# ELECTION INSPECTOR BASICS TRAINING

2020

"This Election Training material is intended for use by Local Government Clerks to train election workers. It is NOT for general distribution."

#### TRAINING INFO

- This information is presented by Melissa Kono, Associate Professor with University of Wisconsin-Madison Extension and Community Development Educator for Clark & Trempealeau Counties also a Town Clerk for the Town of Burnside in Trempealeau County
- I serve on the Wisconsin Election Commission Training Committee
- This material was developed from information from the Wisconsin Elections Commission
- Please check with the Wisconsin Elections Commission and the Election Day Manual for the most recent election guidance

## POLL WORKER TRAINING REQUIREMENTS

- Wisconsin statutes require that all election inspectors receive training at least once every two years.\*
- The municipal clerk must provide this training and should document that the inspectors have been trained. There is a certificate of completion at the end of the evaluation survey
- No specific prescribed curriculum or length of training provided by the Elections Commission but many resources on their website.
- Recommendation that election inspectors be instructed on the duties detailed in the Election Day Manual.
- The municipal clerk ensures that election inspectors have received sufficient training prior to commencement of duties.
- Chief Inspectors and Municipal Clerks must undergo additional training.

#### ELECTION INSPECTOR REQUIREMENTS

- A qualified elector of the county in which the municipality in which they serve is located
- A qualified elector is a United States citizen, 18 years of age or older, who has resided in the district in which he or she intends to vote for at least 10 consecutive days.
- Ability to read and write the English language, and otherwise being capable and of good understanding
- Each party may establish additional criteria that a prospective nominee must meet in order to be included on the list submitted by the party. This may include a requirement to be a member of the party or to belong to an organization affiliated with the party.

#### ROLES AND RESPONSIBILITIES

- Facilitate the democratic process
- Arrive early (Election starts at 7am)
- NO Electioneering: attire, bumper stickers, no conversations about ballot candidates, their platforms, etc
- Ensure the polling place is accessible
- Limit activities that are distracting and/or outside of the election process (luncheons, bake sales, etc)

#### PRE-ELECTION PREPARATION

- Public Test
- ADA Compliance
- Observer Area
- Voting Booths
- Nametags

### INSPECTORS STATEMENT

#### INSPECTORS STATEMENT

- Be sure to fill out Inspector Statement for the following cases:
- Issued second ballot
- Assisted voter
- Paper Jam, changed paper, or cancelled ballot on electronic voting equipment
- Rejected Absentee Ballot
- Challenged Voter
- Shift Change for Election Workers
- Provisional Ballot issued
- Curbside voting
- More/less ballots than voters
- Defective Ballots
- Better to have it on the Inspectors Statement than to leave it off!

Be sure to initial Inspector's Statement Pre-Election and After Election

#### **Inspectors' Statement**

	· · · · · · · · · · · · · · · · · · ·	ident mber	Incident Code (See glossary)
(ward number(s) ward(s) of the	(Town, Village of City) of (Name of Municipality)		
, State of Wisconsin (Name of County)	, on theday of, 20		
MUNICIPAL CLERK PROVIDES THE FOLLOWIN	G INFORMATION:  Memory Device Serial Number		
Famper-Evident Seal Serial Number			
THIS SECTION TO BE COMPLETED BY CHIEF IN	NSPECTOR:		
OTING EQUIPMENT/BALLOT CONTAINER CHAIN	N-OF-CUSTODY RECORD  chief inspector (CI): Pre-election Post-election		
	(CI initials) (CI initials)		
of the tamper-evident seal used for thi	to which this Inspectors' Statement pertains, record the number s purpose here		
HIS SECTION TO BE COMPLETED BY ELECTION	ON INSPECTORS AND VERIFIED BY CHIEF INSPECTOR:		
OTER STATISTICS			
otal number of voters (last voter number Absentee voters and in-person voters. Do <b>not</b> in	on poll list) Total number of EDRs clude provisional voters.) (Election Day Registrations)		
lumber of absentee voters			
otal Number of ballots cast N	umber of ballots in excess of total number of voters		
Number of:			
land-count Paper ballots, Option	cal Scan ballots, DRE (touch screen)		
Signatures of Election Inspect	ors Time Worked		
<u>Gignaturee or Election mopeous</u>			
	to		
I certify that: I have completed the required	ICATION OF CHIEF INSPECTOR  d training administered by the Wisconsin Elections Commission, and		
have been duly certified as a Chief Inspec the time period indicated below.	tor. I served as the Chief Inspector for the election described above for		
	ENTIRE DAY		
(Signature of Chief Inspector)	р.т. р.т.		
(Signature of Chief Inspector)	FROMa.m. TOa.m. p.m.		
√The completed form is retained in the office.	e of the Municipal Clerk.		
<ul> <li>✓A copy of the completed form is returned to</li> </ul>	o each Clerk with the other election forms.		
Municipal clerk provides other copies as n	eeded. Wis. Stat. § 7.51.		
ZL-104 (Rev. 2019-04)		04   Rev. ons@wi.g	2019-04   Wisco
■ DO NO	T SEAL IN BALLOT BAG!		•

☐ Check box if no incidents were recorded for this election.

