



NEW YORK STATE **Poll Worker Training Program**



Student



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NEW YORK STATE

Poll Worker Training Program

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Introduction to the Training

Overview

Purpose

This manual was prepared by the New York State Board of Elections (NYS BOE) to ensure that poll workers are prepared to fulfill their duties on election day.

Overview

This manual covers duties specific to New York State poll workers throughout the election process. There may be additional county-specific information. The machine training and sensitivity training is not covered in detail here, but is provided as an online training program, at <http://state.nytraining.us/index.aspx>.

Audience

The primary audience for this manual is poll workers. The secondary audience is classroom facilitators who instruct poll workers.

About This Training

Prerequisites

Learners of all levels can begin taking this training; you don't need any prior knowledge or training.

Requirements

To fully benefit from this training you will need:

- This workbook and something to write with
- Acrobat Reader (for the electronic version of this manual)
- For certain activities:
 - A PC with audio capabilities
 - An Internet connection
 - A Web browser with Flash Player

Course Format






This workbook contains a series of lessons grouped into 7 courses. Each presents new information and contains key concepts and definitions, and standard workflow and procedures. Activities follow each lesson to reinforce what you have learned. Additionally, some courses wrap up with an assessment.





Introduction to the Training, Continued

Icon Key

Icon	Meaning
	Tip. Provides help with a task.
	Caution. Warns you of a pitfall related to a task.
	Note. Provides reference information.
	Online. Indicates reference material or an activity that learners access online.
	Reminder. Emphasizes key points related to a task.

Activities

This workbook contains activities for you to complete during training, for reinforcement. These activities may include some or all of the following:

- **Online.** Learners complete activities online with guidance from the facilitator.
- **Demos.** Learners watch as the facilitator does an activity or diagrams a concept.
- **Games.** Learners play a game with the class or small group with guidance from the facilitator.
- **Discussion.** Learners pair up or work in groups to discuss a case study or best practice using the concept or procedure.
- **Role playing.** Learners pair up or work in groups to participate in role playing or skits with guidance from facilitator.
- **Write or draw.** Learners describe or diagram a concept with class or small group with guidance from facilitator.





New York Poll Worker Training Program

Glossary of Terms

Term	Definition
absentee ballot	A ballot marked by a registered voter and mailed or otherwise delivered to a Board of Elections before the date of an election.
affidavit ballot	A special paper ballot, which once voted, goes into a special envelope that must be accurately and completely filled out by the voter. This type of ballot is sometimes referred to as a <i>provisional ballot</i> and will need to be researched at Election headquarters. It is returned with election supplies, unopened.
Board of Elections	The primary group responsible for the conduct of elections. The Board of Elections is also known as the <i>county board</i> .
Board of Inspectors	A group of four Inspectors who operate the polling site on election day. Each board appoints a Chairperson to lead the team of Inspectors. Boards of Inspectors are appointed by the Board of Elections.
canvassing	The process of determining the validity of votes and processing ballots for results.
Coordinator	The polling site team leader who supervises election day activities.
challenge	Calling into question the eligibility of a voter to vote.
Challenge Report	Form that Inspectors complete to record voter challenges on election day.
election district	A geographical area set off from another in the same municipality for voting purposes. Also called a <i>voting district or precinct</i> .
emergency ballot	Ballots used when voting machines break down.
guardrail	Area established by the Election Inspectors, which encompasses the voter sign-in area and the election equipment.
general election	An election wherein voters are allowed to vote for candidates and issues without restriction due to party affiliation (in contrast to primary elections).
Inspector	Poll worker who sets up the polling site, processes voters, and canvasses votes. Also called an <i>Election Inspector</i> or poll worker.
Notice to Voters	A statement given to voters who are precluded from voting on a voting machine that outlines the voter's legal options.





New York Poll Worker Training Program

Glossary of Terms, Continued

Term	Definition
oath	A legal statement read aloud to confirm willingness to perform the duties and obligations associated with a certain role. Types of oaths include the Inspector Oath, Voter Requesting Assistance Oath, Person Other Than Inspector Providing Assistance Oath, Preliminary Challenge Oath, and the Qualification Oath.
poll book	A computerized list of voters, containing digitized signatures and important registration information.
Poll Clerk	For polling sites that require more help than the four appointed Inspectors, additional poll workers called Poll Clerks are assigned.
polling site	The physical location where voters go to cast their ballots during an election. Also called an <i>election district site</i> , <i>poll site</i> , or <i>polling place</i> .
Poll watcher	A person appointed by political party chairs, candidates, and/or other officials to observe the election day procedures at a polling site.
poll worker	A general term for Inspectors and other workers who work at a polling site on election day.
primary election	An election in which voters in a jurisdiction select their respective party candidates for a subsequent election. The process by which a political party nominates candidates for the next general election.
roster	List of voters appearing in the poll book.
special ballot	Ballot issued to a voter who is unable to vote in person at his or her designated polling place for one of a set of specific reasons.
Voter's Bill of Rights	A list of the rights of registered voters.
voter's registration record	The information shown in the poll book about a voter, such as name, address, and party affiliation.
voting system	The set of all the machines and other equipment used in the voting process.
write-in	A candidate in an election whose name does not appear on the ballot, but for whom voters may vote by writing in the person's name.





New York Poll Worker Training Program

Course 101 Poll Worker Training Program

Lesson 101.1 Program Overview

Welcome to the New York State Poll Worker Training Program!

The New York State and county board of elections work hard all year to ensure that elections run smoothly. The purpose for this training is to provide important information every poll worker should be familiar with in preparation for election day.

This manual includes the following information:

- Program Overview
- Preparation for Election Day
- Responsibilities and Qualifications
- Opening the Polls
- Processing Voters
- Processing Ballots
- Closing the Polling Site

About the Library

The library is an online resource where you can download forms, reference materials, and other content your county board provides. To access the online library:

1. Log on to the training platform (The platform Web address and your logon information will be provided by your county board).
2. On the left-hand menu, click **Library**.
3. On the new page that opens, click a document to launch it in a new window.



NOTE: Throughout this program we identify material located in the library on New York State Poll Worker training platform using an icon and the title of the document as illustrated to your right.



Reference Material:
Absentee Ballot Envelope
Special Ballot Envelope
Affidavit Ballot Envelope
Sample Registration
Statement of Canvass
Challenge Report
Notice to Voters
New York State Voter's Bill of Rights
Oaths





Lesson 101.2 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 your 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.

This manual and other reference material supplied throughout these courses describe your responsibilities in detail.

The two main objectives Inspectors are responsible for are to:

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

You can accomplish these goals by maintaining a helpful attitude and by applying the election laws and procedures provided to you through these learning aids.





Course 102 Preparing for Election Day

Lesson 102.1 Overview

The work of an Inspector can provide a sense of accomplishment, leaving you with knowledge that voters have been served well.

In preparing for election day, every poll worker should be familiar with proper attire and be able to identify personal items that are allowed at the polling site and those that are not. This session will prepare you for election day by providing details about casting your own vote, dressing appropriately, and items allowed in the polling site.

Learning Objectives

After completing this course, you will be able to:

- Identify how to cast your own vote
- Recognize acceptable and unacceptable attire for election day
- List items allowed versus those not allowed at the polling site





New York Poll Worker Training Program

Lesson 102.2 Poll Worker Voting

Every vote counts, including yours!

