



2020 GENERAL ELECTION

POLL WORKER TRAINING

Changes for Polling Officials and Position Information:



Pay Increase!

- Non-management Polling Officials will now receive \$150 for working an election
- Due to COVID-19, the Secretary of State's office has allowed each poll worker to receive an additional \$50 in addition to your regular pay.
- For the **2020 GENERAL ELECTION ONLY** you will receive a total of **\$200** for working on Election Day

Your Management Team:

- The Chief Clerk position has been changed to an Inspector position
- You now will have the Chief Inspector, who is in charge of the precinct and two Inspectors for Provisional Voting, Voter Updates, supply organization and distribution to the clerks, assisting the Chief Inspector, etc.

All other clerks (you!) include:

- Check-In Table Clerks on the Poll Pads
- Ballot Clerks to hand out Ballots to the Voters
- Tabulation Clerks to assist voters if needed at the tabulators and to give out "I voted" stickers
- ExpressVote Clerks to instruct voters on using the ExpressVote marking device if needed
- Greeters / Floaters to help with line management, remind voters that there are no alphabetical lines, remind voters to have their identification ready, fill in at any other positions as needed for breaks, etc.

COVID-19 / What this means for you!

Polling Officials will be provided the following PPE Equipment:

- Face Shields
- Face Masks
- Gloves (Latex-Free)
- Protective Gowns
- Protective Head Coverings
- Hand Sanitizer
- Antibacterial Alcohol Wipes
- Windex Glass Cleaner & Paper Towels
 - (Windex is on the EPA's approved list of disinfectants for use against SARS-CoV-2 –aka– COVID-19)

You MUST:

- Wear MASK AND FACE SHIELD *at all times*
 - Mask must cover both nose and mouth!!!
- Wear Gloves
 - At the Poll Pads – use a separate stylus from voters
- Practice Social Distancing as best as you can



COVID-19 (Cont.) / Cleaning & Disinfecting



Greeters – Give one (1) glove to each voter

Poll Pad Clerks – Wipe down and swap out styluses
FREQUENTLY

- You will have multiple styluses for the voters so that you can swap out and wipe down throughout the day. Even though they will be wearing one glove to use, many still voters were not comfortable with using the stylus when it had not been wiped down.

Ballot Clerks – Give each voter a pen to keep or throw away; we do not want them back

- If you do start running low or fear you may not have enough, you can keep a box at the exit for pens – but they ***must be disinfected*** before taking back to Ballot Tables.

Tabulator Clerks – Every 10 to 15 minutes, use Windex and spray paper towel, then wipe down the tabulator where voters and workers have touched.

- Please do not spray directly on the tabulator!!

ExpressVote Clerks – After every voter, use disinfecting wipe and gently wipe down the machine where voters and workers have touched.

- Please do not spray anything directly on the ExpressVote!!

COVID-19 / Voters

No voter will be turned away for not wearing a mask!

- Masks will be available for any voter that does not have one.
- If a voter does not want to wear a mask, they will vote at the Help Desk away from the general public for the comfort and safety of all voters.
- Masks should be kept on during the entire voting process, from walking in the door until they exit the facility.
- Hand sanitizer will be on the Check In Tables and at the Tabulator area for voters only (you will have separate, smaller ones for you to use at the table).
- Voters will be issued a glove upon entry to wear and use for touching the Poll Pads, pens, ballots, tabulators, etc.
- Social Distancing (6-foot spacing) must be observed.





- Polls are open 7 AM to 7 PM – be there at 6:00 AM!!!
- **Payroll** – verify your address on the paperwork and sign below your name.
- Sign in and out on the Help Desk Poll Pad.
- If you do not sign both in and out on the Help Desk Poll Pad and if you do not verify your address, it can delay your payment.
- Be patient on payment, we will get it in the mail as fast as we can.
- **Dress Appropriately** – No political paraphernalia, no team shirts or other screen-printed shirts please. No rips or tears in clothing, no house shoes or sweatpants.
- **No Bluetooth devices inside the facility**. If you need to make a call, please go to the area designated away from voters and keep it brief. While voters are in the facility, your cell phone should be put away.
- **Lunches and breaks** – ask your Chief Inspector when they call you the weekend before the election. Please make sure you return in a timely manner so that everyone else can take a break as well.

