



CITY OF JANESVILLE

Wisconsin's Park Place:

*Discover the community of choice
to realize life's opportunities*

November Election Inspector Training


Lori Stottler,
City Clerk-Treasurer

November 5, 2024



FOR VIDEO WATCHERS



-  Please email cojelections@janesvillewi.gov answers to the following for training credit:
- 1. True or False** – The Clerk is “in charge” of elections on Election Day.
 - 2. True or False** – Every ballot placed in the DS-200 tabulator to be counted gets its picture taken (front and back).
 - 3. True or False** – If a voter is struggling on how to vote a referendum, I can explain to them what it means so they can vote on it.

Requirements to be paid



PAY RATES

HOURS OF WORK AND COMPENSATION:

Polling places are open from 7:00 a.m. to 8:00 p.m. on Election Day, which is always a Tuesday. Election Officials and Chief Inspectors work throughout the entire day, typically from 6:00 a.m. to 9:00 p.m. or later, depending on the election. Working an AM or PM Shift is allowed if the full day is too much for some. Breaks and lunch/dinner hours are allowed and determined by the Chief inspector. During busier elections, you will be encouraged to bring meals and snacks with you and some of your locations coordinate food shares/buffets.

- Working the full day from 6am to close (approx. 15 hours) will be paid \$120.00 per election.
- The AM shift runs from 6am-1:30pm (approx. 7.5 hours) will be paid \$60.00 per election.
- The PM shift runs from 1:30-close (approx. 7.5 hours) will be paid \$60.00 per election.
- Any work outside of the above hours will be paid \$7.25 per hour.
- Chief/Deputy Chief Inspectors are paid \$200.00 per election.
- Special Voting Deputies are paid \$10.00/hour for the hours spent assisting nursing home voters complete absentee ballots.
- Municipal Board of Canvass members are paid \$10.00/hour.

Signing the polling place TIME CARD is REQUIRED FOR ANY ELECTION OFFICIAL TO BE PAID.

Don't want to be paid for your service? That's wonderful – please sign the Election Official Declination of Compensation form.

NECESSARY FORMS

In order to be paid as an appointed Election Official in the City of Janesville, you must meet ALL of the following criteria:

- Be a US Citizen.
- Be able to read, write, and understand the English language.
- Be a qualified elector in Wisconsin.
- Reside in Rock County.
- Complete the enclosed forms.
- Commit to attending training sessions prior to each election.

In addition to the requirements outlined above, please note that election officials are considered casual employees under Federal law. In order to pay you, verify employment eligibility, and issue a W-2, you will need to complete the enclosed four forms:

1. **Personal Preference and Information form**
2. **Federal W-4**
3. **Wisconsin W-4**
4. **I-9 Employment Eligibility Verification Form**

PREPARING TO SERVE



- 🌲 Get your assignment
- 🌲 Show up ON TIME
- 🌲 AM=6am-1:30pm
- 🌲 PM=1:30-Close
- 🌲 ALL DAY= 6am-Close



Please
check your



at the
door

PREPARING TO SERVE



YOUR CHIEF
SHOULD CONTACT
YOU ABOUT MEALS



WEAR LAYERS



BEVERAGES/MEDS



WEAR THE MOST
COMFORTABLE
SHOES YOU OWN!



Inspector Training



Let's get to work!

- Please arrive by 6:00 a.m. or 1:30 p.m. & complete your entire shift.
- Park away from the door – leave close spots for voters if able.
- No electioneering within 100' for the polling place entrance.
- Show patience and respect for co-workers and voters (even when they may not).

YEAR	TOTAL VOTERS	VOTED AT THE POLLS	VOTED BY ABSENTEE	REGISTERED AT THE POLLS					
2000	28,220	26,418	1,802	6,824					
2004	32,603	28,249	4,354	6,515					
2008	31,869	24,904	6,965	4,556					
2012	32,605	25,024	7,581	3,893					
2016	30,149	20,577	9,572	3,557					
2020	33,946	11,521	22,425	1,971	COVID = OUTLIER	100 workers			
2024 ?	?	?	?	?					

2024	Date	REGISTERED VOTERS	ABSENTEE ISSUED	ABSENTEES RETURNED	IPAV	(In Person Absentee Voters per day)	COVID IN-PERSON ABSENTEE VOTERS
	10/7/2024	37,979	6,812	2,647	NA		WEEK 1 10/20/2020 652
	10/10/2024	38,005	7,110	3,801	NA		21-Oct 735
	10/15/2024	38,300	7,577	3,987	NA		22-Oct 635
	10/17/2024	38,609	7,893	4,519	NA		23-Oct 773
	10/18/2024	38,620	7,931	4,770	NA		
	10/21/2024	38,631	8,097	5,266	NA		WEEK 2 10/26/2020 731
	10/22/2024	-	-	-	938	DAY 1	27-Oct 698
	10/23/2024	38,621	10,036	7,618	790	DAY 2	28-Oct 694
	10/24/2024	38,652	11,047	8,751	935	DAY 3	29-Oct 733
	10/25/2024	38,696	12,210	9,995	1122	DAY 4	30-Oct 982
	10/28/2024	38,736	13,325	11,609	1006	DAY 5	TOTAL IN-PERSON ABSENTEES 6633
	10/29/2024 ?	?	?	?	?	DAY 6	TOTAL ABSENTEES BY MAIL 15,792
	10/30/2024 ?	?	?	?	?	DAY 7	TOTAL ABSENTEES COUNTED 22,425
	10/31/2024 ?	?	?	?	?	DAY 8	
	11/1/2024 ?	?	?	?	?	DAY 9	
	11/5/2024 ?	?	?	?	?	DAY 10	WEEK 2 = ?

SOURCE: *WisVote Stats, Gaps, Apps report at end of day


Polling Place Voter Load April & Nov General Elections		Voters
Faith Lutheran Church	2116 Mineral Point Avenue	2802
Janesville City Hall	18 N Jackson Street	2097
Mt. Calvary Lutheran Church	2940 Mineral Point Avenue	2915
Dr. Dale H Williams Rock County Resource Ctr	1717 Center Avenue	5676
Hedberg Public Library	316 S Main Street	4862
Blain Supply Training Center	3507 E Racine Street	4782
St. Mark Lutheran Church	2921 Mt. Zion Avenue	2971
Central Christian Church	4224 Whilden Court	3097
First Lutheran Church	612 N Randall Avenue	4098
LDS Church	3001 N Wright Road	3009

~ 35,000 Reg Voters
~ 17,000 Absentee

18,000 In Person

Job Titles & Descriptions




 **Chief/Deputy Chief Inspectors:** The municipal clerk designates one inspector as Chief Election Inspector and one inspector as Deputy Chief Election Inspector for each polling place. These individuals act as the liaison between the election inspectors and the municipal clerk and are in charge of the polling place on Election Day. Chief & Deputy Chief inspectors serve for a two-year term.

 **CHIEF
INSPECTOR**

Job Titles & Descriptions



 **Greeters:** Greeters may be appointed by the Clerk for high-turnout elections or to serve a specific purpose at the polling place on Election Day. Greeters are not inspectors and may not perform all of the duties of the inspectors. However, a greeter may fill in for an inspector during a break or emergency to maintain adequate coverage.

