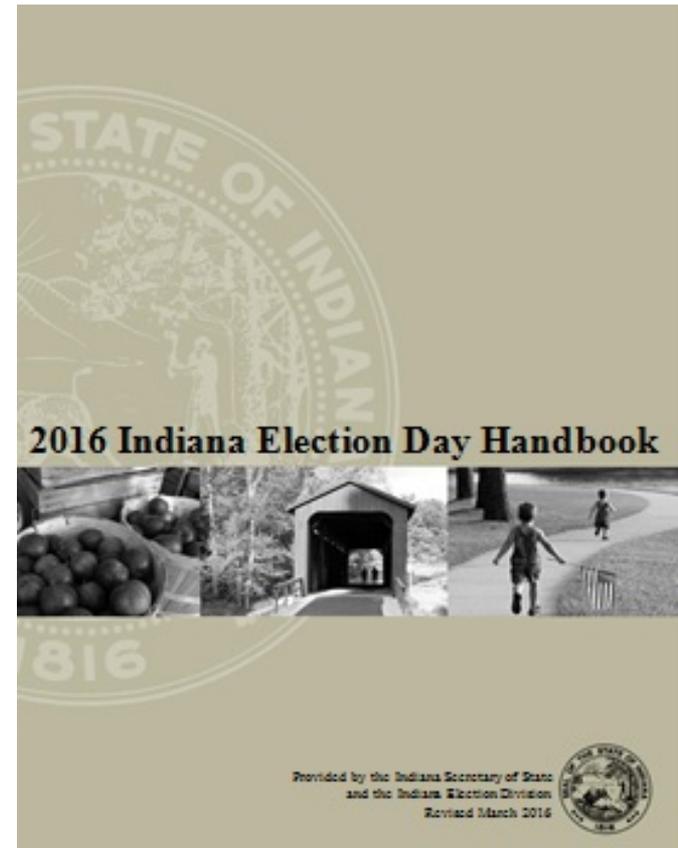


Poll Worker Training

You Don't Have to Memorize Everything



Online Poll Worker Training

✓ Go to www.PollWorkerTraining.IN.gov

Poll Worker Training Materials

Poll Worker Training Publications

Train-the-Trainer

- [County Training PowerPoint Template](#) 
- [Photo ID Card Examples](#) 
- [Top Ten Election Day Mistakes](#) 

Online Poll Worker Training

ATTENTION: Please ensure that the web browser you are using has the proper add-ons to view videos and that it allows pop-ups.

Introduction to Online Poll Worker Training:



- [Chapter One: Poll Worker Duties](#) 
- [Chapter Two: Opening the Polls](#) 
- [Chapter Three: Additional People Working at the Polls](#) 
- [Chapter Four: Photo ID](#) 
- [Chapter Five: Additional Documentation Requirements](#) 
- [Chapter Six: The Voting Process](#) 
- [Chapter Seven: Challenging Voters and Issuing Provisional Ballots](#) 
- [Chapter Eight: Voting Methods](#) 
- [Chapter Nine: Accessibility](#) 
- [Chapter Ten: Absentee Ballots](#) 
- [Chapter Eleven: Closing the Polls](#) 

Things we will cover

1. Basic roles and responsibilities
2. Who's allowed in the polling location
3. Checking photo ID
4. Additional documentation requirement
5. Fail safe procedures
6. Provisional ballots and challenging voters
7. Absentee ballots
8. Voting Machines
9. Accessibility
10. Opening and closing the polls

Basic Roles and Responsibilities

1

Election Sheriffs

The sheriff maintains order at the polling place

- ✓ Check for unauthorized literature
- ✓ Contact local police officials if a situation occurs
- ✓ Direct voters through the chute to the proper check-point
- ✓ Ask voters to provide photo ID *(Note: One of each of the precinct election officers nominated by the Democratic Party and the Republican Party is entitled to ask the voter to provide photo ID.)*
- ✓ Even if Election Sheriffs are not appointed to work the election, the county election board must designate which poll workers will serve the sheriffs' functions

