

# 2010 Poll Worker Procedures Summary Guide

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Board of Elections  
in the City of New York

Final Version 7-27-10

## **Election Duties**

**Module Number: 1**

**Poll Site Responsibilities**

**Instructor Guide**

**Lesson Plan #11-2017**



# Election Duties Poll Site Responsibilities



## MODULE # 1 SYNOPSIS

**Date Prepared:** July 2012

**Date Reviewed / Revised:** 08/16/17

**Prepared By:** Sgt Chandu

**Reviewed/Approved By:** Sgt Chandu

This module will provide uniformed members of the service with the procedures and responsibilities for opening, administering and closing election polling sites.

**Method of Instruction:** Lecture / discussion / question and answer

**Time Allocated:** 20 Minutes

**Training Need:** Uniformed members of the service performing election duties are to be aware of voting and ballot return procedures.

**Terminal Learning Objective:** At the completion of this module, participants will describe the procedures for opening a poll site, describe the duties and responsibilities of a police officer assigned to a poll site, describe the voting procedure, describe the procedures for closing a poll site.

**Learning Outcomes:**

1. Describe the procedures for opening a poll site.
2. Describe the duties and responsibilities of a police officer assigned to a poll site.
3. Describe the voting procedure.
4. Describe the procedures for closing a poll site.

**Required Reading:** None

**Instructional Resources Required:**

- PowerPoint projector
- Computer with monitor
- Classroom seating

**Evaluation Strategies:**

- Observation of the level and quality of classroom participation.
- Observation and evaluation of module learning outcomes.

**References:**

NYC Board of Elections Poll Worker's Manual.



# Election Duties Poll Site Responsibilities



## Poll Worker Training Materials



Poll Worker's  
Manual



Poll Worker Student  
Workbook



Scanner Laminated Cards:  
Opening and Closing



BMD Laminated Card:  
Opening and Closing



Poll Worker Procedures  
Summary Guide



Scanner Seal Quick  
Reference Guide



Election Day Checklists  
(by role)

## INTRODUCTION

The NYPD plays a vital role in ensuring that safe and fair elections are conducted and that voters' rights are protected. Therefore, police officers and detectives assigned to poll sites, along with election supervisors, must be aware of their duties in regards to administering and safeguarding the election process.

### **PERFORMANCE OBJECTIVES:**

At the completion of this lesson, the student will be able to:

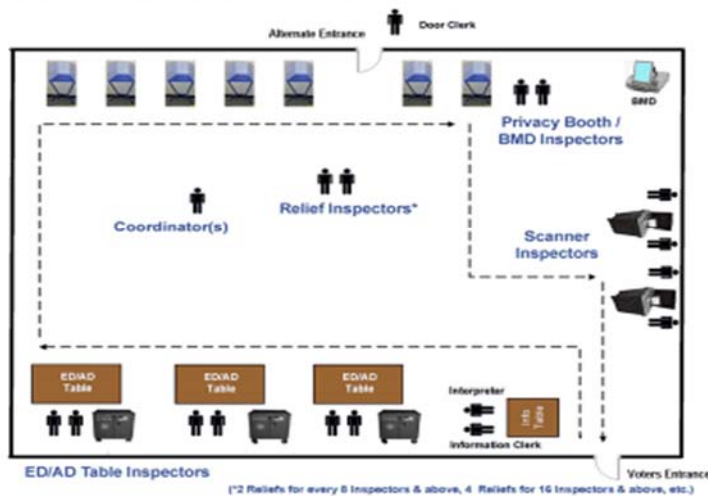
1. Describe the procedures for opening a poll site.
2. Describe the duties and responsibilities of a police officer assigned to a poll site.
3. Describe the voting procedure.
4. Describe the procedures for closing a poll site.



# Election Duties Poll Site Responsibilities



Poll Site Layout & Inspector Roles



**Learning Outcome # 1**  
Describe the procedures for opening a poll site

## OPENING POLL SITE

- A. Arrival
  - 1. Arrive at site by 0500 hours
  - 2. UMOS performing election duty are authorized to display their NYPD Restricted Parking Plate when parking in proximity of polling site
  - 3. Give Police Poll Site Envelopes to assigned Inspector
    - a. Check ID
    - b. Obtain signed receipt for each envelope from assigned Inspectors
    - c. Verify that there are keys in each of the following:
    - d. Election District Supply Cart Police Envelope
    - e. Ballot Marking Device (BMD) Police Envelope
    - f. Scanner Police Envelope
- B. Activity Log/Election Poll Report Entries
  - 1. Poll Site
  - 2. Election District(s) – ED

**Instructor Notes:**

Assigned member will not carry baton.