Greeter

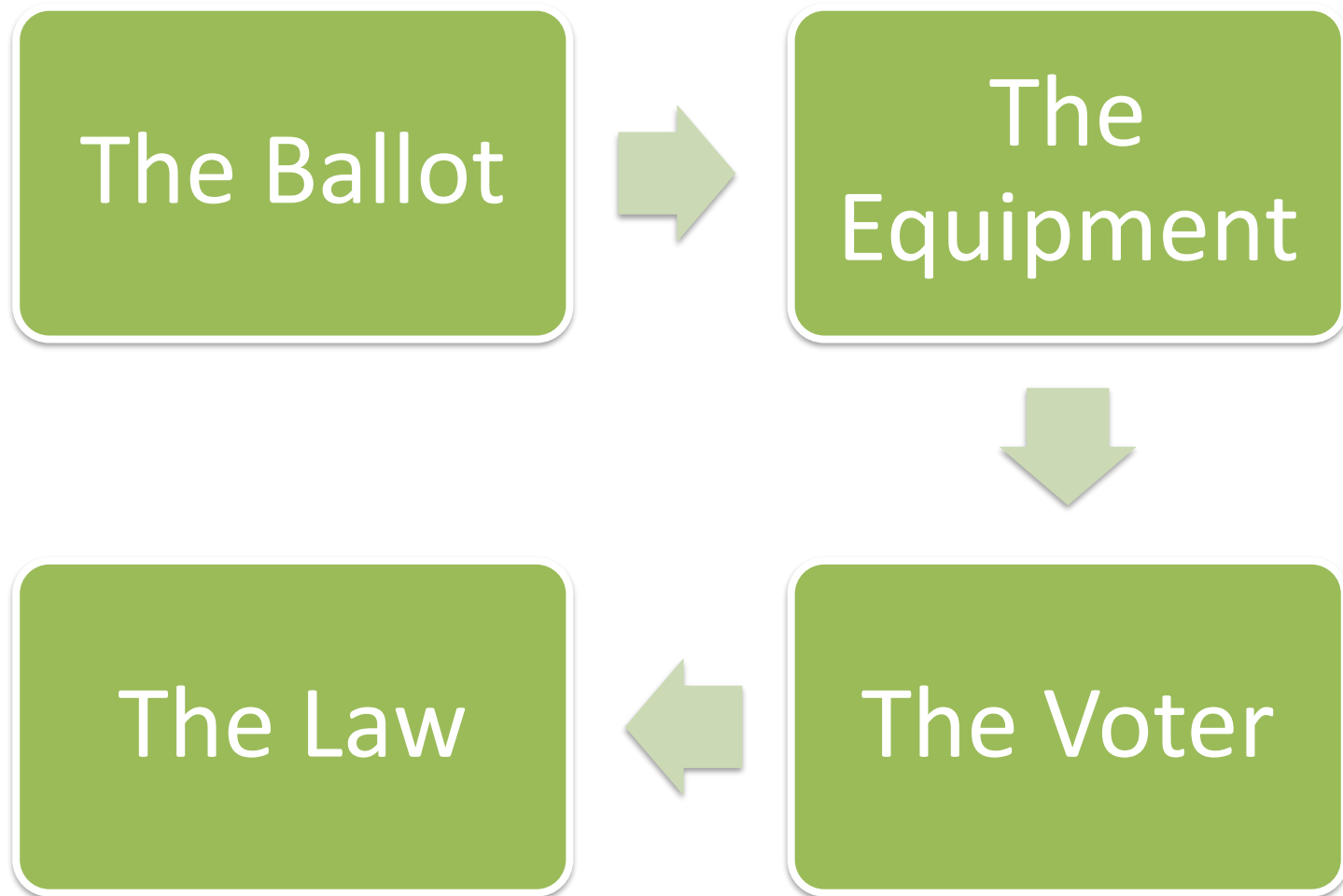
Job Titles & Descriptions



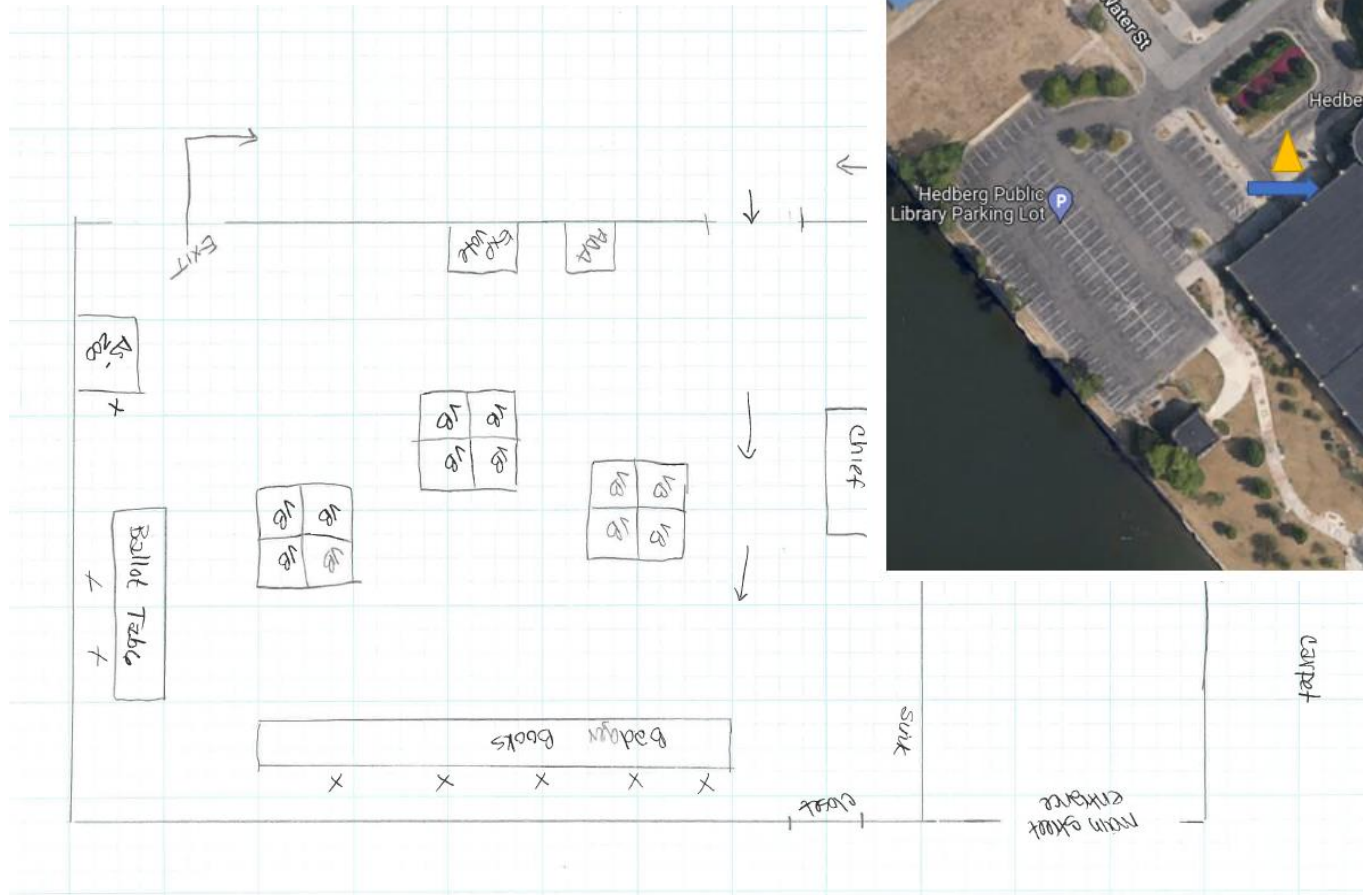
✿ Also called “poll workers” these individuals staff the polling place checking in electors, issuing ballots, monitoring voting equipment, counting votes and properly completing the required forms.

✿ Election Official

At The Polls




Proposed Layout / Sign Placement



What's on the Ballot



Official Ballot Partisan Office and Referendum November 5, 2024		S88
<p>Notice to Voters: If you are voting on Election Day, your ballot must be initiated by two (2) election inspectors. If you are voting absentee, your ballot must be initiated by the municipal clerk or deputy clerk. Your ballot may not be counted without initials (see end of ballot for initials).</p>		
<p>General Instructions</p>  <p>If you make a mistake on your ballot or have a question, ask an election inspector for help (absentee voters: contact your municipal clerk).</p> <p>To vote for a name on the ballot, fill in the oval next to the name like this: ●</p> <p>To vote for a name that is not on the ballot, write the name on the line marked "write-in" and fill in the oval next to the name like this: ●</p>	<p>Congressional</p> <p>United States Senator Vote for 1</p> <p><input type="radio"/> Tammy Baldwin (Democratic)</p> <p><input type="radio"/> Eric Hovde (Republican)</p> <p><input type="radio"/> Phil Anderson (Disrupt the Corruption)</p> <p><input type="radio"/> Thomas Leager (America First)</p> <p><input type="radio"/> write-in: _____</p> <p>Representative in Congress District 1 Vote for 1</p> <p><input type="radio"/> Peter Barca (Democratic)</p> <p><input type="radio"/> Bryan Steil (Republican)</p> <p><input type="radio"/> Chester Todd, Jr. (Wisconsin Green)</p> <p><input type="radio"/> write-in: _____</p> <p>Legislative and State</p> <p>Representative to the Assembly District 44 Vote for 1</p> <p><input type="radio"/> Ann Roe (Democratic)</p> <p><input type="radio"/> Bruce Danielson (Republican)</p> <p><input type="radio"/> write-in: _____</p> <p>District Attorney Vote for 1</p> <p><input type="radio"/> Jason D. Sanders (Democratic)</p> <p><input type="radio"/> write-in: _____</p>	<p>County (cont.)</p> <p>Register of Deeds Vote for 1</p> <p><input type="radio"/> Sandy Disrud (Democratic)</p> <p><input type="radio"/> write-in: _____</p> <p style="text-align: center;">Referendum</p> <p>To vote in favor of the question, fill in the oval next to "Yes," like this: ●</p> <p>To vote against the question, fill in the oval next to "No," like this: ○</p> <p style="text-align: center;">State</p> <p>QUESTION: "Eligibility to vote." Shall section 1 of article III of the constitution, which deals with suffrage, be amended to provide that only a United States citizen age 18 or older who resides in an election district may vote in an election for national, state, or local office or at a statewide or local referendum?"</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Federal</p> <p>When voting for President and Vice President, you have one of two choices:</p> <ul style="list-style-type: none"> • Vote for candidates on one ticket, or • Write in names of person on both write-in lines. <p>A write-in vote for only a vice presidential candidate will not be counted.</p> <p>President / Vice President Vote for 1</p> <p><input type="radio"/> Kamala D. Harris / Tim Walz (Democratic)</p> <p><input type="radio"/> Donald J. Trump / JD Vance (Republican)</p> <p><input type="radio"/> Randall Terry / Stephen Broden (Constitution)</p> <p><input type="radio"/> Chase Russell Oliver / Mike ter Maat (Libertarian)</p> <p><input type="radio"/> Jill Stein / Rudolph Ware (Wisconsin Green)</p> <p><input type="radio"/> Claudia De la Cruz / Karina Garcia (Party for Socialism and Liberation)</p> <p><input type="radio"/> Cornel West / Melina Abdullah (Justice for All)</p> <p><input type="radio"/> Robert F. Kennedy, Jr. / Nicole Shanahan (We the People)</p> <p><input type="radio"/> write-in (President) _____</p> <p><input type="radio"/> write-in (Vice President) _____</p>	<p>County</p> <p>County Clerk Vote for 1</p> <p><input type="radio"/> Lisa Tollefson (Democratic)</p> <p><input type="radio"/> write-in: _____</p> <p>County Treasurer Vote for 1</p> <p><input type="radio"/> Michelle L. Roettger (Democratic)</p> <p><input type="radio"/> write-in: _____</p>	<p style="text-align: center;"><i>Referendums continue on other side.</i></p>
Continue voting at top of next column.	Continue voting at top of next column.	Continue voting on back of ballot.
Page 1 of 2-sided ballot. Ballot continues on other side. ➡		

