

TODAY'S TRAINING

- About the 2018 elections
- Updates poll books!
- Supervisory duties
- Team management
- Opening the polls
- Closing the polls
- Hands-on-voting equipment training

ABOUT THE ELECTION

- Primary Election August 14th
 - Three contested statewide offices:
 - Governor/Lt. Governor, (2) U.S. Senators
 - VERY busy candidate filing period
 - Expecting higher primary turnout than usual
- General Election November 6th
 - Governor & Both U.S. Senate Seats
 - All U.S. Representatives & State Representatives
 - Judges
 - County Commissioners & Soil and Water Supervisors
 - City & School candidates + ballot questions



POLL BOOKS



What are they?

- Poll books are an electronic version of the paper polling place roster
- Multiple work stations display voter information on ipads, called "Poll Pads" that Election Judges use to look up voter information
- Anoka County's system is already used in 27 states and will be used this year in many Minnesota counties



POLL BOOKS



How do they work?

- No change to laws regarding voter check in and registration
- Electronic process uses a LOT less paper
- Roster data loaded into system prior to election
- Poll Book Judges look up voter's names
- Voters sign a printed voter's oath instead of a paper roster
- Voters register electronically
- Screen prompts guide Poll Book Judges through each step



POLL BOOKS



Training

- Cities are providing detailed in-person poll book training
- Many cities and Anoka County will have open "labs" available for all election judges to dropin and practice on the equipment
- We will walk through some HJ management and troubleshooting responsibilities later in this training



- County Elections & Voter Registration
 Office
 - Voter registration system
 - Absentee balloting (county-wide)
 - Voting equipment system
 - Ballot printing
 - Training of City Clerks and Election Judges
 - Election day procedures
 - Forms and supplies
 - Election results

- Municipal Clerk
 - Employer and Supervisor
 - In-person absentee balloting (within municipality)
 - Election Judge assignments
 - Polling Place assignments
 - Poll Book training
 - Equipment and supply delivery
 - Receives election returns at day's end
 - Communicates with County elections staff

- Municipal Clerk provides pre-election information
 - Work schedules and team roster
 - Head Judge may be asked to contact team members
 - Provides direction on Election Day meals & breaks
 - Polling place set up and logistics
 - Keys
 - Directional signage
 - Voting room set up
 - May ask Head Judges to help set-up day prior
 - Clerk will provide instructions for returning supplies and equipment

Municipal Clerk

- Election Day
 - Resolves staffing issues
 - Takes care of supply shortages
 - Provides general support to Head Judges
 - Resolves voter complaints
- After the election
 - Accepts delivery of returns from precincts
 - Reviews statistics and resolves discrepancies

ROLE OF HEAD JUDGE

- Manager and Supervisor
- Statistician
- Equipment Specialist
- Trouble-Shooter
- Communications Officer
- Diplomat



COMMUNICATIONS

Municipal Clerk

- Equipment issues (especially at open and close)
 - Clerks will be first point of contact for issues with poll books.
 They will contact County if additional support is needed
- Supply questions
- Election Day "people issues"
- Staffing and polling place problems

County

- Voter registration questions
- Absentee ballot questions
- Address/where to vote questions

COMMUNICATIONS

Cell Phones

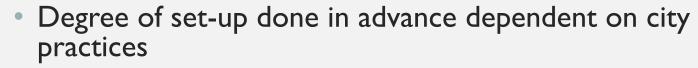
- Keep cell phone with you all day (ringer should be on)
- Bring charger
- Verify number on staff list is correct
- Check signal in polling place early in the day
- Allow other team members to keep their phones handy
- Use cell phone time as official precinct clock

COMMUNICATIONS

- Internet enabled devices
 - Laptops, smart phones and tablets encouraged
 - State precinct finder available for voting location look-up at <u>www.MNVotes.org</u>
 - Voters can also use the Poll Books to look up the correct voting location

EQUIPMENT AND SUPPLIES

- Delivered to precinct the day prior:
 - Ballot counter/ballot box
 - With ballots locked in front storage compartment
 - Poll books
 - AutoMARK and table
 - Voting booths
 - Blue supply bin
 - Vote here signs
 - Flags





