

PART 1 ELECTION INSPECTOR TRAINING

LOCAL CLERK PREPARATION WITH POWER POINT SLIDES

Slides 2 and 3 - Have all equipment and materials available in the Training Room

Slide 4 - Tell your inspectors what Time they should arrive at Polling Place on Election Day. Emphasize the very FIRST step is to be sworn in.

Slide 5 - **HANDS ON Activity #1, Oath of Office**

Goal: to take the Oath prior to any Opening of the Poll activities, to practice the proper administration of the Oath of Office, AND sign the Poll Book in the proper place.

Items needed:

- Oath of Office page in the Poll Book (you may wish to use this as your Part 1 Sign-in Sheet using the date of Part 1 training as the ‘...sworn to and signed before me on ...) **Handout**
- Pencils

Slide 6 - **Review Post-Election Audit requirements** – inspectors need to be aware of their Party Preference, and realize they cannot work at the precinct unless they have a current application on file, and are Certified to be an Election Inspector (they must have completed Part 1, viewed all BoE video’s, Part 2, and successfully completed the written test).

Slide 7 - Refer to 2-sided ‘Optical Scan Precinct Preparing and Opening the Polls’ **Handout**

Slides 8-19 - Review details in all 10 slides **Slide 13 Handout**

Slide 14 - **Review Post-Election Audit requirements: Preparation Certificates**

Slide 20 - **HANDS ON Activity #2, Polling Place Preparation**

Goal: to practice the proper completion of the Preparation Certificate and verify that all required tasks are completed prior to the opening of the polls at 7:00am. Ensure all inspectors are familiar with and participating in set-up, testing and verification.

Items needed:

- Have a sample Clerk’s Preparation Certificate completed for the exercise.
- Election Inspectors’ Guide for the Optech Tabulator
- Election Inspectors’ Guide for the AutoMark
- Electronic Pollbook Inspector’s User Manual

Instruct the inspectors to break into Teams to complete the tasks detailed on the Election Inspectors’ Preparation Certificate, checking off each item when completed. (Simulate the best you can)

Review, have Discussion, and answer questions regarding each of the preparation tasks.

Slide 21 - Be certain to stress that inspectors contact you if they have problems on Election Morning. Once all questions are answered about Opening the Polls, have the Inspectors sign the Election Inspectors’ Preparation Certificate. (this simple exercise will be a reminder to them on Election morning!)

Slide 22 - Have an inspector simulate the ‘Hear ye, hear ye’ for everyone! Ask if everyone is ready – ‘Are there any other questions you have about opening the polls?’

Slide 23 - **Review Post-Election Audit requirements** on the slide pertaining to the ePollbook.

Slide 24 - BREAK TIME!

Slide 25 - **WHAT IF discussion, The Tabulator Bin is Full!**

Goal: to discuss correct procedure for emptying ballot bin during election day.

Items needed:

- ePollbook or sample Remarks page
- the Optech Tabulator
- Approved ballot container

Discuss emptying the ballot bin if it becomes too full during Election Day. The inspectors (two from different political parties) should announce that they are removing the ballots and should secure the ballots in an approved ballot container. The instance should be noted in the Remarks section of the ePollbook.

Note: it is not necessary to seal the container or record the seal number in the Poll book – this additional security measure may be followed at the discretion of the clerk.

CLOSING THE POLLS

Slides 26-28 - Review Closing the Polls information on each slide – stress importance of ALL inspectors having a responsibility to ensure accurate and timely closing of the polls.

ONE Individual/Team inspects **Auxiliary Bin and Duplicate ballots** if necessary

Slide 29 - **HANDS ON Activity #3, Duplicating a Ballot properly** *Handouts*

Goal: to practice ballot duplication

Items needed:

- Sample Ballots – one blank, one voted, one answer key for you! (in prepared document folder)
- Optical Scan Validity Standards
- #5 Duplicated Ballot envelope (or sample)
- Electronic Poll Book Inspector's User Manual
- Poll Book, page 61, Ballots Requiring Duplication section
- Pencil or Pen

Instructions:

VOTED BALLOT: give a copy of the sample voted ballot to each inspector.

The ballot contains an attempted correction in the **Partisan Section** resulting in a false crossover vote read. Upon examination of the ballot, the inspectors find that the ballot does not contain a crossover vote and the ballot must be duplicated.

Voted Ballot contains an attempted correction in a **Nonpartisan Office** resulting in a false overvote read. Upon examination of the ballot, the inspectors find that the office is not overvoted and the ballot must be duplicated.

BLANK BALLOT: place inspectors in teams of 2 (different political parties). Give a blank ballot to each team to use for duplicating (reference them to Poll Book Page 61, the last 3 bullets).

Slide 30 - Upon completion of duplicating the ballot, use the 'Correctly Duplicated Ballot' sample to go over the correct markings on their duplicated ballot. Remind them to place a '1' in the top right corner of the Original Ballot ... this allows confirmation when recounting or auditing ballots.