Poll Clerks & Assistants

Poll clerks and assistants are the record keepers

One Poll Clerk from each Political Party

- ✓ Poll clerks ask voters to provide photo ID if the inspector or judge has not already done so. *(Note: One of each of the precinct election officers nominated by the Democratic Party and the Republican Party is entitled to ask the voter to provide photo ID.)*
- ✓ The primary function of poll clerks is **record keeping and ballot control**
- ✓ Poll clerks assist voters in the process of signing the poll list

Precinct Poll Judges

One Poll Judge from each political party

- ✓ One of the judges shall **ask voters to provide photo ID if the inspector has not already done so.** *(Note: One of each of the precinct election officers nominated by the Democratic Party and the Republican Party is entitled to ask the voter to provide photo ID.)*
- ✓ Judges may **assist voters with disabilities or voters unable to read or write** (must fill out PRE-3)
- ✓ The judge of the opposite political party of the inspector must accompany the inspector in **returning election supplies to the county election board**

Precinct Poll Inspectors

The inspector manages the polling place

- ✓ The inspector shall **ask voters to provide photo ID.**
(Note: One of each of the precinct election officers nominated by the Democratic Party and the Republican Party is entitled to ask the voter to provide photo ID.)
- ✓ Challenge and accept challenges
- ✓ The inspector **picks up election supplies on the second or third day before the election, but no earlier than the third day (IC 3-11-3-10)**
- ✓ The inspector **administers the oath to all poll workers (PRE-1, Precinct Oath Book)**

Inspectors continued...

- ✓ The inspector **announces the opening and closing of the polling place**
- ✓ Responsible for counting absentee ballots and comparing the signature on the envelope with the absentee ballot application in counties where absentees counted at precinct. In county where absentee ballots are counted at a central location, inspector processes absentee voter lists sent to precinct by county election board. ‘
- ✓ Accompanied by the judge of the opposite political party, the inspector returns all election supplies to the county election board

**Who's allowed in the polling
place?**

2

Allowed in the Polling Place

- ✓ Voters casting ballots (and children under 18 with the voter)
- ✓ Precinct election officials (inspector, judges, poll clerks...)
- ✓ Deputy election commissioners, appointed by the County Election Board to administer official CEB business
- ✓ Challengers, watchers, and poll book holders with credentials
- ✓ An individual authorized to assist a voter in voting

Allowed in the Polling Place continued...

- ✓ A County Election Board member, acting on behalf of the board
- ✓ A voting system mechanic, to repair a voting system, with credentials signed by the County Election Board
- ✓ The county chairman or county vice-chairman of a political party with credentials signed by the County Election Board
- ✓ The Secretary of State of Indiana, unless that person is a candidate for nomination or election to an office on the ballot that Election Day

NOT Allowed in the Polling Place

- ✓ The people listed below are **NOT** authorized to be in the polling place or the chute simply as the result of their status in the listed positions
 - ✓ A precinct committeeman of a political party
 - ✓ A party volunteer
 - ✓ An elected official (other than the Secretary of State)

- ✓ **NOTE:** Often, volunteers hold multiple positions—if they have credentials for one of the positions listed on the previous page they are okay, but not if they **ONLY** hold one of the positions above

Checking Photo ID

3

Photo ID Law

What are the requirements under the Photo ID Law?

1. Voter's photo must be displayed on the ID
2. Voter's name on the ID must conform to the name on the poll book
3. Expiration date (current or expired after the date of the last General Election; an INDEF expiration date is acceptable for a military or veterans ID; a military or veterans ID with no expiration date indicated is also acceptable)
4. Issued by the State of Indiana or the US government

Poll worker should NOT be checking for address

Photo ID “Conform” Example

- ✓ The voter’s name on the Photo ID must conform to the name on the voter registration record
- ✓ People commonly use nicknames, middle names, and initials as a substitute for their given first name

- Robert John Crew
- Robert J. Crew
- Robert Crew
- R. John Crew
- R. J. Crew
- Bob John Crew
- Bob J. Crew
- Bob Crew
- John Crew
- J. Crew

Conform does NOT mean it needs to match identically

Photo ID Examples

What are some examples of what would work for the Photo ID to be used at the polls?