Official Ballot Partisan Office and Referendum November 5, 2024 for		S88
<p style="text-align: center;">Referendum</p> <p>To vote in favor of the question, fill in the oval next to "Yes," like this: ●</p> <p>To vote against the question, fill in the oval next to "No," like this: ○</p> <p style="text-align: center;">School District of Janesville</p> <p>INITIAL RESOLUTION AUTHORIZING ISSUANCE OF GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED \$151,800,000</p> <p>BE IT RESOLVED by the School Board of the School District of Janesville, Rock County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$151,800,000 for the public purpose of paying the cost of a building and improvement program consisting of: District-wide building renovation, site improvements, safety and security updates, capital improvements, HVAC systems upgrades, Americans with Disabilities Act updates, special education support spaces; and acquisition of related fixtures, furnishings and equipment.</p> <p>QUESTION 1:</p> <p>Shall the foregoing resolution of the School Board of the School District of Janesville be approved?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p style="text-align: center;">Referendum</p> <p>To vote in favor of the question, fill in the oval next to "Yes," like this: ●</p> <p>To vote against the question, fill in the oval next to "No," like this: ○</p> <p style="text-align: center;">School District of Janesville</p> <p>RESOLUTION TO EXCEED REVENUE CAP COMMENCING WITH THE 2025-26 SCHOOL YEAR BY AN AMOUNT OF \$14,500,000</p> <p>BE IT RESOLVED by the School Board of the School District of Janesville, Rock County, Wisconsin, that the final school district budget shall include an amount not to exceed \$14,500,000 in excess of the revenue limits imposed by Section 121.91 of the Wisconsin Statutes each year for a period of two years on a non-recurring basis, beginning with the 2025-26 school year and ending with the 2026-27 school year, for the purpose of paying the costs of maintaining District class size, student program options and services.</p> <p>QUESTION 2:</p> <p>Shall the School Board of the School District of Janesville be authorized to exceed the revenue limit under Section 121.91 of the Wisconsin Statutes beginning with the 2025-26 school year through the 2026-27 school year on a non-recurring basis by an amount of \$14,500,000 each year for the purpose of paying the costs of maintaining District class size, student program options and services as provided in the foregoing resolution?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p style="text-align: center;">Official Ballot Partisan Office and Referendum November 5, 2024 for</p> <p style="text-align: center;">City of Janesville Ward 6</p> <p>Ballot issued by</p> <p>_____</p> <p style="text-align: center;">Initials of election inspectors</p> <p>Absentee ballot issued by</p> <p>Initials of Municipal Clerk or Deputy Clerk</p> <p>_____</p> <p style="text-align: center;">If issued by SVDs, both must initial.</p> <p>Certification of Voter Assistance</p> <p>I certify that I marked or read aloud this ballot at the request and direction of a voter who is authorized under Wis. Stat. §6.82 to receive assistance.</p> <p>_____</p> <p style="text-align: center;">Signature of assistor</p> <p style="text-align: center;">For Official Use Only</p> <p>Inspectors: Identify ballots required to be remade:</p> <p><input type="checkbox"/> Overvoted</p> <p><input type="checkbox"/> Damaged</p> <p><input type="checkbox"/> Other</p> <p>If this is the Original Ballot, write the serial number here: _____</p> <p>If this is the Duplicate Ballot, write the serial number here: _____</p> <p>_____</p> <p style="text-align: center;">Initials of inspectors who remade ballot</p>
Page 2 of 2-sided ballot. Ballot begins on other side. ➡		

What's on the Ballot



NOTICE OF REFERENDUM ELECTION SCHOOL DISTRICT OF JANESVILLE

TAKE NOTICE that a referendum election shall be held on November 5, 2024 in the School District of Janesville for the purpose of approving or rejecting an Initial Resolution and a Revenue Cap Resolution adopted by the School Board of said School District on July 23, 2024.

The Initial Resolution reads as follows:

INITIAL RESOLUTION AUTHORIZING ISSUANCE OF GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED \$151,800,000

BE IT RESOLVED by the School Board of the School District of Janesville, Wisconsin, that there shall be authorized the issuance of General Obligation Bonds in an amount not to exceed \$151,800,000 for the purpose of financing capital improvements, special education support equipment, and security updates, capital updates, special education support equipment.

The referendum ballot will be held on November 5, 2024 at the School District of Janesville.

A "yes" vote is in favor of the borrowing of not to exceed \$151,800,000 for the General Obligation Bonds for the program consisting of: District-wide updates, capital improvements, special education support spaces.

A "no" vote is opposed to the borrowing of not to exceed \$151,800,000 for the General Obligation Bonds for the program consisting of: District-wide updates, HVAC systems, support spaces, and acquisition.

The Revenue Cap Resolution AUTHORIZING THE SCHOOL DISTRICT OF JANESVILLE TO BORROW UP TO \$151,800,000 IN GENERAL OBLIGATION BONDS TO EXCEED THE REVENUE CAP

BE IT RESOLVED by the School Board of the School District of Janesville, Wisconsin, that the final school excess of the revenue limits for the period of two years on a non-recurring basis for the 2026-27 school year, for the program options and services.

Said resolution authorizes the borrowing of not to exceed \$151,800,000 for the 2026-27 school year on a non-recurring basis for the program options and services a 2022-23 school year and \$11,500,000 for the 2023-24 school year.

The question to be submitted to the voters of the School District of Janesville is whether the School Board is authorized to issue General Obligation Bonds in the amount of \$151,800,000 for the 2026-27 school year and \$11,500,000 for the 2023-24 school year as provided in the foregoing resolution?

A "yes" vote is in favor of the resolution set forth above and is a vote to approve exceeding the revenue limit under Section 121.91 of the Wisconsin Statutes for the 2025-26 through 2026-27 school years on a non-recurring basis by an amount of \$14,500,000 each year for the purpose of paying the costs of maintaining District class size, student program options and services.

A "no" vote is opposed to the resolution and is a vote to deny exceeding the revenue limit under Section 121.91 of the Wisconsin Statutes for the 2025-26 through 2026-27 school years on a non-recurring basis by an amount of \$14,500,000 each year for the purpose of paying the costs of maintaining District class size, student program options and services.

Persons with questions regarding the referendum election should contact Mark Holzman, Superintendent.

School District of Janesville
Elizabeth Paull
School District Clerk

NOTICE OF REFERENDUM SCHOOL DISTRICT OF MILTON NOVEMBER 5, 2024

Referendum Election Details

At an election to be held in the School District of Milton on November 5, 2024, the following proposed Revenue Limit Resolution of the School Board will be submitted to a vote of the people:

RESOLUTION AUTHORIZING THE SCHOOL DISTRICT BUDGET TO EXCEED \$5,000,000 FOR RECURRING PURPOSES

Resolved, That the School Board of the School District of Milton, Wisconsin, be authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$5,000,000 beginning with the 2026-27 school year, for recurring purposes consisting of ongoing educational programming and staffing.

The referendum ballot as follows:

A "yes" vote is in favor of the School Board of the School District of Milton, Wisconsin, being authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$5,000,000 beginning with the 2026-27 school year, for recurring purposes consisting of ongoing educational programming and staffing.

A "no" vote is in favor of the School Board of the School District of Milton, Wisconsin, not being authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$5,000,000 beginning with the 2026-27 school year, for recurring purposes consisting of ongoing educational programming and staffing.

A "yes" vote is in favor of the School Board of the School District of Milton, Wisconsin, being authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$5,000,000 beginning with the 2026-27 school year, for recurring purposes consisting of ongoing educational programming and staffing.

A "no" vote is in favor of the School Board of the School District of Milton, Wisconsin, not being authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$5,000,000 beginning with the 2026-27 school year, for recurring purposes consisting of ongoing educational programming and staffing.

In the event a majority of the electors voting on the question vote "yes", the School Board will be authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$5,000,000 beginning with the 2026-27 school year, for recurring purposes consisting of ongoing educational programming and staffing; if a majority vote "no" on the question set forth above, the District will not be so authorized.

Persons with questions regarding the referendum election should contact Richard Dahman, District Administrator.

Done in the School District of Milton
on November 1, 2024
Jennifer Johns District Clerk

NOTICE OF REFERENDUM ELECTION

November 5, 2024
NOTICE IS HEREBY GIVEN, that at an election to be held in the several towns, villages, wards, and election districts of the State of Wisconsin, on Tuesday, November 5, 2024, the following questions will be submitted to a vote of the people pursuant to law:

2023 Senate Resolution 71 Enrolled Joint Resolution

To renumber and amend section 1 of article III, and to create section 1 (1) of article III of the constitution, relating to: eligibility to vote in Wisconsin (second consideration).

Whereas, the 2021 legislature in regular session considered a proposed amendment to the constitution in 2021 Senate Joint Resolution 32, which became 2021 Enrolled Joint Resolution 13, and agreed to it by a majority of the members elected to each of the two houses, which proposed amendment reads as follows:

SECTION 1. Section 1 of article III of the constitution is renumbered section 1 (2) of article III and amended to read:

Article III Section 1 (2) **Every Only a United States citizen age 18 or older who is a resident of an election district in this state is a qualified elector of that district who may vote in an election for national, state, or local office at a statewide or local referendum.**

SECTION 2. Section 1 (1) of article III of the constitution is created to read: [Article III] Section 1 (1) In this section:

"Local office" means any elective office other than a state or national office. "National office" means the offices of president and vice president of the United States, U.S. senator, and representative in congress.

