

ELECTION INSPECTOR BASICS TRAINING

2020



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.
- No specific prescribed curriculum or length of training provided by the Elections Commission.
- 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
- 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 conducted prior to the Election to ensure the voting equipment is working properly
- Voting areas should be set up to meet ADA Compliance
- Designated observer area
- Are there sufficient supplies for the election: cleaning supplies, updated forms, most recent copy of Elections Day Manual, observer information, pens, nametags

INSPECTORS STATEMENT

A thick, solid teal horizontal bar is positioned below the title text, spanning the width of the white rectangular area.

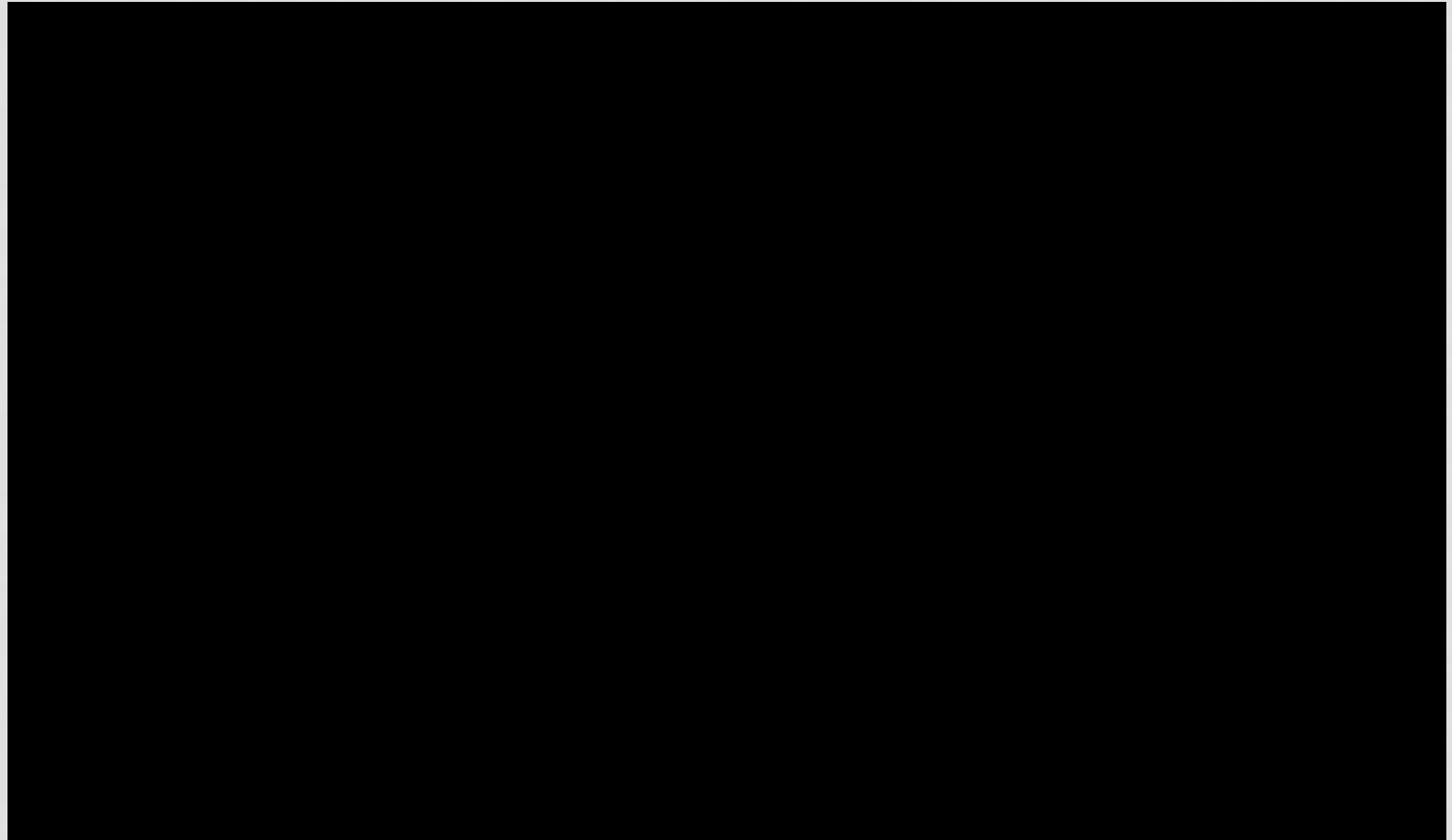
INSPECTORS STATEMENT

- 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

ELECTION DAY

OPENING THE POLLS



VOTER REGISTRATION

A solid teal horizontal bar spanning the width of the white box, positioned below the title.

