



**ELECTION INTEGRITY  
CENTER**

# **POLL WATCHER – POLL WORKER TRAINING**

**To supplement your Board of Elections  
requirements**

**SECTION I**  
**Overview of Poll Watching / Working**

**SECTION II**  
**The Precinct**

**SECTION III**  
**Additional Training Resources**  
**Other Election Processes to Observe**

**SECTION IV**  
**VoterGA Call to Action**

**SECTION I**  
**POLL WATCHING &**  
**POLL WORKING**

# Office of the Secretary of State Elections Division



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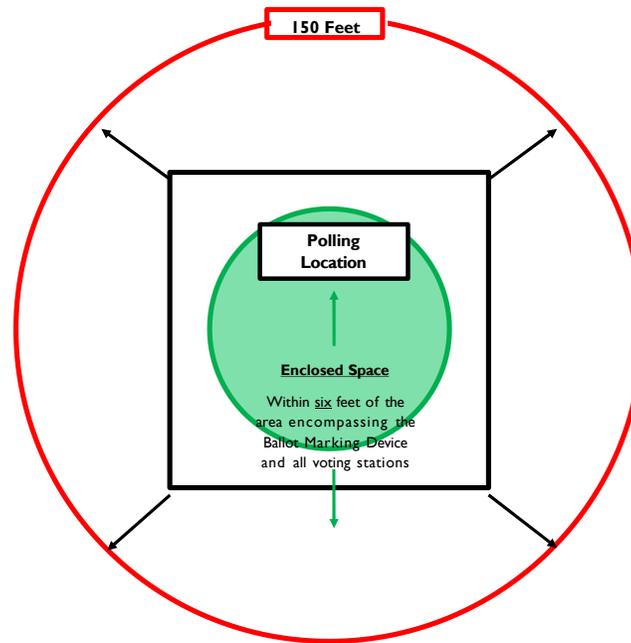
# Poll Watcher Training Manual



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?



<u>Allowed in the Enclosed Space</u>	<u>Outside the Polling Location, but within 150 Feet</u>	<u>Beyond 150 Feet</u>
<ol style="list-style-type: none"> <li>1. Poll Officials</li> <li>2. Voters</li> <li>3. Person legally assisting a voter</li> <li>4. Members of the Board of Elections and Elections Office Staff</li> <li>5. Technicians authorized by the Board of Elections</li> <li>6. <b>Authorized Poll Watchers</b></li> <li>7. Persons authorized by the Secretary of State's Office or the State Elections Board</li> <li>8. Peace Officers</li> <li>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</li> </ol>	<ol style="list-style-type: none"> <li>1. Special Interest Groups that are not campaigning (i.e., Voter Assistance Groups)</li> <li>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</li> <li>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</li> </ol>	<ol style="list-style-type: none"> <li>1. Campaigners</li> <li>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:               <ol style="list-style-type: none"> <li>a. Wearing of clothing/hats</li> <li>b. Buttons</li> <li>c. Stickers/bumper stickers</li> <li>d. Posters</li> <li>e. Pamphlets</li> </ol> </li> <li>3. Campaigners must also be at least 25 feet away from anyone in line waiting to vote</li> </ol>

# 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, clipboard, 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 - What the law says...

## O.C.G.A. § 21-2-408

### **POLL WATCHERS ARE PROHIBITED FROM**

**Speaking to Voters  
Using Cell Phones  
Campaigning**

**Looking at Elector Lists  
Any recording of any kind  
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**

# POLLING PLACE PREPARATION

## Opening the Polls Checklist for ELECTION DAY

- 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

**NO PROHIBITION NOTICE**

Pursuant to Georgia Annotated Code Section 21-2-408(f):  
"Without in any way limiting the authority of poll managers, poll watchers are prohibited from talking to voters, checking electors lists, using photographic or other electronic monitoring or recording devices, using cellular telephones, or participating in any form of campaigning while they are behind the enclosed space."

Pursuant to Georgia Annotated Code Section 21-2-413(e):  
"No elector shall use photographic or other electronic monitoring or recording devices or cellular telephones while such elector is within the enclosed space in a polling place."

Pursuant to Georgia Annotated Code Section 21-2-414(e):  
"No person shall use a cellular telephone or other electronic communication device once such person has been issued a ballot or, in the case of precincts using voting machines or electronic recording voting systems, once the person has entered the voting machine or voting enclosure or booth. This subsection shall not prohibit the use of cellular telephones by poll officials."

PROHIBITION NOTICE

**CARD OF INSTRUCTIONS**

Instructions for voters regarding the voting process, including steps for marking the ballot and handling the envelope.

CARD OF INSTRUCTIONS

**IDENTIFICATION REQUIRED TO VOTE AT PRECINCTS**

Georgia Annotated Code Section 21-2-407  
Where identification is not required at a poll site:

(n) Each elector shall possess proper identification to a poll worker at or prior to completion of a voter's certificate at any polling place and prior to such person's admission to the enclosed space at such polling place. Proper identification shall consist of any one of the following:

1. A Georgia driver's license which was properly issued by the appropriate state agency;
2. A valid identification card issued by a branch, department, agency, or entity of the State of Georgia, any other state, or the United States authorized by law to issue personal identification, provided that such identification card contains a photograph of the elector;
3. A valid United States passport;
4. A valid employee identification card containing a photograph of the elector and issued by any branch, department, agency, or entity of the United States government, this state, or any county, municipality, board, authority, or other entity of this state;
5. A valid United States military identification card, provided that such identification card contains a photograph of the elector; or
6. A valid tribal identification card containing a photograph of the elector.

