



# *Poll Watcher – Poll Worker Training*



*Julie Adams & Tamara Favorito*

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# **SECTION I**

## **POLL WATCHING & POLL WORKING**

# Office of the Secretary of State Elections Division



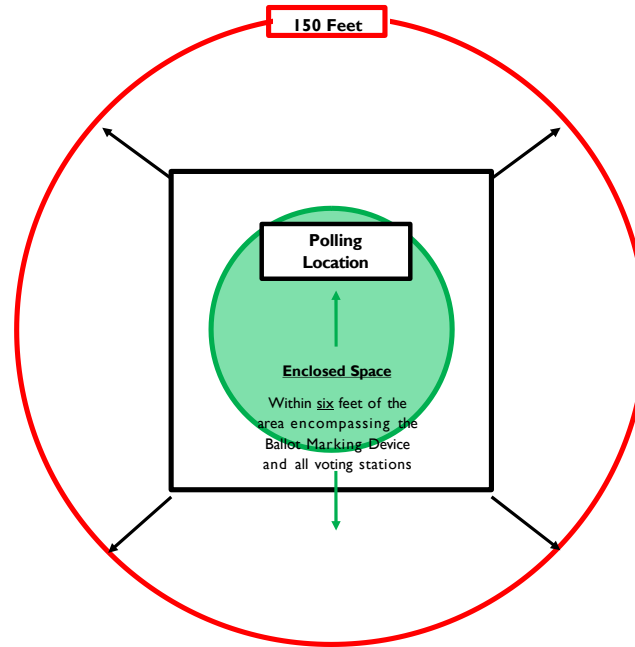
## Poll Watcher Training Manual



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>Poll Officials</li> <li>Voters</li> <li>Person legally assisting a voter</li> <li>Members of the Board of Elections and Elections Office Staff</li> <li>Technicians authorized by the Board of Elections</li> <li><b><u>Authorized Poll Watchers</u></b></li> <li>Persons authorized by the Secretary of State's Office or the State Elections Board</li> <li>Peace Officers</li> <li>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>Special Interest Groups that are not campaigning (i.e., Voter Assistance Groups)</li> <li>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>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>Campaigners</li> <li>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>Wearing of clothing/hats</li> <li>Buttons</li> <li>Stickers/bumper stickers</li> <li>Posters</li> <li>Pamphlets</li> </ol> </li> <li>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**
- ❖ **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**
- ❖ **Must be a resident of the county or an adjacent county**
- ❖ **Assigned location and times worked**
- ❖ **Must be over 16, fluent in English**
- ❖ **Cannot hold public office or be a Candidate**

# Poll Watcher's Priority

**Is your time for poll watching limited?  
That's ok. We still need you!**

Observe opening / closing procedures of the polling location:

Election Day opening 6:00-7:00 am (arrive 15 minutes early)

Election Day closing 7:00 - ~9:00 pm (arrive at least 15 minutes prior to polls closing)

Prioritize recording & reconciling numbers from voting machines on the Poll Watcher Report



# 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...**

## **Effective 7/1/2024**

### **O.C.G.A. 21-2-408 As Amended by HB 1207**

**(d) entitled to observe any activity conducted at the location. ...sit or stand as close as practicable...to see and hear poll worker or election official being observed.**

**Not allowed to see personal identifying information (i.e. still cannot see the poll pad screen)**

### **O.C.G.A. 21-2-566 As Amended by HB1207**

**Any person who (2) Uses or threatens violence in a manner that would prevent a reasonable poll officer, election official or poll watcher..., as provided in code section 21-2-408, from the execution of his or her duties... shall be guilty of a felony and, upon conviction, shall be sentenced to 1-10 years imprisonment or pay up to \$100,000 in fines or both.**

# **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**

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



# **SECTION II**

## **Election Day**

### **The Precinct**

# POLLING PLACE PREPARATION

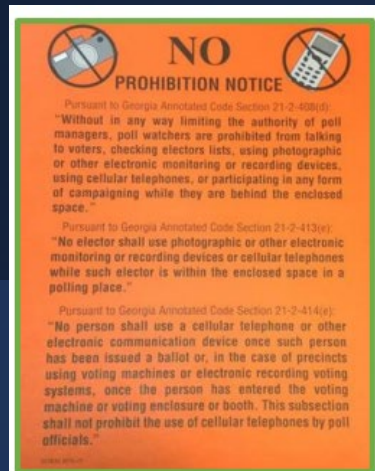
## Opening the Polls Checklist for ELECTION DAY

- ☐ 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:

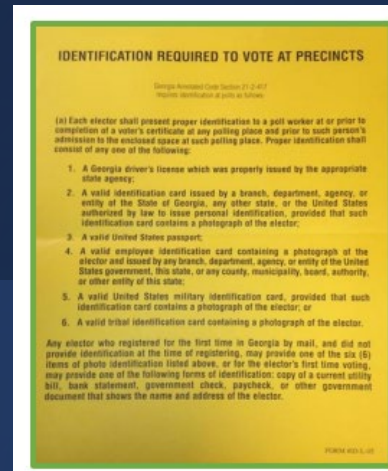
## Your polling place must have the signs



