



County of Berks

Election Day Duties of a Constable

1. The Office of Constable must remain Independent on Election Day. Please cooperate with the Judge of Election—and be polite and respectful 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 Services Office to report on duty on Election Day. Additionally, you must check in with the Judge of Election to receive your preloaded debit card. If you have multiple locations, the debit card will be at the first precinct in your district. Dress appropriately (nothing with political logo or candidate affiliation).
3. Constable 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 polling place 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.
 - If a person arrives after 8:00 PM, he or she must leave. No exceptions.
 - 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. Watchers with certificates from the Board of Elections may stay to watch the vote count but must remain outside the enclosed space.
5. 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.
 - Voters in line to vote or leaving the voting area may wear or hold anything (campaign literature, buttons, hats, shirts, etc.), if the item is “passive,” not active and if there is NO campaigning/electioneering/politicking.
6. Constables are required to stay at the polling place until the Judge of Election 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 Election to his/her car with the election supplies when he/she is ready to head back to the Board of Elections.
7. If a Constable has more than one polling place, each of these locations must be visited during the day. If a Constable has only one polling place, they may leave briefly to get a meal. Consider bringing a meal with you on Election Day.
8. Constables must be at their polling location(s) all day to get paid for working the day.