ELECTION INTEGRITY CENTER

POLL WATCHER – POLL WORKER TRAINING

To supplement your Board of Elections requirements

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Overview of Poll Watching / Working

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SECTION I
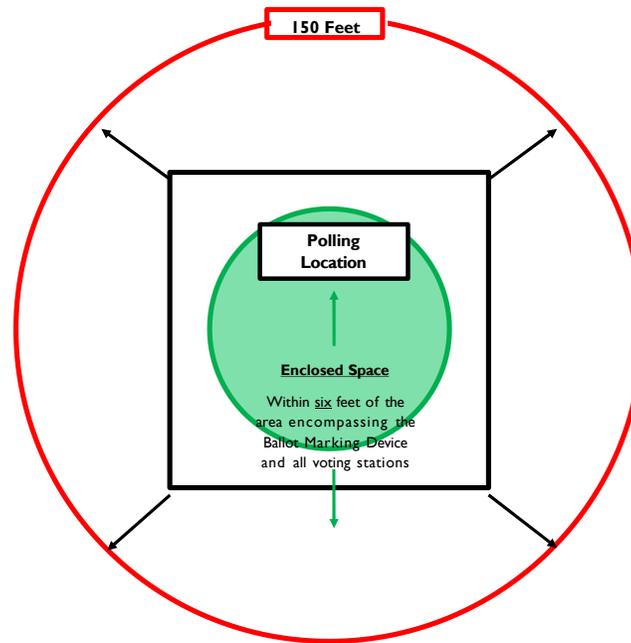# POLL WATCHING & POLL WORKING

Poll Watcher
Training Manual

The Elections Division of the Secretary of State's Office organizes and oversees all election activity, including voter registration, municipal, state, county, and federal elections. They are responsible for certification of election results as well as certifying the qualification of candidates and preparation of ballots and election forms and materials. The Elections Division provides Great Seal certification for authentication of public documents for foreign use for non-Hague countries. Along with those duties, the Elections Division maintains the Statewide Voter Registration Database to ensure that voter registration lists are current statewide.

Who is Allowed Where at the Poll?

150 Feet

Polling Location

Enclosed Space

Within *six* feet of the area encompassing the Ballot Marking Device and all voting stations

Allowed in the Enclosed Space	Outside the Polling Location, but within 150 Feet	Beyond 150 Feet
1. Poll Officials	1. Special Interest Groups that are not campaigning (i.e., Voter Assistance Groups)	1. Campaigners
2. Voters		2. Includes but is not limited to any of the following in support or against a particular candidate, group, party, or question that is to be voted on in this election:
3. Person legally assisting a voter	2. If a voter allows a member of a Voter Assistance Group to assist them with the voting process, they may accompany the voter within the enclosed space	a. Wearing of clothing/hats
4. Members of the Board of Elections and Elections Office Staff		b. Buttons
5. Technicians authorized by the Board of Elections		c. Stickers/bumper stickers
6. Authorized Poll Watchers	3. Exit Polling: May be conducted inside of the 150-foot boundary so long as the pollster is at least 25 feet away from the polling location	d. Posters
7. Persons authorized by the Secretary of State's Office or the State Elections Board		e. Pamphlets
8. Peace Officers		3. Campaigners must also be at least 25 feet away from anyone in line waiting to vote
9. Children under the age of 18 who are in the care of an adult so long as they do not cause a disturbance or in any manner handle the Ballot Marking Device or the Voter Access Card		

Differences - Poll Watcher and Poll Worker

POLL WATCHER

❖ **Credentialed by a candidate or political party**

❖ **Is permitted behind the enclosed space for the purpose of observing the election**

❖ **Volunteer – Unpaid – Choice of times worked – Can take breaks whenever needed**

❖ **Must be trained, no residency requirement**

POLL WORKER

❖ **Hired and paid by county elections department**

❖ **Assigned location and times worked**

❖ **Must be over 16, fluent in English**

❖ **Cannot hold public office or be a Candidate**

Helpful Tips for Poll Watchers

Introduce yourself to the Poll Manager as Poll Watcher and present your designation letter. Have your name badge on.

- Wear comfortable business casual clothes and comfortable shoes
- Bring water bottle.
- Bring your Poll Watchers Reports, <u>clipboard</u>, paper and pen

Cell Phone should be on silent mode and not visible while inside the precinct.

Go outside when you need to make a call or use your phone.

More Helpful Tips

- Be pleasant and courteous to all poll location staff.

- Stay out of the way when you are moving around the precinct.

- If possible, ask questions only of the Poll Manager when there is downtime.

- If you have a concern, express your concern in a form of a question to the manager.

- Comply with any instructions you receive from the poll worker or poll manager, until the issue is resolved otherwise.

POLL WATCHERS ARE PROHIBITED FROM

Speaking to Voters   Looking at Elector Lists
Using Cell Phones   Any recording of any kind
Campaigning   Wearing Campaign/Issues Materials

TOUCHING ANY POLLING LOCATION MATERIALS AND VOTING EQUIPMENT

- **A Poll Manager can remove a Poll Watcher from the Polling Location for infractions of these laws.**

SECTION II
The Precinct

❑ All poll officials are in attendance (arrive at 6am) and **oaths are administered**

❑ Phone numbers of county office staff available

❑ Badges are on   ❑ All signs and notices are posted   ❑ All doors are accessible

❑ Check parking lots and walkways to add signage or staffing, if needed

❑ All equipment, supplies, list and ballots in place

❑ Manager will notify Election Superintendent that poll is ready and opened

There should be three poll officers in the polling place at all times, a manager and two assistant managers. If an emergency occurs and someone has to leave, the replacement must be sworn in.

