

**Buffalo County**  
**2020 Statewide General Election**  
**Poll Worker Training Manual**

**Election Day: Tuesday, November 3<sup>rd</sup>, 2020**  
(32-401)

**Poll Worker Hours: 7:00 a.m. – 8:30 p.m. (Estimate)**  
(32-232)

**Polls Open for Voting: 8:00 a.m. – 8:00 p.m. CDT**  
(32-908)

## Poll Worker Training for General Elections

**A. Poll worker qualifications:** All poll workers in Nebraska must meet the following statutory requirements found in 32-221 and 32-231.

1. Persons shall be of good repute & character
2. Persons must be able to read & write the English language.
3. Persons must be registered in the county, unless they are an underage 18 student worker
4. No citizen shall be excluded based upon race, color, religion, sex, national origin or economic status
5. No candidate (*except a delegate to the party convention*) may serve as a judge, clerk or inspector at an election.

**B. Poll worker positions & duties (32-226 & 232)**

**Clerk 1-** greets & asks voter their name & address. Then tells Judge 1 which ballot should be given to the voter. This is the # in the 3 ring notebook labeled roster, next to the voter's name. Has voter sign their name in the sign-in roster.

**Clerk 2:** prints voter's name & marks which ballot was given in the 3 ring notebook. **DO NOT USE NICKNAMES!!**

**Judge 1-** finds correct ballot (use # in lower right hand corner of ballot) with information told to them by clerk 1 from info in the roster. **The majority of the precincts have more than 1 ballot!** Makes sure that there are 2 sets of initials at the bottom of the ballot, can be any combination of 2 poll workers. Also, explains directions to voter on how to mark the oval, what to do if a mistake is made & how to put the ballot into the sleeve correctly. All ballots go in the ballot box the same way.

**Judge 2-** Stands at ballot box & double check to make sure 2 sets of initials are on the bottom of the ballots when returned. Checks to make sure voters put ballots into sleeve correctly before ballots are inserted into the box. If not correct, ask voter to correct.

**Inspectors-** over sees the polling place, which includes assigning job duties at the polls.

### **THE WEEK BEFORE ELECTION:**

- 1) Contact polling place for arrangements:
  - a. Remind them about delivery & pickup of voting booths & ExpressVote for the days before and the day after election.
  - b. Make arrangements on getting keys or how you will be let into the bldg & what time - nothing before 7am please.
  - c. Notify them of how many tables & chairs you will need for the day.
- 2) Call poll workers on your assignment list to:
  - a. Introduce yourself
  - b. Discuss what time you want them at the polling place on election day
  - c. Plans for lunch – sack lunch on your own or pot luck to share

### **THE DAY BEFORE ELECTION:**

- 1) Pick up supplies from the Election Office between 8am & 5pm
- 2) Expect a phone call, email or voice message from our office with a list of names of early voters that need marked in your roster as having voted.

### **ELECTION NIGHT:**

- 1) Inspector plus 1 poll worker of a **different party affiliation** are to bring back the supplies on Election Day.
- 2) Both workers come into the courthouse to sign-off on returning election supplies.

## **C: Prior to opening the polls – Election Day Checklist**

- 1) Efficiently set up the table with supplies & workers
- 2) Set up ExpressVote & test machine
- 3) Put out vote here signs (A frame & wire)
- 4) **DISPLAY signs & sample ballots (32-805 & 902)**
- 5) Polling place must be free of campaign signs
- 6) **Outside signs 200' from polling place bldg IF on the same property as polling place**
- 7) Take & sign the Poll Worker Oath (11-101.01)
- 8) Complete ballot certification form
- 9) publicly verify that ballot box is empty (32-909)
- 10) start initialing ballots - 2 judges or 1 judge & inspector (32-916)

**D: Offering & Assisting disabled voters (32-918):** All poll workers in Nebraska must display an understanding for voters who are members of the disability community, voters of different national origins, be able to discern an expression of need & of assistance which may not required by all voters.

