

Election Worker Training

Primary Election

2012

CHANGES

- ICE form at training; attendance marker.
- Different Precincts.
- Different Polling Sites.
- Inspectors will pick up at our NEW location.
- Inspectors will pickup one voting booth instead of 4 or 5.
- RED BINDER.
- District Inspectors.
- NO “Address Change w/in Precinct” or “Name Change” forms. Use VR form.

2012 Sarpy County Precincts



Sarpy County Nebraska Legislative Districts

Legend

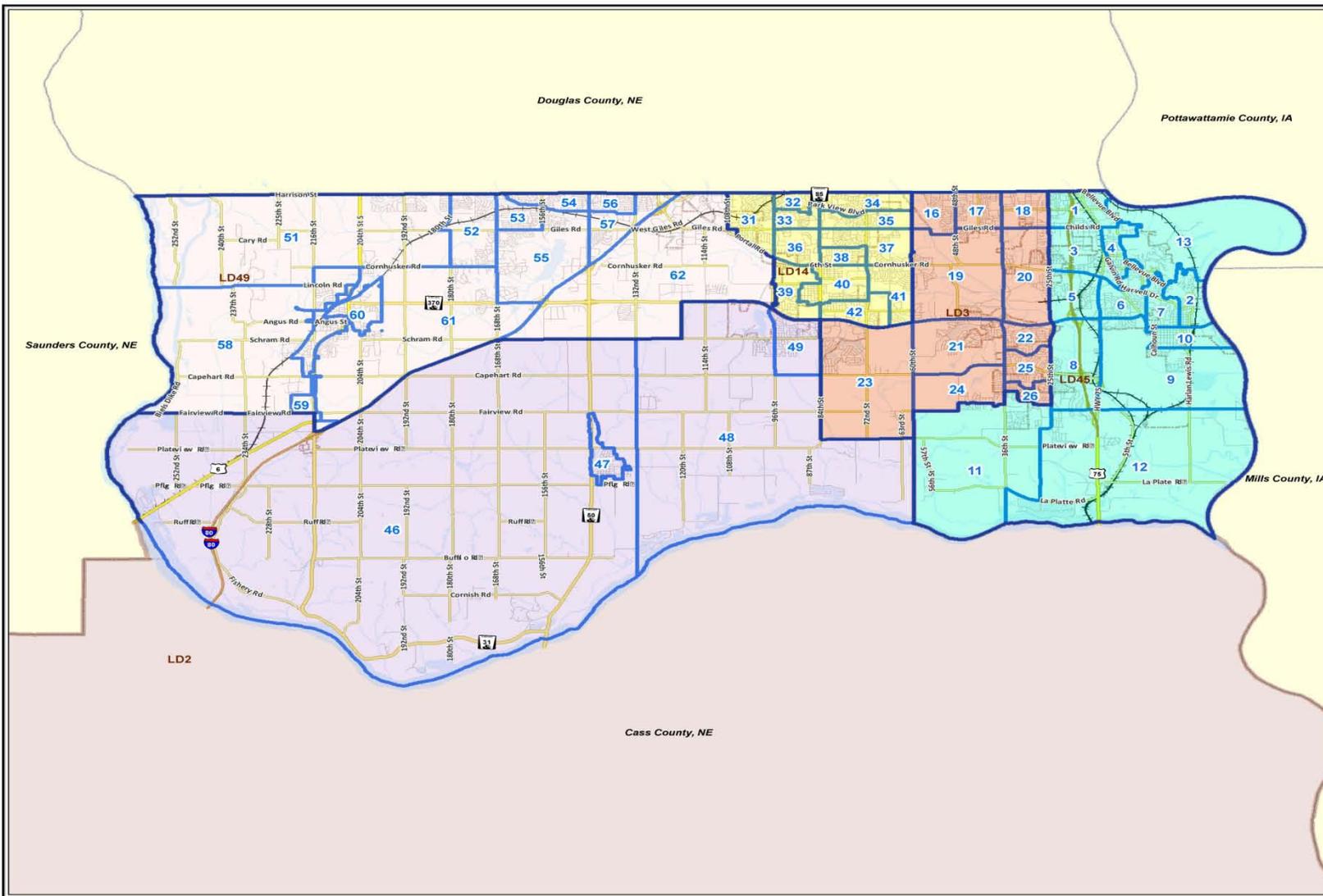
- Legislative District
-  LD2
 -  LD3
 -  LD14
 -  LD45
 -  LD49
 -  Voting Precincts
- Street Type:
-  Interstate
 -  Expressway
 -  US Highway
 -  State Highway
 -  Major Road
 -  Minor Road
 -  Ramp
 -  Railroad
 -  Lakes & Streams
 -  City Limits



