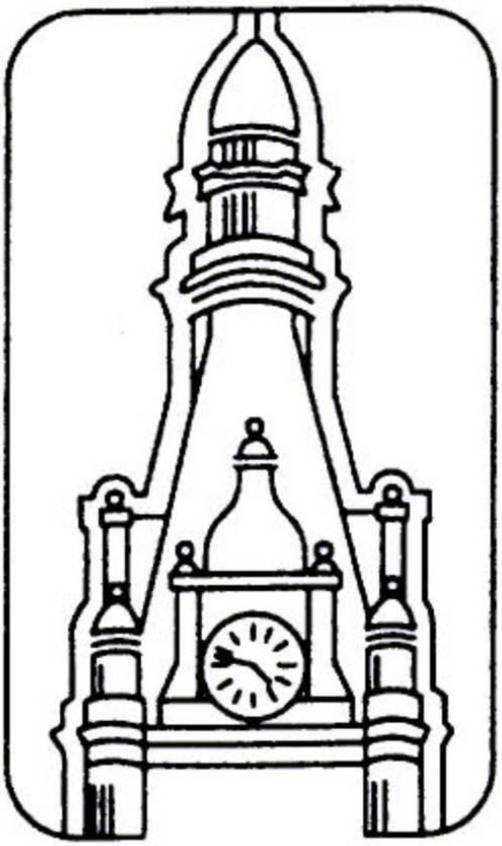
CITY OF MILWAUKEE ELECTION COMMISSION



ELECTION INSPECTOR TRAINING MANUAL

March 2020

City of Milwaukee

Election Commission

Commissioners
Stephanie Findley, Chair
Carmen C.Cabrera
Jess Ripp

Executive Director
Neil V. Albrecht

Dear Community Member:

Please accept my sincere gratitude for your willingness to assume the role of an Election Inspector for the City of Milwaukee. Your demonstration of civic responsibility is to be commended and is greatly and sincerely appreciated.

The full participation of citizens and the dedication of election workers to fair, accurate, and transparent elections are at the foundation of democracy.

I hope you will find your election work experience to be positive and rewarding.

Best Regards,

Neil Albrecht
Executive Director

REMINDERS

On Election Day, your job is to faithfully follow election laws and serve voters to the best of your ability. You must:

- ✓ Review your training manual *prior* to Election Day, especially the *Opening the Polls, the Receiver,* and *Registrar* sections.
- ✓ Bring your training manual with you on Election Day.
- ✓ Dress appropriately – business casual is acceptable; **no** t-shirts, sweatshirts, or sweatpants. Also, no campaign buttons or otherwise partisan buttons.
- ✓ Remain courteous and professional at all times.
- ✓ Refrain from partisan comments or discussions – leave your opinions at home.
- ✓ Respect the secret ballot and the privacy of voters – do not scrutinize ballots or reveal how a person voted.

IMPORTANT INFORMATION ABOUT YOUR PAY

Deduction in pay: If you are late or leave before your Chief Inspector dismisses you, your pay will be reduced.

Evaluation: For *every* election, your Chief Inspector will evaluate your work so your behavior and work performance will determine whether we will assign you to a future election. **This is your notice that a poor evaluation could result in not being appointed to work in future elections.** On a case-by-case basis, we consider giving an Election Inspector a second chance. Examples of poor behavior/performance:

- Failing to follow the Chief Inspector's instructions.
- Failing to follow proper election procedures.
- Leaving the voting site without permission of the Chief Inspector.
- Sleeping on the job.

Payroll Sheet: Check the payroll sheet to be sure that your name and address is correct; verify the hours you worked, and sign in the appropriate space. For any name or address change, complete an Employee Information Sheet. ***Your Chief Inspector has the payroll and Employee Information Sheets.***

City of Milwaukee Election Commission
Election Inspector Training Manual
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Thank you for serving as a City of Milwaukee Election Inspector!

CITY OF MILWAUKEE ELECTION COMMISSION
200 EAST WELLS STREET, ROOM 501
MILWAUKEE, WI 53202
414-286-3491

INTRODUCTORY CONCEPTS AND TERMS FOR THIS SECTION:

AUTOMARK – A touch-screen ballot marking device designed for use by persons with disabilities so that they may cast their ballot privately and independently.

CHIEF INSPECTOR – The person at a voting site responsible for supervising the Election Inspectors and all election-related activity.

DISTRICT – The City of Milwaukee is divided into 15 Aldermanic Districts. Each District contains approximately 20-22 Wards.

DS200 VOTING MACHINE – The machine that tabulates election results as voters insert their ballots.

ELECTION DAY REGISTRATION – The process of registering a person (who is not already properly registered) to vote on Election Day.

ELECTION INSPECTOR – An election worker. May also be referred to as a "Receiver," "Registrar," "Machine Attendant," or "Greeter."

GAB-104 INSPECTOR STATEMENT – A form maintained by the Chief Inspector to "log" activity that relates to the election process on Election Day. Chiefs are required to note certain occurrences on a GAB-104 throughout the day.

MULTIPLE WARD VOTING SITE – A voting site that serves voters from more than one Ward.

REGISTERED VOTER – Every person must be registered to vote before casting a ballot in an election. A registered voter is someone already registered to vote prior to an Election Day. Registered voters are listed in alphabetical order in the poll books of their assigned Ward.

WARD – Every residential address within the City of Milwaukee falls within the boundaries of a Ward. Milwaukee is geographically divided into 327 Wards.

VOTING SITE – Every Ward – or every person with a residential address within that Ward – is assigned to vote at a specific voting site.

Please note that a more comprehensive list of election terms can be located in the glossary at the end of this manual.

OPENING THE VOTING SITE

OPENING THE POLLS

As an Election Inspector, you are REQUIRED to arrive at your designated voting site by 6:30 a.m. (6:00 a.m. for busier elections). Election Inspectors have approximately 30 minutes (from 6:30 a.m. until 7:00 a.m.) to complete the set-up of the voting site on Election Day.

The supervisor of your assigned voting site is referred to as a "Chief Inspector." The Chief Inspector is responsible for supervising Election Inspectors, following all voting site policies and procedures (quality assurance), completing all opening and closing paperwork, and maintaining ballot control.

Begin your day by introducing yourself to the Chief Inspector and confirming:

- ☑ Your name as it appears on the payroll data form.
  - If changes are needed, complete the *"Employee Information Sheet"* (get sheet from the Chief Inspector).
  - For Election Inspectors Hired on Election Day Only: You must complete an "Employee Information Sheet" and provide your Social Security card or receipt from the Social Security Administration to your Chief Inspector or later to the Election Commission.
- ☑ The hours you will be working.
- ☑ You will be sworn in by the Chief Inspector as an Election Inspector for the election.

Throughout the day, the Chief Inspector will assign Election Inspectors to specific assignments and tasks.

ACCEPTING YOUR ASSIGNED ELECTION INSPECTOR POSITION

There are three (3) primary positions or roles assumed by Election Inspectors and one (1) additional position during high voter turnout elections:

Receiver:
Checks in pre-registered voters, assigns voter numbers, and issues ballots.

Registrar:
Conducts Election Day voter registration, secures voter numbers, and issues ballots.

Machine Attendant:
Monitors the acceptance or rejection of ballots inserted into the DS200 voting machine, accepts voter numbers, and issues "I Voted" stickers.

Greeter (only during high voter turnout elections):
Directs voters to the appropriate table within the voting area; provides information about acceptable Proof of Residence and Photo ID, and generally helps to maintain order at the voting site.

Election Inspectors must be competent and able to assume all of these roles. The Chief Inspector determines the assignment for the Election Inspectors. Chief Inspectors are encouraged, whenever possible, to rotate their Election Inspectors into each of the different positions throughout the day. This provides Election Inspectors with experience in all areas and relief from repetitive duties.

When opening the voting site on Election Day, Election Inspectors should assist the Chief Inspector in completing the following assignments:

Voting Room Set-up

Review the set-up of the voting room to ensure there is a place for lines to form and for people to safely maneuver around, especially during a high voter turnout election. See sample room set-up diagram on page 8.

- Assemble and set up tables and chairs.
- Assemble and plug in the voting booths – turn on lights, attach pens, post voting instructions in every voting booth.

NOTE: *Voting booths can be plugged into each other (like a string of lights), with the cord from the last booth plugged into an electrical outlet*.

Distribute the Supplies Packed in the Voting Machine

- Assist the Chief Inspector in unloading the voting machine bins and distributing supplies to the appropriate work stations – Ward table(s), registration table, and the bundle of signs for the bulletin board.

NOTE: *Only the Chief Inspector should unpack and distribute ballots from the voting machine during the set-up process.*

Election Inspector Receivers assigned to a Ward table should unpack the large plastic envelope containing the supplies for their Ward.

☑ Confirm that the Ward number that appears on the supply envelope is the same as the Ward number on the two (2) voter lists (black binders, known as "poll books," that include the names of every registered voter in that Ward) and the ballots (the Ward number appears about midway down on the right side of the ballot).

- ☑ Confirm all of the items listed on the outside of the supply envelope have been included. If not, notify the Chief Inspector.

- ☑ Insert the alphabet tabs (in the goldenrod envelope) into the voter lists.

- ☑ Highlight <u>any notations</u> ("ABSENTEE") that may appear under the signature box for a person on the voter lists.

- ☑ The supplies include a summary sheet on the procedures for checking in a registered voter. Post these nearby to assist with questions.

- ☑ One Receiver to pre-initial (with one set of initials) ten (10) ballots

<u>Election Inspector Registrars</u> assigned to registering voters should unpack the box of voter registration materials.

- ☑ Confirm all of the items listed on the outside of the registration box have been included.

- ☑ The supplies include a summary sheet of the procedures for registering a voter and a list of acceptable forms of Proof of Residence documents. Post these nearby to assist with questions.

Post Signage

- Assemble the bulletin boards and post all notices from the "Election Day Signs" packet. All notices appear in English and Spanish. The bulletin boards should appear EXACTLY as they appear in the photo that is provided with the posting instructions. ALL SIGNS MUST BE POSTED.

- Confirm the large "VOTE HERE" sign has been set up outside the main voter entrance and interior directional signs are posted marking the pathway to the voting room.

- Confirm the "ACCESSIBLE ENTRANCE" sign is posted at the accessible entrance to the building (if different than the main voter entrance) and interior directional signs are posted marking the pathway to the voting room.

Assist with DS200 and AutoMARK Equipment Set-up

- Assist the Chief Inspector with preparing the DS200 voting machine to accept ballots.

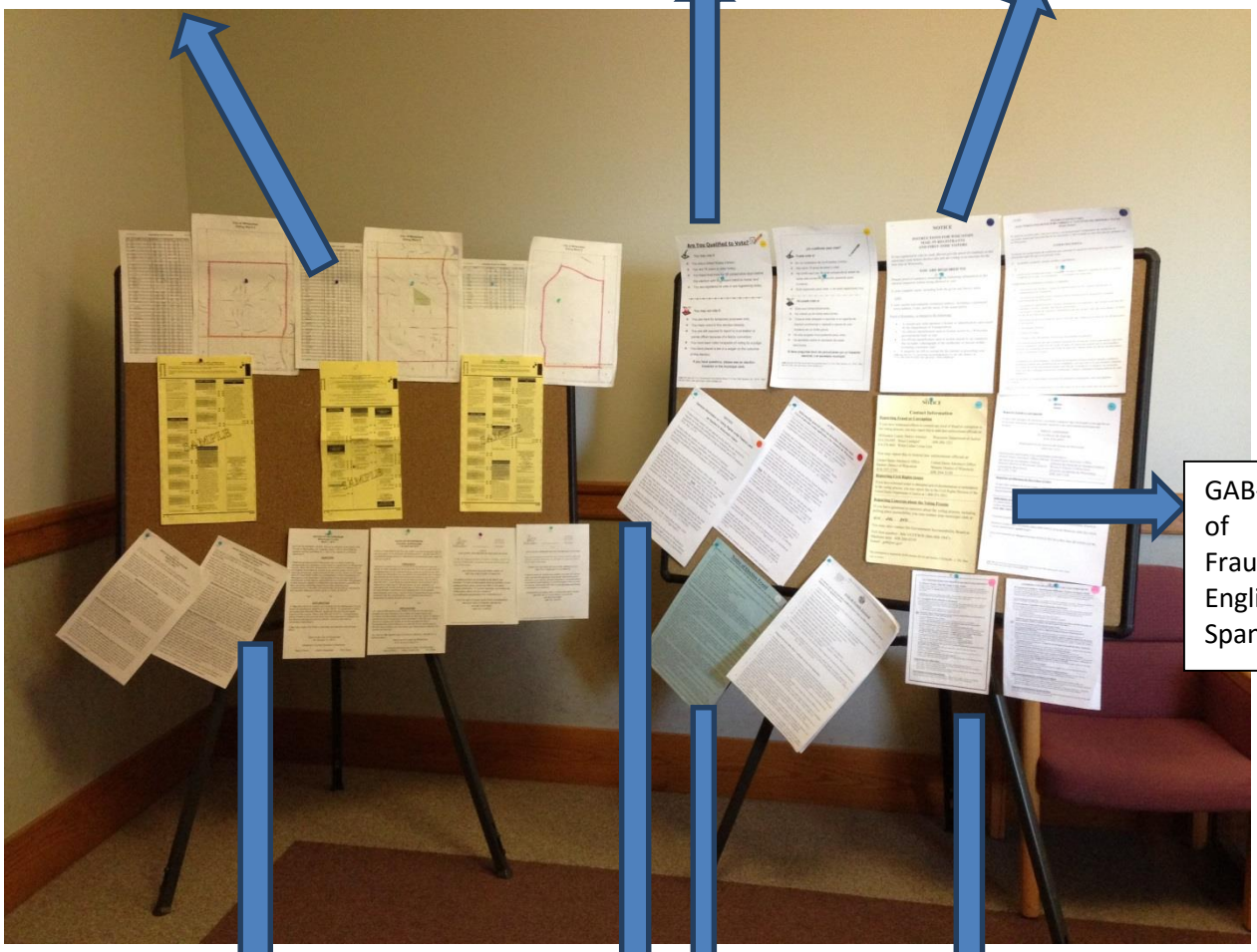
- Assemble the AutoMARK table (stored in a gray cardboard box).

- Assemble the AutoMARK. Be certain the screen of the AutoMARK faces away from the public to ensure privacy for the voter. The AutoMARK must be set-up by 7:00 a.m. and operating properly.

Parameter Sheets, Ward Maps, Sample Ballots (3 Wards Shown)

GAB – 115, Qualifications to Vote, English & Spanish

GAB-116, Instructions for Wisconsin Voters, English & Spanish



GAB-118, Notice of Fraud Contacts, English & Spanish

Left to Right:
Type B Notice, English & Spanish
(Multiple Pages, stapled)
Type C Notice, English & Spanish
(Referendum Question Only)
Type D Notice, English & Spanish

GAB-117, Voting Rights, English & Spanish

Acceptable Proof of Residence, (POR) English & Spanish

GAB-111, Notice of Election Fraud, English & Spanish

Not Shown:

Make room for "Acceptable Photo ID," English & Spanish, between Acceptable POR and GAB-111

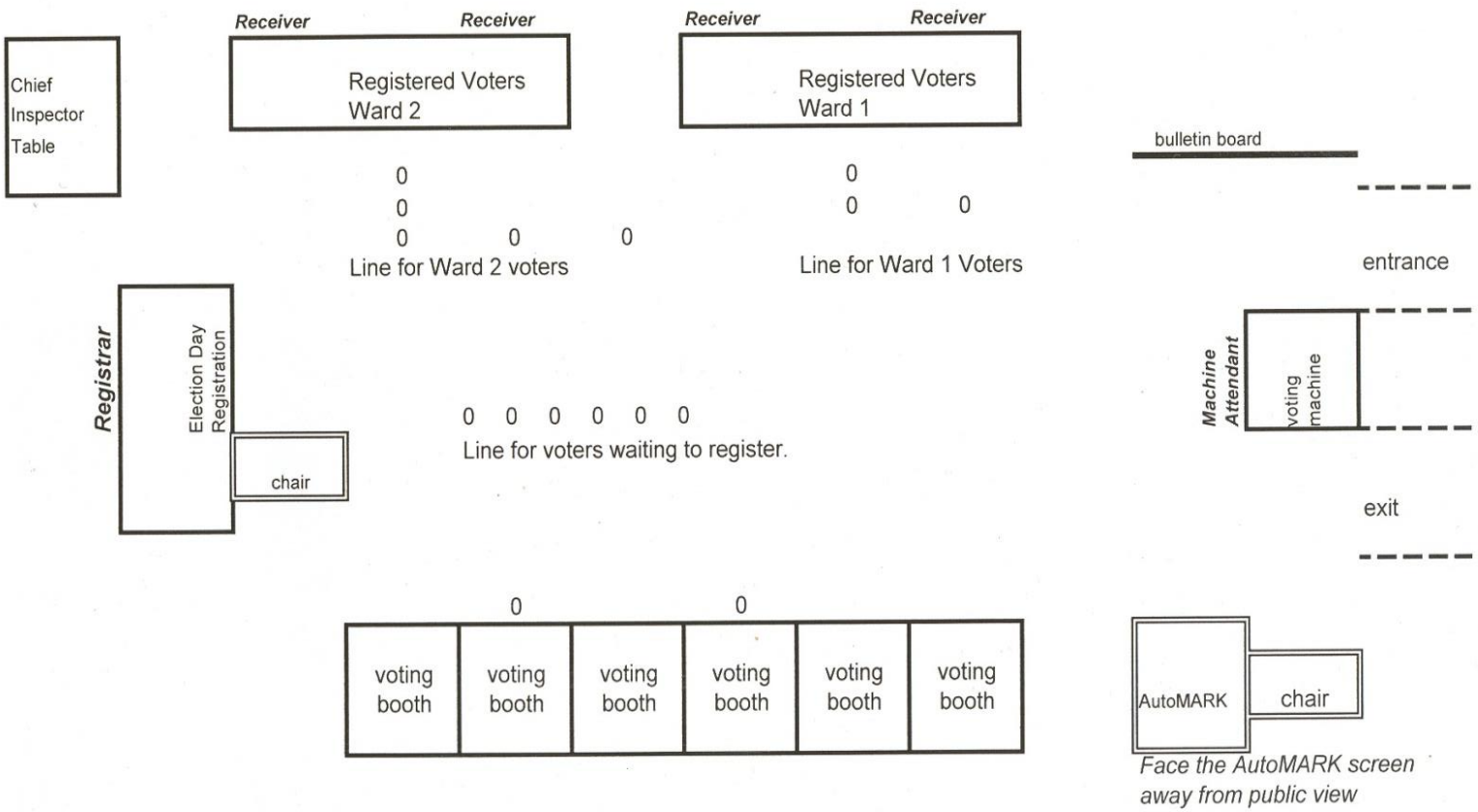
City of Milwaukee Election Commission

Sample Diagram for Posting Notices

Three Ward Site

CITY OF MILWAUKEE
ELECTION COMMISSION

POLLING ROOM SET-UP FOR A TWO-WARD SITE



DS200 Voting Machine Set-up Instructions

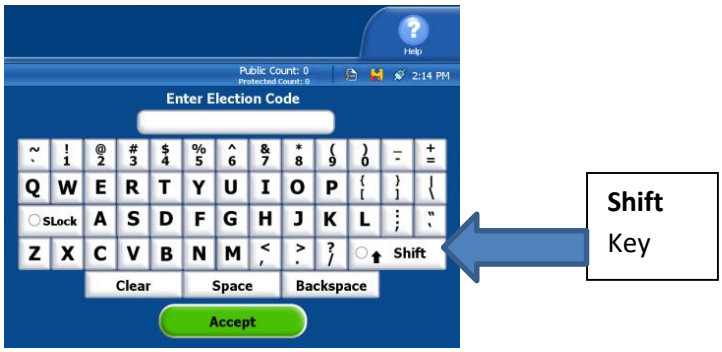
The Chief Inspector is responsible for preparing the DS200 voting machine to accept ballots. However, Election Inspectors may assist throughout the process.