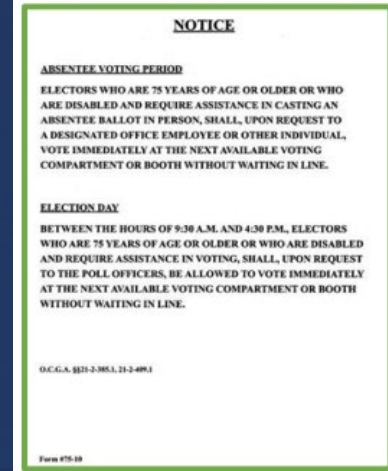
PROHIBITION NOTICE



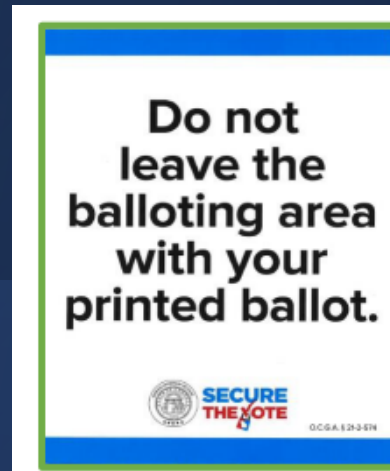
CARD OF INSTRUCTIONS



REQUIRED IDENTIFICATION



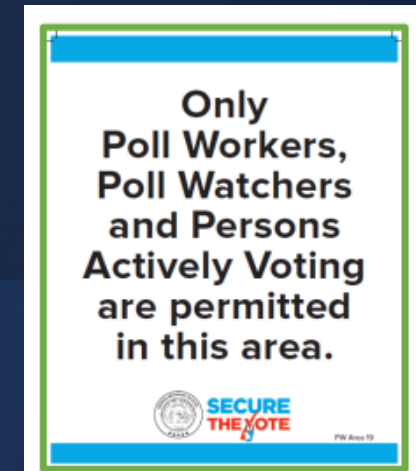
ELECTORS 75 YEARS & OLDER



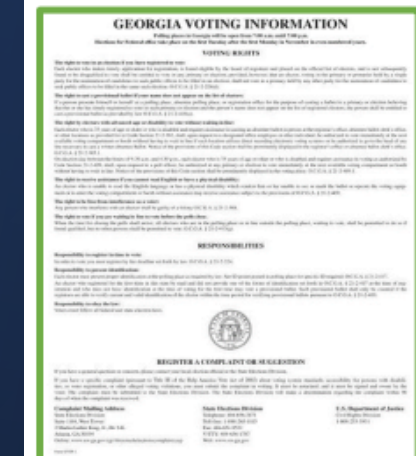
NO LEAVING WITH BALLOT



DROP BOX SIGN (IF APPLICABLE)



POLL WORKER AREA



VOTING RIGHTS POSTER



# POLLING PLACE Before the polls open:

Your polling place must have this sign

## **ONLY UNITED STATES CITIZENS MAY VOTE IN GEORGIA**

GA CODE O.C.G.A. 21-2-216 (a)(2)

**IF YOU ARE NOT A UNITED STATES CITIZEN,  
IT IS A VIOLATION OF STATE AND FEDERAL  
LAW TO VOTE**

**GA CODE O.C.G.A. 21-2-216 (a)(2) SAYS:  
“NO PERSON SHALL VOTE IN ANY PRIMARY  
OR ELECTION HELD IN THIS STATE UNLESS  
SUCH PERSON SHALL BE A CITIZEN OF  
THIS STATE AND OF THE UNITED STATES.”**



