

Polling Place Supervisor Meeting

Terri Spangrud, City Clerk
Sandra Daniloff, Deputy City Clerk



Supervisor Teams

New Brighton Community Center (P1 & P5)

- Jennifer Kitchak – Head Judge
- Matthew van Bruggen – Asst. Head Judge
- Sara Vriesen – Asst. Head Judge

United Church of Christ (P4 & P6)

- Youssef Enanaa – Head Judge
- Sande Hill – Asst. Head Judge
- Barb Schramm – Asst. Head Judge

St. John the Baptist Catholic Church (P2 & P3)

- Barb Hamerlind – Co-Head Judge
- Lianne Wilcox – Co-Head Judge
- Dick May – Asst. Head Judge

GracePoint Church (P7 & P8)

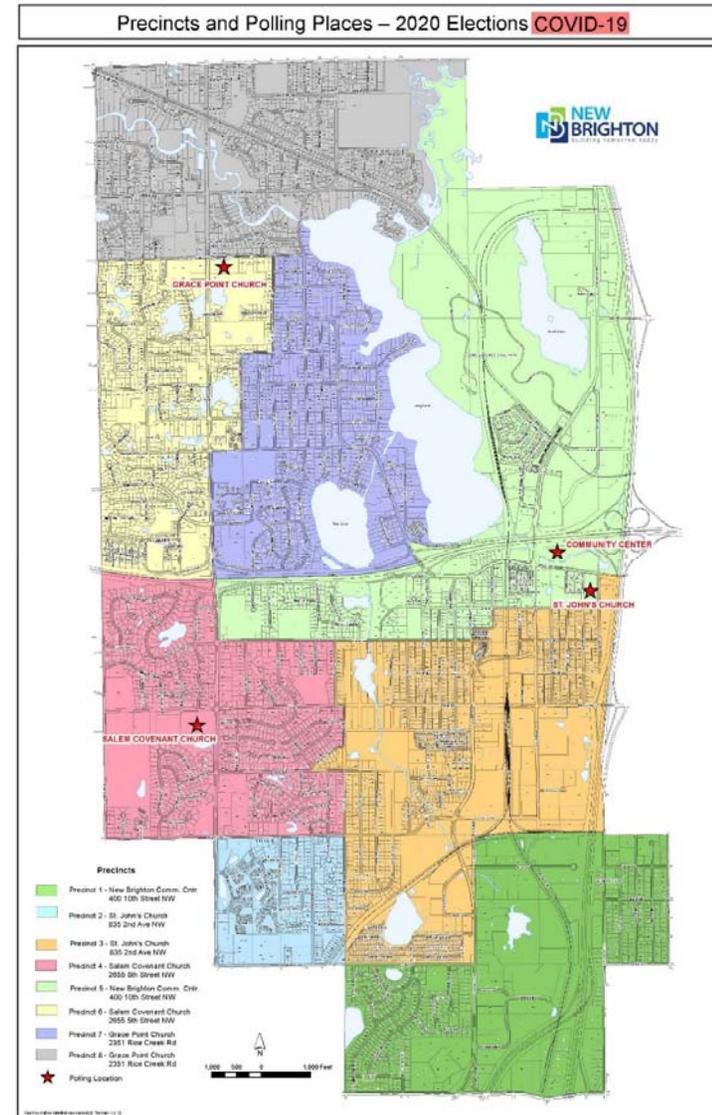
- Darlene Forgy – Head Judge
- Nichole LaMotte – Asst. Head Judge
- Martin Barklow – Asst. Head Judge



Visit: MNVotes.Org

Click on: Election Day Voting
Select: "Where Do I Vote"
Follow the prompts.

Consider submitting an absentee ballot if you are not working at the polling place where you would normally vote.



Consider Casting an Absentee Ballot

- By Mail
 - Apply on-line at MNVotes.Org as soon as possible OR
 - Submit a paper application as soon as possible
 - Absentee ballots have to be postmarked by Election Day and received by the county within 7 days but that doesn't mean you should wait until the last minute!
- In Person
 - NBCC – Room 100 (Use the Library Entrance)
 - 10am – 4pm Monday - Friday through October 26th
 - 10am – 6pm Monday - Friday October 27th – October 30th
 - 10am – 3pm Saturday October 31st
 - 10am – 5pm Monday November 2nd
 - Visit City or County website for more locations and information
 - Roseville Library
 - Ramsey County Elections

Agenda

- Before Election Day
 - Health and Safety Plan
 - Setting Up the Polls
 - During Voting Hours
 - Managing Issues
 - Closing the Polls
 - Election Night Returns
- 



But first....

When your name is called, tell us:

- Who you are
- Something you are concerned about for this election
- Something that makes you happy / brings you joy

Before Election Day

Prepare and Connect



First - Connect with your Supervisory Team ASAP

(Phone / Email / Video Call)

- Get to know each other a bit
 - What strengths and experiences do you each bring to your team?
 - Talk through Supervisory Duties – Before and on Election Day
 - How will you divide up supervisory tasks now and on Election Day?
 - Who is emailing election judges? Who is calling them? Who is calling the polling place? Etc.
 - Decide things together
 - How will meals be handled on Election Day at your Polling Place?
 - How will breaks be handled?
 - How will you rotate your election judges through positions?
- 

Second - Connect with your Election Judges *(Socially Distanced; Within 10 days or so)*

- Let them know who is on your supervisory team
- Let them know what polling location and shift they are assigned to work
- Let them know what station they will be assigned to when they arrive
- Remind them to come prepared
 - Online training if new – links on the City website
 - Review Guides – links on the City website
 - Bring eyeglasses, medications, nonpolitical material to read etc.
 - Arrange transportation (full tank of gas etc)
 - Make arrangements for pets and children

Connect with your Election Judges *(Socially Distanced; Within 7 – 10 days)*

- Let them know about increased Curbside Voting
 - They should be prepared to go outside if needed
- Remind them political materials are not permitted
- Remind them that they are required to wear a mask
 - Ask them to let you know if they will be bringing a mask or needing us to provide one
- Let them know how food will be handled
 - Please do not share food / have potlucks this year
- Let them know where they should park



Connect with your Polling Place

(Socially distanced at least a week before 11/3)

- Introduce yourself BEFORE Election Day
- Confirm the building will be open by 5:45am
- Find out:
 - Who should you contact if the building is not open?
 - Where should election judges take breaks / eat?
 - How should trash be handled?
 - Are there special procedures to close up the building?



