

**Presiding Officer  
Polling Station  
Log Book  
22 May 2014  
(To be placed in Packet 5 at close of poll)**

|   |
|---|
| <p><b>Polling place address:</b></p> <p>.....</p> |
|---|

**This Log Book will not be looked at until after the election.**

**Any urgent information must be reported to Electoral Services immediately and the procedures detailed in your instructions should be followed.**

**The purpose of this Log Book is to provide additional information which can help Electoral Services to improve the service we provide.**

**The Log Book should be completed during quieter periods of the polling day and should obviously not interfere with the important tasks you need to perform.**

**Thank you for completing this Log Book.**

**Signature of Presiding Officer .....**

## **Plan of the Polling Station Layout (CPO)**

**(please draw a rough sketch of the layout used, including position of Presiding Officer, Poll Clerks table(s), ballot box, notices and polling booths)**

## RISK ASSESSMENT FORM (CPO)

|   | TICK<br>IF<br>OKAY | MINOR PROBLEM<br>GIVE DETAILS | MAJOR PROBLEM<br>GIVE DETAILS AND<br>INFORM ELECTORAL<br>SERVICES | TICK<br>IF OFFICE<br>INFORMED |
|---|--------------------|-------------------------------|---|-------------------------------|
| <b>PATHWAYS</b> -Are there any obstructions? Were you able to remove them?  |                    |                               |   |                               |
| <b>TRIP HAZARDS</b> -inside building(e.g.carpets, mats, slippery floors)  |                    |                               |   |                               |
| <b>ENTRANCE</b> -Is it accessible to wheelchair users? If not is there an alternative entrance?                           |                    |                               |   |                               |
| <b>STEPS</b> - Are the steps an obstacle to easy access? If so, is a ramp required in the future?                         |                    |                               |   |                               |
| <b>LIGHTING</b> - Is the internal lighting adequate? Were the power switches easy to find? Is outside lighting required ? |                    |                               |   |                               |
| <b>STAFF FACILITIES</b> -Are there good facilities for staff( e.g. toilets, drinking water, kitchen etc)                  |                    |                               |   |                               |
| <b>OTHER HAZARDS</b> - Please give details.   |                    |                               |   |                               |

**POLLING STATION STAFF APPRAISAL FORM**

**Chief Presiding Officers are asked to complete the following form:**

**Did you find the work of any of the staff appointed to your polling place unsatisfactory?**

**(Please give detailed reasons-this will be treated in the strictest confidence)**

**Do you think that any of the poll clerks would be suitable for promotion to the role of Presiding Officer at future elections?**

**Are there any other comments that you think should be brought to the attention of the Returning Officer?**

## **ASSISTANCE TO VOTERS**

**( PRESIDING OFFICERS ARE ASKED TO COMPLETE THE FOLLOWING FORM)**

**How many voters in the following categories voted at your polling station  
(Record as 5-bar gates (e.g. ||||| , ||||| ) ?**

**Voters in wheelchairs:**

**Voters using large print ballot paper:  
(both affixed to wall & hand-held)**

**Blind voters using aid for blind voters**

**Partially sighted voters using magnifying sheet**

**Disabled voters assisted by companions**

**Disabled voters or voters with learning difficulties assisted by Presiding Officers**

**Voters needing help to understand the voting procedure**

**Voters whose first language was not English and who would have benefited from any additional translation aids**

## **GENERAL COMPLAINTS FROM VOTERS**

**( PRESIDING OFFICERS ARE ASKED TO COMPLETE THE FOLLOWING FORM )**

**How many voters at your polling station complained about the following (record as 5-bar gates ( e.g. ||||| , ||||| ) ?**

**Did not receive a poll card:**

**Difficulty in finding a polling place:**

**Unhappy about location of polling place:**

**Access to polling place:**

**Unhappy about the service provided by polling station staff:**

**Unhappy about the service provided by the elections office:**











## Advice to the Presiding Officer regarding personation

1. By the day of the election a Presiding Officer should have some understanding of the level of police presence and response that a polling station may expect from the local police.
2. Where an incident occurs inside or near a polling station that a Presiding Officer believes may constitute an offence, then they may consider calling the police and asking those involved to await the arrival of a police officer.
3. Where there is confrontation, or a reasonable expectation of confrontation, then the Presiding Officer should consider their own safety and the safety of all other people present as a priority.
4. In such circumstances, confrontation should be avoided but consideration may be given to other ways of supporting a police investigation, such as recording registered numbers of vehicles and preserving items touched by a person involved in an incident if it is safe to do so until the arrival of an officer.
5. Should an incident arise, the form on the reverse of this advice may be used to make a record of events.

# Statement supporting an allegation of personation

Statement of (print name in block capitals) .....

This statement, consisting of .... page(s), each signed by me, is true to the best of my knowledge and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have willfully stated in it anything which I know to be false or do not believe to be true.

Dated ..... (insert day, month and year)

On ..... (insert day, month and year) I was in attendance

at .....polling station, at

..... (address)

in the following capacity:

Presiding Officer/Poll Clerk/Candidate/Agent/Police Officer (please delete as appropriate) or other, please state.....

At .....am/pm the Presiding Officer asked the person seeking to vote the statutory questions:

1. In response to the first question (regarding identity)

The person (who I know/believe to be ..... ) replied

‘.....’

2. In response to the second question (about whether the person had previously voted)

The person (who I know/believe to be ..... ) replied

‘.....’

Signature of person making statement .....

Witnessed by (signature) .....

(print name) .....

3. Further comments may be added on the reverse of this form or on another piece of paper. Please make sure each sheet is signed and witnessed.