**SECURE  
THE VOTE**

Also Available in  
Spanish

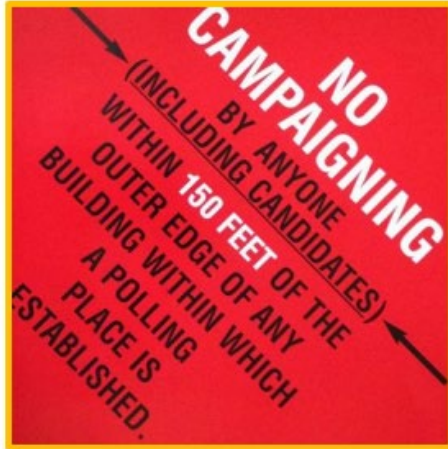


# POLLING PLACE SIGNS before the polls opens

## NO CAMPAIGNING IS PERMITTED



VOTE HERE SIGN



NO CAMPAIGNING SIGN

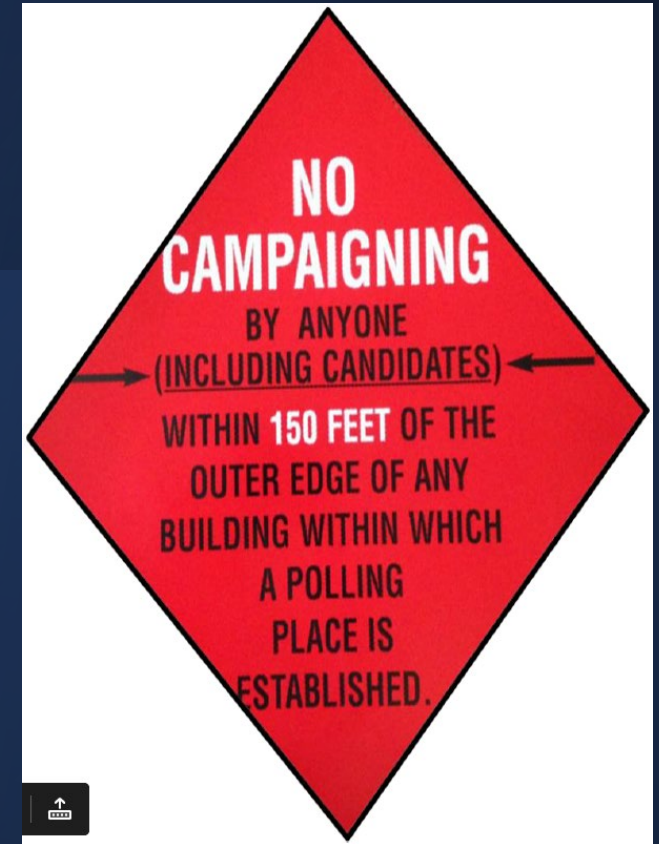


HANDICAPPED PARKING SIGN

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

Within any polling place

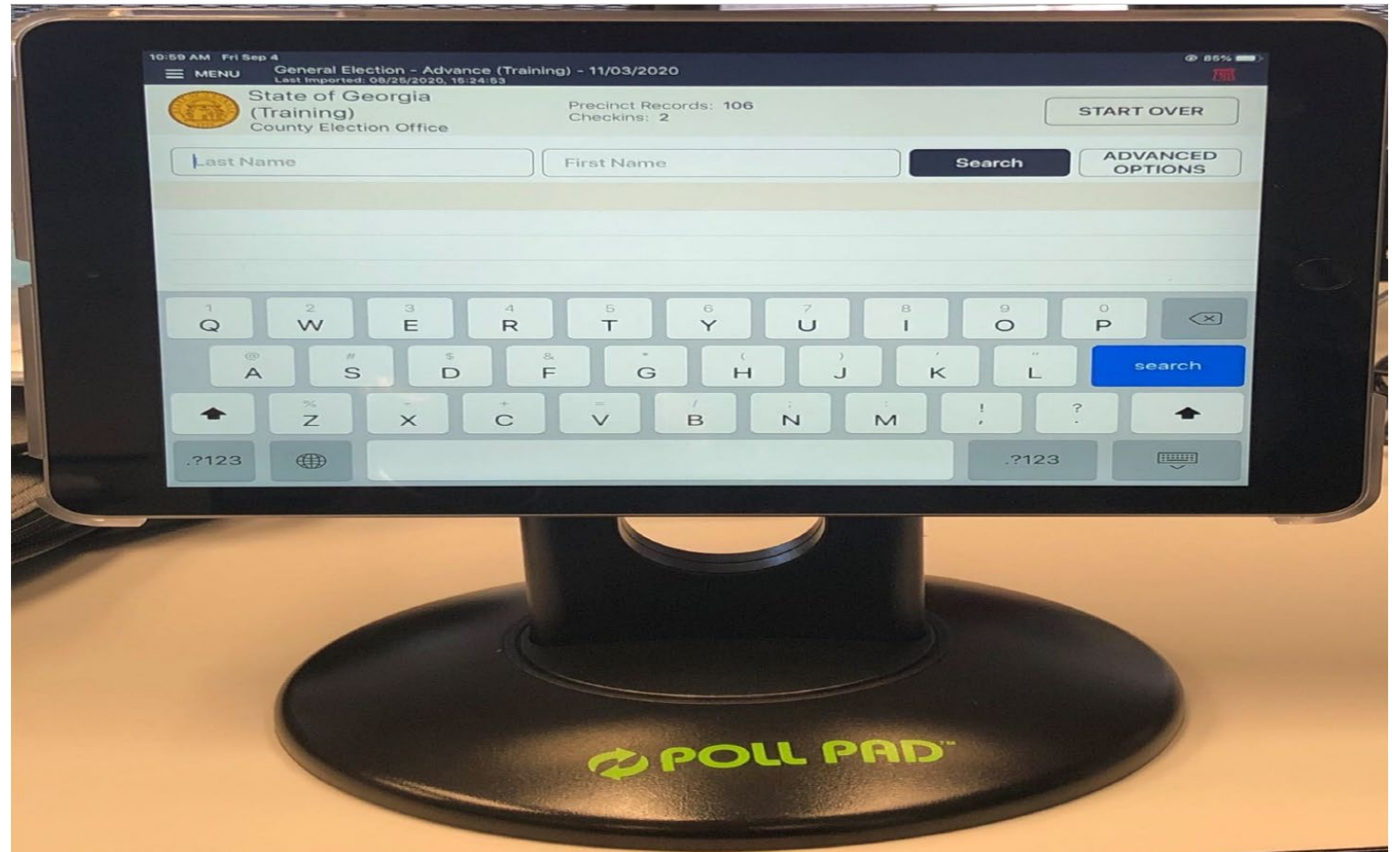
Within 25 feet of any voter standing in line to vote



# Precinct Equipment Stations

- **Poll Pad Station** - numbers are ZERO.
- **BMDs and Printers** - numbers are ZERO.
- **Scanner/tabulators** - numbers are ZERO - print 3 ZERO tapes.
- **Handicap Accessible Booth** with Audio Tactile Interface (ATI) –Accessible Voting Kit
- **Provisional Ballot Station**– Provisional Clerks may be assigned to precincts.