Early Voting or Absentee Voting

Election day is a very busy time for poll workers, which is why we encourage you to vote early on election day or by special ballot prior to election day. *For further early voting procedures, contact officials at your county.*

Voters Working Outside of Their Districts

Voting by special ballot is highly recommended for poll workers who will be working outside of their districts. This recommendation is to ensure you do not forget or are unable to vote on election day.



Reference Material:
Special Ballot Envelope





Lesson 102.3 What to Wear

It is election day and you are ready to serve at the polls, but what are you allowed to wear and bring? This lesson identifies the appropriate attire to wear at a polling site.

Acceptable Attire

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

Unacceptable Attire

The following items of clothing are not appropriate to wear:

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



- **Voters** may wear political attire when casting their vote.
- After casting their vote, all voters must leave the polling site.





Lesson 102.4 What to Bring

In preparing for election day, poll workers should be able to identify items that are acceptable to bring to the polling site, versus those that are not allowed. This lesson distinguishes between items you should bring and items you should not bring to polling sites.

Acceptable Items

Poll workers should remember to bring the following items:

- Food and a non-alcoholic drink for yourself
- A light sweater or jacket
- Any required medications

Unacceptable Items

The following items are not acceptable to bring to the polling site:

- Political Items
- Pets (except for service animals)
- Alcoholic beverages

Restricted items

The following items can be brought to the polling site, but are restricted to areas not involved in the voting process, such as break rooms:

- Newspapers
- Radio





Course 103 Responsibilities and Qualifications

Lesson 103.1 Overview

In preparing for election day, Inspectors must become certified to work at the polling sites. Part of this preparation is to learn the roles and responsibilities of all Inspectors, Chairpersons, and the Board of Elections.

Learning Objectives

After completing this course, you will be able to:

- Describe Inspector qualifications and responsibilities
- Recognize the role of the county board of elections
- Describe the formulation of the Board of Inspectors
- Identify the responsibilities of a Chairperson





Lesson 103.2 Inspector Qualifications

Election Inspectors work at the polling sites on election day, ensuring that elections are conducted in a fair and impartial manner. This lesson describes the qualifications needed to become a certified Inspector.

Qualifications for Becoming 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
- You must be a resident of the county (and in New York City, a city resident) in which you are working as an Inspector
- 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
- In some instances, 17 year old students may serve as inspectors

Becoming Certified

If you meet the criteria, you are eligible to become a certified Inspector. To become certified, you must attend an official training class conducted by your county board of elections and pass an examination.

How Inspectors Are Appointed

Your county board of elections appoints a Board of Inspectors to work at the polling site for that district. The Board of Inspectors is made up of four Election Inspectors, two from each of the two major parties. Appointments are made by July 15th of each year, and the county board selects Inspectors from lists certified by each political party. Inspectors serve for one year.



Four Inspectors can handle all the duties at a typical polling site. For busier sites, supplemental workers called Poll Clerks are assigned. These Poll Clerks have the same qualifications as Election Inspectors; however Poll Clerks may not perform jobs reserved for Election Inspectors, such as voting on challenges, handling ballots, or reading results from machines. The Coordinator for the district assigns Poll Clerk duties, such as directing voter traffic and answering questions.





Lesson 103.3 Inspector Responsibilities

Once you are a certified Inspector, you are ready to assume your responsibilities. This lesson identifies your responsibilities as an Inspector.

General Inspector Responsibilities

The following are general Inspector responsibilities you should be familiar with:

- Become certified
- Maintain order in the polling place
- Perform registration procedures
- Perform enrollment procedures
- Handle various ballots and special voting procedures
- Operate the voting machines
- Assist voters with ballot casting procedures
- Follow procedures for challenging voters
- Canvass vote results

Your training prepares you to perform your general Inspector responsibilities well by teaching key concepts and procedures. However, we recommend that you always improve your knowledge of election procedures by consulting the most up-to-date reference material and training provided by your county board.

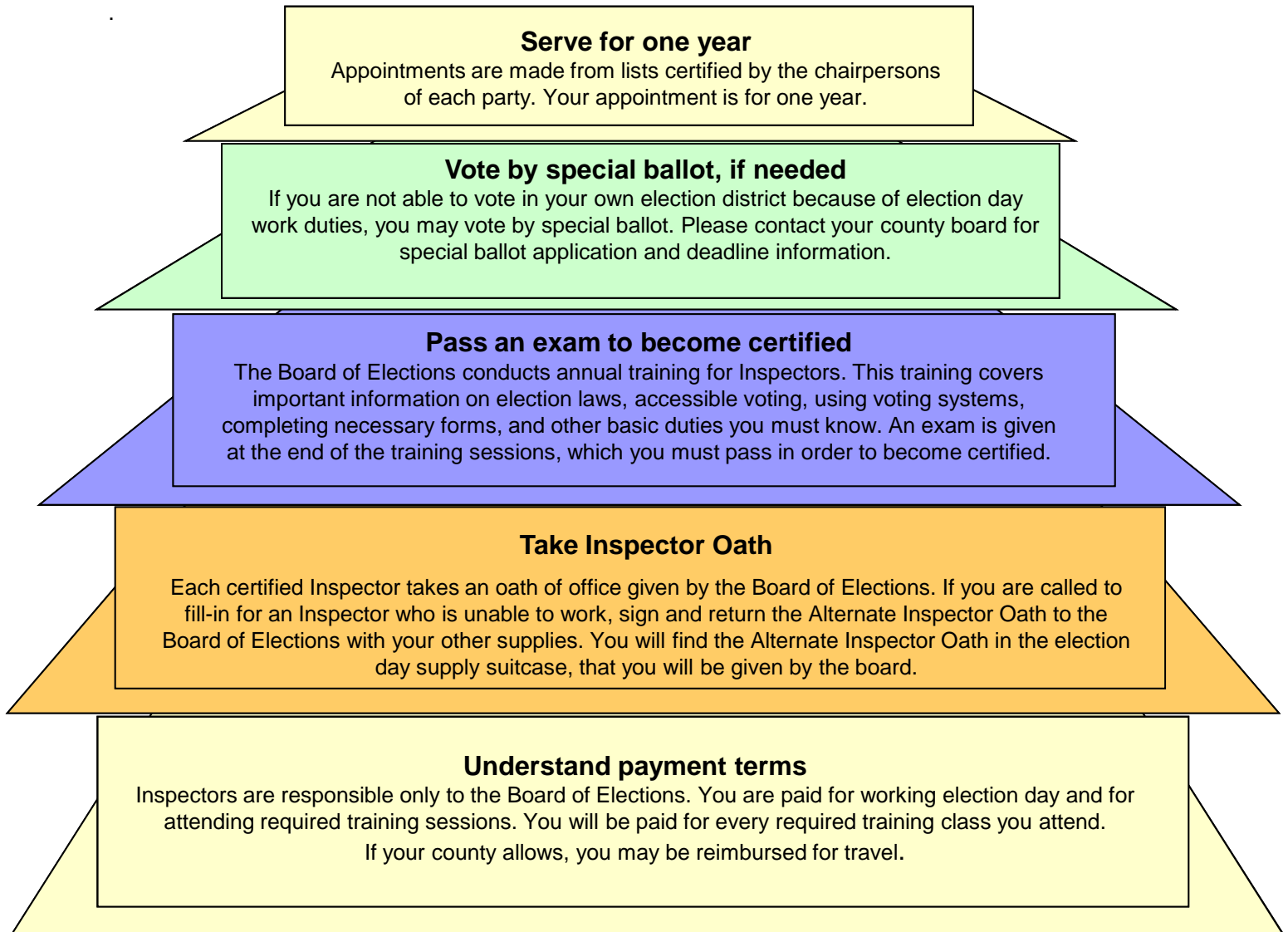




New York Poll Worker Training Program

Lesson 103.4 Other Inspector Requirements

The following chart identifies other requirements you will have as an Inspector.