"Referendum" means an election at which an advisory, validating, or ratifying question is submitted to the electorate.

"State office" means the offices of governor, lieutenant governor, secretary of state, state treasurer, attorney general, state superintendent of public instruction, justice of the supreme court, court of appeals judge, circuit court judge, state senator, state representative to the assembly, and district attorney

SECTION 3. Numbering of new provision. If another constitutional amendment ratified by the people creates the number of any provision created in this joint resolution, the chief of the legislative reference bureau shall determine the sequencing and the numbering of the provisions whose numbers conflict.

Now, therefore, be it resolved by the senate, the assembly concurring, That the foregoing proposed amendment to the constitution is agreed to by the 2023 legislature; and, be it further

Resolved, That the foregoing proposed amendment to the constitution be submitted to a vote of the people at the election to be held on the first Tuesday of November 2024; and, be it further

Resolved, That the questions concerning ratification of the foregoing proposed amendment to the constitution be stated on the ballot as follows:

"Eligibility to vote. Shall section 1 of article III of the constitution, which deals with suffrage, be amended to provide that only a United States citizen age 18 or older who resides in an election district may vote in an election for national, state, or local office or at a statewide or local referendum?"

EXPLANATORY STATEMENTS AS TO THE QUESTION

The Wisconsin Constitution provides that "[e]very United age States citizen 18 or older who is a resident of an election district in this state is a qualified elector of that district." Wis. Const. art. III, § 1. That language is repeated in Wisconsin statute. Wis. Stat. § 6.02(1).

The referendum question would modify the language in Wis. Const. art. III, § 1 to provide that "only" a U.S. citizen 18 or older who resides in an election district may vote, and it would specify that only such individuals may vote in an election for "a national, state, or local office or at a statewide or local referendum." It also would add definitions of what "local office," "national office," "referendum," and "state office" mean. 2023 Wis. S.J. Res. 71.

A "yes" vote would vote to modify existing article III, section 1 of the Wisconsin Constitution to provide that "only" a U.S. citizen 18 or older who resides in an election district can vote "in a national, state, or local office or at a statewide or local referendum."

A "no" vote would vote not to change Wis. Const. art. III, § 1 of the Wisconsin Constitution.

Posted on the Rock County WI website,
on this 13th day of September 2024
Lisa Tollefson, Rock County Clerk



EQUIPMENT AT THE POLLS



BADGER BOOK – E-POLL BOOK
Check in and Register Voters.
Voters digitally sign this poll book upon showing acceptable Photo ID. November=Blain Supply, Rock County Resource Center, Library, City Hall, First Lutheran.



EXPRESS VOTE
ADA Ballot Marker, ballot in English or Spanish, Braile, Audio, Larger font, etc.



DS-200 BALLOT TABULATOR
All voted ballots tabulate into this machine and secures ballots until end of day.

WHEN EQUIPMENT FAILS/Stalls...



- ✿ Utilize the user manuals to troubleshoot issues
- ✿ Call the City Clerk on the election day phone to report the problem
- ✿ Work to resolve as quickly as possible
 - WHEN ALL ELSE FAILS:
 - The BACKUP TOTE holds paper back up plan.
 - This tote contains everything you need to “go old-school” –
 - Don't open unless you need to deploy in the case the badger books fail.

Election Inspector Training



- ✿ Before the Polling Place Opens
 - **Set Up the DS 200** using manual
 - Plug in the machine. Open the lid – should power on automatically. If not, press the power button to turn the machine on.
 - Verify the security seal number on the Inspector’s Statement and the Chain of Custody Form
 - Check the ballot box slots to ensure empty, metal slot closed and doors locked
 - **Set up all voting booths** – plug in lights via “daisy chain”.



Election Inspector Training



- 🌲 In a Jam? Let's clear that jam!
- 🌲 Still won't work? Let's open the Auxiliary bin and call the Clerk!
- 🌲 Don't Panic – tell the voter what is going on!



November Election Inspector Training



Before the Polling Place Opens

- **Set up the Express Vote** using manual
- Position the machine to protect privacy.
- Verify the seal number on the inspector's statement.
- Plug in the Machine and turn it on.

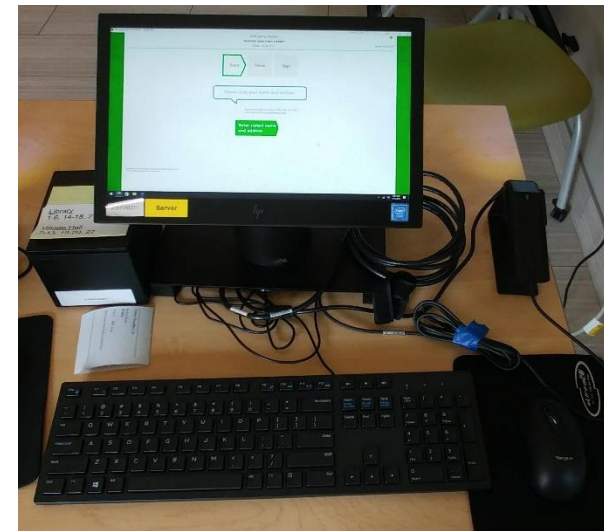


Election Inspector Training



Before the Polling Place Opens

- **Set Up the Badger Books** using manual
- Make cords secure and safe from trip hazard (Velcro for carpet and painters tape for tile and wood)
- Retrieve YOUR User Name and Login from Chief Inspector
- Log in to your terminal
- Open Polls and select check in voters



YOU WILL BE SETTING UP BADGER BOOKS!

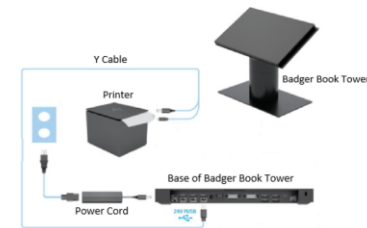


VIDEO OF SETUP STEPS



Stand-Alone Badger Book

Badger Book Set Up and Connecting Printer:



1. Plug the two-pronged end of the 'Y' cable (Printer 24 V USB power and data 'Y' cable) to the back of the printer.
2. Plug in the other end of the 'Y' cable to the 24V PUSB port on the back of the base of the Badger Book tower.
3. Connect the Power Cord (Advanced I/O connectivity base 180 W AC power adapter cord) from the back of the Badger Book Tower base, to a power source (i.e. outlet on wall or power strip).

Connecting ID Scanner:



Connect the scanner's USB cord to any of the USB ports on the back of the Badger Book Tower's base.

Stand Alone Badger Book Hardware Set Up
Assembled by the Wisconsin Elections Commission (P) 608-261-2028 (E) elections@wi.gov

1

HEY BADGER BOOK PEEPS!



The Badger Books have a very specific order of operations and the printers can get finicky.

It's best if you can do a **test print BEFORE the first voter.**

WHAT THE EQUIPMENT WILL & WON'T DO...



IT WILL:

- * Check in and Register Voters
- * Record assistor name/address
- * Record Curbside voter/no signature
- * Help voters understand more complicated ballots
- * Note typos, errors for correction

IT WON'T:

- * Tell you when voters are ineligible
- * Record incidents
- * Record Provisional Ballots
- * Track observers
- * Spoil ballots/Remake ballots/issue 2nd ballot
- * Assign new address in the city until they are entered
- * Check against Student Listing for POR

YOU WILL BE LOADING BADGER BOOK DATA!




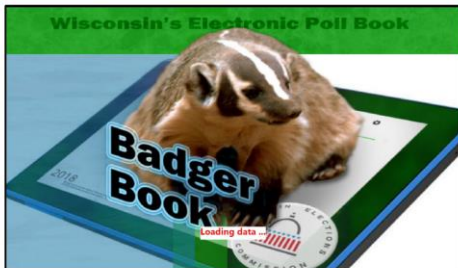
Badger Book User Manual

Update Badger Book with Pre-Election Data

Once the Pre-Election Badger Book data has been loaded onto the USB, load the data on to the Badger Book server machine. This data should replace your previous training data file.

Upload Pre-Election Badger Book Data

1. Log into the Badger Book server machine, using the Windows username and password
2. On the bottom navigation bar, click the File Explorer  icon
3. Plug in the USB and locate the Pre-Election WisVote data zip file
4. Right click and "Copy" the zip file
5. Click Windows C: Drive to navigate to the EPollBook folder
6. Click the EPollBook folder, then the Data folder, then the WisVote folder
7. Right click and "Paste" to add the Pre-Election data zip file
8. Close File Explorer
9. Double click the Badger Book icon (the Badger Book splash screen with a "Loading Data" message will display and the load time should last between 5 and 10 minutes)



10. Once the data has finished loading, the Badger Book login page will appear

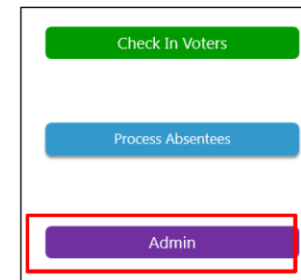
Badger Book User Manual

Set Reporting Unit(s)

The Pre-Election data file contains the active voters for an entire municipality. A reporting unit must be selected in order for the correct voters to appear in the poll book.