# Setting up the Poll Pad





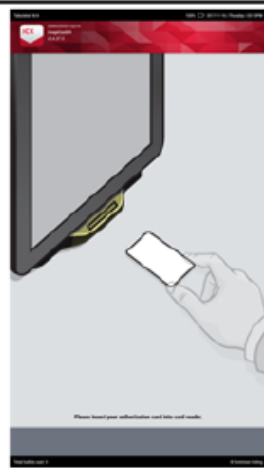
# Setting up the BMDs (Ballot Marking Devices)

## OPENING POLLS ON THE ICX-BMD

DOMINION  
VOTING

**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.



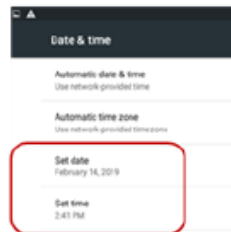
**3**

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.



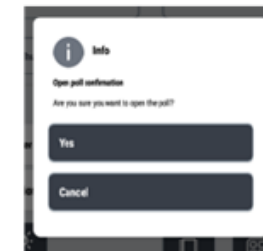
**5**

- Verify that both the **AVS Controller** and the **Manual Session Activation** options are checked. If not, press each one to check them.
- Check 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

DOMINION  
VOTING



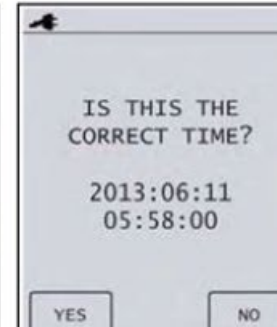
**1** With Lid removed plug the tabulator power cord into an outlet.



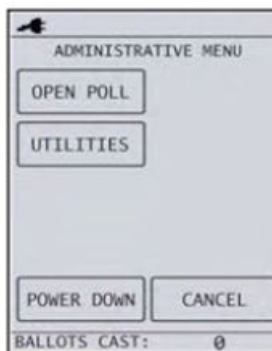
**2** Press the Security Key onto the pad and hold firmly.



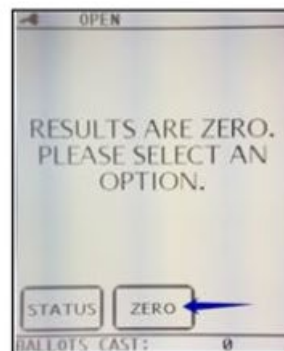
**3** Enter the password then press ENTER.



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



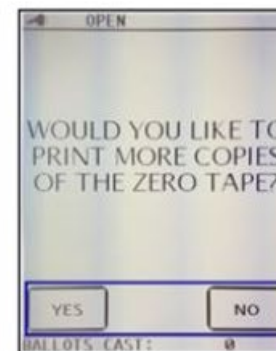
**5** Press OPEN POLL.



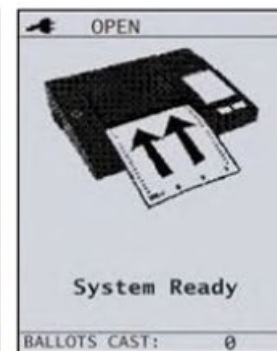
**6** Press ZERO.



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



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



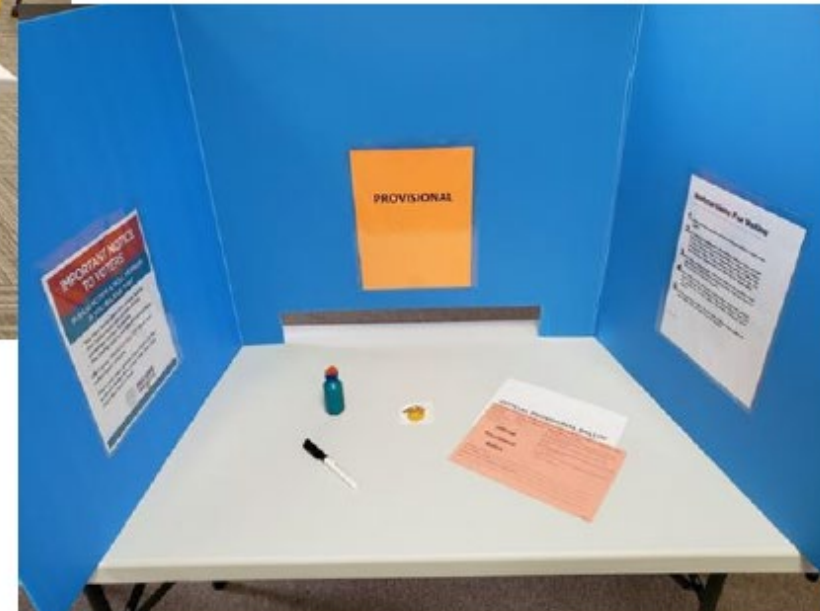
**9** The tabulator is now ready to scan ballots.