Any elector who registered for the first time in Georgia by mail, and did not provide identification at the time of registering, may provide one of the six (6) items of photo identification listed above, or for the elector's first time voting, may provide one of the following forms of identification: copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the elector.

REQUIRED IDENTIFICATION

**NOTICE**

**ABSENTEE VOTING PERIOD**

ELECTORS WHO ARE 75 YEARS OF AGE OR OLDER OR WHO ARE DISABLED AND REQUIRE ASSISTANCE IN CASTING AN ABSENTEE BALLOT IN PERSON, SHALL, UPON REQUEST TO A DESIGNATED OFFICE EMPLOYEE OR OTHER INDIVIDUAL, VOTE IMMEDIATELY AT THE NEXT AVAILABLE VOTING COMPARTMENT OR BOOTH WITHOUT WAITING IN LINE.

**ELECTION DAY**

BETWEEN THE HOURS OF 9:30 A.M. AND 4:30 P.M., ELECTORS WHO ARE 75 YEARS OF AGE OR OLDER OR WHO ARE DISABLED AND REQUIRE ASSISTANCE IN VOTING, SHALL, UPON REQUEST TO THE POLL OFFICERS, BE ALLOWED TO VOTE IMMEDIATELY AT THE NEXT AVAILABLE VOTING COMPARTMENT OR BOOTH WITHOUT WAITING IN LINE.

O.C.G.A. §§21-2-385.3, 21-2-409.1

ELECTORS 75 YEARS & OLDER

**Do not leave the balloting area with your printed ballot.**

**SECURE THE VOTE**  
O.C.G.A. §21-2-524

NO LEAVING WITH BALLOT

**NOTICE**  
THIS LOCATION IS UNDER VIDEO SURVEILLANCE

Only the following individuals may possess or deliver an absentee ballot on behalf of a voter:

- ✓ The voter him or herself.
- ✓ Voter's mother, father, grandparents, aunt, uncle, brother, sister, spouse, son, daughter, niece, nephew, grandchild, step-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, or sister-in-law.
- ✓ Individual residing in the same household as the voter; or
- ✓ Caretaker of a voter with disabilities. O.C.G.A. § 21-2-385(c)

**WARNING!!!**  
Unauthorized possession of an absentee ballot violates Georgia law and is punishable by a fine up to \$10,000, a term of imprisonment up to 10 years, or both. O.C.G.A. § 21-2-574

Willfully destroying, deleting or delaying the delivery of any ballot violates Georgia law and is punishable by a fine up to \$5,000, a term of imprisonment up to 1 year, or both. O.C.G.A. § 21-2-576

**SECURE THE VOTE**

DROP BOX SIGN (IF APPLICABLE)

**Only Poll Workers, Poll Watchers and Persons Actively Voting are permitted in this area.**

**SECURE THE VOTE**  
PW Area 10

POLL WORKER AREA

**GEORGIA VOTING INFORMATION**  
Helping Georgia Electors Vote Right, Securely, and with Confidence

**VOTING RIGHTS**

The right to vote is a fundamental right guaranteed by the United States Constitution and the Georgia Constitution. All eligible voters have the right to vote in person at a polling place, by absentee ballot, or by mail ballot. The right to vote is protected by law, and any attempt to interfere with a voter's right to vote is a violation of the law.

**RESPONSIBILITIES**

It is the responsibility of every voter to vote responsibly and to follow the instructions on the ballot. It is also the responsibility of every voter to protect the confidentiality of their ballot and to keep their ballot secure until it is placed in the ballot box.

**REGISTER A COMPLAINT OR REQUEST**

If you have a complaint or request regarding the voting process, you should contact the Georgia State Election System. You can file a complaint or request online at [www.ges.ga.gov](http://www.ges.ga.gov) or by calling 1-800-453-6842.

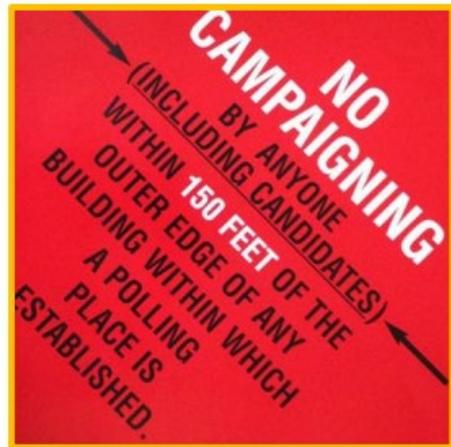
**Georgia Voting Information**  
Ballot Box Security  
Election Day  
Voting Rights  
Voting Locations  
Voting Machines  
Voting by Mail  
Voting by Absentee Ballot