POLLING PLACE Before the polls open:
Your polling place must have the signs

PROHIBITION NOTICE

CARD OF INSTRUCTIONS

REQUIRED IDENTIFICATION

ELECTORS 75 YEARS & OLDER

NO LEAVING WITH BALLOT

DROP BOX SIGN
(IF APPLICABLE)

POLL WORKER AREA

VOTING RIGHTS POSTER

POLLING PLACE SIGNS before the polls opens:
NO CAMPAIGNING IS PERMITTED:

Within 150 feet of the outer edge of the building in which the polling place is established;

Within any polling place

Within 25 feet of any voter standing in line to vote

VOTE HERE SIGN
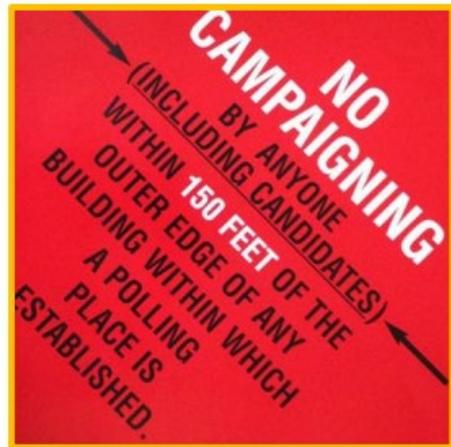
NO CAMPAIGNING SIGN

HANDICAPPED PARKING SIGN
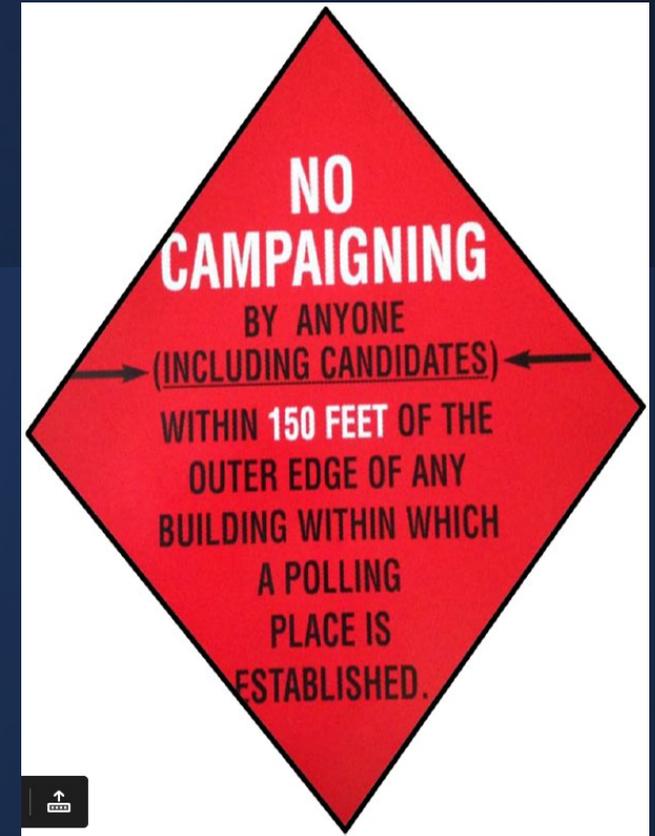
Precinct Equipment Stations

- **Poll Pad Station** - **numbers are ZERO**. **Early Voting numbers are cumulative.**

- **BMDs and Printers** - **numbers are ZERO. Early Voting numbers are cumulative.**

- **Scanner/tabulators** - **numbers are ZERO -** print a ZERO tape. **NO ZERO tapes for Early Voting.**

- **Handicap Accessible Booth** with Audio Tactile Interface (ATI) –Accessible Voting Kit *(these are usually in the 2-unit cabinets)*

- **Provisional Ballot Station**– Provisional Clerks may be assigned to precincts.

Setting up the Poll Pad
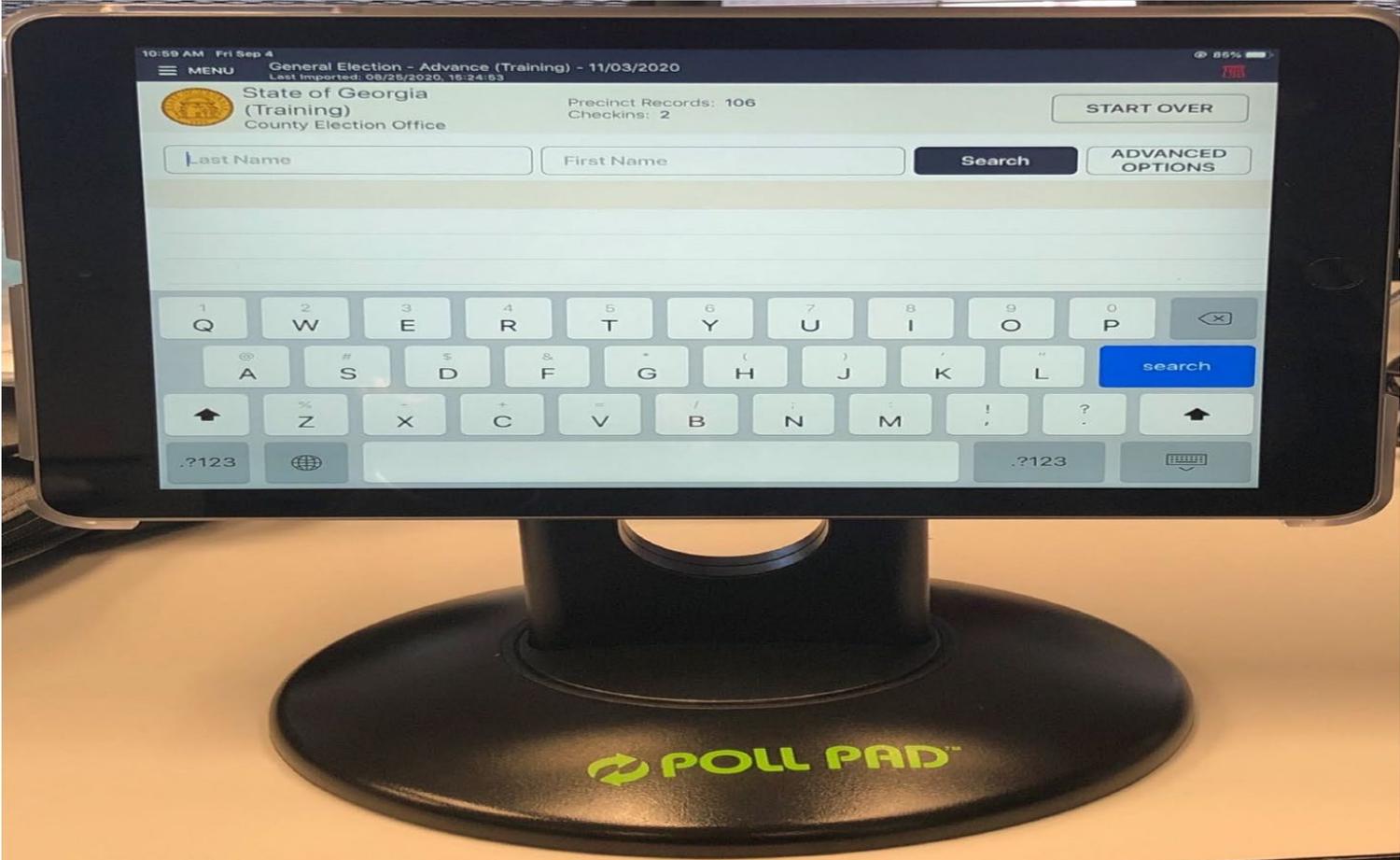
Setting up the BMDs (Ballot Marking Devices)

