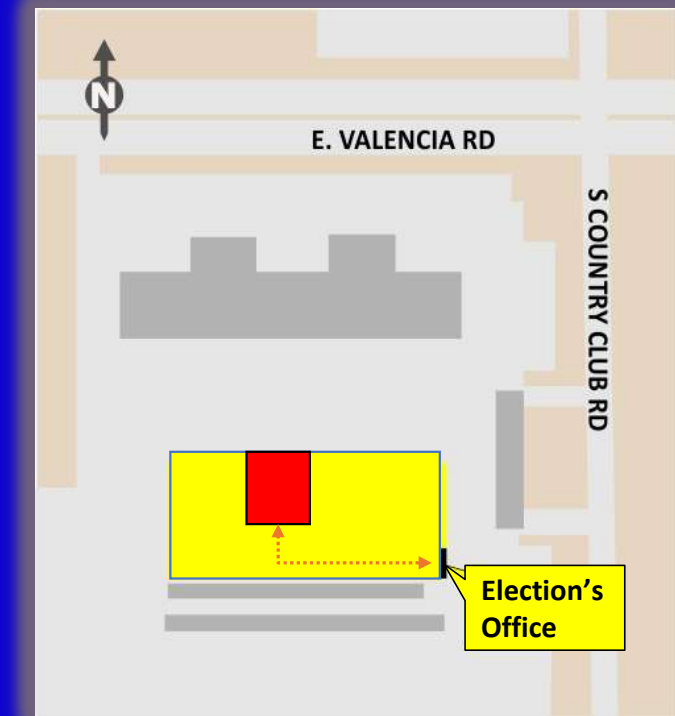
“Where Ballots Are Removed From Envelopes”



Pima County Elections Department:

Ballot Processing and Tabulation

6550 S Country Club Rd, Tucson, AZ



Ballot Processing Boards



- The Affidavit Envelopes are “milled” (top cut open).
- Ballots are processed by Bins (~400 ballots).
- Two Person/Two Party Rule applies.
- Each Affidavit Envelope is confirmed to have been signature verified and is validated to the Batch Number paperwork.
- Ballot is the removed from Affidavit Envelope.
 - If Affidavit Envelope is empty, the Affidavit Envelope is returned to the EBPC.
 - EBPC team will attempt to contacts voter to “cure” the missing ballot.
- Ballot is unfolded, inspected for damage, and then stacked.
 - Damaged Ballots are removed from the stack and sent to Duplication.



Ballot Processing Boards



- The Batch Number paperwork is updated if any damaged ballots are removed for duplication.
- Undamaged ballots are placed in BLUE Security Bags by Batch Number and placed on a cart for transportation to the Tabulation / Counting Room.



Ballot Duplication/Adjudication



- Two Person/Two Party Rule applies.
- **Duplication** occurs when the is ballot is damaged or will not run through the tabulator.
- **Adjudication** occurs when the ballot is not clearly marked, or other voter induced ballot marking issues.
 - Ballots examined by Adjudication Team to determine the voter's intent.
 - The Adjudicated Ballot is subsequently reviewed by a Reviewing Team.
 - Duplicated/Adjudicated Ballot is Printed, and Original Ballot is "Spoiled".



Ballot Duplication/Adjudication

- Two types of machines are used to Duplicate Damaged or Adjudicated Ballots

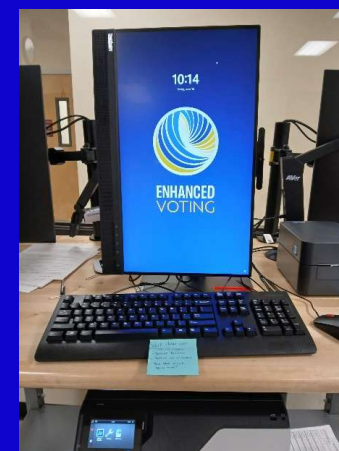
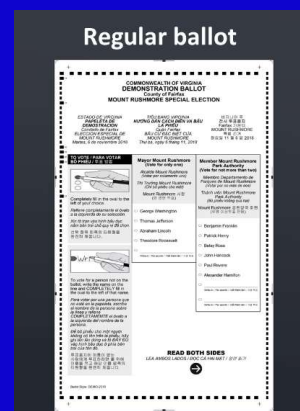
Express Vote Machine