VOTING RIGHTS POSTER

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



VOTE HERE SIGN



NO CAMPAIGNING SIGN

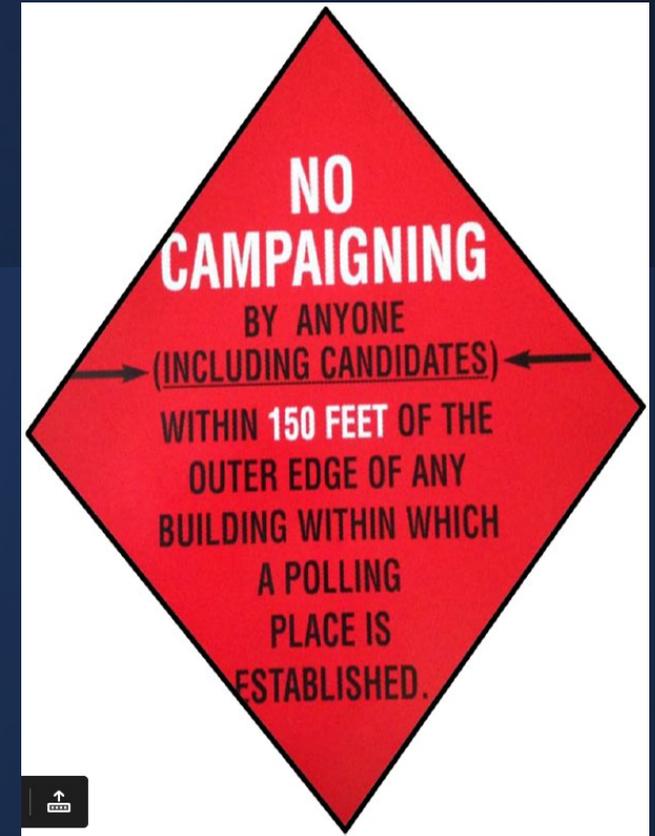


HANDICAPPED PARKING SIGN

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

Within any polling place

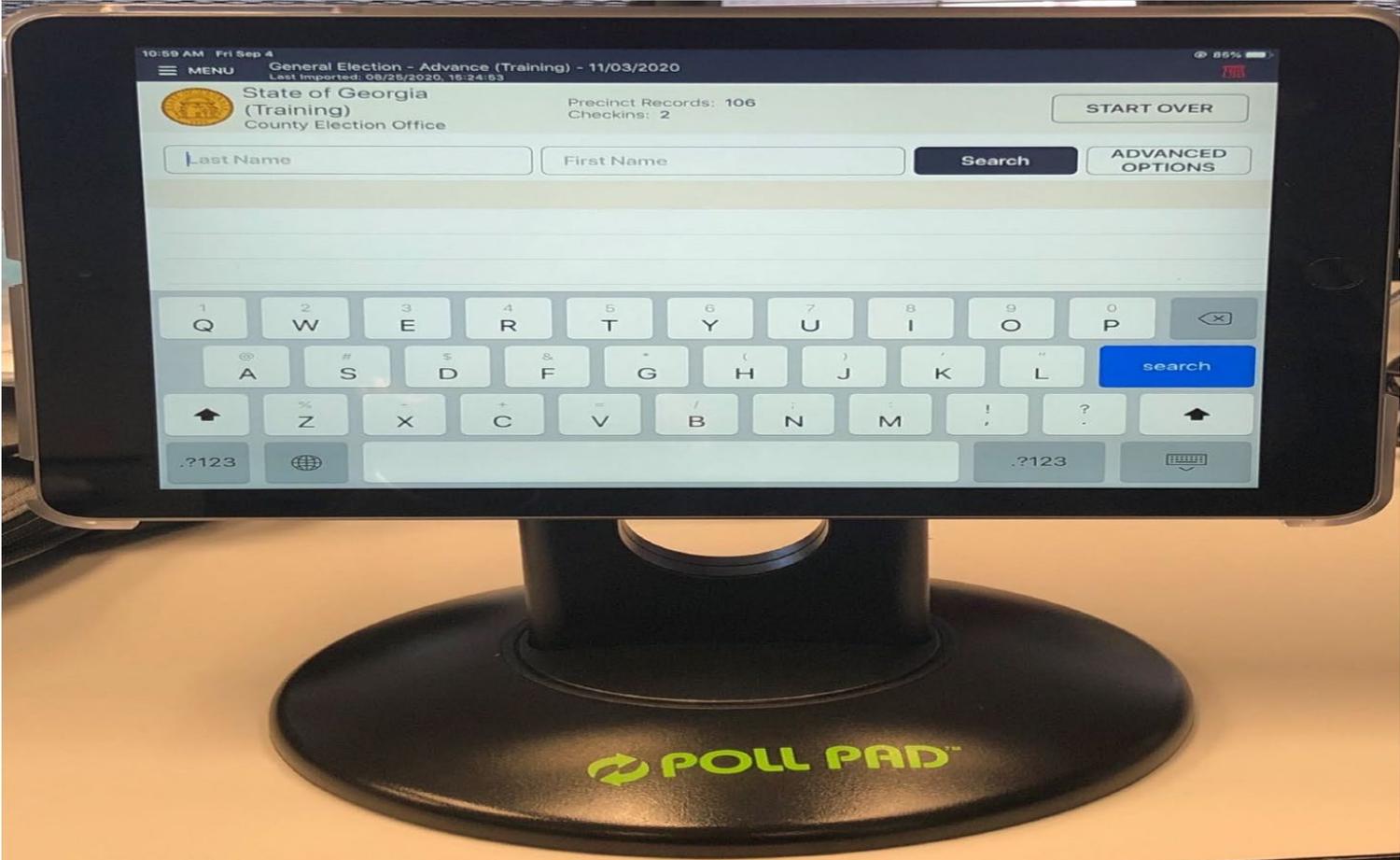
Within 25 feet of any voter standing in line to vote



# 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



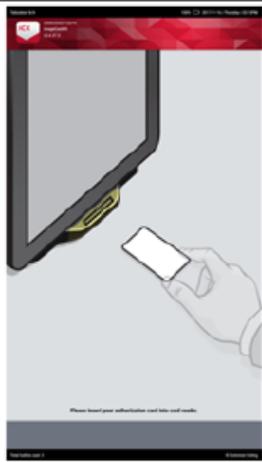
# Setting up the BMDs (Ballot Marking Devices)

## OPENING POLLS ON THE ICX-BMD



**1**

Insert the Poll Worker card (chip facing down) into the Card Reader located at the bottom of the ICX tablet.