Be helpful: Suggest they turn the printer on first

Setting up the Tabulators/Scanners
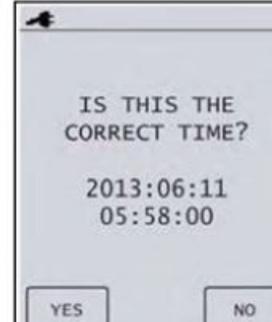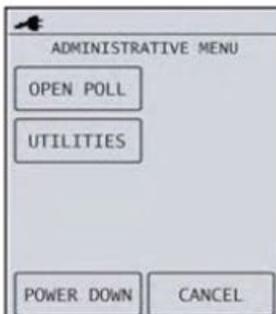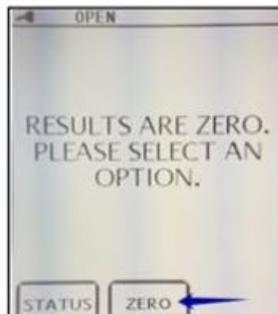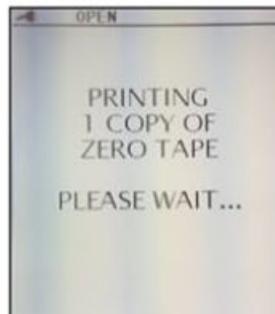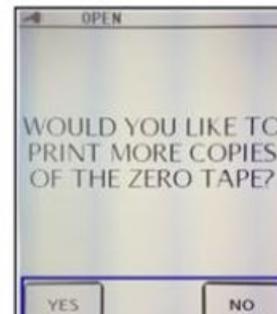
Setting up the Provisional Ballot Station

O.C.G.A. § 21-2-418

S.E.B. Rule 183-1-12-.18

Provisional Ballot Station - Supplies
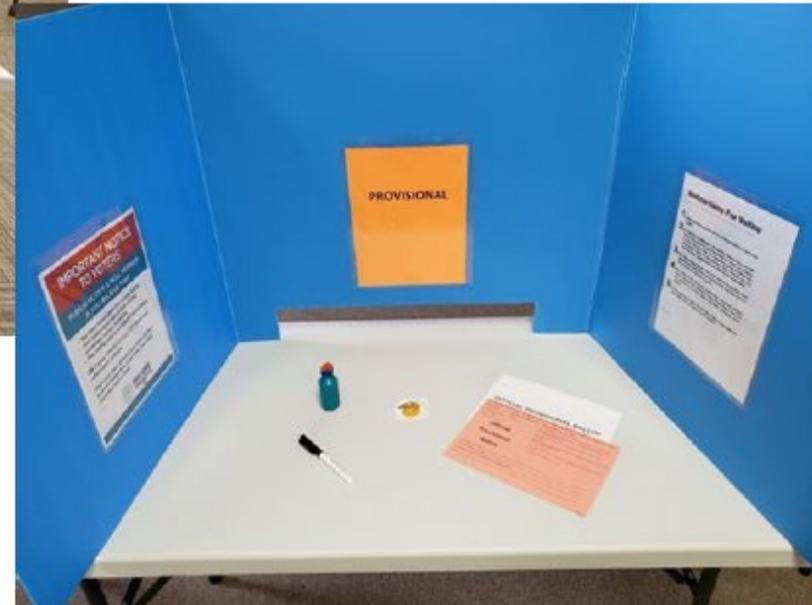
Poll Watchers report – Before the polls open

❖ **Equipment is not sealed **. Equipment malfunctions**

❖ **Scanners, BMD's or Poll Pads, Election Day, total is zero**

❖ **Scanner ballot bins are empty**

❖ **Managers or staff arrive late ** Oaths are not taken**

❖ **EARLY VOTING: Dropbox is empty.**

❖ **Check outside and report if there are campaign signs, campaigning and line warming within 150 ft. of polling location**

❖Polls do not open on time. ** Any other irregularities

POLLS OPEN

ELECTION DAY

The public is allowed to enter the polling location and watch the procedures before the polls open and after the polls close, with no Voters present.