- Prints Express Vote Ballot Card



Ballot Duplication Machine

- Prints a Regular “Full-Size” Ballot



New for
2025

Module 6



Pima County Elections Department: Tabulation

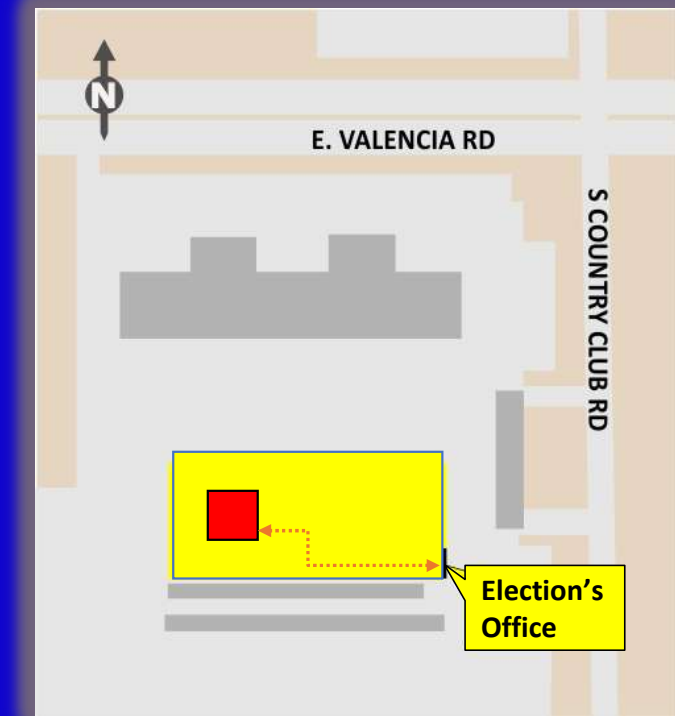
“Where Ballots Are Counted”



Pima County Elections Department:

Ballot Tabulation

6550 S Country Club Rd, Tucson, AZ



Tabulation

- Observers from Each Political Party are required to be present for Ballot Tabulation.
- Ballot Tabulation (i.e., ballot scanning) of early ballots begins well before Election Day.
- **Ballot Processing Reports** are generated daily, and results are posted on the Pima County Elections Department Website.
 - For **Public**: Total number of ballots processed.
 - For **Political Parties**: Total number of ballots processed by Precinct and Political Party.
- **Ballot Tabulation Reports** (vote counts) are generated after 7:00pm on Election Day.



DS950® High Speed Ballot Scanner And Tabulator



Capable of Processing **280**
14" Flat Ballots Per Minute



Tabulation / Counting Boards



- Ballots are removed from the **BLUE** Ballot Security Bags by the Ballot Scanner operators.
- Ballots are scanned, and operators verify the number of ballots scanned with the Ballot Batch paperwork.
- After all ballots are scanned, ballots are stacked in a box, sealed, the observer sign the sealed box, and box of ballots is stored in a secure vault.



Tabulation / Counting Board



- The **first** Electionware® **Ballot Tabulation Reports** (i.e., vote counts) for Early Ballots is generated on Election Night after 7:00 pm.
- Tabulation of Election Day in-person voted ballots starts after the vote center ballots are received at the Elections Department.
- The **updated** Electionware® **Ballot Tabulation Reports** (i.e., vote counts) that includes Election Day in-person voted ballots is generated on Election Night after 11:00pm.
- Early Ballots Envelopes, Dropped-Off On Election Day, must go through the signature verification and Ballot Processing processes, before they can be tabulated, a process that can take several days.



Observers at Tabulation



- **Opening: Verifying Seal Locks** – confirm Tabulation Room doors and equipment remained locked/sealed when not in use.
- **Review and Initial the Tabulation Machine “Zero” Reports**
- **Monitor and Record number of ballots in each Ballot Batch *prior to and following* tabulation** – numbers should match.
- **End of Day: Review and Initial the Ballot Tabulation Logs** – confirming total number of ballot scans completed that day.
- **Closing: Verifying Seal Locks** – install new seals on Tabulation Room doors and equipment, as necessary, prior to leaving.

