

Welcome

This manual was prepared by the Warren County Board of Elections. It covers Election Day duties specific to Warren County Election Inspectors. It is yours to keep so make any notes in it as you wish. A copy of this manual is also available for you on Election Day as part of your Inspector Table supplies.

STAY INFORMED! You can find useful up to date information on our Facebook page. Like our page to follow us. <https://www.facebook.com/warrencountynyboe> And our website - <http://warrencountyny.gov/boe/> Click on Blue Button "Poll Worker Information" for any updates and current videos.

Message to Inspectors

As an Election Inspector, you play an essential role in the process that enables citizens the opportunity to exercise their constitutional right to vote. The impression that you leave with voters influences their view of the election system. We trust that you, as a representative of our county board of elections and your political party, will perform your duties in order to give voters confidence in the fairness and effectiveness of the election process.

The two main objectives Inspectors are responsible for are to:

- Help qualified voters to vote
- Ensure votes are properly counted

How to greet a Voter:

Every Voter's qualifications must be verified. Two Inspectors, one from each political party, should supervise the verification for each voters' registration at the polling site.

1. Greet the Voter 😊
2. Ask for the FULL Voter's name and RESIDENCE
3. Distinctly repeat the person's name and address.
4. Find the Voter's registration in E- poll book
(using the 3-3 rule) after asking for the complete full name & address

"I Voted Stickers" are handed out as voter leaves poll site

GENERAL INSTRUCTIONS

Qualifications for being an Inspector

If you meet the following criteria, you are eligible to become a certified Inspector by the county board of elections:

- You must be a registered voter (or a pre-registered 17)
- You must be a resident of the county
- You cannot hold any public elective office
- You cannot be a candidate for a public office or in a party position at the district where you work
- You cannot be a spouse, parent, or child of a candidate who is running for office at the district where you work
- You must be able to speak, read, and write the English language
- * Access to reliable transportation

Becoming Certified

To become and remain certified, you must attend an official yearly training class conducted by the county board of elections and pass an examination. Certification ends July 15th of each year. Classes usually held in August.

How Inspectors are appointed

If you are assigned to work, you will receive an email or letter with your assignment. **Please call or email to confirm as soon as possible.** If something arises and you are unable to work, please call 761-6456 or 761-6457 as soon as possible so that we may find an alternate inspector.

Not all trained Inspectors will be assigned to work. Alternates are always needed. At times the BOE needs to call alternates at 5:00am on Election morning. If you are not assigned and would like to be an alternate, please call the BOE office 761-6456 or 761-6457.

Please note for Primary Elections, most Election sites will be consolidated. Due to consolidations there will be fewer Inspectors needed. Both the Primary Election in June and the General Election in November work hours are 5:15am- 9:30pm or until finished with all duties. Election hours are 6:00am – 9:00pm. There will also be chances to work during Early Voting, which is a nine-day period being 10 days before each election. Hours vary for Early Voting.

On Election Day What to Wear

On Election Day, poll workers should dress comfortably, but tastefully.

- Men are encouraged to wear collared shirts
- Women may wear Capri pants or slacks
- Patriotic clothing that does not suggest political affiliation, candidate, or issue is acceptable
- Bring sweaters; polling sites are usually large rooms/gyms & hard to heat

The following items of clothing are **NOT** appropriate to wear:

- Political or campaign items of any type
- Anything that suggests a political party affiliation or promotes a candidate or an issue
- Perfumes or aftershave, which may affect sensitive people

Some things to remember

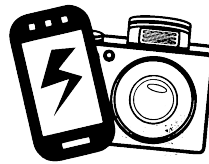
- Do not bring any laptops, periodicals, newspapers, etc.
- No animals allowed unless it is a service dog.
- If you smoke and smoking is allowed on the grounds, please smoke away from doorways. All poll sites in Warren County are smoke free grounds.
- While working, Inspectors should refrain from long conversations with friends.
- Rotate tasks and share the work throughout the Election Day
- Use the same clock for opening and closing of poll times, preferably the public clock that the voters see (if there is one at your site).
- REMEMBER TO KEEP SMILING 😊😊😊

People Allowed in the Polling Site

- Inspectors
- News Media

Photos may be taken. Not of voted Ballots.