Only Poll Workers, Poll Watchers, Voters, Persons lawfully assisting voters and children under age 18 of voters may be in the polling location.

NOT allowed in Polling Location -
- *Candidates, except to vote.*
- *Media can only go as far as the Check-in desk.*

The Voting Line

- **The voting line is an important component in all polling places.**
- **Report if there are wait times of more than 30 minutes on Election day.**
- **No campaigning within 25 feet of the line to vote.**
- **No campaign signs within 150 feet of the polling location.**
  - **Check periodically to ensure this is not happening.**
- **Monitor wait times by finding a voter at the end of the line and timing how long it takes them to reach the Poll Pad Check-in.**

Proper identification - any one of the following:

NO PHOTOCOPIES ALLOWED

- **Georgia driver's license**
- **Valid Photo identification card issued by any entity of the State of Georgia, any other state, or the United States**
- **Valid United States passport**
- **Valid United States military identification card**
- **Valid tribal identification card containing a photograph of the voter**
- **State of Georgia University System photo ID.** *(private schools are not accepted)*
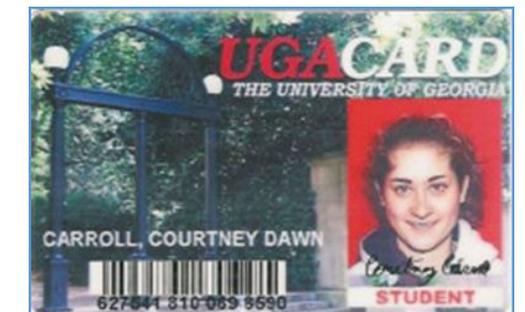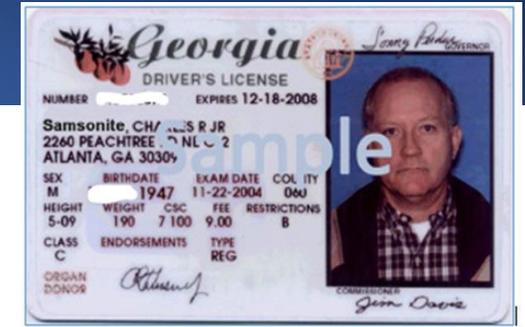
IDR Voter – Identification Required

NEWLY REGISTERED VOTERS MUST PROVIDE ONE OF THE FOLLOWING:

- **Utility Bill**
- **Bank Statement**
- **Government Check**
- **Paycheck**
- **Government document**
- **Previous listed photo IDs**

ELECTION DAY: Voter Certificates

- **Voters must complete the Voter's Certificate, they provide a valid ID at the Poll Pad station to conduct a search to locate the voter's record**

- **The voter certificate is completed electronically on the Poll Pad**

- **The voter confirms their information and in a Primary election, the voter must select the party of choice**

- **If the voter requests assistance, the Assistant box on the Poll Pad should be checked and the information entered**

- **The poll worker will initial when confirming the completion of the certificate by the voter and that they have issued the ballot to the voter with the encoding of the voter card**

ADAMS, JOHN
10/30/1905
9540 MANGANESE DR, ANYTOWN, GA 12345
VOTER ID: 76500011

Absentee Issued
County School
Precinct: 101
Combo 1

Processing Voters with Absentee Ballots

If a voter requested a ballot by mail and has the ballot to surrender:

- Remove the Absentee status from the record, spoil the ballot and voter can vote in person.

If a voter requested a ballot by mail and does not have the ballot with them at the polls:

- The Manager will confirm with the Election Office if the ballot has been received back or not. Ballots received are considered "cast" and cannot vote in person.

If the Ballot has not been received back at the county office:

- Voter will complete an affidavit provided by the county office to cancel their Absentee by Mail ballot and they will be able to vote in person.

Processing Voters with Absentee Ballots RECEIVED

Voters marked as Absentee Ballot Received:

- Poll Worker should ask the voter if they voted and mailed/returned an absentee ballot to the County Registrar's office or County drop box.

If voter states "yes", then explain that they have already cast their vote for the current election and thank them for voting.

If the voter states "no", contact the county office for more information

- If it is determined that the records show a vote was cast by this voter but they argue that they did not, the voter should be directed to the Provisional Ballot Station.

Poll Pad – Processing Voters marked as Advance In-Person

A Voter is marked as already having voted by Advance In-Person (Early Voting)

HARRISON, WILLIAM HENRY
02/09/1903 - Republican
9704 CHELLS DR, ANYTOWN, GA 12345
VOTER ID: 76500019

Advance In-Person

County School
Precinct: 101
Combo 1

If voter states "yes", then explain that they have already cast their vote for the current election and thank them for voting.

If the voter states "no", contact the county office for more information.

- If it is determined that the records show a vote was cast by this voter, but they argue that they did not, the voter should be directed to the Provisional Ballot Station.