Tracking Early Ballots



- When the YELLOW Affidavit Envelope's Voter ID Bar Code is scanned by the AGILIS® Machine, the ballot status is "Received".
- When Signature Verification is Complete, the ballot status is updated to "Accepted".
- At the Elections Department, the ballot is removed from the Affidavit Envelope it is no longer tracked by Voter ID Bar Code.
- After removal from the YELLOW Affidavit Envelope, the ballot is now tracked by its Ballot Batch Number (a group of ~400 ballots).
- Finally, When the Ballot Bin Batch Number are Counted by the Tabulators, the Ballot Batch Number status is updated to "Tabulated".

Module 6



How Election Day Voting Works

Vote Centers



Locations on Election Day where voters can:

- **Vote In Person at ANY Pima County Vote Center.**
- **Drop off Early Ballots.**
- **Exchange a Mail-In Early Ballot for an In-Person Ballot.
(In which case the Early Ballot is “Spoiled”)**
- **Get questions answered about the voting process.**



Vote Center Facts

- Election Day Opening and Setup begins at 5:00 am!
... Recommend 1st Shift Observers Arrive at 5:00am.
- **10-12 Poll Workers** are employed to run the Vote Center.
- **Poll Workers are responsible for** Table Set-up, E-Pollbooks, Ballot Printers, Voting Booths, Hanging signs, Marking off a 75-foot boundary in front of the Vote Center.
- **Vote Center closes at 7pm** (or whenever last voter in line at 7pm has voted.)
- Request Last Shift Observers Stay Until Ballots are Counted and the Inspector/Marshal Leaves.

Poll Worker Responsibilities



Inspector:

Team Leader in charge of the Vote Center, its Poll Workers, and Volunteer Observers.

(Your Election Observer Appointment Letter must be presented to the Inspector before you start your shift.)

Marshal (opposite party):

The Vote Center Sheriff - maintains order in the Vote Center, Sets up the 75 ft perimeter for the Vote Center, and identifies the last person in line at 7:00pm.

Poll Worker Responsibilities



Check-In Table:

- **Judge (or Clerk) of the Same party (JSP):**
Uses the E-Pollbook to verify a person's right to vote, captures his/her signature, and prints the voter's Ballot.
- **Ballot Clerk:**
Removes the Ballot from the printer and delivers Ballot to the Judge or Clerk (JOP) for verification.
- **Judge (or Clerk) of the Opposite party (JOP):**
Verifies Correct Ballot Type and hands it to the Voter.

