



Election Officer Quick Guide - 2022 Primary

PRE-ELECTION CHECKLIST

- Pack Food and Medication - Take all needed for the entire day. Pack
- Pack Your Clothing & Shoes - Dress appropriately for the weather.
- Pack Phone/Devices/Reading Material - Make sure to bring a charger.
- Set Your Alarm - Be at your polling place promptly at 5:00 am.

SETTING UP & OPENING THE POLLING PLACE

Setting Up Key Reminders

- Be helpful to the Chief.
- Use arrows to direct voters to polling place.
- Set up voting booths and have wide aisles for voters. Ensure the room can be navigated by someone in a wheelchair.
- Make sure facility is accessible to all voters.

Opening Key Reminders

- Prioritize getting the scanner and EPBs ready first.
- Make sure the scanner and EPBs are marked for the correct location and start at "0."
- Make sure ballots are ready.
- Polls must open at 6am.

General Rules for All Election Officers

Be helpful and courteous to all voters and each other

Do not use cell phones or devices at your work station

No political discussions

Never tell a voter "you can't vote today," send to the Chief if uncertain.

FREQUENTLY ASKED QUESTIONS

Who has to wear a mask?

Voters cannot be required to wear a mask. Period.

Masks are not mandatory for election officers. Individuals may choose to mask at any time.

Are we allowed to refuse service if a voter has COVID?

No, ask them to vote curbside or 6' apart.

Am I allowed to leave the polling place?

Election officers must stay at the polling place, but can have items or food delivered.

What are pollwatchers allowed to do?

Pollwatchers can observe and communicate only with the Chief, not voters.

Will we be assigned to a role all day or will we rotate roles?

Most Chiefs will allow officers to change roles during the day.

What types of ID are acceptable for voting?

A list of accepted IDs will be posted at or near pollbook. If a voter does not have an ID, they can sign a ID Confirmation Statement.

Can voters use their own pens?

Yes, voters may use their own pen but they must be black or blue ballpoint pens. No pencils and no gel pens.

What is the 40' boundary at the polling place?

Campaign workers cannot go inside this line marked by the Chief in the morning.

Can voters drop off a mail in ballot?

Yes, all polling places have drop boxes. Voters can drop off a ballot in an envelope (they do not need to check in). If the voter wants to vote and use the scanner, they can proceed to the EPB check-in station and exchange their absentee ballot for an election day ballot during check in process. Election officers will then spoil the ballot.

What ballots are rejected by the scanner?

Over-votes and blank ballots are rejected. Ask the voter if they would like a new ballot or have them press "Cast Ballot As Is" if they want to vote the ballot they inserted.

Can voters wear clothing with candidates or parties on it?

Yes, but only while voting and then they must exit and go past the 40' line.

When does a voter fill out a Request for Assistance Form?

An Assistance Form is completed if another person or the election officer will assist a voter and see how they voted.

What do I do if I see voter intimidation?

If you see individuals or groups blocking voters, trying to intimidate voters, or carrying weapons, notify the Chief immediately.

Are firearms allowed in the polling place?

No, firearms are not permitted in polling places on Election Day.



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GREETER

- Direct voters to the voting room.
- Help voters who have difficulty standing to seats at the front of the line.
- Watch for and assist curbside voters.
- Identify voters dropping off absentee ballots.
- Notify Chief of issues/40' line violations.
*Please give voters a clear pathway.

VOTING BOOTH OFFICER

- Direct voters to open booths.
- Answer questions voters ask.
- Remove folders and campaign literature left behind in voting booths (Check folders for ballots).
- Assist any voter who requests to use the Touch Writer (ballot marking device). Enter the poll worker code provided to set up.

SCANNER OFFICER

- Maintain self-service sticker table.
- Be present, to assist voters at the scanner.
- Stand behind the scanner with enough distance where the **Blue** status light is visible, as voters are casting their ballots.
- Tell voters ballot can go any direction.
- Tell voters to wait for the confirmation screen.
- Blinking blue light indicates that the ballot is processing.
- Solid blue light indicates that the ballot has been scanned successfully and machine is ready for next voter.
- Assist voters with scanner rejections (overvotes, blank ballots). Voters can get a new ballot or press "Cast Ballot As Is" to cast their ballot.

Note: If blue light is blinking for an extended amount of time it could mean that the ballot was rejected.

POLLBOOK OFFICER



Steps to Check In a Voter (Active Voter)

1. Ask voter to show ID.
2. Scan ID or manually enter name.
3. Ask voter to state name and current address.
>Such information may be given orally or in writing (ID).
>If name/address does not match, send to Chief.
4. Select the correct voter on the EPB.
5. Repeat the name only.
6. Click "Check Voter In".
7. Click "Confirm".
8. Give the voter a ballot. Remind voters:
(a) Fill in the box completely for your selections.
(b) You can get a new ballot if you make a mistake.

EXCEPTIONS - VOTER STATUSES & WHAT TO DO

Wrong Polling Place
Direct voter to assigned polling place or to Chief for more info/map.

Inactive	} Send voter to the Chief's station
Absentee	
Voted	
Federal Only	
Overseas	



ID Rules Reminders

Voter Does Not Have ID ---> ID Confirmation Statement
Voter Won't Sign Conf. Statement ---> Send to Chief

Acceptable IDs

- Similar Names, Initials, or Maiden Name = OK
- Identification is not a picture ID = OK (*if on ID list*)
- Expired Driver's License = OK
- Out-of-state driver's license = Not acceptable



Voter With a Mail Ballot

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| Voter has Mail Ballot and wants to drop it off | ➔ | Voter uses Drop Box, do NOT check in |
| Voter has Mail Ballot but wants to vote in person | ➔ | Regular check-in, they will exchange ballot |
| Voter Applied to Vote By Mail, but has no ballot | ➔ | Send to Chief, they can vote provisionally |

Never Cost a Voter Their Ballot - Do not make these mistakes.



- (1) NEVER turn away a voter. If you have a situation where you are unsure, send the voter to the Chief.
- (2) Do NOT check in a voter who is putting a mail ballot in the Drop Box. You could cost them their vote.
- (3) If a voter's ballot is rejected by the scanner, make sure you offer them clear instructions on their options.