- Voters do not have to choose a party, they can vote Democrat, Republican, Independent, Write-In – whatever they want all on one ballot!
- Yes – they can write-in a candidate's name if they want to.
- Straight Party Voting
 - If a person shades in the **Straight Party Vote** bubble and then votes the opposite party on an office, it WILL COUNT ALL THE OFFICES – just the one marked in will be counted as a different party. (Example – Someone shades in STRAIGHT PARTY VOTING, Alabama Democratic Party, but then decides to vote for a Republican in an office that only has a Republican Candidate, it will count all offices as Democratic EXCEPT that one shaded in for the Republican.)
- There can only be one (1) poll watcher per PARTY.
 - That means there can be a maximum number of three (3), one Democrat, one Republican, and one for the Independent Presidential Candidate INSIDE the precinct. (Your Chief Inspector will manage the details.)

This is a GENERAL Election

Reminders

Voters CAN wear political apparel and bring materials inside the voting precinct, as long as they vote and leave – they cannot campaign while in line. If any materials are left in the precinct, please remove the materials after the voter leaves.

A voter CAN take a picture of their ballot as long as no other voters are in the picture.

- They are not allowed to take general photographs of the precinct as it may intimidate other voters.

No campaigning within 30 feet of the facility.

No candidates should be stopping by to check in and see how things are going or if you need anything.

The only people that should be in the voting precinct are:

- Voters (with or without kids)
- Voting Assistants
- Polling Officials
- Poll Watchers (1 per party)
- Law Enforcement
- Judge of Probate
- Election Center Staff





OPENING THE POLLS

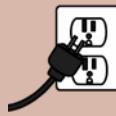
THE DS200 Tabulator & ExpressVote

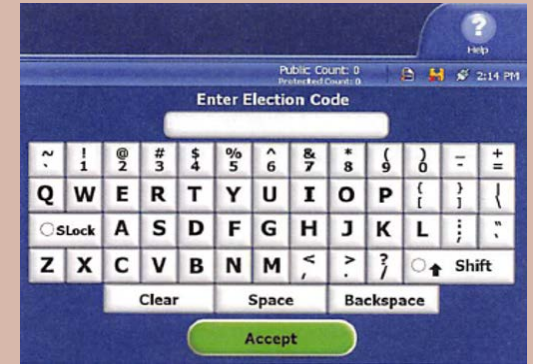
Tabulator preparation



**GREEN BUTTONS
ONLY!!!!**



- Make sure it's plugged in 
- The silver bar must be in the **down** ↓ position in the back of the machine
- Break the **yellow** outer seal and check the numbers against the list of seals in the Chief Inspector Notebook
- 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