Reference Material:
 Special Ballot Envelope
 Types of Oaths





Lesson 103.5 Board of Inspectors

This lesson describes the role of the County Board of Inspectors and its main responsibility.

Board of Inspectors Role

One of the main responsibilities for the Board of Elections is to assign four Inspectors to each election district. This group of Inspectors is the Board of Inspectors that works at the polling site for that district. Once assigned to a Board of Inspectors, it is important you work as a team with the Coordinator and other Inspectors to ensure that an honest, efficient election is conducted and that proper order is maintained in your polling site.

Appointing a Chairperson

If a Chairperson has not already been designated by your county board of elections, each Board of Inspectors must appoint one member to serve as the Chairperson for the year. If the board cannot agree, you can draw names for the position.





Lesson 103.6 Coordinator

As an appointed Coordinator, you are responsible for additional duties over and above those of an instructor. This lesson identifies the additional duties of a Coordinator.

Coordinator Duties and Responsibilities

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

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

- Arranging poll site in compliance with ADA regulations
- Ensuring that all required forms are filled out completely and accurately
- Making Inspector duty assignments
- Arranging for meal times and short breaks
- Announcing vote results to the public
- Making sure pay vouchers are completed
- Preparing the results for courier pick up and transport to county board of elections
- Ensuring all supplies stored properly for return to the county board





Lesson 103.7 Responsibilities and Qualifications Summary

Congratulations!

This concludes the Responsibilities and Qualifications course.

You should now be able to:

- Describe Inspector qualifications and responsibilities
- Recognize the role of the county board of elections
- Describe the formulation of the Board of Inspectors
- Identify the responsibilities of a Coordinator





Course 104 Opening the Polls

Lesson 104.1 Overview

In gearing up to open the polls, you should keep a running checklist of tasks completed to ensure election day runs smoothly. This course describes the procedures for opening the polls.

Learning Objectives

After you have completed this course, you will be able to:

- Identify people allowed and those not allowed in the polling place
- Use the opening polls checklist
- Set up the polling site





Lesson 104.2 People Allowed in the Poll Site

Before opening the polls, every poll worker should be able to identify people allowed in the polling site versus people who are not allowed.

Who Is Allowed in the Polling Site?

People allowed in the polling site before the polls open include:

- Inspectors or Poll Clerk
- Law enforcement
- Poll watchers
- Board of Elections personnel

Defining the Role of a Poll watcher

A *poll watcher* is a person appointed to observe the election day procedures in an election district.

How Many Poll watchers are Allowed?

Each body appointing poll watchers may have a maximum of three poll watchers at a polling site for an election district at any time.





Lesson 104.3 Certified Pollwatchers

Becoming a Certified Pollwatcher

Pollwatchers must be qualified voters in the county in which they serve, except in New York City, where they may serve at any election district in the city.

Each pollwatcher must have a certificate issued by the party or independent body that the pollwatcher represents. In the primary, the certificate must be signed by the chairman or secretary of the party or by two or more candidates.

At the polling site, the certificate must be presented to the Board of Inspectors of the election district in which the pollwatcher serves. A certificate is required for each district.

Collecting Certificates

Inspectors collect the certificates when a watcher arrives at your poll site and returns them to the county board of elections, along with your supplies.





Lesson 104.4 Pollwatcher Responsibilities

Pollwatcher Duties and Responsibilities

Pollwatchers duties include the following:

- May be present at the polls from 15 minutes before the unlocking and examination of any voting machine or ballot box at the opening of the polls until after the signing of the Inspector's Report and the results are called out, after closing of the polls
- View the unlocking of the voting machine and ballot boxes, if any, before the opening of the polls
- Challenge persons whom they believe are not qualified to vote
- Observe the canvass of the vote

Rules and Restrictions



Pollwatchers may not assist, in any manner, in the conduct of the election or be a part of any electioneering in your polling site.

Pollwatchers are not allowed to handle any official documents or otherwise interfere with Inspector duties. This type of help is strictly prohibited.

At any time, only one pollwatcher from each political party committee or independent body may be within the guardrail area established by the Election Inspectors, which encompasses the sign-in area and the voting equipment.





New York Poll Worker Training Program

Lesson 104.5 Polling Hours

Following is a polling hours chart to use as reference. Notice that there are different times for the general and primary elections.

Election type	Hours
General Elections	6:00 A.M. – 9:00 P.M.
NOTE: For primary elections, the hours of operation at polling sites vary. Here is a list to help you remember when your county’s polling sites are open:	
Primary Elections Albany, Allegany, Broome, Cattaraugus, Cayuga, Chautauqua, Chemung, Chenango, Clinton, Columbia, Cortland, Delaware, Dutchess, Essex, Franklin, Fulton, Genesee, Greene, Hamilton, Herkimer, Jefferson, Lewis, Livingston, Madison, Monroe, Montgomery , Niagara, Oneida, Onondaga, Ontario, Orleans, Oswego, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Schuyler, Seneca, Steuben, St. Lawrence, Sullivan, Tioga, Tompkins, Ulster, Warren, Washington, Wayne, Wyoming, and Yates	12:00 P.M. – 9:00 P.M.
Primary Elections New York City and Nassau, Suffolk, Westchester, Rockland, Orange, Putnam, and Erie	6:00 A.M. – 9:00 P.M.



There are exceptions for polling site hours of operation during the primary elections for certain counties. Please be sure to keep track of your county’s times on an opening checklist so you do not confuse them.






Lesson 104.6 Preparing for Opening Polls

The following chart lists requirements for opening the polls.