### **PLEASE WEAR YOUR ASSISTANCE TO VOTER PINS.**

- 1) Always ask if a voter wants assistance before assuming they need it
- 2) A relative or friend may assist a voter OR 2 poll workers of **different parties** may assist the voter
- 3) Curbside is allowed w/ 2 different party poll workers within 1 block of polling place
- 4) Anyone who helps, even poll workers, **MUST SIGN THE ASSISTANCE TO VOTERS OATH** which states you will not reveal their voting intentions. Use 1 oath paper per person
- 5) If assistance is rendered write next to their mark or signature in the roster **"assistance rendered"** in **RED INK**. Do not write or sign the voter's name, the voter must sign or make a mark themselves.

### **ExpressVote Setup**

- 1) The ExpressVote can be used by ANYONE!
- 2) Insure there is 5' of clearance space around the ExpressVote & that it is facing away from booths and no one can walk behind the voter while in use to insure privacy. Setup a privacy screen around the ExpressVote.
- 3) To test you must 1<sup>st</sup> unlock and open the access door (when looking at the screen, the door is on the left side of ExpressVote) using the black barrel key.
- 4) Make sure the mode switch is turned to **VOTER**.
- 5) Turn the power switch to the **ON** position and allow the ExpressVote to complete its power up process.
- 6) Close and lock the access door. **DO NOT LEAVE KEY IN LOCK**. Inspectors keep the keys with you at all times.
- 7) Once ExpressVote has finished its power up process the screen that will appear is asking you to enter an Election Code. This will be provided closer to election time.
- 8) Once code has been accepted the screen will change to: Begin voting, insert your card and it's ready to go!!

### **Voting Process on EpxressVote:**

- 1) Voter states name, address & signs or marks his/her name in sign-in roster & ballot style is given to Judge 1.
- 2) Voter indicates they would like to use the Expressvote, which is an ADA marking device that replaced the automark.
- 3) 2 Poll Workers put their initials in the black box on the back of the ExpressVote ballot stock in **RED INK**.
- 4) Give voter a gray privacy sleeve, instruct them to put the voted ballot stock into the sleeve so that poll worker initials are visible to you
- 5) Judge 1 escorts voter to the ExpressVote and voter inserts ballot stock into machine.
  - a. Ballot stock for the ExpressVote is a long half sheet that is completely white and has a notch on the top right of the ballot. When the notched edge is at the top right, that is considered the front of the ballot. The ballot stock must be inserted into the ExpressVote with the notch placement being at the top right corner. If you notice, the mouth of the machine also has a notch; both the paper and the notch must match when inserting the ballot stock into the machine.

- 6) Once ballot stock has been inserted, the screen will change to a listing of the ballots available in your precinct.
  - a. Judge 1 shall tap the correct ballot style on the screen for the voter
  - b. The Expressvote screen changes again and has Judge 1 verify again the correct ballot style they are choosing.
- 7) Click accept to verify ballot style
- 8) The rest is up to the voter to make their selections, to double check their choices and print the ballot.
- 9) Voter returns their ballot to you when they are finished voting.

#### **Shutting down ExpressVote after polls close**

- 1) Unlock & open access door on left side of machine using barrel key
- 2) Turn the power switch to **OFF**
- 3) Close & lock the access door

#### **E. Challenge of a Voter (32-927 thru 32-931)**

- 1) An inspector, judge, clerk of election or a registered voter may challenge a voter's residence, age or citizenship
- 2) PRIOR TO VOTING, the challenged voter must sign an oath swearing their answers to be true facts. If voter does not sign the Challenge Oath they will not be permitted to vote. (32-929)
- 3) Challenger must be present at the same time as the voter they are challenging and shall state the reasons for such challenge on the back of oath given to person being challenged.