Map authored on 1/4/2012 by:



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ELECTION WORKER TRAINING GUIDE

- **This guide can be found on our website:
http://www.sarpy.com/election/pollworker_training.html**
- **The traditional training manual can also be found on the same website. There will be a training manual in every RED BINDER on Election Day.**

TIME OFF WORK FOR ELECTION DUTY

(Applies to ALL election workers)

According to Nebraska State Law, No Employee Shall Be Subject To:

- * Discharge from employment
- * Loss of pay
- * Loss of overtime pay
- * Loss of sick leave
- * Loss of vacation time
- * Threat of any action or penalty
- * Any other form of penalty

ELECTION BOARD

Inspector

- * Each Precinct has one inspector.**
- * The inspector is a deputy of the Election Commissioner and, as such, has full charge of, and is responsible for, the proper conduct of elections.**
- * The inspector will assign your duties and will designate break times. (est 1 hr for lunch and 30 min for dinner, at staggered, non-busy times + other short breaks as needed)**



PLAZA
Jerzes
SPORTS BAR - GRILL & KENO

WELLSPRING
LUTHERAN CHURCH







ELECTION BOARD

Clerks & Judges

- * Clerks are responsible for verifying a voter's status, determining the ballot the voter should receive, and for capturing the voter's signature.**
- * Judges are responsible for issuing the ballot to the voter and receiving the ballot from the voter.**
- * Clerks and Judges may switch jobs throughout the day at the discretion of the inspector.**

ELECTION BOARD

SUBS

We will give you as much notice as possible, however, we may need you at short notice.

POLL TIMES

Election Day

Tuesday, May 15, 2012

Polls open at 8:00 AM

Polls close at 8:00 PM

**YOU NEED TO ARRIVE AT YOUR ASSIGNED
POLLING SITE AT 7:00 AM.**

ELECTION BOARD CONDUCT

- **NO political conversations.**
- **Treat all voters with courtesy.**
- **Treat fellow election workers with respect.**
- **Maintain professionalism.**
- **Keep voting area tidy and relatively quiet.**
- **Keep food and drink *AWAY* from the ballots.**
- **Clean up after yourselves.**

PROCEDURE

Duties before the polls open.

- Inspectors will pick up supplies on Monday, May 14 from the Election Office between 8:00 am and 4:45 pm.
- **Follow the checklist** in the RED BINDER.
- Every election worker will help inspector unload supplies and set up the polling site.
- Judges will complete Ballot Certification Form.
- Every election worker will sign payroll sheet, and the oath printed on the second page of the List of Voters Book.
- Open the polls at EXACTLY 8:00 AM.

Sample Oath

Page 2 List Of Voters Book

BEFORE THE POLLS OPEN

32-238. Judge or clerk of election; inspector; oath. Before entering upon his or her duties, each judge or clerk of election and each inspector shall sign an oath to be returned to the election commissioner after the polls close. The oath need not be taken and signed before a person authorized to administer oaths. If the oath is printed in the sign-in register, the signing of the sign in register shall be complete and sufficient compliance with the requirements of section 11-101.01. The form of the oath shall be as provided in such section.

OATH OF OFFICERS OF ELECTION

I do solemnly swear that I will support and defend the constitution of the United States, and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same, that I take this obligation freely, without any mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the Office of the Election Receiving Board according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. I will not in any manner make known to any one the result of the votes as they are being counted until the polls have closed. So help me God.

Subscribed and sworn to before me this 15th day of May A.D.2012.