Opening the Polls

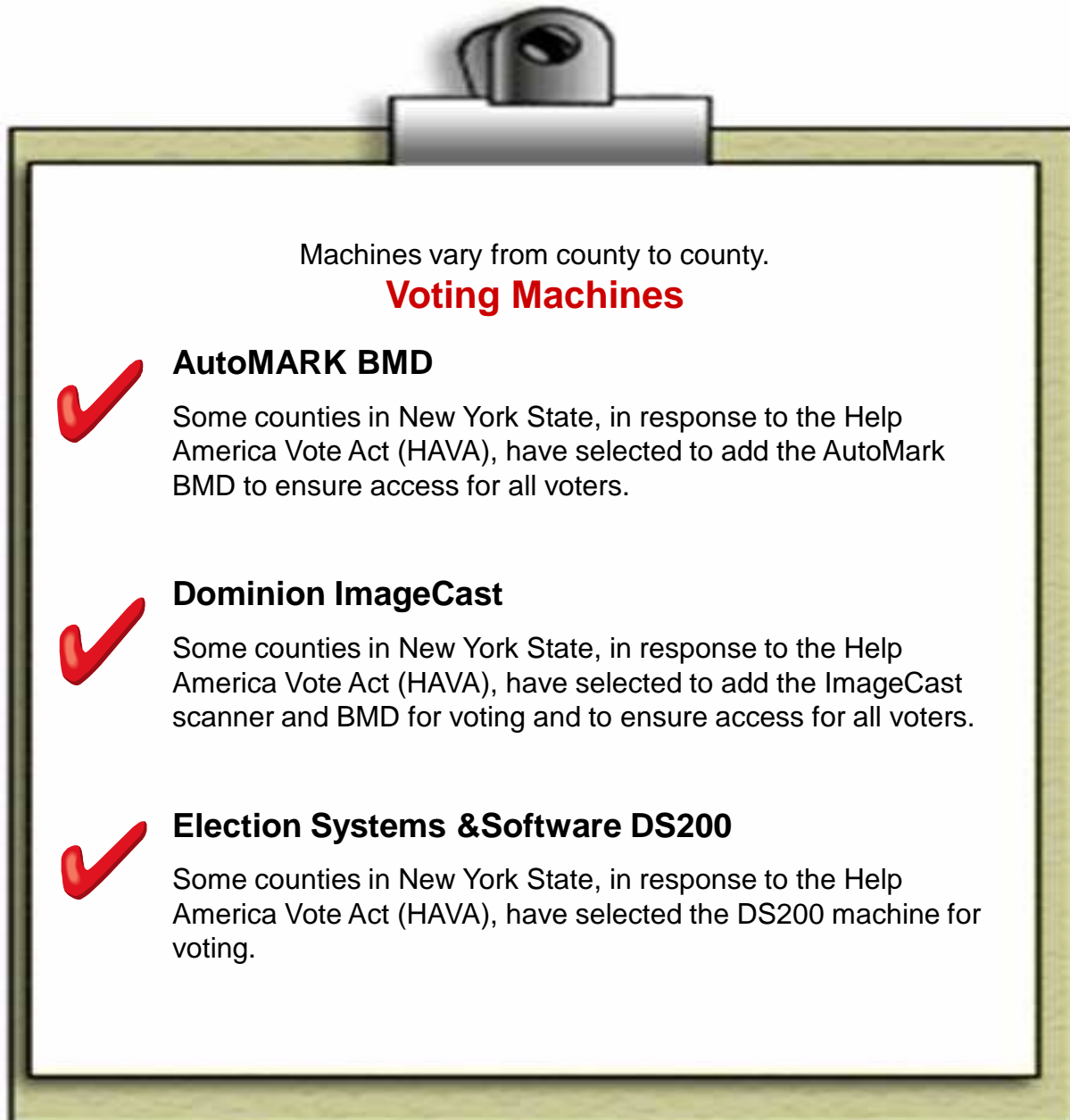
-  **When should Inspectors arrive?**
All Inspectors must arrive at the polling site at least **60 minutes** before polls are scheduled to open.
-  **When is the polling site ready to be opened?**
You may not open the polling site until at least one Inspector appointed by each political party has arrived.
-  **What if the facilities are closed?**
If you arrive and the facilities are closed, contact the county board of elections immediately.
-  **What if no Chairperson has been chosen?**
If a Chairperson has not already been designated by your county board of elections, the Board of Inspectors must appoint one member to serve as Chair. If you cannot agree, you may draw names for this position.
-  **What if an Inspector is absent or has called in sick?**
Follow the procedures established by your county board of elections.








Lesson 104.7 Setting Up Voting Machines

The following chart lists all of the voting machines poll workers should be familiar with. Your county board of elections should provide you with your specific voting machine information.



Machines vary from county to county.

Voting Machines

-  **AutoMARK BMD**
Some counties in New York State, in response to the Help America Vote Act (HAVA), have selected to add the AutoMark BMD to ensure access for all voters.
-  **Dominion ImageCast**
Some counties in New York State, in response to the Help America Vote Act (HAVA), have selected to add the ImageCast scanner and BMD for voting and to ensure access for all voters.
-  **Election Systems & Software DS200**
Some counties in New York State, in response to the Help America Vote Act (HAVA), have selected the DS200 machine for voting.





Lesson 104.8 Opening the Polls Summary

Congratulations!

This concludes the Opening the Polls course.

You should now be able to:

- Identify people allowed and those not allowed in the polling site
- Use the opening polls checklist





New York Poll Worker Training Program

Course 105 Processing Voters

Lesson 105.1 Overview

One of the most important responsibilities you have is processing voters. This course covers the information you need to process the voters on election day.

Learning Objectives

After completing this course, you will be able to:

- Process voters
- Verify identification
- Follow emergency procedures
- Secure a polling site





Lesson 105.2 Verifying Voter Qualifications

Every voter's qualifications to vote must be verified. This lesson describes the voter verification process.



Two Inspectors, one from each political party, should supervise the verification for each voter's registration and distribution of ballots at the polling site.

Greeting Voters on Election Day

Voter approaches the Inspector's table:

1. Greet the voter
2. Ask for the voter's name and residence address
3. Loudly and distinctly repeat the person's name and address
4. Find the voter's registration record in your printed *poll book*

What Is a Poll Book?

The *poll book* is a computerized list of voters, containing digitized signatures and important registration information. Your county board of elections will provide you with version-specific poll book instructions.

Verifying Political Party Affiliation, Only in Primary Elections

In a *primary election*, make sure that the voter is enrolled in a political party that has a primary election in your election district.





New York Poll Worker Training Program

Lesson 105.3 Voter Identification

Most voters at your polling place will not need to show identification on election day because that process has already been completed. These voters can sign the poll book where indicated and proceed to vote.

What if Identification Is Required?

If the poll book indicates **ID Required**, the voter must produce a physical form of ID before being allowed to vote on the machine. Your county board of elections will provide you with a specific message to indicate if a voter needs to show identification. Examples of current and valid photo identification with the voter's name and picture include but are not limited to:

- Passport
- Driver's license
- Non-driver's ID card
- Student ID card
- Pistol or firearm permit
- Pilot's license
- Military identification
- Government identification



The following forms of identification showing the name and residence address of the voter may be used as long as they are current:

- Utility bill
- Bank statement
- Government check
- Paycheck
- Government document

Once the voter is verified, he or she may sign the poll book where indicated , and then proceed to vote.





Lesson 105.3 Voter Identification, Continued

What if the Voter Does Not Have Identification?

If **ID Required** is listed by the voter's name in the poll book, and the voter cannot produce an acceptable form of ID, then the voter may not sign the poll book.

Provide the voter with the "Notice to Voter" statement, and then follow instructions in Lesson 106.3 *Processing a Ballot*, for processing an affidavit ballot.

Your county board of elections may have additional procedures for you to follow in this situation, so be sure follow your county-specific guidelines.

What if the Voter's Name Does Not Appear in the Poll Book?

When a voter's name does not appear in the poll book, you will need to determine if the voter is at the correct polling site for his or her address. Or, if your polling site is shared with another district, determine if the voter is at the correct sign-in table.

In a primary election, a person can vote **only** in the party in which he or she is enrolled, or as provided by party rules. Your county board of elections may have additional procedures for you to follow in this situation.

If the voter assures you that he or she is at the correct polling site, check the map, street guide, or other tools provided by your county board of elections to verify the address.

If the voter's address is in your district, provide the voter with a "Notice to Voter" statement, and then follow instructions in Lesson 106.3 *Processing a Ballot*. If you are not sure the voter's new address is still in your district, call your county board of elections.