CHIEF INSPECTOR PROCEDURE- OPENING the Polls on the DS200 Voting Machine

1. Confirm the tag on the voting machine (DS200) matches the name of your voting site.
2. Use the silver "J236" key to unlock the rear door to the DS200 (turn the key to the right). Once unlocked, remove the power cord and plug the cord directly into an electrical outlet, or into an extension cord and into an outlet.
   - ✓ Leave the rear door open once the power cord has been removed.
   - ✓ Once unlocked, remove the key.
   - ✓ Do NOT move or adjust the chrome bar at the back of the machine.
   - ✓ THE MACHINE MUST BE PLUGGED IN BEFORE ADVANCING TO THE NEXT STEPS.

3. Using the same key, unlock the lock on the front of the machine that is positioned between the two suitcase-like latches (turn key to the left). Once unlocked, open the latches on both sides of the lock and allow the lid to open.
   - ✓ Make sure that the latches are fully disengaged or you will not be able to raise the lid.

4. Using the black “fob” key, unlock the DS200 monitor.
   - ✓ Insert the key so that the notch on the key is at a “noon” position and turn the key to the left to unlock.
5. Once unlocked, raise the monitor into a fully upright position. (There may be a slight resistance.)
   - ✓ Once upright, there will be a slight pause and then the machine will begin booting. A screen will appear requesting an ***Election Code.*** Touch the ***Shift*** key on the keypad, and type in the code (Chief Inspector has the code).



   - ✓ The machine will then run through numerous operations (about 60 seconds) before ending on a screen that indicates the machine is printing a “Configuration Report.”

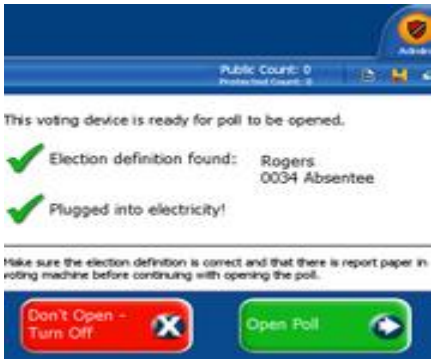
   - ✓ While waiting for the equipment to fully boot, confirm that the seal number appearing on the flash drive door sticker(to the left of where

ballots are inserted) matches the seal number on the GAB-104. (The seal number appears beneath the bar code on the sticker.)

- ✓ Once the "Configuration Report" has printed, the screen will change to read:

(top of screen)
Public Count: 0
Protected Count: XX (this number varies from election to election)
(middle of screen)
This voting device is ready for polls to be opened.
- ✓ ***Election definition found***
- ✓ ***Plugged into electricity!***

(bottom of screen)
Don't Open – Turn Off **(red prompt)**
Open Poll **(green prompt)**



A. Confirm that "Public Count" number is zero (0).
B. Choose the "Open Poll" option by touching the screen prompt.
C. Allow a zero (0) tape to run (it will follow a few initial reports). Confirm that the Wards, contests, and candidates on the tape match the appropriate Ward's ballot. Have Election Inspectors sign the tape.

- ✓ NOTE: Multiple Ward sites will only have one (1) set of signature lines for this election, instead of one (1) set per Ward.

6. Once the zero (0) tape has run, a screen will appear with prompts reading "Report Options" or "Go to Voting Mode." Select "Go to Voting Mode."

7. Before allowing voters to insert their ballots (at 7:00 a.m.), confirm the auxiliary bin door is closed and locked or a voter may inadvertently insert their ballot into the auxiliary bin.

OPERATING NOTES:

- The DS200 will accept ballots the moment you select to open the polls. However, do not allow voters to insert ballots until the polls open at 7:00 a.m.
- Nothing will print on the tape beyond the opening and closing reports. Rejected ballot messages will not appear on the tape, but will instead appear on the monitor. The message will disappear from the monitor as soon as the rejected ballot is removed. Do not remove the ballot until the message has been read and communicated to the voter.
- There is no sound or printed message on the tape when a ballot is accepted. However, the "public count" number on the monitor does advance.

- There are only two (2) bins in the DS200 ballot compartment. The first is the main ballot bin and the second is the auxiliary ballot bin (to be used whenever the machine is not operable). Write-in ballots will no longer be routed to a write-in ballot compartment. Instead, they will flow to the main ballot bin. ***Write-in ballots only need to be tallied when there is a registered write-in candidate***

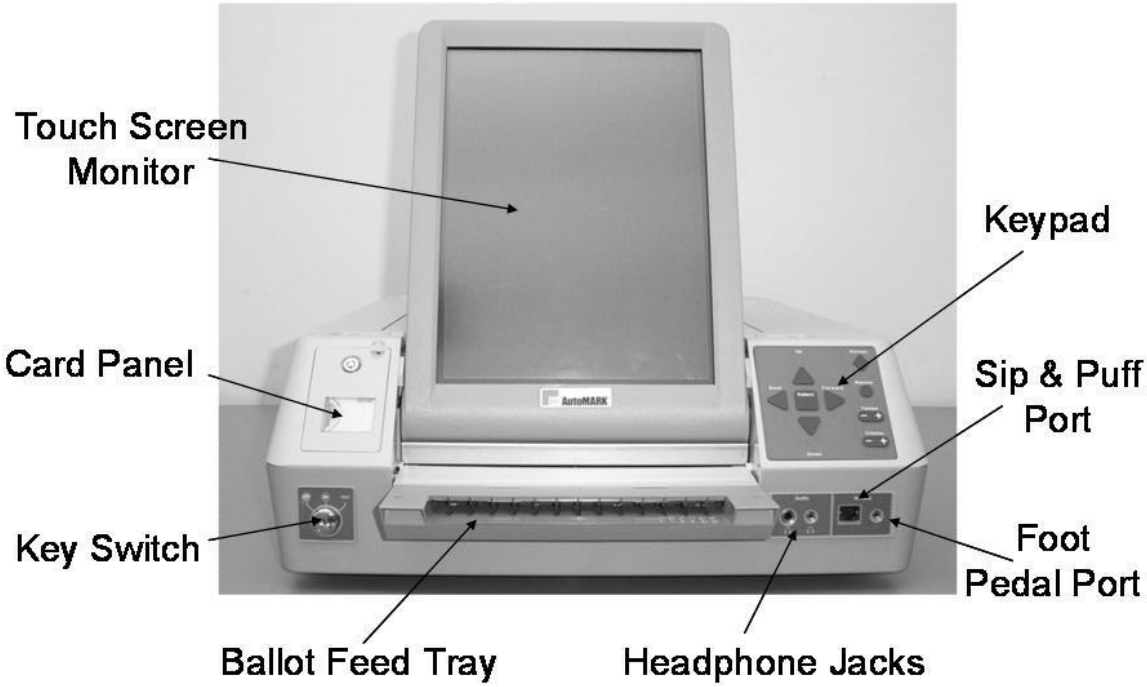
- Use the "public count" number that is always at the top of the screen (when ballots are being accepted) when confirming that the voter number is equal to the number of ballots accepted. Always disregard the "Protected Count" number.

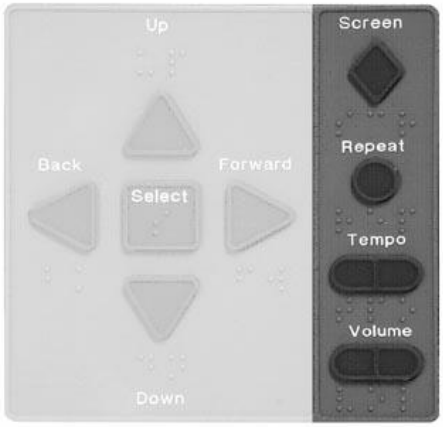
AutoMARK Set-up Instructions

The AutoMARK <u>must</u> be assembled and operational for EVERY election.

1. Assemble the AutoMARK table (packed in a gray cardboard box) by inserting the four (4) legs into the table top. NOTE: the ink cartridge is already inserted.
2. Remove the AutoMARK (machine) from the carrying case and place it on the table. NOTE: The AutoMARK weighs approximately 40 pounds and will require the support of at least two (2) people to lift. Remove the power cord and ear phones from the front storage compartments in the carrying case.
3. Plug the power cord into the back of the AutoMARK and into an outlet.
4. Locate the latches to the lid on the top, front of the machine. Slide the latches toward the outer edges to open the front lid. Once the latches have been opened, lift the front lid flap up and back so that it rests on the top of the back lid.
5. Locate the ballot feed tray on the bottom front of the machine. Pull the tray out toWard you. Lower the tray into position.
6. Lift the top rear lid and raise the touch screen monitor into position at an easy-viewing angle. Close the rear lid behind the monitor.
7. Insert the round, gold-plated key ("Illinois" is printed on the face of the key) into the on/off key slot next to the ballot tray. Switch the key slot to "ON." Make sure you do NOT switch the key slot to "TEST." Remove the key once the machine has been turned on. Allow approximately two (2) minutes for the machine to start. During this time, the screen should read: "Application Boot in Progress. Please Wait…." Then: "Ready to Accept Ballots." <u>DO NOT TURN THE AUTOMARK OFF UNTIL THE END OF ELECTION DAY.</u>

GENERAL OVERVIEW OF AUTOMARK PARTS





CHANGE TO BLACK & WHITE SCREEN

REPEAT SPEECH

SPEECH SPEED

SPEECH VOLUME

Navigation

The AutoMARK has been designed for a maximum amount of flexibility. Although it features a touch screen, for sight impaired voters, a keypad is included that allows users to input votes, including write-ins, as well as adjust volume and tempo, repeat, or turn off the display screen for privacy.

NOTE: Sip & Puff and Foot Pedal devices are not supplied.

At 7:00 a.m., publicly announce:

"Hear Ye,
Here Ye,
The Polls Are Now Open."

ELECTION INSPECTOR: RECEIVER

Role:

- ☑ Checks in pre-registered voters.
- ☑ Records appropriate notations on the voter lists.
- ☑ Views the acceptable Photo IDs of pre-registered voters.
- ☑ Issues ballots and voter numbers (on pink slips) to pre-registered and Election Day registered voters.
- ☑ Instructs voters regarding pink slips, two-sided ballots (if applicable), etc.
- ☑ Works closely with the other Receiver to ensure complete accuracy and the maintenance of the Ward's two (2) identical voter lists.
- ☑ Assists Chief Inspector as assigned.

Two (2) IDENTICAL lists of the registered voters in each Ward – known as "poll books" or "voter list" - are included in the Ward table supplies. Two (2) Receivers are assigned to each Ward table and each receives one (1) of the registered voter lists. Receivers are responsible for greeting registered voters, locating names and addresses on the voter list, assigning sequential voter numbers and issuing ballots.

Receivers must work together to reconcile their poll books throughout Election Day as time allows.

There must ALWAYS be two (2) election Receivers at each Ward table whenever a voter is being issued a ballot. The information recorded on each voter list by each Receiver must be identical.

ELECTION INSPECTOR: RECEIVER

Procedure for Checking In Registered Voters

1. VOTING PROCEDURE. Wis. Stat. s. 6.79 (2)(a) requires that each eligible voter state his/her full name and address when appearing at a Ward table to vote. If the voter is unable to state his/her name, the Receiver or someone the voter choses must state the name and address ***after*** the Receiver verifies the voter's Photo ID. One Receiver should politely ask for the voter's name and address and locate the name in the poll book. Once you have located the voter's name in the poll book, make sure that the name and address *provided by the person and not by the Photo ID* FULLY matches the name and address that appears in the poll book.

   CONFIRM THE OTHER RECEIVER HAS IDENTIFIED THE SAME VOTER ON THEIR VOTER LIST. Receivers are encouraged to assist each other to ensure the process of locating a voter is accurate and efficient.

   NOTE:
   - If the voter **does not** appear in the poll book, the voter MUST complete a new voter registration application before receiving a ballot.
   - If the voter's name appears, but with a **different address**, the voter MUST complete a new registration application before receiving a ballot.

If there are any spelling errors or transposed numbers in addresses, record the error on the yellow **Voter List Correction Form**. *Allow these voters to vote*. Do not make corrections on the voter list. If a voter informs of another voter's death or move to another address, record the name and address of the person providing the information on the **Voter List Correction Form**.

2. VOTER PHOTO ID**.** Each eligible voter must *SHOW HIS OR HER PHOTO IDENTIFICATION*. After both Receivers find the voter's name and address in the poll book, one Receiver must ask the voter to SHOW his or her Photo ID.

   An ACCEPTABLE PHOTO ID must include:

   #1 The voter's photograph that reasonably resembles the voter.
   #2 The voter's name which conforms to the name in the poll book. It need NOT be identical, e.g., "Jim" instead of "James."

#3 An expiration date that complies with the deadlines described below.

****An acceptable Photo ID DOES NOT have to include a current address**.

Voters who do not have acceptable Photo ID may receive a PROVISIONAL BALLOT.
Consult with the Chief Inspector for the provisional ballot procedure.

<u>Acceptable Photo ID</u>

There is not a separate "Voter ID" card. There are many forms of Photo ID which voters may already have that they can use to vote.

The following Photo IDs are acceptable for voting purposes, and can be unexpired or expired after the date of the most recent general election (currently, the November 6, 2018 election):

- A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended.
- A Wisconsin DOT-issued identification card.
- Military ID card issued by a U.S. uniformed service.
- A U.S. passport book or card.

The following Photo IDs are also acceptable for voting purposes:

- A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented.
- An unexpired driver license receipt issued by Wisconsin DOT (valid for 45 days).
- An unexpired identification card receipt issued by Wisconsin DOT (valid for 45 days).
- U.S. Department of Veteran Affairs ID – may be expired or have no expiration date.
- An identification card issued by a federally recognized Indian tribe in Wisconsin (expired or unexpired).
- A Photo Identification card issued by a Wisconsin accredited university or college that contains the following:

  -- Date of Issuance.

  -- Signature of Student.

-- Expiration date no later than two (2) years after date of issuance; ID is still acceptable if it is expired.

PLUS the university or college ID must be accompanied by a **separate document that proves enrollment.**

The following Photo IDs are **NOT** acceptable for voting purposes:

- State or Federal government employee IDs.
- An out-of-state driver license or identification card.
- Employment IDs.
- Membership or Organization IDs.
- Certificates of Citizenship.

Acceptable Identification Documents Without Photos

The following documents, which do not contain a photo, can be used for voting purposes :

- A citation or notice of intent to revoke or suspend a driver license, which is dated within 60 days of the date of the election. If a driver license has been taken away by law enforcement or a court, the voter may present written documentation of that fact in order to vote without a Photo ID.
- A Wisconsin DOT driver license or identification card without a photo, issued to those voters with a religious objection to being photographed.

Election Day Voters Who Do NOT Need to Show a Photo ID

Confidential voters are always exempt from Photo ID requirements. Confidential voters have applied for this status with their municipal clerk, and have presented a court order, a letter from law enforcement, a letter from the staff of a domestic abuse shelter, or the staff of an agency assisting victims of domestic abuse. These voters have been issued an identifying number found at the end of the poll books.

3. NOTATIONS - Identify if there are any notations related to the voter's record. These notations – either "POR Required" or "Absentee" would appear underneath the voter's signature box.

- **"POR Required" (POR = Proof of Residence)** refers to a voter who has registered by mail but fails to include a copy of a "Proof of Residence" document with their registration application. Voters who fail to provide this document are notified by mail that they will be required to provide a Proof of Residence document the next time they vote.

These voters must produce one (1) Proof of Residence document from a list of acceptable documents before receiving a ballot. A listing of acceptable Proof of Residence documents is included in the pocket of your poll book or can be secured from the registration table. The type of document and the number (driver license number, account number, etc.) must be recorded next to the voter's name in both poll books. <u>Contact your Chief Inspector if a voter has a "POR Required" notation; but is unable to provide the required Proof of Residence.</u> The Chief Inspector or the designee will issue a Provisional Ballot, a ballot that will not be counted until the voter provides this document either later on Election Day or in person at the Election Commission.

- **Absentee.** When this notation appears, politely notify the voter that you can see they were issued an absentee ballot by mail. Ask if they returned the ballot. If not, allow the person to vote. If yes, remind the voter that voting absentee counts as voting in the election and they may not vote twice.

  NOTE: During the Election Day, you will receive a list of additional absentee voters. This list should be compared to the voter list and the additional "Absentee" notation should be added and highlighted if missing from the voter list. Follow the same procedure with these voters as with the persons with "Absentee" notations listed above.

4. SIGNATURE. Once you have heard the voter's name and address and reviewed the Photo ID, and voter list listing, inform the voter that he/she is required to sign his/her name in the appropriate signature box in one (1) poll book. The poll book is designed to be signed upside down when it is slid across the table for the voter to sign. Assist the voter in locating the correct signature box.

- ALL VOTERS MUST SIGN THE DESIGNATED POLL BOOK BEFORE RECEIVING THEIR BALLOT UNLESS THEY ARE PHYSICALLY DISABLED.

- **IF THEY REFUSE TO SIGN THE POLL BOOK, THEY MAY NOT RECEIVE A BALLOT nor VOTE IN THE ELECTION**

- If a voter claims to be physically unable to sign the poll book, both receivers must agree on the voter's inability to sign. If both receivers agree, the receiver handling voter signatures shall write the word "exempt" in the voter's signature block.

- If both of the receivers do not agree on the voter's physical inability to meet the signature requirement, the voter is still allowed to vote but must be processed as a **challenged voter**. The challenged voter may then provide evidence of his or her physical disability to the board of canvassers prior to the completion of the initial canvass. **Your Chief Inspector will handle the challenged voter process.**

5. Assign the voter a number (as printed sequentially on the pink pad of numbers – starting with No. 1). Both Receivers MUST record the voter number next to the voter's name on their respective voter lists. **CHECK ACCURACY!**

6. Once the voter has signed his/her name in the poll book, the voter number (pink slip

7. **Assisting a Voter:** ask the voter if they will be receiving any assistance in voting and marking their ballot. (NOTE: the definition of "assistance" for purposes of certifying voter assistance is limited to actual help completing the ballot. Explanations of how to mark a ballot or physical assistance reaching a voting booth do not require certification.) If the voter will be receiving ballot voting assistance, explain to the voter the "Certification of Assistance" section that appears in the lower right corner of the ballot. **Anyone may assist a voter in marking their ballot (except the voter's employer or agent of that employer or an officer or agent of a labor organization which represents the voter)**. You must also record the name and address of the person providing the assistance next to the voter's name on both voter lists, and the name on the ballot and the GAB-104. *Election Inspectors may provide this assistance*.