- Poll watchers
- Board of Election Staff
- Building Staff



Inspector Duties

- Check and recheck to make sure ALL voters are able to exercise their right to vote. Remain calm at all times (no yelling).
- Be flexible and sympathetic to the needs of the voter.
- Be polite to voters.
- Use all resources at your disposal, including calling the Board of Elections.
(518) 761-6456 **(518) 761-6457** **(518) 761-6458** **(518) 761-6459**
- Be considerate to your fellow Inspectors (no arguing or shouting).
- Be courteous toward any custodians, teachers, managers, security or other staff at your polling site.
- Be courteous toward Poll Watchers and Candidates. Kindly advise them of Election procedures, if necessary. Any problems at all call the BOE.
- Take care of your polling site: keep your table organized and the facilities clean.
- Cell phone use should be kept to a minimum while working. Return calls on breaks. This includes TEXTS.



No food or drink should be kept on the inspector table where the Poll Book, Ballots and other official documents are set up.

Protecting Voter's Privacy

It is critical that Inspectors make every effort to ensure a voters' privacy whenever that voter is in possession of their ballot. There are several key procedures that must be followed.

Privacy Folder

When the voter is provided the printed ballot, the printed ballot **MUST** be placed in a privacy folder. The Inspector **MAY NOT**, for any reason, withhold presenting the voter the pre-printed ballot inside of the privacy folder.

Do not handle a voters' ballot

Inspectors may **NEVER** handle or view a voters' pre-printed ballot without permission from the voter. Anytime the voter does give permission for their ballot to be looked at, two Inspectors, a Democratic Inspector and a Republican Inspector, must be present and it should be recorded as assistance given on the Challenge Report. (Section III) **(BLUE)**



Inspectors should always attempt to solve any problem with the ballot by asking the voter questions and giving the direction. It is not usually necessary to handle a voters' ballot.

Do not hover near Privacy Area

Inspectors should not hover over a voter when the voter is in the Privacy Area. The voter should be allowed to mark their ballot without any interference from the Inspector.

Do not hover near the Voting Machines

Inspectors should **NOT** stand in front of or near the scanner of the voting machines. It is acceptable to stay behind the voting machines.

Inspectors should not hover near the scanner of the voting machines or around the privacy areas where voters are marking their ballots.

If the voter requires assistance, the Inspector should stand behind the scanner privacy screen.

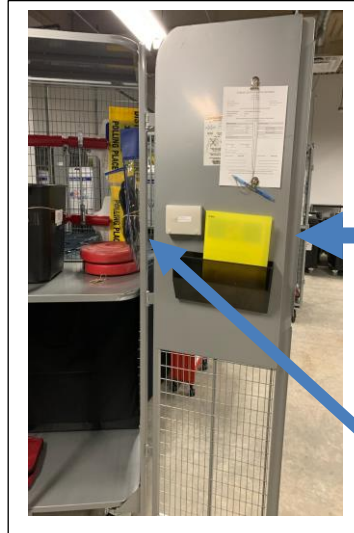


*Inspectors should never deposit a voters' ballot into the scanner unless specifically requested to do so and both a Democratic and Republican Inspector **ARE PRESENT**.*

When you arrive

First things First

When you arrive at the polling site on election morning the very first thing to do is verify you have received the correct voting machine(s), delivery truck and on demand printer carts. **The Inspector Assignment Sheet** will be on the outside of the delivery truck along with the schematics of your poll site and a pair of scissors. Please leave both of these on the front of the delivery truck so people arriving after you may find these items as well.



