

# Poll Opening and PSD Command Guide

A premium field standard for opening, seals, two-hour turnout updates, diary discipline, objections, and post-closing lockout.

## **BUILT FOR**

Polling station agents, stream agents, chief agents, and aspirants

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

# Command promise

By the end of this guide, every agent should know exactly what to record from the moment the station opens until the PSD is locked after closing.

## OPENING COMMAND STANDARD

- Confirm the polling station, stream, agent name, phone number, position, party or candidate, and arrival time before any activity is entered.
- Record the opening time as announced. If the station opens late, record the announced reason, the officer involved, and the first available photo or witness note.
- Capture seals, ballot boxes, KIEMS readiness, voter register availability, and agent presence as separate PSD entries. Do not combine them into one vague note.

## TWO-HOUR TURNOUT DISCIPLINE

- The agent should update turnout every two hours or whenever the presiding officer announces a turnout figure.
- Each turnout update must show time, voters turned out, registered voters where known, and the source of the figure.
- Where the announced figure is disputed or missing, submit the update as received and flag the inconsistency for supervisor review.

## PSD LOCK RULES

- Once opening is submitted, the opening record becomes read-only. Corrections should be made through a follow-up incident or supervisor note.
- Counting should lock result submission until the appropriate form workflow opens. Post-closing should lock the full PSD into read-only mode.
- The goal is to preserve the real history of the station, not a cleaned-up version created after the pressure has passed.

## Field readiness checklist

- Station and stream confirmed
- Seals and boxes recorded
- Two-hour turnout rhythm started
- PSD locked after post closing
- Opening time recorded
- KIEMS status captured
- Incidents linked to station activity

## Why this matters to the aspirant

A disciplined PSD becomes the spine of the campaign record. It lets the aspirant see which stations are alive, which streams are weak, and which incidents need legal attention before the tally escalates.