2016 Poll Worker Training: Processing Voters



Provided by the: State Board of Election Commissioners 501 Woodlane, Suite 401N Little Rock, AR 72201 501-682-1834 1-800-411-6996

During Voting Hours

- This presentation is intended for poll workers who process voters and contains general information that all poll workers should familiarize themselves with.
- We'll talk about the steps for processing voters, but first let's talk about...



Voter ID

- Valid forms of ID include: a current and valid photo ID or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.
- Note: Poll workers are required by law to ASK every voter to provide ID. However, most voters DO NOT have to provide ID in order to vote a regular ballot. Only voters with a "must show ID" notation on the PVR list are required to provide ID; if these voters do not provide ID then they must be given a provisional ballot. These procedures are specifically addressed in the next steps.

Voter ID

- Poll workers should not ask for a specific form of ID such as a Drivers License. Just ask generically for ID!
- If a voter does not show identification then the poll worker indicates this on the poll book & the voter votes a <u>REGULAR</u> ballot
- Requirement for certain FLAGGED VOTERS
 - Voters with a "MUST SHOW ID" notation on the PVR list must present current/valid identification or else vote a <u>PROVISIONAL</u> ballot
 - Usually first-time voters who register by mail & don't provide ID w/ VR

Sample PVR List

Elec	tion Rost Cou	Precinct(s):	: 39,4,39,42,38,40,41	Election:							
WARNING: IF YOU SIGN THIS FORM AND YOU ARE NOT A LAWFULLY REGISTERED VOTER, YOU ARE MAKING A FALSE STATEMENT AND MAY BE COMMITTING PERJURY. PERJURY IS PUNISHABLE BY UP TO A \$10,000 FINE AND UP TO 10 YEARS IMPRISONMENT.											
D Number	PrSp Styl	e Voter Name	Birthdate	Voter Signature	Voter ture	Ballot					
2933987	42.01	ADAMS, ARETHA A	11/12/1974								
		20 Jefferson, Apt 49 Wilson, AR 72395	42 (42)	D Provided		<u>R</u>					
2929266	42.01	ADAMS, JESSIE LEE	10/27/1953								
		30 Jefferson, Apt 63 Wilson, AR 72395	42 (42)	ID Provided		<u> </u>					
3696997	42.01	ADAMS, JESSIE LEE	10/22/1953								
		20 Jefferson, Apt 30 Wilson, AR 72395	42 (42)	ID Provided	MUST SHOW ID	R					
2929142	41.01	ADAMS, PATRICIA A	11/15/1937								
		19 Adams Wilson, AR 72395	41 (41)	NO ID	<i></i>	<u> </u>					
2940888	41.01	ADAMS, PATRICIA ANN	08/31/1958								
		11 Union Wilson, AR 72395	41 (41)	D Provided							
3297287	41.01	ADAMS, PATRICK ALEXANDER	10/26/1969		ABS						
		19 Adams Wilson, AR 72395	41 (41)	D Provided							
2938610	42.01	ADAMS, PEARLIE MAE	05/20/1945		EA						
		10 Jefferson, Apt 27 Wilson, AR 72395	42 (42)	D Provided	(F S)						
2938271	39.02	AINSWORTH, CRYSTAL GAIL	11/25/1981								
		3854 S CR 343 Wilson, AR 72395	39 (39)	<u>ID Provided</u>							
2561379	42.01	ALLBRITTON, JAMES A	02/04/1941								
		1 Rockefeller Wilson, AR 72395	42 (42)	D Provided							

Election:

Reminders on ID

Remember:

- Poll workers must ASK every voter to provide ID;
- Providing ID is optional for the voter
 - unless the voter has a "must show id" notation on the PVR list



Do Not's:

- DO NOT turn away ANY voter who fails to provide ID; a voter should at least be provided a provisional ballot.
- DO NOT demand a driver's license. If you are using an electronic poll book with scanning or swiping capability, you may explain that an AR driver's license will speed up the process for the voter. If a voter provides a valid form of ID, do not ask for a different form.

Processing Voters

- Ask the voter to state his/her name, address and date of birth
- Confirm information to the Precinct Voter Registration (PVR) List
- Ask voter to provide identification
 - Check PVR List for a must show id notation (Flagged voter)
 - Indicate on PVR list whether or not the voter provided ID
- Ask the voter to sign PVR List
- Record voters name on the List of Voters form
- Give the voter a ballot
 - Paper Ballot
 - Electronic Ballot
 - Provisional



Processing Voters for March Primary Election

For 2016, ballot choices include:

- A Democratic ballot containing Democratic party candidates, nonpartisan judicial candidates, prosecutorial candidates, and any special election issues
- A Republican ballot containing Republican party candidates, nonpartisan judicial candidates, prosecutorial candidates, and any special election issues
- A Nonpartisan ballot containing nonpartisan judicial candidates, prosecutorial candidates, and any special election issues

Primary & Runoff Elections

March Primary Election

- Ask the voter which party primary he/she wishes to vote in. Don't ask which party he/she belongs to, etc.
- Mark the voter's ballot choice (D, R, NP) on the PVR List

March Runoff Election

- Refer to the notations (D, R, NP) on the PVR List
- No Notation Ask voter in which primary they voted
- Voter did not Vote in the Primary
 - Voter may vote in either the Democratic or Republican runoff
- No Cross-Over Voting

Crossover Voting is a Crime

Voters:

It is a misdemeanor, punishable by up to one year incarceration and a fine of up to \$2,500, for a person to vote in the preferential primary of one political party and the general primary (runoff) of another.

Example: A voter who voted in the Republican primary election in March cannot then vote in the Democratic party's Runoff election.