Poll Worker Responsibilities



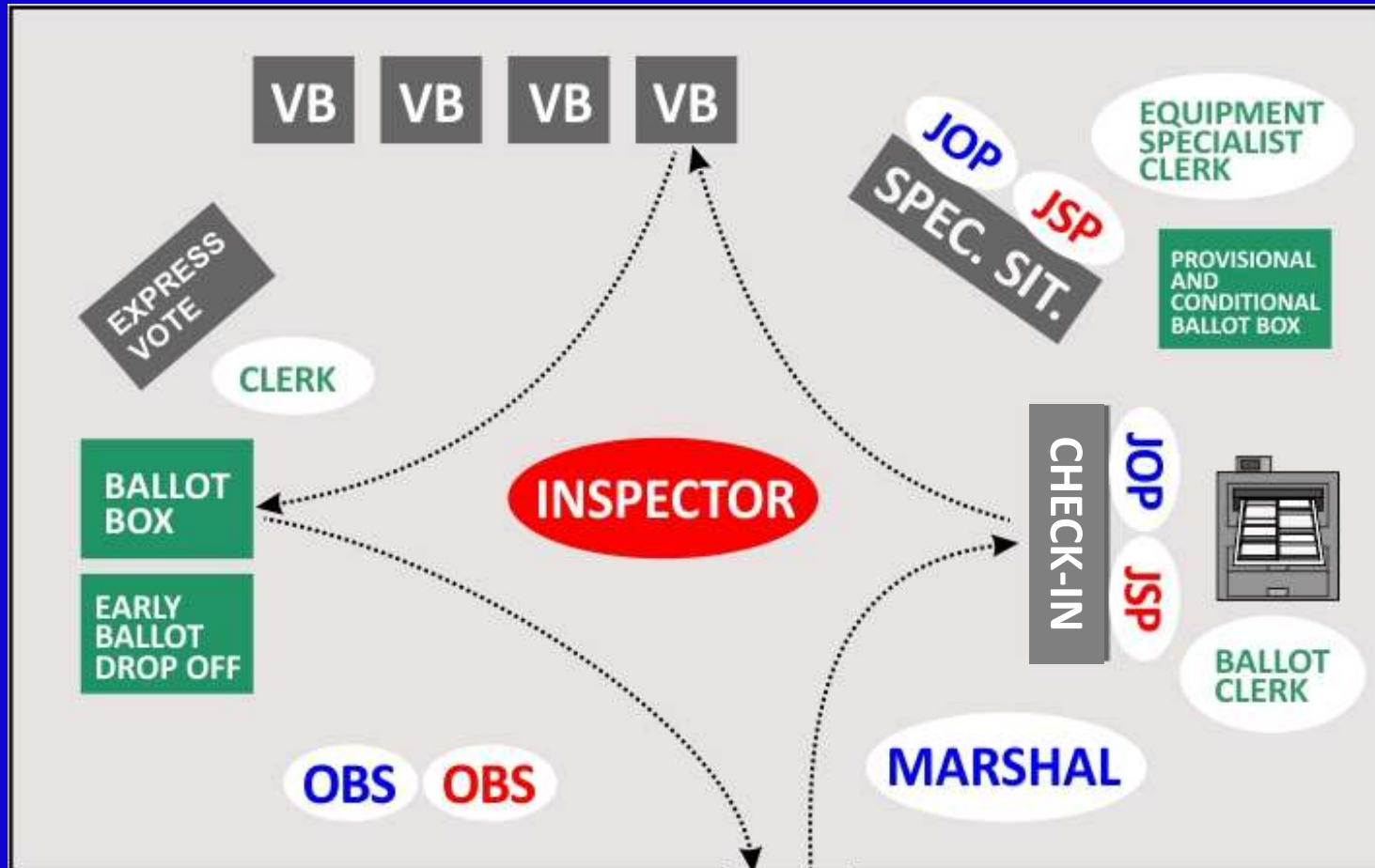
Special Situations Table:

- **JSP/JOP:** For Voters with ID or Address Issues.
 - 1) Voter cannot provide a valid ID → Conditional Ballot.
 - 2) Voter ID, address, or party incorrect → Provisional Ballot.

Voting Equipment Specialist:

Handles election equipment issues.

Nominal Vote Center Layout



Acronyms	
VB	Voting Booth
JSP	Judge of Same Party
JOP	Judge of Opposite Party
OBS	REP Observer
OBS	DEM Observer

Curbside Voting



- Provided for senior voters and voters with disabilities.
- When a voter needs help curbside, **two Poll Workers, from opposite parties**, will go outside to assist.
- Voter ID will be used to verify voter's identity and to determine and print the correct ballot type.
- After the voter has voted their ballot, the ballot is provided to the inspector, who shall then place the ballot in the ballot box.
- Observers need to be prepared to accompany the Poll Workers outside to observe at the designated distance.

Closing-out the Vote Center



- Election Observers ARE permitted to stay and observe the close-out process.
- Poll Workers will begin closing only after the last voter has left the Polling Location.
- All Ballots (EB, Regular, Prov, Cond, and Spoiled) are transported to a Receiving Station after Closing.
- The Inspector and the Marshall must deliver Ballots and other supplies to their designated Receiving Station.
- Observers are allowed to follow the Inspector and Marshall to the designated Receiving Station.

Module 7



City of Tucson Election Differences

City of Tucson - Election Differences



	Pima County – Jul/Sep 25	City of Tucson – Aug/Nov 25
Election Years:	Even Years (2026, 2028, ...)	Odd Years (2025, 2027, ...)
Election Type:	75% Mail-In Ballots 25% In-Person/Drop-Off Ballots	95% Mail-in Ballots 5% In-Person Voting/Drop-Off Ballots
Early Voting Sites	19	1
Elections Starts	27 Days Prior to Election Day	27 Days Prior to Election Day
Ballot Drop-Off Sites:	4 Monitored / 2 Unattended	3 Monitored / 0 Unattended
Election Day Vote Centers:	58	7

