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Note: An electronic version of this packet is available on the Denver Elections Division website at www.DenverVotes.org → Campaign Hub → Poll Watchers
After reviewing this packet, if you have questions about poll watcher procedures and duties in Denver, contact the Elections Division Administrative Office at 720-865-4861.
Introduction

This packet is meant to serve as a general guide for poll watchers and appointing authorities. It was prepared to assist appointing authorities in following the statutes, rules, and guidelines for appointing poll watchers in Denver.

Provisions for watchers are detailed in Colorado Revised Statutes (C.R.S.) § 1-7-105, 1-7-106, 1-7-107, and 1-7-108, and in Secretary of State (SOS) Election Rule 8. Because legal provisions are subject to periodic amendment, it is the sole responsibility of poll watchers and appointing authorities to comply with any and all statutes and rules governing poll watching.

Duly appointed observers may watch voting, processing, ballot counting, canvass, drop boxes and recounts.

There are three categories of “observers” who are permitted at voting locations:

- **Official Observers** are appointed by the Colorado Secretary of State or by the federal government.
- **Media Observers** are credentialed members of the news media.
- **Poll Watchers** are certified and credentialed by the county clerk and recorder.

This information packet is written for the third category of observers: Poll Watchers who are certified by the county clerk and recorder. The packet provides detailed information on the rights of and limitations on poll watchers and on the process of appointing poll watchers in the City and County of Denver.

Who May Be a Poll Watcher

A watcher must be registered to vote in the State of Colorado and may serve in any county (SOS Rule 8.1). In addition:

- If appointed by a party, poll watchers must be either affiliated with that party or unaffiliated (C.R.S. § 1-1-104 (51)).
- If appointed by an unaffiliated candidate, poll watchers must be unaffiliated.
- State ballot question proponent and opponent groups appointing poll watchers must be registered with the Colorado Secretary of State.
- Municipal ballot question proponent and opponent groups appointing poll watchers must be registered with the Denver Elections Division for campaign finance reporting purposes.

**Note:** In a General Election and in a Congressional Vacancy Election, candidates and party officers may visit Voter Service and Polling Centers to observe the progress of voting (see C.R.S. § 1-7-106). No poll watcher certificate is required.
Family Relationship Prohibition

Candidates and members of their immediate families by blood, marriage, or civil union to the second degree may not be poll watchers for that candidate (C.R.S. § 1-7-108(2)).

Who May Appoint Poll Watchers

Under state law, certain individuals and entities are entitled to appoint poll watchers, depending on the type of election (C.R.S. § 1-7-105, 1-7-106, and 1-7-107).

General Election
- A political party with a candidate on the ballot
- A registered issue committee for or against an issue on the ballot
- An unaffiliated candidate on the ballot
- A write-in candidate

Non-Partisan Election
- A candidate for office in a nonpartisan election
- A registered issue committee for or against an issue on the ballot

Primary Election
- A political party participating in the Primary Election
- A candidate on the ballot

Recount
- A candidate involved in recount
- A registered issue committee involved in recount
- A political party involved in recount

Note: A candidate who is subject to a recount can appoint themselves or a family member as a poll watcher. Recount watching is not subject to the family relationship prohibition.

Appointing Authorities
- For political parties (both major and minor), the county party chair is the appointing authority who may appoint poll watchers (C.R.S. § 1-7-106).
- For issue committees, the registered agent or designated filing agent is the appointing authority (C.R.S. § 1-7-106 and SOS Rule 8.1.1).
- For recounts, the county party chair, candidate, or issue committee official is the appointing authority (SOS Rule 8.1).
How to Appoint Poll Watchers

Poll watchers at Denver voting locations must be certified and credentialed by the Denver Elections Division (SOS Rule 8.1). Please send in your poll watcher requests as early as possible. We strongly recommend that you do not wait until the last few days before the election, as we cannot guarantee timely processing of poll watcher requests received after the close of business on the Friday before an election. Requests must be processed through the voter registration database, and then certificates are created.