COUNT HERE
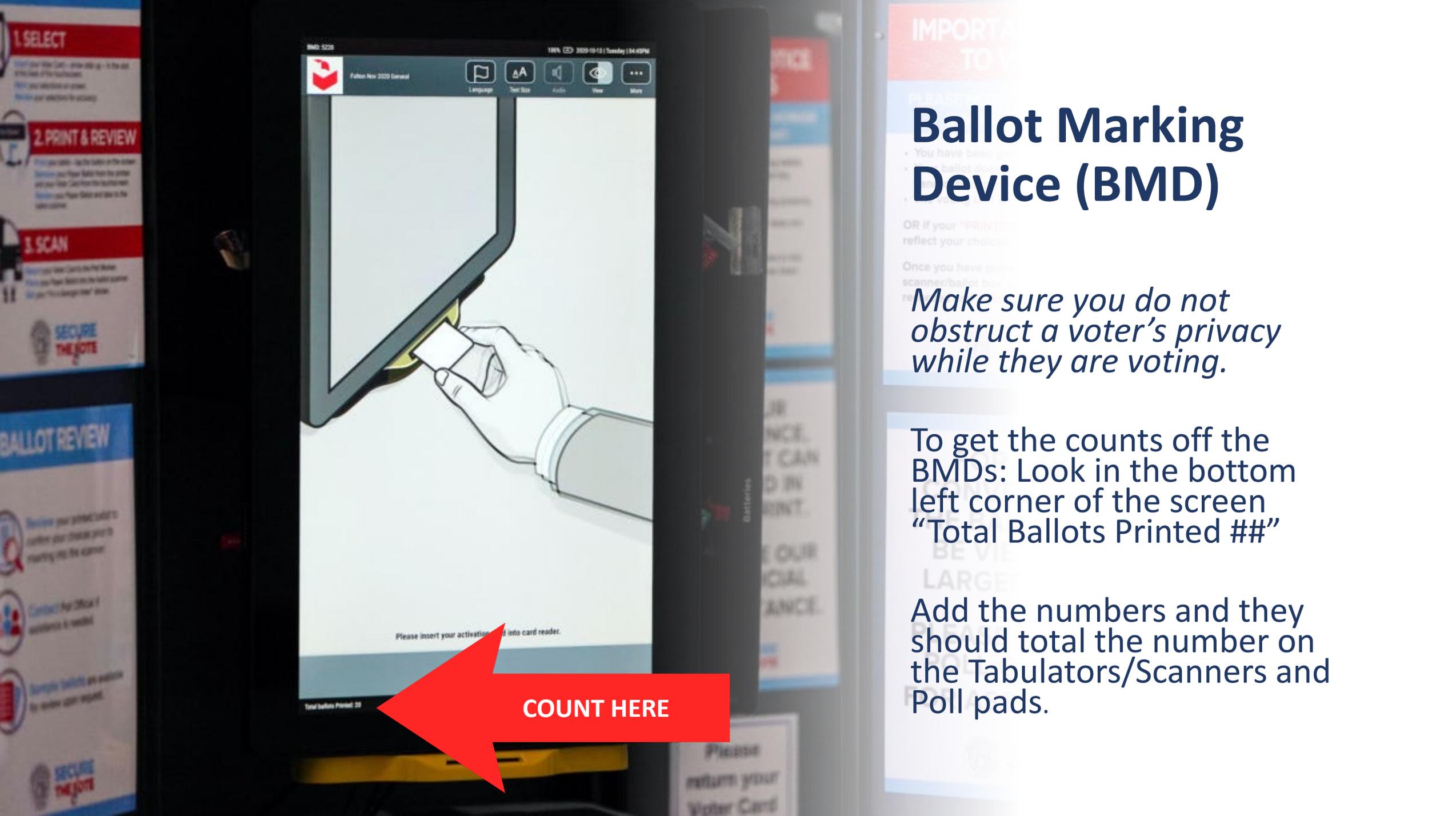
Ballot Marking Device (BMD)

Make sure you do not obstruct a voter's privacy while they are voting.

To get the counts off the BMDs: Look in the bottom left corner of the screen "Total Ballots Printed ##"

Add the numbers and they should total the number on the Tabulators/Scanners and Poll pads.

Voting – Scanner Station
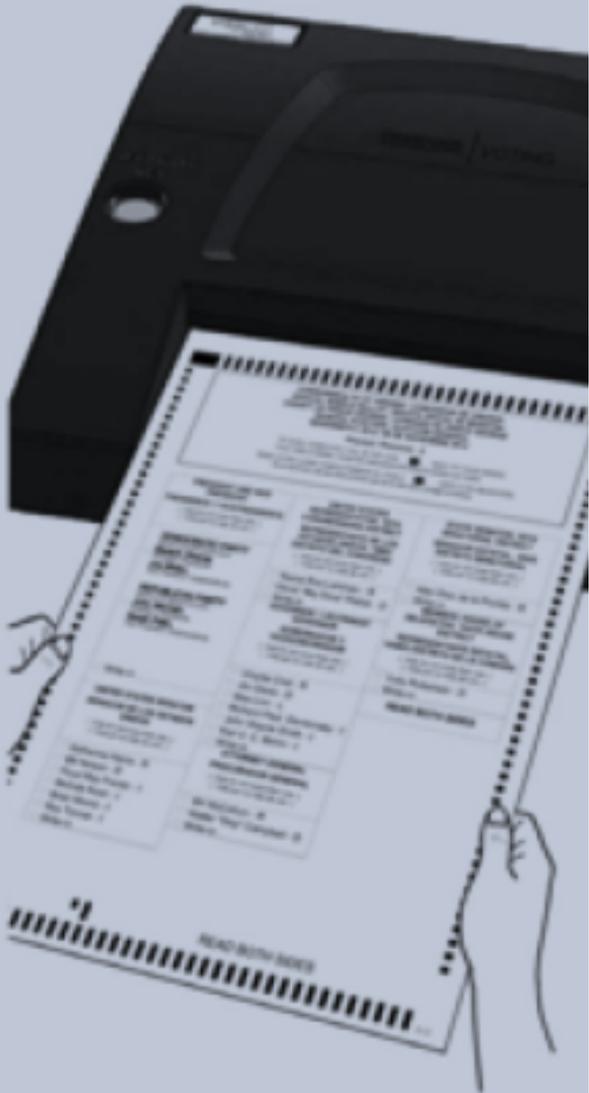
Voter returns voter card

Voter is reminded to review ballot

Ballot is cast by inserting into the scanner

The screen will confirm that their ballot was cast

Voter exits the enclosed space

"I'm a Georgia Voter" sticker offered

I'm a Georgia Voter
I SECURED MY VOTE!