1. _____
2. _____
3. _____

Photo ID Examples

What are some examples of what would NOT work for the Photo ID to be used at the polls?

1. _____
2. _____
3. _____

Voter Questions

**Will my
Illinois ID
work?**

**I don't have it
with me — can't
you just believe
me?**

**It is expired,
will it still
work?**

**I don't have anything
that would fit the
criteria... Where do I
get a Photo ID?**

Additional Documentation Requirement

4

Additional Documentation

Who is required to show additional documentation, beyond a photo ID?

- ✓ This requirement applies to voters who registered to vote by mail for the first time in Indiana
- ✓ If a voter is required to show additional documentation, this will be noted on the poll book

Examples of Acceptable Documents

- ✓ Indiana Driver's License or ID card with current address
- ✓ Current Utility Bill
- ✓ Bank Statement
- ✓ Government Check

Fail Safe Procedures

5

Fail Safe Procedures

What is a fail safe procedure?

- ✓ Fail safes are procedures in place to help resolve voter eligibility issues at the polls
- ✓ In Indiana, we try everything before issuing a provisional ballot
- ✓ **No one is ever turned away from the polls without receiving a ballot**

They are...

- 1. Call the County Election Board for potential Certificates of Error**
 - ✓ If the voter's name is not on the poll book due to a county error
- 2. Use the VRG-4/12 Form**
 - ✓ If the voter has moved outside of the precinct but in the same county and congressional district

Which Fail Safe Should You Use?

- ✓ The voter has been **left off of the poll list** by mistake
- ✓ The voter has **moved** outside of the precinct
- ✓ The voter's **name has changed**
- ✓ The voter has **proof that they applied to register to vote**, but isn't on the poll list

Make sure the VRG-4/12 is Completely Filled Out



AFFIDAVIT OF REQUEST TO UPDATE VOTER REGISTRATION AT THE TIME OF REQUESTING A BALLOT

(VRG 4/12)

State Form 28186 (R13/ 8-14)

Indiana Election Commission (IC 3-7-39-7; 3-7-48-5; 3-10-1-24; 3-10-11-6; 3-10-12-3.4)

INSTRUCTIONS

Questions regarding when to use this form should be directed to the County Election Board at _____ (Insert telephone number.)

A description of the voters eligible to vote using this form is on the reverse side.

A voter must complete and sign this form in front of a notary or other person authorized to administer oaths. In the alternative, if Box 2, 3, 4 or 5 apply, the voter is permitted to make an oral affirmation to the poll workers, who will then record the voter's affirmation and initial below in the box designated for the voter to sign.

VOTER AFFIRMATION

To be eligible to vote using this form, a voter must make one of the affirmations below.

To the Precinct Election Board of _____ Precinct _____ County: I, the undersigned, affirm that the information on this affidavit is true and complete, to the best of my knowledge. I am eligible to vote in this precinct as indicated above: (you must check either Box 1, 2, 3, 4, or 5)

BOX 1: I changed my residence from one (1) precinct to another within Indiana less than 30 days before the primary/general/special election held on the _____ day of _____, 20____; OR

BOX 2: I changed my residence from one (1) precinct to another within the same county and within the same congressional district before the primary/general/special election held on the _____ day of _____, 20____.

BOX 3: In a county using an electronic poll book, I changed my residence from one (1) address to another address within the same precinct.

BOX 4: In a county using an electronic poll book, I changed my name and desire to update my voter registration record.

BOX 5: In a county using an electronic poll book, I still reside at the address indicated on my cancelled voter registration record despite the county indicating that I moved from my residence.