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

Acceptable Proof of Residence

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.

Acceptable Proof of Residence

- **Proof of Residence is not used to confirm the 28-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.**

Acceptable Proof of Residence

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



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

Acceptable Proof of Residence

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



Acceptable Proof of Residence

4. 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.



Acceptable Proof of Residence

5. A real estate tax bill or receipt for the current year or the year preceding the date of the election.

**STATE OF WISCONSIN
REAL ESTATE PROPERTY TAX BILL FOR 2011**
Village of Badgerstown
Polk County

BILL NUMBER: 00016
SAMPLE LOT 8, BLOCK 2

John & Jane Doe
123 Main St
Badgerstown, WI 55555

Property Address: 517 CENTRAL AVE
Assessed Value: Land 25,000
Excl. For Mfr. Land 25,000

Parcel #: 999-0000-0000
Alt. Parcel #: 1,9401

Assessed Value: 75,000
Excl. For Mfr. Land: 25,000
Excl. For Mfr. Improvements: 10,000
Total Assessed Value: 40,000
Year Val. For Mfr.: 104,000

Net Assessed Value Rate: 9.037153407
Net Assessed Value: 3,615.33
Net Property Tax: 1,691.33

Taxing Jurisdiction	2008 Est. County Rate Allocated Tax Rate	2008 Est. County Rate Allocated Tax Rate	2008 Est. County Rate Allocated Tax Rate	2008 Est. County Rate Allocated Tax Rate	2008 Est. County Rate Allocated Tax Rate
STATE OF WISC.	12,252	12,680	12,252	12,680	12,252
POLK COUNTY	319,187	329,366	319,187	329,366	319,187
VILLAGE OF BADGETOWN	3,718	3,504	3,718	3,504	3,718
WISC. DISTRICT	134,752	120,703	134,752	120,703	134,752
UNITS SCHOOL DIST.					
Total	449,909	465,253	449,909	465,253	449,909

**First Dollar Credit
Lottery & Gaming Credit**
Net Property Tax
1,691.33

Make Check Payable To:
CLARK OF BADGETOWN
PO BOX 111
BADGETOWN, WISCONSIN
75435-5555

Full Payment Due On or Before January 31, 2012
\$1,691.33

And Second Installment Payment Payable To:
POLK COUNTY TREASURER
100 POLK COUNTY ST. STE 130
WALSH LAKE, WI 54995

And Second Installment Due On or Before July 31, 2012
\$845.67

FOR TREASURER'S USE ONLY
PAID
DATE

IDEAL BLUE FOR FULL PAYMENT
Due On January 31, 2012
\$ 1,691.33

**PLEASE RETURN LOWER
PORTION WITH REMITTANCE**

Acceptable Proof of Residence

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

APARTMENT LEASE

PARTIES
This lease of the apartment identified as 1142 1/2 Harvey St. apt. 2, Green Bay, Wisconsin, is entered into by and between Michael Mack, Landlord, and David & Teresa Woods, Tenants, on the following conditions:

TERMS
Lease term: One year beginning March 1, 20 12.

Rent payment: \$ 675.00 plus \$25.00 per month to be applied to the last month's rent.
The additional payment toward the last month's rent will end once the last month's rent has accumulated.

Due date: Rent to be paid by the 1st of each month.

Payable to: Michael P. Mack

Payable at: c/o Michael Mack
2432 Longtail Branch Lane
Sawarick, WI 54173

Pet clause: An additional pet security deposit of \$200.00 is required before any pet is allowed. Any pet must first be approved by the landlord.

UTILITIES
Call WPS immediately at 1-800-458-7268 and have utilities put into your name.
All utility charges, except water, are the responsibility of the Tenant. Water is paid by the Landlord. Tenant is responsible to pay utility charges promptly when due.

