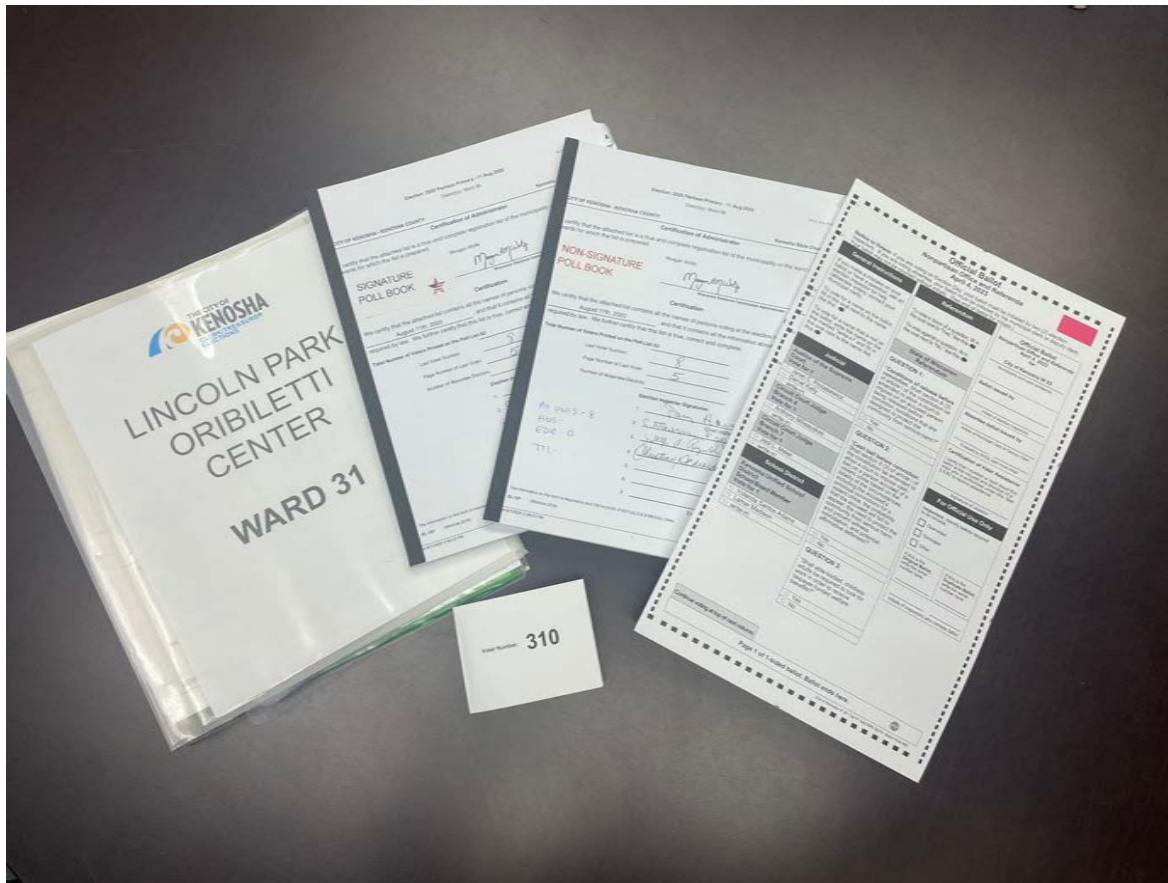


Poll Worker Duties

Poll Books

Materials



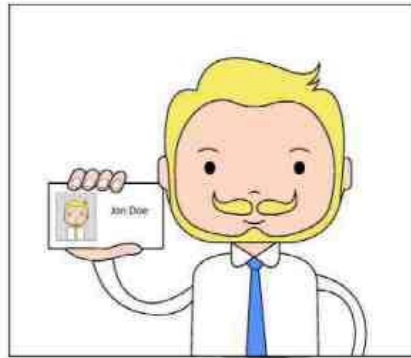
- Binder containing Acceptable Photo IDs, magnifying sheet, stickers for Absentee Voters, supplemental forms, number sheet for reconciling & other instructional information
- **Signature** Poll Book & **Non Signature** Poll Book, number pads & ballots
- The Chief Inspector has an additional supply bag with “I Voted” stickers, pens, rulers, tape, etc. for your use

Responsibilities

Verifying acceptable forms of Photo ID, and assisting Voters with obtaining their ballot.

Sample Procedure:

- Voter approaches your table: They are registered & in the poll book
- The Election Inspector says, “Do you have your photo ID?”
- Voter presents their ID
- Election Inspector says, “Please state your name and address”



- Both inspectors locate the voter in each of the poll books (signature and non-signature)
- The Election Inspector tears off the next voter number from the pad. They retrieve the ballot; both workers verify it's the correct ward and initial the ballot.
- Place the photo ID on the ballot with the voter number from the pad so that both inspectors can see the information, and record the voter number on the line next to the voter's name in the poll book
- Inspector with the signature poll book directs the voter to sign next to their name, hands them

| Official Ballot Nonpartisan Office and Referenda April 4, 2023 | |
|---|---|
| If you are voting on Election Day, your ballot must be initialed by two (2) election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Do not write without initials. (See end of ballot for initials.) | |
| Referendum | Official Ballot Nonpartisan Office and Referenda April 4, 2023 for City of Kenosha W 1 <small>Municipality and ward number(s)</small> |
| To vote in favor of a question, fill in the oval next to "Yes," like this: ● | Ballot issued by _____ |
| To vote against a question, fill in the oval next to "No," like this: ● | _____ <small>Initials of election inspectors</small> |
| State of Wisconsin Referendum | Absentee ballot issued by _____ |
| QUESTION 1: | |
| Conditions of release before conviction. Shall section 8 (2) of article I of the constitution be | |

their ballot & ID and provides brief instructions and directs to them to the voting booth