#### **F: Provisional Voting & Ballots-See the new WHAT TO DO IF..... books**

**PROVISIONAL BALLOTS ARE FOR PEOPLE WHO CLAIM THEY ARE REGISTERED TO VOTE,  
LIVE IN YOUR PRECINCT BUT DO NOT APPEAR IN YOUR ROSTER.**

- 1) Reasons someone votes a provisional ballot:
  - a. Voter's name does not appear in roster but their current address is in your precinct
  - b. Roster reflects voter has received an Early Voter ballot but the voter claims it wasn't received
  - c. Roster reflects ID is required but voter is unable to show proper ID
- 2) Their current/new address MUST BE in your precinct. City of Kearney Precincts can determine which ballot by using your precinct map, if not call the Election Office. Rural precincts need to call the Election Office to determine which ballot voter receives.
- 3) If they are not in the correct precinct, **determine where they need to go** by using your precinct map or call the Election Office (236-1233) to find correct precinct. **If they vote in the wrong precinct their ballot will be REJECTED.**
- 4) **Voter must sign & give new address on the PINK provisional paper in the front of the roster before being given a ballot to vote.** Their name must also be printed by Clerk 2 on the PINK provisional paper in the 3 ring notebook.
- 5) Determine which ballot they should vote. Give them the ballot & provisional envelope packet. **STEP 1 of the provisional packet must be completed by Inspector BEFORE giving it to voter.** Make voter aware they need to complete STEP 2 of the envelope & the PINK registration form which updates their information with the election office. PIN paper is optional for them to fill out, but must always be offered.
- 6) Explain how the ballot goes into the envelope & needs sealed. Pink registration & PIN form **MUST GO IN FRONT CLEAR POCKET** of the envelope & all goes in ballot box when they are done voting.

#### **G: Name & address changes within the precinct**

- 1) Individuals fill out **WHITE** registration forms-**these go in the pocket in the front of the 3 ring notebook.**
- 2) **If the roster indicates an I.D. is required,** the voter will be required to provide a current (not expired) & valid I.D. Meaning the name and address must match as to what they are declaring for their voting information.

Examples: Driver's license or state I.D. OR utility bills, bank statements or government issued checks or documents that are dated within 60 days of when the document is presented. The poll worker will log in the roster next to the voter's information the type of document used in **red ink**.

#### **H: Polling Place Look Up**

- 1) Voters can look up a polling place via the County's website:
  - a. [www.buffalocounty.ne.gov](http://www.buffalocounty.ne.gov)
  - b. click on COUNTY OFFICES
  - c. click on ELECTION COMMISSION
  - d. click on NEBRASKA VOTER CHECK WEBSITE
- 2) To find their correct polling place based on their CURRENT address:
  - a. Voter enters their CURRENT ADDRESS next to Polling Place Search
  - b. click VIEW LOCATIONS
  - c. The correct polling place should appear. If it does not, that means the Election Office does not have that address in our system. Have the voter call the Election Office and we will determine the correct polling place.

#### **I: Spoiled ballots occur when..... (32-917)**

- 1) A mistake is made on the ballot by a voter. Write "SPOILED" across the ballot & insert into spoiled/rejected ballot envelope. A voter shall not receive more than 4 ballots total when a mistake is made. (32-917)
- 2) There are not 2 sets of initials on the bottom of the ballot after it has been given out. Voter needs to start over. Mark ballot as REJECTED and put in spoiled/rejected ballot envelope.
- 3) SPOILED & REJECTED BALLOTS GO INTO THE BROWN/WHITE ENVELOPE. . At the end of the day IF YOU HAVE SPOILED/REJECTED BALLOTS tally the # of ballots in the envelope, write the Precinct # & the spoiled/rejected ballot count on the front and seal envelope. **IF YOU DO NOT HAVE ANY SPOILED/REJECTED BALLOTS DO NOT WRITE ON THE ENVELOPE.** Put envelope into the blue ballot bag.

#### **J. Polling Place Decorum:** All poll workers shall insure the voting process is conducted in an orderly & professional manner while providing the voter a studious atmosphere.