1. Download and complete the *Poll Watcher Appointment Request Form* spreadsheet found on the Denver Elections Division website at www.DenverVotes.org → Campaign Hub → Poll Watchers → How to Appoint Poll Watchers. **Please use the electronic form if at all possible.**

   List the following information:
   
   a. the names of those individuals you wish to appoint,
   b. their residential addresses,
   c. their Voter ID numbers, if known, and
   d. the **names of the voter service and polling centers ("VSPC") or drop box** where each poll watcher will be assigned. “All VSPC locations” is an acceptable choice if there are no family relationship prohibitions.
      
      - A list of the current election’s VSPCs and drop boxes with their addresses is included as a tab on the spreadsheet.
      - DED Ballot Processing Rooms is also a location choice.
      - Watchers for drop boxes must also include the date & time they will be observing.
   
   e. Additionally, if appointing a watcher to have access to view confidential or personally identifiable information (SOS Rule 8.1.5), that selection should be noted.
      
      - Note in the appropriate column on the *Poll Watcher Appointment Request Form* spreadsheet the date the required SOS training for viewing confidential and personally identifiable information was completed. (SOS Rule 8.1.5)

2. Submit the form by email to electionsadmin@denvergov.org.

   **Tip:** The appointing authority should include an electronic signature with the appointment spreadsheet. The e-signature will be inserted on the signature line of each certificate issued. If including an electronic signature, attach the file to your email when you submit your appointment list. Electronic signatures should be in .jpg, .png, or .gif format. Appointment certificates are not valid without an appointing authority signature.

Certification of Poll Watchers

The processing of poll watcher certificates will begin upon receipt of the appointment lists from the appointing authority.
1. Once your Poll Watcher Appointment Request Form is received by the Denver Elections Division, all names will be compared to the statewide voter registration database to verify registration status.

2. A Poll Watcher Certificate of Appointment and Oath will be created for each qualified name.

3. Completed certificates will be sent by email to the appointing authority. You can then print them and distribute to your poll watchers.

4. If an electronic signature was not submitted by the appointing entity, the “Appointment of Watcher” portion of each certificate must be filled out and signed by the appointing authority in order for the certificate to be valid.

**Visiting Locations**

Upon entering a location, a poll watcher must show a valid Poll Watcher Certificate of Appointment and Oath to the location’s supervisor, who will then administer the “Oath of Watcher.” Following that, both the poll watcher and the supervisor must sign the oath section of the certificate in the appropriate places (C.R.S. § 1-7-108(1) and SOS Rule 8.5). The watcher will then sign the Observer Log and be issued an Official Poll Watcher Badge. The watcher will keep the signed certificate. Drop box watchers must submit their Poll Watcher Certificate of Appointment and Oath and identification badge provided by the appointing entity to the Denver Elections Division for review before observing a box without a VSPC (SOS Rule 8.4.4).

**Note:** Poll watchers may be designated to observe at multiple locations and ballot processing rooms, but no more than one watcher from the same appointing authority may be present at the same time at any one voting service and polling location.

Additionally:

- If a watcher leaves a location but returns later in the day to the same location, another Poll Watcher Certificate of Appointment and Oath is not necessary.

- If a watcher is replaced during the day, the replacement watcher must have a valid Poll Watcher Certificate of Appointment and Oath for that location.

- A Poll Watcher Certificate of Appointment and Oath is not transferable to another individual.

- Political party attorneys are not allowed inside voting locations unless they are duly appointed watchers or are casting a ballot (SOS Rule 8.3).

- A watcher may not possess a cell phone or other electronic device while watching election activities where confidential or personally identifiable information may be within view. The watcher should not bring the device into the location.

- Appointing entities must provide a Poll Watcher Identification Badge to drop box watchers to be worn at all times during observation. The watcher will have to provide the badge for the Elections Division to review prior to observing.
### What May Poll Watchers Do?