Judges and Clerks of Election

Connie Suck _____
Signature

Joann Moline _____
Signature

Maria Hammond-Bell _____
Signature

Jacquelyn Sundberg _____
Signature

Inspector of Election

Beverly Chunka _____
Signature

AFTER THE POLLS CLOSE

We do hereby certify that the foregoing is a true list of the persons voting at a Primary Election held in Precinct #1, in Sarpy County, Nebraska, on the 15th day of May A.D., 2012, and that _____ was the total number of voters.

Judges and Clerks of Election

Connie Suck _____
Signature

Joann Moline _____
Signature

Maria Hammond-Bell _____
Signature

Jacquelyn Sundberg _____
Signature

Inspector of Election

Beverly Chunka _____
Signature

PROCEDURE

Basic Duties of Election Workers

Clerk 1 – Assigned to Roster (List of Eligible Voters Book).

Clerk 2 – Assigned to List of Voters Book.

Judge 1 – Issues ballot to voter.

Judge 2 – Receives ballot from the voter.

Follow the steps (columns) in the Roster

- 1. Clerk 1 asks the voter, “What is your name?”**
- 2. Clerk 1 asks the voter, “Where do you live?”**
- 3. Clerk 1 looks to see if there are notes in Column 3, voter status.**
- 4. Clerk 1 writes the line number in Column 5.**
- 5. Clerk 1 has the voter sign in Column 6.**
- 6. Clerk 1 informs Clerk 2 of the voter’s ballot style.**

List of Voters Book Procedure

- 1. Clerk 2 prints the name of the voter on the next available line**
- 2. Clerk 2 tells Clerk 1 the line number for the voter**
- 3. Clerk 2 records the ballot style for the voter.**
- 4. Clerk 2 informs Judge 1 the proper ballot style for the voter.**

Sample List Of Voters Page

DEM	LIB	NONP	REP	PROV	line #	PLEASE PRINT NAME
					1	
					2	
					3	
					4	
					5	
					6	
					7	
					8	
					9	
					10	
					11	
					12	
					13	
					14	
					15	
					16	
					17	
					18	
					19	
					20	
					21	
					22	
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					28	
					29	
					30	
					31	
					32	
					33	
					34	
					35	
					36	
					37	
					38	
					39	
					40	
					41	
					42	
					43	
					44	
					45	
					46	
					47	
					48	
					49	
					50	
						TOTALS FOR THIS PAGE (DEM, LIB, NONP, REP & PROV)

NOTES FOR JUDGES

- You may want to initial a few ballots before the morning “rush” of voters.
- **NOTE:** All ballots are ONE piece of paper this time!
- Make sure you look at the BOTTOM RIGHT corner of each ballot to determine correct ballot style. **DO NOT USE THE BOTTOM MIDDLE NUMBER...IT DOES NOT ALWAYS MATCH.**
- Make sure ballots are loaded properly in the ballot sleeves before depositing in the ballot box. Initials face UP at large open end of ballot sleeve. Have voter reposition if necessary.

TYPES OF BALLOTS

- * American Elect (Nonpartisan)
- * Democratic
- * Libertarian
- * Republican
- * Nonpartisan
- * Nonpartisan Democratic Congressional
- * Nonpartisan Republican Congressional

SPOILED BALLOTS

- **Have voter write “spoiled” across the front of each piece of ballot paper.**
- **Place the spoiled ballot in the spoiled ballot envelope.**
- **Issue the voter a new ballot up to FOUR ballots total.**

NOTE

- **NEVER, NEVER, NEVER retrieve a ballot from a ballot box. Call the Election Office if you have a “situation”.**
- **If a voter challenges the ballot style given to him/her, call the Election Office.**
- **Never accept an early ballot at the polling site.**

SPECIAL EXCEPTIONS

Provisional Ballots

Voting a provisional ballot means that the voter will place his or her voted ballot in a special envelope so that his or her voter registration can be verified before the envelope is opened and the ballot is mixed with other ballots for counting.

Who votes Provisionally?