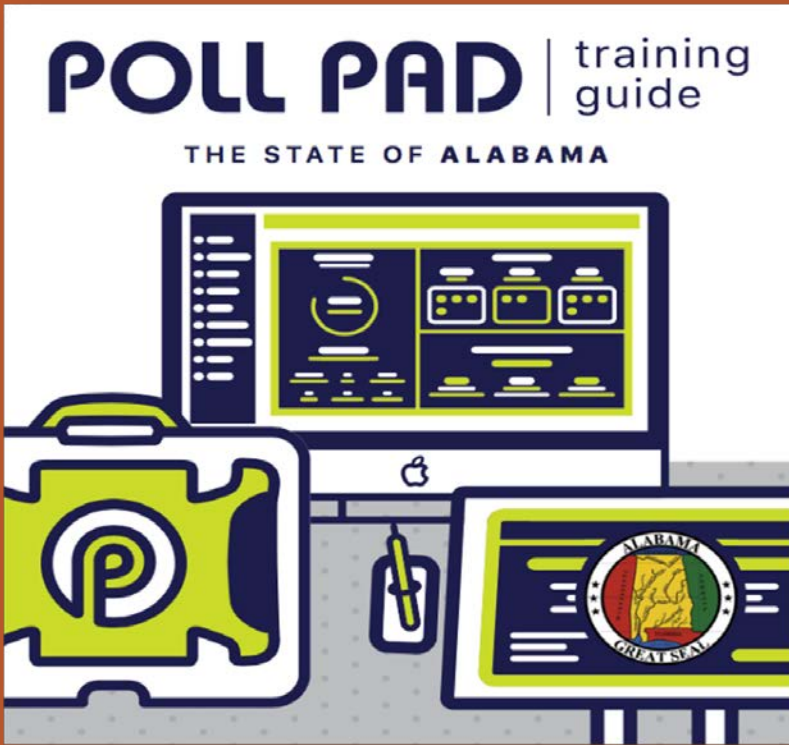


ExpressVote preparation

- 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

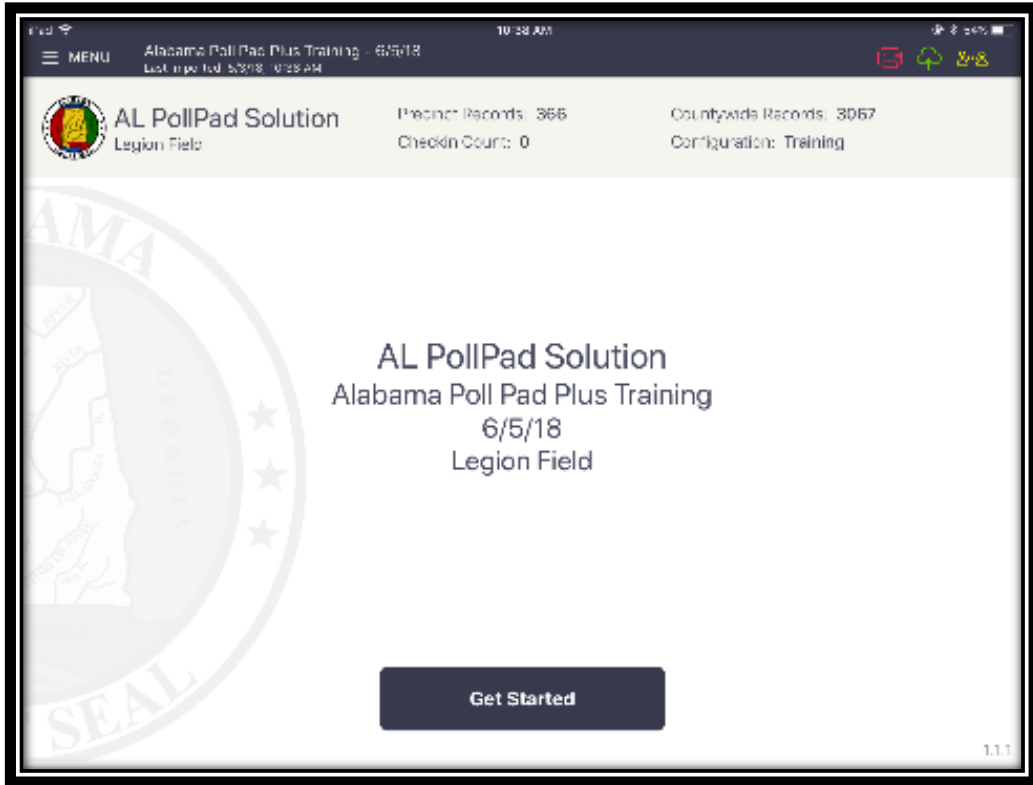


POLL PADS



- READ THE “QUICK START GUIDE” TO SET UP THE POLL PAD
- DO NOT FORCE ANYTHING – if it doesn’t fit easily, it’s probably wrong!
- DO NOT use the iPad for leverage when putting the stand in the base!
- Please follow the order in the book and do not assume anything.

Verify Information



Make sure everything is correct!