Pick Up Supplies on Monday November 2nd (*Curbside Pick-up by Appointment*)

- New Brighton City Hall 8am – 4:30pm
- Heavy equipment and supplies will be delivered to your polling place for you
- You will be picking up:
 - Poll Pads inside a carrying case
 - Head Judge Binder
 - Black Messenger Bag

Poll Pad Case

Secure, protected equipment

- Sealed with tamper evident numbered seal
- WiFi device
- Poll Pads
- Official Certification Sheet for Poll Pads
- Keep secure
 - **Do NOT leave this at your polling place overnight to save time.**
 - **Do NOT leave this in your car overnight.**
 - **Do NOT forget it in the morning.**

Supervisor Binder – one per individual this year

CONFIDENTIAL DATA

- Duty Card for your position
- Professional Staff Election contact information
- Election Day Schedule
- Election Judge party affiliation and contact information
- Paper copies of COVID-19 Response Guide and 2020 Polling Place Guide
- Duty cards for each of the election judge stations
- A list of polling locations and a paper precinct finder (to use as backup if the poll pads go down)
- Extra Curbside Voting forms
- Challenger Forms
- HAVA Complaint forms – to be used if there is a complaint about accessibility
- MN State Election Law Complaint forms – All other complaints
- Election Day Journal sheets

Black Messenger Bag

Confidential Data & Secure Equipment

- Power cords for your election machines
 - Name tags for your election judges
 - Black mesh bag
 - Equipment keys
 - Lock combination to get into green bin with secure materials
 - Access Code for the Election Machines
 - Colored Poly Envelopes
- 

Black Messenger Bag

Confidential Data & Secure Equipment

- Purple Poly Envelope
 - Hot Topics
 - Important Information
 - New Directions
 - Green Poly Envelope
 - Election Judge Oath
 - Opening directions
 - Red Poly Envelope
 - Closing directions
 - Blank Timecards
 - Yellow Poly Envelope
 - Official Paperwork
 - Official certification Form – Ballot Counter (2t)
 - Official Certification Form – Ballot Marking Device (1)
 - Official Certification Form – Ballots for each (2)
 - Official Certification Form – Poll Pads (2)
 - Pink Voter Statistics Sheet
 - Manilla Summary Statement envelope for Ramsey County (2)
 - Manilla Summary Statement envelope for New Brighton (2)
 - Hourly Tracking Sheet
 - Polling Place Station Hourly Audit Sheet
 - Election Day Journal forms
- 





Health and Safety Plan

Election Day – November 3, 2020



COVID-19 Response Guide

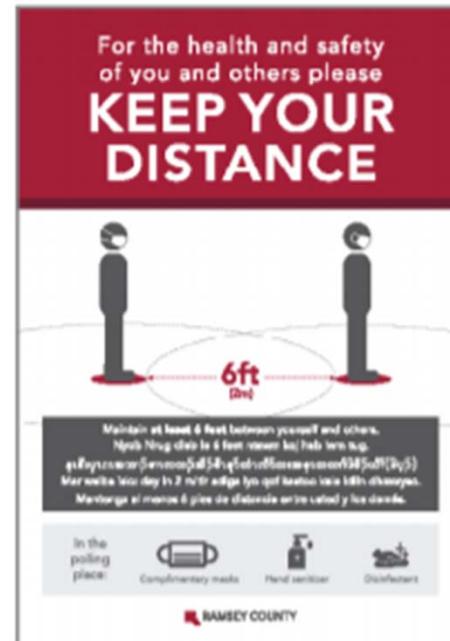
**If you are feeling ill,
contact us and stay home.**

**If you have been exposed to COVID-19,
contact us and stay home.**



COVID-19 Response Guide

- Use blue tape to mark 6' apart spaces for people to stand in line BEFORE entering the polls
- COVID-19 Sign outside the polling place
 - Mounted to a stake
- Second Covid-19 sign near the room entrance
 - Mounted inside a nice metal sign stand



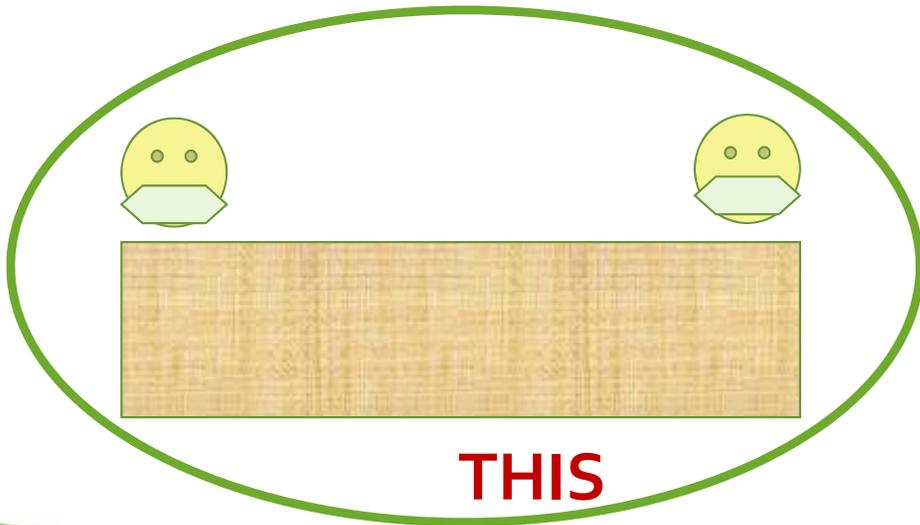
COVID-19 Response Guide

- Sign by elevator – “One person / family at a time”
- Button push sticks by the elevator
- Area for greeter near the outside door (table and Plexiglas if possible)
 - Masks for voters who do not have them
- Area for second greeter near the polling room entrance
 - Single use pens
 - Cardboard stand with gallon jug of hand sanitizer