- **A person who is registered to vote in Sarpy County, but has moved and failed to re-register to vote with his or her new address.**
- **A person who is not listed in the Roster.**
- **A person who is marked in the Roster that he or she requested an Early Ballot, but did not receive it or did not return it.**
- **A person who is marked in the Roster as “Need ID to Vote” and has not provided such at the polling site.**

PROVISIONAL PROCEDURE

- 1. Inspector calls the Election Office to verify that the voter is at the proper precinct and to obtain the proper ballot style for the voter.**
- 2. Voter signs in back of Roster.**
- 3. Voter is assigned a line number in the List of Voters Book.**
- 4. Inspector completes bottom portion of provisional envelope. Inspector places line number on provisional envelope.**

PROVISIONAL PROCEDURE - CONTINUED

5. Voter completes the oath on the provisional ballot envelope
6. Voter completes and signs the Voter Registration Form. Places in front pocket of provisional envelope.
7. Voter completes the PIN form. Puts one copy in front pocket of provisional envelope and keeps one copy for him or her self.
8. Voter is given ballot and instructions.

PROVISIONAL PROCEDURE - CONTINUED

- 9. Voter places folded voted ballot in the provisional envelope and seals it.**
- 10. Judge 2 verifies that provisional envelope is complete before placing provisional envelope in the ballot box.**

Sample Provisional Envelope

Line # _____
PROVISIONAL BALLOT

I, _____, swear or affirm that the following facts are true: (Print Name)

1. I am a registered voter in _____ County;
2. I have continuously resided in this County since registering to vote;
3. I registered to vote on approximately _____ and I
(Approximate date)
registered to vote (check one):
 in person at the election office or a voter registration site;
 by mail;
 on a form through the Department of Motor Vehicles;
 on a form through another state agency;
 in some other way.

4. My name at the time I registered was _____

5. My previous address was _____

6. I am eligible to vote in this election and I have not voted and will not vote in this election except by this ballot.

By signing the front of this envelope you are certifying in the information contained on this envelope under penalty of election falsification. Election falsification is a Class IV felony and may be punished by up to five years imprisonment, a fine of up to ten thousand dollars, or both.

Date of Birth _____
Month Day Year

SIGNATURE OF VOTER _____

DATE _____

FOR USE BY ELECTION OFFICIALS ONLY:

Precinct _____ Election Date: _____

Witnessed by: _____
(Signature of Election Official)

Political Party Ballot Issued in State Partisan Primary: _____

SPECIAL EXCEPTIONS

Name Change – When a voter’s name has changed, have that voter complete a new Voter Registration Application.

The voter must be listed in the ROSTER and live at an address within the precinct.

Proceed with normal voting. (not provisional)

SPECIAL EXCEPTIONS

Address Change Within the Precinct

If a voter is listed in the Roster, but lives at a different address than what is listed, and that address is still in the same precinct, the voter may vote a regular ballot if he/she completes a Voter Registration Application.

Inspector needs to make a phone call to the Election Office to determine that the voter still lives in the same precinct and to obtain the proper ballot for the voter.

VOTER STATUS NOTES

- **Listed in Column 3 of the Roster.**
- **Three possible messages:**
 - 1. Early Ballot Sent Vote Provisionally**
 - 2. Address Confirmation Required**
 - 3. Need ID to Vote**

“Early Ballot Sent Vote Provisionally”

- **These voters have been sent an early ballot.**
- **These voters must vote provisionally if they choose to vote at the polling site.**
- **Under no circumstances are you to accept an early ballot at the polling site. They are to be returned to the ELECTION OFFICE by 8:00 PM Election Day.**

Sample Roster Last Page

Provisional Voters will sign in at the BACK of the Roster.

Precinct 34

List of Eligible Voters - Book 1
05/11/2010

Ballots Cast _____
Page 42 of 42

STEP 1		2	3	4	5	6	7
NAME: LAST	BIRTH	ADDRESS	VOTER STATUS	BAR CODE/ID NUMBER	BOOK 2	VOTER'S SIGNATURE	BALLOT
FIRST MI	YEAR				LINE NO		NUMBER
							Ballot
							Ballot
							Ballot

S A M P L E

“Need ID to Vote”

These are the **ONLY** voters you are allowed to ask for identification.

Acceptable forms of ID:

- **Nebraska Driver’s License or Nebraska Photo ID**
(address and name must match ROSTER. Cannot be expired.)