If a voter's name is not in your poll book, check the map, street guide, or other tools provided by the county board to be sure the voter indeed belongs in your district. If the voter's address is not in your district, determine from your tools the correct polling site for the voter, or call your county board of elections for help, and provide the voter with the address of the correct polling site that he or she should go to in order to vote.

If the voter is not in the book he or she can vote by *affidavit ballot* or obtain a court order from a judge.





Lesson 105.4 Voter Address and Information Change

What if the Voter Has an Address Change?

If a voter's name is in your poll book, **but at a different address that is still within your election district**, the person may still vote on the machine unless challenged on other grounds. The Inspector shall enter the names and new addresses of all such persons on the challenge report (Name and Address Change) and next to the person's address in the poll book, as instructed by your county board of elections. Provide the voter with their correct ballot and instruct the voter to proceed to an area designated to privately mark the ballot.

If the voter's new address **is not in your district**, determine from your poll site locator guide the correct polling site for the voter, or call your county board of elections for help, and provide the voter with the address of the correct polling site that he or she should go to in order to vote.

What if the Voter Has a Name Change?

A voter who has had a change of name since the last election may still vote without having to re-register, as long as he or she still resides at an address within your district.

Use the following procedure:

1. Have the voter sign his or her name as it appears on the roster, and then sign the new name above it in the appropriate place in the poll book.
2. Note the name change in the appropriate place on the Challenge Report.
3. Compare the signatures with the original specimen pre-printed in the poll book to verify they match.





Lesson 105.5 Diverse Voter Access Needs

It is election day and a number of voters have special needs. Each county in New York State has a voting machine that can accommodate varying needs, including vision and mobility impairments, voters in wheelchairs, and those who are unable to read and/or write.

A voter may ask for someone to assist, which can include two Inspectors, one from each party, or a companion. Assistance may not be provided by the voter's employer or agent of the employer or an officer or agent of the voter's union.

Acceptable

- Provide assistance if parking lots, curbs, doors, or steps are inaccessible.
- Assist voters with vision impairment by identifying yourself and announcing your arrival/departure and by asking them what type of assistance you can provide.
- Use positive communication to explain to any voter who might complain that a voter has the right to be accompanied by a service animal.
- When speaking for a length of time to a person in a wheelchair, position yourself at eye-level with the person.
- Speak directly to the voter, not to a companion.
- Offer a pad and pencil to a voter if you have trouble communicating.
- Serve voters with access needs and offer assistance, as appropriate.
- Treat voters with dignity.
- Use positive language.

Unacceptable

- Allowing the parking lots, curbs, doors, and steps to be inaccessible.
- Asking why a voter needs help instead of if the voter needs help.
- Interacting with a service animal as if it were a pet.
- Touching a person's wheelchair, cane, or other device without permission.
- Addressing questions to companion instead of to the voter directly.





New York Poll Worker Training Program

Lesson 105.6 Emergency Procedures

Safety is first priority for both you and the voters. This lesson discusses the process to follow in case an emergency interrupts voting on election day. Most importantly, remember to stay calm and keep the voters calm, and then follow the appropriate steps.

Handling an Emergency



Contact emergency services first if the type of emergency makes it impractical to first notify your county board of elections.

Following are the proper steps to follow when handling an emergency:

1. Contact necessary emergency services and building personnel.
2. Call your county board of elections to notify them of the emergency.
3. If possible, move the voting systems, signage, and supplies to another room on the premises or to a nearby site to permit the voting to continue.
4. If you cannot relocate the voting, move all materials and other supplies to a safe location.
5. If you must vacate the polling site, make sure that everyone gets out safely.

Securing the Polling Site

If the emergency is such that your only alternative is to leave immediately:

1. Try to take the poll book, ballots, and machine keys with you.
2. Exit the polling site calmly and promptly.
3. Once you are safe, call your county board of elections for directions or further instructions.

Voting Machine Breakdown Procedures

1. Try troubleshooting steps provided by your county board of elections for that machine.
2. If you cannot fix the machine, call the number provided by your county board of elections.
3. While waiting for the repair technician to arrive, follow emergency ballot procedures outlined in Lesson 106.3 of this manual.
4. When the machine is working, attempt to cast all ballots in the emergency compartment. If a ballot will not scan place it in the emergency un-scanned ballot envelope and return with other voted ballots.

Never open and count affidavit ballots!





Lesson 105.7 Processing Voters Summary

Congratulations!

This concludes the Processing Voters course.

You should now be able to:

- Process voters
- Verify identification
- Verify correct polling sites
- Assist voters with access needs
- Follow emergency procedures
- Secure the polling site





New York Poll Worker Training Program

Course 106 Processing Ballots

Lesson 106.1 Overview

As an Inspector processing ballots, you should handle all paper ballots with secrecy and safeguards to prevent tampering. This course describes the types of ballots you will be handling and the process for handling ballots at polling sites.

Learning Objectives

After completing this course, you will be able to:

- Process an affidavit ballot
- Process an emergency ballot
- Process a challenged voter





New York Poll Worker Training Program

Lesson 106.2 Types of Ballots

As an Inspector, you will have to process several different kinds of paper ballots. All paper ballots must be handled with the same secrecy and safeguards from tampering that are provided by machine voting.

The form is titled "Affidavit Oath" and contains several sections:

- Personal Information:** Fields for Your name (Last, First, Middle, Suffix), Address (Street, City/Town/Village, Zip code), and Date of birth.
- Registration Status:** A section where the voter checks if they have been informed by the inspector, if they have moved, if they are required to update identification, and if they are filling out the form for a political party.
- Qualifications:** Fields for citizenship (U.S. citizen), age (18 years or older), and whether they are currently in the military.
- More Information:** Fields for Telephone number, Address of P.O. Box, and the Address where they receive mail.
- Voting History:** A section to indicate if the voter has voted before and in what year.
- Identification:** Fields for New York State ID number and Last four digits of Social Security number.
- Political Party:** A section to select a political party (Democrat, Republican, Conservative, Green, Independent, or Other).
- Signature and Date:** A section for the voter to sign and provide the date.

Affidavit Ballot

Affidavit ballots may be used by any voter whose name is missing from poll book or needs updating.

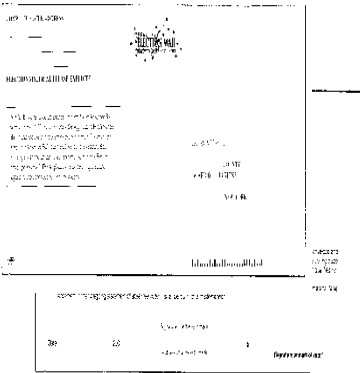
Once voted, it goes into a special envelope that must be accurately and completely filled out by the voter, and signed by the voter in the space provided.

It is never cast in the Image-cast Voting Machine

Emergency Ballot

Ballots are treated as **Emergency ballots** when the voting machine breaks down.

Never borrow paper ballots from other polling sites or from other districts within your polling site.



Absentee Ballot

Absentee ballots Should not be delivered to your polling site. If a ballot is delivered to your poll site contact the Board of Elections immediately to arrange to have ballot picked up .





New York Poll Worker Training Program

Lesson 106.3 Processing a Ballot

Write-In Votes

All ballots, regardless of the type or machine used, contain a space specifically reserved for write-in votes. A pen or marker to be used for write-in votes on paper ballots must be placed in each privacy booth. Check regularly to make sure the pen or marker is still there. A voter may cast a write-in ballot for any office and any person whose name does not appear on the official ballot. A write-in vote that could have been cast on the official ballot will not be counted. Further instructions will be provided by your county board of elections for processing write-in ballots for different types of voting machines.