Incident Log (Please refer to the Election Day Manual for detailed procedures!)

Incident Number	Incident Code (See glossary)	Description of Incident	Time Incident Occurred	Election Officials Initials
			a.m. p.m.	

EL-104 | Rev. 2019-04 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: elections.wi.gov | email: elections@wi.gov

#### INSPECTORS STATEMENT

### **ELECTION DAY**

#### OPENING THE POLLS

Video

http://elections.wi.gov/publications/video/tutorial/ pre-election-preparations-opening-polls

### **VOTER REGISTRATION**

#### Proof of Residence & Proof of Identification

- Proof of residence proves where you live
  - Presented by voters when registering to vote
- Proof of identification proves who you are
  - Presented by voters when voting a ballot
- Some documents can prove both

#### PROOF OF RESIDENCE VS PHOTO ID

#### **Proof Residence**

- Doesn't need to have a picture
- Proves the voter is at the correct polling location
- Used for registering to vote

#### Photo ID

- Doesn't need to have a current address
- Proves who the voter is who they say they are
- Used for casting a ballot

## Proof of Residence proves where you live

The following types of documents are acceptable Proof of Residence if they contain\*:

- ✓ Current name
- ✓ Current residential address

Some forms of Proof of Residence have expiration requirements as noted.

- Proof of Residence is not used to confirm the 10-day residency requirement is met.
- The voter's sworn statement on the registration application should be taken at face value unless an inspector or challenger has direct evidence to the contrary.

- A current & valid Wisconsin driver license.
- 2. A current & valid Wisconsin ID card.





\* These acceptable forms of proof residence must be current & valid.

 Any other official identification card or license issued by a Wisconsin governmental body or unit.



 Any identification card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card.



A real estate tax bill or receipt for the current year or the year preceding the date

of the election.



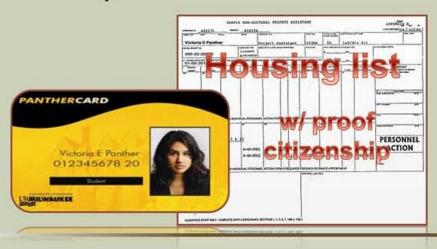
 A residential lease which is effective for a period that includes the registration date (NOT for first-time voters registering by mail).

	APARTMENT LEANE  be apartment identified as 1142 N. Marroy To. 1990s. Gross Ray, Whicessia, is constained into by and  of Mark, Landbook, and <b>David &amp; Teresa Woods</b> . Tyrosto, againstitions.
TERMS Leave home	One year beginning March 1 3: 12
Rate proposes	S
Day-date:	Note to be poid by the 1" of each result.
Popular to	Michael P. Mark
Payable at:	civ Michael Mack 3452 Longtoll Brash Law Soursian, WI 54273
	additional pet-scarity depose of \$200,00 is copied before any jet is alternal. Any per must of by the landlines.
All stilly char	conflaintly at 1-880-420-5300 and have stillifes put into your matte. gos, except water, are the responsibility of the Tenant. Water is paid by the Landlord. Tenant is put utility sharps promptly when due.

 A university, college or technical institute identification card (must include photo), ONLY valid if the voter provides a fee receipt dated within the last nine months.



 A university, college or technical institute identification card (must include photo), ONLY valid if the institution provides a certified housing list to the municipal clerk that indicates citizenship.