Other Acceptable Forms of ID:

(name and residence address **MUST** match)

- * **a copy of a current utility bill**
- * **bank statement**
- * **government check**
- * **paycheck**
- * **other government document**

“Address Confirmation Required”

- **Ask the voter “Where do you live?”**
- **If the voter tells you the address listed in the Roster, they have just confirmed their address. Let them vote a regular ballot.**
- **If the voter tells you another address than what is listed in the Roster, have him/her call the Election Phone Bank to determine the proper polling site.**

ASSISTING VOTERS

- **The Automark is available for ALL voters, but may be quite helpful to those who have a reading disability, have a vision deficiency, or have a disability that requires help marking the ballot.**

ASSISTING VOTERS

Curbside Voting may be made available to voters unable to enter the polling place. They may request a ballot be brought to the curb.

- 1. Look up the voter's name in the Roster.**
- 2. A Judge and Clerk (of different parties) take the ballot, the Roster, the List of Voters Book, a pencil and a ballot sleeve to the car.**
- 3. Follow normal voting procedure.**
- 4. Note "Assistance Rendered" on page 3 of the List of Voters Book.**
- 5. Deposit the ballot in the ballot box.**

EARLY PICKUP

- Early pickup will begin at 2:00 PM. It may take a while for the team to reach your polling site.
- **Follow the checklist** in the RED BINDER

CLOSING THE POLLS

- **Follow the checklist** in the RED BINDER.
- **Make sure you leave the Automark in the same place you found it. It will be picked up the day after the election.**
- **Leave the cones and regular voting booths at the polling site, they will be picked up the day after the election.**
- **Inspector delivers voted ballots, supplies and ADA compliant voting booth to Election Office.**

Sample List Of Voters Cover Page

DON'T FORGET TO COMPLETE!

LIST OF VOTERS BOOK

PRECINCT 1
Southroads

PRIMARY ELECTION
Tuesday, May 15, 2012
SARPY COUNTY, NEBRASKA

Number of Democratic Voters who voted	_____
Number of Libertarian Voters who voted	_____
Number of Nonpartisan Voters who voted	_____
Number of Republican Voters who voted	_____
Number of Provisional Voters who voted	_____
Total Number of Persons Voting at this Polling Place	_____

AUTOMARK # _____
FIND THIS NUMBER ON THE AUTOMARK CASE

RETURN THIS COMPLETED LIST OF VOTERS IMMEDIATELY TO ELECTION COMMISSION

PROVIDED BY OFFICE OF SARPY COUNTY ELECTION COMMISSION
201 OLSON DR STE 4, PAPILLON, NE 68046

MEDIA

- **Inspector should be spokesman.**
- **Do NOT answer questions about WHO has voted or WHO has not voted.**
- **You may tell the media how many people have voted, but you don't have to.**
- **You may choose “not to comment”.**
- **Please refer the media to the Election Commissioner. 402-593-2167**

SAFETY

Emergency Procedures

Inspectors should:

Help determine emergency routes/shelter locations.

Election Workers should:

Think about what to do in an emergency.

Be on the lookout for anything unusual.

Never do anything that would put your life or health at risk.

SAFETY – CONTINUED

If you must take shelter or evacuate the polling site, and it is safe to do so...

- 1. Clerk 1 take Roster.**
- 2. Clerk 2 take List of Voters Book.**
- 3. Judge 1 take all initialed ballots.**
- 4. Judge 2 take ballot box.**
- 5. Call the Election Office for further instruction.**

ELECTION OFFICIAL PAY

- **Inspectors are paid \$7.85/hr.**
- **Clerks & Judges are paid \$7.25/hr.**
- **All election workers are paid \$10.00 to attend training.**

Please allow 4-6 weeks from Election Day to receive your paycheck. Your patience is greatly appreciated.

DON'T FORGET

- **Inspectors call the polling site and all of your workers prior to the election.**
- **Inspectors pick up supplies the day before the election.**
- **Early Ballot requests are on the table.**
- **Make sure you turn in the ICE form. That is your attendance slip and we will put it in the RED BINDER.**

THANK YOU!

WE APPRECIATE OUR ELECTION WORKERS!