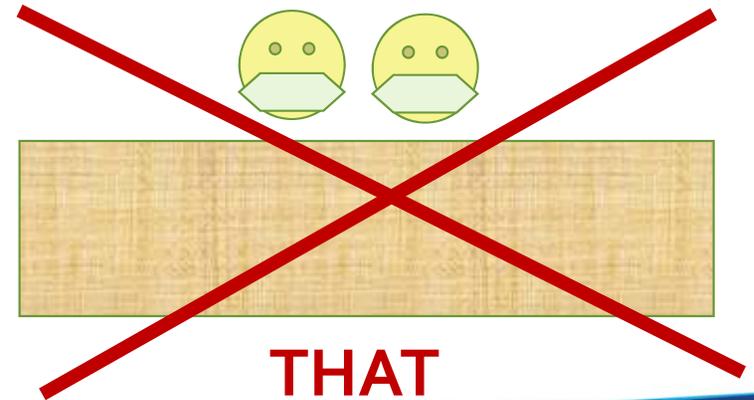


COVID-19 Response Guide

- Masks are REQUIRED for election judges (covering mouth and nose)
- Election Judge tables – 6 feet apart
- Space election judges at tables as far apart as possible



NOT



COVID-19 Response Guide

- Small bottle of hand sanitizer at every table for election judge use
- Plexiglas shields for every election judge at a table
- Face Shields encouraged but not required for election judges without plexiglas
 - Curbside voting judges
 - Greeter judges
 - Supervisors
- Latex-free gloves (M/L/XL) for election judges working with shared materials
- Protective goggles for election judges who want to use them
- Single use pens and folders for voters



COVID-19 Response Guide

- Alcohol prep pads to clean the electronic equipment
 - Poll Pads
 - Ballot counter
 - TouchWriter ADA compliant ballot marking device
 - Disinfectant spray and paper towels to clean other surfaces
 - Between every voter
 - Voting booths
 - Voter registration table
 - Periodically
 - Plexiglas
 - Other tables
 - Door knobs etc
 - Cardboard stand with gallon of hand sanitizer at the exit
- 

Governor's Mask Mandate in the Polls

- Voters are required to wear masks
- If a voter does not have a mask for any reason:
 - Offer the voter a mask
 - Encourage the voter to vote Curbside
 - Allow the voter to proceed indoors
- Election Judges MUST follow the direction provided by the MN Secretary of State's Office
- Election judges MUST follow the script provided by the City Attorney
 - Ensures all voters are treated exactly the same
 - Protects the City from liability



STATE OF MINNESOTA
Office of Minnesota Secretary of State
Steve Simon
July 22, 2020

To: County Auditors and Election Officials
From: The Office of the Minnesota Secretary of State
Subject: Impact of the Governor's Face Covering Executive Order on Voting in Minnesota

The Governor has required a "face covering"¹ be worn in all "indoor businesses and indoor public settings." Under the definition in the Governor's [Executive Order 20-81](#), the definition of indoor businesses and indoor public settings is broad and would cover any polling place in the state. Under this executive order, face coverings must be worn in polling places unless the individual is specifically exempted from the executive order. The only individuals specifically exempted in the executive order from wearing a face covering in a polling place setting are children five years and under and "[i]ndividuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering."²

The Office of the Secretary of State has received several questions as to how to handle face covering compliance in polling places under this executive order, and while you should consult your own county attorney, below is guidance that we hope is helpful as you work with your municipalities on polling place procedures.

¹ "Face Covering" is defined in the Executive Order, and the Order specifically states that:
A "face covering" must be worn to cover the nose and mouth completely, and can include a paper or disposable face mask, a cloth face mask, a scarf, a bandana, a neck gaiter, or a religious face covering. Minnesotans are encouraged to refer to CDC guidance on [How to Make Cloth Face Coverings](#), available at <https://www.cdc.gov/coronavirus/2019-ncov/prepare/getting-cloth-how-to-make-cloth-face-covering.html>. Medical-grade masks and respirators are sufficient face coverings, but to preserve adequate supplies, their purchase and use is discouraged for Minnesotans who do not work in a health care setting or in other occupations that require medical-grade protective equipment (e.g., certain construction occupations). Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

² This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. These individuals should consider using alternatives to face coverings, including clear face shields, and staying at home as much as possible.

180 State Office Building | 100 Rev. Dr. Martin Luther King, Jr. Blvd. | Saint Paul, MN 55155-1299
Phone: 651-201-1324 or 1-877-600-6483 | Fax: 651-215-0682 | MN Relay Service: 711
E-mail: secretary.simon@state.mn.us | Web site: www.sos.state.mn.us

When addressing voters without masks, the script **MUST** be followed

- When a voter asks why masks are required in polling places:

“Facial coverings are required in all indoor places under statewide mandate.”

- When a voter without a mask enters a building where voting is taking place:

“Excuse me. I noticed you are not wearing a mask and want to let you know that they are required while at the polling place. We have disposable masks which you can use while voting and keep when you are done.”

When addressing voters without masks, the script **MUST** be followed

- When a voter refuses to wear a mask after being informed of the requirement to wear a facial covering:

“Curbside voting is available to all voters. We encourage everyone who refuses to wear a mask to utilize curbside voting.”

- When a voter without a mask refuses to utilize curbside voting:

“ You are still permitted to vote indoors without a mask but doing so is a violation of the Governor’s executive order and state law requires that you wear a face covering while inside a polling place. If you choose to proceed indoors without a mask, your name and address will be recorded along with a notation that you refused to comply with the facial covering executive order and refused the option of curbside voting. This information will be passed along to the appropriate authorities. If convicted, you would be guilty of a petty misdemeanor and subject to a fine of up to \$100. A petty misdemeanor is not considered a crime under Minnesota Law.”

When addressing voters without masks, the script **MUST** be followed

- When a voter claims to have a medical condition or disability that prevents them from wearing a facial covering:

NO DOCUMENTATION IS REQUIRED. No additional information should be requested. Provide them with the option to use curbside voting. If they refuse, they should be PERMITTED to vote indoors, but their name and address **should not** be recorded.