EQUIPMENT AND SUPPLIES

Blue Supply Bin

- Head Judge Packet
 - 3 Folders green, yellow, red
 - NEW: Technology Judge Poll Book Guide in green folder
 - NEW: Advanced Poll Book functions in yellow folder
 - Blue bin supply list in yellow folder
 - Forms, checklists, instructions & resource information

EQUIPMENT AND SUPPLIES

Blue Supply Bin

- Judge Station Packets
 - I for each position (greeter, poll book, demonstration, etc.)
- Office supplies (paper, markers, tape, etc.)
- Equipment supplies (seal, tape roll, cleaning kit)
- Poster packet
- Backup Supplies
 - Materials for Roster & Registration Judge in the event that the poll books are inoperable

ELECTION DAY DUTIES

Before the polls open

- Greet team members
- Administer the election judge oath
 - Official Precinct Certification
- Ensure team members sign timesheet
- Review the ballot with team members (split precincts?)
- Prepare Head Judge work space
- Note party designation of team members
 - Judge "Board Report"
 - Employee data is private under MN law

OPEN THE POLLS CHECKLIST

- Use Anoka County checklists only
- Delegate duties and oversee operations
- Equipment set-up:
 - Poll Books
 - Wireless "Hot Spot"
 -set up first to ensure connectivity
 - 2. DS-200 Ballot Counter
 - 3. ADA Ballot Marker

- Physical layout access, privacy, safety
- Signage information and directional signage
- Prepare ballot supply
- Set up judge work stations

• 7:00 a.m. – "The Polls are Open"

- Head Judge manages & oversees team activities
 - Monitor work stations to ensure staff is understanding assigned duties
 - Duty Cards on County website
 - Make work assignments
 - Rotate employees throughout the day
 - Assign party-affiliated duties
 - Pay close attention to poll book stations
 - Pair new judges with experienced staff (also place poll book "early adapters" with those that might be less comfortable with the technology)

*Note that certain roles are not for everyone — and that's ok! You can reassign team members if necessary

- Head Judge manages & oversees team activities
 - Delegate to Assistant
 - Dedicated Technology Judge? Utilize them!
 - Manage breaks don't forget about yourself!

Greeter Judge

- Vital position first interaction with voters!
- Great position for students and new judges
- OK to "work the line" before 7 a.m.
- Increase number of greeters at peak times
- Paper Greeter's Lists & Precinct Finders will still be provided
 - Precinct Finder for your precinct only
 - Can use pollfinder on www.mnvotes.org
 - Can also refer to poll book judge to look up address and direct voter to proper location
 - Call County if an address cannot be found or if there is a discrepancy



Poll Book Judge

- 1 Green Case
- Poll Pad & Stand Arm
- 3 Poll Pad Base
- 4 Power Cube and Cord
- (2) Stylus
- 6 Photo ID Tray
- 7 iPad Screen Cloth
- 8 Printer

Poll Book Judge

- Poll books handle every type of voter check-in:
 - Voter with address or name change (EDR)
 - New registrant (EDR)
 - New registrant with voucher (EDR/Voucher)
 - Absentee voter (AB)
 - Challenged voter
 - Voter ID required



Poll Book Judge

- Name or address corrections
 - Voter must update registration
- Name not found
 - Multiple searches using poll books
 - If voter insists they are registered contact county
- Incorrect AB notation
 - If voter says they did not vote absentee contact county
- Head Judge assists with roster challenges



Poll Book Judge

- Registering Voters
 - Proofs of Residence
 - Only eligible proofs of residence can be selected from the poll book drop-down menu
- Head Judge must be consulted before turning voters away
- Vouchers also complete process using the poll book



Poll Book Judge

- Basic Troubleshooting
 - Monitor screen icons for connectivity
 - Printer connections
 - Changing paper

Head Judge Advanced Functions

- Cancel voter check-in
- Re-print voter certificate
- Mark voter absentee (call County)



Demonstration/Ballot Judge

- May assign one, two, or more individuals
- Secrecy sleeves (or folders)
 - Must offer but don't require use
- Primary ballots may require explanation
 - Cross-over vote most common error
 - Primary voter receipt/demo pad