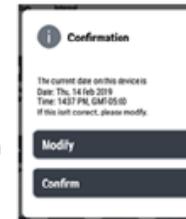
**2**

Enter the Poll Worker PIN then press the **Login** button.



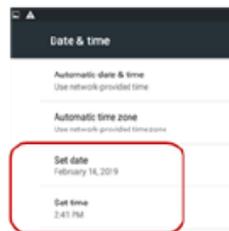
**3**

At the Confirmation window, check the date and time. If the date and time are both correct, press the **Confirm** button and skip to step 5. If the date and/or time are not correct, press the **Modify** button and proceed to the next step.



**4**

Press **Set date** or **Set time** as needed. Make the necessary adjustments then press the **BACK** button located at the bottom of the screen.



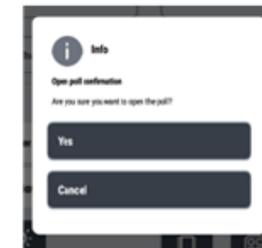
**5**

- Verify that both the **AVS Controller** and the **Manual Session Activation** options are checked. If not, press each one to check them.
- Check and that the **Public Counter** is **0**. If not, press the **Reset** button.
- Verify that the correct polling place appears just above **Open Poll** then press the **Open Poll** button.



**6**

At the Open poll confirmation window press the **Yes** button.



**Be helpful:  
Suggest they  
turn the  
printer on first**

# Setting up the Tabulators/Scanners

## OPENING THE POLL on the ICP



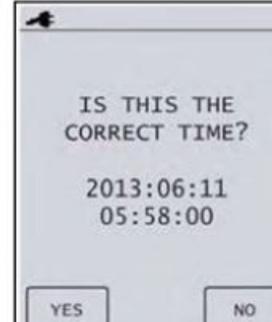
**1** With Lid removed plug the tabulator power cord into an outlet.



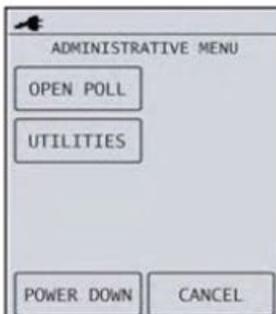
**2** Press the Security Key onto the pad and hold firmly.



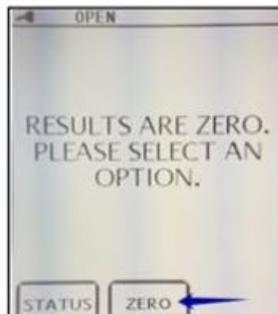
**3** Enter the password then press ENTER.



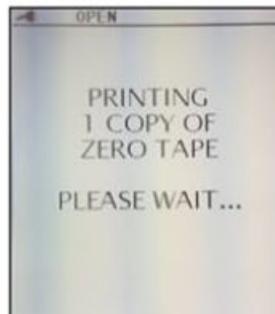
**4** Press YES to proceed or NO to adjust the time.



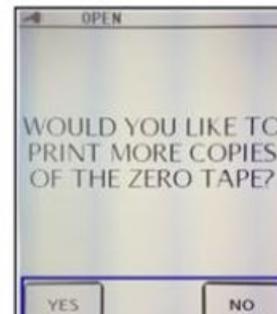
**5** Press OPEN POLL.



**6** Press ZERO.



**7** Verify the Zero Report when it has finished printing.



**8** Press NO to continue or YES if you need more copies.



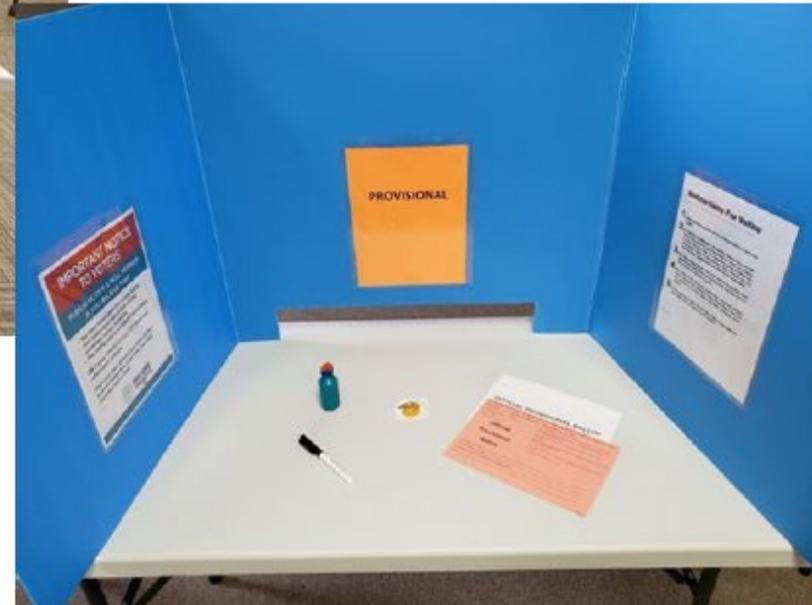
**9** The tabulator is now ready to scan ballots.