Affidavit Ballot

An affidavit ballot is a paper ballot which, once voted, goes into a special envelope that must be accurately and completely filled out by the voter. Affidavit ballots may be used by any voter whose poll record is missing and who claims to be a registered voter in your election district. They can also be used by voters who need to present identification at the polling site but did not present ID.

Affidavit ballots may also be used when a voter claims to be enrolled in a political party other than the one indicated on the poll roster, or when a person is already registered in your county, but has recently moved into your district.

These ballots are not opened on election night, because your county board of elections must accomplish additional research before determining if the voter is eligible to vote.

If any of these situations arise, you are required to give the voter the “Notice to Voters” statement, which outlines the voter’s available legal options. The voter can use an affidavit ballot or obtain a court order to vote.

NOTE: The county board of elections will provide information regarding judges assigned to issue court orders on election day.





Lesson 106.3 Processing a Ballot, Continued



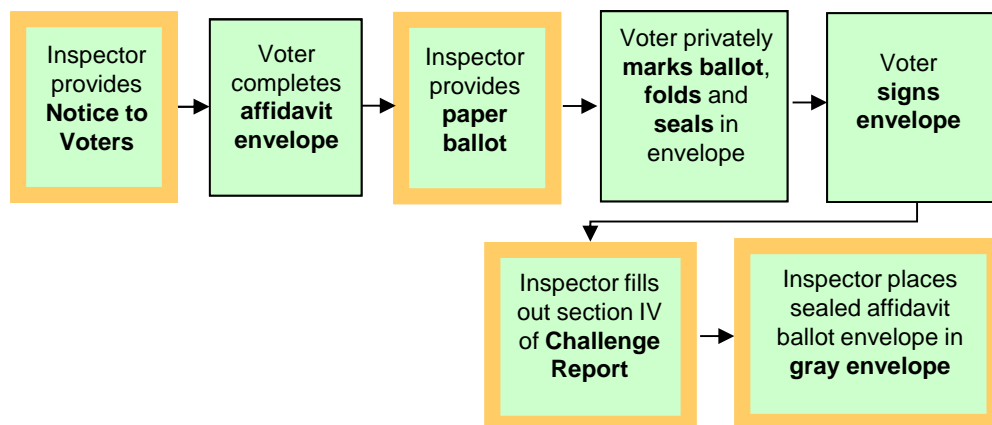
If any information or the voter’s signature is missing from the ballot envelope, the county board of elections will not be able to count the voter’s ballot.

Affidavit ballots are given to voters when their poll record is missing or the information on the poll record needs to be updated. If these situations arise, you are required to give the voter the “Notice to Voters” statement, which outlines the voter’s legal options.

How to process an affidavit ballot:

- 1.If the voter is in the correct location, Inspector gives voter a “Notice to Voters” statement and answers any questions the voter may have about it.
- 2.Voter completes the affidavit envelope, including all necessary information about the voter’s qualifications.
- 3.Inspector provides *paper ballot* to voter.
- 4.Voter privately marks the ballot, folds it, and seals it in the affidavit envelope.
- 5.Voter signs the affidavit on the envelope.
- 6.Inspector writes the voter’s name and address in section IV of the Challenge Report.
- 7.Inspector signs and completes inspector section and places the sealed affidavit ballot envelope in the large envelope designated for return to the county board of elections.

Processing Affidavit Ballots Flowchart





Lesson 106.3 Processing a Ballot, Continued

Emergency Ballot

Ballots are treated as emergency ballots when machines break down. Make sure you follow any specific procedures provided by your county board of elections when dealing with a machine breakdown. Refer to your county's instructions for specific details on securing emergency ballots, and follow any specific guidelines your county gives you for the processing of emergency ballots as part of your poll closing tasks.

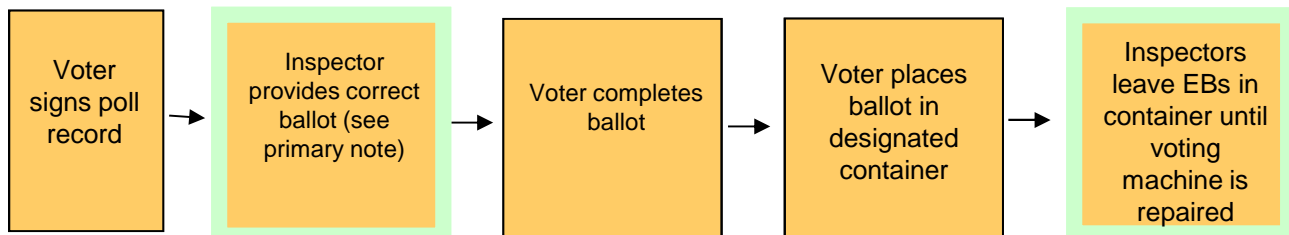


In primary elections, ballots are color-coded per specific political party. Make sure primary voters are given the correct ballot.

Once you have shifted to using emergency ballots, use the following process:

1. Voter signs the poll record as usual, is provided with the correct ballot and instructed to complete the ballot privately.
2. Voter completes the ballot and places the ballot in the secure container used in your county.
3. Inspectors may remove ballots, if/when voting machine is returned to service and cast them one at a time. For further canvassing procedures, contact your county board.

Processing Emergency Ballots Flowchart



Absentee Ballot

Absentee ballots are counted centrally by the county board of elections.



If a voter's absentee ballot is delivered directly to the polling site, contact the Board of Elections immediately to arrange for pickup. Do not open and count any absentee ballot which is delivered to your poll site on election day.





Lesson 106.4 Processing a Challenged Voter

This lesson describes how to challenge a voter and how to process voters who have been challenged.

Reasons for Challenging a Voter

A voter's qualifications (eligibility to vote) can be challenged at a polling site by any Inspector, and any watcher or registered voter properly in the polling site. As an Inspector, you must challenge any voter who you know or suspect is not legally entitled to vote in your district. You would challenge a voter for one of the following reasons:

- The voter's signature does not match the current registration signature
- Someone else using the same name has already voted
- The voter is believed not to reside at his or her registered address

Processing a Challenged Voter

Following are the steps for processing a challenged voter:

1. Add the challenged voter's name to the challenge report.
2. Give the challenged voter the "Notice to Voters" statement.
3. Administer the **Preliminary Oath** to the voter.
4. Question the voter about qualifications.



Make the challenge before the voter votes.



Challenged voters who refuse to answer questions or take the oath **SHALL NOT VOTE**. False statements are punishable as perjury.





Lesson 106.4 Processing a Challenged Voter, Continued

Deciding the Challenge

If the Board of Inspectors, by majority vote, is satisfied with the voter's answers to these questions and believes the applicant to be qualified, the challenge is withdrawn and the individual is allowed to vote on the voting system in the normal manner. In the event of a tie, the individual is allowed to vote.

If the Board of Inspectors decides that the challenge is warranted, the individual is not allowed to vote. However, if the voter still claims to be qualified, the Board of Inspectors will administer the **Qualification Oath** to be sure that the individual understands the voting requirements and that they know if they make a false statement on the affidavit, they will be guilty of perjury. The challenged voter then is allowed to vote.