8. Record any required notations next to the voter's name or voter number. These notations may include:

- **"CV":** Written next to the voter's name to indicate the person received their ballot through a **Curbside Vote** (see "Special Types of Voters" at the end of this section for additional information on Curbside Voters.)
- **"CHALLENGED":** Written next to the voter's name when the CHIEF INSPECTOR has processed the voter as a **Challenged** voter.
- **"PV#":** Written next to the voter's number when the CHIEF INSPECTOR or designee has issued a **Provisional Ballot** to the voter.

9. Take one (1) ballot from the stack of ballots assigned to the Ward table. Confirm the Ward number on the ballot. Both receivers MUST initial the ballot. Do NOT pre-initial ballots with both sets of initials.

10. Issue the ballot and voter number (pink slip) to the voter. Offer the voter a ballot privacy sleeve (a cardboard folder included in the supplies that ensures ballot privacy by covering a voted ballot). Tell the voter to give the pink voter number slip (and privacy sleeve, if applicable) to the machine attendant after inserting their ballot into the voting machine.

Sample Receiver Script - to be used as a guide

Receiver sitting on the **LEFT**	Receiver sitting on the **RIGHT**
Write the Ward # on the pink slips	Pre -initial 10 ballots (only one (1) set of initials)
"Welcome to (insert location name). May I have your last name, please?" (State law requires that we ask you to state your name and address out loud for us.)	
Both receivers locate the last name in the poll book. The first one to find it announces the page number.	
"And your first name?"	
Both receivers locate the first name in the poll. The first one to find it announces the line number.	
"Please confirm your address."	
Both receivers confirm the address. ***Both receivers confirm there are no notes by the voter's name***.	
"May I see your Photo ID?"	(If the voter does not have acceptable Photo ID, the voter may receive a PROVISIONAL BALLOT – consult your Chief Inspector.)
Receiver checks that Photo ID is an acceptable type with voter's photo and name.	
"This voter's number is ___" [number from pink pad]	
Both receivers write the voter number in the poll book next to the voter's name.	
Initial the ballot	"Please sign here." **Voter signs this receiver's poll book**
Give the ballot and pink slip to the voter and share tips (if any, e.g., "this is a two-sided ballot") and direct to booth.	

Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature	
NP-1 WD145 41251-145-3619-1 AL15 CG04 3619 AS16 Notes: David Wilson - 2548A	0009199473 Assisted by	WILSON, Ruby J 2548A N 15TH ST UPPR MILWAUKEE,WI 53206 N. 15th St Uppr	17	Ruby J WILSON (Voter Signature)	1
NP-1 WD145 41251-145-3619-1 AL15 CG04 3619 AS16 Notes:	0009006021	WIMBERLY, Vera Jean 1332 W HADLEY ST MILWAUKEE,WI 53206		Vera Jean WIMBERLY	2
NP-1 WD145 41251-145-3619-1 AL15 CG04 3619 AS16 Notes: CV	0009229669	WINTERS, Amy A 2568 N 14TH ST MILWAUKEE,WI 53206	58	Amy A WINTERS	3
NP-1 WD145 41251-145-3619-1 AL15 CG04 3619 AS16 Notes:	0009024148	WOOD, Corliss D 1504 W CLARKE ST MILWAUKEE,WI 53206		Corliss D WOOD ABSENTEE	4
NP-1 WD145 41251-145-3619-1 AL15 CG04 3619 AS16 Notes:	0009167894	WOODLEY, Caroline J 2623 N 15TH ST MILWAUKEE,WI 53206		Caroline J WOODLEY	5
NP-1 WD145 41251-145-3619-1 AL15 CG04 3619 AS16 Notes:	0706252570	WRIGHT, Jasmine D 2768 N 16TH ST MILWAUKEE,WI 53206	6	Jasmine D WRIGHT (Voter Signature)	6

Sample Poll Book Page

City of Milwaukee Election Commission **VOTER LIST CORRECTIONS FORM**

Site # Site: 88th ST. SCHOOL Aldermanic District: 11 Ward: 291

Use this form to report any ERROR (such as a spelling or address street number error) corrections to the voter lists.
This form may also be used to notify the Election Commission of a deceased voter or if a voter has moved.
Do NOT use this form if a person has a NAME CHANGE - the person must complete a new registration application
Do NOT use this form if a person has a ADDRESS CHANGE - the person must complete a new registration application

ADDRESS (as it appears on voter list)	NAME (as it appears on voter list)	✓ Check One: REMOVE VOTER Deceased	REMOVE VOTER Moved	CORRECTION Name	CORRECTION Address	CORRECTION TO NAME OR ADDRESS. Do not record name or address changes.	Name/Address of Person Authorizing Information
4143 S.83rd St	John Smith				✓	4133 S.83rd	John Smith 4133 S.83rd St.
9510 W. Pond St.	Gloria Flagg	✓					Joseph Flagg 9510 W. Pond St
8406 W. Morgan	Joan Thomas		✓				Margaret Thomas 8406 W. Morgan

See Reverse Side for Additional Lines

Procedure for Issuing Ballots to Election Day Registrants

Throughout the day, the Registrar(s) at your voting site will appear at the Ward table to get a voter number and a ballot for a newly registered voter that resides in the Ward assigned to your table. Assist the Registrar in between voters in line at your Ward table. Complete the following procedure:

1. Collect the voter registration application from the Registrar.
2. Using the parameter page in the pocket of the poll books, confirm that the voter's address has been assigned to the correct Ward by the Registrar. The receiver confirming the Ward assignment should initial the registration application next to the Ward number.
3. Tear off a voter number and record the number in the *Voter Number* box in the bottom right section of the application.
4. Secure both Receivers' initials on a ballot.
5. Return the registration application to the Registrar along with the voter number (pink slip), initialed ballot, and privacy sleeve.

Procedure for Issuing a Ballot to a Voter with a Spoiled Ballot

Occasionally, a voter will make a mistake on their ballot or their ballot will be rejected by the voting machine. When this occurs, the Chief Inspector or the Machine Attendant will approach the Ward table for a new ballot. Complete the following procedure:

1. If you are at a multiple-Ward site, confirm the original ballot was issued at your table. Check the Ward number on the spoiled ballot.
2. Secure both Receivers' initials on a new ballot.
3. Issue the new ballot to the Chief Inspector or the Machine Attendant. **Do NOT issue a new voter number.**
4. The original ballot should be torn in half (2 pieces only) and placed in the Spoiled Ballots Carrier Envelope.
5. The Machine Attendant shall keep a count of spoiled ballots per Ward to report to the Chief Inspector who must record a count of all spoiled ballots on the GAB-104.

Ballot Control

It is important for Election Inspectors on Election Day to:

- Never maintain a supply of more than 50 ballots on each Ward table. Surplus ballots should be kept in a safe and secure place away from public contact and only be distributed by the Chief Inspector.
- Remember, two (2) Election Inspectors must initial each ballot prior to issuing it to a voter. Up to 10 ballots may be pre-initialed with one (1) election worker's initials.
- Provide the correct ballot (respective Ward) to the voter. Be particularly careful to check the Ward number when issuing a ballot to an Election Day registration or to a voter with a rejected ballot. **Issuing a ballot to a voter from an incorrect Ward is the most common error at sites with multiple Wards.**
- Allow a voter to mark a ballot privately and independently.
- Every voter receives a maximum of three (3) attempts to vote or three (3) ballots. Inform the voter of this law when issuing the third ballot. Enlist the Chief Inspector's assistance.
- In the event of an evacuation of a voting site (due to fire drill, fire, or other emergency) – and if time and safety allow - assist the Chief Inspector in securing all unvoted ballots and the poll books inside the voting machine.

Maintaining Accuracy

The last voter number (pink slip) issued at the end of an Election Day MUST equal the number of ballots accepted by the DS200 (total ballots cast for each Ward). Receivers play a key role in this process. Check your work by reconciling at every opportunity to avoid any errors or discepancies when closing at the end of the night.

Reconciliation of Poll Books

Two (2) Receivers are assigned to each Ward table for the purpose of cross checking each other's work and avoiding errors. Receivers must:

- Compare information by communicating with each other.

- Assist each other whenever possible. (For example: Call out the page number when a voter's name is located in the poll book.)

- Reconcile the two (2) voter poll books throughout the day (every two (2) or three (3) hours) by a page-by-page comparison of names, assigned voter numbers, and notations. Make a mark such as a dot [•] in the outer margin by the voter names that have been compared so that future reviews require attention to new voters only.

- If the last voter number does not balance to the number of ballots inserted into the DS200, review the Voter Number reconciliation form.

- Complete a full reconciliation of the poll books at the close of Election Day. This reconciliation should include:

  - A page-by-page comparison of the records on each page of each Ward's poll books in order to ensure the two (2) books are identical.

  - Counting the total number of registered voters that were issued voter numbers on Election Day. Provide this number to the Chief Inspector.

➢ ANY DISCREPANCIES BETWEEN THE TWO (2) POLL BOOKS THAT CANNOT BE RESOLVED MUST BE RECORDED ON THE GAB-104.

➢ ALL VOTER NUMBERS MUST BE USED SEQUENTIALLY. ANY DESTROYED OR SKIPPED VOTER NUMBERS MUST BE RECORDED ON THE GAB-104.

Special Types of Voters

In addition to registered voters whose names appear on the voter list, there are two (2) instances where a person may be registered to vote, but their name does not appear on the voter list:

1. **Late Registered Voter**

   A Late Registered Voter is a voter that registers to vote at the Election Commission **after** the close of general registration (20 days before an election) and after the voter lists have been printed. In this instance, the voter is registered, but the voter's name does not appear in the voter list. In order for the Election Commission to notify election workers that the person is registered, a lime green-colored "Late Registered Voter" certificate is issued to the voter as proof of the registration.

   The voter must present this certificate at the voter's Ward table. He/she should be treated as a registered voter, even though the voter's name does not appear on the voter list. The voter's name and other required information,

including the voter's signature, should be recorded on a supplemental voter list (also lime green in color) called the "Late Registered Voter List." These certificates should be collected and attached to the supplemental list. Contact the Election Commission if a voter has lost or misplaced the registration certificate.

2. **Confidential Voter**
   Voters who are victims of domestic abuse, sexual assault, or stalking have the option to be listed confidentially on a voter list. The confidential voter will show a voter identification card with a unique identification serial number given to him or her by the City of Milwaukee Election Commission. A corresponding number will appear at the back pages of the voter list in a section for confidential listings. Do not ask the voter for his/her name or address. Record the voter number next to his/her serial number and issue a ballot.

Curbside Voter

Even though Milwaukee's voting sites are now fully accessible to persons with disabilities, some disabled voters may still choose to participate in a curbside voting process. "Curbside Voting" is the term used to describe the practice of delivering a ballot to an individual's vehicle for voting purposes. You may be notified that the voter is making this request because:

- Someone accompanying the voter has entered your voting site.
- Your Chief Inspector receives a call from the Election Commission (the number to call for a curbside vote should be posted on your site's "VOTE HERE" sign).
- Election Inspectors should periodically check outside of the building to determine if anyone is waiting for a curbside vote.

Procedure for Conducting a Curbside Vote

1. Determine if the voter is registered or needs to complete the voter registration process. If registered, confirm the voter appears on the appropriate Ward's voter list. Curbside voters **are exempt from the voter signature requirement and are not** required to sign the poll book. Poll books do not leave the building!

2. If the curbside voter needs to register, secure the supplies to conduct an Election Day registration. Follow standard procedures for voter registration (including securing a Proof of Residence document), assigning a voter number, securing a ballot, and offering a privacy sleeve/folder.

3. As required by law, two (2) Election Inspectors must deliver the ballot to the voter's car. Please take a ballot privacy sleeve to ensure voter privacy.
4. **Assisting a Voter: anyone may assist a voter in marking the ballot (except the voter's employer or agent of that employer or an officer or agent of a labor organization which represents the voter)**. If a voter receives assistance, the assistor must sign the front of the ballot under "Certification of Voter Assistance." Request that the assistor also record their address under their signature. Election Inspectors providing assistance must also sign. As with any registered voter, the name and address of any person providing assistance should be recorded on the voter list (along with the Curbside Vote notation) and on the GAB-104.
5. Ask the voter to wait until notified by an Election Inspector that the ballot has been accepted into the DS200.
6. When the Election Inspectors return to the voting room with the ballot, an Election Inspector announces: *"This is a ballot offered by (stating voter's name), a voter who is unable to enter the voting place. Does anyone object to the receipt of this ballot?"* (Contact the Chief Inspector if there is a challenge to the acceptance of the ballot.)
7. Insert the completed ballot into the voting machine.

- If the ballot is accepted, notify the voter their ballot has been processed. Give their pink slip to the Machine Attendant.
- If the ballot is rejected, issue the voter a new ballot and follow spoiled ballot procedures.

ELECTION INSPECTOR: REGISTRAR

Role:

Every person must be registered before voting in an election. Wisconsin law allows a person to register prior to an election or they may register on Election Day. A Registrar works with individuals who are registering to vote on Election Day. The duties of a Registrar are as follows:

- ☑ Confirm the voter is at the correct site.
- ☑ Facilitate the voter registration process, including communicating important and accurate information to the person registering.
- ☑ Check the voter's Proof of Residence (POR) document and Photo ID.
- ☑ Issue voter numbers and ballots to newly registered voters.
- ☑ Maintain a list of all completed voter registration applications and secure the voter's signature next to each entry on the list.
- ☑ Assist the Chief Inspector as assigned.

Staffing: Most voting sites designate one Registrar per site during smaller elections and one (1) or more per Ward during elections with high voter turnout.

ELECTION INSPECTOR: REGISTRAR

Nine (9) Summary Steps to Election Day Voter Registration

1. Use the tablet provided or review the Parameter Sheet or Guide to confirm the voter is at the correct site. (pp. 35-38)

2. Ask the voter to SHOW the required Proof of Residence (POR) document. (pp. 39-42)

3. TELL the voter about the WI Driver License's or DOT issued ID/Social Security Number identification requirement. (pp.43-45)

4. Ask the voter to SHOW the required Photo ID. (pp.45-47)

5. Allow the voter to complete the registration application. Review for completeness and legibility. (pp.47-48)

6. Compare the voter's Name and Date of Birth to the *Ineligible Voter List.* (p.49)

7. Record the required Proof of Residence information on the registration form and sign it as the Registrar. (pp. 50-51)

8. Record the appropriate information on the Election Day Registered Voter List and secure the voter's signature. (p. 51; *see also* p. 53)

9. Obtain a voter number and ballot from the correct Ward table; publicly state voter's name and address. (pp.51-52)

ELECTION DAY REGISTRATION FLOW CHART

Step 1
Determine if voter is at the correct voting site.

No → Direct voter to the correct voting site.

Yes ↓

Step 2
Review voter's Proof of Residence (POR).

No Valid POR → Voter cannot register without acceptable POR and **<u>therefore cannot vote</u>**.

Valid POR ↓

Step 3
Instruct voter to record the number from their current and valid WI DL or DOT-issued ID. Or, if voter has never been issued a WI DL, or it is expired, suspended or revoked, or their DOT-issued ID is expired, the voter is to record the last four digits of their Social Security Number.

Voter has current and valid WI DL, but is unable to record DL number → Elector may vote a **<u>provisional ballot</u>** until the WI DL number is obtained. Notify the Chief Inspector and follow provisional ballot voting procedures.

Current and valid WI DL number ↓

Step 4
Review voter's **acceptable Photo ID.**

No acceptable Photo ID → Elector may vote a **<u>provisional ballot</u>** until the acceptable Photo ID is obtained. Notify the Chief Inspector and follow provisional ballot voting procedures.

Acceptable Photo ID ↓

Step 5
Voter completes registration application.

↓

Step 6
Check voter against Ineligible Voter List.

Voter's name is on list → Individual is **ineligible and cannot vote.**

Voter's name not on list ↓

Step 7
-Review form for legibility and completeness.
-Record POR and sign.

→

Step 8
-Record info on Election Day Registered Voter

-List and have voter sign.

→

Step 9
-Obtain a voter number and ballot from correct ward.

-Publicly state the voter's name and address.

CITY OF MILWAUKEE ELECTION COMMISSION
ELECTION DAY VOTER REGISTRATION APPLICATION

X ***By marking this circle and signing this form, I certify that I am a qualified elector:***

- I am a United States citizen
- I will be at least 18 years old on the day of or before the next election
- I am not currently serving a sentence, including probation, parole, or extended supervision, for a felony conviction
- I have lived at my address for at least 10 consecutive days preceding this election with no present intent to move
- I am not otherwise disqualified from voting
- I have not already voted in this election, including by absentee ballot

If you do not meet EACH of these qualifications, you are not qualified to register. Do NOT complete this form.

Please Select: ○ **New WI Voter** X **Address Change** X **Name Change** ○ **Other**

IDENTIFICATION

If you have been issued a WI driver license or WI DOT-issued ID that is **current and valid**, you **MUST** provide the number and expiration date. If you are unsure of the number, please call DMV at (608) 266-2261.
If you have been issued a WI driver license that is currently revoked, suspended or expired; or have been issued a WI DOT-issued ID that is expired, you **MUST** provide the last 4 digits of your Social Security number (SSN). WDL or ID number is optional.
If you have never been issued a WI driver license or WI DOT-issued ID, you **MUST** provide the last four digits of your Social Security number (SSN).

Date of Birth (Month/Date/Year): 11 / 17 / 1980

WDL OR ID #: S 1 2 3 - 4 5 6 7 - 8 9 1 0 - 0 6 **Expiration Date:** 11 / 17 / 22

SSN: XXX - XX - ___ ___ ___ ___

○ Check this circle if you have never been issued a WI Driver's License, WI ID or a Social Security Number.

CURRENT

PRINT your NAME EXACTLY as it appears on your identification listed above - WDL/ID or SSN:

Last Name: Smith Circle: Jr., Sr., II, III, IV

First Name: Donna Middle Name/Initial:

Address: 200 E Wells St Apt./Unit Number: 501

City of Milwaukee, WI Zip Code: 53202

Email Address: dsmith@gmail.com Phone Number: (414) 771-2345

MAILING

A postcard verifying your residency will be mailed to the address above unless you maintain and provide a separate mailing address.

Mailing Address (if different):

Apt./Unit Number: City: State: Zip Code:

PREVIOUS

Previous Information

Last Name: Johnson First Name: Donna Middle:

Address: 1901 S. Kinnickinnic Av Apt./Unit Number:

City: Milwaukee State: WI Zip Code:

Donna Smith — **VOTER SIGNATURE**

4/7/2020 — **Date (Month/Day/Year)**

I hereby certify to the best of my knowledge that I am a qualified elector and that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws.

○ I would like information on serving as a City of Milwaukee election worker.

Election Date: 4/7/2020 **District:** 4 **Ward:** 186 **Voter Number** 91

REGISTRAR: For this registration to be valid, you MUST complete the next four (1-4) Lines

1.) **Circle POR Type:** WDL DOTID GOVID EMPID LSE TAX UTIL (BNK) PYCK GOVDOC FEE/STU ID HME

2.) **Issuing Entity (AT&T, DMV, US Bank, Medicare, etc.):** Landmark Creclit Union

3.) **Document Number (LAST 4 #s ONLY; last 2 #s if # is less than 7 #s)** 0125

4.) **Print Registrar Name:** Patricia Hamel **Registrar Signature:** Patricia Hamel

○ ***Voter unable to sign form. Assistant Signature:*** ***Assistant Address:***

Last Revised 8/24/2016

OFFICE USE ONLY District: ____ Ward: ____ NV___ AC___ NC___ DUP___

Confidential Voter ID# __ __ __ __ __ - __ __ __ SVRS ID# ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ Init / Date: _____

STEP 1: Review the Parameter Sheet to confirm the voter is at the correct site.

