

# Incident and Evidence Control Manual

A practical manual for recording incidents, collecting exhibits, preserving chronology, and linking every claim to a station, stream, actor, and timestamp.

## BUILT FOR

Polling agents, supervisors, observers, and the legal desk

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**Election evidence discipline, from stream to final tally.**

# Command promise

This manual turns scattered field reports into a legal-ready evidence trail that can be reviewed while the election is still moving.

## INCIDENT QUALITY STANDARD

- Every incident should answer what happened, where it happened, who was involved, when it happened, and how it affects voting, counting, forms, or tallying.
- Avoid vague labels. A useful incident explains the conduct, the officer or person involved if known, the immediate effect, and the requested action.
- Severity should help supervisors prioritize. It should not replace a clear narrative.

## EVIDENCE ATTACHMENT RULES

- Attach photos, videos, documents, or audio only where they are connected to a specific station activity, result, form, or incident.
- The app should preserve upload time, agent identity, file type, hash, and the election event that the evidence supports.
- Unreadable evidence is still recorded, but it should be flagged early so a supervisor can request a better image before the agent leaves the station.

## LEGAL REVIEW RHYTHM

- Supervisors should review critical incidents during the day, not after final tally. Early escalation gives the campaign options.
- Every serious incident should be paired with the relevant PSD entry, form image, result submission, or turnout update.
- The final report should show chronology, unresolved issues, evidence links, and the exact level where the issue occurred.

## Field readiness checklist

- Station and stream selected
- Time and actor captured
- Evidence uploaded
- Legal relevance marked
- Incident category chosen
- Narrative is specific
- Supervisor notified

## Why this matters to the aspirant

A strong incident record lets an aspirant act while there is still time. A weak one becomes a story without proof.