Note: when duplicating, the Democrat vote is not marked, the second nonpartisan candidate does not receive a vote, however the last proposal is duplicated with both Yes and No marks – with a real ballot the Tabulator will give an Error Message: OVERVOTED BALLOT, and since the MESSAGE IS TRUE the inspector will press the #3 key on the Tabulator.

Slide 31 - **Review Post-Election Audit requirements:** during the Audit it is necessary to find BOTH ballots, and make certain votes were duplicated properly. Same for FWAB ballots.

Slide 32 - Once ALL ballots are tabulated, compare the PUBLIC COUNTER, POLL BOOK voters and Total APPLICATIONS TO VOTE to be certain they BALANCE! Print a minimum of 3 Totals Tapes, Closing Inspectors must sign EACH Totals Tape, Modem results to the County!

Another Individual/Team inspects **Write-in Votes**

Slides 33-35 - Review these 3 slides S-L-O-W-L-Y! These are important details to grasp.

Another Individual/Team works with the **Poll Book**

Slide 36 - 1) If you did not have Challenges write NONE!
2) Complete Statement of Votes page (refer to slide)

Slide 37 - **Review Post-Election Audit requirements** for Challenged Ballots and Statement of Votes. (refer to slide)

Slide 38 - Balance Page 62

- a) Precincts with ONE BALLOT STYLE: If the 3 numbers agree, move-on to Page 63!
If 3 numbers do NOT agree, double-check the number of AV Voters, Precinct Voters, Applications and Ballots.
- b) Precincts with MORE THAN ONE BALLOT STYLE: indicate number of AV voters, Precinct Voters, Applications, and Ballots for each Ballot Style.

Another Individual/Team works with the **Electronic Poll Book**

Slide 39 - Complete and Balance Ballot Summary.

Slide 40 - IF your jurisdiction has more than one Ballot Style, please review the SAMPLE Page 62 **Handout** and corresponding Ballot Summary Certificate – track how the numbers are determined and balance.

Slide 41 - **Review Post-Election Audit requirements** (refer to slide)

Slide 42 - Save all 3 reports in the Election Day folding in the Privacy Zone.
Print reports at the Precinct, if applicable.
3-hole punch paper and place in Poll Book:

- The List of Voters goes in the List of Voters Tab,
- Remarks Report goes in the Remarks Tab, before page 59,
- The Ballot Summary Report goes in the Certificate/Ballot Summary Tab BETWEEN Pages 61 and 63.

Slide 43 - Poll Book Page 63 **Handout** – check off each item that was just completed.
Place sealed envelopes #4, #5 and #9 into approved ballot container; Place all USED and UNUSED ballots into approved ballot container; record seal numbers on all approved ballot containers used.

Slide 44 - Poll Book Page 63 – IF Memory Pack is removed from the Tabulator, then seal it into an approved chamber or transfer bag, and record seal number.
Inspectors who SEAL and VERIFY sealing must sign (remember different parties)
All closing inspectors sign, Chairman include daytime phone number.
This is a 3-part form so once completed place yellow copy in the #2 BOARD OF CANVASSER envelope, and the pick copy in the #3 LOCAL CLERK envelope.

Slide 45 - **Review Post-Election Audit requirements** (refer to slide)

Slides 46-47 - Poll Book Page 64, Final Checklist: provide **Handout** to all inspectors and GO THROUGH THE MOTIONS (Use this as a VISUAL - Show envelopes and contents that go in each one!)

Slides 48-49 - Properly Sealing Ballot Containers: watch video for your particular containers.

Slide 50 - Discuss the importance of using the checklist on Page 64 AND the Board of Canvassers Checklist (refer to **Handout**).

Slide 51 - **HANDS ON Activity #4, Ballot Security**

Goal: to practice sealing only the used and unused ballots into the ballot container and properly documenting the sealing.

Items needed:

- Approved ballot container
- Ballots
- #4 Spoiled or Defective Ballots Envelope
- #5 Original Ballots Envelopes
- Seals
- Ballot Container Certificate with plastic sleeve
- Poll Book Page 63

Instructions:

Inspectors simulate placing all used and unused ballots into an approved ballot container; complete a ballot container certificate, please in a plastic sleeve, actually sealing the container properly, record the seal number(s) on Poll Book Page 63, have 2 inspectors of different political parties who did the sealing and verifying sign Poll Book Page 63.

You could also go a step further and have all inspectors sign the Closing of Polls section at the bottom of Page 63.

Slide 52 - Wrap-Up: Use this opportunity to discuss with your inspectors how YOU want everything dismantled, returned or left on Election Night.

Slide 53 - Pre-requisites to attending the Part 2 Election Inspector Training/Certification on June 23, 2016. **Handout**

Slide 54 - Specialized Training (refer to slide)