# 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
  - ❖ 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. Public is not allowed in the enclosed space.**

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

**NOT allowed in Polling Location -**

- ***Candidates, except to vote.***
- ***Media can only go as far as the Check-in desk.***

# The Voting Line

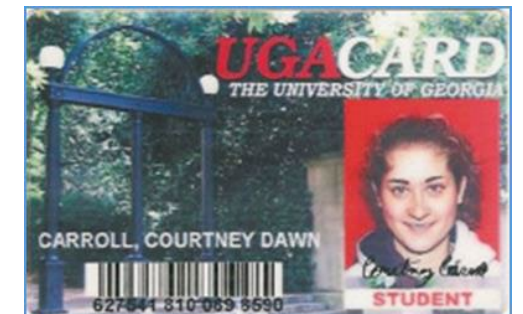
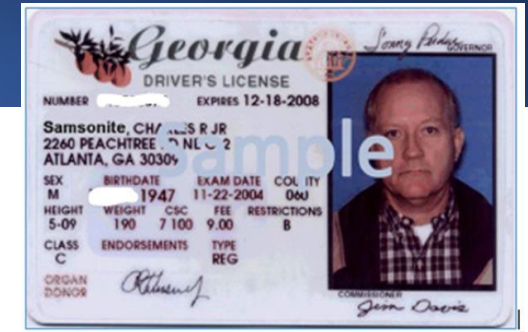


- The voting line is an important component in all polling places.
- Report if there are wait times of more than 30 minutes on Election day.
- No campaigning within 25 feet of the line to vote.
- No campaign signs within 150 feet of the polling location.
  - Check periodically to ensure this is not happening.
- 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*)



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)



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

## 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.



# 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"/> General	<input type="checkbox"/> Person whose name is on the registered list of voters (PR)
<input type="checkbox"/> General Election Runoff	<input type="checkbox"/> General	<input type="checkbox"/> Voter who did not provide timely identification (PI)
<input type="checkbox"/> Special Election	<input type="checkbox"/> Special	<input type="checkbox"/> Voter who registered for the first time by mail in Georgia but did not provide with identification (IR)
<input type="checkbox"/> Special Election Runoff	<input type="checkbox"/> Special	<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 100-1 (10/10)

- **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
- Provisional ballot reasons
- Campaigning too close to poll location
- Disruptive Poll Watchers