Every City of Milwaukee residential address is located within one of the city's 327 Wards. Each Ward is assigned to a specific voting site.

Step 1: Ask the voter their full address (including street direction and suffix, such as Street, Avenue, Place, etc.).

Step 2: Locate the street name AND suffix in the Parameter Guide.

Step 3: Identify if the house number ends with an odd or even number. If it ends with an odd number (1, 3, 5, 7 or 9) follow the column for ODD Address Ranges. If the house number ends with an even number (0, 2, 4, 6, or 8), follow the column for EVEN Address Ranges.

Step 4: Determine if the address house number falls within any of the address ranges listed next to the street name (the house number is higher than the first number in the range and lower than the last number in the range).
If you were registering voters in Ward 1, consider the address 9709 W. Allyn St.

Sample lines from a Parameter Page:

DIR	STREET NAME		Even Address	Range	Odd Address	Range	ALD	WARD
W	ALLYN	ST	9100	9498			9	1
			9500	9798	9501	9799	9	1
N	ALQURAN	CT	8700	8798	8701	8799	9	1
W	ARCH	CT	11000	11098	11001	11099	9	1
W	BEATRICE	ST	9600	9898	9601	9899	9	1
W	BRADLEY	RD	10700	12398			9	1
W	BRITTANY	WA	11400	11710	11401	11711	9	1
W	BROWN DEER	RD	9500	10088			9	1
			10090	12398	10091	12399	9	1
W	BROWN DEER	PL	10700	11398	10701	11399	9	1
W	COUNTY LINE	RD			9101	12399	9	1

- ☑ W. Allyn Street is a street that appears on the Parameter Sheet for your Ward.
- ☑ The house number 9709 ends with "9" - an odd number.
- ☑ An ODD RANGE for W. Allyn St. is 9501-9799. The address 9709 falls within this range (the number is higher than 9501, but lower than 9799).
- ☑ This voter lives in Aldermanic District 9, Ward 1.

Step 5: Record the District and the Ward on the voter registration application.

If the voter's address does not appear on your parameter page, look up the address in the **Parameter Guide** (red cover, included with your registration materials). The Parameter Guide contains all City of Milwaukee addresses and can be used to locate the voter's correct Aldermanic District and Ward. Once identified, refer to the **Voting Location Guide** (yellow cover, sorted by District and then by Ward) to determine the voter's correct voting site.

NOTE:
The boundaries of a Ward – or the lines that divide a Ward – are often the middle of the street. This can be very confusing for voters as it can mean a neighbor across the street – or in the next block – has a different voting site.

ACCURACY is particularly important when determining a voter's Ward. If an error is made, a voter could end up voting at a wrong site or be sent to a different site only to return to the original voting site.

PLEASE NOTE: the time required to establish residency is ten (10) days. The sample registration form on page 34 is an older form and the states the incorrect number of days in the top section.

Sample Page – Full Parameter Guide

DIR	STREET NAME		Even Address	Range	Odd Address	Range	ALD	WARD
N	1ST	ST	1700	2298	1701	2299	6	177
			2300	2798	2301	2799	6	141
			2800	2814	2801	2815	6	122
			2820	3298	2821	3299	6	122
			3300	3498	3301	3499	6	120
			3500	3798	3501	3799	6	119
			3800	4014	3801	4015	6	124
S	1ST	PL	100	154	101	155	12	235
			3400	3498	3401	3499	14	292
			3500	3698	3501	3699	13	293
			3900	4042	3901	4043	13	305
			4100	4198	4101	4199	13	305
			4200	4298	4201	4299	13	304
S	1ST	ST	100	398	101	399	12	235
			400	1398			12	240
					401	1399	12	235
			1400	1798	1401	1799	12	240
			1800	2002	1801	2003	12	239
			2004	2598	2005	2599	14	249
			3400	3498	3401	3499	14	292
			3500	3598	3501	3599	13	293
			3650	3898	3651	3899	13	293
			3900	4042	3901	4043	13	305
			4100	4198	4101	4199	13	305
			4200	4298	4201	4299	13	304
			4350	4698	4351	4699	13	304
			6124	6268	6125	6269	13	316
N	2ND	LA	3500	3798	3501	3799	6	119
N	2ND	ST	350	698	351	699	4	187
			700	838	701	839	4	188
			1500	1698	1501	1699	6	176
			1700	2298			6	177
					1701	2099	6	175
					2101	2299	6	141
			2300	2798	2301	2799	6	141
			2800	3298	2801	3299	6	122
			3300	3312			6	120
					3301	3313	6	122
			3314	3498	3315	3499	6	120
			3500	3798	3501	3799	6	119

City of Milwaukee
2014 Voting Location Guide
Sample Page

Dist	Ward 1	Ward 2	Ward 3	POLLING LOCATION NAME	POLLING LOCATION ADDRESS
1	18	19		Milwaukee Police Safety Academy	6680 N Teutonia Av
1	20			Thurston Woods School Family Center	3333 W Florist Av
1	21	22		Agape Community Center	6100 N 42nd St
1	46	47		Hampton School	5000 N 53rd St
1	48	49		McGovern Park Senior Center	4500 W Custer Ave.
1	50	51	67	Custer High School	5075 N Sherman Bl
1	52	53		Mt. Olive Baptist MBC	5277 N 36th St
1	54			Villard Square Branch	5190 N 35th St
1	55	56		Silver Spring School	5131 N Green Bay Av
1	57			Rufus King Intl School Middle Years	4950 N 24th St
1	58	59		Rufus King High School	1801 W Olive St
1	60			Atkinson Library	1960 W Atkinson Av
1	61	62	63	New Hope Missionary Baptist Church	2433 W Roosevelt Dr

STEP 2: Ask the voter to present their required Proof of Residence document.

All Election Day Registrants completing a registration application **must** provide a Proof of Residence document.

An ACCEPTABLE FORM OF PROOF OF RESIDENCE must include:

#1 A current and complete name, including both the first and last name of the voter.

#2 A current and complete residential address, including a numbered street address in the City of Milwaukee. A post office box is NOT an acceptable address.

Acceptable Proof of Residence Documents

Forms which have an expiration date must be valid on Election Day in order to constitute acceptable Proof of Residence.

Electronic versions of these documents may be presented to election officials as Proof of Residence on smartphones, tablets, or other electronic devices.

Registrars are required to record the type of Proof of Residence presented, the issuing entity, along with the identifying number, if any, associated with the document on the voter registration form.

While election observers may observe public aspects of the voting process, they do not have the right to view or handle Proof of Residence documents presented by voters to the registrar.

Valid Proof of Residence Documents:

- **A current Wisconsin Driver's License (WDL).**
  Example: A current (not expired) Driver's License with the voter's current address.
- **A current and valid identification card issued by the Wisconsin Department of Transportation (DOTID).**
  Example: A "State ID" with the voter's current address.

- **Any official identification card or license issued by a WI governmental body or unit (GOVID).**
  Examples: A DNR-issued fishing license, a motor vehicle registration, or any identification card or license issued by a federal, state, county or city government that includes the voter's name and current address.
- **An official identification card or license issued by an employer in the course of business that contains a photograph of the cardholder or license holder, but not including a business card (EMPID).**
  Example: A workplace Photo ID that includes the employee name AND current residential address.
- **A residential lease effective for the period that includes Election Day (LSE).**
  Examples: A one (1) year (or longer) lease that covers the day of the election. A month-to-month lease can also be used with additional proof that the voter still resides at that address as of the date of the election (canceled check, letter from landlord, rent statement, etc.).
- **A real estate tax bill or receipt for the current year or the year preceding the election (TAX).**
  Examples: A City of Milwaukee tax bill, or paid receipt, for this or last year.
- **A utility bill including cable television, gas, electric, or telephone (including wireless carriers) for the period commencing not earlier than 90 days before Election Day (UTIL).**
  Examples: A WE Energies gas/electric bill, a cell phone bill, a cable bill, or internet service bill that includes the voter's name and current address.
- **A bank / credit card statement or a paycheck (BNK).**
  Examples: A bank or credit card statement with a visible account number. A paycheck when it is an actual check or a record of direct deposit; a check stub.
- **A check or other document issued by a unit of government (GOVDOC).**
  Examples: Wisconsin Works documentation, Medicare statement, Social Security statement, Badgercare notice or correspondence, federal student loan statement, public high school, technical school or university correspondence, collection notice from a government agency, etc.
  See a full list of examples on page 31 for additional information.

- **HOMELESS PERSONS (HME): A letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes**. Homeless individuals may designate a fixed location for their residence for voting purposes if it is an identifiable location in the city of Milwaukee. This location may be a homeless

shelter, a park bench, or other location where a homeless individual may spend time or return to after an absence; for voting purposes, the location need not have a valid mailing address. **P.O. Boxes are not acceptable.**

<u>* COLLEGE SUDENTS: Student Fee Statement and Student ID (FEE/STU ID).</u> <u>In addition to the other forms of acceptable Proof of Residence, college students may also use:</u>

- A university, college, or technical institute identification card (must include photo) **AND** a fee receipt with the student's current address dated within the last nine (9) months.
- A university, college, or technical institute identification card (must include photo) **AND** a certified housing list submitted to the Election Commission.
- An enrollment verification form/letter from the UW or WCTS system (UW-Milwaukee, MATC, etc.) showing the student's current address. The student need not be currently enrolled.
- Enrollment verification form/letter is **<u>NOT</u>** acceptable for private university, college, or technical institutes.

Items that **DO NOT** meet the Proof of Residence requirements:

- Any document or ID that does NOT reflect the voter's complete name and current address.
- An auto or home insurance bill or proof of private insurance coverage.
- A piece of mail or magazine subscription.
- A piece of mail with a forwarding sticker from the post office showing their current address.
- A sales offer of ANY kind: credit card offer, loan offer, cable offer, etc.
- A personal check.
- A Passport or Passport Card (no address appears on these).

<u>If an individual cannot provide Proof of Residence, they CANNOT register to vote and therefore CANNOT VOTE.</u>

List of Possible Proof of Residence Documents

Information is provided by the Wisconsin Government Accountability Board

What are examples of government agencies who can issue Proof of Residence documents?	**THIS IS NOT A COMPREHENSIVE LIST. THESE ARE ONLY EXAMPLES OF UNITS OF GOVERNMENT.** Government agencies can include local, state, or federal units of government. ➢ Local units of government include: city, town or village clerk or treasurer's office, your county clerk or treasurer, and many others. ➢ State units of government include: Division of Motor Vehicles (DMV or DOT), Department of Natural Resources (DNR), Department of Workforce Development (DWD), Department of Human Services, and many others. ➢ Federal units of government include: Internal Revenue Service (IRS), Medicare (not second party vendors), Social Security, and many others.
What are examples of Proof of Residence documents issues by a government agency?	**THIS IS NOT A COMPREHENSIVE LIST. THESE ARE ONLY EXAMPLES OF PROOF OF RESIDENCE DOCUMENTS.** ➢ Fishing and hunting licenses ➢ Vehicle registrations ➢ Food stamps, Wisconsin Works, Wisconsin Shares, and BadgerCare notices and correspondence ➢ Medicare notices and Medicare Explanation of Benefits (not from 2nd party providers or other health insurance providers) ➢ Social Security and SSI notices and benefits statements ➢ Public high school, technical college, and public university correspondence and documents, including: admissions correspondence, financial aid notices, report cards, and schedules ➢ Federal student loan correspondence and notices ➢ Billing statements and collection notices from a governmental entity ➢ Correspondence from a federally recognized Native American Tribe living in Wisconsin.
What if I am unsure if my document will qualify?	➢ **If you are unsure if your document will qualify as acceptable proof of residence, please call:** • **Your municipal clerk, contact information can be found at http://myvote.wi.gov** • **The Government Accountability Board: 1-866-VOTE-WIS or gab@wi.gov**
REMEMBER: Acceptable Proof of Residence documents must always include the voter's name and current address.	

Voter Information: http://myvote.wi.gov

For more information, please visit the Government Accountability Board website: http://gab.wi.gov or call 1-866-VOTE-WIS or contact the G.A.B. Help Desk at 608-261-2028 or TTY 1-800-947-3529.

STEP 3: TELL the voter about the WI Driver License or DOT issued ID or Social Security Number Identification Requirement.

In order to register to vote, an individual must complete all required sections of the Wisconsin Voter Registration Application and provide Proof of Residence. The Help America Vote Act of 2002 and Wisconsin law require that individuals provide certain information when registering to vote:

A voter, who has been issued a **current (not expired) and valid (not revoked or suspended)** **WISCONSIN** driver's license (WDL) OR WI Department of Transportation (DOT) issued ID, must provide their WDL or DOT ID number and the expiration date on the voter registration application. *The voter **does not** have to show the Registrar the driver's license in order to complete this section of the form, but does need to show the Registrar if they are using the driver's license as Proof of Residence.*

If an individual has a current and valid WISCONSIN driver's license or DOT issued ID, but cannot provide the number (i.e., forgot to bring it and does not know the number), he or she may call the Wisconsin Department of Transportation (available between 7:30 a.m. and 5:00 p.m.) at **608-266-2353. (**Once connected, the caller should listen for the start of the menu of options and select "4." The caller will then hear a second menu of options and again select "4."

The voter may attempt to reach the DOT while at the polling site. The voter should step outside while making this call so as not to interrupt the registration process.

If they cannot or will not provide the DL number, they can register and vote a **provisional ballot**. The provisional ballot will not be counted until the individual provides the license number to an Election Inspector before the polls close, or delivers the information to the Election Commission by 4:00 p.m. the Friday following the election. Only a Chief Inspector may issue a Provisional Ballot.

If a voter identifies or suspects that their **WI** driver license is **revoked, suspended, or expired**, or their WI DOT issued ID is expired, the voter **must** instead provide the last four (4) digits of their Social Security number (SSN). The voter ***may choose*** to provide their expired, suspended, or revoked WDL or DOT ID number - in addition to the last four (4) digits of their SSN - but it is ***not required***.

If the individual has never been issued a WI driver's license or state ID card, the voter **must** record the last four (4) digits of their Social Security number.

> If the individual has **never** been issued a WI driver's license, state ID card, OR a Social Security number, the individual may indicate this on the Voter Registration Application by marking the circle provided for this purpose.

Remember, a voter does not need to show his or her driver's license, DOT issued ID, or Social Security card as a condition of registration. **However, if the individual wishes to use his or her driver's license as Proof of Residence, then he or she must present the license to the Registrar.**

Sample instructions for a voter:

"If you have ever been issued a Wisconsin driver's license and it is still current and valid (not expired, suspended, or revoked) or if you have been issued an ID by the Wisconsin Department of Transportation that is not expired, you are required by law to record the driver's license number OR ID number in the Identification Section on your registration application.

If your Wisconsin driver's license is revoked, suspended or expired, or your DOT-issued ID is expired, it is optional for you to still record these numbers, but you must provide the last four (4) digits of your Social Security number.

If you have never been issued a Wisconsin driver's license or State ID, you should record the last four (4) digits of your Social Security number."

Common Occurrences with the Election Day Registration Wisconsin Driver's License Requirement:

Voter has an out-of-state driver's license.

- Persons with out-of-state driver's licenses should use the last four (4) digits of their Social Security number to complete the WI Voter Registration Application. These persons must still provide an acceptable Proof of Residence document because an out-of-state driver's license does NOT constitute Proof of Residence.

Voter has been issued a driver's license, but the voter states the license has an old (not current) address.

- The voter is still required to record the driver's license number <u>if it is current and valid</u>, regardless of address. A current address is not important UNLESS the voter is using his or her ID as Proof of Residence.

Voter had been issued a driver's license, but the voter states the license has been suspended or revoked, or is expired.

- The voter must provide the last four digits of SSN #.

Voter has been issued a driver's license number that is current and valid, but does not have the license with him/her.

- The voter may contact a friend or family member to secure the number or the Wisconsin Department of Transportation at **608-266-2353** OR vote a Provisional Ballot and provide the license number to the Election Commission by 4:00 p.m. the Friday following the election.

STEP 4: Ask the voter to present the required Photo ID

An ACCEPTABLE PHOTO ID must include:

#1 The voter's photograph that reasonably resembles the voter.

#2 The voter's name which conforms to the name on the voter registration application. It need NOT be identical, e.g., "Jim" instead of "James."

#3 An expiration date that complies with the deadlines described below.

An acceptable Photo ID DOES NOT have to include a current address.

Voters who do not have acceptable Photo ID may get a PROVISIONAL BALLOT. Consult with the Chief Inspector for the provisional ballot procedure.

<u>Acceptable Photo ID</u>

There is not a separate "Voter ID" card. There are many forms of Photo ID which voters may already have that they can use to vote.

The following Photo IDs are acceptable for voting purposes, and can be unexpired or expired after the date of the most recent general election (currently, the November 6, 2018 election):

- A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended.
- A Wisconsin DOT-issued identification card.
- Military ID card issued by a U.S. uniformed service.
- A U.S. passport book or card.

The following Photo IDs are also acceptable for voting purposes:

- A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented.
- An unexpired driver license receipt issued by Wisconsin DOT (valid for 45 days).
- An unexpired identification card receipt issued by Wisconsin DOT (valid for 45 days).
- U.S. Department of Veteran Affairs ID – may be expired or have no expiration date.
- An identification card issued by a federally recognized Indian tribe in Wisconsin (expired or unexpired).
- A Photo Identification card issued by a Wisconsin accredited university or college that contains the following:

  -- Date of Issuance.

  -- Signature of Student.

  -- Expiration date no later than two (2) years after date of issuance; ID is still acceptable if it is expired.

PLUS the university or college ID must be accompanied by a **separate document that proves enrollment.**

The following Photo IDs are **NOT** acceptable for voting purposes:

- State or Federal government employee IDs.
- An out-of-state driver license or identification card.
- Employment IDs.
- Membership or Organization IDs.
- Certificates of Citizenship.

Acceptable Identification Documents Without Photos

The following documents, which do not contain a photo, can be used for voting purposes :

- A citation or notice of intent to revoke or suspend a driver license, which is dated within 60 days of the date of the election. If a driver license has been taken away by law enforcement or a court, the voter may present written documentation of that fact in order to vote without his or her Photo ID.
- A Wisconsin DOT driver license or identification card without a photo, issued to those voters with a religious objection to being photographed.

Election Day Voters Who do NOT Need to Show a Photo ID

Confidential voters are always exempt from Photo ID requirements. Confidential voters have applied for this status with their municipal clerk, and have presented a court order, a letter from law enforcement, a letter from the staff of a domestic abuse shelter, or the staff of an agency assisting victims of domestic abuse.

STEP 5: Allow the voter to complete the registration application.

Once all instructions are complete, ask the voter to complete the voter registration application. The Registrar should complete the application ONLY if the voter requests or consents to assistance. (In this case, the voter must still sign the registration application.)

Qualifications to Vote

Qualifications to register are as follows:

- A United States Citizen.
- At least 18 years old.
- Not currently serving a sentence, including probation, parole, or extended supervision, for a felony conviction.
- Have lived at their address for at least ***10 consecutive days** preceding the election with no immediate intent to move. (*See common questions regarding the 10 day residency requirement at the end of this section.)