A utility statement (gas, electric, telephone, mobile phone, internet, cable or satellite TV) for the period commencing not earlier than 90 days before MR energies ACCOUNT HUVELE the registration date. 8432 900 20393 Monthly Energy Usage Marcia Simmons 5614 Morgan Ave Milwaukee, WI 53220 Billing Summary HALF BEDEVOOR FIG CIT BESURE acray Charges 10/91/06 **Fime** Service for 18/01/68 to 18/28/06 (29 Days): 405 Houting Degree Days : 5 Cooling Degree Days **Current Electricity Charges** Districted Electric Burnish - NO. 20 CHES & E PORTRICOLOGICO Cable 120 W. Hector 05 Heating Degre Gas Charges comcast A Touchstone Energy\* Cooperative X S (2) then to 10000.0 Actual Reading or 10% total Dabback 127 berne c \$ 21. from Charley that he ad \$500 Your Courses \$52.58 Total Gas Used 2r Hearma

Bank Statement. HSBC (X) JULY 10, 2012 Account Type BANK A/C Account Name Amy Kindly A124700 3443 122243 State Bank of Drummond X21990 ice brought forward 6438.60 me Cookie Store 11.46 2000.00 4438.60 You Get A Pony.com Road of Asserts 10.00 Dolar Store 5.00 4423.60 Bhois Tollway 39.00 100.00 4362.60 3567.30 Account Information Excitent

- 11. Paycheck.
- A check or other document issued by a unit of government.



13. An letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.



### PHOTO ID

# Acceptable Proof of Identification

Proof of Identification proves who you are

Remember - An acceptable Photo ID for voting does not have to include a current address

### Acceptable Photo IDs

University / College Tech College



iges

ENROLLMENT

VERIFICATION

#### TRIBAL ID



### CERTIFICATE OF NATURALIZATION



#### WI STATE ID



#### WI DRIVER OR STATE ID RECEIPT



#### WI DRIVER



### US PASSPORT BOOK OR CARD



#### US UNIFORMED SERVICES



# Acceptable Proof of Identification

- A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended
- A Wisconsin DOT-issued identification card



\* Can be unexpired or expired after the date of the most recent general election (NO) EMBER 2012018

# Acceptable Proof of Identification

A Military ID card issued by the U.S. Uniformed Services

4. A U.S. passport book or card



FEB2015

\* Can be unexpired or expired after the date of the most recent general election (November 3,2018

## Acceptable Proof of Identification

 A certificate of naturalization (that was not issued more than two years before the date of the election)



6. An identification card issued by a federally recognized Indian tribe in Wisconsin

(acceptable regardless of expiration date)



# Acceptable Proof of Identification

- A driver license receipt issued by the Wisconsin DOT (valid for 45 days from date issued)
- An identification card receipt issued by the Wisconsin DOT (valid for 45 days from date issued)





# Acceptable Proof of Identification

- 9. A photo identification card issued by a Wisconsin accredited university or college, or technical college that contains the following:
  - Date the card was issued
  - Signature of student
  - Expiration date no later than two years after date of issuance
  - The university of college ID must be accompanied by a separate document that proves enrollment, such as a tuition fee receipt, enrollment verification letter or class schedule

# Acceptable Proof of Identification

## Are there any Photo IDs that can't be used to vote?\*

- A Military Veteran Affairs ID
- A State or Federal government employee IDs
- An out-of-state driver license or identification card
- An employment ID
- A membership or organization ID
- A Certificate of Citizenship

<sup>\*</sup> Not a comprehensive list

# Acceptable Proof of Identification

## What will the poll worker be looking at on the Photo ID?

- Elector's Photograph
   The photograph must reasonably resemble the elector
- Elector's Name
   The elector's name must conform to the name on their voter registration, it does not need to be identical
- An Expiration
   If the ID has an expiration date, it must meet the expiration requirements listed previously

# Acceptable Proof of Identification

# Are there any Photo IDs that can be used for voting that don't have a photo on them?

A citation or notice of intent to revoke or suspend a driver license

Must be dated within 60 days of the date of the election

A State of Wisconsin, DOT issued identification card without a photo

Issued to those electors with a religious objection to being

photographed

# Acceptable Proof of Identification

## Is there anyone who does not need to provide a Photo ID?

- Confidential electors are exempt from Photo ID requirements
- Active Military and Permanent Overseas voters are not required to provide a Photo ID when voting by absentee ballot
  - If voting in-person, they must provide Photo ID
- Indefinitely confined voters and voters in special care facilities
  - If voting in-person, they must provide Photo ID

### VOTING

#### POLL BOOKS

- Two duplicate poll books
- Poll books include the names and addresses of registered voters
- Supplemental Poll list
- Numbering

#### ISSUING A BALLOT

- Election Inspector asks the voter to state name and address
- 2. Both inspectors locate the voter's name and address
- 3. Election inspector asks the voter for Photo ID
- 4. Election inspector asks the voter to sign one copy of the poll book next to the name
- 5. Voter is issued a voter number, written down in both poll books
- 6. Voter is issued a ballot

#### PROVISIONAL BALLOTS

 A provisional ballot is a ballot that is marked by a voter but is not counted at the time it is cast. It is issued to a voter who is unable to provide the poll workers with documentation as required by Wisconsin PHOTO ID and federal law.