Select Reporting Unit(s)

1. Log into the Badger Book using the default user
Username: clerk
Password: setup
2. Select the "Admin" button



3. Click the "Reporting Unit" tab
4. Search and "Select" the reporting unit(s) associated with the polling location (reporting units can be "Deselected" until a voter has been processed in that particular reporting unit)

YOU WILL BE LOADING BADGER BOOK DATA!



ELECTION DAY BADGER BOOK CHECKLIST

6:00 am – 6:30 a.m.

- Set up Badger Books
- Set up router
- Power on devices, keyboards, and mice
- Connect or verify each machine is connected to "EPollBook" network (see Badger Book User Manual for detailed instruction)
- Launch Badger Book on server machine first, and then on the client machines
- Calibrate scanners
- Confirm election data is set for the correct polling place and election

6:30 am – 6:45 a.m.

- Confirm all Election Inspector accounts are set up
- Create new users, if necessary
- Election Inspectors update their passwords

7:00am – 8:00 p.m.

- Process voters
- Process absentee ballots
 - If there is typically a slow period during the day, process your absentee ballots at that time
- Process Election Day Registrations

After 8:00 p.m.

- Plug USB into base of the server
 - Log into the USB
 - Generate poll book data
 - Save Badger Book data zip files onto the flash drive
 - Generate reports
 - Save Badger Book reports as both a PDF and Excel file onto the flash drive
- Break down Badger Books

Open/Reopen Polls

After setting up the hardware, networking the devices, and launching the Badger Book software, a user with Admin credentials must "Open Polls." The act of "opening the polls" on Badger Book is required to permit any other users access the software, and the poll book itself. Inspectors will not be able to check-in voters, process EDRs, or record absentee ballots prior to the polls being open (they will see a blank screen with Status: Polls Closed). The Admin user should click "Open Polls" about 15-20 minutes before 7:00 a.m. to ensure that the correct reporting units are selected, and the voter count is re-set to zero prior to opening the doors.

Open Polls on Election Morning (Admin User Only)

1. Confirm all Open Poll Checklist items have a green checkmark

If a red X appears, correct the error by clicking "Admin" and either:

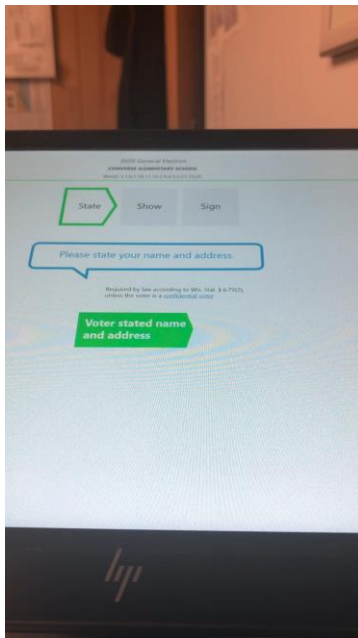
- a. Go to Reporting Units tab and select the reporting units applicable to your polling place and then return to the Main screen; or
- b. Go to Post-Election Data tab and click "Reset Voter Count to Zero" and then return to the Main screen

A screenshot of the "Open Polls Checklist" interface. It shows two items: "Reporting Units Selected" with a red X icon and "Voter Count Reset to Zero" with a green checkmark icon. At the bottom, there is a purple button labeled "Admin".

A screenshot of the "Open Polls Checklist" interface. It shows two items: "Reporting Units Selected" with a green checkmark icon and "Wards 1-10,12-15,11" listed below it, and "Voter Count Reset to Zero" with a green checkmark icon. At the bottom, there is a green button labeled "Open Polls".

2. Select the green Open Polls button

Closing the Polls...



VIDEO OF SHUTDOWN STEPS

Close Polls

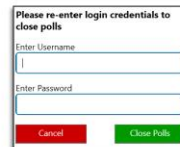
After 8:00 p.m. on Election Day, and after all voters have been checked-in and absentee ballots are processed, you will need to Close Polls on the Badger Book. The closing process should be completed using a Server machine. Closing polls on the Badger Book is required for generating participation reports and to export Badger Book data.

Close Polls on Election Night (Admin User Only)

1. Go to the Admin menu
2. Select the red "Close Polls" button

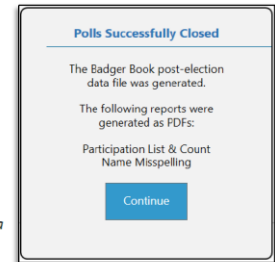


3. Select Close Polls on the warning pop-up
4. Reenter your username and password



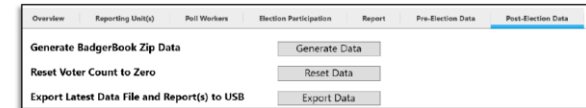
5. Select Close Polls

6. Select Continue on the confirmation window



The following steps are for exporting the election data from the Badger Book. This can be done immediately after closing the polls or at a later time.

7. Select the Post-Election Data tab on the Admin Overview screen
8. Confirm an acceptable USB data storage device is plugged into the Badger Book



9. Select the Export Data button next to Export Latest Data File & Report(s) to USB option
10. Close the export confirmation window

If Badger Book polls are closed prematurely, they can be reopened by following the steps outlined in the Reopen Polls section of this manual. Reopening the polls will not negatively impact any participation, EDRs, or Absentee Ballots previously recorded.

Organized & Prepared



Material Organization

- New supply totes
- Proposed Floor Plan to accommodate E-Poll Books
- Chief Inspector Folder
- Election Manual updated
- Opening Task Lists (with folders)
- Closing Task List (with folders)
- Updated Ballot Reconciliation Form
- New Signs
- Supply Boxes (tackle box)

CHECK YOUR BALLOT STOCK TO ENSURE YOU HAVE The right ballots and ENOUGH ballots!

Ordering enough ballots for all anticipated voters without ordering too many that will be recycled is based on prior turnout.

When we pack ballots, we take any leftover absentee stock and test stock and add to the official regular stock. The ballot order should be checked by Style# to ensure you won't be surprised and runout too soon.

The GOOD NEWS is we can always use Express Vote stock if we run low!

Muni	Wards	Cong	State Sen	State Assem.	School District	Ballot Style	Color	Total Ballots Sent to Poll	Polling Place
C. Janesville	W7	2	15	44	Janes	S89	White	0	RCRC
C. Janesville	W8	1	15	44	Janes	S90	White	1,075	RCRC
C. Janesville	W9	1	15	44	Janes	S91	Yellow	1,000	RCRC
C. Janesville	W10	1	15	44	Janes	S92	Pink	1,100	RCRC
C. Janesville	W11	1	15	44	Janes	S93	Green	925	RCRC
C. Janesville	W12	2	15	44	Janes	S94	White	0	RCRC
C. Janesville	W13	2	15	44	Janes	S95	White	0	RCRC

Muni	Wards	Cong	State Sen	State Assem.	School District	Ballot Style	Color	Total Ballots Sent to Poll	Polling Place
C. Janesville	W17	1	15	43	Janes	S99	White	400	BLAIN SUPPLY
C. Janesville	W18	1	15	43	Janes	S100	Yellow	875	BLAIN SUPPLY
C. Janesville	W19	1	15	43	Janes	S101	Pink	900	BLAIN SUPPLY
C. Janesville	W20	1	15	43	Janes	S102	Green	350	BLAIN SUPPLY
C. Janesville	W20	1	15	43	Milton	S103		0	BLAIN SUPPLY
C. Janesville	W22	1	15	43	Janes	S105	Blue	750	BLAIN SUPPLY

Muni	Wards	Cong	State Sen	State Assem.	School District	Ballot Style	Color	Total Ballots Sent to Poll	Polling Place
C. Janesville	W23	1	15	43	Janes	S106	White	450	CENTRAL CHRISTIAN
C. Janesville	W24	1	15	43	Janes	S107	Yellow	350	CENTRAL CHRISTIAN
C. Janesville	W25	1	15	43	Milton	S108	Pink	5	CENTRAL CHRISTIAN
C. Janesville	W34	1	15	43	Milton	S118	Green	900	CENTRAL CHRISTIAN
C. Janesville	W35	1	15	43	Milton	S119	Blue	310	CENTRAL CHRISTIAN

Muni	Wards	Cong	State Sen	State Assem.	School District	Ballot Style	Color	Total Ballots Sent to Poll	Polling Place
C. Janesville	W14	1	15	44	Janes	S96	White	1,000	LIBRARY
C. Janesville	W15	1	15	44	Janes	S97	Yellow	1,300	LIBRARY
C. Janesville	W16	1	15	44	Janes	S98	Pink	1,200	LIBRARY
C. Janesville	W38	1	15	44	Janes	S122	White	0	LIBRARY

Assigned to:

Election Official Opening Task A Voting Booth Set Up

All voting booths must be set up. State law requires that your polling place have at least one voting booth set up per every 200 voters in your ward or wards for the last November election.

Place booths in the same vicinity but separate from other activities such as checking in and registering. The accessibility booth must be set up, with a clear 36" wide path. As directed by the chief inspector, set up a booth or table for use by provisional voters.

- Unlatch and open the voting booth case.
- Remove all 4 legs from inside the voting booth, the legs are folded in half with a cord (inside) to connect the two tubes into one.
- Insert the legs into the sockets located on the underside of the voting booth case. It may be easier for 2 officials to help one another, as the legs tend to fall out.
- Place booth in its place and adjust its stance. Unfold and adhere the privacy screens at the Velcro tabs.
- If possible, plug in to outlets so the fluorescent light is in working order.
- Post any signs such as instructions for voting as included with the Ballot Table supplies.
- Using the supplies sanitary wipes, wipe off the pen marks and clean as good as possible each use.
- Report any broken booths to the Chief and mark CLEARLY for return to City Hall for repair.