Acceptable Proof of Residence

7. College, University and Technical College Student ID cards that include:

- Student's name
- Student's signature
- Student's photo
- Date the card is issued
- Date the card expires*/**



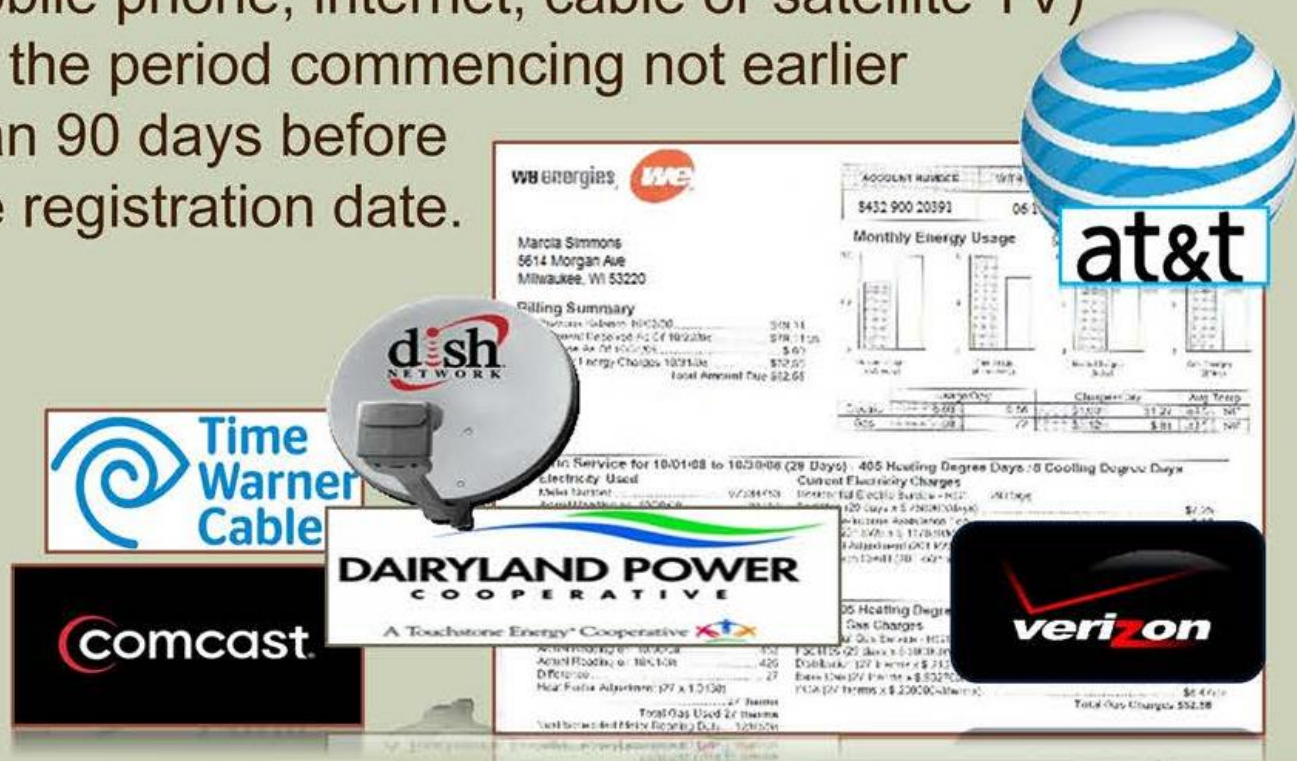
*Date must be not more than 2 years from date of issuance.

** The card can still be used for voting if it has expired, but Proof of Enrollment is Required

8. Certified College or University Housing Lists (do not need to provide citizenship information)

Acceptable Proof of Residence

9. A utility statement (gas, electric, telephone, mobile phone, internet, cable or satellite TV) for the period commencing not earlier than 90 days before the registration date.



Acceptable Proof of Residence

10. Bank Statement. Or Credit Card Statement



Acceptable Proof of Residence

11. Paycheck.

12. A check or other document issued by a unit of government.



Acceptable Proof of Residence

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
+ ENROLLMENT VERIFICATION



WI STATE ID CARD



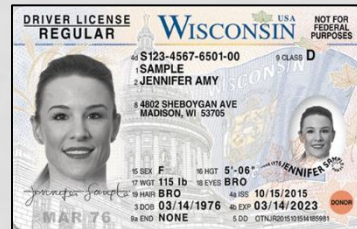
WI DRIVER OR
WI STATE ID RECEIPT



TRIBAL ID



WI DRIVER LICENSE



U.S.