<table>
<thead>
<tr>
<th>A watcher may:</th>
<th>A watcher may not:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Observe election activities in more than one location.</td>
<td>• View confidential or personally identifiable information until they have completed the required training. *</td>
</tr>
<tr>
<td>• Leave a location and return without presenting another certificate of appointment.</td>
<td>• Transfer a certificate of appointment to another watcher</td>
</tr>
<tr>
<td>• Be within a reasonable distance to read documents, writings or electronic screens, and hear election-related discussions between judges and electors.</td>
<td>• Commit or encourage fraud</td>
</tr>
<tr>
<td>• Personally, observe each step of the election.*</td>
<td>• Violate their oath</td>
</tr>
<tr>
<td>• Receive a list of all voters who have cast a ballot in the county.</td>
<td>• Abuse or threaten an election officials or voters</td>
</tr>
<tr>
<td>• Challenge electors according to C.R.S. § 1-9-203 and SOS Rule 9.</td>
<td>• Personally interrupt or disrupt the processing, verification, and counting of any ballots or any other stage of the election, including lodging repeated challenges of voters or mail ballots on bases that are not authorized by statute or these rules after being advised that such bases are not authorized.</td>
</tr>
<tr>
<td>• Contact the designated watcher contact if they dispute an election judge’s action.</td>
<td>• Write down any ballot numbers or any other personally identifying information about the electors.</td>
</tr>
<tr>
<td>• Assist in the correction of discrepancies.</td>
<td>• Touch or handle the official signature cards, ballots, mail ballot envelopes, provisional ballot envelopes, voting or counting machines, or machine components.</td>
</tr>
<tr>
<td>• Be in the immediate voting area only when no voters are present.</td>
<td>• Interfere with the orderly conduct of any election process, including issuance of ballots, receiving of ballots, and voting or counting of ballots.</td>
</tr>
<tr>
<td>• Use a mobile phone to send or receive text messages while not in a location where voters’ confidential or personally identifiable information is within view.</td>
<td>• Communicate with election judges about that judge’s duties while that election judge is currently on duty, unless the judge is the designated watcher contact.</td>
</tr>
</tbody>
</table>

*To observe steps with confidential or personally identifiable information, the watcher must complete a state-approved training course.

• Attempt to determine how any elector voted.
• Disclose or record any confidential voter information as defined in C.R.S. section 24-72-204(8) that he or she may observe.
• Disclose any results before the polls have closed.
• Attempt to intimidate or interfere with an election judge or other election officials during the discharge of that judge or official’s duties.
## What May Drop Box Poll Watchers Do?

<table>
<thead>
<tr>
<th>A watcher may:</th>
<th>A watcher may not:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Observe election activities in more than one location.</td>
<td>• Transfer a certificate of appointment to another watcher</td>
</tr>
<tr>
<td>• Leave a location and return without presenting another certificate of appointment.</td>
<td>• Commit or encourage fraud</td>
</tr>
<tr>
<td>• Personally, observe drop boxes from a six-foot distance.</td>
<td>• Violate their oath</td>
</tr>
<tr>
<td>• Contact the designated watcher contact if he or she disputes an election judge’s action.</td>
<td>• Abuse or threaten an election officials or voters</td>
</tr>
<tr>
<td>• Use a mobile phone to send or receive text messages or make a call <strong>while not</strong></td>
<td>• Personally interrupt or disrupt any other stage of the election.</td>
</tr>
<tr>
<td><strong>in a polling location or other place where election activities are</strong></td>
<td>• Write down any ballot numbers or any other personally identifying information about the electors.</td>
</tr>
<tr>
<td><strong>conducted.</strong></td>
<td>• Interfere with the orderly conduct of any election process.</td>
</tr>
<tr>
<td>• Attempt to determine how any elector voted.</td>
<td>• Communicate with election judges about that judge’s duties while that election judge is currently on duty, unless the judge is the designated watcher contact.</td>
</tr>
<tr>
<td>• Disclose or record any confidential voter information as defined in C.R.S. section 24-72-204(8) that he or she may observe.</td>
<td>• Use any electronic device to take or record pictures, video, or audio in any polling location or other place election activities are conducted.</td>
</tr>
<tr>
<td>• Disclose any results before the polls have closed.</td>
<td>• Have in their open and visible possession any mobile phone or other electronic device while watching election activities where voters’ confidential or personally identifiable information is within view.</td>
</tr>
<tr>
<td>• Attempt to intimidate or interfere with an election judge or other election officials during the discharge of that judge or official’s duties.</td>
<td>• Attempt to dissuade a voter from returning a ballot or multiple ballots to a drop box.</td>
</tr>
<tr>
<td>• Openly carry a firearm within one hundred feet of a drop box or polling location.</td>
<td>• Remove or fail to wear an approved badge identifying themselves as a watcher.</td>
</tr>
<tr>
<td>• Remove or fail to wear an approved badge identifying themselves as a watcher.</td>
<td></td>
</tr>
</tbody>
</table>
Challenges

