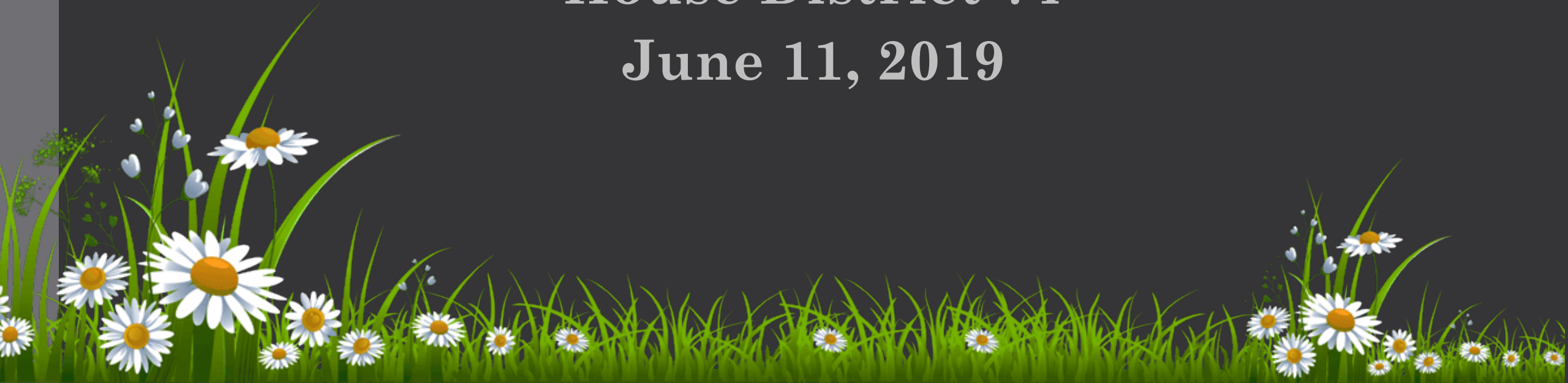


Welcome!

Polling Official Training for the
2019 Special Republican Primary Election for
House District 74
June 11, 2019





Before Election Day

Management

- **Please read through your Chief Inspector Notebook!**
- Call your workers to let them know what position they will be working so they can refamiliarize themselves with those duties
- Make sure you tell them what time they are expected to be there on Election Day
- You will be picking up your Poll Pads on **June 10** any time between 8 AM & 5 PM.

Polling Officials

- Refamiliarize yourself with the equipment and procedures by reviewing your notes or by going online to www.MontgomeryElectionCenter.org and reviewing the guides on there.
- Be prepared to come early and stay a little late.
 - It's a very long day and you must work the entire day – so come prepared

June 2019 

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

FYI for June 11 –

Changes to a couple of precincts:

- 204 – Fresh Anointing House of Worship is now **AFED Conference Center** (same location, just **NEW NAME**)
- 501 – is now **First Christian Church**, located at 1705 Taylor Road (was Landmark Church, then Taylor Road Baptist)

This is a REPUBLICAN
Primary Election

- You do not ask about parties – as there is no Democratic Primary Election (there is only one (1) candidate for the Democratic Party)

We are using the
electronic Poll Pads:

- Only AL Driver's License or Non-Driver ID card will scan – all others you must conduct a search on the iPad (we'll get into all of that later)

Supplies – Where are they?!?!?



Chief Inspectors & Management

- You will be picking up your Chief Inspector Notebook today on your way out (as well as signing the Cell Phone Stipend sheet)
- **You must come by the office Monday, June 10 before 5:00 p.m. to pick up your poll pads!** (No, you cannot pick them up before then as they will not be completely programmed with all Absentee information.)
- **Cage:** Extra tabulator tape & poll pad tape; Record of Election Box; Provisional Box; Ballots and ExpressVote Ballots; Extension Cords & Power Strips; all other signage and supplies you normally have.
- No paper poll books – the Oath of Office is in the Record of Election Box (as well as one in your Chief Inspector notebook to cover all bases) for both Poll Workers & Poll Watchers / Read, Recite, & Sign.
- **You are responsible for making sure you have all Poll Pads to your precinct on Election Day. Your precinct cannot function without them and will be grounds for dismissal in the event this happens.**

- **Polls are open from 7 AM – 7PM**
 - Workers need to be at the precinct no later than 6:30 a.m. (or earlier if requested)
 - Management need to be there at 6:00 a.m.
 - Call if your precinct is not unlocked
- **Payroll!**
 - You will sign in & out on the Poll Pads!
 - **CHECK ADDRESS!!!**
 - If checks need to be mailed somewhere else, complete the form in the Chief Inspector Notebook –AND– sign the Poll Pad.
 - If workers are absent – you can either 1. Go to their name in Payroll and write “ABSENT / NO SHOW” etc. or 2. Make a notation in your book and call Marjorie 832-1326 that morning.
 - *Wait at least a week to call our office about checks*
- **Dress Appropriately**
 - Do not wear any campaign / party paraphernalia
 - No rips or tears in clothing
 - No house shoes or sweatpants
 - No spaghetti straps or short shorts



Election Morning

• **CELL PHONES**

- Make sure they are on and you can hear them ring!
 - *Clerks should have them vibrate or mute*
- **Clerks CAN NOT** have any Bluetooth devices or headsets into the polling location
- Make sure clerks' phones are ***put away*** any time voters are inside the polling location
- Clerks need to make a call? Designate an area where they can go to make a call but remind them to keep it brief.