#### PROVISIONAL BALLOTS

- Electors who voted provisional ballots <u>have until 8:00 p.m.</u> when polls close to submit missing documentation in order for their ballot to be processed and counted on <u>Election Day</u>.
- The Photo I.D. law provides that a person offering to vote on election day who cannot show acceptable ID may vote provisionally.
- The municipal clerk shall promptly notify the appropriate boards of canvassers that the clerk has provisional ballots that may be counted if the voter provides the required proof of residence, Wisconsin driver license or state identification card number by 4:00 p.m. on the Friday following the election.

# THERE ARE TWO CIRCUMSTANCES IN WHICH A VOTER IS ENTITLED TO RECEIVE A PROVISIONAL BALLOT:

- 1. A qualified elector who has been issued a current and valid Wisconsin driver license or identification card number registers to vote at a polling place on election day, but is unable or unwilling to list the number on the registration
- 2. A registered voter is unable or unwilling to provide proof of identification.

#### PROVISIONAL BALLOTS

- Provisional ballots are NOT given when a voter is at the wrong polling place. If a voter appears at the wrong polling place, he or she will be directed to the proper location. (check MyVote.WI.gov for the correct polling place)
- Provisional ballots are also NOT given when a person is attempting to register in-person at the polling place and does not provide the required proof of residence.
- A provisional ballot will not be counted unless the voter provides the required information to the poll workers by 8:00 p.m. on Election Day or the municipal clerk by 4:00 p.m. of the Friday following the election.

#### PROVISIONAL BALLOTS

• Video:

http://www.gab.wi.gov/publications/video/tutorial/provisional-voting

### VOTING EQUIPMENT

#### VOTING EQUIPMENT

- Ballot marking devices, direct recording electronic, optical scan
- Accessibility
- Security: tamper evident seals, zero count, check equipment throughout the day
- Note any issues on the Inspectors Statement

#### PAPER BALLOTS

- Two initials on paper ballots
- Once a paper ballot is placed in the ballot box it cannot be retrieved

### SPECIAL PROCEDURES

#### **OBSERVERS**

- Anyone other than a ballot candidate has the right to be present and observe the election
- No one is allowed to be disruptive of the voting process
- Observers must check in and wear an observer badge

#### ABSENTEE BALLOTS

- Check absentee envelopes at the beginning of the day, call any voters who need more information
- Process absentee ballots PRIOR to the close of the polls
- When there is a lag, process absentee ballots
- This makes things easier at the end of a long day!
- Absentee Ballots must be in by the time the polls close on Election Day
- Other than handwashing, the CDC does not offer other suggestions for handling mailed in ballots

#### PROCESSING ABSENTEE BALLOTS

- Double check the certificate envelope for the voter signature, witness signature and complete address and verify that envelope does not appear to have been tampered with.
- Read aloud the voter's name and address.
- Using the tally number sheet assign the voter a number and write that number in the following two places:
- On the absentee ballot log
- On the ballot
- Open the absentee carrier envelope, remove the ballot and verify there is only one ballot, briefly inspect it for any tears or stray marks and verify it contains the municipal clerk's initials and is for the proper ward then insert it into the tabulator.
- Place the carrier envelope in the Used Certificate Envelopes for Absentee Electors envelope.

#### **CURBSIDE VOTING**

- A voter may elect to receive a ballot at the entrance of the polling place
- Elections inspectors must announce that an elector has requested a curbside ballot and the inspectors are going to the vehicle to view Photo ID
- Voting must stop if having two election inspectors leave would result in less than 3 inspectors
- Not required to sign the poll list
- Indicate this on the Inspector Statement

### HEALTH AND SAFETY

# PREVENTATIVE ACTIONS POLLING WORKERS CAN TAKE:

- Stay at home if you have fever, respiratory symptoms, or believe you are sick.
- Practice hand hygiene frequently: wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Practice routine cleaning of frequently touched surfaces with household cleaning spray or wipe: including tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.
- Disinfect surfaces that may be contaminated with germs after cleaning:
- Consider using stylus-pens for touchscreen machines that can be wiped after each use
- Clean and disinfect voting-associated equipment (e.g., voting machines, laptops, tablets, keyboards) routinely. Follow the manufacturer's instructions for all cleaning and disinfection products.
  - Consult with the voting machine manufacturer for guidance on appropriate disinfection products for voting machines and associated electronics.
  - Consider use of wipeable covers for electronics.
  - If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to clean voting machine buttons and touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

