



Election Officer Cheat Sheet - 2020 General Election

PRE-ELECTION CHECKLIST

- Pack Food and Medication - Take all needed for the entire day.
- Pack Your Clothing & Shoes - Remember to bring layers.
- Pack Phone/Devices - 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.
- Set up the polling place to minimize the number of voters in the voting room.
- Use arrows and Xs to direct voters and maintain social distancing.
- Set up voting booths so voters are 6 feet apart and have wide aisles for voters.

Opening Key Reminders

- Prioritize getting the scanner and Poll Pads ready first (reference videos if needed).
- Make sure the scanner and Poll Pads are marked for the correct location and start at "0."
- Make sure facility is accessible to all voters.
- 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

Wear your Election Officer badge to convey trust

Wear a mask properly at all times while on duty

Maintain 6 feet of distance

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?

Election officers, pollwatchers, media members and visitors. We prefer voters wear a mask, but cannot require it.

What do we do if a voter is not wearing a mask?

(1) Offer a mask. (2) Ask if they would vote curbside or outside. (3) Keep voters 6 feet from the voter.

Am I allowed to leave the polling place on election day?

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. Sanitize your station before you change to another.

What types of ID are acceptable for voting?

A list of accepted IDs will be posted at the pollbook. If a voter does not have an ID, they can sign a Voter 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.

Are we allowed to refuse to service a voter with COVID?

No, ask the voter to vote curbside.

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 will go to the Chief who will spoil their ballot and check in the voter at their station.

What ballots are rejected by the scanner?

Overvotes and blank ballots are rejected. Ask the voter if they would like a new ballot or have them press "Accept Ballot" if they want to vote the ballot they inserted.

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 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 Voter Assistance Form?

A Voter Assistance Form is completed if another person or election officer will assist a voter and see their ballot.

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.

What do I do if there is an emergency?

If someone's health or life is in danger, call 9-1-1 immediately.

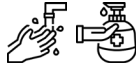




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Make sure you stand 6' from voters. Do not crowd them.



Wash and sanitize your hands frequently.



Officers must wear a mask at all times when on duty.

GREETERS

- Direct voters to the voting room.
- Remind voters to have ID ready and answer questions.
- Help voters who have difficulty standing to seats at the front of the line.
- Watch for and assist curbside voters.
- Notify Chief of issues/40' line violations.
- Offer maskless voters a mask or curbside.
- Direct voters to materials if requested.



Do not stand right next to voters. Give them a clear pathway.

VOTING BOOTH OFFICERS

- Direct voters to open booths.
- Answer questions voters ask.
- Remove pens, folders, and campaign literature left behind in voting booths.
- Assist any voter who requests to use the ballot marking device. Enter code 00XXX (xxx= pct. number) to set up.



Disinfect voting booths periodically and stay six feet away from voters.

SCANNER OFFICER

- Maintain self-service sticker table.
- Be present, but not too close, to assist voters at the scanner.
- Tell voters ballot can go any direction.
- Green light shows ballot was accepted.
- Assist voters with scanner rejections (overvotes, blank ballots). Voters can get a new ballot or press "Accept Ballot" to cast their ballot.



Remind voters hand sanitizer is available after they scan their ballot.

POLLBOOK OFFICER



Steps to Check In a Voter (Active Voter)

1. Ask voter to show ID (hold up or put in tray).
2. Look up voter in pollbook using Manual Entry.
3. Ask voter to state name and current address.
If name/address does not match, send to Chief.
4. Select the correct voter on the Poll Pad.
5. Repeat the name only.
6. Hit the blue "Accept" button.
7. Hit the blue "Submit" button.
8. Give the voter a ballot. Remind voters:
"The ballot has two sides."
"Do not get hand sanitizer on the ballot."
"You can get another ballot if you make a mistake."

EXCEPTIONS - VOTER STATUSES & WHAT TO DO

Wrong Polling Place

Direct voter to assigned polling place if willing or to Chief's station.

Inactive

Absentee

Voted

Federal Only

Overseas

Send voter to the Chief's station

Verify ID - If voter has acceptable ID, check in as normal. This voter cannot sign Conf. Statement, send to Chief.



ID Rules Reminders (Post ID List at your station)

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

Acceptable IDs

- Similar Names, Initials, or Maiden Name = OK
- Identification is not a picture ID = OK if on the list
- Driver's license has expired = OK
- Out-of-state driver's license = Not acceptable



Voter With a Mail Ballot

- 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 → Send to Chief, 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.