Demonstration/Ballot Judge

- Ballot questions
 - Do not provide oral explanation of the question, its meaning or outcome if passed/not passed
 - Instruction wording printed on ballot above all questions
 - Refer voter to instructions
 - Election Judge may read instructions out loud
 - Two judges of different major political parties may read language of question (verbatim) out loud to voter

Ballot Counter Judge

- Must be observant and watch screen for error messages
 - Station judge with sightline to screen
- Head/Assistant Head Judge assist with equipment problems
 - Jammed ballot
 - Troubleshooting guide

POLLING PLACE CONDUCT

Media

- Allowed with credentials
- Cannot interview voters
- Campaigning inside or outside the polling place
 - U.S. Supreme Court ruling in June overturned MN law restricting political apparel
 - Call City Clerk with questions
- Voter cell phones
 - Allowed in the precinct and voting booth
 - "Ballot Selfies" allowed
 - Watch for disruptive conversations/activities not allowed
 - Use common sense when enforcing

POLLING PLACE CONDUCT

Challengers

- Challenger packet in Head Judge Materials
 - Challenger Fact Sheet
 - Personal Challenge Process (Head Judge)
 - Oath of Challenge to Voter's Eligibility (Challenger)
- Challenger is there to observe
 - Cannot speak to voters
 - Cannot examine election day materials
 - Head Judge determines where Challenger sits/stands in the precinct
- Other "Observers" must have authorization from Secretary of State, County Auditor, or City Clerk
- After 8:00 p.m. and all voters have completed the process, precinct is open to any and all observers

EMERGENCY PROCEDURES

- Emergency procedures document included in yellow "Voting Hours" folder in Head Judge packet
- Familiarize yourself with evacuation plans for the polling place
- Step-by-step instructions are provided
- Most importantly:
 - Do not worry about election supplies until *after* everyone in the polling place is safe.

TAKE A BREAK ©



EQUIPMENT: POLL BOOKS

- Guides/Instructions
 - In Poll Book Judge Supplies:
 - Poll Book Judge Duty Card
 - Poll Book Judge Guide (processing voter instructions)
 - In Head Judge Supplies:
 - "Technology Judge" Guide
 - Open/close Instructions
 - Also has guide for wireless hot spot
 - Basic Troubleshooting
 - Head Judge Poll Book Guide
 - Advanced Functions



EQUIPMENT: AUTOMARK & DS-200

- DS-200 Ballot Counter
 - Ballot Counter Set-Up
 - Located in green Head Judge folder
 - DS-200 Troubleshooting Guide
 - Located in equipment supply bag
 - Closing the Polls Part One
 - Print tapes and transmit results
- AutoMARK
 - Set-up/close instructions on same page

EQUIPMENT: DS-200

- DS-200 Support
 - 1. Check the Troubleshooting Guide first
 - 2. If you cannot find a solution in the guide, then call your City Clerk
 - Especially at opening and closing
 - County cannot take 128 calls at once!
 - 3. Clerk will contact the county on your behalf or ask Head Judge to call the county directly

CLOSING THE POLLS

- Closing the Polls Checklist Part Two: Record Statistics and Prepare Materials for Return
 - Simplified instructions for 2018
- Reminders:
 - Ensure all voters have completed voting before closing
 - Check auxiliary compartment
 - Keep poll books & WiFi hotspot on until all tasks are completed
 - Poll books used to complete precinct statistics

ELECTION RETURNS

Items to return to City Hall

RETURN TO CLERK – Items below MUST be returned to City Hall			
ltem	Detail/Contents		
Summary Statement Envelopes	Labeled A, B, etc., include contents specified on each envelope		
Signed Voter Certificates	In envelopes provided (2)		
Voter Receipts	In envelopes labeled "Voter Receipts"		
Completed Forms Envelope	Completed complaints, challenger forms, voter correspondence, etc.		
Transfer Cases	Sealed and containing voted, spoiled and duplicated ballots		
Memory Device Envelope	With Memory Device enclosed		
Keys	Machine keys and polling place keys		