- 1) Workers shall welcome the voter, be polite & helpful
- 2) Interact with voters without influencing them
- 3) Be sensitive to all voters especially when working with seniors or persons with disabilities
- 4) Limit visiting amongst workers while voters are present
- 5) Do not discuss current candidates or give opinions on issues
- 6) Only 1 person in a booth, unless voter is being assisted or has children with them (32-918 & 32-921)
- 7) Unless standing in line, voters are only allowed in bldg for 20 mins (32-921)
- 8) Voters are allowed no more than 10 mins in a booth (32-921) Please realize long or 2 page ballots take longer.
- 9) Voters can take into the booth their own printed/written note or sample ballot from the paper to assist him or her in preparing or marking the ballot. (32-920)

#### **K: Early Pickup**

- 1) This will only be for the larger City of Kearney precincts and we will notify the Inspector which will be picked up.
- 2) A form is in all of the 3 ring notebooks. This is just in case your ballot box gets full and you need us to pick up early. Call the Election Office **BEFORE** you ballot box is too full. We will have 2 Election Workers come pick the ballots up.
- 3) The #'s used for this certification form shall be the count of the # of ballots in the box at the time of pick up. This means the people who are voting their ballots in the booths will not be in the count because their ballot is not in the ballot box at pick up time.

## **L: Preparing to close & after polls close– Complete Election Day Checklist – Closing the Polls**

- 1) Any person ALREADY in line by 8pm is entitled to vote. No one arriving after 8pm shall be allowed to vote! (32-908)
- 2) Balance your # of signatures in the roster to the # of names in the 3 ring notebook-work on it throughout the day.
- 3) Spoiled/Rejected ballots need to be tallied with # written on the brown envelope, and then sealed. Put in blue ballot bag.
- 4) ALL unvoted ballots need to be counted, rubber band & labeled with count then placed in the blue bag, which is to be sealed with **blue** or **red** seal.
- 5) Sign & complete all paperwork in 3 ring notebook-closing of the polls, payroll & ballot certification paper
- 6) Mileage goes to **rural** inspectors for picking up & bringing back supplies & to the 2<sup>nd</sup> person of a different party for bringing back supplies **IF** they drive separately.
- 7) Put supplies away with all lids on pens & take down notices & sample ballots. Put all pages back into the 3 ring notebook if you took them out. **Keep the roster & 3 ring notebooks at the top of supply box for check in** at court house.
- 8) Get outdoor vote here signs & put with booths
- 9) Shut off & unplug ExpressVotes– **DO NOT** put them in the cases.
- 10) **Inspector & 1 poll worker of another party bring back supplies**

## **M: REMINDERS**

- 1) The Election Office will call Monday a little after 5pm to give you a list of names of people who voted early. You will need to write the words **Early Voter** in **red** ink on their signature line. DO NOT write the voters name!!  
**Red pens are in your supply box.**
- 2) Do not open the ballot box after voting has started for any reason, unless you have been instructed by the Election Office that designated personnel will be doing an early pickup.
- 3) **DO NOT ACCEPT early voting ballots at the polling place!** Ballots must be returned to the Election Office only.
- 4) Voters **are to use only a black pen** to vote.
- 5) Poll workers are to initial the front of the ballots in **Red Ink** and initial ExpressVote paper in **Red Ink** on the **back**.
- 6) No food or drinks should be at the tables with ballots or paperwork on them. Drinks with screw on lids can be on the floor.
- 7) Voters are allowed to take pictures of their own ballot and can reveal how they voted by showing someone that picture if they choose. (32-1527)
- 8) Power of Attorney's (POA) **CANNOT** sign for someone in the roster. The voter must sign their own name or make a mark of some kind with their own hand.
- 9) Poll workers are allowed to give out voter turnout #'s. DO NOT give out any names of people who have voted.
- 10) When a poll worker leaves to run an errand or any other activity and is gone 15 mins or longer they need to deduct that absent time from their hours worked.
- 11) Supplies are to be picked up by the Inspector from the Election Office the day before the election BETWEEN 8AM AND 5PM
- 12) Use the horseshoe parking lot off of 1<sup>st</sup> Avenue and enter the east doors by the Buffalo statute to pick up & drop off supplies. There will be individuals at the courthouse to help unload your ballots & supplies election night.