- When someone asks if refusing to wear a mask is a crime:

“An individual who refuses to wear a mask indoors without an exemption is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100. A petty misdemeanor is not considered a “crime” under Minnesota Law.”





Before the Polls Open

Election Day – November 3, 2020



Before Election Judges Arrive (5:45am)

- Enter the Polling Place and locate the voting room
 - Observe the area as you go in
 - Accessibility - **YES**
 - Political messaging - **NO**
 - Verify that there is equipment and supplies for BOTH precincts
 - Take the nametags from your Black Msgr bag and lay them on a table
 - Find the Election Judge Oath and lay it on the table
 - Find the Election Judge folders and lay them on the table
 - If your polling place is not already set up, use the COVID-19 polling place layout provided to you
- 

Election Judges Arrive (6:00am) – ASSIGNMENTS

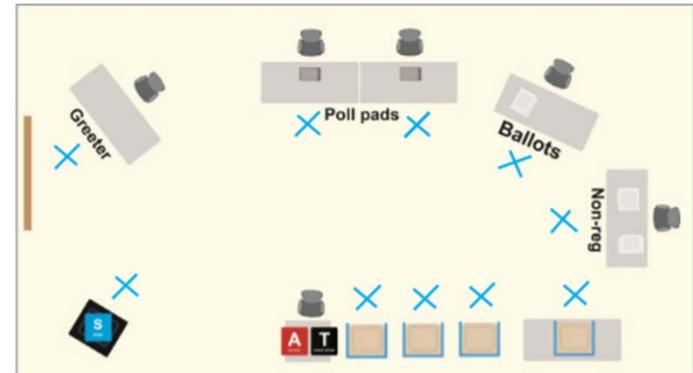
- Greeter Judge (2)
 - Building entrance (We suggest one of your supervisory team)
 - Voting Room entrance
 - Poll Pad Judges (4)
 - Will need 2 long tables
 - Registration Judges (2)
 - Ballot / Demo Judges (2)
 - Voting Booth Judges (2)
 - TouchWriter Judge (1)
 - Ballot Counter Judges (2 – one for each precinct)
 - Curbside Voting Judges (4 – one team for each precinct)
- 

First Things First

- Direct election judges to:
 - Find their name tag and put it on
 - Take an Election Judge folder for their first station
- Take attendance and Issue the Oath of Office verbally
 - Everyone including you raises their right hand
 - Have the Election Judges repeat the oath of office after you as a group
 - Have the Election Judges affirm the Oath by signing the Election Day Oath Form
- Hold a mini meeting – no more than 5 minutes
 - Make sure all Election Judges know what they are assigned / expected to do during set-up
 - Make sure Election judges know they must follow all health and safety protocols at all times
 - Social distancing
 - Frequent hand washing / hand sanitizer
 - Wear gloves when using high contact surfaces
 - Masks are required for Election Judges & must cover the nose and mouth

Modified Set-Up

- Ensure all election judges are 6' apart or more
 - NEW Greeter table / station (near front door to the building)
 - Single use masks for voters who want one
 - Hand Sanitizer (gallon) on cardboard stand
 - NEW Greeter Table (may be out in the hallway)
 - Single use pens
- Keep lines outside the voting room
 - Blue tape "X"s on the floor 6 feet apart
- Blue tape on floor inside the voting room
 - Blue tape "X"s in front of election judge tables
- Election Judge Stations – Election judges must sit 6' apart
 - Plexiglas Dividers
 - Hand sanitizer – Small bottles



Modified Set-Up

- Find the Manilla envelope packets for each stations (Green bin)
 - Poll Pad Table
 - Set up Election Day Secured WiFi ASAP (complete by 6:20am)
 - Set up Poll Pads by 6:30am
 - Ballot Table
 - 2 election judges open, count and initial ballots for both precincts – while socially distanced
 - Ballot Counters – One for each precinct / Must be up and running by 6:30am
 - TouchWriter – Must be up, running and tested by 6:45am
 - Voting Booths 6' apart
- 

Paperwork Needed for Set-Up

- Poll Pad Judges
 - Official Certification Form – Poll Pads located inside the sealed poll pad case
- Ballot / Demo Judges
 - Official Certification Form – Ballot Tracking (2) located inside the yellow poly envelope in your black messenger bag
- Ballot Counter Judges
 - Official Certification Form – Ballot Counter (2) located inside the yellow poly envelope in your black messenger bag
 - Manilla Summary Statement envelope for Ramsey County
- TouchWriter Judge
 - Official Certification Form – Ballot Marking Device (1) located inside the yellow poly envelope in your black messenger bag
 - TouchWriter Envelope located inside the Green Bin

Signs – Be sure they are put where they should go

- “NEED TO VOTE FROM YOUR CAR?” Sandwich Board
 - Place near the beginning of the voter parking area
- “CURBSIDE VOTING PARKING“ Signs
 - Public Works staff should have placed these in the parking lot. Verify they are there.
 - Attach a piece of paper to each sign with the phone number voters should call
- “VOTE HERE” sign
 - Place in a prominent place near the building entrance voters should use
- COVID-19 “SOCIAL DISTANCING” Sign on a stick
 - Place outside the building near the entrance
- COVID-19 “SOCIAL DISTANCING” in a metal stand
 - Place inside the building where voters will see it walking to the voting room

Signs – Be sure they are put where they should go

- POLLS OPEN 7AM – 8PM” Sign
 - Place on doors to main building entrance facing outside
- American Flag
 - Near the entrance to the voting room
 - DO NOT place the flag outside
- To be placed in a prominent place near the entrance to the voting room
 - “CONDUCT PROHIBITED IN THE POLLING PLACE” Sign
 - “HOW TO VOTE” Sign
 - “ELECTION DAY REGISTRATION” Signs
 - FELONY RECORD AND VOTING signs
 - CHALLENGER Signs
 - “VOTERS BILL OF RIGHTS”
 - Sample Ballots (2 of each, front and back - seated and standing heights)

Signs – Be sure they are put where they should go

- “REGISTER TO VOTE HERE” Sign
 - Near the Registration Table
- “SEE ID ON ROSTER” Sign
 - Near the Registration Table
- “Voter Oath”
 - On each poll pad and registration table
- If you have been provided signs in other languages, be sure to hang them up in the appropriate places as well.
- “VOTING →” Signs
 - Place in Hallway as appropriate to help voters find the voting room.
 - If you have more than you need, leave the extra in the green bin.
 - If you do not have enough, call us.