# Setting up the Provisional Ballot Station



**O.C.G.A. § 21-2-418**

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





# 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

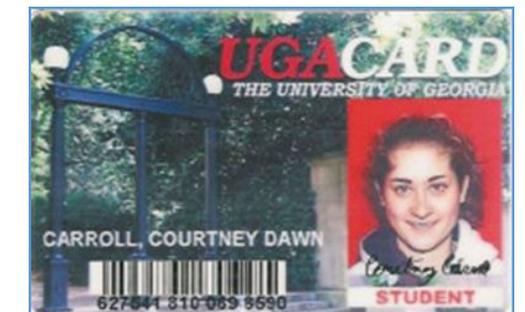
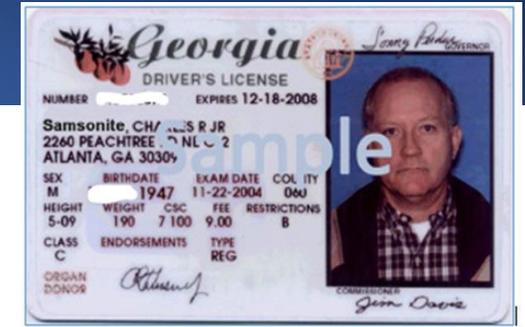


- **The voting line is an important component in all polling places.**
- **Report if there are wait times of more than 30 minutes on Election day.**
- **No campaigning within 25 feet of the line to vote.**
- **No campaign signs within 150 feet of the polling location.**
  - **Check periodically to ensure 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.



**BADGER, BROOKE R**

03/10/1961 - Republican  
3834 CLINTON TERRACE DR, ANYTOWN, GA 12345  
VOTER ID: 76516421

**Absentee  
Received**

County School  
Precinct: 101  
Combo 2

# 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.

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

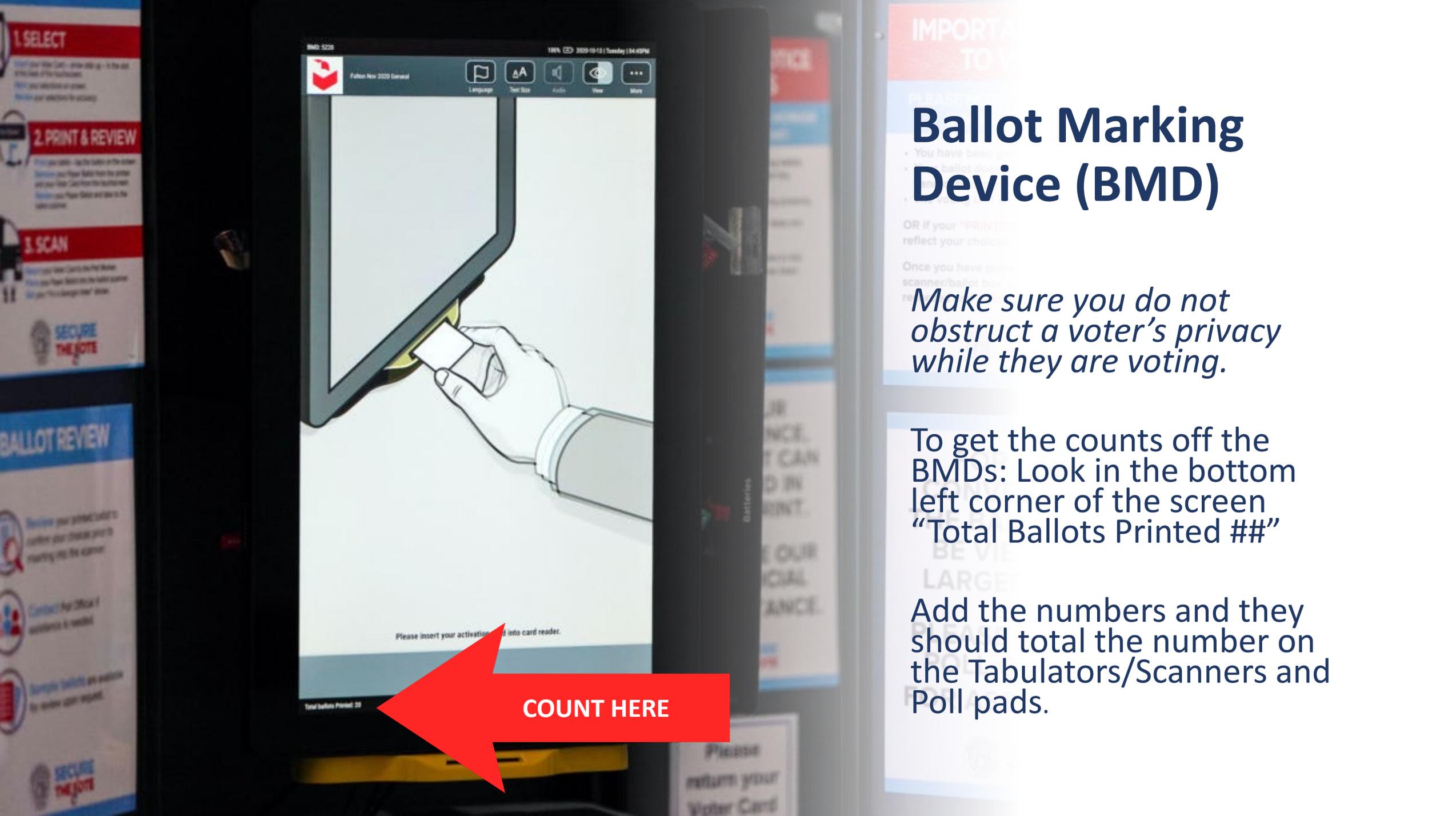


## Poll Pad – Processing Voters marked as Advance In- Person

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.