- Other equipment and materials
 - Leave in precinct unless provided alternate instructions by your City Clerk

STATISTICS EXERCISE

2018 PRECINCT STATISTICS WORKSHEET Municipality Head Judge **HEAD JUDGE - RECORD PRECINCT STATISTICS** MEMORY DEVICE SEAL NUMBER (Official Precinct Certification) NUMBER OF ELECTION JUDGES IN THE PRECINCT (Official Precinct Certification) 3. NUMBER OF VOTING BOOTHS (Count Voting Booths plus 1 AutoMARK) 4. NUMBER OF PERSONS REGISTERED AT 7 A.M. (Pollpad display - "Precinct Records" Upper Center of Home Screen) 5. NUMBER OF ELECTION DAY REGISTRATIONS - Pollpad Summary Report: Registrations (Menu/Summary Report/Password: 1 2 3 4/Registrations) 6. TOTAL NUMBER OF VOTERS IN THE PRECINCT - Pollpad Summary Report: Check-ins (Menu/Summary Report/Password: 1 2 3 4 /Check-ins) 7. TOTAL NUMBER OF BALLOTS COUNTED (Ballot Counter Display - "Public Count" OR Results Tape - "Total Paper Sheets") 8. NUMBER OF SPOILED BALLOTS (Count Ballots in Spoiled Ballot Envelope) 9. NUMBER OF DUPLICATED BALLOTS (Count Ballots in Duplicate Ballot Envelope) COMPARE NUMBER OF BALLOTS TO NUMBER OF VOTERS Do 6 and 7 above match? (circle one) NO (If NO contact City Clerk) YES RETURN COMPLETED WORKSHEET IN RESULTS TAPE ENVELOPE B (CITY CLERK) OFFICE USE ONLY - CITY CLERK REVIEW Time of Arrival Election Judge Name Election Judge Name INDICATE OUTCOME INSTRUCTIONS

TRANSMIT COMPLETED FORM TO COUNTY ON ELECTION NIGHT

Line 6 (signatures) EQUALS Line 7 (ballots)

Line 6 (signatures) MORE THAN Line 7 (ballots)

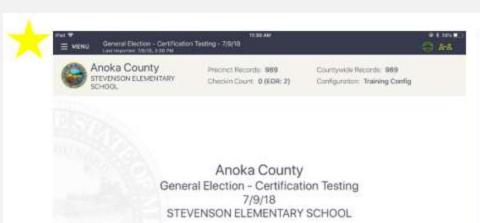
Line 6 (ballots) LESS THAN Line 7 (signatures)

Email form to cindy, reichert@co.anoka.mn.us and paul.linnell@co.anoka.mn.us

Submit form to County

Submit form to County

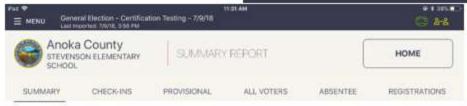
CONTACT COUNTY FOR INSTRUCTIONS





GET STARTED

1.3.1



Check-ins

LOCAL COUNTS
Check-ins: 0
Provisional: 0
Spared: 0
Cancelled: 0
Registrations: 2

CONFIGURE

PRINT

OFFICIAL PRECINCT CERTIFICATION Election Date: November 6, 2018 City/School District Herethere Precinct To be Completed by City Clerk PRECINCT SEAL AND BALLOT DELIVERY CERTIFICATION (M.R. 8220.1450) I hereby certify that the memory device for this precinct was secured with seal number: 10186 The number of official ballots delivered to this precinct is: The Poll Books delivered to the precinct are numbered as follows: Poll Book Number: 304 Poll Book Number: 307 Poll Book Number: 305 Poll Book Number: 306 Poll Book Number: Poll Book Number: To be Completed by Two Election Judges OPENING THE POLLS - PRECINCT SEAL AND BALLOT DELIVERY CERTIFICATION (M.R. 8230.4365) We certify that the seal number at the opening of the polls corresponds to the precinct seal number certified by the City Clerk above. We also certify that the number of ballots delivered to the precinct as certified above by the City Clerk were received in the precinct. Election Judge Signature If seal numbers do not correspond, explain: To be Completed by ALL Election Judges ELECTION JUDGE OATH (M.S. 204B.24) "I solemnly swear that I will perform the duties of election judge according to law and the best of my ability and will diligently endeavor to prevent fraud, deceit and abuse in conducting this election. I will perform my duties in a fair and impartial manner and not attempt to create an advantage for my party or for any candidate." To be Completed by Two Election Judges CLOSING THE POLLS - PRECINCT SEAL CERTIFICATION (M.R. 8230.4365) We certify the seal number at the close of the poll corresponds to the seal number at the time the poll was opened. Election Judge Signature If seal numbers do not correspond, explain:

BALLOT TRACKING FORM

Election Date:	11/6/18			
City: H	erethere	Precinct #:	WI	P2_

Used Ballots - Discrepancies from Packs as labeled

- · Ballots delivered in shrink-wrapped packs with quantity label on each
- · Count individual blank ballots in pack as each pack is opened
- · Record discrepancies ONLY (variation from number on label)

QUANTITY ON PACKAGE LABEL	ACTUAL NUMBER COUNTED	DISCREPANCY (Plus or Minus)
50	49	-/
<u>50</u> 50	52	+2
	·	
	TOTAL	+ /

Unused Ballots

Unopened Ballots (Add total quantity from unused package labels)

450

Other Unused Ballots (count all other unused ballots)

37

Total Number of Unused Ballots

487

Give completed form to Head Judge Head Judge - Return in Summary Statement Envelope B "City Clerk"

SPOILED BALLOT ENVELOPE

This envelope must contain <u>ONLY</u> the following items:

SPOILED BALLOTS

- Original spoiled ballot returned by voter and exchanged for a new ballot
- DO NOT record spoiled ballots on Incident Log

FOUND BALLOTS

- Ballot abandoned by voter and found in precinct
- Record all found ballots on Incident Log and INFORM HEAD JUDGE

TOTAL NUMBER OF BALLOTS IN THIS ENVELOPE AT CLOSE OF POLLS: /

- Report this number to Head Judge.
- Head Judge records this number on Precinct Statistics Worksheet, Line 8

ENVELOPE RETURN INSTRUCTIONS

Place this envelope in white transfer case with voted ballots for return following the election

Duplicate Ballot Envelope

Return in the White Cardboard Transfer Case With Voted Ballots

This envelope must contain ONLY the following item:

- Original accepted absentee ballot for which a duplicate ballot was made.
 - Total number of duplicated ballots in this envelope:
 - · Record number on the Precinct Statistics Worksheet, Line 9

VOTER RECEIPT AND BALLOT COUNTER AUDIT

Election Date:	Nov. 6	, 2018		
City:/	Herethere	Precinct #:	WI	P2

- . Use this form to track Number of Voters and Number of Ballots Cast
- · Take note and account for voters marking their ballot or waiting in line at the ballot counter
- · Inform Head Judge of discrepancies (Total Voter Receipts vs. Ballots Cast)
- · Record discrepancies on Incident Log provide explanation for discrepancy if known

Give completed form to Head Judge at close of polls

Time	White Registered Voter Receipts	Blue EDR Voter Receipts	Total Voter Receipts	Ballots Cast (Ballot Counter #)
. 8 am	32	2	34	34
9 am	96	12	108	108
10 am	126	20	146	146
11 am	179	24	203	203
12 noon	25 7	33	290	290
1 pm	302	39	34/	341
2 pm	328	43	371	37/
3 pm	368	49	417	417
4 pm	405	53	458	458
5 pm	440	56	496	496
6 pm	527	64	591	591
7 pm	642	68	710	710
8 pm	694	69	763	763
CLOSE OF POLLS	694	69	763	763