- Election Name
- Date
- Location
- Checkins = 0

Touch the “GET STARTED” button with your stylus to get to the Home Screen

- Remember! You will use a separate stylus from the voter

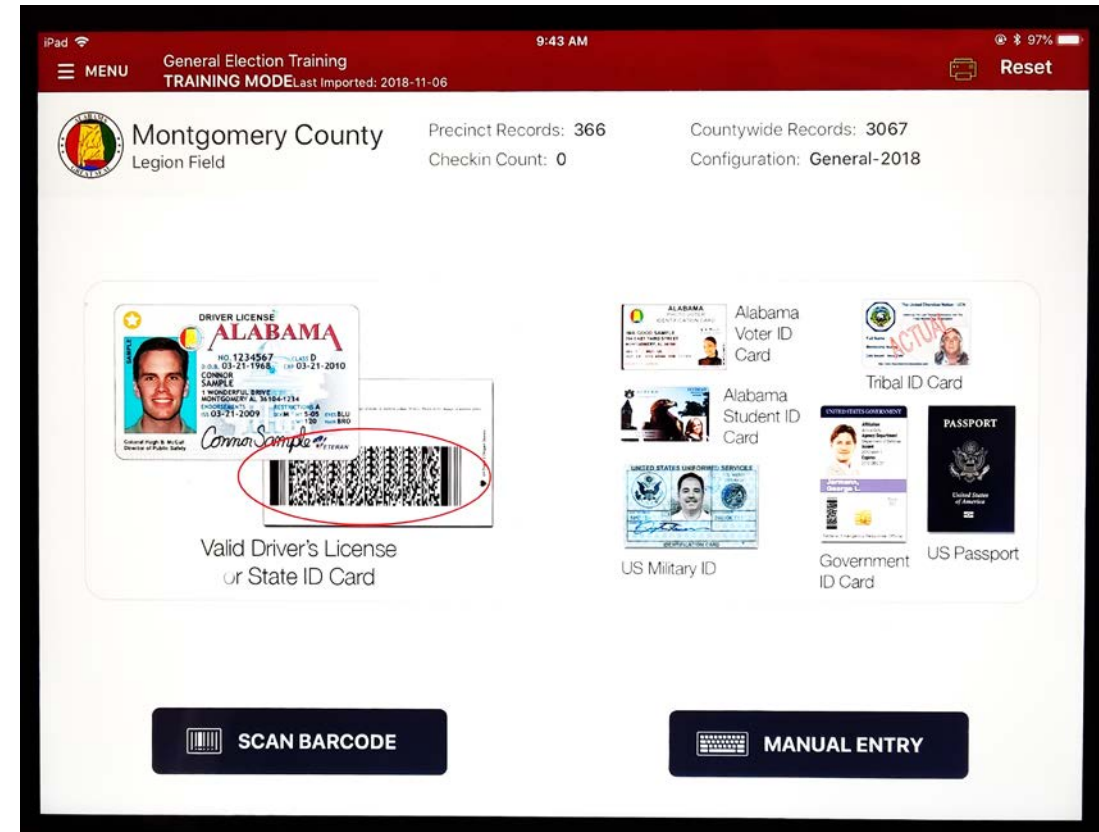
Home Screen for Each Voter

On the LEFT – SCAN BARCODE

- You scan the back of an ALABAMA DRIVERS LICENSE OR NON-DRIVER I.D.
- – *NO OTHER IDENTIFICATION CAN BE SCANNED; YOU WILL HAVE TO LOOK THEM UP MANUALLY.*

On the RIGHT – MANUAL ENTRY

- Look up a voter by NAME or by DOB (when using the Advanced feature).



General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

Voter Confirmation

GO BACK ACCEPT

Verify voter information and tap accept to continue

1

George Washington
DOB: 12/31/1969
2659 W GULF DR MONTGOMERY, AL 12345

Status: Active Precinct: 205

After you scan the barcode:

1. Swivel the Poll Pad around and ask Voter if this is them.

YES = ACCEPT (voter does this)

2. Voter signs his name

3. Voter clicks on DONE SIGNING

** Note – You can only move forward when the blue button is darkened (top right-hand corner of # 1 & # 3. # 2 – the button will not work.)

General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

Signature Confirmation

GO BACK DONE SIGNING

George Washington
2659 W Gulf Dr Montgomery, AL 12345

CLEAR SIGNATURE

2

x I swear or affirm that I reside at the address above and am eligible to vote in this election.