## Election Duties Poll Site Responsibilities



- a. Assembly District(s) – AD
- b. Name/address of location
- c. Name of all Poll Site Inspectors
  - a. Name of Poll Workers
  - b. Public/Protective Counter readings
  - c. Serial #s of seals emplaced by Scanner Inspectors
  - d. Zero Report Tape verification
  
- C. Time polls opened
  - a. Polls **must** open promptly at 0600 hours
  - b. Inform Desk Officer
    - 1. Any delays in opening polls
    - 2. Any discrepancies in Zero Report Tape or scanner counter

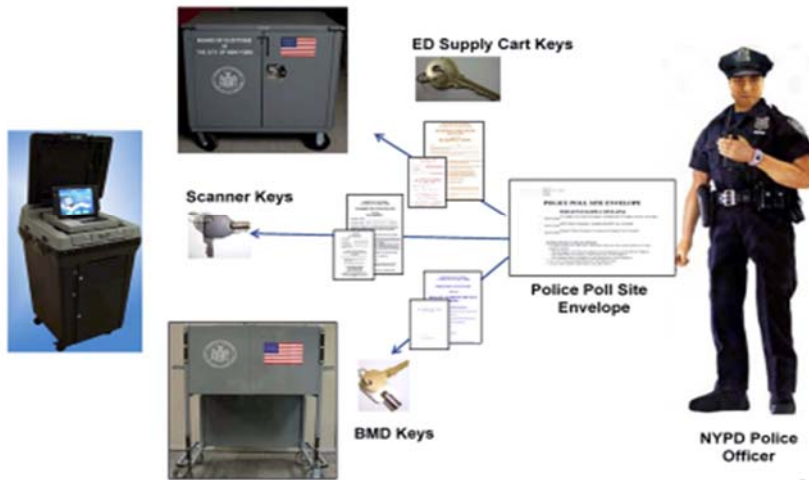
**Instructor Notes:**



# Election Duties Poll Site Responsibilities



Opening the Polls – Police Officer has all Key Envelopes (inside Cart, Scanner or BMD Police Envelopes) contained in the Overall Police Poll Site Envelope



**Learning Outcome #2**  
*Duties and Responsibilities*

## DUTIES AND RESPONSIBILITIES

- A. General Duties
  1. Preserve the peace in the polling place
  2. Prevent violations of law, particularly the Election Law
  3. Protect the right to vote by qualified voters
  4. Render all practicable assistance to Election Board members
  5. Complete required entries on Election Poll Report
  6. Verify that ramps, platforms and alternate entrances are in place for disabled voters
  
- B. Duties While Polls are Open
  1. Ensure Inspector designates official guard rail encompassing all:
    - a. ED/AD tables
    - b. Scanners

**Instructor Notes:**



## Election Duties Poll Site Responsibilities



- c. Privacy Booths
  - d. Ballot Marking Devices (BMDs)
2. Permitted within guard rail:
  - a. Election Inspectors
  - b. Qualified voters
  - c. Board of Elections representatives
  - d. Attorney General/Assistant Attorney General
  - e. Authorized Poll Watcher
3. Remain outside guard rail except to perform duty
4. Remain in polling place unless required to leave for police duty or authorized meal period
5. Do not take part in election process
6. Comply with the written directive of an Election Inspector to arrest and remove all persons deemed by him/her to be:
  - a. Disrupting the voting process
  - b. Guilty of Disorderly Conduct
  - c. Guilty of Voter Fraud
  - d. Possession of duplicate ballot
  - e. Refusing a lawful order to cease electioneering
  - f. Refusing to leave the confines of the guard rail after casting vote
7. Periodically inspect area within 100 feet of poll site for electioneering or display of political material
8. Notify Desk Officer
  - a. Problems/unusual incidents at polling site
  - b. Overcrowding at polling site
  - c. Voting is interrupted for any reason
  - d. Election Inspector unfit for duty
9. Relieving officer
  - a. Be aware of conditions affecting polling place
  - b. Sign Election Poll Report



# Election Duties Poll Site Responsibilities



## New Equipment – Scanner

The Optical Scanner will enable a voter to mark his or her Ballot with a pen and then Insert the marked Ballot Into the Scanner to be counted