- Not otherwise disqualified from voting.
- Has not already voted in this election, including by absentee ballot.

Common Occurrences and Questions with the 10 Day Residency Requirement

The voter is attempting to register at a new address, but moved to that address within 10 days of the election.

- The voter should return to their previous address voting site, even if the voter was not registered to vote at the previous address.

The voter has moved within 10 days of the election and returns to their former voting site.

- If registered, allow the voter to cast a ballot, using their voter registration record in the poll book.
- If the voter is not registered, allow them to register to vote using their previous address (before moving) as their current address on the registration form. **NOTE**: the voter must still provide Proof of Residence for their previous address.

The voter's Proof of Residence is dated within 10 days of the election.

- The 10 day requirement is a residency requirement and is **not** related to Proof of Residence. A Proof of Residence document cannot be expired, but may have been issued on any date (with the exception of utility bills, which cannot be more than 90 days old).

Exception to 10 day residency requirement in PRESIDENTIAL ELECTIONS ONLY

The voter has moved into the State of Wisconsin within the 10 days preceding the election.

- Contact the Chief Inspector, who should allow the voter to register and will then issue the voter a *Presidential Only Ballot*.

Current Information

- Last Name, Middle, and First Name – NOTE: As instructed on the application, the voter should record their last name, middle name or initial and first name EXACTLY as they appear on whichever identification is used in Step 3.
- Address (City, State, and Zip (+4 NOT required). NOTE: Voters may not use a Post Office Box for voter registration purposes.
- Date of Birth (Required): Confirm the voter writes birth year and not current year.

- Telephone Number and E-mail Address. (If the person does not have a phone, write "no phone number.") A telephone number or e-mail is not required for voter registration purposes, but is helpful if Election Commission staff must contact voters about missing information on their application. If voters ask, they should be informed that phone numbers and e-mails are public information.

Mailing Address

If a voter prefers to receive mail from the Election Commission at an address other than the one at which they are registering, have them record this address in the "Mailing" address section. **A PO Box is acceptable as a mailing address (but not as a registration address).**

Previous Information

The voter should make every effort to record their last registered voting address or previous name. If they have moved from out of state and are a new Wisconsin voter, they can record their out of state address.

NOTE: *It is not the role of a Registrar to question or verify a voter's response to these questions. Any questions beyond those appearing on the voter registration application or attempts to verify information could be perceived or identified as an act of discrimination.*

Signature of Voter

- **The voter MUST sign the voter registration application.**
- **The date the voter is submitting the application should also be recorded.**

STEP 6: Compare the voter's name and Date of Birth to the *Ineligible Voter List.* Notify the Chief Inspector if a match is identified.

1. Every voting site is provided with a list of persons that last resided in a Ward served by that site and are serving probation or parole for a felony conviction at the time of the election. Confirm that the voter's name and matching date of birth do not appear on the "Ineligible Voter List." If there is a match, inform the voter that their name appears on a list of ineligible voters and request the assistance of the Chief Inspector. If the voter is in agreement with the match, they cannot vote. If the voter disagrees with the match, the Chief Inspector should issue a Challenged voter ballot.

STEP 7: Review the voter registration application and complete IN FULL the Registrar sections.

1. Review the voter registration application for legibility and completeness.

Line 1: Circle the type of Proof of Residence (POR) presented by the voter. The registration application includes a 3-5 letter abbreviation of each of the 11 different acceptable POR categories:

- **A current Wisconsin Driver's License (WDL).**
- **A current and valid identification card issued by the Wisconsin Department of Transportation (DOTID).**
- **Any official identification card or license issued by a WI governmental body or unit (GOVID).**
- **An official identification card or license issued by an employer in the course of business that contains a photograph of the cardholder or license holder, but not including a business card (EMPID).**
- **A residential lease effective for the period that includes Election Day (LSE).**
- **A real estate tax bill or receipt for the current year or the year preceding the election (TAX).**
- **A utility bill including cable television, gas, electric, or telephone (including wireless carriers) for the period commencing not earlier than 90 days before Election Day (UTIL).**
- **A bank/credit union/credit card statement or a paycheck (BNK).**
- **A check or other document issued by a unit of government (GOVDOC).**
- **HOMELESS PERSONS AFFIDAVIT (HME)**
- **COLLEGE STUDENTS: Student Fee Statement and Student ID (FEE/STU ID).** In addition to the other forms of acceptable Proof of Residency.

Line 2: Record the issuing entity or the name of the institution that has issued the ID, document, etc. For example, if the category is UTIL (for utility), record the utility company that issued the utility statement. If the category is GOVDOC for a document issued by the government, record the division of government that issued the document. If the category is GOVID, record the division of government that issued the ID.

Line 3: Record the number from the Proof of Residence document.

- Record only the last four (4) numbers of the document/account number if the account number has **more than six (6) digits**.

- If the account number is **six (6) digits or less**, record only the last two (2) digits of the account number.

- Some Proof of Residence documents, such as a letter from a government entity, might not have a document number. If there is none, please write "none."

Line 4: Print and sign your name in the space for "Registrar."

STEP 8: Record Information on the Election Day Registered Voter List and have Voter Sign List.

1. Record the voter's name and address on the Election Day Registered Voter List.

2. Ask the voter to sign the Election Day Registered Voter List under signature. If the voter refuses, **the voter cannot vote**.

STEP 9: Secure a ballot, voter number and privacy sleeve from the appropriate Ward table.

1. Take the completed registration application to the appropriate Ward table and give it to a Receiver. Announce loudly (so that observers may hear) that a ballot is being issued to (state name), a newly registered voter residing at (state the address), in Ward (state Ward). For example, "A ballot is being issued for Jane Doe, a newly registered voter residing at 200 East Wells, in Ward 328.

2. Allow the Receiver to confirm the Ward assignment and secure a voter number and ballot (verify the ballot is for the correct Ward and has both Election Inspector initials).

3. Confirm the receiver has recorded a voter number on the registration application.

4. Record the voter number on the Election Day Registered Voter List.

5. Give the voter the ballot, voter number, and privacy sleeve. Tell the voter to give the voter number to the machine attendant after inserting the ballot into the voting machine.

City of Milwaukee Election Commission

Aldermanic District _____ Ward _____

ELECTION DAY REGISTERED VOTER LIST

Election Date: _____ / _____ / _____

Record ALL Election Day registrants below. ALL Electors are required to sign. Once complete, this form, along with completed registration applications, should be placed in the Election Day Registration carrier envelope.

	Voter Number	Voter Name	Address	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Election Inspector Signature _____ Date _____

Election Inspector Signature _____ Date _____

ELECTION INSPECTOR: MACHINE ATTENDANT

Role:

Every voting site should have a poll worker assigned to monitor activities at the DS200 voting machine. Machine Attendants should stand or sit approximately **4 feet** away from the front of the voting machine in order to allow voters to insert their ballot into the DS200 privately and without assistance (unless requested).

Do not sit or stand next to the machine.

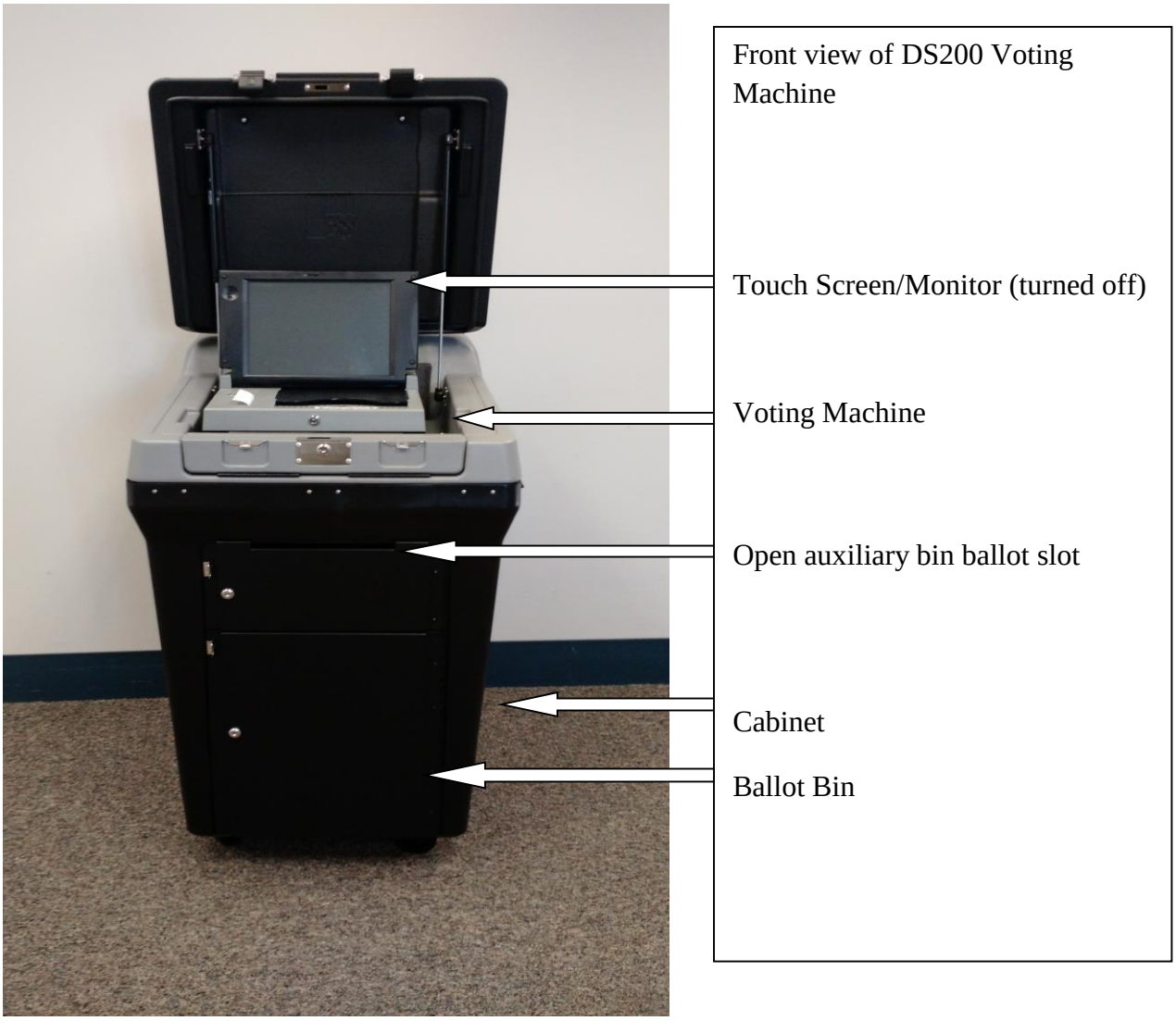
*****NOTE**: Ballots may be inserted top or bottom first and either side up.

In addition to monitoring DS200 activities, Machine Attendants should:

- ☑ Collect the voter-number pink slip voter numbers and ballot privacy folders from voters submitting their ballots (all voter numbers, except for the last voter number, can be discarded).
- ☑ Maintain a tally of all rejected/spoiled ballots and report this number to the Chief Inspector for purposes of recording on the GAB-104.
- ☑ Distribute "I VOTED" stickers.
- ☑ Assist voters whose ballots were rejected by the DS200 voting machine by notifying the Chief Inspector.
- ☑ Periodically check the voting booths, remove discarded materials, and replenish voting pens as needed.

ELECTION INSPECTOR: MACHINE ATTENDANT

Voting Machine – the DS200



OPERATING NOTES:

- The DS200 will accept ballots the moment you select to open the polls. However, do not allow voters to insert ballots until 7:00 a.m. when the polls open.
- **Nothing prints on the tape beyond the opening and closing reports**. Rejected ballot messages will not appear on the tape, but will instead appear on the monitor. The message will disappear from the monitor as soon as the

rejected ballot is removed. **Do not remove the ballot until the message has been read and communicated to the voter.**

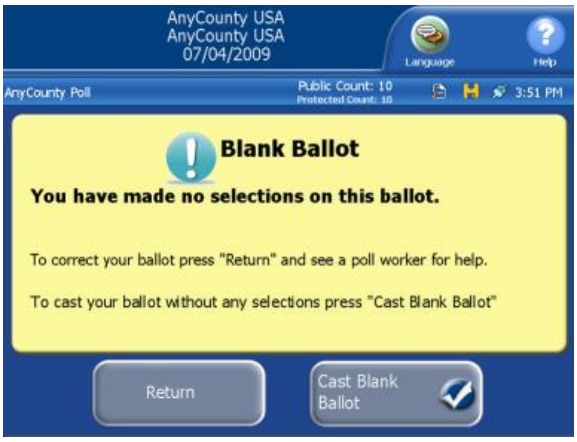
- There is no sound or printed message on the tape when a ballot is accepted. However, the "public count" number on the monitor does advance.

Procedure for Rejected Ballots or Ballot Jams

On occasion the DS200 voting machine will reject a ballot inserted by a voter.

Rejected Ballot

- When a ballot is rejected by the DS200, a message will appear on the monitor (not on the tape) explaining the reason the ballot has been rejected (e.g. blank ballot, overvoted ballot, cross-party voted ballot, etc.).
  - ✓ Be sure to review the message with the voter prior to removing the ballot from the ballot insert tray as the reject message will disappear from the screen as soon as the ballot is removed from the tray.
  - ✓ Reposition and try inserting the ballot again if the message identifies that a ballot cannot be recognized



Remember, voting is private. DO NOT touch or look at the voter's ballot. Machine Attendants should contact their Chief Inspector for assistance in working with the voter.

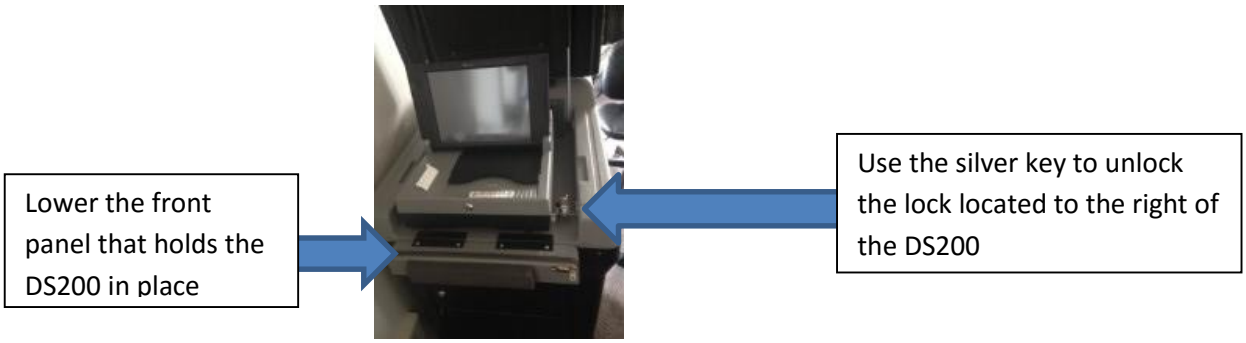
Ballot Jams

The Chief Inspector should IMMEDIATELY notify the Election Commission whenever a ballot jam cannot be cleared or the DS200 will not accept ballots. The Election Commission will dispatch a Voting Machine Technician to assist with resolving the problem. During the period of time that the machine is inoperable, the Chief Inspector and Election Inspectors should complete the following steps:

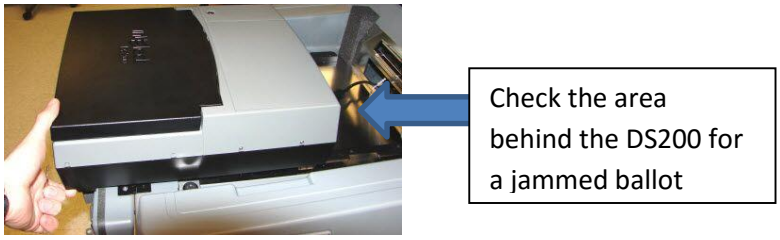
- Open the door to the auxiliary bin on the front of the voting machine cabinet stand. When the door is open, pull down the metal flap covering the ballot slot.
- Once the ballot slot is open, close and relock the auxiliary bin door.
- Allow voters to insert their ballots into the ballot slot.
- When the machine has been repaired, immediately empty the auxiliary bin and insert the ballots into the voting machine. Place the flap back into place (closed) on the auxiliary bin door, close and lock.

If time allows, the Chief Inspector may try to remove the jam:

- Most ballot jams occur as the ballot is passing from the DS200 to the ballot bin. To access a ballot jam in this area:
  - ✓ Using the silver key, unlock the lock that appears directly to the right of the DS200 machine. Once unlocked, lower the front panel that holds the DS200 in place.

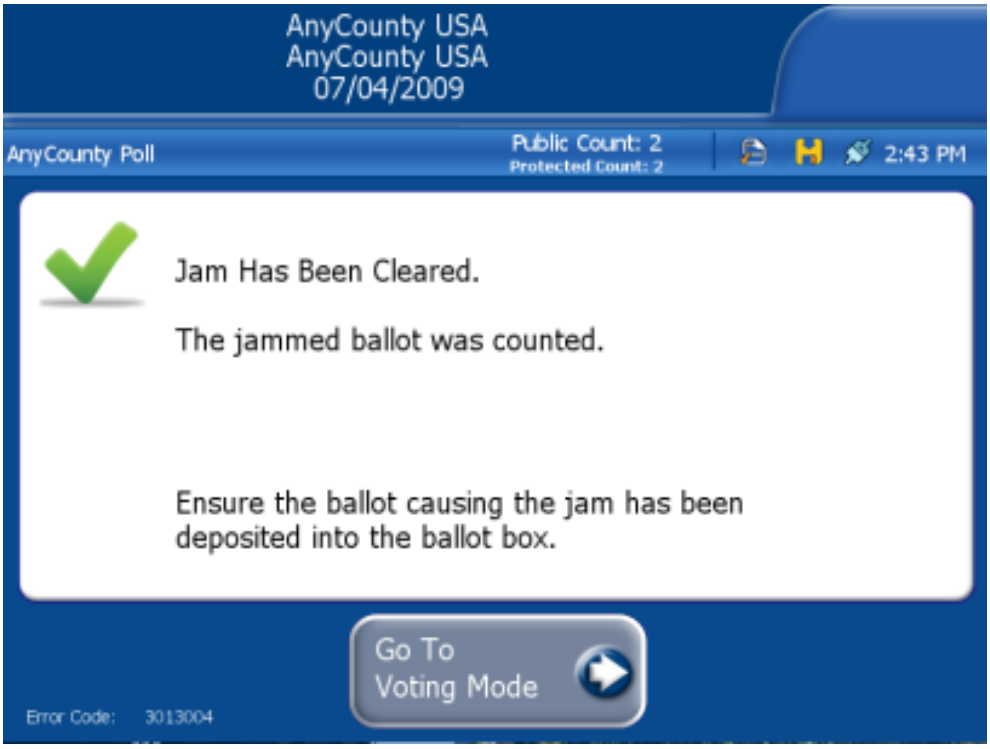


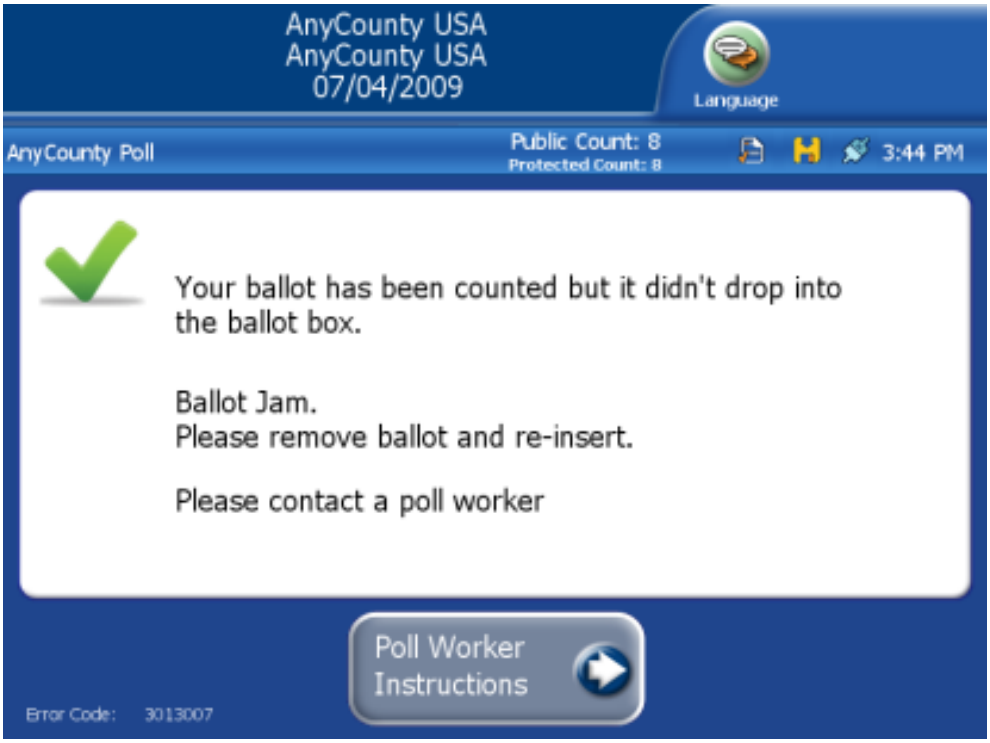
  - ✓ Carefully slide the DS200 forward about six (6) inches.