Possible configurations:

Assigned to:

Election Official Opening Task B Tabulator Cart

- Locate your DS200 and move it to the correct location in your polling place.
- Using the **Inspector's Statement** (in possession of Chief Inspector), verify the tamper-evident seal numbers on the front of the tabulator cart to confirm that nobody has accessed the ballot box contents since the box was sealed by the Clerk's Office.
- Initial Inspectors' Statement to indicate that you verified the tamper-evident seal numbers on the tabulator cart.
- Use a wire-cutter or scissors to break *only* the seals on the front doors of the tabulator cart if they have seals on them. Place the used seals in the clear plastic baggie of seals and store in blue canvass bag.
- Request the DS-200 keys for the tabulator cart in from the Chief Inspector and unlock the two doors in the front of the cart.
- Remove all of the ballots and other supplies from the tabulator cart.
- Take the ALL Blank Ballots to the Ballot Table (keep unopened packs of ballots inside box under the ballot table and secure at all times).
- Set aside the Poll Books (ToteBox) in case of Electronic poll book failure if you use E-books, otherwise take poll books to poll book table.
- Take one Street Listing to the greeter table and the Ineligible Lists to Badger Book Table.
- If paper poll books are used take a street listing and Ineligible Lists to the Badger Book Table.



Assigned to:

Election Official Opening Task C Ballot Table

Place the following items on Ballot Table:

- Make certain there are pens available in every booth. If a voter wants their own pen for sanitary reasons, have a box available to offer one.
- Place any necessary signs in voting booths ("how to mark your ballot"). Affix ballot signs to front of table or use acrylic stand if provided.
- Set out plastic bins by ward for voter slips by ward.
- Secrecy Sleeves for transporting ballots from booth the tabulator (Ballot Table Folder).
- Spoiled Ballot and Defective Ballot envelopes (Ballot Table Folder)
- Ballots (from tabulator cart) Review and confirm total ballot numbers to the Ballot Order Listing by style and separate them by ward and place 1 pack/Ward in ballot rack. You should also have a supply of blank ballot stock for the Express Votes at the table.
- Count 50 ballots from the bottom of the pile and use a post-it note or other obvious indicator to remind the election official who reaches that ballot to call the Clerk's Office for more ballots.
- Fan ballots as they come out of the package to reduce the likelihood they will stick together. Open only one pack at a time!
- 25 ballots (100 per pack) may be pre-initialed by one election official, with the ward indicated via circling. NOTE: if you initialed, you must issue so don't initial too many or they will need spoiled.
- The election official assigned to the ballot table should apply the second set of initials to each ballot *only after receiving the voter slip* from the voter. Initial ballots on the two lines under "Ballot issued by" (initials of inspectors). Ballots with two sets of initials are live ballots.

Assigned to:

Assigned to:

Election Official Opening Task E Greeter Station

Place a table near the entrance to the voting room. One or more election officials will be stationed to greet the arriving electors at this table. The greeter confirms the elector is at the correct polling place and directs the elector to the voting line, or if necessary, to the registration table or provisional ballot table. The greeter reminds voters to have their photo ID ready to show at the poll book table.

- > **Greeters should NOT be checking the Photo ID – that is only done at the Poll Book Table.**
- > **Now should you check in EVERY voter-many know the process**

The following items can be found in the "Greeter Table" folder, and should be placed on the Greeter Table.

- Pens (Tackbox)
- Citywide Street Directory - WATCH Odd/Even Streets! *if the elector's address belongs to another polling place, direct the elector to the correct polling place using the Citywide Street Directory - ALWAYS have another poll worker double check you before sending the voter away!* (binler)
- Folded City of Janesville Ward Map – you may elect to hang your map on a wall for viewing but if not your table should include enough space to keep it open on display. (Greeter Table Folder)
- "Start Here" Greeter Sign (Greeter Table Folder)
- Blue SAMPLE Ballots (Greeter Table Folder)
- 5-10 Election Worker Application Packets (Greeter Table Folder)
- The Chief will give you an incident log to record any incidents – be complete and return to the Chief at the end of the night.



Assigned to:

Election Official Opening Task F Provisional Ballot Folder

Place the following items in the provisional ballot folder. If a separate space is not available, the chief inspector can designate a joint area such as a portion of the Registration Table. One detail oriented election official helps voters with their provisional ballots. **Take measures to assure these ballots do not go into the tabulator**, e.g., set up a separate voting booth or table near the provisional ballot table.

Most materials can be found in the "Provisional Ballot" folder, and should be placed on the provisional ballot table:

- Instructions for processing Provisional Ballots (Provisional Ballot Folder)
- Pens
- Provisional Ballot Certificate Envelopes (Provisional Ballot Folder)
- Provisional Voting Information Sheet for electors (Provisional Ballot Folder)
- Provisional Ballot Reporting Form (Provisional Ballot Folder)
- Inspectors' Certificate for Provisional Ballots (Provisional Ballot Folder)
- Envelope for Provisional Ballots (Provisional Ballot Folder)



Assigned to:

Election Official Opening Task G Post Signs and Sample Ballots

Post everything in the "Sign" folder using painters/masking tape. EXCEPT the signs in the "Emergency" folder (only to be used if Contingency Plan is deployed).

Each polling place will receive a sign pre-loaded with signs on large format paper to be hung on wall.

Inside the Round Tube are the following signs:

- Are You Qualified to Vote?
- Instructions for Mail-In Registrants and First-Time Voters
- General Information on Voting Rights Under Federal Laws
- Notice of Election Fraud
- Contact Information – Reporting Fraud or Corruption
- (Blue) sample ballot for each ballot style used at polling location
- Notice of Election



Other signs might include:

- Instructions for Marking Ballot – post in voting booth lids below the light (leave affixed at end of election)
- Map of each ward at polling place (ok to have at greeter table if space allows)
- The table top or front edge of table signs (Ward #s, Registration, Greeter, etc.)
- Accessible Entrance, post this sign on the entrance accessible to voters with disabilities. May also be at the main entrance to the polling location.
- Polling Place signs specific to directing the flow of traffic if needed
- Polling Place signs specific to directing voters (cell phones, weapons, etc.)
- Polling Location, place outside the main entrance to the polling location – get as close to where passing traffic can view as possible. Yellow Triangle on Map
- Place a flag at polling entrance before the polls open.

November Election Inspector Training



Before the Polling Place Open

- Post the required notices (3 Main Posters)
- Table signs (in labeled folders)
- Be sure to use the WHITE painters tape supplied- to affix signs to walls and table fronts (colored blue and green tape is for the floors if needed)
- You will be expected to remove tape at end of night and return to sign tube for future use – use care in putting up and taking down all signs

November Election Inspector Training



Before the Polling Place Opens

- Set up the check in table (tally slips, ballots, poll lists)
- Set up greeter table
- Post signs
- Sign the poll list certification page in Badger Book
- Person issuing tally slips should record beginning and ending tally slip number issued on inspector statement
- Check the atomic clock for the official time – use cell phone over wall clocks to determine 7:00 a.m.

November Election Inspector Training



- Promptly at 7:00 a.m. announce:
 - “Hear ye, hear ye the polls are now open”



November Election Inspector Training



Observers

- Must sign in, wear an OBSERVER label and check in with the Chief Inspector.
- Observers have the right to view all processes.
- Minimum 6 feet away in a designated area at the polling place.
- May NOT interfere with the election.
- Provide observers a copy of the rules.

Cell Phones, Videos and Selfies



VOTERS

- ✦ Voters may silently use cell phones
- ✦ Voters may take photos or videos of themselves if not disruptive
- ✦ Voters may not take photos/videos of others without their consent
- ✦ Chief inspectors may prohibit if disruptive

OBSERVERS

- ✦ Observers may silently use cell phones, but should not take or make voice calls
- ✦ Observers may not take photos or videos of themselves or others
- ✦ Chief inspectors may prohibit if disruptive

MEDIA

- ✦ Permitted to use photography/videography if not used to record how an elector has voted and not disruptive
- ✦ Contact with voters should be limited
- ✦ Interviews should be held outside of voting room

November Election Inspector Training



City Hall Check in times:

- 10am
- 1pm
- 4pm – **LAST CALL FOR BALLOTS!**
- 7pm

What do you need from us?

CLERK CALL IN WORKSHEET

<p>10am</p> <p>_____ What is the Voter Count on your DS-200?</p> <p>_____ What is the Voter Count on Badger Book?</p> <p>Do those two numbers match? Why not?</p> <p>_____ How are you doing on Ballot Stock – all wards?</p> <p>_____ Are there any Absentee ballots that need picked up?</p> <p>_____ Do you have any Provisional Ballots?</p>	<p>1pm</p> <p>_____ What is the Voter Count on your DS-200?</p> <p>_____ What is the Voter Count on Badger Book?</p> <p>Do those two numbers match? Why not?</p> <p>_____ How are you doing on Ballot Stock – all wards?</p> <p>_____ Are there any Absentee ballots that need picked up?</p> <p>_____ Do you have any Provisional Ballots?</p>
<p>4pm</p> <p>_____ What is the Voter Count on your DS-200?</p> <p>_____ What is the Voter Count on Badger Book?</p> <p>Do those two numbers match? Why not?</p> <p>_____ How are you doing on Ballot Stock – all wards?</p> <p>_____ Are there any Absentee ballots that need picked up?</p> <p>_____ Do you have any Provisional Ballots?</p>	<p>7pm</p> <p>_____ What is the Voter Count on your DS-200?</p> <p>_____ What is the Voter Count on Badger Book?</p> <p>Do those two numbers match? Why not?</p> <p>_____ How are you doing on Ballot Stock – all wards?</p> <p>_____ Are there any Absentee ballots that need picked up?</p> <p>_____ Do you have any Provisional Ballots?</p>

FORMS AND QUICK GUIDES



- In your supplies are laminated “Quick Guides” to be located at the following appropriate locations:
 - * Chief
 - * Greeter
 - * Ballot Table
 - * Badger Book Station
- Use them often to respond to unique situations that occur on election day.
- Please return to the folder they began in at end of day.