VOTER'S NAME, DATE OF BIRTH, VOTER IDENTIFICATION NUMBER AND TELEPHONE NUMBER

Last Name		First Name		Middle Name
Date of Birth (mm/dd/yy) ____/____/____	Voter Identification Number (Indiana issued driver's license number, OR state identification number; OR if voter does not possess driver's license, provide last 4 digits of social security number, OR state NONE if voter does not possess any of these documents)			Telephone Number (optional) ()
Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No			Will you be at least eighteen (18) years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No	

VOTER'S PREVIOUS NAME (If voter's name has changed, complete this section with the voter's name before the voter changed it.)

Last Name		First Name		Middle Name
-----------	--	------------	--	-------------

VOTER'S PREVIOUS RESIDENCE ADDRESS (If voter checked BOX 1, 2, or 3 above)

Street Address	City / town	State	ZIP Code	County
		IN		

Provisional Ballots and Challenging Voters

6

Provisional Ballots

- ✓ **No voter should be turned away**
- ✓ **If a fail safe procedure does not apply, then the voter should be offered a PROVISIONAL BALLOT**

Provisional Ballots

- ✓ The process begins by filling out the PRE-4 Challenge Form, stating why the voter is unable to cast a regular ballot



**CHALLENGE AFFIDAVIT OF A VOTER BY A CHALLENGER
OR MEMBER OF THE PRECINCT ELECTION BOARD/
AFFIDAVIT OF A CHALLENGED VOTER**
State Form 42132 (R11/7-14)
Indiana Election Commission (IC 3-11-8-21; 3-11-8-23.5)

(PRE-4)

INSTRUCTIONS: After the challenger completes this side of the form, the challenged voter may complete the second page of this form. If the challenged voter does so, the challenged voter is entitled to cast a provisional ballot. Do not use this form to challenge a voter at a primary election due to the voter's party affiliation. Use PRE-6 form instead. **NOTE: THIS FORM MUST BE PRINTED DIRECTLY ON THE PRO-2 PROVISIONAL BALLOT SECURITY ENVELOPE.**

STATE OF INDIANA, COUNTY OF _____



GENERAL INFORMATION

I, the undersigned, believe that _____
(Insert name of voter)

now offering to vote, is not a legal voter in this precinct, for the following reason(s):

Voter Eligibility – Fail Safe Procedures

- This voter's name is not included on the poll list, and is **NOT** entitled to vote by using a "Fail Safe" procedure.
- This voter's name is included on the poll list, but this voter does not currently reside in the precinct, and is **NOT** entitled to vote in this precinct by completing a VRG-4/12 form or a VRG-15 form, or other "Fail Safe" procedure.

Voter Identification

- This voter was unable or declined to present proof of identification when required by law to do so.
- This voter is identified on the poll list as required to present an additional document that confirms the voter's identity and current residence address, but has not done so.

Voter Eligibility - General Requirements

- This voter is not a U.S. citizen.
- This voter will not be 18 years of age or older at the general election.

Provisional Ballots

✓ The Challenged Voter then completes the Affidavit of A Challenged Voter

AFFIDAVIT OF A CHALLENGED VOTER

INSTRUCTIONS: When completed, attach this form to the voter's provisional ballot secrecy envelope (PRO-2), and put this form in the Provisional ballot outer envelope (PRO-4).

STATE OF INDIANA, COUNTY OF _____

GENERAL INFORMATION

I, the undersigned, state the following:

1. that I am a citizen of the United States.
2. that my date of birth is _____ / _____ / _____ (mm/dd/yy) to the best of my information and belief.
3. that I have been a bona fide resident of this precinct for thirty (30) days immediately before this election or I am qualified to vote in this precinct under IC 3-10-10, IC 3-10-11, or IC 3-10-12.
4. that I am generally known by the name in which I desire to vote, which is _____
5. that I have not voted and will not vote in any other precinct in this election.
6. that my present residence address is _____

(and, if applicable, my residence address thirty (30) days before this election was at:

_____)

I moved to my residence address in this precinct on the following date: _____ / _____ / _____ (mm/dd/yy)

7. that, if applicable, if I was challenged under boxes 3 or 4 on the *Affidavit of a Voter By a Challenger* portion of this form, I did present proof of identification or additional documentation that complied with IC 3-5-2-40.5 or IC 3-7-33-4.5.