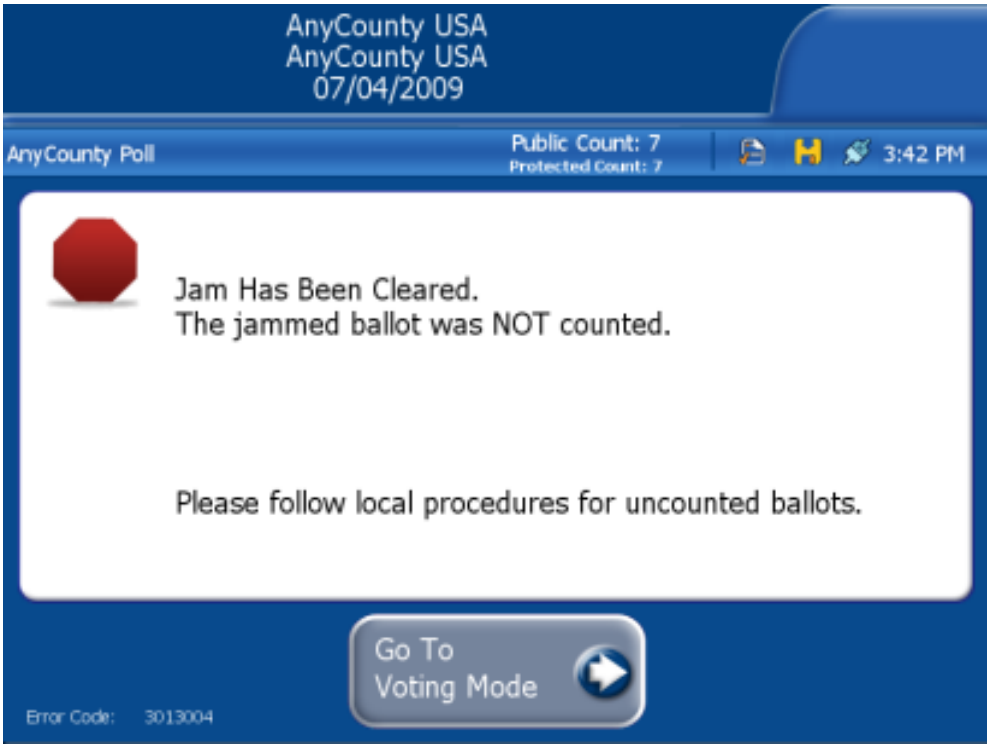


  - ✓ Check behind the DS200 for a jammed ballot.
  - ✓ Remove the ballot.

- Review the message that will appear on the monitor when a ballot jam occurs, giving particular attention to whether or not the ballot was counted before the jam occurred.


AnyCounty USA
AnyCounty USA
07/04/2009
AnyCounty Poll
Public Count: 2
Protected Count: 2
2:43 PM
Jam Has Been Cleared.
The jammed ballot was counted.
Ensure the ballot causing the jam has been deposited into the ballot box.
Go To Voting Mode
Error Code: 3013004


AnyCounty USA
AnyCounty USA
07/04/2009
Language
AnyCounty Poll
Public Count: 8
Protected Count: 8
3:44 PM
Your ballot has been counted but it didn't drop into the ballot box.
Ballot Jam.
Please remove ballot and re-insert.
Please contact a poll worker
Poll Worker Instructions
Error Code: 3013007



IMPORTANT:
If the voter's ballot is rejected a second time, inform the voter that Wisconsin election law allows voters a maximum of three (3) attempts to complete a ballot. Ask the voter again if they want any assistance since you will be unable to issue them any ballots after the third ballot.

ELECTION INSPECTOR: GREETER

Role:

- ☑ Helps voters determine their Ward and correct voting site.
- ☑ Directs voters to the proper table at the voting site.
- ☑ Advises voters about the Photo ID or Proof of Residence requirement.
- ☑ Answers questions about acceptable Proof of Residence or Photo ID documents.
- ☑ Answers general questions about the voting process or directs questions to the Chief Inspector.
- ☑ Assists Receivers with curbside voters.
- ☑ Helps maintain clear pathways for voters to enter and move through the voting process in an orderly fashion.
- ☑ Assists Chief Inspector as assigned.

The Greeter position is assigned only during elections where there is an anticipated high voter turnout, e.g., a gubernatorial or presidential election.

ELECTION INSPECTOR: GREETER

Greeters are the jack-of-all-trades of the Election Inspectors. They are needed primarily for those elections when there is an anticipated high voter turnout (typically the General Elections every two (2) years).

Key Qualifications:

- Ability to deal tactfully and courteously with the public.
- Ability to work under pressure.
- Good command of the English language.
- Ability to stand for long periods at a time.

Greeters must have a working knowledge of the duties of the Receiver and the Registrar so they can answer voter questions accurately, clearly and concisely.

Review the follow sections of the training manual:

1. Election Inspector: Receiver, especially the Photo ID requirements.
2. Election Inspector: Registrar, especially the Proof of Residence requirements and how to determine a voter's correct Ward and voting site.

Greeters must control the flow of voters in the voting area. They work with the Chief Inspector to ensure that voting site set-up allows voters to move efficiently through the voting process. They must familiarize themselves with their assigned voting site by knowing:

- The location of entrances and exits of the building as well as the voting area.
- The location of bathrooms.
- The location of all Ward tables (at multiple Ward sites).
- Where the line forms for registration.

Greeters perform their duties by stationing themselves near the entrance to the voting area, greeting voters as they enter, directing voters to the Ward or registration tables, answering voter questions, and appropriately directing voters and other visitors to the Chief Inspector.

LANGUAGE ASSISTANCE:

BILINGUAL ELECTION INSPECTOR

Role:

- ☑ Performs the same duties as any Election Inspector.
- ☑ Assists voters with limited English proficiency (LEP) in the voter's primary language.
- ☑ Assists LEP voters at any step in the voting process; a voter may need a little help or help with the entire process.

LANGUAGE ASSISTANCE

Language Assistance and The City of Milwaukee

Since 2012, the City of Milwaukee has been subject to Section 203 of the federal Voting Rights Act (VRA), which requires the City to provide language assistance to Spanish-speaking voters with limited English proficiency (LEP). This means that citywide the City must provide Election Day materials in both English and Spanish. It also means that the City must place fluently bilingual workers at certain voting sites to help voters who need assistance in Spanish.

While the City's federal requirement is to provide assistance in Spanish, the City makes every effort to provide Election Inspectors who are bilingual in other languages to voting sites where there is a *bona fide* need.

Bilingual Election Inspectors

All Election Inspectors must keep polling sites running efficiently. Bilingual Election Inspectors at designated polling sites must help maintain that efficiency, therefore all Election Inspectors, Bilingual Election Inspectors included, must work together to keep the polling sites organized.

Bilingual Election Inspectors must be readily available to help voters who need language assistance. Therefore, an Election Inspector must be prepared to take over a Bilingual Election Inspector's assigned tasks so he or she can provide language assistance to a voter with limited English proficiency (LEP) who needs assistance.

With guidance from the Chief Inspector and with minimal disruption to the voting process at the polling site, Election Inspectors and Bilingual Election Inspectors must develop a strategy to allow the Bilingual Election Inspectors to help LEP voters. Keep in mind that the needs of LEP voters vary. One LEP voter may need only five (5) minutes of help while another may need help with the entire voting process, from registration up to and including inserting the ballot into the DS200. Consequently, any strategy must be flexible to adapt to the needs of all voters and the efficiency of the polling site.

Assisting a Voter: when assisting voters in *marking the ballot* the Bilingual Election Inspector's name and address must also be recorded by the voter's name in both poll books (or on the voter registration form), on the ballot, and the GAB-104.

The Voting Rights Act (VRA)

The Voting Rights Act, adopted initially in 1965 and extended in 1970, 1975, and 1982, is generally considered the most successful piece of civil rights legislation ever adopted by the United States Congress. The VRA codifies and effectuates the 15th Amendment's guarantee that, throughout the nation, no person shall be denied the right to vote on account of race or color. In addition, the VRA contains several special provisions that impose even more stringent requirements in certain jurisdictions throughout the country.

Section 203 of the VRA

The right to vote is a fundamental right guaranteed to all citizens of the United States. Many citizens, however, especially those who are recently naturalized, are not fully proficient in English, and thus cannot effectively participate in the electoral process. Barriers to understanding voting materials, such as voter registration forms, ballots, and complicated referenda issues that appear on ballots, can discourage many citizens from exercising their right to vote.

Section 203 requires certain jurisdictions to provide language assistance to voters through the following means:

- Translations of written materials such as ballots, petitions, registration materials, and other information critical to exercising the right to vote.
- Oral assistance by bilingual employees and trained interpreters who staff poll sites and assist with voter registration.

Respect for Voters

You are expected to treat all voters with respect and to respond to each individual's needs to ensure that voters of all backgrounds are comfortably and respectfully able to participate in the voting process.

Remember : All U.S. citizens have the right to vote, regardless of what primary language the voter speaks. Many U.S. citizens read and speak languages other than English.

VOTING BY PROVISIONAL BALLOT

VOTING BY PROVISIONAL BALLOT

Provisional Voting

The Chief Inspector or a designated Election Inspector handles provisional voting.

In Wisconsin, provisional voting is used in ONLY three (3) situations:

1. **Registered Voter with "POR Required" -** If an individual is a first-time voter, who registered by mail and has failed to provide the required Proof of Residence, he or she may vote provisionally.

    a. The poll list will contain the notation "POR Required" to identify those first-time voters who registered by mail and who must show Proof of Residence before being allowed to vote.

    b. If an individual fails to provide the required Proof of Residence he or she may vote provisionally.

2. **Election Day Registrant -** If an individual who registers on **Election Day** has a current (not expired) and valid (not suspended or revoked) Wisconsin driver's license or WI DOT-issued ID, but is unwilling or unable to provide the license or ID number, he or she may vote provisionally.

    a. Individuals who have a current and valid Wisconsin driver's license or DOT-issued ID may NOT use the last four (4) digits of their Social Security number.

    b. Voters may vote provisionally if providing the driver's license number is the only missing registration requirement. If a voter is also missing required Proof of Residence, then he or she may NOT register or vote.

3. **Registered Voter with no acceptable Photo ID -** If an individual does not provide the required acceptable Photo ID, he or she may vote provisionally.

There is no other situation in which provisional voting should be used. Provisional ballots are **NOT** given when a voter is at the wrong polling place. If a voter appears at the wrong polling place, he or she should be directed to the proper location.

Provisional ballots are also **NOT** given when a person is attempting to register in person at the polling place and does not provide the required Proof of Residence. He or she may not register or vote.

Each voter issued a provisional ballot must be provided a Provisional Voting Information Sheet. This sheet must include how and where the voter is to contact the City of Milwaukee Election Commission with the required information.

Voters have until 4:00 p.m. on the Friday following the election to provide the missing information to the Election Commission.

Procedure

Once it is determined a voter will vote provisionally, the following procedures are required:

1. Every provisional voter must complete a Provisional Ballot Certificate Envelope (GAB-123).

2. The voter completes the certificate envelope in the presence of at least one (1) Election Inspector by providing:

    a. Full name
    b. Complete address, including municipality and county
    c. Date of birth
    d. Indication of U.S. Citizenship
    e. Date of election
    f. Signature and date

3. The Election Inspector completes the certificate envelope by:

    a. Signing and dating the certificate envelope.

    b. Indicating the type of required information (either "Proof of Residence" or "Driver's License Number" by checking the appropriate box(es) on the certificate envelope. A provisional ballot may be issued for more than one (1) reason.

4. The Election Inspector issues a provisional voter number **(PV#)**, which is recorded in the poll book. **A voter number is NOT issued to the voter at this time and the voter does NOT sign the poll list**.

a. This number is issued sequentially, starting with "1."

b. The PV# is also recorded in six (6) places:

(1) The back of the ballot.
(2) On the Inspector's Statement (GAB-104) .
(3) On the Provisional Ballot Certificate Envelope (GAB-123).
(4) On the Provisional Ballot Reporting Form (GAB-123r).
(5) On the poll list or supplemental poll list.
(6) On the Provisional Voting Information sheet given to the voter.

5. The voter casts their votes on the ballot, seals the voted ballot in the Provisional Ballot Certificate Envelope (GAB-123), and returns the sealed envelope to the Election Inspector.

6. The sealed Provisional Ballot Certificate Envelope (GAB-123) is then placed inside the Inspectors' Certificate for Provisional Ballots Envelope (GAB-108).

a. The Election Inspector then records the name of the voter, the PV#, and the reason for the provisional ballot on the Provisional Ballot Reporting Form (GAB-123r) and on the GAB-104.

b. The Inspector's Certificate of Provisional Ballots Envelope (GAB-108) must be kept secure throughout Election Day.

c. When the polling site closes, the Inspector's Certificate for Provisional Ballots Envelope (GAB-108) must be secured in a separate ballot bag with a tamper-evident, serialized, numbered seal. The serial number shall be recorded on the signed ballot container certification attached to the bag and on the GAB-104. The bag should be marked "Provisional Ballots."

7. Election Inspectors must provide the voter with the Provisional Voting Information Sheet.

8. Any voter who was issued a provisional ballot may return to the polling site before 8 p.m. on Election Day to provide the missing documentation to the election inspectors. An Election Inspector shall review the provided documentation to determine if it is satisfactory.

a. If the provided documentation is <u>not valid</u> the Election Inspector shall inform the voter and document the incident on the GAB-104.

b. If the provided documentation <u>is valid</u>:

(1) The voter must sign the poll book or supplemental Election Day Registrant's list.

(2) Note on the GAB-104 that the voter provided the required documentation.

(3) Initial and date the Provisional Ballot Reporting Form (GAB-123r) to indicate that the voter provided the required documentation.

(4) An Election Inspector should offer the voter the option of spoiling the provisional ballot and voting a new ballot.

(5) If the voter chooses to spoil the provisional ballot:

a. The Provisional Ballot Certificate Envelope (GAB-123) is removed from the Inspector's Certificate of Provisional Ballots (GAB-108) envelope and given to the voter.

b. The voter should remove the provisional ballot and spoil it.

c. Document the incident and spoiled ballot on the GAB-104.

d. The voter signs the poll book.

e. The voter is issued a sequential voter number (pink slip), which is recorded on the poll list and noted on the Provisional Ballot Reporting Form (GAB-123r) by marking "on poll list" in the column labeled "Voter Number Issued."

f. The voter is given a new ballot.

(6) If the voter chooses to cast the provisional ballot:

a. Note on the GAB-104 and initial and date the Provisional Ballot Reporting Form (GAB-123r) that the voter provided the required documentation.

b. Remove the voter's Provisional Ballot Certificate Envelope (GAB-123) from the Inspector's Certificate of Provisional Ballots (GAB-108) envelope.

c. Verify that the Provisional Ballot Certificate Envelope (GAB-123) has not been opened or tampered with.

Note: If the Provisional Ballot Certificate Envelope (GAB-123) has been tampered with, the Election Inspector shall spoil the provisional ballot and instruct the voter to cast a new ballot.

(7) The voter signs the poll book.

(8) The voter is issued a sequential voter number (pink slip), which is recorded on the poll list and noted on the Provisional Ballot Reporting Form (GAB-123r) by marking "on poll list" in the column labeled "Voter Number Issued."

(9) Provide the voter with the Provisional Ballot Certificate Envelope (GAB-123) and instruct him or her to remove the ballot and insert it into the DS200 voting machine.

(10) Collect the used Provisional Ballot Certificate Envelope (GAB-123) from the voter and place it back in the Inspector's Certification of Provisional Ballots (GAB-108) envelope.

ACCESSIBILITY AT THE VOTING SITE

ACCESSIBILITY AT THE VOTING SITE

Recognizing and eliminating barriers when participating in the voting process should be a key priority to all election workers. This is particularly important to voters with disabilities. The City of Milwaukee Election Commission is dedicated to ensuring that voting sites are fully accessible to persons with a disability, including those in wheelchairs.

Every voting site has a piece of voting equipment called the AutoMARK. The AutoMARK allows most people with a disability the opportunity to vote privately and independently (without assistance or observation, unless requested).

All voters deserve courteous attention when exercising their right as citizens to vote. A person with a disability has the same right to vote at their voting site (instead of voting an absentee ballot) as any other voter.

Many Election Inspectors may have had little interaction with people with disabilities. Please practice the following common courtesies:

Positive Attitude

- Provide unhurried attention to a person who has difficulty speaking or understanding a process. Be considerate of the extra time it may take for a person with a disability or an elderly person to complete procedures.
- Greet a person who is visually impaired by letting the person know who and where you are.
- Speak clearly to the person who has a disability rather than just speaking to a companion who may be accompanying him or her.
- Speak calmly, slowly, and directly to a person who is hearing impaired. Your facial expressions, gestures, and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, try writing on paper and allow the person to read it.
- If asked to speak louder or closer to the person – please do so.