Tabulator/Scanner (ICP) Counts

When there are no voters in the precinct, you can get numbers total from Scanners and BMD's.

The most important time to get these totals is before the Polls open and right after the Polls close.

Stand-Alone Unit

Provisional Ballots

If a voter, for any reason, is unable to cast a ballot at your polling station but would like to be issued a provisional ballot, they will fill out their ballot at the "Provisional Ballot Station". Ensure them that they will be notified if their ballot was counted typically within a week after the election.

On ELECTION DAY: Any votes cast by a provisional ballot in the wrong precinct will <u>not</u> be counted unless it is cast after 5:00 P.M. and before the regular time for the closing of the polls.

PROVISIONAL BALLOTS
Provisional Ballot Codes

- **OP** - Out of Precinct, does not appear on electors list for your precinct.
- **PR** - Person believing that he or she has timely registered to vote but whose name does not appear on electors list.
- **PI** - Registered voter who does not have photo ID to present at time of voting.
- **IR** - Voter who registered for first time by mail but did not provide required identification when appearing to vote.
- **EH** - Voter who is casting a ballot during extended poll hours as a result of a court order for Federal Elections.
- **X** - Voter who registered for the first time in Georgia but citizenship not verified.
- **V** - Person who did not provide missing information to complete application.
- **CHAL** – Challenged. If an elector has been challenged, prior to the challenge hearing or decision.

Poll Watchers report – Close

- Voters are not able to vote for some reason

- Insufficient number of workers and/or equipment

- Long Lines

- Equipment malfunctions

- Power outages

- Close counts on Scanners, BMD's and Poll Pads.

- Provisional ballot reasons

- Campaigning too close to poll location

- Disruptive Poll Watchers

ANY OTHER IRREGULARITY!

POLLS CLOSED

CLOSING THE POLLS
Declaring the Close

At 7:00 PM, the Poll Manager publicly declares,

"The poll is closed."

- Any voters in line at 7:00 PM must be allowed to vote.

- All duties must be performed in full view of the public.

- At no time are the doors to the polling place to be locked so as to exclude any member of the public from viewing the pre-election preparation, conduct of the election, or the closeout procedures.

Recap Sheets – Getting the Closing Numbers

Touchscreen (BMD) Recap Sheet

- The form must be signed and dated by the Poll manager and two witnesses.

Scanner (Tabulator) Recap Sheet

- When the polls close, the Poll Manager will verify the seals are intact.

- The form must be signed and dated by the Poll manager and two witnesses.

Poll Pad Recap Sheet

- Record the check-ins from the Summary Report on the recap sheet

Ballot Recap Sheet

- Record Closing Count Number of each unit

- **Section A:** Totals the number of ballots issued and printed on each BMD.

- **Section B:** Totals the ballots cast on each scanner.

Closing

- Once the Scanners, Poll Pads and BMD's are closed down, Compact Flash Cards will be removed from the Scanners and the Ballots will be emptied from the Scanners. Ballots and Flash Cards will be placed in a ballot transport case. The case will be sealed.

- Two Poll Workers will be designated as "Runners". They will take the Compact Flash Cards and Ballots along with two copies of tabulator tapes and recap sheets to the Check-in Center.

- Managers and remaining Poll Workers will pack and clean the precinct.

CLOSING THE POLLS
Posting on the Door

At the close of polls on ELECTION DAY, the following must be posted on the door.

- One set of tapes from the Polling Place Scanner(s).

- Yellow copy of the Provisional Ballot Recap Sheet
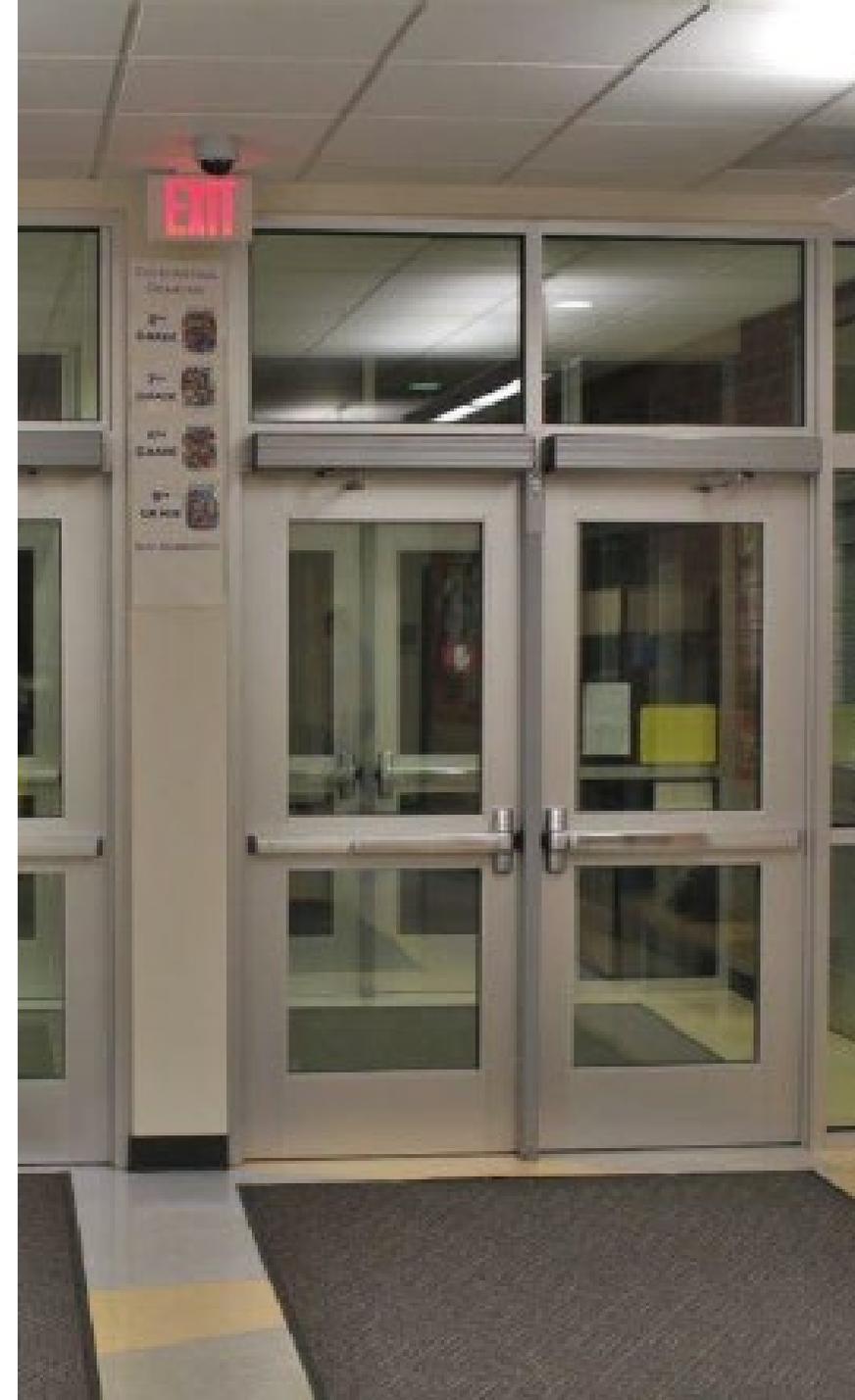
Report on Closing – ELECTION DAY

