

2016 Poll Worker Training: Processing Voters



Provided by the:
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Emphasis for Today's Training

► NO VOTER TURNED AWAY

- Do not refuse anyone the right to vote. If you cannot determine a voter's eligibility, offer the voter a **provisional** ballot.

► PRIMARY ELECTIONS

- When processing a voter for the Primary Election, ask the voter “which primary ballot do you want?” Do not ask a voter “which party do you belong to” or “are you a Democrat or Republican?”
- Do not suggest to a voter which Primary Election he or she should vote in.
- You **MUST** indicate which ballot the voter received by marking **D**, **R**, or **NP** next to the voter's name on the Precinct Voter Registration (PVR) List (aka the poll book).
- Do not allow someone to crossover vote in a Runoff Election.



Emphasis for Today's Training

► VOTER ID

- 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.

During Voting Hours

- ▶ This section 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 with emphasis on:
 - Voter ID
 - Recording voters' ballot choices for Primary Elections
 - Preventing Crossover voting



Processing Voters (pages 21-25 of training guide)

Step 1: Ask the voter to state his/her **name, address and date of birth**

Step 2: **Confirm** information to the PVR List

Step 3: Ask voter to provide **ID**. 


Step 4: Check PVR List for a must show id notation (**flagged voter**) and indicate on PVR list whether or not the voter provided ID 

Step 5: Ask the voter to state his ballot choice. 

Step 6: **Primary Elections Only:**

Record the voter's ballot choice (**D**, **R**, or **NP**) on the PVR list. 

Step 7: **Runoff Elections Only:**

Refer to the **D**, **R**, or **NP** notations on the PVR List to determine which Runoff election the voter is eligible for –Step 8: Ask the voter to **sign** PVR List 

Step 9: Record voters name on the List of Voters form

Step 10: Give the voter a ballot (paper, electronic, or provisional)



Voter ID Emphasis *(steps 3-4)*

- ▶ **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 Emphasis *(steps 3-4)*

- ▶ 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 **REGULAR** 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 **PROVISIONAL** ballot
 - Usually first-time voters who register by mail & don’t provide ID w/ VR



Reminders on ID *(steps 3-4)*

- ▶ 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** 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.



Sample PVR List

Election Roster		Date: <i>Tuesday</i>		Election:			
County		Precinct(s): <i>39A, 39, 42, 38, 40, 41</i>					
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.							
ID Number	PrSp	Style	Voter Name	Birthdate	Voter Signature	Voter Signature	Ballot
2933987	42.01		ADAMS, ARETHA A 20 Jefferson, Apt 49 Wilson, AR 72395	11/12/1974 42 (42)	<input checked="" type="checkbox"/> ID Provided		—
2929266	42.01		ADAMS, JESSIE LEE 30 Jefferson, Apt 63 Wilson, AR 72395	10/27/1953 42 (42)	<input checked="" type="checkbox"/> ID Provided		—
3696997	42.01		ADAMS, JESSIE LEE 20 Jefferson, Apt 30 Wilson, AR 72395	10/22/1953 42 (42)	<input checked="" type="checkbox"/> ID Provided	MUST SHOW ID	—
2929142	41.01		ADAMS, PATRICIA A 19 Adams Wilson, AR 72395	11/15/1937 41 (41)	NO ID <input type="checkbox"/> ID Provided		—
2940888	41.01		ADAMS, PATRICIA ANN 11 Union Wilson, AR 72395	08/31/1958 41 (41)	<input type="checkbox"/> ID Provided		—
3297287	41.01		ADAMS, PATRICK ALEXANDER 19 Adams Wilson, AR 72395	10/26/1969 41 (41)	<input type="checkbox"/> ID Provided		—
2938610	42.01		ADAMS, PEARLIE MAE 10 Jefferson, Apt 27 Wilson, AR 72395	05/20/1945 42 (42)	<input type="checkbox"/> ID Provided		—
2938271	39.02		AINSWORTH, CRYSTAL GAIL 3854 S CR 343 Wilson, AR 72395	11/25/1981 39 (39)	<input type="checkbox"/> ID Provided		—
2561379	42.01		ALLBRITTON, JAMES A 1 Rockefeller Wilson, AR 72395	02/04/1941 42 (42)	<input type="checkbox"/> ID Provided		—

Election:

Processing Voters for March Primary Election *(steps 5-6)*

For the 2016 Primary, 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

★ Processing Voters for March Primary Election *(steps 5-6)*

- ▶ 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.
- ▶ This is **ESSENTIAL** information that must be recorded for **EVERY** voter to prevent **crossover voting** in a runoff election!