If there is no poll record for the person, issue an **affidavit ballot**. If there is a poll record, the voter can use the voting system to cast his or her vote.





New York Poll Worker Training Program

Lesson 106.5 Processing a Challenge Report

When processing challenged voters, Inspectors will have to complete Section 3 of the *Challenge Report*. Then, upon the closing of the polls, the Board of Inspectors complete additional sections of the Challenge Report.

We have provided a sample of a Challenge Report here. Follow the specific instructions your county uses.

The following are the important sections of the Challenge Report that Inspectors should be familiar with:

- *Challenged Voters*: Section (2) lists the name, address, and registration serial number of any voter whose name does not appear in the first three sections, but who was challenged.
- *Assisted Voters*: Section (3) lists the name, address, and registration serial number of any voter who received assistance, the reason assistance was given, and the name and address of the person who provided the assistance.
- *Affidavit Ballot/Court Order Voters*: Section (4) provides the name, address, and registration serial number of each person who voted by affidavit or pursuant to a court order.

SECTION 2: CHALLENGES (Please print.)

Voter ID:		Voter ID:	
Name:		Name:	
Address:		Address:	
Reason for challenge:		Reason for challenge:	

Voter ID:		Voter ID:	
Name:		Name:	
Address:		Address:	
Reason for challenge:		Reason for challenge:	



Once the polls close, all four Election Inspectors must sign the certificate that appears at the beginning of the Challenge Report, in the Poll book, verifying that all necessary procedures have been followed. The Poll book is then returned with other election day supplies to the county board of elections.





New York Poll Worker Training Program

Lesson 106.6 Processing an Oath

An important aspect of processing a voter is administering various oaths.

The following are descriptions of different types of oaths you will be processing:

Inspector Oath:

“I, the undersigned do solemnly swear (or affirm) that I will support the Constitution of the United States and the State of New York; and that I will faithfully discharge the duties of the office of Poll Worker for the County of _____ according to the best of my ability, that I am a registered voter and resident of such county, that I do not hold any public office, am not a candidate for any office to be voted for by the voters of this Election District, or the spouse, parent or child of such candidate, that I have not been removed or otherwise disqualified and am able to speak and read the English language and write it legibly.”

“I further swear (or affirm) I will not in any manner request or seek to persuade or induce any voter to vote any particular ticket or for any particular candidate; and that I will not keep or make any memoranda or entry of anything occurring within the booth and that I will not, directly or indirectly, reveal to any person the name of any candidate voted for by any voter or which ticket he or she has voted, or anything occurring within the voting booth or, except as I may be called upon to testify in a judicial proceeding for a violation of the election law.”

Voter Requesting Assistance Oath:

A voter may be assisted if he or she tells the Inspector that he or she:

- Cannot read or write
- Does not speak or read English and needs assistance or an interpreter (in some districts, Spanish or other interpreters are assigned as needed)
- Cannot see, even with eyeglasses, the names on the ballot
- Is physically disabled such that he or she cannot operate the voting system, or complete a paper ballot
- Cannot enter the voting system without assistance from another person

The Inspector will then ask the voter:

“Do you solemnly swear or affirm that the statements you just made are true?”

If the voter answers yes, then he or she can receive assistance.

Person Other than Inspector Providing Assistance Oath:

For a person other than an Inspector, who assists an individual in voting, this oath must be taken before the person rendering assistance enters the voting booth. The Inspector will ask that person to swear or affirm the following:





New York Poll Worker Training Program

Lesson 106.6 Processing an Oath, Continued

An important aspect of processing a voter is administering various oaths.

“Do you solemnly swear or affirm that you will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that you will not make or keep any memorandum or entry of anything occurring in the voting booth, and that you will not, directly or indirectly, reveal to any person the name of any candidate or proposal voted for by the voter, or which ticket he or she had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a matter in a judicial proceeding?”

If the person answers “yes,” then he or she can assist the voter. (Election Law 8-306.5)

Preliminary Challenge Oath:

For an individual who has been challenged and who is about to be questioned by the Board of Inspectors as to his or her voting qualifications:

"You do solemnly swear (or affirm) that you will make true answers to such questions as may be put to you concerning your qualifications as a voter." (Election Law 8-504.1)

Qualification Oath:

For an individual who has been challenged and questioned and whom the Board of Inspectors still believes is deficient in their qualifications; however the voter still persists in their claim to vote, the Inspectors shall administer the following oath:

“You do swear (or affirm) that you are eighteen years of age, that you are a citizen of the United States and that you have been a resident of this state, and of this county (of the city of New York) (village) for thirty days next preceding this election, that you still reside at the same address from which you have been duly registered in this election district, that you have not voted at this election, and that you do not know of any reason why you are not qualified to vote at this election. You do further declare that you are aware that it is a crime to make any false statement. That all the statements you have made to the board have been true and that you understand that a false statement is perjury and you will be guilty of a misdemeanor.”





Lesson 106.7 Processing Ballots Summary

Congratulations!

This concludes the Processing Ballots course.

You should now be able to:

- Process an affidavit ballot
- Process an emergency ballot
- Process special challenges





Course 101 Closing the Polling Site

Lesson 107.1 Overview

Welcome to the Closing the Polling Site course!

Learning Objectives

After completing this course, you will be able to:

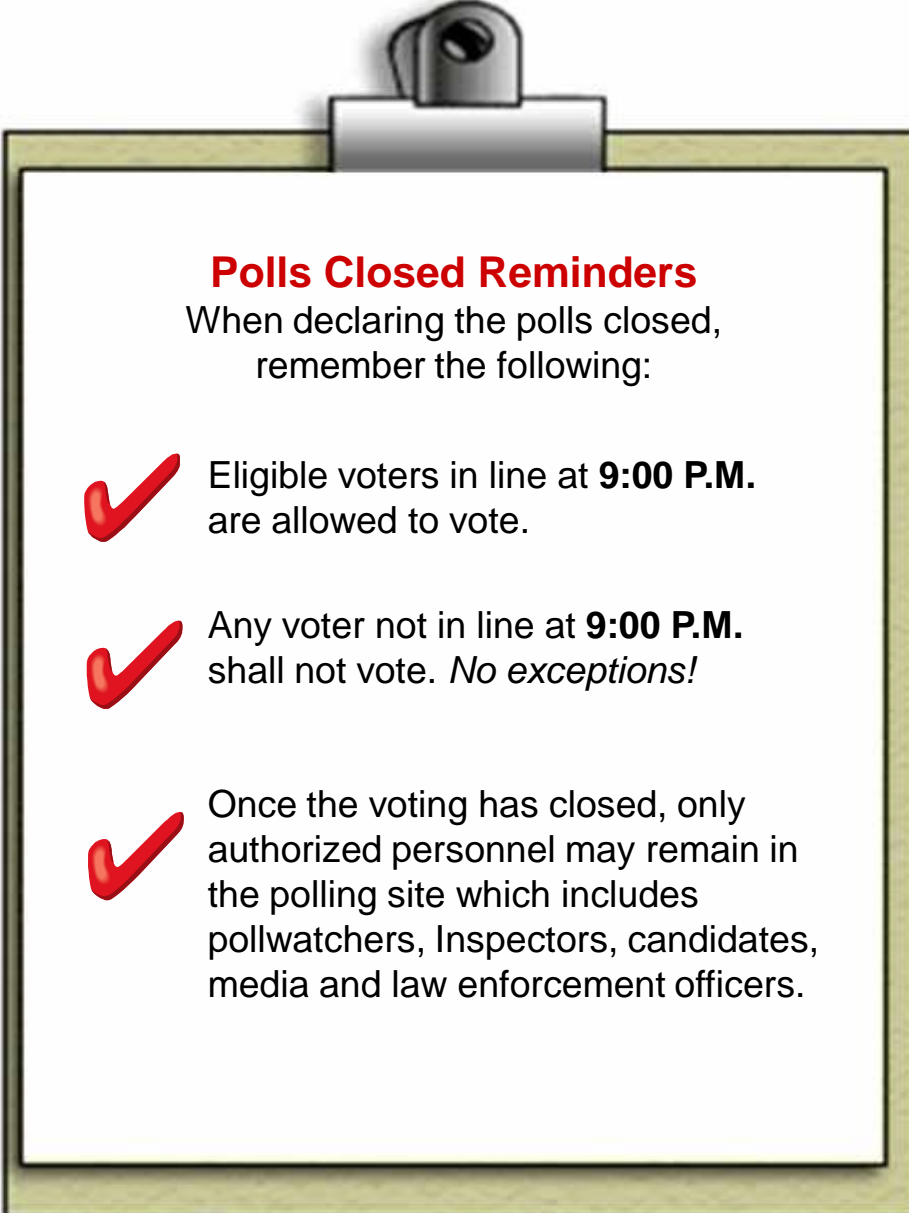
- Recall when and how to declare the polls closed
- Perform closing duties according to all rules and procedures