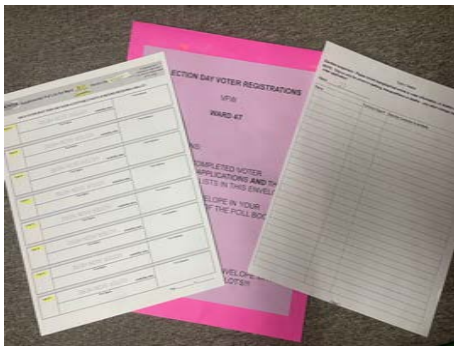
EDR Procedure:

- Voter presents an EDR application
- Election Inspector requests photo ID
- Voter states name and address aloud
- Election Inspector tears off next voter number from pad, enters the number on the EDR, retrieves ballot & both inspectors initial the ballot

| This Section for Official Use Only | | | | | | | | | | | | | |
|--|--------------|-------|-----------|--|----------|--|----------|---|--------|---------|----------|-----|-------|
| Proof of Residence Type | WI DL | WI ID | UTIL | BANK/ CC | PYCK | STDNT ID | GOV DOC | LSE | GOV ID | EMPL ID | RES CARE | TAX | HMLSS |
| Proof of Residence Issuing Entity WIS DOT / Chase Bank / WE Energies | | | | Proof of Residence # last 4 digits | | Date Complete/POR Received election date | | Election Day Voter Number from # pad | | | | | |
| WisVote ID # _____ | | | | <input type="checkbox"/> Submitted by Mail | | | | <input checked="" type="checkbox"/> <i>Shannon Crolly</i> Official's Signature | | | | | |
| Confidential Elector ID # _____ | | | | | | | | | | | | | |
| Ward | Sch District | Alder | City Supr | CF OfApp | Assembly | St Senate | Congress | | | | | | |
| 25 | | | | | | | | | | | | | |

EL-131 (REV 2020-06)

- Allow both poll workers to view the ballot, ID, voter number & EDR to verify information is correct
- Election Inspector prints the voter number, name & address on the supplemental list, and instructs the voter to sign next to their name
- Voter is given their ballot, brief instructions and directed to the voting booth
- EDR is placed inside the pink envelope *at the end of the night, place completed supplemental forms in this envelope as well*



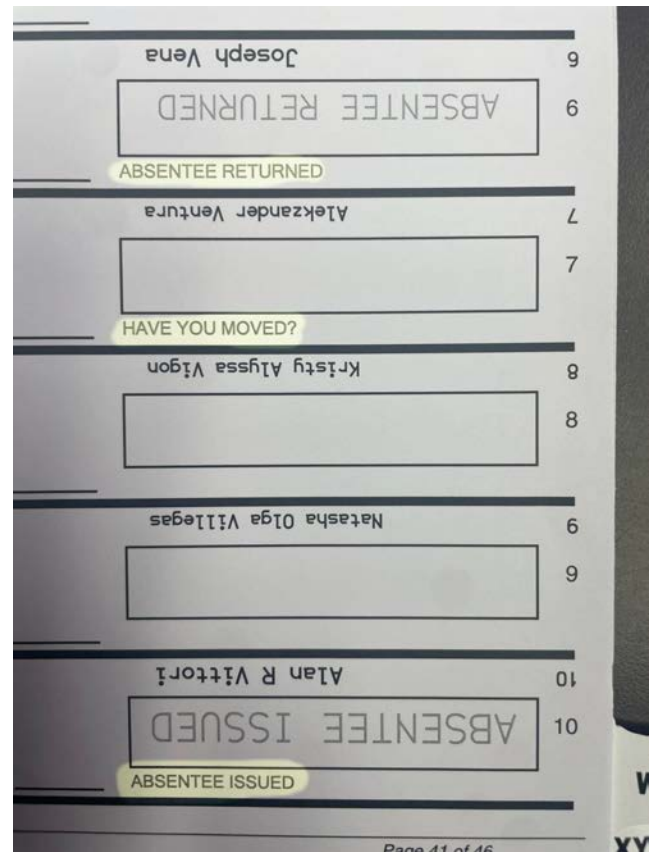
Notations in Poll Book

There are two things to look for in the poll book near the voter signature box:

- A “HAVE YOU MOVED?” notation
- A watermark with absentee information:
 - ABSENTEE RETURNED
 - ABSENTEE ISSUED

Have you moved?

- The Wisconsin Elections Commission has received information from the USPS that the voter may have moved, forwarded their mail, or changed their mailing address. Ask the voter if their address in the poll book is correct & current. If not, proceed with registration instructions



Absentee Returned

- The voter has a returned absentee ballot on file in the Clerk’s office. This voter may NOT vote at the polls.
- **Absentee Issued**



HAVE YOU RETURNED A BALLOT?

CIRCLE: YES NO

- Use a “Stop” sticker from your materials, and place on the blank page opposite the voter’s information
- Ask the voter if they have returned their absentee ballot
- If they circle no - they may proceed as usual
- If they circle yes - they may not vote at the polling location

- They may indicate that they're worried their ballot won't arrive at the Clerk's office in time. State statute says that a completed & mailed ballot is a returned ballot and therefore they may NOT vote at the polls. If they insist, you may initiate challenge procedures, direct them to the Chief Inspector
- If the voter brought their unmarked absentee ballot & envelope with them to the polling location to show that they have not voted on it, do NOT take the ballot or envelope from them. Ask them to tear the ballot up in front of you before proceeding to issue them an election day ballot