Watchers (or any registered voter) may challenge a suspected ineligible voter (C.R.S. § 1-7-108(3)). Such a challenge must be in writing and addressed to the supervisor, not to the voter being challenged.

Once challenged, the supervisor will ask the voter a particular set of questions and will fill out a Voter Challenge Form. Both the supervisor and the challenger must sign the form. Depending on the voter’s answers to the questions, the voter will be given either a regular ballot or a provisional ballot.

Challenges to mail ballots may be for an incomplete or incorrect affidavit on the returned envelope, forgery of a deceased person’s signature on the affidavit, or submission of multiple ballots. Such a challenge must be addressed to the supervisor or room lead.

SOS Rule 8.1.5 and Viewing Confidential and Personally Identifiable Information

If a watcher would like to observe election activities where confidential or personally identifiable information may be within view, he or she must complete an online training course (SOS Rule 8.1.5). A list of the activities a trained watcher is able to view as well as a link to the training course is available at www.sos.state.co.us → Elections & Voting → Election Information → Watchers (See Also “Reference Websites” at the end of this information packet). At the end of the training the watcher will be prompted to print a certificate of completion. The watcher must print this certificate and present it with the Certificate of Appointment and Oath to the location’s supervisor upon arrival. Trained watchers will receive a color-coded badge to indicate that he or she is able to view confidential and personally identifiable information.

SOS Rule 8.6 and Removal of Watchers from a Location

A watcher can be removed from a location upon finding that the watcher:

- Committed or encouraged fraud in connection with their duties;
- Violated any of the election laws or rules;
- Violated the Oath of Watchers;
- Was abusive or threatening toward election officials or voters;
- Attempted to dissuade a voter from returning a ballot or multiple ballots to a drop box;
- Refused or fails to wear an approved badge identifying themselves as a watcher while observing a ballot drop box; or
- Committed any of the following misdemeanors:
  - Interfering with an election official during an election (C.R.S. § 1-13-701)
  - Inducing an election official to violate his/her election duties (C.R.S. § 1-13-701)
  - Impeding, preventing, or otherwise interfering with an elector’s right to vote (C.R.S. § 1-13-711)
  - Compelling or inducing any elector to give or refrain from giving his/her vote at any election. (C.R.S. § 1-13-713)

Upon removal of a watcher, the county clerk must inform the political party, candidate, or committee who appointed the watcher. A removed watcher may be replaced by an alternate watcher duly certified in accordance with C.R.S. sections 1-7-105, 1-7-106, or 1-7-107.

**Note:** If the Denver Elections Division removes a watcher, the Division will immediately inform the appointing authority who may appoint an alternate watcher (see SOS Rule 8.6.2).
Maximize Your Effectiveness

Get a List

You can obtain voter registration information. Our Product & Services Catalog is available at www.DenverVotes.org → Data & Maps → Request Additional Data. You can also call 720-913-8683 and ask to be transferred to the Denver Elections Division customer service team.

Voter Lists Online

Lists of voters who have voted are posted online during an active election. This data is uploaded daily and multiple times on Election Day. Go to www.DenverVotes.org → Data & Maps → Voter Data. You must log in to download the data files. Because this data is available electronically, lists of voters who have voted will not be posted at voter service centers.