UNIFORMED
SERVICES



U.S. PASSPORT
BOOK OR CARD



CERTIFICATE OF
NATURALIZATION



VALID WITHOUT
PHOTO



VETERAN
AFFAIRS



Acceptable Proof of Identification

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



* Can be unexpired or expired after the date of the most recent general election (~~November 4, 2014~~) November 6, 2018

Acceptable Proof of Identification

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



4. A U.S. passport book or card



* Can be unexpired or expired after the date of the most recent general election
(November 4, 2014) November 6, 2018

Acceptable Proof of Identification

5. 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

7. A driver license receipt issued by the Wisconsin DOT (valid for 45 days from date issued)
8. 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 If the ID is expired:
- The university or 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

* 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

1. Election Inspector asks the voter to state name and address
2. Both inspectors locate the voter's name and address
3. Election inspector asks for 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

PAPER BALLOTS

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

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

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 and federal law.

PROVISIONAL BALLOTS

- Electors who voted provisional ballots have until 8:00 p.m. when polls close to submit missing documentation in order for their ballot to be processed and counted on Election Day.
- 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.

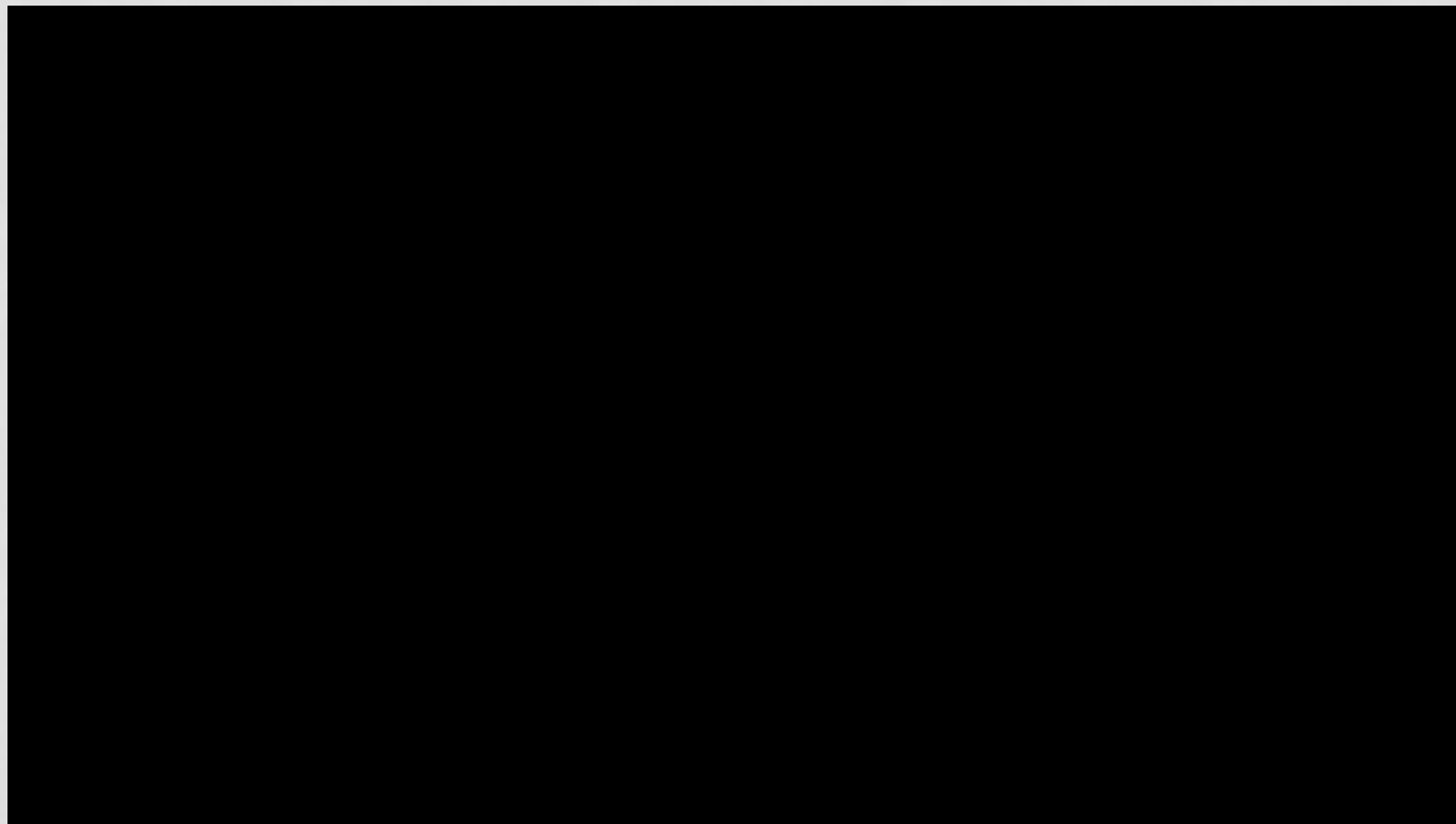
THERE ARE TWO CIRCUMSTANCES IN WHICH A VOTER IS ENTITLED TO RECEIVE A PROVISIONAL BALLOT:

- 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.
- 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



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

- No in-person voting the day before the election
- Absentee certificates without a witness signature must be rejected
- Elections workers can make reasonable attempts to correct absentee ballots that are missing the witness address
- The clerk should be checking these as they come in, but check them at the start of election day and make reasonable attempts to contact the voter.
- Absentee voters should be noted with a red “A” next to their voter number

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



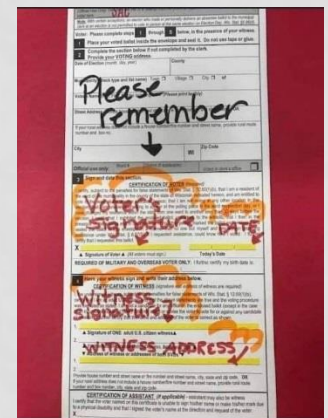
PROCESSING ABSENTEE BALLOTS

- All absentee ballots must be processed in the same room votes are cast or at an alternate absentee canvassing location so that any interested observer is able to hear the public announcement of the names of the absentee electors.
- Election inspectors may process absentee ballots at any time between the opening and closing hours of the polling place, except absentee certificate envelopes marked “To Be Rejected.”
- “To Be Rejected” absentee certificate envelopes feature one or more of the following errors: no voter signature, no witness signature, no witness address, both special voting deputies failed to sign, or no certification language. Set these aside and process them after 8 p.m. on Election Day to give the voter an opportunity to correct these errors.
- If the election inspectors have reliable proof that an elector has died before Election Day, the absentee ballot must be rejected.