During Voting Hours

Election Day – August 11, 2020



During Voting Hours

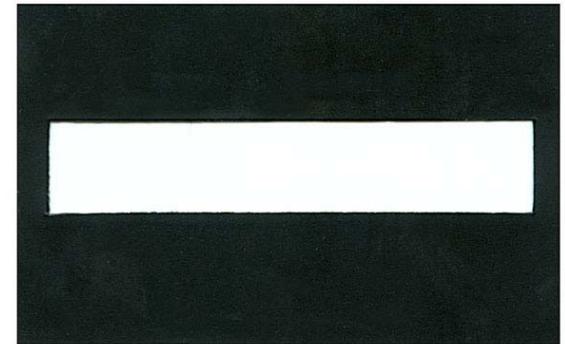
- Voting begins at 7:00am no matter what (Use time on a cell phone!)
- Election Judge assignments
 - 1 Greeter Judge by door to the building – VITAL (Supervisory Team member recommended)
 - Monitor activities near the polling place entrance.
 - Offer individuals without masks a mask
 - 1 Greeter Judge near the voter room entrance
 - Manage the line
 - Provide voters with a single use pen
 - Answer questions
 - 4 Poll Pad Judges
 - 2 Registration Judges
 - 2 Ballot Judges
 - 2 Ballot Counter Judges
 - 1 TouchWriter Judge
 - 4 Curbside Voting Judges (Two teams of 2 of opposing political affiliations)

During Voting Hours

- Monitor Election Judges work throughout the day
 - Hourly Station Audits
 - This is a key predictor to how quickly you can close and how well you will 'match'
- Help Election Judges work together
 - Delegate and trust them to do their assigned jobs
 - Hold people accountable and responsible
 - Be honest about your expectations, communicate clearly
 - Be available for questions
 - Don't be afraid to admit you don't know – but then find out
 - Follow through – affirm the job they are doing
 - Continually evaluate how things are working
 - Make assignment changes as necessary

During Voting Hours

- Be prepared for Polling Place ADA audits – Let Terri / Sandra know ASAP
 - Should show letter to Head Judge
 - Answer questions
 - Is your TouchWriter available at 7am
 - Did you match seals and conduct Election Day testing
 - Do you know how to use the TouchWriter
 - Are magnifying devices AND signature guides available to voters
- Campaign Materials
- Exit Polls
 - Review Polling Place Guide
- Media
 - Review Polling Place Guide



During Voting Hours

- Monitor election supplies
- Conduct hourly audits
- Manage Curbside Voting (Party balance)
 - We are working on getting Cell phones
 - Write the number on a piece of paper and attach to each sign
 - Be sure the phone gets answered
- Ensure polling place party balance
- Administer Challenge procedures when encountered
 - Can challenge eligibility to vote based on personal knowledge
 - Cannot challenge party choice

NOTE: MN State Law does NOT permit poll watchers.

Hourly Tracking Sheet		New Brighton – 1
Record the total number of blue & yellow receipts and the number on the ballot counter each hour. Use this sheet to help audit the polling place statistics.		Presidential Nomination Primary March 3 rd , 2020
	# on ballot scan	# of voter receipts & yellow receipts
8:00am	_____	_____
9:00am	_____	_____
10:00am		
11:00am		
noon		
1:00pm		
2:00pm		
3:00pm		
4:00pm		
5:00pm		
6:00pm		
7:00pm		
8:00pm		

Polling Place Station Audits

Greater Judges

1. Is the election judge maintaining socially distanced lines outside the voting room?
2. Is the election judge offering voters a mask and letting them know about Curbside voting?
3. Is the election judge periodically cleaning the Plexiglas?
4. Is the election judge watching for political messaging? (remember, sample ballots etc. for person use are okay.)
5. Has the election judge gotten any feedback (positive or negative) from voters re: parking, location, difficulty accessing the room etc.?
6. How is the supply of hand sanitizer for voters doing?

Poll Pad Judges

1. Are the election judges keeping the data in the Poll Pad as private as possible?
2. Are the election judges verifying apartment numbers?
3. Are the election judges watching for challenged voters (via a "C" in their record) and do they know how they should handle it?
4. Do the election judges know what to do if someone comes in and says their name is wrong (for both a typo AND for a legal name change)?
5. Are the election judges watching for WiFi connectivity?
6. Are the election judges periodically cleaning the Plexiglas?

Registration Judge

1. Does the number of VRAs match the number of signatures in the New Registration Roster? (Is the election judge having voters complete a VRA AND having them sign the new registration roster?)
2. Does the election judge know what documents can be used as proof of residency in the precinct? (Do at least know where to find it AND are they using it?)
3. If someone has someone vouch for them, is the election judge properly completing the Voucher Form on the back of the VRA AND tracking it on the Voucher Tracking Form?
4. There are certain circumstances where a voter can register without additional proof of residency. Does the election judge know what these are?
5. Is the election judge cleaning all surfaces after every voter?