Head Judge Instructions

· Return completed form in the large "Voter Receipts" manila envelope

```
No, the understaned Election Ardses of this precinct do
  *** VOTING RESULTS REPORT ***
  12:32 PM July 9, 2018
                                                                                  hereby certify that:
  Unit Serial Number: 0113370121
                                                                                  The proper ballots for the precinct
                                                                                  were used for wating:
  Anoka County, Minnesota
                                                                                  All of the bailets cast were
  State Partisan Primary Ballot
                                                                                  property cast and counted:
  4040 Columbus 08
                                                                                  The mabers entered on this
 Election Date: August 14, 2018
                                                                                  summary statement show the number of votes cast for each
 Poll Opened Date: July 09, 2018
                                                                                  candidate and/or question:
 Poll Opened Time: 12:31 PM
                                                                                  The national flas of the
 Poll Chased Date: July 09, 2018
                                                                                  United States was flown during the time that Election
 Fall Closed Time: 12:32 PM
                                                                                   Judges were serving:
 Public Count: 0
                                                                                   The total number of counted ballots
                                                                                   agrees with the number of voters;
                                                                                   All ballats requiring
 Protected Count: 3158
                                                                                   Application are in the proper envelopes and all
 Precinct Voting Report
                                                                                   Write-In wotes have been properly recorded: and
 Unit Serial Number: 0113370121
                                                                                   ballats used in the election have been securely
                                                                                   neal ed:
 Columbus Pl
                                                                                   The ballot counter was examined before and after
                                                                                   voting hours and was found to be sealed by the save
 Total Paper Sheets: 763
                                                                                   smals as cerified by the City Clerk.
 00P United States Senator
 Musber to Vote For
                                                                                    Memory Device Seal Humber
 Jim Wenberger
                                                                                    Manber of Election Judges in the Precinct
 Marrill Anderson
 Roque "Rocky" De La Fuente
                                                                                    Number of Voting Booths
 Ree Hart Anderson
 Over Votes
                                                                                    Number of Persons Resistered at 7 a.m. 989
 Under Votes
                                                                                    Number of Election Day Resistrations 69
 Total Votes
                                                                                    Total Number of Voters in the Precinct 763
BOP United States Senator - Special
Number to Vote For
                                                                                    Total Number of Ballots Counted 763
Karin Housley
                                                                                    Mumber of Spoiled Ballots 14
Nikolay Mikolayevich Bey
Bob Anderson
                                                                                     Mumber of Duplicated Ballots
Over Votes
Under Votes
Total Votes
60P United States Representative - District &
Number to Vote For
Patrick Humro
Ton Engar
R.J. Kern
Over Votes
                                                                                     4040 Collumbus Dil
Under Votes
                                                                                     Unit Serial Number: 0113370121
Total Votes
                                                                                      *** END OF REPORT ***
GOP State Representative District 318
Musbar to Vote For
Calvin (Cat) K. Bahr
Ton Hackbarth
Over Vates
Under Votes
                                                                                      ............
                                                                                      *******************************
Total Votes
```

INCIDENT LOG / Day's Events Journal

Election Date:	11/6/18				
City/Town	Herethere		Precinct	WIPZ	
Location:	North Town	Elementary	School		

TIME & INITIALS Comments about voters? Include name, address or voter ID number. Comments about equipment? Include error messages if displayed. Use as much space as needed to report information about issues and activities. QUESTIONS: Call Election Hotline at (763) 324-1300 7:00 Poil Book Sudge Mistakenly checked in	
7:00 Poil Book Judge mistakenly checked in	
I halter with the of in other of the the	2.0
Walter Whitman Jr. instead of walte	
Whitman Sr Head Judge corrected the	
voter check-in, voided the original vote	
certificate, re-printed the certificate, an	d ,
had Walt Whitman Sr. sign the correct certi	ticate.
10:00 Voter mad that his candidate was not on	35
the ballot - did not vote	
11:00 Ballot found inside voting booth. Placed in	\cap
spoiled ballot envelope.	
12:30 complaints over voter wearing "Vote For Pedi	ર્જો
shirt. Since no Pedro on ballot, HJ allowed.	
1:30 Voter issued bullot for wrong school district. It we	nt
into the Machine + then the voter wanted anot	her
ballot called city Clerk, She said no Voter	
filled out complaint form.	
	rver
8:00 Still many people in line at closing. Observants to come in and called country	1.
8:15 They said he has to wait until all	
voting is completed.	
Ballot count off - 1 extra ballot. See	_
notes at 11:00. Count ok	