General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

Signature Confirmation

GO BACK DONE SIGNING

George Washington
2659 W Gulf Dr Montgomery, AL 12345

CLEAR SIGNATURE

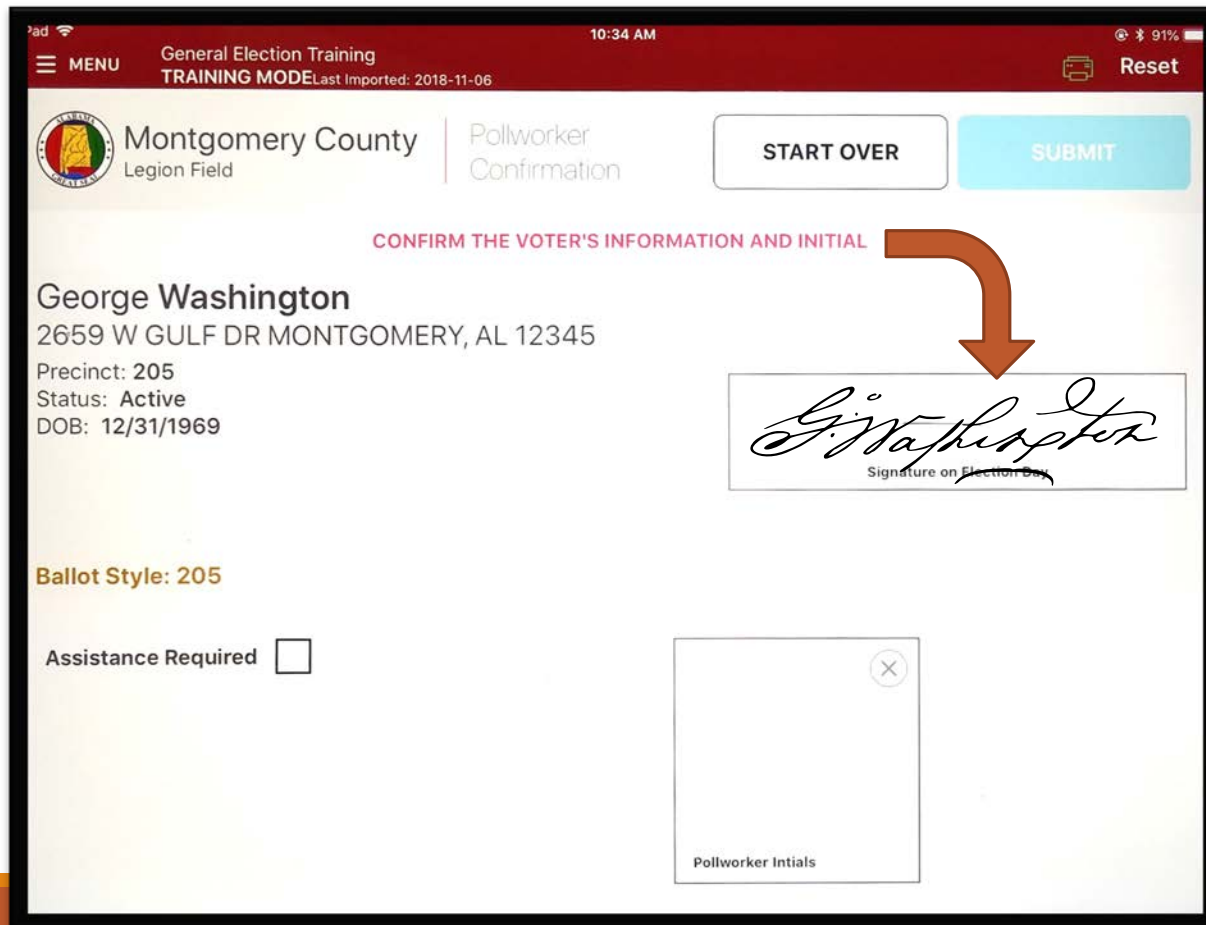
3

x I swear or affirm that I reside at the address above and am eligible to vote in this election.

Next – Your Turn!

1. Make sure you have a signature.
2. Initial and SUBMIT