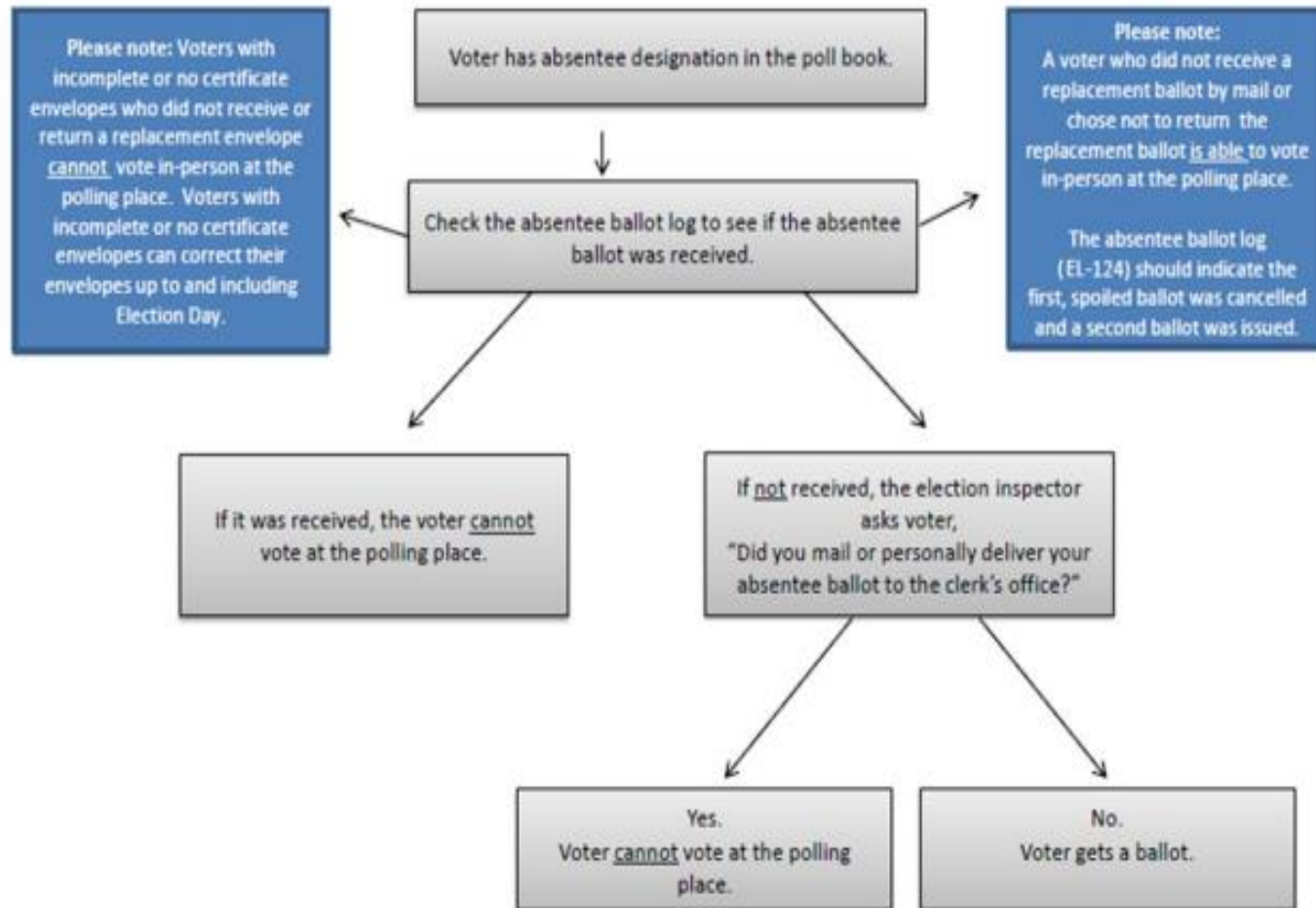


PROCESSING ABSENTEE BALLOTS

- Announce each absentee elector's name and address
- Check ineligible voter list for voter's info and check over the envelope for any damage and signatures
- Check the ballot for the clerk's initials (but do not reject it solely for that reason)
- Issue a voter number and record the voter number on the poll list.
- Use a red pen to mark an A in the signature line
- Place in the Ballot Box
- If there are any issues, follow the guidelines outlined in the Election Day Manual



Absentee Voters at the Polling Place



ABSENTEE VOTERS AT THE POLLING PLACE

- If an individual noted as “absentee” appears at the polling place, the inspectors should check the Absentee Ballot Log (EL-124) to determine if the ballot has been returned.
- a. If the absentee ballot has been returned and there are no errors that would cause the ballot to be rejected, the voter may not vote at the polling place.
- b. If it has been returned and there are errors that would cause the ballot to be rejected, the voter may only correct the error.
- The voter may NOT vote a new ballot at the polling place.
- i. The election inspectors shall issue a new certificate envelope to the voter.
- ii. The voter must open the original certificate envelope, verify their ballot, and seal the ballot in the new certificate envelope.
- iii. The voter may NOT remove the ballot from the voting area.
- iv. The original witness must be present.
- v. The elector and witness sign the certificate envelope and the witness provides his or her address.
- vi. The election inspectors may NOT serve as the witness (the original witness must be present).
- vii. The original certificate envelope is then destroyed.
- viii. The election inspector should document that a correction was made, update absentee ballot log

ABSENTEE VOTERS AT THE POLLING PLACE

- If the absentee ballot has not been returned, the election inspectors ask the voter “Did you mail or personally deliver your absentee ballot to the clerk’s office?”
- i. If “yes,” the voter cannot vote at the polling place.
- ii. If “no,” the voter is issued a ballot if otherwise qualified.
- . If an absentee ballot is later received for that voter, the elector’s absentee ballot would be processed as a rejected absentee ballot and the clerk contacted immediately

ABSENTEE VOTING QUIZ

Rather than returning a ballot to the clerk's office, can an absentee elector deliver the ballot to the polling place?

