



Your Role and Responsibilities as an Election Inspector (Poll Worker)

Goal

The goal of this training is to provide you with some understanding of your role as an Election Inspector (Poll Worker) on Election Day. There are many procedures and rules that must be understood in order to do this job and this training will focus on how you can provide the most appropriate and effective service to voters in your community.

Overview

Thank you for your service. Being an Election Inspector (Poll Worker) is a difficult job, but we know you are up to the challenge. We appreciate your dedication to serving voters and facilitating the democratic process here in Wisconsin. Our goal is for every eligible voter to be able to cast a ballot and have that ballot counted. As an Election Inspector (Poll Worker), your hard work and dedication are essential to making that goal a reality. Here is some basic information about your position:

- As an Election Inspector (Poll Worker) you are required to receive training before serving in support of your first election.
- As an Election Inspector (Poll Worker) you are entitled to be compensated for your work and your employer is required to allow you leave on Election Day to work as an Election Inspector (Poll Worker).
- You may be appointed from a party list but your job is to ensure voting goes smoothly on Election Day and all eligible voters can cast a ballot.
- Pay: 8.25 per hour.

Your job is to facilitate the democratic process, and not to act in the interest of a specific party when doing the following:

- The polling place must be set up to process voters by 7:00 am on Election Day.
- You should be ready to process voters when they arrive at the polling place.
- You can use cell phones, read books, crosswords, etc. when there is down time in the polling place, but you should use good judgement and have permission from the chief inspector when doing so.

No electioneering at the polling place, which is defined as any activity intended to influence voter's ballot choices.

- Attire – no politically-themed attire or materials/clothing/buttons supporting a candidate, political party or ballot initiative.
- Conversation – no conversations about ballot candidates, political platforms of candidates, incumbency information or opinions on ballot initiatives such as referenda.
- Other political conversations: Avoid other political topics of conversation that could violate electioneering rules and make voters as well as your fellow Election Inspectors (Poll Workers) uncomfortable.
- Literature: polling places should not have any literature (signs, flyers, posters, newspapers, etc.) that could potentially influence voter's ballot choices. Those materials should be removed or covered up during voting hours.

Treat all voters with respect and courtesy!

- Don't presume anything about a voter's eligibility or abilities based on their appearance.
- Many voters have disabilities that are not apparent at a quick glance.
- Others may appear to have certain/limited abilities but are able to participate independently or with limited assistance if required accessible voting equipment is available and proper assistance is provided.
- Flexibility is key when communicating with voters of varying abilities. Ask a voter about their needs and how they prefer to communicate!
- Use people first language. Use phrases like 'voter who uses a wheelchair' and 'voter with a hearing impediment'.
- The ability to understand the voting process and instructions in English is not required of voters. Many U.S. citizens speak a language other than English as their primary language. These voters are allowed to have an assistant interpret for them as they navigate the polling place and vote.
- Avoid commentary to voters or other election officials about voter's names, appearance, perceived qualifications, or perceived abilities.
- All voters should be treated the same and are subject to the same set of rules, even friends, family, and neighbors.

The polling place should be welcoming to voters and observers, and the focus should be on the orderly processing of voters throughout Election Day.

- Observers are allowed in the polling place but must behave in accordance with the rules and should not cause a disturbance.
- Observers should remain in the observation area and should not interact with voters, unless the voter requests their assistance.
- Observers who cause a disturbance may be removed at the request of the Election Inspectors (Poll Workers), particularly the Chief Inspector, if they are unwilling to leave when asked.

Polling place set up and management increases the ability for voters to participate without unnecessary assistance.

- The voting area should be set up to allow for good voter flow.
- Accessibility is essential, including good lighting in the voting area and on pathways both inside and outside the building.
- Use a checklist to ensure all standards being met and to review the polling place before the polls open to ensure space set up for good voter flow.
- Make sure all voting equipment is set up and functioning when polls open. Election Inspectors (Poll Workers) should be familiar with the equipment and able to answer voter questions about how they work.
- Periodically review the polling place to make sure nothing has changed during the day or any political literature is not available.
- Ensure that supplies such as pencil, paper, signature guides and page magnifiers are available for each election.

Documentation is important.

- Report any problem, mistake, or irregularity to the chief inspector as soon as possible.
- Chief Inspectors use the Inspector's Statement to document any incidents that occur on election day, especially incidents such as ballot jams on the voting machine that may impact the vote totals at the end of the night.
- These notes will help the Election Inspectors (Poll Workers) to reconcile at the end of the night and help the various Boards of Canvassers to recreate the events of Election Day when certifying election results.
- Actions such as using the override function on the voting equipment, remaining a ballot and asking an observer to leave the polling place are great examples of things that should be recorded on the log.
- Be thorough and detailed.
- When in doubt, write it down!

Contact us at: City of Eau Claire Elections Office: 715-839-4913 or by email at: elections@eauclairewi.gov