Watching Ballot Processing

Watchers who have completed the state’s training course may be present for ballot receipt and processing, otherwise watchers may join the public and observe the processing from behind large glass windows.

Election Night

Candidates, media, watchers, and the general public are invited to visit the Denver Elections Division on Election Night to watch ballot processing and to follow election returns. The building is open to the public as long as ballot counting continues. Please bring your cell phone with you as there are no public phones in the building. There is public Wi-Fi in the building for your laptop or tablet.

Visit Us Online

The information in this packet and other useful poll watching information are available at www.DenverVotes.org → Campaign Hub → Poll Watchers.

Additionally, you will find other useful products and services on the website, including:

- Sample ballots
- Historical election results
- District and precinct maps

Occasional customer service alerts and information will be issued to campaign and party contacts via email and Twitter.

Phone: 720-913-8683
Fax: 720-913-8600
www.DenverVotes.org
electionsadmin@denvergov.org
www.Facebook.com/DenverElections
www.Twitter.com/DenverElections
Key April Municipal Election Dates:

- October 4 – Logic and Accuracy Test
- October 23 – October 27 WEBB Building VSPC open, 8AM – 5PM
- October 30 – November 3 WEBB Building VSPC open, 8AM – 6PM, all other VSPCs & mobile voting unit VSPC open, 10AM – 6PM
- November 4 All VSPCs open, 10AM – 2PM
- November 6 WEBB Building VSPC open, 8AM – 6PM, all other VSPCs & mobile voting unit VSPC open, 10AM – 6PM
- November 7 All VSPCs open, 7AM – 7PM

Phase 1 Voter Service & Polling Center (VSPC) Locations

1. Barnum Recreation Center, 360 N Hooker St | Multipurpose Room
2. Calvary Baptist Church of Denver, 6500 E Girard Ave | Gym
3. Christ Church United Methodist, 690 N Colorado Blvd | Fellowship Hall
4. Glenarm Recreation Center, 2800 Glenarm Pl | Gym
5. Harvard Gulch Recreation Center, 550 E Iliff Ave | Multipurpose Room
6. Harvey Park Recreation Center, 2120 S Tennyson Way | Multipurpose Room
7. Hiawatha Davis Jr Recreation Center, 3334 N Holly St | Multipurpose Room
8. Highland Recreation Center, 2880 N Osceola St | Multipurpose Room
9. Martin Luther King Jr. Library, 9898 E Colfax Ave | Akron, Boston, Clinton, and Dayton Rooms
10. Montbello Recreation Center, 15555 E 53rd Ave | Multipurpose Room
11. Tivoli Student Union, 900 Auraria Pkwy | Multipurpose Room
12. Wellington Webb Municipal Building, 201 W Colfax Ave | Atrium
Voter Coach Mobile Voting Unit Locations

1. Swansea Recreation Center, 2065 E 49th Ave
   Monday, October 30 and Tuesday, October 31

2. Scheitler Recreation Center, 5031 W 46th Ave
   Wednesday, November 1 and Thursday, November 2

3. Washington Park Recreation Center, 701 S. Franklin St.
   Friday, November 3 and Saturday, November 4

4. Emily Griffith Technical College, 1860 N. Lincoln St.
   Monday, November 6 and Tuesday, November 7

Central Count Ballot Processing

Denver Elections Division main office, 200 W. 14th Ave., 1st Floor, Denver, CO 80204. Please note ballot processing hours are subject to change.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Ballot Receiving</th>
<th>Signature Verification</th>
<th>Ballot Prep</th>
<th>Counting</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/23 – 10/27</td>
<td>9AM - 2PM</td>
<td>10AM - 2PM</td>
<td>10AM – 2PM</td>
<td></td>
</tr>
<tr>
<td>10/30 – 11/03</td>
<td>9AM - 3PM</td>
<td>10AM - 4PM</td>
<td>10AM – 3PM</td>
<td></td>
</tr>
<tr>
<td>11/06</td>
<td>9AM - 5PM</td>
<td>10AM - 4PM</td>
<td>10AM – 3PM</td>
<td>10AM - 5PM</td>
</tr>
<tr>
<td>11/07</td>
<td>8AM - midnight</td>
<td>10AM - midnight</td>
<td>10AM - midnight</td>
<td>4PM - midnight</td>
</tr>
</tbody>
</table>
Drop Box locations:

1. Athmar Recreation Center 2680 W Mexico Ave
2. Aztlan Recreation Center 4435 N Navajo St
3. Barnum Recreation Center 360 N Hooker St
4. Bear Valley Branch Library 5171 W Dartmouth Ave
5. Carla Madison Recreation Center 2401 E Colfax Ave
6. Central Park Recreation Center 9651 E Martin Luther King Jr Blvd
7. Cook Park Recreation Center 7100 Cherry Creek South Dr
8. Denver Botanic Gardens 1007 N York St
9. Denver Elections Division 200 W 14th Ave - NE corner of building
10. Denver Elections Division 200 W 14th Ave - SW corner of building
11. Denver Human Services 1200 N Federal Blvd
13. Denver Police Department District 3 1625 S University Blvd
14. Eisenhower Recreation Center 4300 E Dartmouth Ave
15. Emily Griffith Technical College 1860 N Lincoln St
16. Glenarm Recreation Center 2800 Glenarm Pl
17. Glendale City Hall 950 S Birch St, Glendale
18. Green Valley Ranch Recreation Center 4890 N Argonne Way
19. Hampden Branch Library 9755 E Girard Ave
20. Harvey Park Recreation Center 2120 S Tennyson Way
21. Hiawatha Davis Jr Recreation Center 3334 N Holly St
22. Highland Recreation Center 2880 N Osceola St
23. La Familia Recreation Center 65 S Elati St
24. Martin Luther King Jr Library 9898 E Colfax Ave
25. MCA Administrative Offices 8351 Northfield Blvd
26. Montbello Branch Library 12955 Albrook Dr
27. Montbello Recreation Center 15555 E 53rd Ave
28. Montclair Recreation Center 729 N Ulster Way
29. Regis University Bookstore 5115 N Federal Blvd
30. Rodolfo “Corky” Gonzales Branch Library 1498 N Irving St
31. Ross – Cherry Creek Branch Library 305 N Milwaukee St
32. RTD - I-25 and Broadway Station 901 S Broadway
33. RTD - Light Rail at Union Station 1601 Chestnut Pl
34. RTD - Southmoor Station 3737 S Monaco Street Pkwy
35. Scheitler Recreation Center 5031 W 46th Ave
36. Southwest Recreation Center 9200 W Saratoga Pl
37. Swansea Recreation Center 2650 E 49th Ave
38. Tivoli Student Center Auraria Campus 900 Auraria Pkwy
39. University of Denver - The Ritchie Center 2240 Buchtel Blvd S
40. Washington Park Recreation Center 701 S Franklin St
41. Wellington Webb Municipal Building 201 W Colfax Ave
42. Westwood Community Center / SWIC 1000 S Lowell Blvd
43. Windsor Gardens 595 S Clinton St
Reference Websites

- Colorado Revised Statutes
  http://www.lexisnexis.com/hottopics/colorado/

- Elections Division, Colorado Secretary of State

- Colorado Secretary of State Election Rules (8 CCR 1505-1)

- Colorado Secretary of State Watcher Information Page

- Colorado Secretary of State Election Watcher Training
  https://soclearns.csod.com/selfreg/register.aspx?c=%255e%255e%255eQh1CIXZUXSNwVN6BmYFa%252fxmq7lp9hTaa6cgVGlaV5Gw%253d

Notice: The references to specific federal or state laws contained in this document are not guaranteed to constitute an exhaustive list of applicable legal provisions. The references provided in this packet are provided as a courtesy and convenience. Users are expected and strongly advised to do their own legal research.