- Yes. If the absentee elector returns the ballot to the polling place, the election inspectors must indicate that the absentee ballot was hand-delivered on the Inspectors' Statement (EL-104) and Absentee Ballot Log (EL-124).

Can a person other than the voter return a voted absentee ballot on behalf of the voter?

- Yes. A ballot hand-delivered to the clerk's office or polling place is considered returned by mail.

Can a witness other than the person who was present when the ballot was voted come to the clerk's office or to the polling place and sign as witness on the absentee ballot envelope?

- No, the original witness who was present when the ballot was voted must sign the absentee ballot envelope. If a witness did not list their address on the certificate envelope, the clerk may use sources available to them to determine the address of the witness, and if certain, list that address on the certificate envelope.

CURBSIDE VOTING

- A voter who, as a result of disability, is unable to enter the polling place may elect to receive a ballot at the entrance of the polling place. [Wis. Stat. § 6.82\(1\)](#). The voter may receive assistance in marking the ballot, if required, from an election inspector, or from any other person of the voter's choice (except the voter's employer or an agent of the elector's labor union). An unregistered voter may also register to vote curbside.



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

CURBSIDE VOTING

- The election inspectors announce in the polling place that an elector has requested a curbside ballot, and the inspectors are going to the vehicle to view the voter's proof of identification.
- Two election inspectors go to the vehicle and speak to the voter. The election inspectors return to the polling area and announce that they are issuing a ballot to the voter.
- The inspectors should ask the voter if they are unable to enter the polling place. If the voter indicates he or she is able to enter the polling place, curbside voting may not be used.
- The voter is not required to sign the poll list. A notation "Ballot received at poll entrance - Exempt" is made in the signature line of the voter on the poll list.

CURBSIDE VOTING

- Two inspectors initial the ballot. A voter number or provisional voter number is issued to the voter and recorded in the voter lists.
- Two inspectors deliver the ballot to the curbside voter in a security sleeve.
- The curbside voter marks the ballot or has an assistor mark the ballot for the voter. (If assistor, see “Assisting Electors” in the Election Day Manual).
- The inspectors return to the voting area and announce: “I have a ballot offered by (voter’s name), a voter who, as the result of a disability, is unable to enter the polling place without assistance. Does anyone object to the reception of this ballot?”
- If no objection is made or after any challenge is resolved, the ballot is deposited in the appropriate ballot box or tabulating equipment.
- This incident should be recorded on the [Inspectors’ Statement \(EL-104\)](#).

ELECTION SECURITY CONCERNS



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, that way in an emergency they know their role