Quick Guide to Curbside Voting On Election Day

Review this document before working curbside.

Revised 7/2020

1. Greet the voter

- ✓ “Welcome!” “We’re glad you could make it!” Stay far enough away from them that they feel safe – everyone will be different. A “thumbs-up” through a closed car window may be the best way to be friendly.
- ✓ Keep your face and head **out** of the voter’s car.
- ✓ “Have you moved since you last voted?”
- ✓ If the voter needs to register, give them a registration form and follow the Election Day Registration procedure.
- ✓ Look to see if the voter has their own pen or if you need to let the use one of our sanitized pens.

2. Ask for the voter’s name and address

- ✓ Write it down on scratch paper.
- ✓ Check the street directory for the address (make sure the voter is at the right polling place).

3. Check the voter’s ID

- ✓ Be **respectful** and check for acceptable **type**, **expiration date** (if required for that type), **name**, and **photo**.
- ✓ The name on the ID should “reasonable conform” to what they told you.
- ✓ The address on the ID doesn’t matter.
- ✓ **Do not touch the voter’s ID**; have the voter hold it up to the car window.
- ✓ If the voter does not have an acceptable form of ID, they will become a provisional voter.

4. Go inside to the Badger E-poll book table

- ✓ State the voter’s name and address (if the voter is not registered, bring out a paper registration form and come back with it completed).
- ✓ Poll book workers select “curbside” in the signature box.
- ✓ Get a voter slip.
- ✓ Get a ballot at the ballot table.

FORMS AND QUICK GUIDES



ACCEPTABLE PHOTO IDS FOR VOTING IN WISCONSIN - Information Provided by the Wisconsin Elections Commission

WHAT PHOTO IDS CAN I USE TO VOTE IN WISCONSIN?

<p>State of Wisconsin Driver License</p>  <p>Can be expired since November 6, 2018 (currently the last General Election)</p>	<p>State of Wisconsin ID Card</p>  <p>Can be expired since November 6, 2018 (currently the last General Election)</p>
<p>Wisconsin Driver License OR State ID Card Receipt OR WI DMV ID Petition Process Photo Receipt</p>  <p>Valid for 45 days from the date receipt was issued OR 60 days for the ID Petition Process Receipt</p>	<p>Veterans Affairs ID</p>  <p>Must be unexpired or have no expiration</p>
<p>Student ID Card Enrollment Verification (only if student ID is expired)</p>  <p>Valid for voting if the expiration date is no more than 2 years from the date the card was issued. Still valid for voting if expired and accompanied by valid enrollment verification</p>	<p>U.S. Uniformed Services Tribal ID Card</p>  <p>Can be expired since November 6, 2018 (currently the last General Election)</p> <p>Certificate of Naturalization</p>  <p>Only valid for voting if certificate was issued not more than 2 years before the date of the election</p>

Find more information on the Photo ID law at www.BringIt.WI.gov
Register to vote or check your registration status at: www.MyVote.wi.gov
Contact the Wisconsin Elections Commission at 1-866-Vote-Wis or at elections@wi.gov

PROOF OF RESIDENCE		VS.	PROOF OF IDENTIFICATION	
Proof of Residence (Registration)	Standards		Proof of I.D. (issuing a ballot)	Standards
State of WI Driver License or Instructional Permit (Cannot be used as POR if hole punched)	- May be revoked or suspended - Unexpired		State of WI Driver License or Instructional Permit (May be used if hole punched)	- May be revoked or suspended - Unexpired or expired after 11/6/2018
State of WI Identification Card (Cannot be used as POR if hole punched)	- Unexpired		State of WI Identification Card (May be used if hole punched)	- Unexpired, or expired after 11/6/2018
Identification card issued by WI governmental body or unit.	- Valid on date of registration*		Military ID card issued by a U.S. Uniformed Service	- Unexpired, or expired after 11/6/2018
Identification card issued by employer (not a business card)	- Valid on date of registration* - Photo required		Military ID card issued to a veteran by a U.S. Uniformed Service.	May be expired—some may indicate "indefinite."
Real estate tax bill or receipt	- For current year or year preceding date of the election		Photo ID issued by the federal Dept. of Veterans Affairs	Unexpired or has no expiration date
University, College or Tech College I.D.	- Photo required - Address not required on ID - Plus fee receipt with address dated within last 9 months		University, College or Tech College I.D.	- May be expired -Date of issuance - Signature of student -Photo required - Expiration date no later than 2 years after date of issuance. - Document that proves enrollment.
University, College or Tech College ID	- Photo required - Address not required on ID - Plus name appears on certified housing list		U.S. Passport booklet or card	- Unexpired, or expired after 11/6/2018
Utility bill (gas, electric, phone, cell phone, cable TV, satellite, internet)	- For period that starts no earlier than 90 days before registration		Certificate of Naturalization	- Unexpired - Issued not earlier than 2 years before election
Utility bill (gas, electric, phone, cell phone, cable TV, satellite, internet)	- For period that starts no earlier than 90 days before registration		WI DOT Driving Receipt	- Unexpired - Valid for 45 days
Bank or Credit Union Statement	- any bank or CU account statement, regardless of the type of account.		WI DOT ID Card Receipt	- Unexpired - Valid for 45 days
Credit Card Statement	- any credit card statement		Citation or Notice to Revoke or Suspend WI Driver License	- Unexpired - Dated within 60 days of the election
Paycheck or stub	- None		IDPP receipt-conventional	- Valid for 45 days.
Check or other document issued by a unit of govt.	- Valid on date of registration*		IDPP receipt - temporary process	- Valid for 60 days
Residential Lease	- Effective on date of registration* - Cannot be used as POR when registering by mail.		I.D. card issued by federally recognized WI tribe	- Expired or unexpired
Care Facility Contract or Intake Document	- Must indicate voter resides at facility - Is not required to indicate room number			

*Identifying documents which are valid for use during a specified period must be valid on the day an elector registers. Wis. Stat. 6.34(3)(c).

(Rev. 2018-12)

- How do I know if the Photo ID is acceptable?
- What's the difference between PHOTO ID and PROOF OF RESIDENCE?

OTHER RESOURCES- “FELON LIST”



INELIGIBLE VOTER LIST

- ✦ There are some people who have lost their right to vote or have been judged incompetent to vote.
- ✦ This list is confidential and provided to the Badger Book terminals to check again **ALL NEW VOTER REGISTRATIONS**
- ✦ While the voter is confirming the info on screen, you are to **discreetly check the book** to make sure they aren't on the list.

Quick Guide to Ineligible Voter List

Revised 10/2018

Discreetly check all Election Day registrations against this list. This is a list of felons known to live in your ward, per the Department of Corrections.

If an absentee voter is found on the ineligible voter list, contact the Chief Inspector to begin the challenge process.

If an Election Day registrant is found on the Ineligible Voter List, explain to the voter that they can register and vote if they are Off Paper. Give the voter one of the ineligible voter letters in the registration folder.

If the voter says they are Off Paper or that they are not serving a sentence for a felony, call the Wisconsin Elections Commission at 266-8005. Sometimes the ineligible voter list erroneously includes individuals who have finished serving their sentence. The Wisconsin Elections Commission may be able to confirm that the voter is eligible.

If the Elections Commission cannot confirm eligibility and the voter says they are eligible to vote, contact the Chief Inspector. You will go through the challenge process with this voter.

It is not our job as election officials to serve as an investigator or a judge. The District Attorney will investigate after Election Day.

What is the incident log for?



sample
Incident Log (SAMPLE)

The Incident Log is stapled to the back of the Inspectors' Statement. Use this log to record any event that is out of the ordinary. For example:

Incident Number	Description of Incident	Time Incident Occurred	Election Official Initials
1	Tabulator seal does not match seal listed on Inspectors' Statement. Seal #12345 is on tabulator, but Inspectors' Statement lists seal #13345. Notified Clerk.	6:15 a.m. p.m.	EJE
2	Two Election Officials opened compartment of ballot box to clear ballot jam.	9:00 a.m. p.m.	SAM LAD
3	Power outage	10:20 a.m. p.m.	EJE
4	Power restored	10:45 a.m. p.m.	EJE
5	Absentee ballots delivered, seal #83729.	1:30 a.m. p.m.	SAM
6	Tabulator jammed, emergency bin in use.	2:00 a.m. p.m.	EJE
7	Tabulator replaced, ballots from emergency bin fed into tabulator by two Election Officials.	2:15 a.m. p.m.	EJE LAD
8	Absentee ballot of Donna Hardy rejected: certificate missing voter signature.	3:15 a.m. p.m.	SAM
9	Remade defective ballot #1; voter used ballpoint pen. <i>Note: to protect secrecy of ballot, do not list voter's name for remade ballot. Otherwise, their vote would not be kept secret in the case of a recount.</i>	4:30 a.m. p.m.	SAM LAD
10	Ballot bin is full. Two Election Officials emptied bin and secured ballots in ballot bags. Ballot bags guarded by Election Officials at voter registration table.	5:15 a.m. p.m.	EJE LAD
11	Voter Lauren McMahon challenged on age, challenge dropped.	6:00 a.m. p.m.	EJE
12	Voter left polling place with a ballot, so we have issued one more voter slip than ballots cast.	6:45 a.m. p.m.	EJE
13	Election observer Dan Smith removed from polling place for electioneering.	7:15 a.m. p.m.	EJE

✳ This is the “Diary” of election day that helps us understand what happened on election day in order to reconcile and explain to the County and State any incidents that affected the election.