RAMSEY COUNTY
Elections Office

During Voting Hours

Challengers

- Who can challenge a voter?
 - Partisan Races: Person appointed in writing by a major political party
 - Non-Partisan Races: Person appointed in writing by a candidate
 - Another Voter
 - Election judges
 - Challenger must be a Minnesota resident
 - Challengers are allowed only near the registration and/or roster judges. They are not allowed to speak directly to a voter.
 - Only one challenger is allowed in the precinct for each party or candidate in non-partisan races.
 - The appointed challengers must present the appointment letter to the Head Judge.
- 

During Voting Hours

- Handle and prevent issues and emergencies
 - Use DeEscalation techniques
 - Ensure the continuity of voting during emergencies
 - Answer questions and address issues as they arise
 - Polling Place changes
 - Covid-19 Health and Safety Plan
 - Ensure everything is properly documented and accounted for as you go
 - Contact Terri and/or Sandra
 - Questions
 - Concerns
 - Issues / Emergencies
 - Unusual Complaints
- 

De-escalation Techniques

There are two key concepts to remember:

- Reasoning with an angry person is not possible. The first and only objective in de-escalation is to reduce the level of agitation so that discussion becomes possible.
 - De-escalation techniques are inherently abnormal. They go against our natural 'fight or flight' reflexes. To be effective, we must remain calm and centered. We need to be professionally detached. Therefore these skills require practice to become useful.
- 

Signs of Agitation

- | | |
|----------------------|----------------------|
| ■ Raised Voice | ■ Balled Fists |
| ■ Rapid Speech | ■ Erratic Movements |
| ■ High Pitched Voice | ■ Wild Gesturing |
| ■ Fidgeting | ■ Pacing |
| ■ Shaking | ■ Aggressive Posture |

Non-Verbal Techniques

Model these non-verbal behaviors:

- Control your breathing
- Control your voice (volume and tone)
- Control your body language
- Control your vocabulary

REMEMBER:

Calm is just as contagious as fear or panic

Non-Verbal Techniques

- Appear calm and self-assured
 - Select an appropriate location
 - Maintain limited eye contact
 - Maintain a neutral facial expression
 - Maintain an alert posture
 - Keep your hands to yourself
 - Speak soothingly
 - Position yourself for safety
- 

Non-Verbal Techniques

Positioning yourself for safety

- Be at eye level
- Stay at the same height
- Angle yourself 45 degrees
- Maintain distance
- Keep exit clear
- Always face the person

Verbal Techniques

- Disregard content, focus on calming
 - Use a soft, slow and low tone of voice
 - Do not interrupt
 - Do not get defensive
 - Respond selectively
 - Be honest
 - Empathize with feelings NOT behavior
 - Do not analyze emotions
 - Do not attempt to argue or persuade
 - Identify external controls as institutional
- 

Verbal Techniques

Simple Listening Skills

- Listen
 - Nod
 - Do not interrupt
 - Let them vent
 - People just want to be heard
- 

Ending De-escalation

- Trust your instincts. If the de-escalation is not working, stop. Close the conversation, and escort the person out. Contact 911 if the person refuses to leave.

During Voting Hours

- Handle and prevent issues and emergencies
 - Use DeEscalation techniques shared earlier
 - Ensure the continuity of voting during emergencies
 - Answer questions and address issues as they arise
 - Polling Place changes
 - Covid-19 Health and Safety Plan
 - Ensure everything is properly documented and accounted for as you go
 - Contact Terri and/or Sandra
 - Questions
 - Concerns
 - Issues / Emergencies
 - Unusual Complaints
- 

Emergencies – Nature

- Snow / Ice
 - Sidewalks / entryways
 - Shovel
 - Ice Melt
 - Wet floors
 - Wipe up water to prevent slip and falls
 - Rugs
- Fire
 - Call 911
 - Protect people
 - Protect official election materials if able to do so
 - Ballot counter with voted ballots
 - Unvoted ballots
 - New Registration Roster and Voter Registration Applications
 - Poll Pads
 - Official Paperwork
 - Call us. We have a plan! 😊

Emergencies – People

- Medical Emergencies
 - Call 911
 - 1 – 2 Election Judges assist
 - Other Election Judges keep the voting process going
 - Call us and Record details in Election Day journal
- Slip and Falls
 - Call 911
 - 1 – 2 Election Judges assist
 - Other Election Judges keep the voting process going
 - Call us and Record details in Election Day journal
- Unhappy people
 - Use de-escalation techniques & document it in your Election Day Journal
 - Call 911 if you do not feel safe
 - Call Terri if they do not work – Let them know you are escalating it up the chain

During Voting Hours

- Handle and prevent issues and emergencies
 - Use DeEscalation techniques shared earlier
- Ensure the continuity of voting during emergencies
- Answer questions and address issues as they arise
 - Polling Place changes
 - Covid-19 Health and Safety Plan
- Ensure everything is properly documented and accounted for as you go
 - Use your Election Day Journal!!!
 - Make sure your Election Judges use their Election Day Journals!!!
- Contact Terri and/or Sandra
 - Questions
 - Concerns
 - Issues / Emergencies
 - Unusual Complaints

Plan your day ahead of time

- Develop a rough schedule with your precinct supervisory team
- Plan time and know which of you is going to:
 - Complete forms
 - Double check forms
 - Check on Election Judges
 - Conduct hourly audits
 - Answer questions
 - Ask questions
 - Take breaks
 - Eat meals

Your day **WILL** feel more relaxed if you do this. We promise!



Beginning at 6:00pm

- Organize the Head Judge Table and make sure everything is easy to find.
 - Official Documents
 - Closing directions
 - Keys
 - Boxes, bags and envelopes

The image shows a stack of forms used in an election process. The top form is the 'Official Certification Form: Scan (Ballot Counter)' for NEW BRIGHTON P-1, dated 3/3/2020. Below it is the 'Official Certification Form: Touch Writer (Ballot Marking Device)' for the same precinct and date. The next form is the 'Official Certification Form: For polling place ballots' for Ballot Transfer Case - Number of Ballot Packs Delivered. The bottom-most form is the 'Voter Statistics' form for New Brighton - 1, dated March 3rd, 2020. This form includes sections for 'Complete the following:' with numbered items (A-D) and a table for 'Office Use Only' with columns for 'Tape' and 'Initials'. It also has a 'Signature of Head Election Judge' line and a section for 'Record discrepancies & incidents below that affect the total voting number (C)'. The forms are from the Ramsey County Elections Office.

Beginning at 6:00pm

- Briefly familiarize yourself with all closing tasks
- At 7:00pm Conduct a last hourly / station audit and ensure:
 - All documentation / paperwork is current and accurate
 - That all Election Judges know what they are responsible for once voting ends
 - Call us if your counts are off at 7pm!!!
- Set up a small observation area for the public to observe closing activities.