**Learning  
Outcome # 3**  
*Voting Procedure*

## VOTING PROCEDURE

- A. ED/AD Table
  1. Sign Voter Registration List
  2. Obtain Voter Card
  3. Obtain paper Ballot
- B. Mark Ballot at available:
  1. Privacy Booth
  2. Ballot Marking Device
  3. Ballots marked in error
    - a. Return to ED/AD Table for fresh ballot
    - b. Each voter has three (3) chances to cast an official vote
- C. Scan Ballot
  1. Hand Voter Card to Scanner Inspector
  2. Insert marked Ballot into next available scanner
- D. Exit Polling Site

**Instructor Notes:**



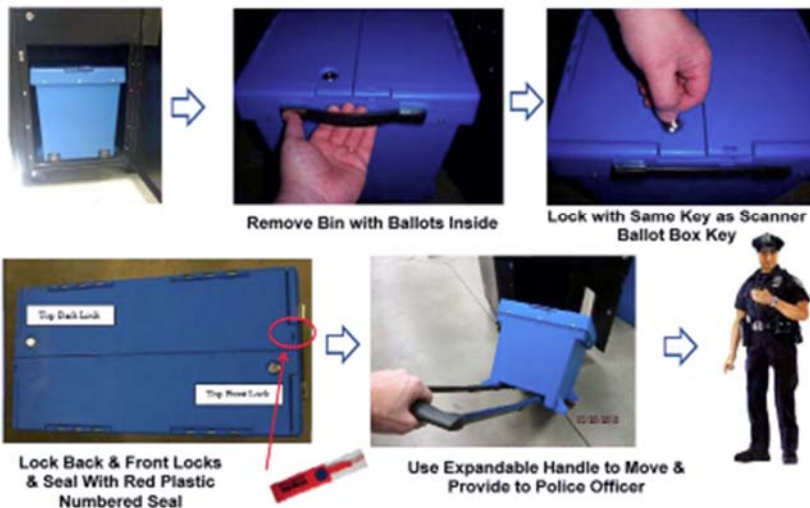


# Election Duties Poll Site Responsibilities



**Closing the Polls – Remove Ballot Bin Liner Case, Lock, Seal & (with Ballots Inside) Provide to Police Officer**

**Learning Outcome # 4**  
*Closing Poll Site*



## CLOSING POLL SITE

- A. Perform the following at 2100 Hours:
  1. Announce the closing of the polls and lock doors
  2. Do not allow any voters to join the line after closing of polls is announced
  3. Note final Public/Protective Counter readings on Election Poll Report
  4. Note serial # of seal used by Scanner Inspector to lock empty Ballot Bin
- B. Deliver following items to Election Transport personnel immediately
  1. Yellow Large Scanner Voting Records Bag
    - a. One per polling site
    - b. Contains one small yellow bag from each scanner
    - c. Contents of small yellow bags

**Instructor Notes:**



## Election Duties Poll Site Responsibilities



- i. Zero Report Tape (from opening of scanner)
    - ii. Portable Memory Device (PMD)
    - iii. Results Report Tape (from closing of scanner)
  2. Blue Unused Ballot Return Bag(s) (one or two per poll site)
  3. Return Envelope (one per ED)
    - a. Return of Canvass (yellow copy)
    - b. Used voter cards (bundled per ED)
  4. Return of Canvass (white copy-page 1 and salmon copy-page 3 per ED)
  5. Blue Ballot Bin Liner Case (one per scanner)
    - a. Contains official scanned ballots
    - b. Must be safeguarded**
  6. Election Poll Report
    - a. Closing time of polls
    - b. Final Public Counter reading
    - c. Final Protective Counter reading
- C. Election Result System (ERS): Precinct Election Officers will input unofficial race results for media organizations following the closing of polls using the Return of Canvass.

**Instructor Notes:**



# Election Duties Poll Site Responsibilities



## Summary

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### SUMMARY

Changes instituted in the voting process in 2010 have resulted in some additional duties for police officers and detectives assigned to election duties. These new responsibilities mostly concern the opening and closing of poll sites. The changes are summarized below:

#### Opening Polls:

- Report to Poll Site at 0500 hours.
- Distribute envelopes and keys for ED Supply Carts, BMDs/Privacy Booths and Scanners.
- Verify Zero Report Tapes and zero initial readings on all scanners.

### Instructor Notes:



## Election Duties Poll Site Responsibilities



Closing Polls- Return following materials to Precinct:

- Yellow Large Scanner Voting Records Bag
- Unused Ballot Return Bags(s)
- Return Envelope
- Ballot Bin Liner Case(s)
- Return of Canvass and
- Election Poll Report
- Receipt for materials

**Instructor Notes:**