• **Lunches & Breaks**

- ***Plan*** for breaks and lunches (when and how long) and make sure clerks' times are staggered
- Leave for lunch? Be back in an hour or less – *everyone else needs a break and food too!*
- Make sure all tables are stocked
- ***One of the management team must always be at the Help Desk and at the Precinct.***

Reminders:

No campaigning
within 30 feet from
entrance

No photography in
precinct

No Write-Ins

No Democratic
Ballot

No Golden Ticket –
Use the ballot slip
from Poll Pad

Poll Watchers –
1 per candidate

Voters CAN wear political apparel
as long as they vote and leave –
they cannot campaign while in line

ELECTION DAY



Step by Step
From Start to Finish

Must be done before 7:00 a.m.



Make sure you have the correct cage, tabulators, ExpressVotes, and Poll Pads

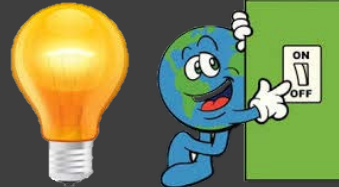


Unpack! Organize your supplies. (Save your labels in your Record of Election Box – you are supposed to put them on the envelopes at the end of the night!)



Ballots on ballot table – both regular & ExpressVote (--Yes, you must put them both out in plain sight of the voter.)

There are a minimum of three (3) Poll Pads per precinct – one for the Help Desk and two for the Check-In Table. (Two clerks per check-in table.)



Turn on the Tabulator and ExpressVote.

Double-check names of precincts on the screens.



Set-Up the Poll Pad. Double-check the name of the precinct on your poll pad.

All polling officials will need to sign-in ON THE POLL PAD to get paid!



Post signs where voters can easily view them



OPENING THE POLLS

THE DS200 Tabulator & ExpressVote

Tabulator preparation

- Make sure it's plugged in and the silver bar is in the down position in the back of the machine
 - Break the outer seal, unlock with the silver key, and open lid
-
- Lift screen to turn the tabulator on
 - Wait for the screen that asks for the Election Code
 - Enter the Election Code and press the “Accept” button
 - Press the **Green** “Open Poll” button on the screen
 - It will start printing reports; *do not cancel*
 - After the reports print, press the **Green** “Go to Voting Mode” button on the screen
 - Remove the Zero Tape and place it in Envelope 5 of your closing envelopes
 - It is now ready to accept ballots

ExpressVote preparation

- Make sure it's plugged in
- Open the Left Side Door, using the barrel key
- Make sure the “Mode” switch is in the “Voter” position
- Move the Power button to the “ON” position
- Close and lock the side door
- Do not touch the screen until the “Enter Election Code” Screen Appears
- Enter the Election Code using the touch screen and press the **Green** “ACCEPT” button
- Verify the precinct number and election name at the top of the screen is correct
- Touch the “OK” button to proceed to Voting Mode
- It is now ready to accept ballots



POLL PAD | training

THE STATE OF ALABAMA



..YET

STOP



Let's meet the Poll Pad

(look up here – don't touch yet!!)

It's WONDERFUL!!!

No more alphabetical lines – voters can go to the shortest available line.

No more searching for ballot styles.

No more flipping through pages.

Super EASY to use – doesn't matter if you're 18 or 81, it is very USER FRIENDLY.

Hardest part is taking it out of the case and setting the hardware up.

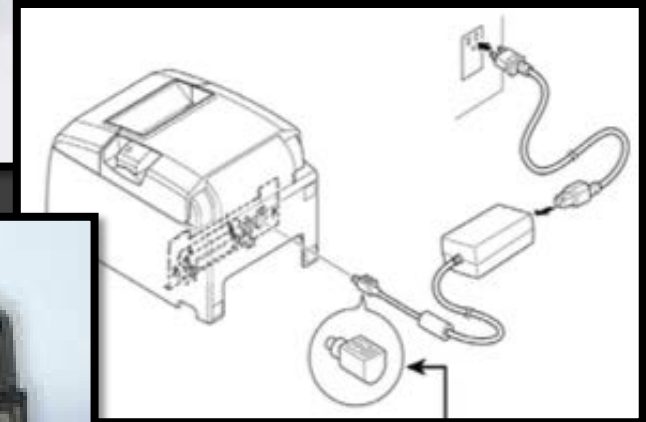
What's in the case??

1. Poll Pad Stand & Arm
2. Poll Pad Base
3. Two stylus' (should be two, but it's okay if there's just one)
4. ID Tray
5. Printer
6. Power Cords for the iPad & Printer
7. And...(dun, dun, dun)... The POLL PAD (iPad)!

DON'T JUMP AHEAD!!!

KEEP
CALM
AND
WAIT
FOR US ;)

1. Open the case
2. Take the PRINTER out and look under the poll pad base (on the left-hand side) and take the black power cords & brick.
3. Plug the cord into the brick (top picture).
4. Follow the cord that doesn't plug into the wall outlet and feel the end piece. This goes into the printer, BUT you must make sure that the FLAT side is facing the top of the printer when you plug it in. (Look at pics →)
5. Plug the other end into the wall / power strip.





TURNING THE PRINTER ON

- Now, feel and look on the left-hand side of the printer, near the back, for the On / Off Switch.
- If you do not see any lights on the front of the printer – go back & make sure everything is plugged in.

CONFIRMING CONNECTION

- Look for blue light on the back of the printer to confirm that the printing connection is successful.