### PREVENTIVE ACTION POLLING STATIONS WORKERS CAN TAKE FOR THEMSELVES AND THE GENERAL PUBLIC

- Ensure bathrooms at the polling station are supplied adequately with soap, water, and drying materials so visitors and staff can wash their hands.
- Provide an alcohol-based hand sanitizer with at least 60% alcohol for use before and
  after using the voting machine or the final step in the voting process. Consider placing
  the alcohol-based hand sanitizer in visible, frequently used locations such as registration
  desks and exits.
- Incorporate social distancing strategies, as feasible. Social distancing strategies increase
  the space between individuals and decrease the frequency of contact among
  individuals to reduce the risk of spreading a disease. Keeping individuals at least 6 feet
  apart is ideal based on what is known about COVID-19. If this is not feasible, efforts should
  be made to keep individuals as far apart as is practical. Feasibility of strategies will
  depend on the space available in the polling station and the number of voters who
  arrive at one time. Polling station workers can:
  - Increase distance between voting booths.
  - Limit nonessential visitors. For example, poll workers should be encouraged not to bring children, grandchildren, etc. with them as they work the polls.
  - Remind voters upon arrival to try to leave space between themselves and others. Encourage voters to stay 6 feet apart if feasible. Polling places may provide signs to help voters and workers remember this.
  - Discourage voters and workers from greeting others with physical contact (e.g., handshakes). Include this reminder on signs about social distancing.

#### **ELECTION SECURITY**

- It is more likely that there will be human error that effects election outcomes than there are outside threats
- Check machine totals and ballot boxes before the polls open
- Check voting booths and the machine throughout the day
- Be aware and remember your roles and responsibilities

#### SECURITY CONCERNS

- Natural disasters and other emergencies (fire, weather, etc)
- Misinformation
- Distractions
- Manipulation

#### **CONTINGENCY PLANS**

- Review the Contingency Plans
- Designate an inspector to be responsible for each important aspect of the election: cast ballots, machine, poll lists, blank ballots

# FIRE/ELECTRICAL OUTAGE/NATURAL DISASTER

- SAFETY FIRST!
- WHERE Are the cast ballots? Next, where are the blank ballots?
- Is moving to the parking lot an option?
- Equipment will be operable while on battery backup, a power supply will be needed after three hours. At no time will the ballot box or ballots be out of sight of the Election Inspectors.
- If it is not possible to complete the voting process in the parking lot or appropriate building at the same location (example: municipal garage), then a change of venue will be required.

### CLOSING THE POLLS

#### CLOSING THE POLLS

• Video:

http://www.gab.wi.gov/publications/video/tutorial/ Closing-the-Polls

#### RECONCILING POLL LISTS

- If Voter Numbers > Ballots
- 1. Verify ballot count
- a) Check auxiliary bin for ballots.
- b) Check used absentee certificate envelopes for ballots
- 2. Check voter numbers
- a) Compare books to verify total voters
- b) Compare voter numbers on each page
- c) Check for skipped numbers

#### RECONCILING POLL LISTS

- If Ballots > Voter Numbers
- 1. Verify ballot count
- a) Were there any problems with the voting equipment
- where a ballot may have been fed through twice?
- b) Check for defective original ballots that may have been
- fed through by mistake
- 2. Check voter numbers
- a) Compare books to verify total voters
- b) Compare voter numbers on each page
- c) Check for voter numbers used twice
- d) Check that poll workers who voted on Election Day were
- given numbers

#### BEST PRACTICES

- Compare poll lists throughout the day and at every shift change
- Fill out Inspectors Statements completely. When in doubt, put it on the Inspectors Statement!
- When counting ballots, call out each ballot individually.

#### **EVALUATION**

 Please take a brief survey to receive your certificate of completion to give to your municipal clerk:

https://uwmadison.co1.qualtrics.com/jfe/form/SV\_87 YIMcVe5iegywZ

# THANK YOU FOR ENSURING ELECTIONS ARE RUN SMOOTHLY AND FAIRLY!

**QUESTIONS?** 

#### **DISCLAIMER**

- This training was developed to address the immediate need to train new election workers for the April 7, 2020 Presidential Primary and Spring Election. It is not a representation of best practices of adult or online learning.
- The complete version of the Election Worker Basics training includes an hour of hands-on group activity which was suspended due recommended social distancing
- For a full version of this training and materials please email me at Melissa.kono@wisc.edu

#### **CITATIONS**

Training materials developed by Melissa Kono, Associate Professor with University of Wisconsin-Madison Division of Extension using materials published by the Wisconsin Elections Commission.

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