Offer and/or Allow Assistance

- Voters with disabilities may be accompanied and receive assistance by another person in the voting room.
- Do not be reluctant to ASK a disabled voter if they would like assistance during any part of the voting process, including instructions on use of the AutoMARK.
- Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines or are turning.
- Offer a person waiting in line the opportunity to sit in a chair. Make sure you have a plan in place that would allow a person resting in a chair to re-enter the line when it is their turn (e.g. ask the person behind them to "save their place").
- NOTE: Service animals that assist people with disabilities must be admitted into all buildings.

Be Comfortable and Competent with the AutoMARK

- Make sure the AutoMARK is set-up and turned on BEFORE the polls open.
- Be familiar with the purpose of the AutoMARK - it is a ballot marker. It is not a tabulator (voting machine). It allows ANY person (including a person with a disability) the opportunity to mark their ballot privately and independently. Once marked, the ballot is ejected and must then be inserted into the DS200 voting machine.
- Promote use of the AutoMARK as an opportunity for ALL VOTERS. Do not limit use of the machine to people with disabilities.
- Do not appear inconvenienced if a voter chooses to use the AutoMARK or requires instruction.
- IMMEDIATELY contact the Election Commission if the AutoMARK is not functioning properly.
- Set up the AutoMARK near the voting booths and make sure the screen is positioned away from the public. Voting should be private for ALL voters.
- The AutoMARK may be used by any voter and is particularly designed for voters with hearing or visual impairments. Comfort in the use of the AutoMARK starts with the Election Inspector. **Practice voting using the AutoMARK to mark your ballot. (You can tear your ballot in half afterWards as a "spoiled ballot.") Role play and practice explaining how the AutoMARK works to other Election Inspectors.**

Voting Day Accessibility Check List

The purpose of this checklist, as provided **courtesy of Disability Rights Wisconsin**, is to allow you, the Election Inspector, to quickly assess whether or not your polling site has barriers for people with disabilities on Election Day. If you identify barriers, you should inform the Chief Inspector and the Milwaukee Election Commission so the barrier can be addressed as soon as possible. Many barriers can be easily corrected on Election Day.

Parking

For polling locations that have parking lots:

- The accessible space(s) are clearly marked with the standard accessible parking sign.
- The accessible space(s) are located nearest to the accessible entrance.
- There is at least one (1)van accessible space.
- There is an accessible way to get from the parking lot to the sidewalk.
- The parking lot is paved.

For polling locations that do NOT have parking lots:

- There is an accessible passenger drop-off area, or temporary on- or off-street accessible parking that could be designated on Election Day.

Pathways to the Building

- The path to the accessible entrance is clearly marked with large-print signs if it is different from the primary route to the building.
- The path of travel is free of breaks and edges and is clear of debris such as snow, ice, and leaves, and low-hanging objects, such as tree branches.
- The path of travel has the necessary curb cuts and ramps so that a person using a mobility device can access the building with ease.
- All ramps have handrails.
- The path of travel is well-lit when necessary.

Entrance to the Building

- The entrance to the building is free of steps or has a ramp or elevator.
- The accessible entrance to the building is unlocked.
- The accessible entrance to the building has an automatic door opener or a call button, or there is someone stationed at the door to open it.

Travel within the building

- The accessible route to the voting area is clearly marked with large-print signs if it is different from the main route and/or if it is not immediately inside the accessible entrance.
- Interior doors along the accessible route are unlocked and either have automatic doors or are propped open.
- If there are stairs to get to the voting area, there is an accessible elevator.
- Hallways are well-lit and free of low-hanging objects and items protruding from the wall or placed on the floor.
- All rugs and mats along the accessible route have low pile and are securely fastened (or removed).

Voting Area

- Instructions for voting are printed in large print and displayed in a convenient and obvious location.
- The path of travel in the voting area is wide enough for an individual using a mobility device to navigate and turn around with ease.
- There is an accessible voting booth (extra wide at the bottom and shorter in height) to allow someone who uses a mobility device to use it comfortably.
- Poll workers are trained in using and explaining the AutoMARK to voters.
- The AutoMARK is:
  - Housed in the same area of the room as all the other polling booths.
  - Strategically placed to ensure the privacy of the voter using the machine **AND** contains a privacy screen.
- The AutoMARK is turned on, tested, and in proper working order for voters to use when the polls open on Election Day.
- There is a feasible plan in place to identify when a voter wants to vote curbside, and poll workers are aware of the curbside voting procedures.
- Poll workers are aware of the special needs of voters with disabilities and are willing to provide reasonable accommodations when requested.
- The polling site has the following:
  - Communication cards or pen/paper to communicate with someone who is deaf or hard of hearing.
  - Extra seating and a policy to allow voters who have trouble standing or walking to sit while waiting to vote and still maintain their place in line.

MAINTAINING ORDER AT THE VOTING SITE

MAINTAINING ORDER AT THE VOTING SITE

Election Inspectors are responsible for maintaining an environment at the polling site that allows voters to cast their ballots without disruption. Election Inspectors must also ensure that the voting process is transparent and open to the public.

Election Observers

Observers are individuals who wish to exercise their right to be present at the polling site on Election Day. One of the primary objectives of observers is to keep track of voters so that they can determine that supporters of their candidate or issue have made it to the polls on Election Day. Additionally, members of the public may simply be interested in observing the conduct of the election.

Anyone, other than a candidate up for election (appearing on the ballot), has the right to be present at the polling site to observe the conduct of the election. There is no requirement for observers to obtain a permit.

NOTE: All observers must first register with the Chief Inspector upon entering the voting site.

Observers with concerns or questions about activites at the voting site must speak only with the Chief Inspector. Election Inspectors must not answer questions or provide information to observers.

Observer Area

A designated observation area at the polling site should permit observers to hear instructions and to readily observe all public aspects of the voting process.

1. An observation area should always be established when setting up the polling site on Election Day. These areas can be marked off with the green masking tape that is included in the polling place supplies. This area must be within three (3) to eight (8) feet of the receiver table and the registration table.

2. Observers may be placed behind the Receivers handling the voter lists or they may be placed to the side of the Election Inspectors.

3. If space is limited the Chief Inspector has the authority to limit the number of people representing the same organization in the observation area.

Conduct of Observers
While observers are present at the voting site, they are prohibited from electioneering or interfering with the orderly conduct of the election. The Chief Inspector may order the removal of any individual who disrupts the operation of the polling site or attempts to influence voters. The Chief Inspector or a designated Election Inspector may contact a law enforcement officer for assistance, if necessary, by calling the Milwaukee Police Department's non-emergency number **414-933-4444**.

- Observers may examine the poll books so long as they do not interfere with any Election Inspector responsibilities, but they must remain under the control of the Election Inspectors at all times. The poll books may not be handed to the observers.

- The Chief Inspector can determine whether it is an appropriate time to allow an observer to examine the poll books. If voters are standing in line to have their names recorded and receive a ballot, it would not be an appropriate time to allow observers to view the poll books.

- All observers, regardless of affiliation, should be accorded the same treatment with respect to examining the poll books.

- Election observers NEVER have the right to view the confidential portion of the poll book nor can they view Voter Registration Applications. They may view the List of Election Day Registrants.

Electioneering

Electioneering is any activity intended to influence voting at an election. Electioneering is prohibited on public property within 100 feet of any entrance to a building containing a polling site. This does not apply to private property.

Some circumstances to consider:

1. **Vehicles**
   a. There is an exception for election-related bumper stickers on vehicles parked within 100 feet of an entrance to a polling site for the length of time it takes for the occupants to vote.

   b. Employees who work in the building containing the polling site may have stickers on their cars, but if complaints are made, the employee should be asked to move his or her vehicle.

c. If it appears that the primary purpose of parking a vehicle within 100 feet of an entrance to a polling site is to influence voting, the Chief Inspector should contact the Election Commission or a law enforcement officer.

2. **Election Materials**
   a. Campaign signs or flyers may not be posted or distributed within the polling site or within 100 feet of any entrance to a polling place.

   b. This prohibition does not apply to electioneering on private property within 100 feet of an entrance to a polling site. The placement of election signs on private property within the 100-foot radius is permissible.

3. **Solicitations or individuals randomly asking voters if they need assistance**
   Solicitation, or a person randomly asking a voter if they need assistance, is not allowed at the polling site as this can interfere with the orderly conduct of the election.

4. **Members of the Media**
   a. Members of the media may be present at the polling site but cannot interfere with voters waiting in line to cast their ballots.

   b. Contact with voters in the voting area should be limited.

   c. Media should conduct the majority of their activities outside the room where voting is being conducted.

   d. Interviews should be held outside the polling site to ensure doors and entrances are not blocked and the voting process is not disrupted.

   e. It is the responsibility of the Chief Inspector to deal directly with any media person who is harassing voters entering or leaving the polls.

5. **Exit Polls**
   a. Exit polls are permitted by Wisconsin law but must not interfere with the orderly conduct of the election.

   b. Exit polls should be conducted outside of the polling site.

   c. Voters who complain about exit polls should be informed they need not participate.

Chief Inspectors are authorized to remove anyone from the voting site who interferes with or distracts from those voting at the election. A law enforcement

officer may also remove from the voting area any person refusing to obey such directive.

Chief Inspectors shall record any incidents involving observers, electioneering, or exit polling on the GAB- 104.

CLOSING THE VOTING SITE

CLOSING THE VOTING SITE

Closing a voting site requires the leadership of the Chief Inspector and the full participation of ALL Election Inspectors. As required by Wisconsin election law, Election Inspectors cannot leave until the site closing procedures are complete. (This law exists to protect the integrity of the election by ensuring that all election workers are present to witness the opening, operations, and closing of a voting site.) Election Inspectors should not hurry a Chief, but should cooperate and assist whenever possible. Any Election Inspector who leaves early or does not assist with closing procedures will be docked pay or terminated as an election worker.

Polls close at every voting site in the City of Milwaukee at 8:00 p.m.
The Election Inspectors should publicly announce:

"Hear Ye, Here Ye, the Polls are Now Closed."

Any person standing in line at 8:00 p.m. is still allowed to vote. However, no one is allowed to enter a line after 8:00 p.m. (An Election Inspector should stand at the end of the line to prohibit anyone arriving after 8:00 p.m. from entering the line.) **While the polls close at 8:00 p.m., ALL VOTING SITES MUST REMAIN OPEN TO THE PUBLIC UNTIL POLL CLOSING PROCEDURES ARE COMPLETED.**

Closing a voting site requires the completion of **SEVEN** (7) key steps. Each of these steps must be completed at the voting site <u>after</u> the closing of the polls and the last person has voted. Some steps must be completed by the Chief Inspector. However, most can be completed by Election Inspectors.

1. **CLOSE THE DS200 VOTING MACHINE**
   Completed by: Chief Inspector
2. **CLOSE THE AUTOMARK**
   Completed by: Election Inspectors
3. **SORT AND PACK THE VOTED BALLOTS**
   Completed by: Election Inspectors
4. **REMOVE ALL SIGNS AND REPACK SUPPLIES**
   Completed by: Election Inspectors
5. **RECONCILE BOTH POLL BOOKS**

Completed by: Election Inspector - Receivers

6. **SECURE ALL ELECTION DAY REGISTRATION APPLICATIONS**
   Completed by: Election Inspector - Registrars
7. **SIGN ALL REQUIRED ELECTION DOCUMENTS AND CERTIFICATIONS**
   Completed by: Election Inspectors and Chief Inspector

Many of the steps can be completed simultaneously after the close of the polls. The Chief Inspector should assign Election Inspectors to assist with the closing process. Immediate attention should be given to Steps 1-3.

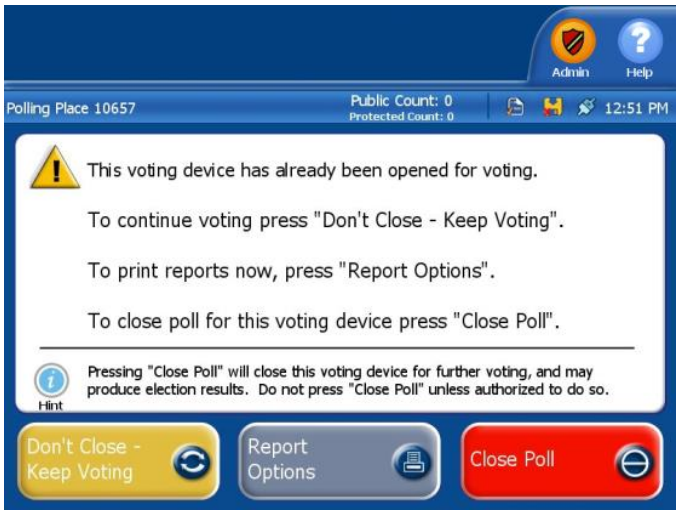
<u>Step 1: Close the DS200 Voting Machine</u>

The purpose of closing the DS200 is to determine and announce the election results at your voting site. This process is completed as follows:

1. Confirm that all voters have submitted their ballots and that there are no ballots in the auxiliary bin.
2. Peel back the sticker seal on the flash drive access door (located to the left of the area where ballots are inserted, above the area where the print-out tapes appear). Use the black fob key to open the flash drive access door.
   - ✓ Place the sticker seal in your pink bubble-wrap envelope
3. Once the door is open, note that there are two (2) buttons in the compartment- "Power" and "Close Polls." Press "Close Poll." (Do NOT press the Power button.)

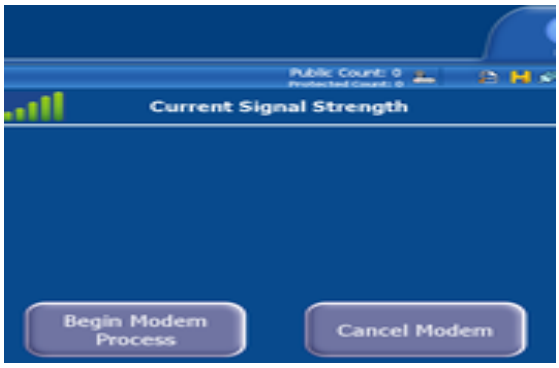
Close Polls button inside flash drive compartment

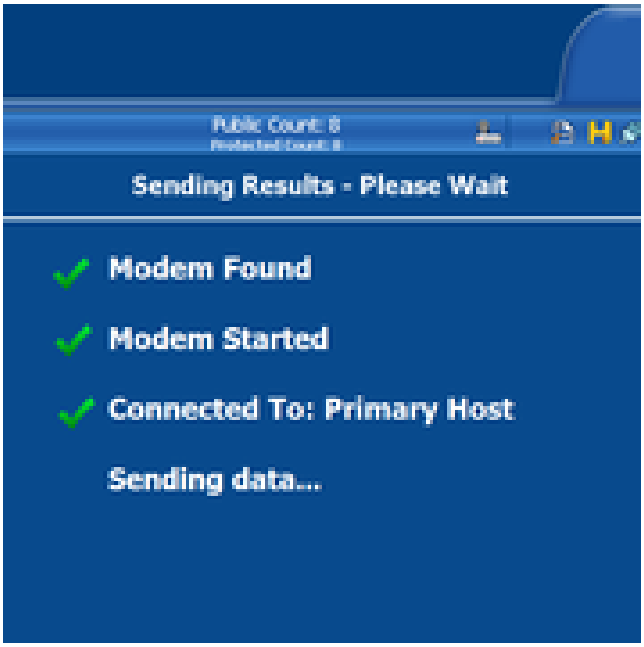
4. A screen prompt will appear with a touch screen button to either “Don’t Close – Keep Voting,” “Report Options,” or “Close Poll.” Once the Chief Inspector is certain that all ballots have been inserted, select “**Close Poll**.” (You will also be prompted to confirm there is sufficient paper for printing the reports. You do not need to check the paper.)

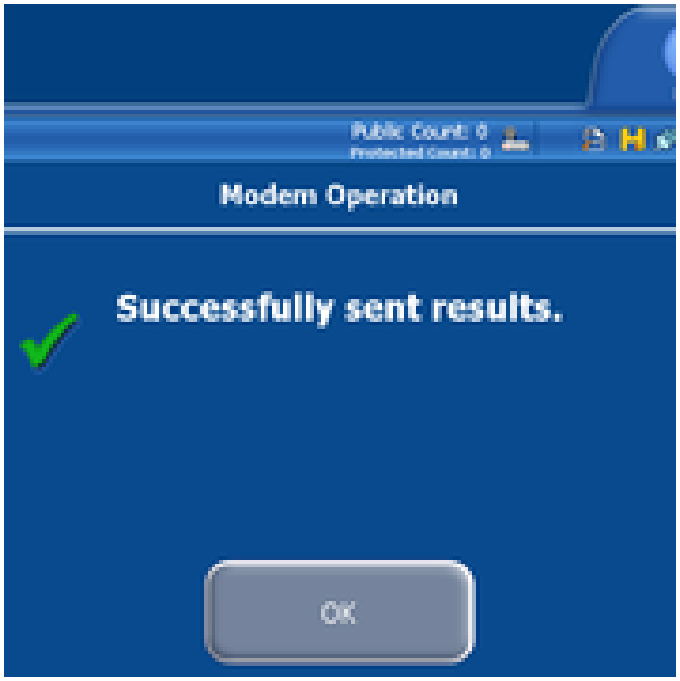


5. Allow the closing tapes to run. **Two** (2) duplicate results tapes will automatically run.
6. A screen will appear with two (2) prompts- “Cancel Modem” or “Begin Modem Process.” Select the button to “Begin Modem Process” to transmit your election results. The screen will run through messages indicating that the election results are being transmitted. Wait for the message “Successfully Sent Election Results” and press “OK.”

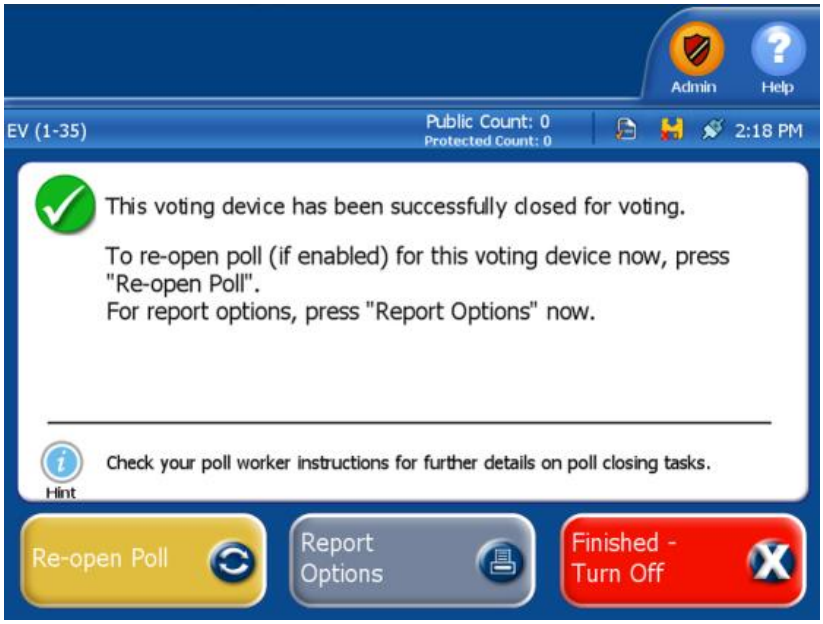
   Immediately contact the Election Commission if you receive an “unable to transmit” or similar message.







7. Once the screen appears that the results have successfully been sent, select the "Exit" prompt at the bottom of the screen. The next screen will offer three (3) prompts: "Re-Open Poll," "Report Options," or "Finished – Turn Off." Select "Finished – Turn Off."