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

Election Roster		Date: <i>Tuesday,</i>		Election:		
County		Precinct(s): <i>39A, 39, 42, 38, 40, 41</i>				
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.						
ID Number	PrSp	Style	Voter Name	Birthdate	Voter Signature	Ballot
2933987	42.01		ADAMS, ARETHA A	11/12/1974		
			20 Jefferson, Apt 49 Wilson, AR 72395	42 (42)	<input checked="" type="checkbox"/> ID Provided	R
2929266	42.01		ADAMS, JESSIE LEE	10/27/1953		
			30 Jefferson, Apt 63 Wilson, AR 72395	42 (42)	<input checked="" type="checkbox"/> ID Provided	D
3696997	42.01		ADAMS, JESSIE LEE	10/22/1953		
			20 Jefferson, Apt 30 Wilson, AR 72395	42 (42)	<input checked="" type="checkbox"/> ID Provided	R
2929142	41.01		ADAMS, PATRICIA A	11/15/1937		
			19 Adams Wilson, AR 72395	41 (41)	NO ID <input type="checkbox"/> ID Provided	D
2940888	41.01		ADAMS, PATRICIA ANN	08/31/1958		
			11 Union Wilson, AR 72395	41 (41)	<input type="checkbox"/> ID Provided	NP
3297287	41.01		ADAMS, PATRICK ALEXANDER	10/26/1969		
			19 Adams Wilson, AR 72395	41 (41)	<input type="checkbox"/> ID Provided	—
2938610	42.01		ADAMS, PEARLIE MAE	05/20/1945		
			10 Jefferson, Apt 27 Wilson, AR 72395	42 (42)	<input type="checkbox"/> ID Provided	—
2938271	39.02		AINSWORTH, CRYSTAL GAIL	11/25/1981		
			3854 S CR 343 Wilson, AR 72395	39 (39)	<input type="checkbox"/> ID Provided	—
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			1 Rockefeller Wilson, AR 72395	42 (42)	<input type="checkbox"/> ID Provided	—

Election:





Processing Voters for March Runoff Elections

(step 7)

- ▶ 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 or voted NP:
 - Voter may vote in either the Democratic or Republican runoff
- ▶ **No Cross-Over Voting...**

Fail-Safe Voting

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 *Voter Registration Application* 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 *Voter Registration Application* 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 Voter Registration Application 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**



Address Discrepancy Outside of Precinct

► If the Address is not Within the Precinct:

- Complete Change in Polling Site Authorization form
- Ask voter to complete a Voter Registration Application form to update county records
- Direct voter to correct poll
- Instruct voter to present Change in Polling Site Authorization form at new poll
- Voter votes a **regular** ballot at his or her new and correct poll

Other Issues

- ▶ **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










Other Issues

- ▶ **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

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ABS

EA

Election:

Let's Review

Which of the following voters should be asked 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 and who is not flagged with a “MUST SHOW ID” notation 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**



Don't Forget these Emphasis Items

► NO VOTER TURNED AWAY

- Do not refuse anyone the right to vote. If you cannot determine a voter's eligibility, offer the voter a **provisional** ballot.

► PRIMARY ELECTIONS

- When processing a voter for the Primary Election, ask the voter “which primary ballot do you want?” Do not ask a voter “which party do you belong to” or “are you a Democrat or Republican?”
- Do not suggest to a voter which Primary Election he or she should vote in.
- You **MUST** indicate which ballot **EVERY** voter received by marking **D**, **R**, or **NP** next to the voter's name on the Precinct Voter Registration (PVR) List (aka the poll book).
- Do not allow someone to crossover vote in a Runoff Election.



Don't Forget these Emphasis Items

► VOTER ID

- 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.