# Ballot Marking Device (BMD)

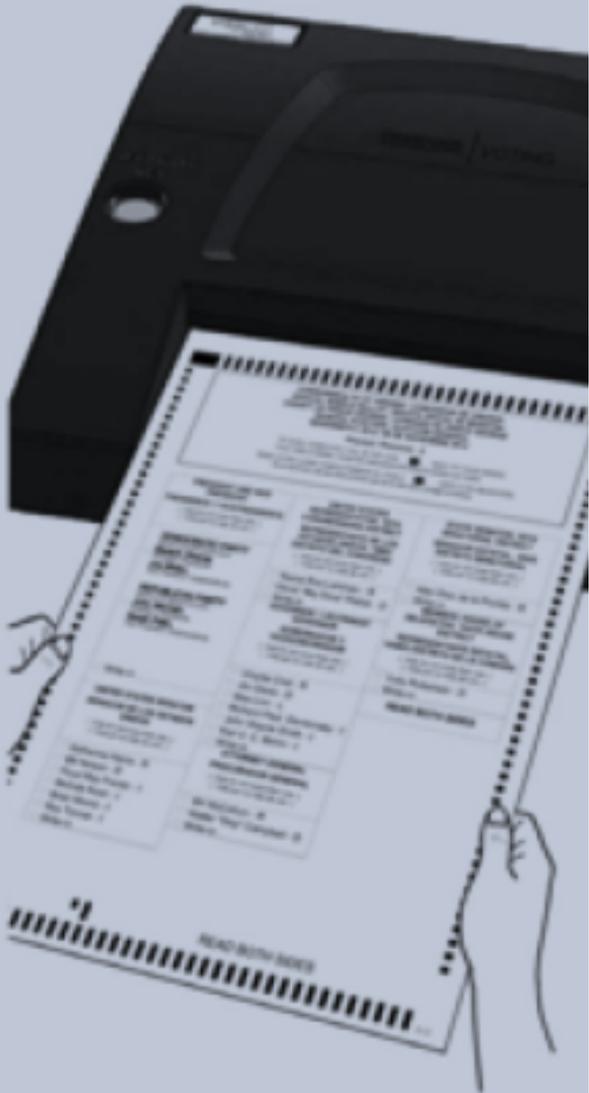
*Make sure you do not obstruct a voter's privacy while they are voting.*

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.

**COUNT HERE**

## 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

Voters feed their completed ballot into the scanner.

When a valid ballot is scanned, the screen will display the ballot and the voter will be prompted to confirm the ballot is cast.

Ready to enter at the

The

scanned  
in the ballot  
use to

Return the ballot, spoil it, and vote another or they can choose to cast the ballot and confirm their intention to cast a blank ballot.

The tabulator is unable to process the ballot. Check the ballot for

## Tabulator/Scanner (ICP) Counts



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



Stand-Alone Unit

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

# 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 not be counted unless it is cast after 5:00 P.M. and before the regular time for the closing of the polls.**



## Provisional Ballot Voting Guide

### WHAT IS A PROVISIONAL BALLOT?

A provisional ballot is a paper ballot used by a voter when their eligibility to vote cannot be determined at the polling place. Voters who declare they are registered and eligible to vote in the county in which they desire to vote, but whose names do not appear on the registration list, must be permitted to cast a provisional ballot. If you have a good faith belief you are properly registered in your county, you have the right to vote a provisional ballot. The provisional ballot will count if your eligibility can be determined within three days after Election Day by your County Registrar's office.

### WHICH SCENARIO APPLIES TO YOU?

- **I am a registered voter in this county, but I am told I am at the wrong polling place in my county.**  
You have the right to vote a provisional ballot in this polling place or you can go to your correct polling place, if practicable for you to do so. It is up to you to make this determination. You should take into account the distance of your assigned polling place, the severity of traffic, the possibility of a long line, and your work/personal schedule. If you vote a provisional ballot, your vote will be counted for all the races for which you are eligible.
- **I am a registered voter, but I am told I am registered in a different county.**  
You can vote a provisional ballot in this polling place, if you believe that you timely registered to vote in this county. If you know you are not registered in this county, you cannot vote a provisional ballot in this county. If you vote a provisional ballot in this county and the County Registrar's office determines that you have timely registered to vote in this county, your vote will be counted. If you have proof of your registration, you may provide it to the Registrar's office within three days of the election.
- **I believe I am registered to vote in this county, but the poll worker cannot find my registration or the Registrar's Office cannot confirm my registration.**  
You can vote a provisional ballot in this polling place, if you believe that you timely registered to vote in this county. If you vote a provisional ballot in this county and the County Registrar's office determines that you have timely registered to vote in this county, your vote will be counted. If you have proof of your registration, you may provide it to the Registrar's office within three days of the election.

# PROVISIONAL BALLOTS

## Provisional Ballot Codes

The Poll officer must complete the following information before issuing the outer ballot envelope to the voter:

Type of Election:	Party of Presence or Primary Election:	Provisional Code:
<input type="checkbox"/> General Election	<input type="checkbox"/> None	<input type="checkbox"/> Person whose name is on the registered list of voters (PR)
<input type="checkbox"/> General Election Runoff	<input type="checkbox"/> Absentee	<input type="checkbox"/> Voter who did not provide timely identification (PI)
<input type="checkbox"/> Special Election	<input type="checkbox"/> Provisional	<input type="checkbox"/> Voter who registered for the first time by mail in Georgia but did not provide valid identification (IR)
<input type="checkbox"/> Special Election Runoff		<input type="checkbox"/> Voter who is casting a ballot during extended poll hours as a result of a court order (EH)

**OFFICIAL PROVISIONAL BALLOT**

Name (please print): \_\_\_\_\_

Precinct Name or No.: \_\_\_\_\_

Ballot Style or District Combination (if Applicable): \_\_\_\_\_

Date: \_\_\_\_\_

Form PB-1 (08)

- **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.