**ANY OTHER IRREGULARITY!**

**POLLS CLOSED**

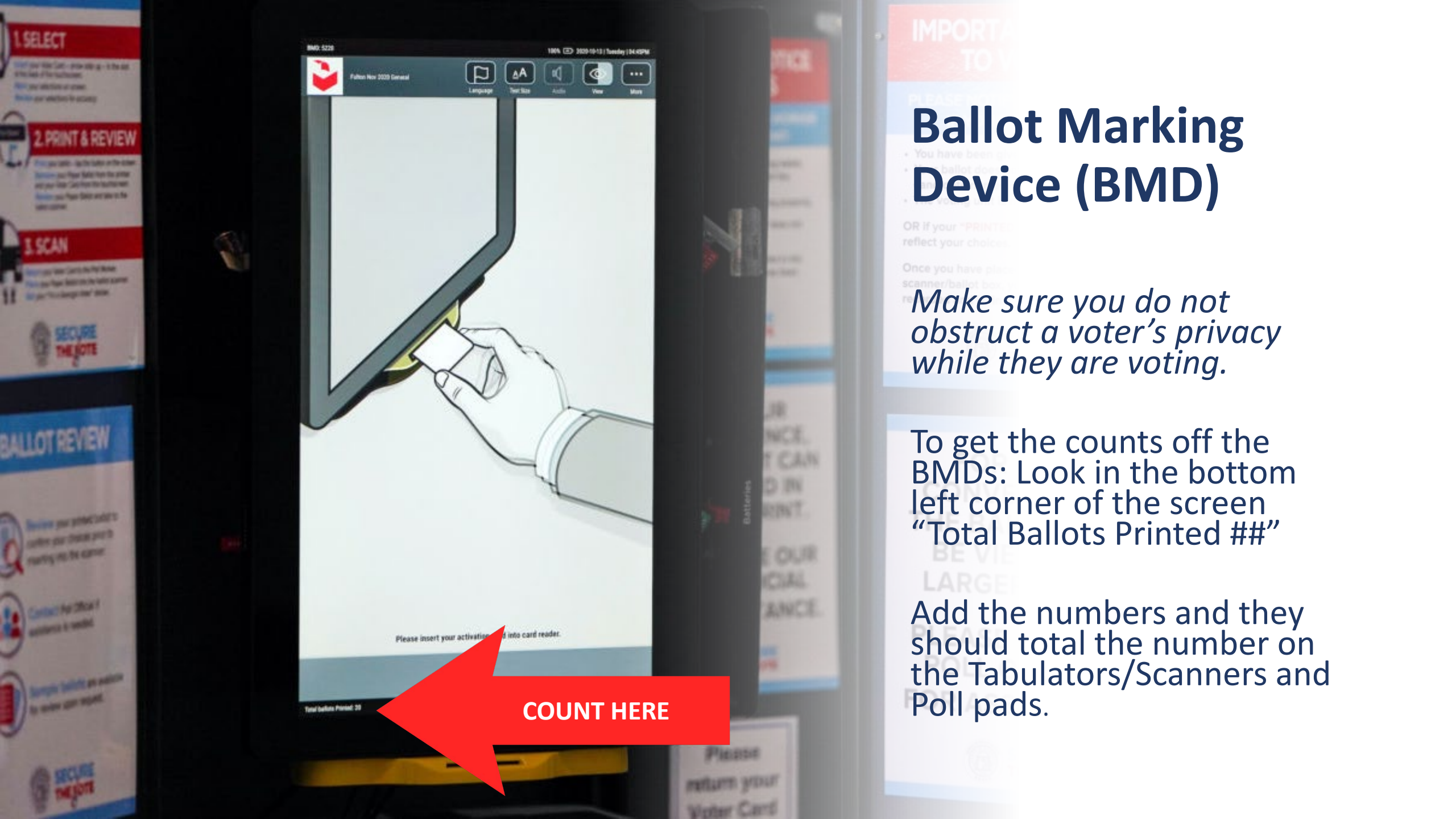
# CLOSING THE POLLS

## 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.





# 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**

## 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.



# Recap Sheets – Getting the Closing Numbers

## Touchscreen (BMD) Recap Sheet

## Scanner (Tabulator) Recap Sheet

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

## Poll Pad Recap Sheet

- Record the check-ins from the Summary Report

## Ballot Recap Sheet

- Section A:** Totals the number of ballots issued and printed on each BMD.
- Section B:** Totals the ballots cast on each scanner
  - Ballots per public counter
  - Total ballot count per the closing tape – New Rule**
- Section C:** Reconcile A and B to Poll Pad Check-in totals
  - Reconcile number of hand-counted paper ballots – New Rule**
- The forms must be signed and dated by Poll manager and two witnesses.

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

USE BALLPOINT PEN  
Beet Down – You Are Making Three Copies

WHITE sheet to Secretary of State  
PINK sheet to Clerk of Superior Court/City Clerk  
YELLOW sheet to Supervisor/County Auditor  
GREEN 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
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
TOTAL BALLOTS PRINTED (a)			

	TOUCHSCREEN UNIT NUMBER	PUBLIC COUNT AT OPENING	BALLOTS PRINTED AT CLOSING
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
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 BMDs are closed down, Memory Cards will be removed from the Scanners
- Ballots will be emptied from the Scanners, **hand counted by three poll workers**
- Recap sheets prepared and satisfactorily reconciled
- Ballots and Memory Cards will be placed in a ballot transport case. The case will be sealed.
- Two Poll Workers will be designated as “Runners”.
- Runners will transport Memory Cards, Ballots, two copies of tabulator tapes and recap sheets to the Check-in Center. Must transport them in the same vehicle!
- 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

- 5-way reconciliation of closing numbers:
- Final counts on Scanners, BMDs, Poll Pads, **total ballots on closing poll tapes, number of hand-counted paper ballots.**
- 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.**

# **Section III**

## **Advance In-Person (Early) Voting**

# Advanced In-Person Voting 1<sup>st</sup> Day Opening Procedures

- Opening Procedures should take place the hour prior to polls opening, 8-9 am in most counties
  - Check with PW Coordinator for political party or county election office for actual time.
- Oaths are administered to Poll Manager and Workers
- Must be three poll workers at all times
- Poll Manager should check the seals / seal numbers on BMDs, Scanners, Ballot Boxes intact and match documentation from the Superintendent





# Advanced In-Person Voting

## 1<sup>st</sup> Day Opening Procedures (con't)

- Poll pads, BMDs, Scanners, Handicap Accessible Booth, Provisional Ballot Station set up and “opened”
- Counts on poll pads, BMDs and Scanners must be ZERO
- One ZERO tape should be printed from each scanner/tabulator
- Ensure ballot box (“trash can”) is empty
- Provisional ballot station set up – PB bag empty
- **Handicap Accessible station set up with audio tactile interface (ATI)**

# Advanced In-Person Voting Opening Procedures – Other Than 1<sup>st</sup> Day

## Opening Procedures Are Faster Than 1<sup>st</sup> Day

- Poll Manager ensures:
  - Equipment has not been tampered with
  - Seals remain in place
  - Seal numbers on BMDs and Scanners match seal numbers on previous day's Daily Recap Sheet
  - Power up poll pads, BMDs and Scanners

# Advanced In-Person Voting

## Opening Procedures – Other Than 1<sup>st</sup> Day (con't)

### Opening Procedures Are Faster Than 1<sup>st</sup> Day

- Poll Manager ensures:
  - Ballot count on BMDs and Scanners match those recorded on previous day's Daily Recap Sheet
    - If there are any discrepancies in numbers, the equipment with the discrepancy must be taken out of service until resolved
  - Record ballot count from BMDs and Scanners on current day's Daily Recap Sheet
  - Poll Manager should announce that the Polling Location is open for voting.

# Before the Polls Open: What to Report

## First Day of Early Voting:

- Scanner Bins Empty?
- Scanner Emergency Bins Empty?
- Poll Pads, BMDs, Scanners counts are 0?
- Provisional Ballot Bag confirmed empty and resealed?
- Poll opened on time?

# Before the Polls Open: What to Report

## Subsequent Early Voting Days:

- Managers or staff arrive late, or do not show?
- Poll does not open on time?
- Equipment was not sealed from the night before?
- Campaign signs within 150 ft. of poll location?
- Equipment closed or not in use?
- Any other irregularities



# Advanced In-Person Voting Closing Procedures part 1

- Poll Manager announces that Polling Location is closed
- Everyone in line should be allowed to vote
  - No voter allowed to join line once announcement is made
- **Poll Workers should record ballot count numbers and seal numbers from BMDs and Scanners on current day's Daily Recap Sheet**

# Advanced In-Person Voting Closing Procedures part 2

- **Numbers on all machines will be cumulative from previous day throughout AIP Voting period**
  - Any discrepancies should be resolved
- Equipment powered down and secured in place at end of each AIP Voting day
- **Poll Pads should be locked in cases every night and sealed**

# Advanced In-Person Voting

## Closing Procedures part 3

- Ballots are either left in tabulator or retrieved / taken to central election office, warehouse or tabulation center:
  - Ballot box must be emptied if more than 1,500 ballots have been cast
  - Ballot box can be emptied at end of each day at discretion of county election Superintendent
  - Proper chain of custody forms MUST BE completed and signed (TWO Poll Workers must accompany ballots during transfer)
  - Any time ballot box is emptied, ballots MUST be counted by 3 poll workers independently
- NO TABULATION OF VOTES UNTIL ELECTION DAY
- Closing of last day
  - Scanners with memory cards in them are transported to central tabulation center
  - IF scanners are not removed from AIP Polling Location when Poll Workers leave on last day, ensure they are secure!

