



**Voter Registration**  
COUNTY-CITY BUILDING  
227 WEST JEFFERSON BLVD  
SOUTH BEND, INDIANA 46601  
PHONE: 574-235-9521

## **Vote Center Sheriff**

*Republican, one per Vote Center*

Responsible primarily for maintaining order at the Vote Center, the Sheriff ensures campaigning/electioneering is not occurring within the Vote Center nor the defined 50-foot chute as well as checking that materials are not being left in the Vote Center. The Sheriff may point out voter notices and be tasked with various duties supportive of efficient voter flow, including advising voters to have Photo ID ready.

The party of the Sheriff is opposite to the Inspector to balance the bipartisan total of assigned Vote Center workers. **As an election official of the Vote Center, the Sheriff *must* arrive by 5 AM and remain on-site ALL DAY until Election Day duties are completed.**

### **Election Day Responsibilities:**

#### **Before Polling Opens:**

- Attend training (approx.. 1 hour) *\*mandatory before every election- processes change!*
- Arrive at Vote Center at 5 AM
- Assist in setting up location and/or verifying layout for efficient flow of voters
- Become familiar with chute location

#### **When Polling is Open**

- May request Photo ID, preferably suggesting keep ready for a Clerk to scan
- Ensure no electioneering is occurring in the Vote Center
- Periodically check to make sure any political materials have not been left in the Vote Center
- Remind others workers if necessary regarding minimal non-Election use of personal electronic devices
- Verify credentials of anyone requesting access to the Vote Center who is not an eligible voter, direct non-credentialed parties to the County Election Board
- Request law enforcement assistance in the event of a necessitating incident
- Stand behind last voter in line after the closing of the polls is declared, informing any subsequent arrivals that no additional voting is allowed

#### **Polls Closed**

- Assist in packing up election materials for pick-up by technicians/return to the County-City Building.