8. Remove (cut or tear) the end of the tape that includes the second set of election results.
   - ✓ Secure signatures at the bottom of both results tapes.
   - ✓ Place the "short" tape in the pink bubble wrap envelope (formerly used for the prompak) along with the discarded sticker seal.
   - ✓ Place the long tape in the Optech Tape envelope.
9. Once the machine is fully off (the monitor should be off and the power button dark), return to the flash drive compartment and remove (grasp with your thumb and index finger, giving a slight tug) the flash drive. Place the flash drive in the bubble wrap envelope (with the short tape and the sticker seal). The bubble wrap envelope is taken with the other required materials, to the drop-off site.
10. Unplug the machine and wrap the power cord back into the back door of the machine. Lock the back door. Lower the monitor and lock the monitor in the down position. Lower the machine lid, latch the hatches (you must do this first before attempting to lock the cover), and then lock the cover.
11. Empty the ballots sort by Ward, packing them into proper ballot bags. Repack supplies that are not required at drop-off.
12. Immediately contact the Election Commission for instruction in the event the polls need to be re-opened, such as if a voter appears with a voted ballot that was not counted before the polls were closed, if ballots are discovered in the auxiliary bin after the polls were closed, etc.

STEP 2: Close the AutoMARK

The AutoMARK should be turned off, unplugged, and repacked into the carrying case. Make sure the headset has been repacked. Do not remove the ink cartridge. The AutoMARK table should be disassembled and returned to the storage box.

STEP 3: Sort and pack the ballots

1. Remove all ballots from the main and auxiliary bins of the DS200 cabinet.

2. Sort the ballots by Ward (for multiple Ward sites) and separate ballots with write-in votes. **NOTE: Review** *ALL ballots from the main bin to ensure that there are no write-in votes. Only votes for* ***registered*** *write-in candidates are counted.*

3. Assist the Chief Inspector in completing the *Write-In Candidates Form* once all ballots have been reviewed for registered write-in votes.

4. Secure the necessary signatures on the outside of each ballot bag.

5. Place all voted ballots (including write-in ballots, but not including provisional ballots) into the correct clear plastic, ballot bag.

6. Seal the ballot bag using the plastic, blue seal that is attached to the ballot bag.

7. All unused ballots should be placed back inside the main ballot compartment (rear) of the DS200 cabinet. All ballots pre-initialed, but not used, must be placed in the Spoiled Ballot envelope.

8. If provisional ballots have been processed, the *Provisional Ballot Carrier Envelope* must be placed in a separate ballot bag labeled PROVISIONAL BALLOTS and secured with a tamper-evident serialized, numbered seal. The ballot bag of PROVISIONAL BALLOTS must be delivered to the drop-off site.

STEP 4: Repacking Voting Site Supplies

DO NOT pack the poll books into the voting machine.

- ORGANIZE and repack the supply box with all unused supplies.
- Remove all signs and postings from the bulletin boards and the building.
- Return the supply box to the ballot compartment of the DS200.
- Pack all extension cords inside the DS200.
- Disassemble the voting booths.
- Tables and chairs can be left assembled.

STEP 5: Reconcile the Poll Books

Election Inspectors should conduct a full reconciliation/comparison of the poll lists. This reconciliation must include:

- Marking the page where **the last voter number** appears in the poll book or on the Election Day Registration Voter List with a post-it note from the supply box.
- Completing the certification statement on the first page of the poll book. Verify the last voter number has been recorded on the certification page and that all Election Inspectors working with the poll book on Election Day (including Election Inspectors covering during break and lunch time) have signed the certification statement.
- Using the number list in the supply envelope to cross off voter numbers.
- Conducting a page-by-page comparison of each book to ensure that both poll books for each Ward are identical at the end of the night. Count the total number of voters assigned voter numbers in each book. The number in one book MUST equal the other. This number must be recorded on the Reconciliation Form. Any discrepancies must be reported on Form GAB-104. **ONCE REVIEWED, BOTH POLL LISTS SHOULD REMAIN IN THE BLACK BINDER AND BE PACKED INSIDE THE BLUE CANVAS CLOSING BAG.**
- Removing the alphabet tabs from the poll lists and returning them to their carrier envelope. Make sure none of the poll book pages are removed with the alphabet tabs.

STEP 6: Secure all completed Election Day Registration Applications

- Complete a final review of all Election Day Registration Applications for legibility and completeness, especially the Registrar's signature.
- Confirm that all Election Day Registration Applications have been logged on the *Election Day Registered Voter List*. (Count the number of applications and the number logged.)
- Inform the Chief Inspector of the total number of Election Day registrations.
- Place all completed applications and the Election Day Registered Voter List inside the goldenrod supply envelope labeled "Election Day Registration Applications." Give this envelope to the Chief Inspector.
- Place unused registration applications and all other registration supplies neatly back inside the registration supply box and return to voting machine cabinet.

STEP 7: Sign all required election documents and certifications
Completed by: Election Inspectors and Chief Inspector

Election Inspectors must sign on the following documents and certifications:

- ☑ Election Inspector Oath.
- ☑ GAB-104.
- ☑ Opening DS200 tape (for each Ward if more than one (1)).
- ☑ BOTH closing DS200 tapes (for each Ward if more than one (1)).
- ☑ Payroll Data Sheet.
- ☑ Ballot Bag(s) Certification Statement.
- ☑ Provisional Ballots Carrier Envelope (if any were issued).
- ☑ Two (2) Receivers sign the Certification Page (first page of each voter list).
- ☑ Two (2) Receivers initial the last voter number (pink slip) from their assigned Ward.
- ☑ Registrars sign their respective Voter Registration Applications and the Election Day Registered Voter List.

GLOSSARY

Common Terms

Absentee ballots: Ballots that are completed by voters who are often unable to go to their voting site on Election Day. Voters may complete an absentee ballot through the mail or in-person at City Hall. Absentee ballots are processed on Election Day at a central location and counted in the election results.

AutoMARK: A touch-screen and key pad machine used to mark a ballot. This machine is particularly helpful to a person who is visually or hearing impaired. Every voting site has an AutoMARK.

Auxiliary Bin (of DS200): The bin at the front of the DS200 voting machine where ballots are placed in the event the DS200 is not functioning properly. This is the secure holding site until the DS200 is functioning.

Ballot Privacy Sleeve: A cardboard folder offered to voters to ensure privacy when transporting their ballot from a voting booth to the DS200.

Challenged Voter: A voter's qualifications to vote are subject to public challenge. The Chief Inspector makes a determination if the challenge is based on valid information. If it is, the challenger and the challenged voter complete the necessary *challenge documentation*. The challenged voter is still able to complete a ballot; however, the voter's ballot is marked as challenged before it is entered into the DS200.

Chief Inspector: The election worker that supervises the voting site.

Curbside Voting: The practice of delivering a ballot to an individual's vehicle for voting purposes.

District: A designated geographic area, such as an aldermanic or school board District.

DS200 Voting Machine: The machine used to count – or tabulate – ballots at a voting site on Election Day.

Election Day Voter Registration Application: The application completed and submitted by all individuals registering to vote on Election Day.

Election Inspector (also known as "poll worker"): The election workers at a voting site that complete the duties of Receiver, Registrar, Machine Attendant, and Greeter. Election Inspectors report to the Chief Inspector.

Electioneering: Any activity intended to influence voting at an election site on election day.

Flash Drive (or Jump Drive): A storage device of the DS200 that records the votes from every ballot inserted and generates the election results.

Greeter: An Election Inspector assigned to greet voters as they enter the voting site and direct them to the proper tables, e.g., registration table, and answer voting procedure questions.

GAB-104: The form that is used by Election Inspectors (primarily the Chief Inspector) to record incidents and other notable occurrences on Election Day.

Late Registered Voters / List: Individuals that register to vote just prior to an election and whose names will **not** appear in the poll book. Late Registered Voters are issued a lime green colored "Certificate of Registration." Their names are recorded on a supplemental voter list called the "Late Registered Voter List."

Machine Attendant: The Election Inspector assigned to monitor activity at the DS200 voting machine.

Observers: Public observers of an election. All elections are open to the public.

Parameter Book: The red book provided to Election Inspectors, primarily Registrars, to determine a voter's Ward based on their registration address.

Payroll: The document that election workers are responsible for signing at the end of Election Day or at the end of their shift. The document determines the payment to an election worker.

Photo ID: A term used to describe the document a person provides on Election Day to prove identity.

Poll Book: See "Voter List."

Polling Place: See "Voting Site."

Polls or Polling: The process of conducting voting.

Proof of Residence: A term used to describe the document a person provides during an Election Day Registration as proof of their name and residence.

Provisional Ballot: A ballot completed by an individual that does not meet all of the residency requirements to vote or complete the registration process. Provisional ballots are not inserted into the DS200, but are held until the individual provides the necessary documentation no later than 4 p.m. the Friday following the election. If the documentation is provided, the voted ballot is added to the election results.

Receiver(s): The two (2) Election Inspectors assigned to work at a Ward table and check-in ("receive") registered voters, assign voter numbers and issue ballots.

Reconciliation Form: A form used to determine that every voter number has been properly assigned.

Reconciliation Process: The process of ensuring that the three (3) categories of Election Day voters (Registered Voters from the poll books, Election Day Registrants, and Late Registered Voters) equal the number of pink slips given to voters as well as the number of ballots cast (DS200 tape total).

Reconstructed Ballot: A ballot that has to be completed by an Election Inspector in the event a voter's ballot is rejected by the DS200 and the voter is not present to correct the ballot. Two (2) Election Inspectors MUST be involved in the process of determining the voter's intent - how the voter intended to vote.

Registered Voters: Individuals that were registered to vote prior to the election whose names appear on the poll books.

Registrar: The Election Inspector(s) assigned to register voters on Election Day and secure voter numbers and ballots from the Receivers.

Rejected Ballots: Ballots that are rejected by the DS200 voting machine, usually due to an error in the completion of the ballot by a voter.

Section 203: A provision of the Voting Rights Act that requires certain jurisdictions to provide bilingual election materials and language assistance in communities with limited-English proficient residents.

Spoiled Ballot: A ballot where the voter has made an error and a new ballot must be issued. Spoiled ballots (ONLY) are torn **once** in half (into two (2) pieces only) and placed in the "Spoiled Ballots" carrier envelope. Leftover pre-initialed ballots are also considered "spoiled ballots".

Voter (or Elector): A person qualified to vote in the City of Milwaukee.

Voter Intent: The process for determining how an absent voter intended to vote if their ballot is rejected.

Voter List: The printed list in a black binder of all registered voters residing in a Ward. Also called a "Poll Book."

Voter List Correction Form: A form that Election Inspector – Receivers use to record changes to be made on the Voter Lists.

Voter Numbers (or Pink Slip Numbers): The sequence of numbers issued to every voter receiving a ballot. (Exception: Provisional Ballots)

Voting Booth: The privacy booth where voters complete their ballots.

Voting Location Guide: A list of City of Milwaukee polling sites sorted by District and Ward.

Voting Rights Act: Federal law that prohibits any jurisdiction from denying a qualified voter the right to vote on the basis of race or color.

Voting Site: The site that all residents of a designated Ward MUST use for voting purposes.

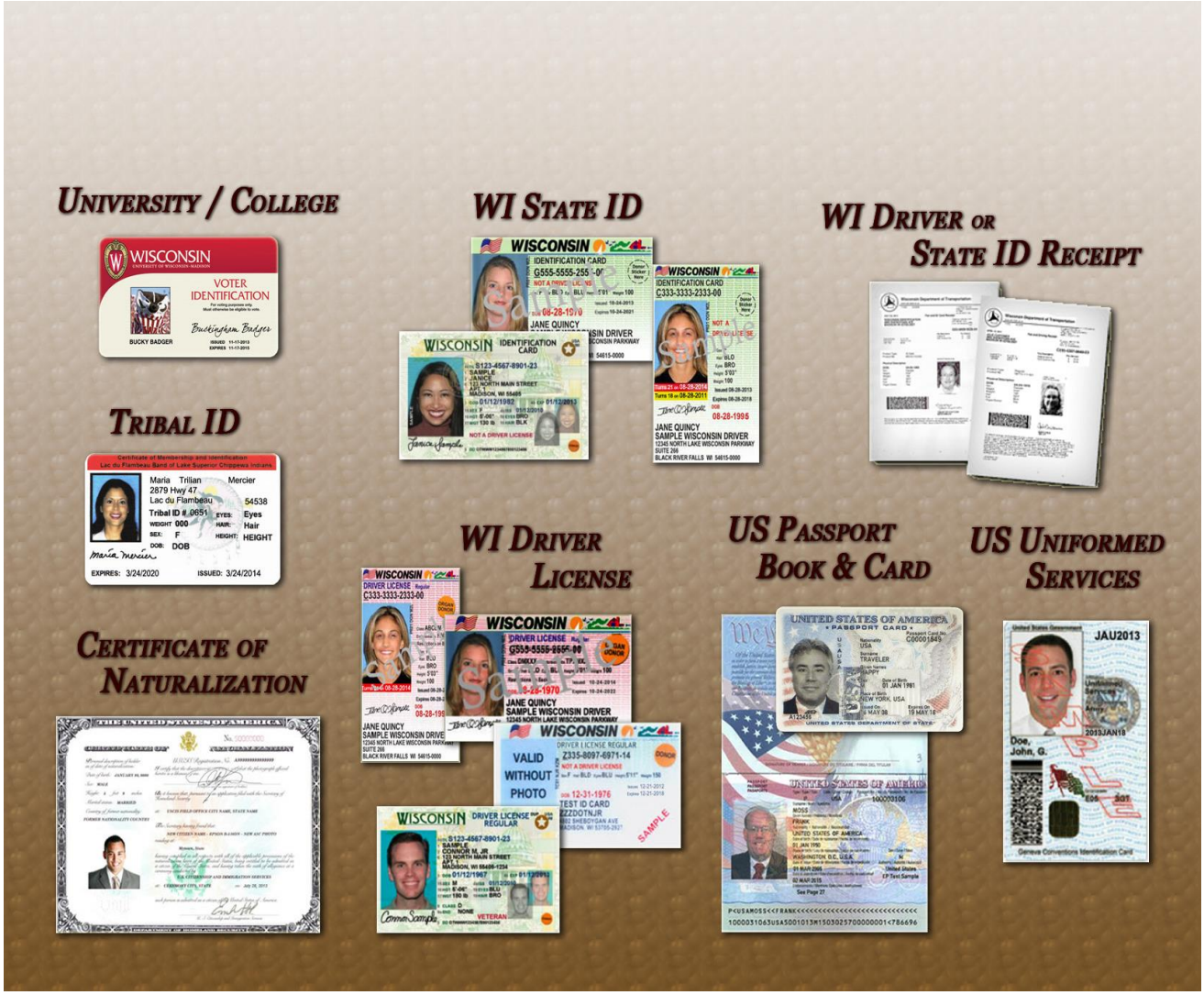
Ward: Every address in the City of Milwaukee is assigned to a Ward. Milwaukee is divided into 327 Wards. Wards are divided by streets and are based on census population. Every Ward is assigned to a specific Voting Site and residents of that Ward may only vote at that site, unless casting an absentee ballot.

Write-In Ballots / Votes: A voter may write in the name of a person for a contest (on the "write-in" line of each contest, instead of selecting from the printed list of candidates). Only registered write-in candidates are counted.

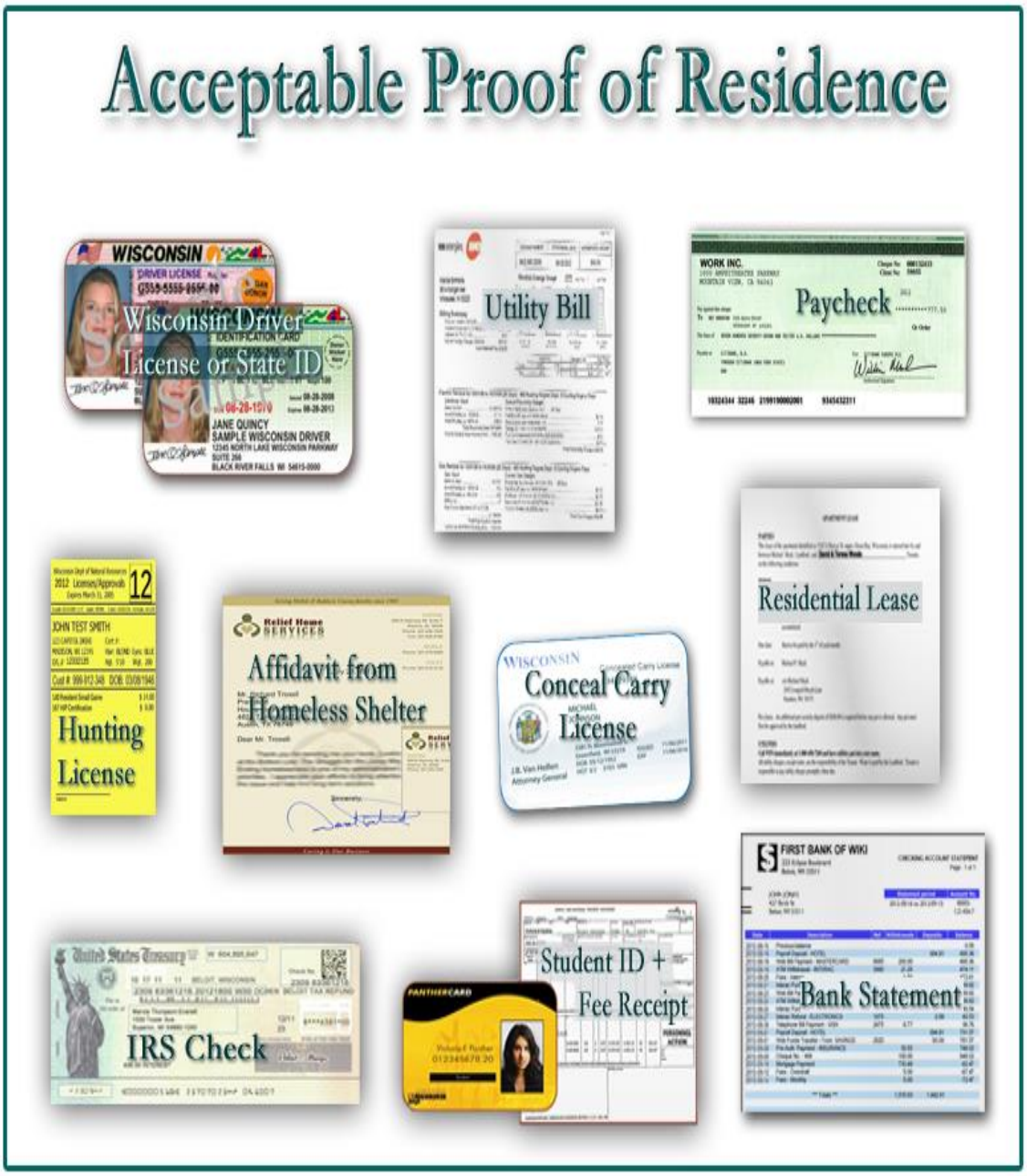
Write-In Form: The form that must be completed at the end of Election Day for recording and tabulating the ballots with the registered write-in candidates (after reviewing ballots).

APPENDIX

Acceptable Photo ID



Acceptable Proof of Residence



Credit union and credit card statements are acceptable POR.