# **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.

**New Rule 183-1-14-.02 for Nov 2024 elections.**

- **Video Surveillance required when polling location is closed and poll workers are not on sight.**
- **Poll Watchers should ensure camera is turned on before they leave at end of day and when they observe opening each day of advance-in-person voting.**



# 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

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

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.

## 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 \_\_\_\_\_  
Reviewed By (Print) \_\_\_\_\_  
Signature \_\_\_\_\_  
Reviewed By (Print) \_\_\_\_\_  
Signature \_\_\_\_\_  
Drop Box was inspected and locked after the polls closed YES ☐ NO ☐

B. Transfer of Absentee Ballots  
Time of Transfer \_\_\_\_\_ Number of Ballots \_\_\_\_\_  
Recipient/Designee or Absentee Ballot Clerk \_\_\_\_\_  
Received By (Print) \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

# Summary of AIP Voting

- No tabulation of votes
- Daily counts are recorded on Daily Recap Sheet
- ZERO TAPES are printed on 1<sup>st</sup> Day Opening Procedures
- NO CLOSING TAPES are printed during AIP Voting
- Early Voting tabulation is conducted on Election Day; must be reported by 8 pm
- Prepare your Poll Watcher Report with machine numbers; explain discrepancies
- Submit Poll Watcher Report immediately following your shift

# Poll Watcher Reporting

## Poll Watcher Report

Election: \_\_\_\_\_ Date: \_\_\_\_\_  
 Poll Watcher Name: \_\_\_\_\_ County: \_\_\_\_\_  
 Poll Watcher Email: \_\_\_\_\_ Precinct Name: \_\_\_\_\_  
 Poll Watcher Phone: \_\_\_\_\_ Poll Manager Name: \_\_\_\_\_

- Print this form and bring a copy with you to the poll to take notes. You may not use your phone at the precinct to take notes.
- Use the appropriate checklist to help you identify any irregularities.
  - [Early Voting - Fulton GOP Guide and Checklist](#)
  - [Election Day - Fulton GOP Guide and Checklist](#)
- Email any documents and Election Day scanner tape images to **PollWatcher@\_\_\_\_\_**.com with subject line: "Poll Location – Date – Your Name".

Opening #s (Record before Poll Opens)	Closing #s (Record after Poll Closes)
Arrival Time: _____	Poll Close Time: _____
Poll Open Time: _____	Departure Time: _____
BMD Ballot Total: _____	BMD Total: _____
Scanner Ballot Total: _____	Scanner Total: _____
Poll Pad Check-in Total: _____	<b>End of Day Only:</b>
	*Poll Pad Check-ins: _____
	*Provisional Ballots: _____
	*Spoiled Ballots: _____
	<b>End of Election Day Only:</b>
	Hand-counted Ballots: _____
	Total Ballots per Tabulation Tapes: _____

Record the BMD and Scanner vote counts from the machines. Record Total Ballots per Tabulation Tape. \*Ask the Poll Manager for the total count of Poll Pad Check-ins, Provisional Ballots, Spoiled Ballots and Hand-counted Ballots when the poll closes. BMDs have a # label (e.g. 1 of 10, 2 of 10...) on the outside of each station door.

### DROP BOX INFORMATION (if applicable for early voting location):

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): \_\_\_\_\_

Device	Opening #s	Closing #s		Opening #s	Closing #s
BMD 1			BMD 11		
BMD 2			BMD 12		
BMD 3			BMD 13		
BMD 4			BMD 14		
BMD 5			BMD 15		
BMD 6			BMD 16		
BMD 7			BMD 17		
BMD 8			BMD 18		
BMD 9			BMD 19		
BMD 10			BMD 20		
<b>BMD Total</b>					
Scanner 1					
Scanner 2					
<b>Scanner Total</b>					
Reason for Discrepancy?					

Precinct Name: \_\_\_\_\_ Date: \_\_\_\_\_ Poll Watcher Name: \_\_\_\_\_

# Top Portion of Poll Watcher Report

## Poll Watcher Report

Election: \_\_\_\_ Date: \_\_\_\_  
Poll Watcher Name: \_\_\_\_ County: \_\_\_\_  
Poll Watcher Email: \_\_\_\_ Precinct Name: \_\_\_\_  
Poll Watcher Phone: \_\_\_\_ Poll Manager Name: \_\_\_\_

- Print this form and bring a copy with you to the poll to take notes.  
You may not use your phone at the precinct to take notes.
- Email any documents and Election Day scanner tape images to  
**PollWatcher@\_\_\_\_\_ .com** with subject line:  
“Poll Location – Date – Your Name”.



