

Oswego County Board of Elections

Inspector Training Workbook



Campaign Season 2001

This workbook is to be used in conjunction with inspector course and tape.

Commissioners

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Inspector Responsibilities on Election Day

The following workbook is intended to supplement the classroom and hands-on-training you will receive. It has been designed to insure that all Election Inspectors have the necessary information to have a productive and efficient Election Day.

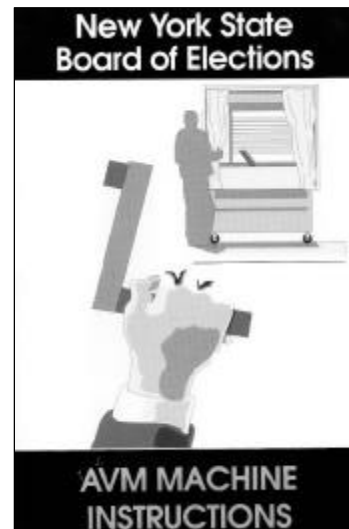
The Election Inspector is the single most important person on Election Day that determines that every vote counts. The Board of Elections prepares for Election Day all year, but your direct interaction with the voter determines all our tireless efforts. This is why we have for the last several years made a very focused effort at insuring that you receive the very best training we are able to provide.

The best practice for Election Day is **Teamwork**. If all Election Inspectors work together to insure a smooth Election Day you will be successful. This year we are **STRESSING** you use the **AVM MACHINE INSTRUCTIONS BOOK** to prepare the voting machine and setup of the polling site. This will provide an easy checklist to insure no steps are missed. Also included in this workbook is a Quick Reference Guide on Election Day Problems that will be helpful on Election Day.

In addition we encourage you to visit our detailed training course on line at <http://www.co.oswego.ny.us/election>, anytime to review in more detail the topics covered.

If you have any question please call either Commissioner as we would be glad to go over any concern you have.

William W. Scriber
Donald M. Wart
Commissioner of Elections



Opening the Polls

- Arrive 1/2 hour before polls open.
- Need one member from each party (*Dem/Rep*) to open polls.
- Any problems notify BOE immediately.
- Use a person out of line if they are a member of the same party as the absent inspector. Insure you swear them in prior to starting.

Deciding who is chairman for the day is done by a vote of all inspectors each year.

Chairman's responsibilities.

1. Arrange poll site, inspector table, watchers table, and private area for affidavit ballot voters.
2. Oversee activities, and workflow.
3. Insure all paperwork is complete and signed.
4. Report election results to the Board at closing.

Set up polling site and voting machine.

1. Check supplies, inventory election case/bag.
2. Machine placement, access for handicapped voters and not too close to either inspector or watchers table.
3. Inspector table, insure at least three feet aisle for handicap access.
4. Traffic flow; insure you have room for a reasonable line of voters.
5. Sample ballot is in area that voter can review prior to voting.
6. Nametags on each inspector.
7. American flag is hung at entrance to poll, to mark polling site.
8. 100' distance markers from entrance of poll site.

Ready to Open Voting Machine

- In a bi-partisan manner we need the following people to open the machine.
- We will need the following:

One Reader – Read instructions aloud from (**AVM Booklet found in supplies**)

One Reader verifier- assist reader

One Key holder – will use keys.

One Key holder verifier- assist key holder

Opening the voting machine check the following:

Step One. Check machine number

Seal number

Protective counter number

Step Two. Use key number 3 unlock front door, open, put up curtains, and plug in light.

Step Three. Inspect voting machine ballot face; insure the ballot matches the facsimile ballot.

Step Four. Use key number 3, unlock back upper compartment, and remove crank.

Step Five. Use key number 3, unlock back compartment, **in case of print-o-matic crank to release paper** (zero-start sheet).

Step Six. Check paper roll and sticker to insure it it is dated and signed.

Step Seven. Check numbers on the back of the machine, insure they are at zero. Any numbers left on machine, record on canvass sheet and deduct from totals at night's end. **Print-o-matic's will have paper sheet that you will do the same for.**

Use key number 3 to close and lock rear center door, and close and lock upper rear door.

Step Eight. Fill out the statement of canvass. Protective number, machine number and public number, and all inspectors sign.

Step Nine. Using key number two turn the lock to the up position, remove and place in supply box.

Step Ten. Cut and break seal, now voting machine is ready to use.