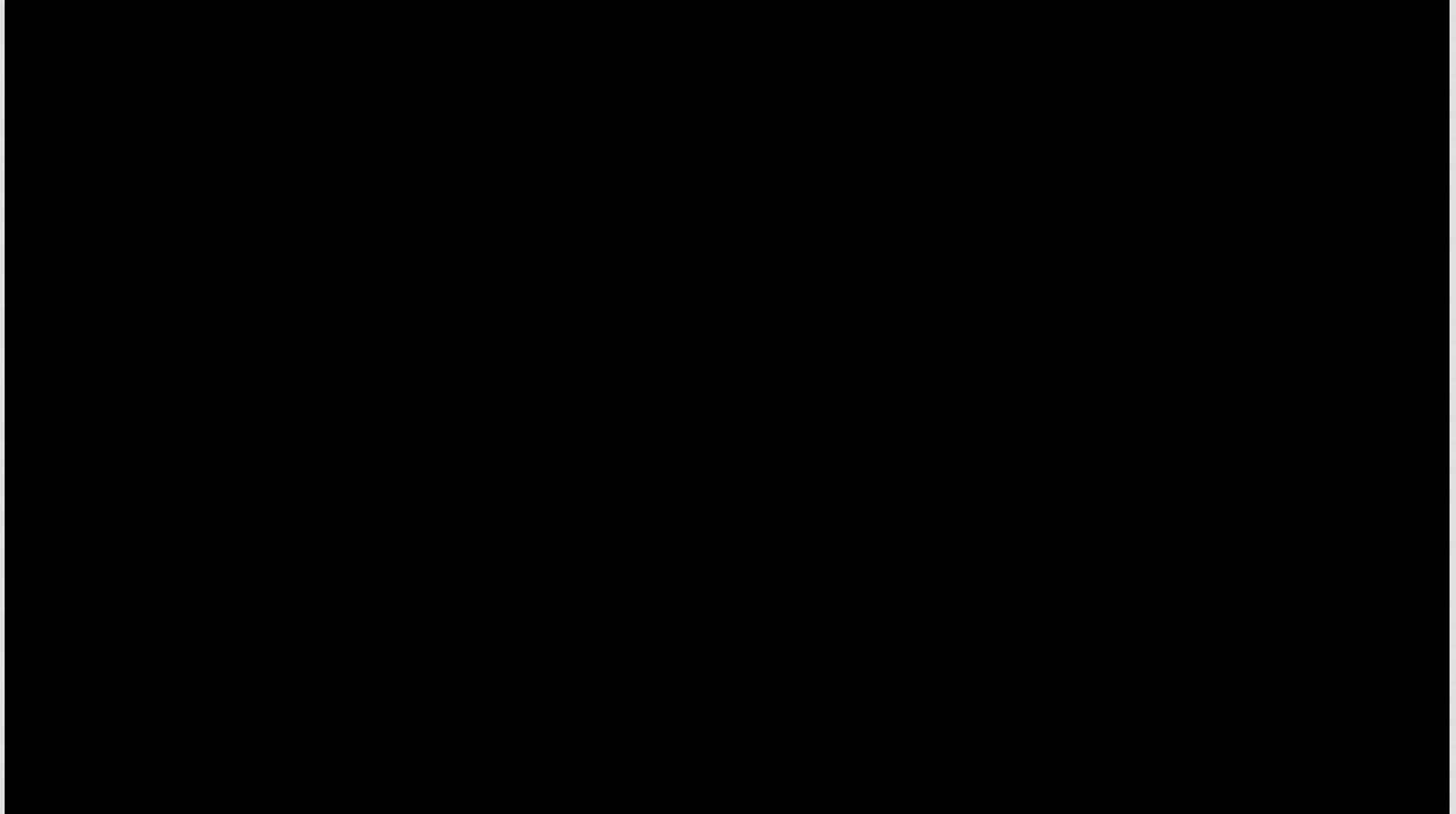
FIRE/ELECTRICAL OUTAGE/NATURAL DISASTER

- 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

A solid teal horizontal bar spanning the width of the white box, positioned below the title text.

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

WRITE-IN VOTES

- Undervotes are not the same as scattering – an undervote is when the elector chooses not to vote for an office. A scattering is a write-in vote.

The image shows a ballot for the United States Senator election. The title is "United States Senator (vote for one)". There are five candidates listed with radio buttons next to their names: Carter, Tim (Non Affiliated), Gianoutsos, Ted (Non Affiliated), Haase, Fredrick "David" (Libertarian), McAdams, Scott T. (Democrat), and Miller, Joe (Republican). Below the candidates is a "Write-in" section with a black dot next to the handwritten text "Mickey Mouse". To the right of the candidates, there is a vertical text block that reads: "Shall I generi interes Corpo \$600, (for res".

United States Senator (vote for one)	
<input type="radio"/> Carter, Tim	Non Affiliated
<input type="radio"/> Gianoutsos, Ted	Non Affiliated
<input type="radio"/> Haase, Fredrick "David"	Libertarian
<input type="radio"/> McAdams, Scott T.	Democrat
<input type="radio"/> Miller, Joe	Republican
<input checked="" type="radio"/> Write-in: Mickey Mouse	

Shall I generi interes Corpo \$600, (for res

WRITE IN VOTES

- The Official Ballot for the November 3, 2020 Election contains Federal (President/Vice President), Congressional, State Legislature, others such as District Attorney, County Clerk, County Treasurer, and Register of Deeds and others depending on the county/municipality
- You do not need to inform each voter if there are any write-in candidates, but a list of any write-in candidates will be provided if a voter asks
- These are Vote for 1 offices, so only registered write-ins are counted
- List other write-ins as scattering. You do not need to write other names that have been written in
- Please note that a write-in vote for only a vice presidential candidate will not be counted

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.

THANK YOU FOR ENSURING
ELECTIONS ARE RUN SMOOTHLY
AND FAIRLY!

QUESTIONS?

CITATIONS

Training materials developed by Melissa Kono,
Associate Professor with University of Wisconsin-
Madison Division of Extension using materials
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