# CHECK those NUMBERS!

Arrival Time: _____	Poll Close Time: _____
Poll Open Time: _____	Departure Time: _____
BMD Ballot Total: _____	BMD Total: _____
Scanner Ballot Total: _____	Scanner Total: _____
Poll Pad Check-in Total: _____	<u>End of Day Only:</u>
	*Poll Pad Check-ins: _____
	*Provisional Ballots: _____
	*Spoiled Ballots: _____
	Hand-counted Ballots _____
	(whenever ballot box is emptied)
	<u>End of Election Day Only:</u>
	Hand-counted Ballots: _____
	Total Ballots per Tabulation Tapes:
	_____

*Looking for # of ballots printed and scanned NOT the # of machines. Do not approach BMD when someone is using it. Do not touch any equipment.*

Record the BMD and Scanner vote counts from the machines. Record Total Ballots per Tabulation Tape. \*Ask the Poll Manager for the total count of Poll Pad Check-ins, Provisional Ballots and Spoiled Ballots when the poll closes.

**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: \_\_\_\_\_

# BMD and Scanner Counts

Device	Opening #s	Closing #s		Opening #s	Closing #s
BMD 1			BMD 11		
BMD 2			BMD 12		
BMD 3			BMD 13		
BMD 4			BMD 14		
BMD 5			BMD 15		
BMD 6			BMD 16		
BMD 7			BMD 17		
BMD 8			BMD 18		
BMD 9			BMD 19		
BMD 10			BMD 20		
<b>BMD Total</b>					
Scanner 1					
Scanner 2					
<b>Scanner Total</b>					
Reason for Discrepancy?					

# Incident Reporting Instructions

- **Hotline:** 404-738-8393 GOP/RNC; (520) 344-5251 VoterGA/CPGA/ Libertarian Party
- **Online Incident Report:** [ga.protectthevote.com](https://ga.protectthevote.com)
- **State Election Board:** If there is a clear violation of GA Code, please submit to <https://sos.ga.gov/page/how-request-investigation> and include the code#.

## Notes

- Reports are not reviewed with the same urgency as incidents. We *do* want you to note incidents on this Poll Watcher report on page 3 below but please be sure to **submit the incidents immediately**. Incidents must come directly from the person who witnessed them. We are not submitting these for you from this report.
- Note any machines that are down and ask the Manager what the issue is and ask for the count on any BMD station that is closed or any scanner that is offline.
- **IMPORTANT: Tally your #s before you leave the precinct.** The scanner total should never be higher than the BMD total (you can't scan more ballots than you print). If it is, either you missed a BMD, or one was taken off-line.
- It is common for BMD counts to be higher than Scanner counts due to spoiled ballots. Please ask the Manager for the reason and note the details. The numbers must reconcile.
- There should always be an even # of BMDs – there are 2-unit carriers (2 BMDs) and 4-unit carriers (4 BMDs).
- **Early Voting Only:** If you are at a Drop Box location for the evening shift, please stay to see the transfer of Absentee Ballots and record the count.

*Document each incident separately - 1 per form - and submit these as soon as possible.  
Take notes here and call the Hotlines; complete the online form at **ga.protectthevote.com***

### **Poll Watcher Incident Report**

**Election:** \_\_\_\_\_ **Date/Time of Incident:** \_\_\_\_\_

**Poll Watcher Name:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Poll Watcher Email:** \_\_\_\_\_ **Precinct Name:** \_\_\_\_\_

**Poll Watcher Phone:** \_\_\_\_\_ **Poll Manager Name:** \_\_\_\_\_

**Date/Time reported at ga.protectthevote.com** \_\_\_\_\_

**INCIDENT INFORMATION** *(Provide all details, name or description of person involved, impact to voters, etc.):*

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**WAS ISSUE RESOLVED, HOW?**

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Time**



# IMPORTANT - How to Submit Reports

RNC Hotline Number for urgent issues **(404) 738-8393**

All Poll Watchers feel free to call Tania Sosa, VoterGA **(520) 344-5251**

- Step outside polling location and call!

RNC Website – **Georgia.ProtectTheVote.com**

- Upload incidences ASAP after your shift

Poll Watcher Report available for download at:

- <https://voterga.org/wp-content/uploads/2024/09/Poll-Watcher-Report-2024-Election.pdf>

Poll Watcher Checklist – Early Voting available for download at:

- <https://voterga.org/wp-content/uploads/2024/09/Poll-Watcher-Checklist-Early-Voting-2024-Oct.pdf>

Poll Watcher Checklist – Election Day available for download at:

- <https://voterga.org/wp-content/uploads/2024/09/Poll-Watcher-Checklist-Election-Day-2024-Nov.pdf>

This presentation available for download at [www.voterga.org/volunteer](http://www.voterga.org/volunteer)

Send Poll Watcher Report to [support@voterga.org](mailto:support@voterga.org)

\*\*Indicate POLL WATCHER REPORT in the subject line of email

**SECTION IV**  
**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 \(ga.gov\)](#)**

## **Areas other than the Precincts to Monitor**

- **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**

# Media Narrative of Poll Watchers 2020, 2022 and 2024



POLITICS • 2020 ELECTION

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

Continuing effort by the media to  
portray the **GOP Poll Watchers** as  
intimidating to poll workers.

**Lara Trump is building an army of '100,000 poll watchers  
and over 500 lawyers' to 'deploy' across America in  
November**

volunteers will have three missions: Watch people vote, watch  
people count votes, and sue anybody who gets in the way.

**New York Post** Published June 24, 2024



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!