(This is also where if they have an assistant you check the “Assistance Required” Button. A screen will be brought up for the assistant to sign before you initial and SUBMIT.)



General Election Training
TRAINING MODE Last Imported: 2018-11-06

MONTGOMERY COUNTY
Legion Field

Pollworker Confirmation

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION AND INITIAL

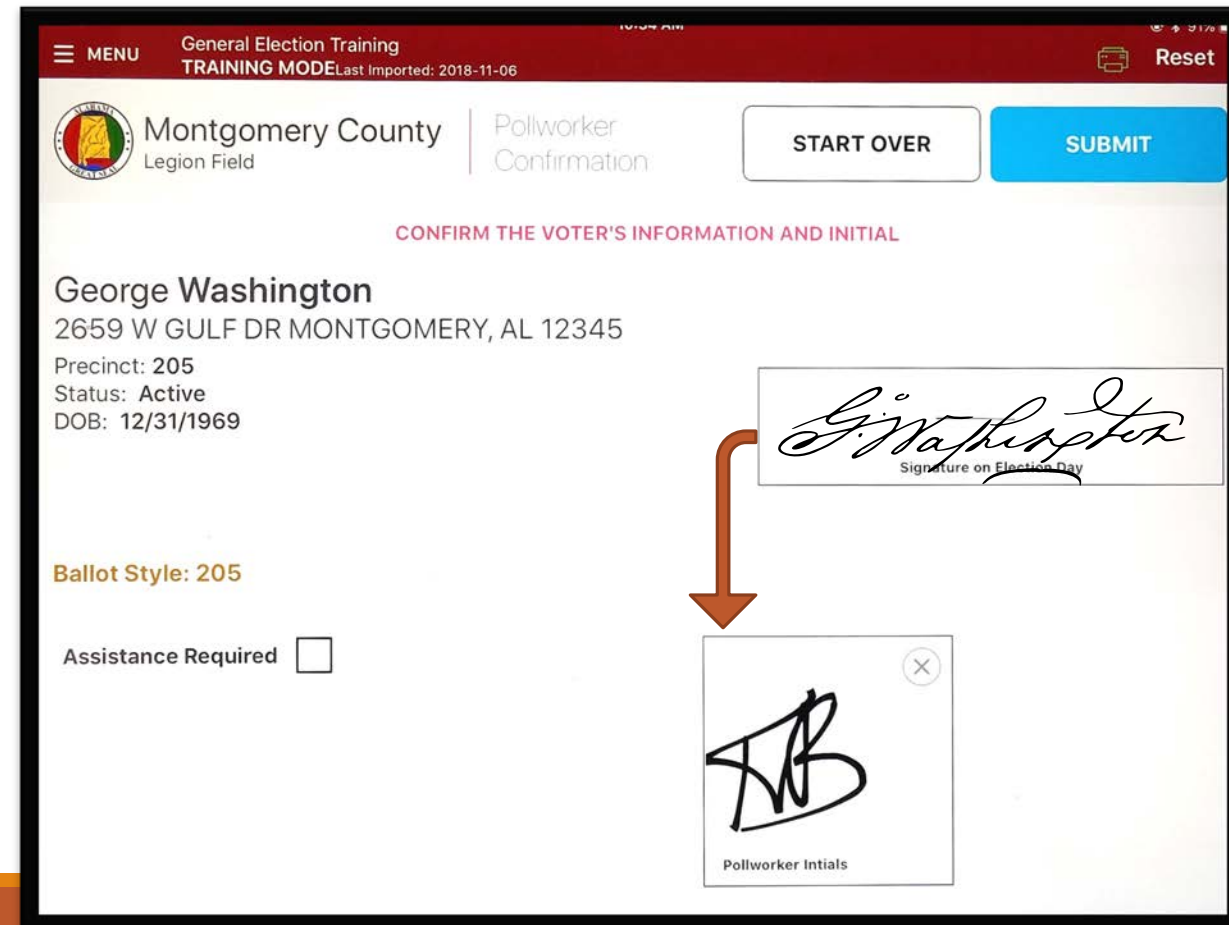
George Washington
2659 W GULF DR MONTGOMERY, AL 12345
Precinct: 205
Status: Active
DOB: 12/31/1969