IMPORTANT NOTE: Nothing can be taken down, removed, packed up or consolidated – including voting booths – prior to the last voter or 8:00pm. Whichever is last.





After Voting Hours

Election Day – November 3, 2020



First things first – 8:00pm (Using time on a cell phone)

- Announce in a loud voice:
 “It is now 8:00pm. The polls are closed.”
- Do NOT lock the doors. Polls are open for public observation.

Public Observation

- Observers may not interfere with the process
 - Observers may not touch election materials
 - Observers may not “help”
 - Observers may not question or challenge your closing process
 - Call us if there are issues
 - Call 911 if you do not feel safe
- 

Voting Equipment (party balance required)

- Ballot Counter – work on one precinct at a time
 - Process any and all ballots in the auxiliary compartment of the ballot counter.
 - Follow equipment “Closing the Polls” directions to print three results tapes.
 - Carefully hang one tape in an area that can be read by anyone in the observation area.
 - Seal voted ballots in a white transfer case using a numbered seal.
 - Follow directions to put away ballot counter and Ballot box
- Poll Pads
 - Follow the directions to disable and shut down encrypted, secured WiFi
 - Follow the directions to put away Poll Pads
- TouchWriter
 - Follow the directions to put away TouchWriter, Printer and table

NOTE: Do not leave the tape hanging in the polling place overnight. You will need to remove it later to process, sign and return it.

Poll Pad / Registration Table (2 EJs)

- Record the total number of pre-registered voters on the Official Certification Sheet
 - On the Poll Pads (May need to add individual counts together)
 - Count the number of signatures in the New Registration Roster
 - Should match the number of Voter Registration Applications
 - Record the number of newly registered voters on the Official Certification Sheet
- 

Ballot / Demo Table (2 EJs)

- Count and record # of spoiled ballots on:
 - Spoiled Ballot Envelope
 - Official Certification Form for Polling Place Ballots
- Count and record # of ballots for which duplicates were made, if any.
 - Duplicate Ballot Envelope
 - Official Certification Form for Polling Place Ballots
- Count and record # of unopened packs of ballots
 - Official Certification Form for Polling Place Ballots.
- Count and record #the number of loose unvoted ballots
 - Official Certification Form for Polling Place Ballots.

Note: Do NOT open unopened packs of ballots after the polls close.



Ensure Official Paperwork is Complete

- Official Certification Form (Ballots Counter) – 1 per precinct
 - Is the numbered seal the same as was delivered and the same as you received?
 - Are all required signatures there?
 - Official Certification Form (Ballot Marking Device)
 - Is the numbered seal the same as was delivered and the same as you received?
 - Are all required signatures there?
 - Was the am test certification complete?
 - Are ALL of the blank spaces on ALL of the results tapes completed?
 - Have all of the election judges working signed ALL of the results tapes for both machines?
- 

Ensure Official Paperwork is Complete

- Official Certification Form (Polling Place Ballots)
 - Were the number of ballots counted and recorded every time a packet of ballots were opened throughout the day? (on the back)
 - Were the number of packets of ballots recorded in the am and in the pm?
 - Was the number of unwrapped ballots recorded in the pm?
 - Was the # of spoiled ballots recorded?
 - Was the # of duplicated ballots (mark zero if none) recorded?
 - Was the # of ballots in the ballot box recorded? (Get this number from the Ballot Counter.)
 - Was the final audit number recorded?
 - Is it signed?

Ensure Official Paperwork is Complete

- Voter Statistics Sheet (pink)
 - # of Voter Registration Applications (from Registration Table)
 - # of pre-registered voters (from Poll Pads at Roster Table)
 - Total # of people voting (Should match the Ballot Box count)
 - Head Judge Signature
 - Explanation and documentation of any discrepancies
 - # of Spoiled Ballots (from Ballot/Demo Table)
 - # of Duplicated Ballots, if any (from Ballot/Demo Table)
 - # of Election Judges working all day (1 am + 1pm = 1 Election Judge)
 - # of Voting Stations used

While Everyone Else Works Together to....

- Pack up materials and supplies used at each station
 - Documentation goes in the Green Bin
 - Office Supplies go in the Blue Bin
 - Take down and stack the voting booths
 - Seal the unvoted ballots into a transfer case with a numbered seal
 - Remove all signs hung up in the morning
 - Put away the flag
 - Take care of the trash and other items
 - Complete their time card
- 

Before ANYONE Goes Home

- Take care of any trash
- Stack neatly and leave in the polling place:
 - American Flag and Stand
 - Black ballot box in its bag
 - TouchWriter and Printer Tables in their black bag
 - Printer in its black box
 - Box of used pens
 - Outdoor signs
 - Voting Booths, disassembled and stacked neatly
 - Poll Pad Cases and accessories (iPad NEEDS to be returned Election Night)

Before ANYONE Goes Home

- Everyone helps load up your vehicle
 - Ballot Counter (VITAL)
 - iPads for Poll Pads (VITAL)
 - WiFi Device (VITAL)
 - TouchWriter
 - Sealed Transfer Case of Voted Ballots (VITAL)
 - Sealed transfer case of Unvoted ballots
 - Emergency Voting kit, if any (VITAL)
 - Black messenger bag (VITAL)
 - With Everything itemized on the Black Messenger Bag packing list
 - Green bin with Binders (VITAL)
 - Blue Bins with supplies

NOTE: All materials need to be returned in sealed containers by the Head Judge and at least one assistant head judge who will drive in separate cars.





Election Night Returns - Curbside

Please allow an extra 30 minutes for this process.