Provisional Ballots

- ✓ The voter is then issued a ballot
- ✓ The voter then casts their ballot, places the ballot in the PRO-2 Security Envelope and returns the ballot to the Inspector



PROVISIONAL BALLOT SECURITY ENVELOPE

(PRO-2)

State Form 51618 (R2/12-06)
Indiana Election Commission
(IC 3-11.7-1-8; 3-11.7-5-3)

TO THE VOTER

READ CAREFULLY AND FOLLOW THE INSTRUCTIONS BELOW

STATE OF INDIANA }
COUNTY OF _____ }

I, *(Print your name and address below)*

Name of Voter: _____

Residence Address of Voter: _____

Telephone Number (optional): (_____) _____

have cast the enclosed provisional ballot at Precinct Name: _____

at the PRIMARY GENERAL MUNICIPAL SPECIAL ELECTION
to be held on:

_____ *(Insert date of election)*

Signature of voter

Date signed (mm/dd/yy)

COUNTY ELECTION BOARD FINDINGS

The enclosed provisional ballot is determined to be:

Provisional Ballots

- ✓ The voter then receives the PRO-9 Form after voting, which contains instructions for the voter



INSTRUCTIONS TO PROVISIONAL VOTER

(PRO-9)

State Form 51626 (R3/10-13)

Indiana Election Commission (IC 3-11-10-26(k); 3-11.7-2-2; 3-11.7-6-3)

INSTRUCTIONS: This document must be provided to an individual who casts a provisional ballot on election day or before an absentee board, except for an individual casting a provisional ballot as a result of a court order (or any other order) extending the time established for closing the polls under IC 3-11-8-8. .

State of Indiana

County of _____

Instructions from the County Election Board to a Provisional Voter

You have been provided this document because you cast a provisional ballot in this election.

You were provided a "provisional ballot" because there is a question about whether you are eligible to vote in this precinct at this election or because you were unable or declined to present proof of identification when required by law to do so.

Your provisional ballot will be forwarded to the county election board for processing between now and 3 p.m. on the second Friday after election day. The county election board will hold a meeting to review evidence on your eligibility to vote. You are entitled to attend this meeting, and can call the county election board for information on the meeting date and time.

If the county election board determines that you were eligible to vote in this precinct in this election, your ballot will be counted. If the board determines that you were *not* eligible to vote in this precinct at this election, your ballot will not be counted.

If you were challenged because you were unable or declined to present proof of identification when required by law to do so, you may personally appear before the circuit court clerk or county election board **not later than noon on the second Friday after election day**. If you appear at the county office and properly complete and sign an affidavit (Form PRO-10), your provisional ballot will be counted if you were otherwise eligible to vote in this precinct. Your affidavit must state that you are the same individual who appeared at the polls on election day and cast a provisional ballot in this precinct or appeared to vote

Challenging In General

It is against the law...

1. For a person who is not eligible to vote in the precinct to attempt to cast a ballot
2. For a precinct election official to knowingly fail to challenge an ineligible person
3. For a precinct election official to challenge a voter that the official knows is eligible to vote

Who May Challenge a Voter?

1. Member of the Precinct Election Board
2. A poll clerk only based on questionable signature
3. A challenger appointed by a political party/candidate with proper credentials
4. During a Primary, a voter who is a member of the political party whose ballot is being requested by the voter

When a Challenge Should be Issued

- ✓ If the voter is unable to present photo ID that meets the requirements
- ✓ The voter is not registered (unless a fail safe applies)
- ✓ The voter no longer lives in the precinct (unless a fail safe applies)
- ✓ The poll list shows additional documentation is required but the voter is unable to present additional documentation
- ✓ The voter is not a US citizen
- ✓ The voter will not be 18 at the date of the general election
- ✓ The voter's signature does not match
- ✓ The primary voter is not affiliated with the party whose ballot the voter is requesting (unless the voter fills out the PRE-6)