ELECTION: (Check One)  General  Primary  Runoff  Special  Presidential Preference Primary

**USE BALLPOINT PEN**  
**Beer Down – You Are Making Three Copies**  
 WHITE sheet to Secretary of State  
 PINK sheet to Clerk of Superior Court/City Clerk  
 YELLOW sheet to Superintendent  
 BLUE/BLACK sheet to Registrar

DATE OF ELECTION \_\_\_\_\_ TIME LAST VOTER VOTED \_\_\_\_\_  
 PRECINCT \_\_\_\_\_ COUNTY/MUNICIPALITY \_\_\_\_\_

**BALLOT RECAP SHEET**

**SECTION A: BALLOT MARKING DEVICE (BMD)**

	TOUCHSCREEN SERIAL NUMBER	PUBLIC COUNT AT OPENING	BALLOTS PRINTED AT CLOSING		TOUCHSCREEN UNIT NUMBER	PUBLIC COUNT AT OPENING	BALLOTS PRINTED AT CLOSING
1				13			
2				14			
3				15			
4				16			
5				17			
6				18			
7				19			
8				20			
9				21			
10				22			
11				23			
12				24			
TOTAL BALLOTS PRINTED (a)				TOTAL BALLOTS PRINTED (a)			

a) BALLOTS PRINTED ON BMD (Add totals from above two columns) a) \_\_\_\_\_  
 b) EMERGENCY BALLOTS ISSUED (if any) b) \_\_\_\_\_  
 c) TOTAL BALLOTS ISSUED (add a + b) c) \_\_\_\_\_  
 d) BALLOTS SPOILED (From Spoiled Ballot Log) d) \_\_\_\_\_  
 e) TOTAL BALLOTS ISSUED & CAST (c - d) e) \_\_\_\_\_

**SECTION B: SCANNER**  
 f) SCANNER Serial # \_\_\_\_\_ BALLOTS CAST (From Tape) \_\_\_\_\_  
 SCANNER Serial # \_\_\_\_\_ BALLOTS CAST (From Tape) \_\_\_\_\_  
 TOTAL TAPES f) \_\_\_\_\_  
 g) UNSCANNED BALLOTS FROM EMERGENCY BIN (if any) g) \_\_\_\_\_  
 h) TOTAL BALLOTS CAST ON SCANNER (f + g) h) \_\_\_\_\_

**SECTION C: GRAND TOTALS - NUMBER OF PERSONS VOTING (all totals 1- 3 should match)**

	TOTAL
1. TOTAL BALLOTS ISSUED & CAST - SECTION A: (a)	
2. TOTAL BALLOTS CAST ON SCANNER - SECTION B: (h)	
3. POLL PAD CHECKING + SUPPLEMENTAL VOTERS From Poll Pad Recap - Line F	

Poll Manager and both Assistant Managers must sign.

Poll Manager \_\_\_\_\_ Assistant Manager \_\_\_\_\_ Assistant Manager \_\_\_\_\_



## Closing

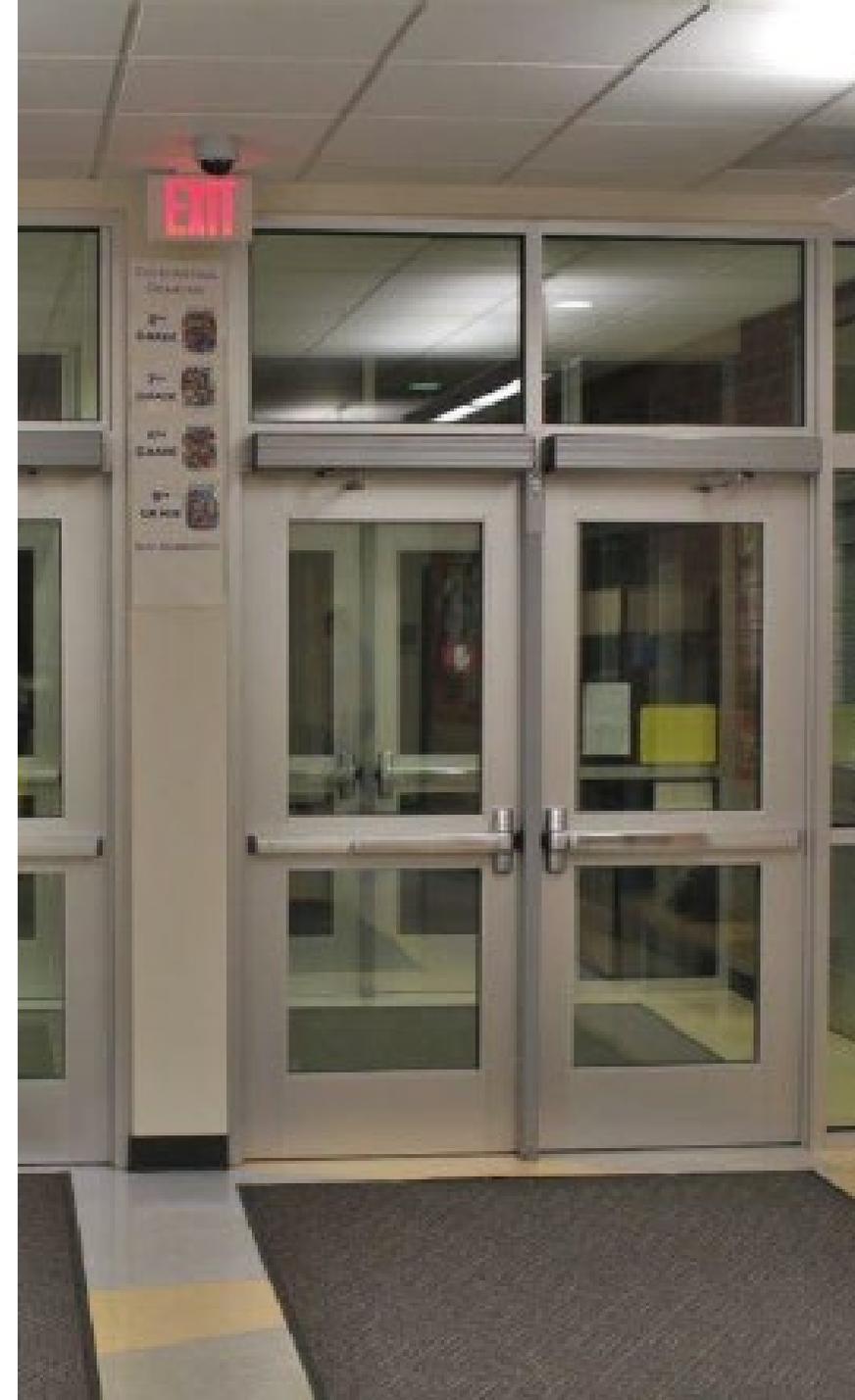
- Once the Scanners, Poll Pads and BMD's are closed down, Compact Flash Cards will be removed from the Scanners and the Ballots will be emptied from the Scanners. Ballots and Flash Cards will be placed in a ballot transport case. The case will be sealed.
- Two Poll Workers will be designated as "Runners". 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 1<sup>st</sup> 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.**