City of Tucson - Election Differences

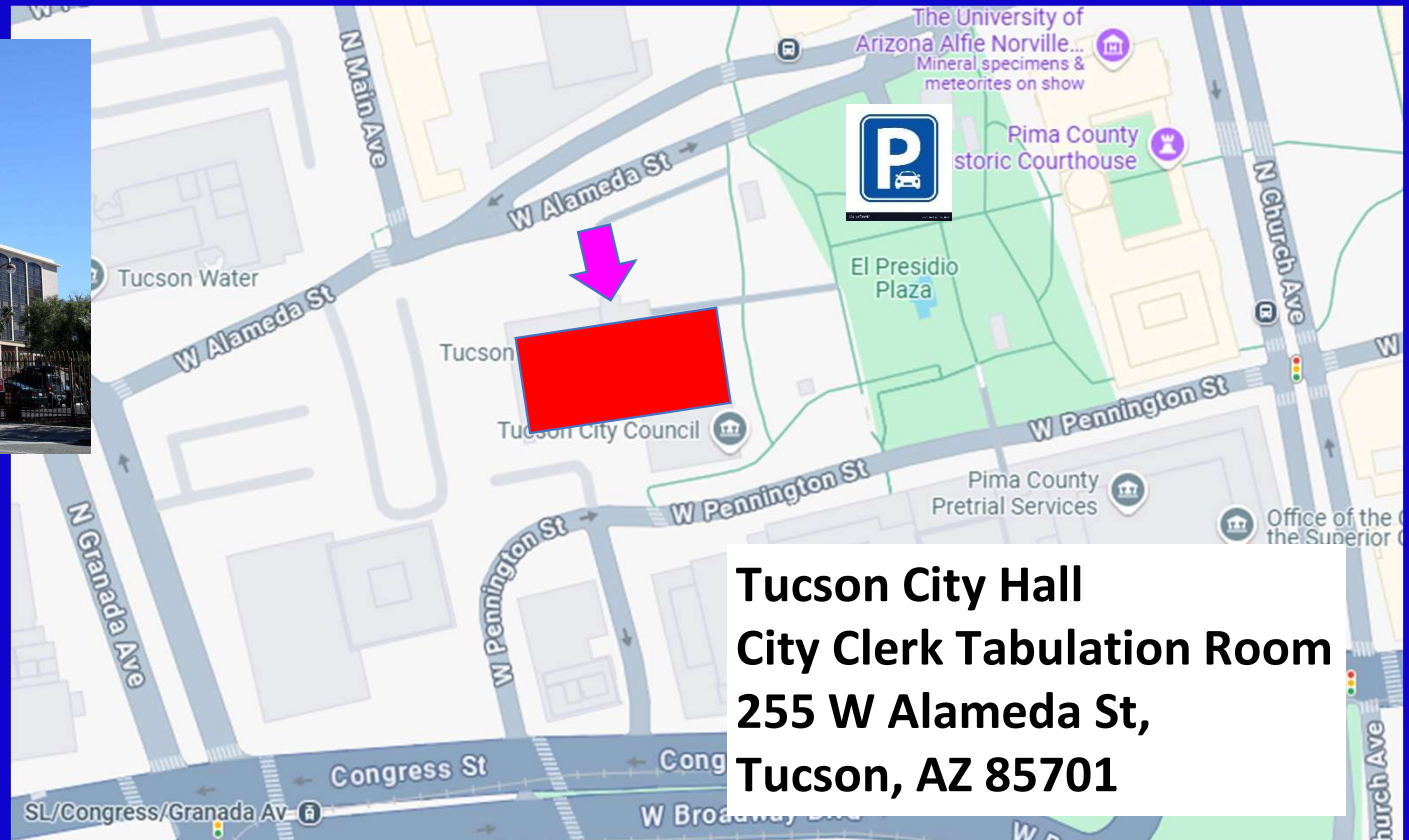


	Pima County – Jul/Sep 25	City of Tucson – Aug/Nov 25
Signature Verification:	Pima County Recorder 6550 S Country Club Rd, Tucson, AZ 85756	Pima County Recorder 6550 S Country Club Rd, Tucson, AZ 85756
Ballot Processing:	Pima County Elections Department 6550 S Country Club Rd, Tucson, AZ 85756	Tucson City Clerk Elections Department 800 E. 12th Street, Tucson, AZ 85719
Tabulation:	Pima County Election Department 6550 S Country Club Rd, Tucson, AZ	Tucson City Hall Elections Department 255 W Alameda St, Tucson, AZ 85701