Processing Absentee Ballots



Processing Absentee Ballots

- ✓ Counting Absentee ballots at the polling place:
 - ✓ Absentee Ballots are delivered to the precinct from the County office
 - ✓ Ballots can be counted, rejected (procedural) and/or challenged (voter related issues) at the precinct
 - ✓ Poll workers count absentee ballots at precincts before they leave the polling place using the checklist found in the Election Day Handbook

The precinct election board may count absentee ballots before the polls are closed. However, providing information vote totals to any outside source prior to the close of the polls is a Class D felony.

Processing Absentee Ballots

- ✓ Counting Absentee ballots at a Central Count Location:
 - ✓ Absentee List Prep and Delivery
 - ✓ Circuit Court Clerk “certifies” list of the names of Absentee Voters who requested and returned an absentee ballot
 - ✓ This “first” list is then delivered to the inspector with the pollbook on the Saturday or Sunday before the election
 - ✓ However, the deadline to receive absentee ballots is noon on Election Day
 - ✓ Therefore, a “second” list is delivered to precincts by bi-partisan absentee ballot couriers the afternoon of Election Day

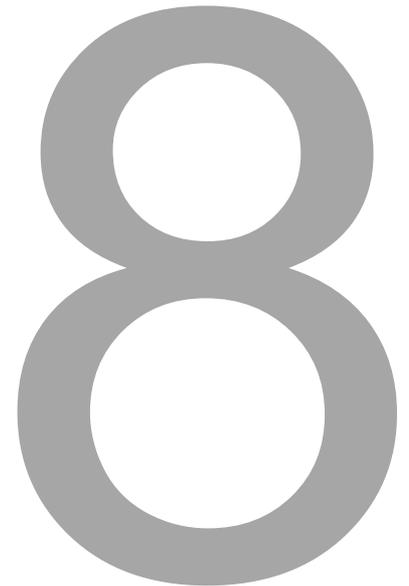
Processing Absentee Ballots

- ✓ Counting Absentee ballots at a Central Count Location:
 - ✓ Processing Lists At Precinct
 - ✓ First List: As part of the preparation of polls, the Inspector marks the first list and the poll clerks certify the Inspector has done so on the list
 - ✓ However, prior to marking the poll book, the Inspector must notify any challenger or poll book holder of absentee voter's name and address
 - ✓ Second List: When the second list is received, the inspector shall mark the second list and the poll clerks shall certify the Inspector has done so on the list

Processing Absentee Ballots

- ✓ Counting Absentee ballots at a Central Count Location:
 - ✓ Returning Lists to County Election Board
 - ✓ Inspector shall place processed lists and any challenge affidavits into a return envelope for absentee ballot couriers
 - ✓ Inspectors and poll clerks sign a statement on the outside of the return envelope indicating that the lists have been properly processed
 - ✓ The Absentee Ballot Couriers return the envelope with the processed lists to the County Election Board
 - ✓ The Couriers sign a statement printed on envelope that they have not tampered with the contents of the envelope
 - ✓ Once the couriers return the processed lists and challenge affidavits from a precinct, the absentee ballot counters can begin counting that precinct

Voting Machines



Voting Machine Types

✓ Traditional Hand Counted Paper Ballot Voting

1. Make sure pens and pencils are at booths
2. Make sure ballots are not marked or torn

✓ *Optical Scan Ballot Card Voting*

1. *Verify device serial numbers*
2. *Make sure card packages are sealed until inspector opens*

✓ *Direct Record Electronic (DRE)/ Touch Screen*

1. *Compare DRE ballots with sample ballot*
2. *Make sure DREs show zero records at start of day*
3. *For primaries, make sure DREs only allow votes for one party or the other at a time*

For every type of machine that is used, a sample ballot should be compared to the machine ballot

