



County of Berks

COUNTY OF BERKS PENNSYLVANIA

ELECTION DAY DUTIES OF A CONSTABLE

1. The Office of Constable must remain Independent on Election Day. Please cooperate with the Judge of Elections—and be polite and respectful at all times to voters, election workers and all other citizens, unless their conduct makes it necessary for the Constable or Deputy Constable to show more authority.
2. A Constable or Deputy Constable is elected to a particular polling place/district. You are to report there by 6:30 AM in the event a crowd of people show up to vote or campaign early. You must call the Election Service Office to report on duty in order to get paid for working on Election Day. Dress appropriately (nothing with political logo).
3. **Your duties include:**
 - Keeping the peace.
 - Keeping a clear pathway for voters to enter and exit. This includes the entire pathway from the public road to the voting machines. Voters always have the right-of-way!
 - Keeping all people at least 10 feet from the entrance to the building unless they are in the process of voting.
 - Closing the line at 8:00 PM
4. **How to “close the line”:**
 - EXACTLY at 8:00 PM, you are REQUIRED to stand at the end of the line, to watch the line, and to turn away EVERYBODY who arrives after 8:00 PM
 - If a person is in line at 8:00 PM, he or she may vote, even after 8:00 PM—even much later.
 - If a person arrives after 8:00 PM, he or she must leave. No exceptions. (Sorry).
 - If the line is INSIDE a locked building, you don’t need to stand at the end of the line, but you DO need to WATCH the line to make sure no one new enters the line.
 - ONLY authorized* Election Day officers and actual voters are permitted inside the polling place after 8:00 PM CANDIDATES (who are on the ballot) and Watchers with certificates from the Board of Elections may stay to watch the vote count, but must remain outside the enclosed space.
5. **About voters’ rights inside the polling place:**
 - No “political activity” is allowed inside the polling place.
 - No “campaigning” is allowed inside the polling place.
 - Conduct – No one is allowed to **DO** something (inside the building) to influence someone else’s vote.
 - However, voters in line to vote or leaving the voting area may wear or hold anything (campaign literature, buttons, hats, shirts, etc.), as long as the item is “passive,” not active and as long as there is NO campaigning/electioneering/politicking.
6. You are required to stay at the polling place until the Judge of Elections is FINISHED (or at the very least, until he or she is finished with the “counting of votes.”) It would be preferred that the Constable stay to accompany the Judge of Elections to his car with the election supplies when he is ready to head back to the Board of Elections.
7. If a Constable has more than one polling place, you are required to visit each of these locations during the course of the day. If a Constable has only one polling place, you may leave briefly to get a meal, but never for more than ½ hour at a time. You might consider bringing one meal with you.
8. You must be at your polling location all day if you want to get paid.

*If you have any questions on who is “authorized” to be at a polling place, contact the Board of Elections for clarification 610-478-6490.