Notes on Ready to Open Voting Machine



Ready for Voting

Guidelines for processing voters:

- Greet the voter.
- Ask the voter his or her name and residence address. You should loudly and distinctly repeat the person's name and address.
- Find his or her registration poll record in your printed poll roster.
- If the voter's name is in your poll roster, but at a different address still within your election district, that person may vote on the machine.
- If a voter's name is not in your poll roster, check your street finder, map 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 this voter, or call your County Board for help.
- Have the voter sign the roster in the appropriate square. Compare this signature to the original pre-printed signature. Any inspector who believes the signatures do no match can challenge the voter.
- If the signatures match, enter the machine's public counter number and your initials.
- In a **PRIMARY ELECTION**, a person can vote **ONLY** in the party in which he or she is enrolled.

If a problem occurs with the machine, **call the BOE immediately** and insure you allow voters to **vote on emergency ballots** until the county custodian arrives.

Notes for Ready for Voting

Closing the Polls

- Announce to everyone the polls close at 9pm and close poll site doors for further voting.
- Have one Election Inspector go to the end of the voter line to insure no one enters line after polls close.
- Those in line at 9pm are allowed to vote.
- Insure all persons not entitled to stay after polls close, exit.

Close the machine.

- Step 15.* Using key number two turn down to lock machine.
- Step 16.* Insert seal to prevent further voting. Seal is located in your Elections bag.
- Step 17.* Secure front of machine. Unplug light, unsnap curtains, fold and lock front doors. Insure everything is folded neatly and use key number three to lock front doors.
- Step 18.* Fill out statement of canvass with the protective number, seal number, public number and machine number.

Notes on Closing the Polls



Canvass the Vote

- Using **key number 3** unlock the upper and rear doors. (**With a print-o-matic you will be using the platen crank to crank the platen to the left until all clicking and vibration ceases. You will canvass from the paper.**)



- Chairman will read the numbers on the counters with a member of the opposite party aloud.
 - One person will record the numbers on the canvass sheet with a member of the opposite party checking.
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- Check the paper roll for write-ins. If the seal is visible, no write-ins are on the paper roll. If you cannot see the seal on the paper roll votes have been cast and you will have to take the paper out.
 - Refer to **AVM book page 8 for instructions** for directions on how to take off the paper roll correctly.
 - After counters have been checked, and if necessary paper roll is removed, lock back doors using key number three.

Complete paperwork.

All inspectors shall sign canvass sheet.
Chairman will call in results as directed by BOE.
Repack supplies.
Insure emergency and affidavit ballots are included in suitcase.
Return suitcase or election bag as directed.

Notes on Canvassing the Vote



Quick Reference Guide on Election Day Problems



A voter comes to your polling site and is not on your list?

- Check to see if they are in the right district. If not, use the polling site locator to direct them to the correct site.
- If there is a further question call the BOE to check status and be instructed on how to proceed.
- If you cannot determine their status offer an affidavit ballot, everyone votes and the BOE will sort out.

A voter claims “you are wrong” and they are registered to vote at your site?

- They have two choices.
 1. Offer them an affidavit ballot.
 2. Give them the number of the County Judge so they may request a court order to vote.

A voter is not in the poll book, but on the inactive list?

- They vote by affidavit ballot.

A primary voter claims they are in a party other than what they are listed in the poll book?

- Call the BOE to verify their party enrollment.
- If they persist, let them vote by affidavit ballot.

The Voting machine stops, jams, or does not work?

- If voters are waiting immediately give them emergency ballots.
- Call the BOE for a custodian and further directions.

A watcher is disturbing voters, excessive talking to voters etc.?

- Have them cease at once. If they will not call the BOE for a Commissioner.

During a primary the wrong party lever is set for a voter?

- In your supply bag you will find the “ **The Primary Lever has Been Set to the Wrong Party**” instruction sheet. Follow the directions on the sheet to correct problem.

Several people have gathered outside the polling site and are talking to voters as they enter?

- The chairman or *any inspector* should instruct them that after they have voted they are to leave the polling site. No one is allowed to loiter (hang around) within 100 feet of the entrance of the polling site.

A watcher or voter comes in with campaign material or a campaign button on?

- Ask them to put it away or to remove the button until they leave the polling site. Electioneering is not allowed within 100 feet of the polls.

A person comes in the polling site and starts to cause a disturbance?

- Ask them to stop the actions that are causing the disturbance. If they refuse ask them to leave and call the BOE at once.

If anything is not covered please call the BOE and ask for a Commissioner, we are there to help YOU!