Accessibility

9

Polling Place Accessibility

- ✓ *The Help America Vote Act requires every polling place to be accessible to people with disabilities*
 1. At least one accessible voting machine should be at each polling place (**set up, operational, and private**)
 2. Polling places should have accessible parking and obstructions to entrances should be removed
- ✓ *Peoples with disabilities can bring someone to the polls to assist them in the voting booth, or they may request the bipartisan judges to assist them*
 1. Poll workers should never assume a voter wants assistance
 2. Be aware that dogs assisting people with disabilities must be admitted into the polling place

Form Pre-3: Affidavit for Voter Assistance



AFFIDAVITS OF VOTER ASSISTANCE

State Form 28192 (RS / 11-15)
Indiana Election Division (IC 3-11-9-2, 3-11-9-3)

(PRE-3)

INSTRUCTION 8: Complete PART A or PART B – NOT BOTH. Return completed form in PRE-15 envelope.

PART A	AFFIDAVIT OF PERSON DESIGNATED TO ASSIST A VOTER		
A	<p>INSTRUCTIONS:</p> <ol style="list-style-type: none"> 1. This affidavit must be completed BEFORE the voter enters the voting booth at the polls or to cast an absentee ballot. 2. The person who has been designated by a voter to assist the voter in the voting booth because of a disability (or the voter's inability to read or write English) must sign the affidavit. 3. The voter may designate a person of voter's choice, other than the voter's employer, an officer of the voter's union, or an agent of the voter's employer or union. 4. The precinct election board will keep this affidavit and return it with the other election supplies at the end of the day. <p>State of Indiana, _____ County:</p> <p>I, the undersigned, affirm that to the best of my knowledge, the voter, _____, whom I assist in voting: <i>(Name of Voter)</i></p> <ol style="list-style-type: none"> 1. Is a voter with a disability as defined in IC 3-5-2-50.2 (or is unable to read or write English); and 2. Has requested my assistance in voting at this election. <p>NOTE: This must be subscribed and sworn to before a person authorized to administer oaths within Indiana, such as the precinct inspector.</p>		
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A	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 40px; vertical-align: bottom;">Signature of Person Assisting Voter</td> <td style="width: 50%; height: 40px; vertical-align: bottom;">Printed Name of Person Assisting Voter</td> </tr> </table>	Signature of Person Assisting Voter	Printed Name of Person Assisting Voter
Signature of Person Assisting Voter	Printed Name of Person Assisting Voter		
A	Subscribed and sworn to before me, this _____ day of _____, 20_____.		
A	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 40px; vertical-align: bottom;">Signature of Person Administering Oath</td> <td style="width: 50%; height: 40px; vertical-align: bottom;">Title</td> </tr> </table>	Signature of Person Administering Oath	Title
Signature of Person Administering Oath	Title		
PART A	IF THIS SECTION HAS BEEN FILLED OUT, DO <u>NOT</u> FILL OUT PART B.		

Opening and Closing the Polls

10

General Poll Opening Reminders

- ✓ Use the checklist in the Election Day Handbook
- ✓ The Inspector and Judges should double check the official ballots and sign the ballot agreement form
- ✓ Sample ballots should be posted at the entrance to the polling place and by each voting booth
- ✓ The chute should be set up extending 50 feet out from the entrance to the room where people vote
- ✓ Make sure Voter's Bill of Rights and Photo ID Chute posters are posted
- ✓ Make sure the polling place is set up with voters with disabilities in mind

General Poll Closing Reminders

Once everyone has voted and left the polls:

- ✓ Follow the checklist in the Election Day Handbook

General Reminders:

- ✓ Machines must be locked or disassembled
- ✓ Polling place must be returned to its original setup
- ✓ Run vote totals and gather extra supplies for return to the County Election Board
- ✓ The Inspector must return all election supplies to the county Election Board (with judge of opposite party)
- ✓ People who are in line and are waiting to vote need to have their presence in line documented by name written down, hand stamped, or another person stand behind them in line.

Remember, those waiting in line when the polls close at 6:00pm local time should be allowed to vote.