Tucson Election – Tabulation

In the Basement of Tucson City Hall



Tucson City Hall
City Clerk Tabulation Room
255 W Alameda St,
Tucson, AZ 85701



City of Tucson Voting Locations

Voting Locations	Days of Operation	Hours of Operation
Department of Housing and Community Development 310 N. Commerce Park Loop	March 11, 2025	6:00 a.m. to 7:00 p.m.
Morris K. Udall Regional Center 7200 E. Tanque Verde Road	March 11, 2025	6:00 a.m. to 7:00 p.m.
Donna R. Liggins Recreation Center 160 N. 6 th Avenue	March 11, 2025	6:00 a.m. to 7:00 p.m.
William Clements Recreation Center 8155 E. Poinciana Drive	March 11, 2025	6:00 a.m. to 7:00 p.m.
El Pueblo Senior Center 101 W. Irvington Road	November 7, 2023	6:00 a.m. to 7:00 p.m.
Parks and Recreation Administration Randolph Park 900 S. Randolph Way	March 11, 2025	6:00 a.m. to 7:00 p.m.
Tucson City Clerk Elections Center 800 E. 12th Street	February 12 - March 10, 2025 March 11, 2025	8:00 a.m. – 5:00 p.m., Mon-Fri 6:00 a.m. to 7:00 p.m.
Drop-Off Only Locations	Days of Operation	Hours of Operation
Pima County Recorder – Downtown Office 240 N. Stone Avenue	February 12 - March 10, 2025 March 11, 2025	8:00 a.m. – 5:00 p.m., Mon-Fri 6:00 a.m. – 7:00 p.m.
Pima County Recorder – Elections Dept. 6550 S. Country Club Road		
Pima County Recorder – Eastside Office 6920 E. Broadway Blvd.	February 12 - March 10, 2025 March 11, 2025	8:00 a.m. – 5:00 p.m. Closed from 12:00pm to 1:00pm., Mon-Fri 6:00 a.m. – 7:00 p.m.

Early Voting
Site

Election Observer Assignments

A Quick Look at the Numbers: 2025 CD7 Elections:

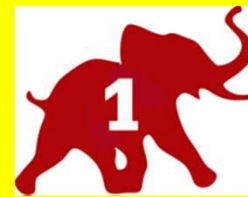


Early
Voting
Sites



$$\begin{array}{ccccccc} 2 & \times & 1 & \times & 27 & = & 54 \\ \text{SHIFTS} & & \text{VOTING} & & \text{DAYS} & & \text{ELECTION} \\ \text{PER DAY} & & \text{SITE} & & & & \text{ASSIGNMENTS} \end{array}$$

Early Ballot
Drop Off
Sites



$$\begin{array}{ccccccc} 3 & \times & 3 & \times & 5 & = & 45 \\ \text{SHIFTS} & & \text{DROP} & & \text{DAYS} & & \text{ELECTION} \\ \text{PER DAY} & & \text{BOX} & & & & \text{ASSIGNMENTS} \\ & & \text{SITES} & & & & \end{array}$$

One Registered Republican Observer
Needed For Every 4-5 Hour Observer Assignment / Shift

Election Observer Assignments

- City of Tucson Elections



Runbeck
Election Services



Early Ballot
Processing
Center (EBPC)

40

USPS



Ballot
Processing
Boards

40

Early Voting Sites

54

Ballot
Tabulation
Boards

40

Early Ballot
Drop Off
Sites

45

Election Day
Vote Centers
(7)

21

240

Registered Republican
Election Observers
Assignments for each
Election!



Module 8



What to Do and What to Not Do as an Election Observer

What to Do



- Use the Election Observer Handbook to become familiar with processes.
- Show up for all shifts on time with your Observer Credentials and Photo ID.
- Stay within the designated Observer Area.
- Pay attention and take notes **BUT NOT in Blue or Black ink.**
- Treat Poll Workers, Election Officials, and Other Observers with respect.





What to Do

- Represent the Republican Party with Professionalism.
- Be willing to speak up (politely) to the Site Supervisor, if you see something that concerns you.
- Provide feedback from your observer experience to PCRCP.