# DROP BOX after the polls close

## Drop Box Ballot Transfer Form

Division \_\_\_\_\_ County/Municipality \_\_\_\_\_  
Drop Box Location \_\_\_\_\_  
Drop Box was empty before the polls opened? YES  NO  Time Checked \_\_\_\_\_

A. Collection of Absentee Ballots Date \_\_\_\_\_  
Time of Collection \_\_\_\_\_ Number of Ballots \_\_\_\_\_  
Collection Team \_\_\_\_\_  
Supervised By (Print) \_\_\_\_\_  
Signature \_\_\_\_\_  
Supervised By (Print) \_\_\_\_\_  
Signature \_\_\_\_\_  
Drop Box was emptied and locked after the polls closed? YES  NO

B. Transfer of Absentee Ballots  
Time of Transfer \_\_\_\_\_ Number of Ballots \_\_\_\_\_  
Election Designer or Absentee Ballot Clerk \_\_\_\_\_  
Received By (Print) \_\_\_\_\_  
Signature \_\_\_\_\_

Date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 immediately 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:

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: \_\_\_\_\_

### 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):* \_\_\_\_\_

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*(Please attach additional documentation if needed)*

**CORRECTIVE ACTIONS TAKEN:** \_\_\_\_\_

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\_\_\_\_\_  
Poll Watcher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

# Top Part of Poll Watcher Report

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## **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:	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: _____

**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](mailto: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

20★20

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



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?

Voters Organized for Trusted Election Results Visit: VoterGa.org



## UNPLUG GEORGIA

with  
**SECURE PAPER BALLOTS**  
HAND MARKED and  
HAND COUNTED

...at the polls

**SECURE PAPER BALLOT**

UN-PLUG GEORGIA FOR ALL VOTERS

- Serialize Paper Ballots
- Hand Mark Votes
- Cast Ballots Secretly
- Hand Count Publicly at Polls
- Decrease Election Costs
- Make Certified Ballots Public
- Make Count Verifiable
- Make Fraud Detectable
- Protect Chain of Custody

ALL BALLOTS PUBLIC RECORD

Confidence in elections. Real Ballot under UV Light



## UNSEAL BALLOTS

If ballots are public we can...

### VERIFY ELECTION RESULTS & DETECT COUNTERFEITS

**VALID**

**SECURITY GRADE PAPER BALLOT**

VOTE FOR ALL THAT APPLY

UN-SEAL BALLOTS

- Make Certified Ballots Public
- Make Count Verifiable
- Make Fraud Detectable
- Protect Chain of Custody
- Shine Sunlight on all Data
- Log All Data Changes
- Require Unique User Passwords
- Clean Voter Rolls Monthly
- Unbridle Poll Watcher Access

Georgia Legislators Must Act Now!!!



## UNLEASH TRUST

with  
**TRANSPARENT ELECTION PROCESSES**

**SECURITY GRADE PAPER BALLOT**

UN-LEASH TRUST

- Make Processes Visible
- Shine Sunlight on all Data
- Log All Data Changes
- Require Unique User Passwords
- Clean Voter Rolls Monthly
- Unbridle Poll Watcher Access
- Make Certified Ballots Public
- Make Count Verifiable
- Make Fraud Detectable
- Protect Chain of Custody

IT'S TIME FOR SOME SUNLIGHT!

Voters Organized for Trusted Election Results Visit: 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

Find link on top of VoterGA.org Home Page



## 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**

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# Connect with us Online



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