Lesson 107.2 Declaring the Polls Closed

Precisely at **9:00 P.M.** an Inspector should stand at the end of the line of people waiting to vote so that no one else can enter the line to vote.



Polls Closed Reminders
When declaring the polls closed, remember the following:

- ✓ Eligible voters in line at **9:00 P.M.** are allowed to vote.
- ✓ Any voter not in line at **9:00 P.M.** shall not vote. *No exceptions!*
- ✓ Once the voting has closed, only authorized personnel may remain in the polling site which includes pollwatchers, Inspectors, candidates, media and law enforcement officers.





Lesson 107.3 Canvassing Process

Follow your county board of elections instructions for “closing the poll” on your specific ballot scanner, to secure the voting system and to prevent further voting.

1. Account for all ballots – see LESSON 107.6.
2. Produce results tape and announce results for any poll watchers, candidates, media or other observers properly in the poll site. Inspectors sign the results tape. Affix the results tape to the statement of canvass provided by your county board of elections.
3. Cast and canvass any emergency ballots. Confirm all affidavit ballots and absentee ballots are in large envelope to be returned to your county board of elections.
4. Complete and sign the statement of canvass provided by your county board of elections, which includes the number of voters displayed on the public counter, the number on the seal or other security device that you use to lock the voting system, the number on the protective counter, and that the voting system is closed and locked.





New York Poll Worker Training Program

Lesson 107.4 Processing Emergency Ballots

1. In the event of any voting system failure, follow the instructions provided by your county board of elections. Voting can and should continue when any voting system has failed. Voters shall continue to mark their ballots, and shall place marked ballots into the emergency ballot box.
2. If the voting system failure is an extended one, and the emergency ballot box becomes filled with voted ballots, follow the instructions provided by your county board of elections. These ballots may be deposited into an alternate, portable and secure emergency ballot box, bag or other secure package or container, as provided by the county board of elections, which is clearly labeled “FOR EMERGENCY BALLOTS ONLY”.
3. If a replacement scanner is delivered to the poll site, ballots in the failed system’s emergency ballot box shall remain secured therein, throughout election day. No memory cards may be removed from the failed scanner and placed in the replacement scanner.
4. Your county will provide you with specific instructions on how to handle emergency ballots as part of your close of poll tasks. Follow these instructions and complete and sign any official forms your county requires.

Reminders

- If ballot boxes were used, they must be securely locked. Each box is entrusted to an Inspector, usually the Chairperson or a police officer, for delivery to the county board of elections.
- Your county board of elections will provide specific instructions for handling emergency ballots.





Lesson 107.5 Ballot Processing Tips



Remember to return various ballot types in their appropriate transmittal envelopes to your county board of elections.



Affidavit ballots are never counted at the polling site.



Absentee ballots are never counted at the polling site.



Remember all ballots must be accounted for, whether used, unused, spoiled, or Affidavit. So keep them secure during the day.





Lesson 107.6 Reconciling the Ballots

A bipartisan team of Inspectors shall facilitate the ballot reconciliation process.

Because the public may watch the closing proceedings after all voters have finished voting and the polls are closed, please note the following when reconciling the ballots:

- Do not let anyone interfere with the reconciling of the ballots
- Do not let anyone touch any ballot or ballot container
- Do not be pressured for results
- Do not rush



Accuracy is extremely important in the completion of these duties!

1. Follow instructions provided by your county board of elections for reconciling all ballots used and unused in your poll site, completing all appropriate forms by posting in the appropriate spaces, the figures you calculate.

2. For each ballot scanner, subtract the OPEN POLLS protective counter number from the CLOSE POLLS protective number and confirm that the number resulting from this subtraction matches your public counter number.

3. For your election district, and using the Ballot Transmittal Form supplied by your county board of elections, account for and document on that form:

- the total number of ballots issued to voters: this would include those ballots that were voted and scanned, and those that were cast as emergency ballots, if any, because the scanner was inoperable
- the number of ballots that were spoiled
- the number of ballots that were cast as affidavit ballots
- the number of remaining, unused ballots





Lesson 107.7 Departing the Poll Site

The Coordinators dismisses the election team when all the closing duties have been completed:

1. Follow instructions provided by your county board of elections for the steps to take to secure your voting system after the close of polls, and conclude all election tasks prior to departing your poll site.
2. Be clear who will be transporting the voted ballot bag and other secure containers to the county board of elections, or who will be waiting for a board designee to pick up these items.
3. Pack and secure all accessibility devices, signage, and other items provided for your use in the election.
4. Your county board of elections check list can include the following:
 - Confirm all seals and locks have been properly affixed to ballot transport boxes or bags, voting machine(s) and ballot marking device(s).
 - Ensure that one memory card, signed canvass certificates, security keys, chain of custody logs, and other documents identified by your county board of elections, have been secured for picked up.
 - Confirm that all serial numbers on seals and locks have been logged on the appropriate chain of custody logs, including the seals which are to be used to seal the secure storage containers.
5. Before you leave, be sure the voting system and ballot marking device are positioned so as to be out of the way of any activity occurring the next day at your site. The building custodian of other responsible person may give you directions on where to position the voting system so that it is as secure as possible, prior to pick-up by the county board of elections or its official transport agent.



Reminders

- All food items must be thrown away or removed
- All tables and chairs must be returned to their proper places
- All election materials must be removed



Safety Measures

- Everyone leaves the polling site together
- No one stays at the polling site alone
- If ballots and other secure containers are to be picked up by the county board of elections, use the “buddy system”, so that no one inspector waits alone for that pick up.





Lesson 107.8 Closing the Polling Site Summary

Congratulations!

This concludes the Closing the Polling Site course.

You should now be able to:

- Recall when and how to declare the polls closed
- Perform closing duties according to all rules and procedures provided to you by your county board of elections





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