Highly Recommended

- Bring a Notebook to take notes.
- Bring a Book, Magazine, and/or Puzzle Book.
- Bring Food, Drinks, and/or Medication (if needed).



What NOT to Do



- Wear ANY campaign gear (e.g., buttons, shirts, hats, etc.)
- Use a cell phone or other electronic device inside the Vote Center, Elections Dept, or Recorder's Office.
- Take photographs or video within 75 feet of the Vote Center or Elections Dept.
- Attempt to view/determine a voter's choices.
- **Post questionable observations on Social Media!**
Instead, call PCRCP or Hotline Number.



What NOT to Do



- **Speak to, touch, interact with any voters or workers.**
- **Speak, motion, or in some way distract from the Election Process.**
- **Challenge a decision, or argue with Election Officials or Election Workers.**
- **Challenge the qualifications of a voter.**
- **Touch any election materials, equipment, or ballots.**
- **Bring a firearm or other weapon into the location where you will be observing.**



Never Forget:



All Political Party Observers are subject to removal by an officer in charge of elections for failure to comply with a request to cease an activity that interferes with the election process or violates state or federal law. (AZ SOS EPM)



Reporting Incidents



- Speak first with Site Supervisor to discuss what you observed and get resolution.
- If issue not resolved, **Call PCRPP Hotline:**
520-321-1492
- When available (Confirmed 06/24/2025)
Call or Text AZ GOP Hotline:
602-610-1224
Or, Complete Online form:
[Arizona.protectthevote.com](https://arizona.protectthevote.com)
- Complete and Submit PCRPP Incident Report.

INCIDENT REPORT

Procedures for Incidents: Identify type of incident, complete form below. If incident is critical, follow the additional procedures below as applicable. Submit all Incident Report Forms to Pima County Republican Headquarters (info@pimarep.org) or mail to PCRPP HQ, 4801 E. Broadway, Ste B100 Tucson, AZ 85711 as soon as possible, but no later than 5 days after incident.

For Critical Incidents

- 1) Inform an Election Official and/or Law Enforcement if needed.
If you are in immediate danger, call 911 first.
- 2) Call the Pima County Republican Critical Incident Hotline at: 520-321-1492
- 3) Complete form below, providing as much detail as possible.

	☐ Critical Incident	☐ Non-Critical Incident
Date/Time:		
Location:		
What process was being conducted?		
Description of incident:		
Name or detailed description of person(s) involved. (Gender, race, hair color, height, weight, clothing, etc.)		
Est. number of ballots involved		
Other Information		

Observer Printed Name _____ Observer Signature _____

Observer Phone Number _____

Critical Incidents



- Violence / Security Threat (Call the HOTLINE)
- Vote Center closed / unable to open (Call the HOTLINE)
- Vote Center closes early (call the HOTLINE)
- Vote Center runs out of ballots (Call the HOTLINE)
- If voters are being turned away (Call the HOTLINE)
- Law Enforcement visits the Vote Center
- Vote Center stays open late after 7:00pm, or after last voter in line at 7:00pm has voted

Refer to the Elections Observer Handbook for the Complete List

Non-Critical Incidents



- Poll worker error/failure to follow the law (and Inspector fails to remedy)
- Inability for poll workers to receive sufficient/timely troubleshooter support
- Repeated use of voting assistance by Poll worker
- Electioneering within 75-feet of polling location
- Presence of US Department of Justice or other non-party observers

Refer to the Elections Observer Handbook for the Complete List

Module 9



The Next Steps

Next Steps:



1. Complete your Election Observer Quiz and Training Completion Form.
2. Sign up for **Observer Shifts** using **Sign Up Genius**.
3. Download and Review the PCRPP Election Observer Handbook and other resources to prepare for your assignment.
4. Watch for **email delivery** of your **Election Observer Appointment Letter**, minimum of 48-hours prior to your shift.