Poll Workers:

It is a felony, punishable by up to six years incarceration and a fine of up to \$10,000 for a poll worker to knowingly permit a person to vote other than his or her legal ballot or fraudulently permit a person to vote illegally.



Sample PVR List

Eleo	ction	Roster	Date: <i>Tuesday,</i> Precinct(s):	39A, 39, 42, 38, 40, 41	Election:		
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			20 Jefferson, Apt 30 Wilson, AR 72395	42 (42)	ID Provided	MUST SHOW ID	_ <u>R</u>
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2561379	42.01		ALLBRITTON, JAMES A	02/04/1941			
			1 Rockefeller Wilson, AR 72395	42 (42)	D Provided	2	

Election:

Fail-Safe Voting, etc.

pages (21-22 of training guide)

- Name provided differs with PVR List
- DOB provided differs with PVR List
- Address provided differs with PVR List
- Address is not within precinct
- Voter registration cannot be verified
- PVR notations ABS or EA



Name or DOB Discrepancy

Name Provided Differs with PVR List:

- Ask voter to complete a <u>Voter Registration Application</u> form to update county records
- Give voter a regular ballot
- If the voter refuses to complete the VR app, give them a provisional ballot

Birth Date Provided Differs with PVR List:

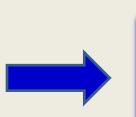
- Request additional ID
- Ask voter to complete a <u>Voter Registration Application</u> form to update county records
- Give voter a regular ballot
- If additional ID is not provided, give voter a provisional ballot

Address Discrepancy Inside of Precinct

- Address Provided Differs with PVR List:
 - Contact County Clerk's office to verify the voter's precinct and correct poll
- ► If the Address is Confirmed Within the Precinct:
 - Ask voter to complete a <u>Voter Registration Application</u> form to update county records; and
 - Give voter a regular ballot
 - If the voter refuses to complete the VR app, give them a provisional ballot



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Address Discrepancy Outside of Precinct

- If the Address is not Within the Precinct:
 - Complete <u>Change in Polling Site Authorization</u> form
 - Ask voter to complete a <u>Voter Registration Application</u> form to update county records
 - Direct voter to correct poll
 - Instruct voter to present <u>Change in Polling Site</u> <u>Authorization</u> form at new poll
 - Voter votes a regular ballot at his or her new and correct poll

Fail Safe Voting, etc.

Voter Refuses to go to Correct Poll:

- Voter must complete Eligibility Affirmation located on the Provisional Voter Envelope
- Voter votes a provisional ballot

Voter's Name is not on PVR List:

- Contact County Clerk's office to verify voter's registration status, precinct, and correct poll
- Follow separate procedures discussed previously for when:
 - Address is confirmed within precinct OR
 - Address is not within precinct

Fail Safe Voting, etc.

Voter Registration Cannot be Verified but the voter contends to be registered in the precinct and eligible to vote:

- Have the voter complete Eligibility Affirmation located on the Provisional Voter Envelope; and
- Allow the voter to vote a provisional ballot

"ABS" Notation on the PVR List:

- Means that an absentee ballot was delivered to the voter
- Voter votes a provisional ballot

"EA" Notation on the PVR List:

- Means that the voter may have already voted early
- Voter votes a provisional ballot

Sample PVR List

Elec	ction	Roster	Date: <i>Tuesday,</i> Precinct(s):	39A, 39, 42, 38, 40, 41	Election:		
	5.5	County					
	[J SIGN THIS FORM AND YOU ARE NOT A LAY MMITTING PERJURY, PERJURY IS PUNISHA				
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561379	42.01		ALLBRITTON, JAMES A	02/04/1941			
			1 Rockefeller Wilson, AR 72395	42 (42)	ID Provided	·	_

Election:

Let's Review

Which of the following voters should be <u>asked</u> by a poll worker to provide ID?

- a) All voters
- b) Only voters that the poll workers do not know
- c) Only voters with a "MUST SHOW ID" notation on the Precinct Voter Registration (PVR) List

A voter who does not provide ID should:

- a) Not be allowed to vote
- **b)** Be allowed to vote only a PROVISIONAL ballot
- c) Be allowed to vote a REGULAR ballot, after the poll worker writes "No ID" on the PVR List

Remember: Only flagged voters are required to provide ID or else vote a provisional ballot.

In a primary election, the voter must state:

- a) Whether he or she is a Democrat or Republican
- b) Whether he or she is an Independent
- c) In which party's primary or other election he or she wants to vote

Before giving a paper ballot to the voter, the poll worker must initial:

- a) The back of the ballot
- **b)** The front of the ballot
- c) No part of the ballot

If a voter's current address is different than the address listed on the precinct voter registration list, the poll worker should:

- a) Call the county clerk to determine the voter's correct polling site
- **b)** Give the voter a PROVISIONAL ballot
- c) Let the voter cast a REGULAR ballot if the county clerk determines that the address is within the precinct and the voter updates a voter registration application form.
- d) Both a) and c)

If a voter's current address is not within the voting precinct, the poll worker should:

- a) Call the county clerk to determine the voter's correct polling site and send the voter there to vote
- **b)** Give the voter a PROVISIONAL ballot
- c) Let the voter cast a REGULAR ballot

If a voter's name is not listed on the PVR List and the county clerk cannot verify the voter's registration, the poll worker must:

- a) Allow the voter to cast a REGULAR ballot
- b) Inform the voter that he or she cannot vote
- c) Allow the voter to cast a PROVISIONAL ballot

For Primary Runoff Elections, poll workers must refer to the "D", "R", or "NP" notation on the PVR List to:

- a) Ensure that voter is not attempting to crossover vote
- b) Determine that the voter is eligible to vote the ballot that he or she is requesting
- c) Determine the voter's party affiliation
- d) Both a and b