Ballot Style: 205

Assistance Required ☐

Signature on Election Day

Pollworker Intials



General Election Training
TRAINING MODE Last Imported: 2018-11-06

MONTGOMERY COUNTY
Legion Field

Pollworker Confirmation

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION AND INITIAL

George Washington
2659 W GULF DR MONTGOMERY, AL 12345
Precinct: 205
Status: Active
DOB: 12/31/1969

Ballot Style: 205

Assistance Required ☐

Signature on Election Day

Pollworker Intials

Ballot Slip Prints Out →

Give to Voter and tell
them to take it over
to the Ballot Clerk /
Table to receive
their ballot.

2019-06-11
General Election Training 11/06/2018 Legion Field
GEORGE WASHINGTON
2659 W GULF DR MONTGOMERY, AL 12345
PRECINCT: LEGION FIELD SPLIT:
PARTY SELECTED
NO PARTY
BALLOT STYLE
205
ID METHOD: DRIVER'S LICENSE

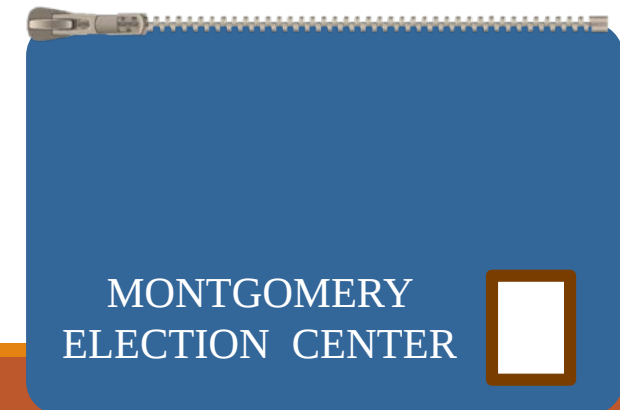
Ballot Clerk

Receives the Ballot Slip

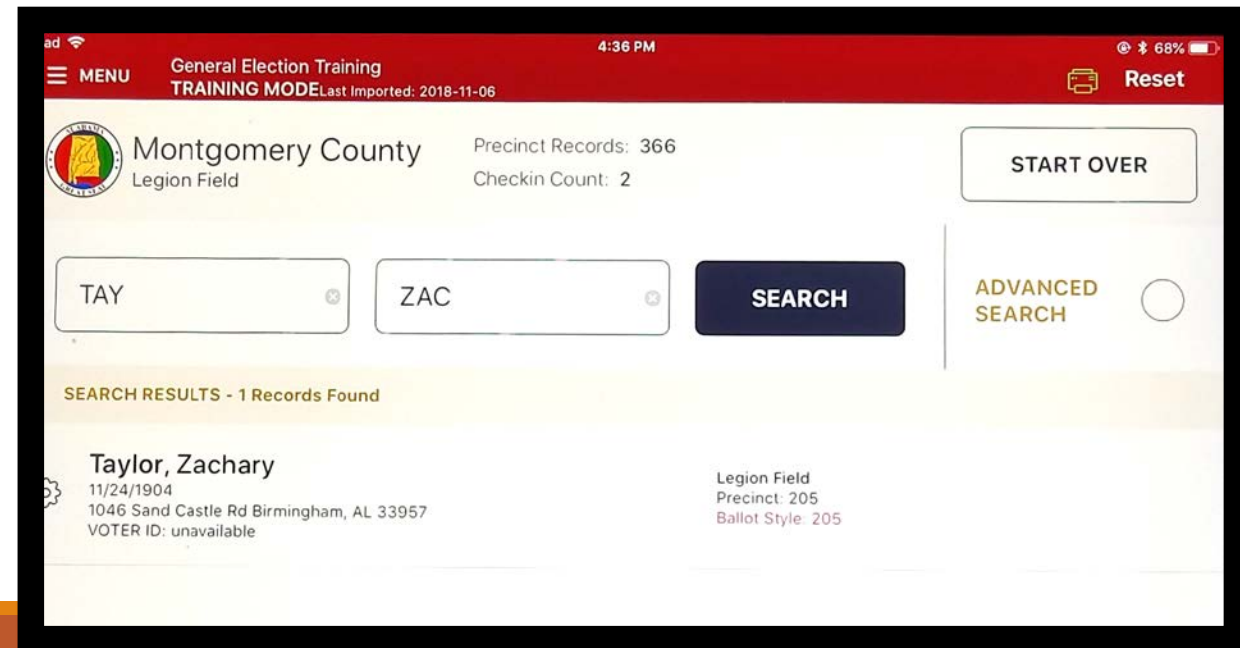
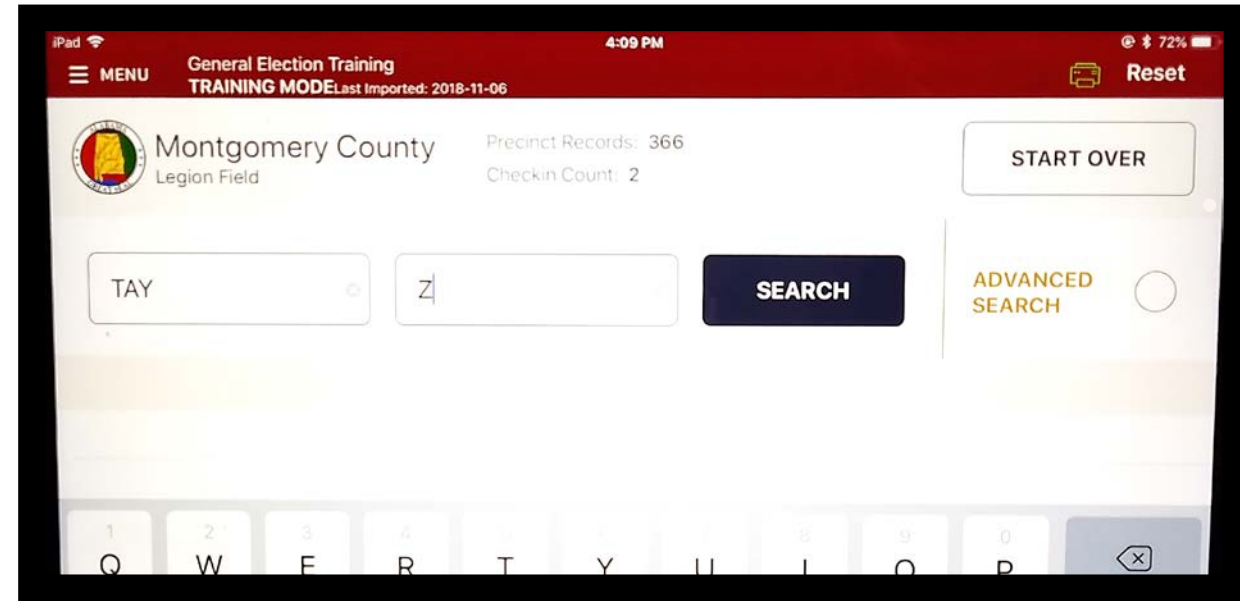
Initials it

Hands out the correct
ballot style from the slip

Puts the slip into the blue
pouch.



1. Touch the MANUAL ENTRY button
2. Touch the area that says, “Last Name” and only type the first three (3) letters of the last name
3. Touch the area that says, “First Name” and do the same – only the first three (3) letters of the first name
4. Touch “SEARCH” and the bottom screen will appear
5. Touch anywhere on the line that has the person’s name and information on it
6. Now you will proceed as if you scanned the identification



Valid Forms of Acceptable Picture Identification

Alabama Drivers License is the only form of identification that can be expired and used at the polls – as long as it has not been over 60 days from the expiration.