Step 1: Complete Election Observer Quiz



Who appoints a Republican Party Election Observer? (Check any that apply) ☐ Republican Party Chair / PCRP ☐ Legislative District Chair ☐ Pima County Recorder	What general rules must Observers follow? (Check any that apply) ☐ No cell phone use in the facility assigned ☐ No handling of ballots at any time ☐ No photography within 75 feet of facility
Where are Election Observers used? (Check any that apply) ☐ Election Day Voting Centers ☐ EBPC during Ballot Processing ☐ During Ballot Adjudication	What does 2 person/2 party rule mean? (Check any that apply) ☐ Opposite and equal party representation by election workers is required for all election tasks ☐ Only independents or other non-affiliated parties can perform election tasks ☐ Election tasks must be performed by up to two persons, each from the same or different parties
What is the typical number of hours for an Observer assignment? ☐ 2 hours ☐ 4 hours ☐ 6 hours	Vote Centers provide the place to: (Check any that apply) ☐ Vote In Person at ANY Pima County Vote Center ☐ Drop off Early Ballots ☐ Exchange an Early Ballot for an In-Person Ballot (in which case the Early Ballot is "Spoiled") ☐ Get questions answered about the voting process
"Curing" the signature involves contacting the voter so that he/she can correct or confirm the signature appearing on the affidavit envelope. ☐ True ☐ False	
Duplicate ballots are created when it's determined that a ballot cannot be read by the tabulation machine due to wrinkled paper or some other physical issue. ☐ True ☐ False	
What color pen(s) would an Observer NOT be allowed to use in any Voting Center? (Check any that apply) ☐ Red ink ☐ Blue Ink ☐ Black Ink	Observers can take immediate action by consulting with the Site Manager when something observed seems questionable. ☐ True ☐ False

Step 2: Sign Up With Sign Up Genius

<https://www.pimagop.org>



**Step 1: Click
“Elections”**



PCRP Elections Webpage – Sign-Up Genius

<https://www.pimagop.org/elections>



Scroll Down
Webpage

**Step 2: Click
“### Sign Up”
For Shifts**

**Step 3:
Show Up!**

Protect Our Elections

Sign up to become an election observer now

What do I need to do to become an election observer?

- 1 Attend a training
 - Election Observer Training Sign-Up
- 2 Sign up for a shift
 - Early Voting Centers
 - Unattended Ballot Drop Boxes
 - Election Day
 - Signature Verification, Ballot Processing, Tabulation
- 3 Show up and protect the vote!

PCRP Elections Webpage - Resources

<https://www.pimagop.org/elections>



**Step 4:
Download
Election
Observer
Handbook**

Not Yet Functional

 **PCRP Election Observer - Reference Documents**

Election Observers Primary 2024 — Recorder's Office (PDF)

[View Document](#)

 **Pima County Recorder's Office – Election Observer Rules**

2023 COT Primary Election Visitor/Observer Rules (PDF)

[View Document](#)

 **City of Tucson – Election Observer Rules (Coming Soon)**

Ballot Processing Center Security Rules:
Observer Guidelines — City of Tucson Doc 1

[View Document](#)

Signature Verification Instructions 2024:
Observer Guidelines — City of Tucson Doc 2

[View Document](#)

 **Arizona Secretary of State – Reference Documents**

Election Procedures:
AZ SOS Elections Procedure Manual

[View Document](#)

Signature Verification:
AZ SOS Signature Verification Guide

[View Document](#)

Step 4: Receive & Print Credential Letter



- You will receive a Credential Letter at Least 48 Hours Prior to Your Assignment
- Email: HQElections@pimagop.org
- This letter must be printed out and provided to the Site Supervisor or Vote Center Inspector


PIMA COUNTY REPUBLICAN PARTY
4801 E. Broadway Boulevard
Tucson, AZ 85211

Constance Hargrove
Pima County Elections Director
6055 S Country Club Road
Tucson, AZ 85756

RE: Vote Center Republican Observer Authorization Letter for November 05, 2024, Election Day

I Dave Smith, Chair of the Pima County Republican Party authorize the following individual to serve as an official Republican Party Observer at the following Election Polling Location:

Election Observer: «Observer_Name»
Vote Center: «Vote_Center»
«Voting_Center_name»
«Center_Locations_»

Per the Pima County Elections Department:

- Only ONE observer (at a time) from each political party is allowed at the Vote Center.
 - If you've signed up to observe for the morning shift you **MAY** be present for the morning setup (must arrive at 5:00am).
 - If you've signed up for the afternoon/evening shift you **MAY** be present for the end of night closing.



**Thank you for
choosing to become
an Election Observer!**