- Final counts on Scanners, BMD's or Poll Pads.

- Take a picture of final Tabulators/Scanners tape.

- Memory cards are removed from Scanners and secured in transport bag.

- Ballots are removed and put in transport bags.

- Two Designated Poll Workers (Runners) leave the polling place in the same car with the ballots and memory cards.

- Equipment is closed and sealed.

- Any other irregularities. They are important.

Differences
Early Voting & Election Day

1. Opening and Closing Procedures

EARLY VOTING

- Set up on 1st day
  - Oaths are administered
  - Counts must be ZERO
  - No zero tapes are run
- Every other day procedures are quicker
  - Equipment powered down and secured in place at end of each day
  - Ballots are either left in tabulator or retrieved and taken to warehouse
- No tabulation of votes until election night
- Closing of last day
  - Tabulators with memory cards in them are transported to warehouse

Election Day Voting

- Opening procedures are longer
  - Oaths are administered
  - Signage placed in/outside
  - Counts must be ZERO
  - ZERO tapes must be run

- Closing procedures are longer
  - Votes tabulated
  - Recap Sheets prepared and reconciled
  - Tabulation tapes run and posted in precinct
  - Two copies sent with ballots and memory cards to warehouse or check-in centers

3. Tabulation of the Votes

EARLY VOTING

- No tabulation of votes

- Daily counts are recorded but no tabulation of results

- NO TAPES are printed

- Early Voting tabulation is conducted on Election Day after 7 pm

Election Day Voting

- Tabulation in the precinct is conducted at close of polls

- Tabulation tapes are printed
  - One copy posted on door or window of precinct
  - Two copies sent with ballots and memory cards to warehouse or check-in centers

Early Voting DROP BOXES

DROP BOX Information

Highlights SB 202 laws for Ballot Drop Boxes.

- **Drop boxes are only available during the Early Voting period, during Early Voting hours.**
- **They must be located inside the early voting location and monitored by Poll Workers.**
- **Drop Boxes must be labeled with who is legally allowed to drop off a ballot for another person.**

DROP BOX before the polls open

Drop boxes have two locks

- **The Top lock for the slot where ballots are inserted.**
- **The bottom lock is to lock or open the Ballot Box Bin.**

Ballot Box Bin should be checked in the morning to make sure it is empty.

After the polls close, the manager will lock the top slot so that no more ballots can be inserted into the box.

Once the two couriers arrive, the manager will unlock the bottom lock(s) to empty the Ballot Bin.

- They will count the ballots and sign the Transfer Form.
- The ballots will be placed in a ballot bag and sealed.
- The time and seal should be recorded on the Transfer Form.
- The Couriers are to deliver the ballots <u>immediately</u> to Management at Election Headquarters.

Poll Watcher Reporting

POLL WATCHER REPORT
(For Each Shift)

Poll Watcher Name:_____   Date: _____

Precinct #: _____   Precinct Name:_____

City/County: _____ TIME ARRIVED: _____ TIME LEFT: _____

Poll Manager's Name: _____   # of Poll Workers: _____

ARRIVAL NUMBERS:	DEPARTURE NUMBERS:
BMD'S:_____	BMD'S:_____
_____Total: _____	_____Total: _____
Scanners: _____	Scanners: _____
Total: _____	Total: _____
Poll Pad Check-ins: _____	Poll Pad Check-ins: _____
Provisional Ballots: _____	Provisional Ballots: _____
Spoiled Ballots: _____	Spoiled Ballots: _____

DROP BOX INFORMATION *(if applicable)*:

Is this a Drop Box Location?   Yes   No   Is this a Drop Box Labeled with Laws?   Yes   No

Is this a Drop Box inside the precinct and monitored by a Poll Worker?   Yes   No

When the polls opened was the Drop Box Empty?   Yes   No   # of Ballots (picked-up): _____

Line Issues? _____ Wait Time: _____

INCIDENT(S) INFORMATION *(Document everything; full names, times, ALL details)*: _____
_____
_____
_____
_____
_____
_____

(Please attach additional documentation if needed)

CORRECTIVE ACTIONS TAKEN: _____
_____

_____   _____   _____
Poll Watcher Signature   Date   Time

Top Part of Poll Watcher Report

POLL WATCHER REPORT
(For Each Shift)

Poll Watcher Name:_____ Date: _____

Precinct #: _____ Precinct Name:_____

City/County: _____ TIME ARRIVED: _____ TIME LEFT: _____

Poll Manager's Name: _____ # of Poll Workers: _____

CHECK those NUMBERS!

