

Election Day Incident Report - Filled Example

Completed example: Jordan Lee for Riverside Council | Prepared September 15, 2026

A completed incident report showing factual documentation, escalation, voter-service continuity, and post-incident corrective action.

Incident details

Field	Completed entry
Incident ID	ED-2026-014
Reported	October 19, 2026 - 10:42 AM
Location	Zone C staging site, 44 Maple Avenue
Reporter	Zone lead Rachel Singh
Severity	Medium - operational disruption, no safety threat
Status	Closed at 11:28 AM

What happened

A volunteer driver received two overlapping ride assignments because one request was entered twice under slightly different phone-number formats. The driver arrived at the first voter's home while the duplicate remained active, delaying a second voter's pickup by approximately 22 minutes.

Immediate response

Time	Action
10:42	Zone lead paused new assignments to the driver and contacted both voters.
10:48	Duplicate records confirmed and merged by data desk.
10:52	Backup driver dispatched to second voter.
11:14	Second voter picked up and confirmed arrival at voting location.
11:28	Incident closed; ride workflow resumed.

Impact and resolution

No voter missed the opportunity to vote. The second voter arrived later than planned but before their stated availability ended. The duplicate was removed and all open ride requests were checked for similar formatting issues.

Corrective action

Action	Owner	Deadline	Completed
Normalize phone numbers before duplicate matching	Data lead	Immediate	Yes
Require dispatcher confirmation before driver assignment	GOTV director	12:00	Yes
Brief zone leads on duplicate warning flag	GOTV director	13:00	Yes

Training note: This is a fictional completed example. Campaigns should replace all entries with their own facts and verify jurisdiction-specific legal, finance, privacy, and election requirements with current official sources.