- Alabama Driver's License – not expired more than 60 days
- Alabama Non-Driver Identification Card
- Alabama Photo Voter Identification Card
- State Issued I.D. (Alabama or any other state)
- United States Passport – or Passport Card as long as it has a picture
- Federal issued Identification Card
- Employee Identification Card from the Federal Government, State of Alabama, County
- Government, Municipality, Board, Authority, or other entity of this state
- Valid Student or Employee Identification Card from a college or university in the State of Alabama (including postgraduate technical or professional schools)
- Valid U.S. Military Identification Card
- Valid Tribal Identification Card
- Pistol Permit – as long as it has a Picture and is NOT EXPIRED

Identifying a Qualified Elector without Photo ID

Two (2) Polling Officials can verify a voter's identification without having photo identification **-IF-** they know the voter.

There is a separate Affidavit From that the polling officials will sign affirming the identity of the voter.

- The affidavits should be placed at each Check-In table with extras available at the Help Desk

Election Officials' Affidavit for Identifying Qualified Elector		
County of _____		
State of Alabama		
I, _____ (print name), and _____ (print name) who are both election officials in the above stated county, do hereby swear or affirm that _____ (print elector's name) does not have a valid Alabama photo identification in his/her possession at the polls. I further swear or affirm that said elector has been positively identified by me as a voter on the poll list who is eligible to vote.		
I further swear or affirm under penalty of perjury that all information provided in the affidavit above is true and correct.		
_____ (Date of Election)	_____ (Signature of election official)	_____ (Signature of election official)
FORM PVI-03	_____ (Printed name)	_____ (Printed name)



CLOSING the Polls

The DS200 Tabulator & ExpressVote

Closing the Tabulator

- Open the door to the left of where the ballots are inserted, using the **barrel** key.
- Hold down the “Close Polls” button for two seconds
- On the display screen, press the **RED “CLOSE POLLS”** button
- The tabulator will automatically print multiple copies of the *Results* tape, WAIT for all copies to print and then sign each copy (along with other indicated officials)
- Once all tapes have printed, press the **RED “Finished – Turn Off”** button on the display screen.
- **DO NOT PULL THE CARD OUT UNTIL THE RED LIGHT GOES OFF ON THE POWER BUTTON!!!!**
- Once the light goes off on the “Power” button, you may remove the media stick.
- Place one copy of the results tapes and the media stick from each machine and place them in Envelope 10 to give to the deputy.
- Using the silver key, open the front bottom door and remove the voted ballots. Make sure you put the brown box back in the tabulator once you remove the ballots.
- Fold down the display screen, close the tabulator, and lock the top with the silver key.

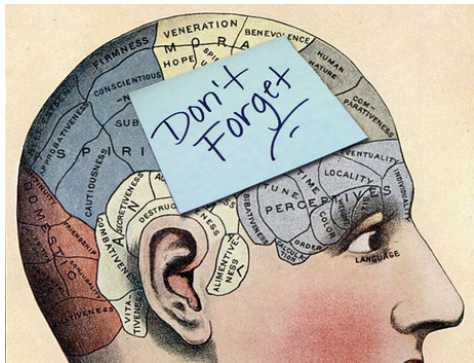
Closing the ExpressVote



- Open the door on the left of side of the device using the barrel key
- Push Power switch to the “OFF” position
- Pull USB stick from device and put with Envelope #10 that has the memory sticks from the tabulator.
- Close and lock the side door.
 - Make sure the cord to the keypad is in the cutout slot to secure it properly.

Break-down the Precinct

1. Remove the “voted ballots” from the ballot compartments, using the gray key, and pack into the converted Voted Ballot Boxes (tape and seal/label boxes)
2. Remove all precinct and hanging signage
3. Repack all supplies neatly and place in original container
4. Assist the Leadership Team in Assembling returns materials (“Closing” envelopes / “Ballot Accounting Certificate”)
5. Extra tapes after all are in the envelopes will be posted on the wall of the precinct (required by law)



REMEMBER!!!

Be at your precinct at 6:00 a.m.

Sign PAYROLL – check your address

Voters must have a valid form of Photo ID from the approved list

No campaigning within 30 feet from the entrance to the Facility

ONLY VOTERS can wear political apparel as long as they vote and leave – they cannot campaign while in line

Candidates CANNOT stop in and “see how things are going”, etc. – if they are not there to vote, they cannot be there

A voter CAN take a picture of their own BALLOT ONLY

Poll Watchers – 1 per Party and must have a letter to Chief Inspectors

- They CANNOT socialize with voters or poll workers
- They CANNOT sit and talk on the phone or take pictures with their phone
- They CANNOT interfere with your job

Thank you!

We appreciate all that you do to serve the citizens of Montgomery County.

Please make sure you click below to answer a few questions and to Sign-In for your training class for the 2020 GENERAL Election.



**click
here**

Training Questionnaire and SIGN-IN