ARRIVAL NUMBERS:

BMD'S:_____

_____Total: _____

Scanners: _____

Total: _____

Poll Pad Check-ins: _____

Provisional Ballots: _____

Spoiled Ballots: _____

DEPARTURE NUMBERS:

BMD'S:_____

_____Total: _____

Scanners: _____

Total: _____

Poll Pad Check-ins: _____

Provisional Ballots: _____

Spoiled Ballots: _____

If they don't add up, check them a second time!

Then add them again!!

Don't forget Drop Boxes- they are important!

DROP BOX INFORMATION *(if applicable)*:

Is this a Drop Box Location?   **Yes   No**   Is this a Drop Box Labeled with Laws?   **Yes   No**

Is this a Drop Box inside the precinct and monitored by a Poll Worker?   **Yes   No**

When the polls opened was the Drop Box Empty?   **Yes   No**   # of Ballots (picked-up): _____

Line Issues? _____ Wait Time: _____

DOCUMENT PROBLEMS YOU ARE SURE OF AND THINGS THAT DON'T 'FEEL' RIGHT – THEY ARE NOT RIGHT!

INCIDENT(S) INFORMATION *(Document everything; full names, times, ALL details)*: _____

_____

_____

_____

_____

_____

(Please attach additional documentation if needed)

CORRECTIVE ACTIONS TAKEN: _____

_____

_____   _____   _____

Poll Watcher Signature   Date   Time

SECTION III
Additional Training Resources
Other Election Processes to Observe

Additional Training Resources

SOS Poll Worker Manual 2021 is an excellent resource
20 videos of the election processing

https://georgiapollworkers.sos.ga.gov/

SOS Poll Watcher Training Manual
(enclosed space diagram)

Microsoft Word - Poll Watchers Training Guide 02152022 (ga.gov)

Election Integrity Coalition has a longer more detailed training if desired.
tamara@voterga.org

Areas other than the Precincts to Poll Watch or Poll Work

- **Logic & Accuracy Testing (L&A)**
- **Absentee Ballot Processing**
- **Tabulation and uploading of results**
- **Ballot Adjudication**
- **UOCAVA (Uniform and Overseas Citizens Absentee Voting Act – Military Ballots)**
- **Provisional Ballot Processing**
- **Ballot Recounts**

TIME

POLITICS • 2020 ELECTION

Trump's Calls for an "Army" of Poll Watchers Are Renewing Fears Of Voter Intimidation

Media Narrative of Poll Watchers 2020 and 2022

2020 and 2022

There is an effort by the media to portray the GOP Poll Watchers as intimidating to poll workers.

Trump's Calls For Poll Watchers Raise Fears About Voter Intimidation

September 30, 2020 · 3:25 PM ET

npr

The next media narrative does not need to include Poll Watchers being combative.

Be respectful, be nice

We need to be able to observe our elections!

SECTION IV
VoterGA Call to Action

How to Secure Georgia's 2024 Elections?

©2023 Voters Organized for Trusted Election Results in Georgia Est. 2006 – VoterGA.org

What Can You Do?

1. Visit VoterGA.org to volunteer and get informed

2. Attend Election Board and County Commission meeting to speak while using scripts on VoterGA.org Volunteer tab

3. Call, Email or send a video to your legislators to ask for a special session to resolve this Georgia election crisis

UNPLUG GEORGIA — SECURE PAPER BALLOTS HAND MARKED and HAND COUNTED ...at the polls

UNSEAL BALLOTS — ALL BALLOTS PUBLIC RECORD VERIFY ELECTION RESULTS & DETECT COUNTERFEITS

UNLEASH TRUST — TRANSPARENT ELECTION PROCESSES

Save Georgia's 2024 Election!

Georgia voters can no longer trust voting on the Dominion voting system. It is inaccurate, unsecure, illegal, unverifiable to the voter, and an unnecessary financial burden on the counties.

The facts:

1. Our voting system is unverifiable to voters because it accumulates their votes from a QR code that they cannot read.
2. A U.S. District Court found the voting system's unverifiability violates two Georgia laws. [pg 81-82]
3. The system could not produce accurate results for Coffee County in 2020 and it declared the wrong winners in the 2022 DeKalb District 2 Commissioner race.
4. The recently unsealed Halderman Security Analysis found the system was not designed, engineered, or tested properly for election security and it cannot be retrofitted for security.

The Secretary of State's rebuttal MITRE report has been ridiculed by 29 experts as "dangerous" and "ridiculous". Nevertheless, he has continued conducting secretly counted elections with sealed ballots even for his own unverifiable 2022 primary.

It is imperative that the Legislature call a special session to protect the 2024 election with security grade hand-marked paper ballots, publicly hand-counted with full audits, and ballots publicly available immediately after the election. Several bills have already been introduced to accomplish most of these critical objectives.

The Constitution grants all power to conduct elections to the legislature, so a simple majority vote is all that is needed to call for a special session on elections.

Urge your State Representative and State Senator to act now to save Georgia's 2024 election. They must vote to call a special session and vote to unplug Dominion Voting Systems. We are almost out of time.

Tell State Legislators to Call a Special Session to Save Georgia's 2024 Election

Contact your elected officials to let them know they must call a special session to unplug the illegal, unverifiable, inaccurate, unsecure, voting system. They must replace the extremely expensive, illegal BMDs and scanner/tabulators with security grade, hand marked paper ballots, hand counted in public.

Select your prefix

First & Last Name

Email | Phone

Address

City | Zip

Next

Powered by OneClickPolitics

6% | **316** people took action

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