Cut **Blue** seal from Delivery Truck. Scissors are located in the pocket on the front of the truck.

Complete Delivery Truck seal report – place the removed **Blue** seal in the baggie attached to the seal report.

The wall file folder will have a plastic folder with opening & closing instructions for Scanner & BMD machines. White District envelope (one per pollsite) and vouchers.

The Inspector Table Instructions will be located in this pocket as well.

The keys to the on-demand printer carts & machines will be located in the plastic key box.



ON DEMAND BALLOT PRINTING

Each poll site will have at least two on demand printer carts delivered. These carts will house an on-demand ballot printer loaded with 50 sheets of blank ballot paper. One cart will have a sealed poll book case located on the bottom shelf with two ePollbooks. The carts will be numbered to match each numbered poll book.

Plug power cord into nearest outlet, secure cord so it is not a tripping hazard. The key to open the front of the cart will be in the plastic key pouch on the inside of the delivery truck.

Appoint a Chairperson and split into teams (if poll site does not have a Coordinator)

Before you start setting up anything you first have to appoint a Chairperson for your table. You will then have to split into two bi-partisan teams. One team will set up the machine and the other team will set up their Inspector Table.

The Chairperson will be on the team setting up the Inspector Table.

WE CANNOT OVER-EMPHASIZE THE IMPORTANCE THAT ALL INSPECTORS NEED TO KNOW THEIR RESPONSIBILITIES AND WORKING AS A TEAM IS IMPERATIVE.

Chairperson Responsibilities

As an appointed Chairperson, you are responsible for additional duties over and above those of an inspector.

The Chairperson is a team leader who supervises Election Day activities. If you are chosen to be a Chairperson for your polling site, you will be paid an additional amount to reflect additional duties.

Following are some of the additional duties a Chairperson is responsible for:

Please note: We have asked our delivery team to set up your router for you, but please know where it is in your poll site. Our pick-up team will also unplug the router the day after the election.

- Accounting for and distributing all of the day's election supplies
- Ensuring that all required forms/reports are filled out completely and accurately
- Making Inspector duty assignments
- Arranging for meal times and short breaks
- Making sure pay vouchers are completed
- Accounting for all supplies at the close of polls and making sure poll site is cleaned up before you leave.

Site Coordinator Responsibilities

At sites where Site Coordinators are assigned, Chairpersons will not be appointed, but instead the coordinators will act as chairpersons for the entire site. Coordinators will assist inspectors and voters as necessary. **Coordinators will arrive by 5:15am unlock delivery truck, check & record seals. One coordinator may take an inspector from the opposite party to assist in opening voting machines while the other coordinator will help the other inspectors in setting up ePollbooks, inspector table and the rest of the site.**

As inspectors, please give site coordinators your complete cooperation.

If any Inspector has not arrived please call the Board of Elections immediately.

Setting up the Polling Site

Using Inspector Instruction Books

The team who is going to set up the Voting Machine will start with the Machine Setup Instruction Booklet found in the plastic folder on the inside on the right of the delivery truck. Follow the directions step by step as one inspector reads and the other inspector does.