What to Expect

- Arrive at City Hall - lower level parking lot.
 - When you arrive, call election staff to let us know you have arrived.
 - Please be prepared to wait in the parking lot until it is your turn.
 - When directed to do so, pull your car up to the designated area at the curb.
 - Unload your car onto the carts provided.
 - Leave the cart at the curb, return to your car and prepare to wait 10 – 15 minutes as staff brings your materials inside City hall and checks everything in.
- 

What to Expect

- If a signature is needed or if something is missing, you may be called inside the building to help find it.
 - If you are required to enter the building a mask and 6-foot social distancing is required.
 - After staff has verified that all materials were received and all forms are complete, you will be able to leave.
 - If you choose to leave before your audit is complete, you may be called at home and required to return if items are missing or if forms are not complete.
- 

What to Expect

- Staff will audit your returns in the order you have arrived
 - Ballot Counter
 - iPads for Poll Pads
 - WiFi Device
 - TouchWriter
 - Sealed Transfer Case of Voted Ballots
 - Sealed transfer case of Unvoted ballots
 - Emergency Voting kit, if any
 - Black messenger bag
 - With Everything itemized on the Black Messenger Bag packing list
 - Green bin with Binders
 - Blue Bins with supplies

Black Messenger Bag

- Power cords
 - Ballot Counter
 - TouchWriter
 - Black mesh bag
 - Equipment Keys
 - Combinations
 - Codes
 - Election Judge Oath
 - Timecards
 - Complaint forms
- 

Black Messenger Bag

- Election Day Journals (Same as Incident Logs)
 - Official Documents
 - Official Certification Sheet (Ballot Counter)
 - Official Certification Sheet (TouchWriter)
 - Official Certification Sheet (Poll Pads)
 - Official Certification Sheet (Ballots)
 - Voter Statistics Sheet (pink)
 - Hourly Tracking Sheet
- 

Green Bin

- New Registration Roster (Used and Unused pages)
 - Roster Correction Sheets
 - Precinct Finders
 - Spoiled Ballot Envelope
 - Duplicate Ballot Envelope
- 

Green Bin

- Touchwriter Envelope
 - Voter Receipt Envelope(s)
 - Results Tape Envelopes
 - Registration Envelope
 - Voter Registration Applications
 - Notification of Death Forms
 - Oath of Challenger Forms
 - Unable to Register to Vote Tally Sheet
- 





Tips and Tricks

Do these things to guarantee success!



Tips and Tricks

- **Equipment Set-up**
 - Verify the blue numbered seals are the same as the ones staff put on before delivery
 - Cut the BLUE seals off the handles
 - Do NOT cut off the red seals inside the machines
- **Ballot Counter Set-Up**
 - The Election Judge Code is on the pictorial directions “Opening the Polls – Setting Up the Ballot Counter”
 - Step 16 on page 2
- **Poll Pad Setup**
 - Make sure the printer is turned on
 - Match the number on the printer with the number on the poll pad
 - The poll pads have to be plugged in all day, even if they’re fully charged

Tips and Tricks

- TouchWriter Set-up
 - Do NOT turn on the TouchWriter until the printer is set up
 - Be sure the printer cords are tightly connected
 - Make sure the printer is turned on
 - Then turn on the TouchWriter
 - The poll worker code and the access code are two different types of codes
- Setting up on time
 - Use the handout “Opening the Polls the Fast Way” provided by staff
 - The Polls MUST be open at 7:00am whether you are ready or not
 - If the ballot counter is not ready at 7:00am, have voters use the auxiliary compartment

Tips and Tricks

- Call Terri and / or Sandra ASAP if:
 - The sidewalk is snowy or icy
 - You are not able to access your building
 - An Election Judge does not show up within 10 minutes of their shift time
 - You have trouble setting up the secured, encrypted WiFi
 - You have trouble setting up the Poll Pads
 - You have trouble setting up the Ballot Counter
 - You have trouble setting up the TouchWriter
 - There are issues with the Poll Pads at any time during the day
 - There is a security breach at any time during the day

Tips and Tricks

- Call Terri and / or Sandra soon if:
 - You have given direction to an Election Judge and they are not complying
 - There is an injury / slip and fall
 - Your hourly audit is off and you cannot figure out why
 - You encounter something you do not know how to handle
 - Your ballot counter becomes inoperable at any time during the day
 - Your poll pads become inoperable at any time during the day
 - Your TouchWriter becomes inoperable at any time during the day
 - You start getting low on supplies



To Guarantee Success

- Read your 2020 Election Judge Guide
 - Highlight it! Underline it! Mark it up!
- Read your COVID-19 Response Guide
 - Highlight it! Underline it! Mark it up!
- Ask questions
 - Each other
 - Terri and Sandra
- Communicate Clearly



To Guarantee Success

- Make a plan and stick to it
 - Documentation
 - Hourly Tracking
 - Station Audits
- Remember this is a team effort. Rely on your team!
 - Supervisory Team
 - Polling Place Team
 - New Brighton Elections Team

To Guarantee Success

Stay calm and breathe!

**REMEMBER: The only mistake
is to pretend that you didn't
make a mistake.**

Contact Information

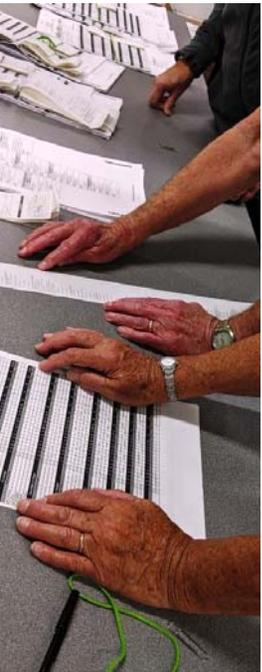
- City Clerk – Terri Spangrud
 - Terri.Spangrud@newbrightonmn.gov
 - (651) 638-2045
 - (651) 775-5668 (Election Day & business hours only please)
 - Deputy City Clerk – Sandra Daniloff
 - Sandra.Daniloff@newbrightonmn.gov
 - (651) 638-2054
 - (612) 209-8753 (Election Day Only)
- 



Thank you for serving!

Terri Spangrud, City Clerk
terri.Spangrud@newbrightonmn.gov
(651) 638-2045

Sandra Daniloff, Deputy City Clerk
Sandra.Daniloff@newbrightonmn.gov
(651) 638-2054



Training Review

- City of New Brighton Polling Place Guide
- COVID-19 Response Guide
- Ramsey County Training Videos