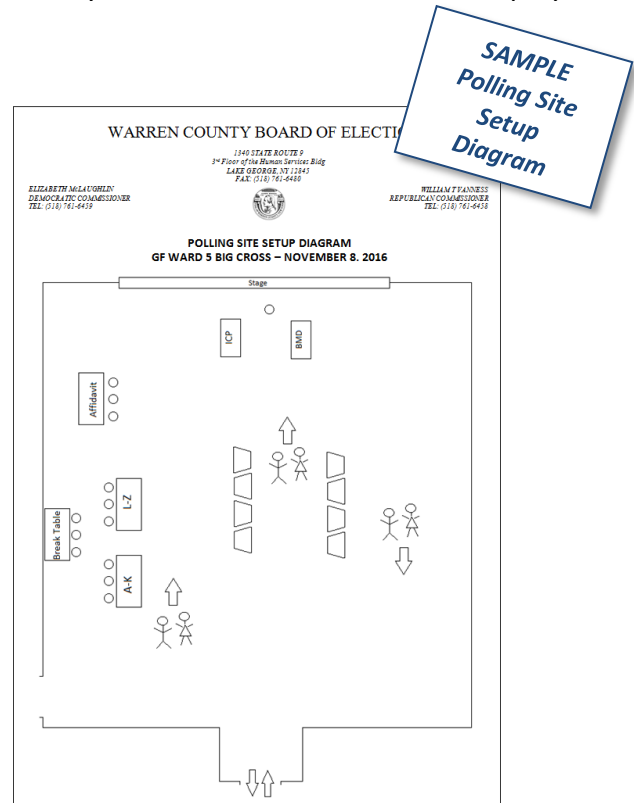
The team who is going to set up the Inspector table will need to begin setting up the on-demand printer cart along with the ePollbooks found inside one of the carts. Key to the printer cart will be found in the plastic key pocket on the inside of the delivery truck. Plug cart power cord into nearest outlet.

Following step by step instructions provided in the ePollbook case begin setting up ePollbooks.

You will need to get your blue inspector bag & a blue ballot bag to continue setting up your inspector table. The blue ballot bag will have a supply of blank ballot paper for the on-demand printer. The printer will have 50 blank ballots preloaded.

KEEP AN EYE ON YOUR CHECKINS TO BE AWARE OF HOW MANY BALLOTS HAVE BEEN ISSUED. DO NOT RUN OUT OF PAPER.

Whichever team is available first continue removing items from the delivery truck and finish setting up your poll site according to your schematics.



The Polling Site must be setup as shown in the Polling Site Setup Diagram

Final Check of the Polling Site

After the Voting Machines and the Inspector tables are set up, all the Inspectors should work together to check that site is setup according to the polling site schematics, notices/totem are posted where they should be along with 100 ft distance markers and doorbell if provided. Now you are ready for the first voter!

Once the polls are opened by 6:00am the Chairperson/Coordinator from each poll site will call in to the Board of Elections and let them know that the polls are open and give contact information including who the runner will be if not assigned ahead of time.

Opening the Polls

The polls must open on time. Whichever clock is used to determine the opening time is the same clock used to determine the closing time at the end of the day. A clock that the public can see is preferred but if one isn't available a personal watch or phone may be used.

Who does what

There are several areas of responsibility and tasks to be performed by inspectors throughout Election Day. **It is important for inspectors to rotate tasks** every couple of hours. Don't leave someone stuck with the same job all day long.

The Inspector Table

The inspector table setup is designed with these positions:

- ✓ ePollbook
- ✓ On demand printer cart

The Voting Booths & Tables

An inspector should be stationed near the voting booths and tables throughout the day to be available for voters needing assistance.

The Voting Machines

An inspector should be stationed near the voting machines throughout the day to assist voters when needed and to collect the privacy folders and pens after voters cast their ballot.



Remember - protecting voter's privacy.

The flow of voters through the Polling Site

Polling Sites are setup to facilitate a smooth flow of voter traffic. Voters should be able to access the ePollbook to sign in, proceed to the privacy booths and then cast their ballot in the scanner without crisscrossing each other.

Voters should not linger and gather inside the polling site after voting. Conversations should be taken outside and beyond the distance markers to avoid any potential electioneering.

Closing the Polls

At the close of polls, follow the steps in the instruction books that were used to open the polls. Inspectors should assist coordinators (if present) as they ask and not leave before the coordinator indicates.

All inspectors should be finished and exit the site together.



Runners will return the White District Envelopes and the Absentee Drop Box to the BOE at the close of polls.

Quad voting booths will be delivered to each poll site. These will have to be set up in the morning and broke down at the close of polls.



Front view of inspector table with on demand printer



Rear view of inspector table with on demand printer