✳ You can never log too many incidents! I'd rather you log everything, over nothing. In the event of a recount these forms often prove our accuracy.

✳ How should we record 2nd ballots?
✳ ***Enter the VOTER NAME on the incident log and place the first spoiled ballot in the spoiled ballot envelope*** This way we can tie to the voter list if necessary.

November Election Inspector Training



Absentee Ballots

- Absentee ballots will be processed in a central count facility at City Hall.
- If you receive a walk-in absentee ballot, call the office. We will pick it up and deliver it to the central count facility up to 4pm. After that, please have voter deliver to City Hall.
- It is imperative that absentee ballots get processed at central count – not at the polls.

November Election Inspector Training



Absentee Voting – Voter Comes to Polls

- Voter is designated as an absentee voter on the poll book.
- If the voter wants to vote and the ballot has not been marked received. Ask “Did you mail or personally return your ballot to the Clerk’s Office?”
 - * Yes – Cannot vote at polls (Log).
 - * No – Can vote at polls (Log).

November Election Inspector Training



Voter Identification

- Voters **are required** to show identification in order to vote.
- There is a list of acceptable forms of voter identification (Quick Guide).
- The Voter must “Say It, Show It, Sign It”
 - voter states their name and address **aloud**.
 - then the voter shows their photo identification
 - finally, the voter signs the e- poll book.

November Election Inspector Training



Voter Identification

- Election Inspectors look at the ACCEPTABLE photo identification (see list) and confirm:
 1. Does the name conform with the name in the poll list?
 2. Does the photo reasonably resembles the person?
 3. DL and WI ID card is not expired prior to November 3, 2020.

November Election Inspector Training



Voter Identification

- If a voter does not have photo ID:
 - they return home and get their photo id.
 - they may vote provisionally.
- If the voter wants to vote provisionally, get the chief inspector. Chief inspectors will go through the provisional voting process.

November Election Inspector Training



Provisional Voting

- May be used in 2 situations **ONLY**:
 - Voter is an (EDR) election day registration and is unable or unwilling to provide DL number.
 - Voter does not have acceptable photo ID.

November Election Inspector Training



Provisional Voting (Blue Folder)

- Chief Inspectors will handle voter and provisional ballot process.
- Chief Inspector follows the provisional voter checklist.

November Election Inspector Training



- ❖ Voter Identification for Confidential Voter
 - The confidential voters are exempt from the photo id requirement.
 - They simply need to show their confidential ID card issued by my office.
 - Confidential do not need to state their name or address.
 - They must sign the poll book.

November Election Inspector Training



Issuing the Ballot:

- 2 Election inspectors initial ballot and hands it to the voter. (offer them their own pen too)
- Election Inspector explains the ballot to the voter. **NO COACHING THOUGH!**
- Election Inspector legally assists voter if requested.
- Privacy folders are available for voters who desire.
- All marked and unmarked ballots must be secured.

November Election Inspector Training



Issuing the Ballot:

- Voter makes a mistake on the ballot.
- Voter signs Incident Log for an additional ballot. Indicate 2nd ballot or 3rd ballot...
- Issue a new ballot to the voter.
- Maximum number of ballots a voter may receive is 3. (after 2nd ballot, encourage using Express Vote machine)


Curbside Voting



- ✿ If a voter cannot enter the absentee voting location or polling place due to disability, Wis. Stat. § 6.82(1) requires that curbside voting must be available. Two poll workers should bring a ballot to the individual needing assistance, and conduct voting at their vehicle, or at the polling place entrance. These voters are not required to sign the poll list. Instead, the poll workers should write “exempt by order of inspectors” in the signature space on the poll list. This incident should also be recorded on the Inspector’s Statement (EL-104).

Curbside Voting



 If curbside voters need to update their registration due to an address or name change or if they are not currently a registered voter, they may also register to vote curbside with a current and valid [Proof of Residence](#). Curbside voting should also be available during the in-person absentee voting period. Persons who would like to vote curbside should be encouraged to contact their municipal clerk beforehand to discuss how to initiate the process upon arrival at the voting location.

Curbside Voting



Elector Requested Curbside Voting

Follow the polling place curbside practices for announcing the voter's name and address, retrieving the voter's photo ID, and distributing the ballot.

1. Follow steps 1-7 on pages 36-37.
2. On the voter signature screen, select "DONE" as the voter will NOT be providing a manual signature.
3. On the following screen, click on "Curbside Voter" and the appropriate watermark will appear.

A screenshot of a web application interface for a ballot. At the top, it says "Voter: John William Smith II". Below that is a blue speech bubble containing the text "Please sign below.". The main heading is "Ballot Received at Poll Entrance". Underneath, there is a section for "Voter Signature" with the name "John William Smith II", address "1607 SHOESTRING RD JAMESTOWN 53807", and a checkbox labeled "Voter has an assistor" which is currently unchecked. On the right side, there are three buttons: a green "Accept Signature" button, a red "Voter is Physically unable to sign" button, and a blue "Curbside Voter" button which is circled in red.

4. Review and accept the watermark in the signature field by selecting "Accept Signature".

Spoiling and Remaking Ballots



OFFICIAL ELECTION MATERIALS:

Date of Election: _____
 Municipality-City/Town/Village of: _____
 Ward: _____
 Polling Location: _____

OFFICIAL ELECTION MATERIALS:

Date of Election: _____
 Municipality-City/Town/Village of: _____
 Ward: _____
 Polling Location: _____

ORIGINAL DEFECTIVE BALLOT ENVELOPE

Remaking Original Defective Ballots

**** At least two election inspectors must participate in this process. ****

PROCEDURE:

1. Election Inspectors shall announce to observers, if present, that a ballot is being remade and the reason for doing so.
2. Note and select a reason for remaking the ballot in the endorsement section of the ballot.

For Official Use Only	
Inspectors: Identify reason (as far as required) to be remade:	
<input type="checkbox"/>	Overvoted
<input type="checkbox"/>	Damaged
<input type="checkbox"/>	Other
If this is the Original Ballot, Print and Number Here:	If this is the Duplicate Ballot, Print and Number Here:
Initials of inspectors who remade ballot	

- a. "Overvoted" ballots are ballots with at least one instance in which the elector has voted for more than the maximum number of selections allowed in a contest.
- b. "Damaged" ballots include ballots in which the voter circled names on the ballot rather than marking the ovals and ballots mutilated by postal equipment.
- c. "Other" ballots include ballots emailed or faxed to a voter and ballots accessed and completed by a military or overseas elector through MyVote Wisconsin.

3. These ballots are labeled "Original Ballot # (serial number)" and "Duplicate Ballot # (same serial number)" in the endorsement section of the ballot. Remade ballots are issued a sequential number regardless of the reason the ballot was remade.
4. Describe on the Inspectors' Statement (EL-104) why the ballot had to be remade.
 - a. Use a code of "OV" to identify overvoted ballots.
 - b. Use a code of "DM" to identify damaged ballots.
 - c. Use a code of "OT" to identify ballots remade for other reasons.
5. The remade "Duplicate" ballots are inserted into the tabulating device.
6. The original "defective" ballots are marked and placed in this envelope.
7. *This envelope shall be sealed in a clear ballot bag after the polls close.*

ENVELOPE FOR SPOILED BALLOTS

These ballots are not counted for any reason because the elector has surrendered this ballot in order to receive a new one, or the poll worker has spoiled the ballot because it is defective.

Under Wis. Stat. § 6.80(c): Any elector who, by accident or mistake, spoils or erroneously prepares a ballot may receive another, by returning the defective ballot, but not to exceed three (3) ballots in all.

STEPS:

1. If a voter requests another ballot for any reason, the original ballot must be returned to the election official and immediately destroy the ballot by tearing off the upper right corner of the ballot. The ballot shall then be placed in this envelope.
2. Make a notation in the poll book next to the elector's name indicating that the voter received a 2nd and possibly 3rd ballot (i.e., "2nd" or "3rd"). Do NOT issue a new voter number.
3. Make a notation on the Incident Log for each additional ballot issued to a voter.
4. Should an election inspector spoil a ballot because it is defective, follow steps 1. and 3. as outlined above.
5. At the end of the evening, reconcile that you have recorded ALL spoiled ballots in the appropriate locations and that the number of spoiled ballots in this envelope match the number of incidents listed on the Inspector's Statement (EL-104).
6. Once reconciled, seal the envelope and place it in the Ballot Bag with the official ballots for return to the Clerk's Office.

November Election Inspector Training



Closing the Polling Place

- “Here ye, hear ye the polls now are closed.”



November Election Inspector Training



Closing the Polling Place

- The polls close at 8:00pm sharp.
- Anyone in line gets to vote (use a line monitor if there is a line).
- Ensure all absentee ballots have been picked up by City Hall for processing.
- Machine is programmed to print the necessary number of total tapes. Sign the tapes.
WARNING: These tapes will take up to 45 minutes to run and will need paper replacement!
- **MODEM RESULTS TO THE COUNTY!!!**
- Announce results out loud if you have observers.

Closing the Polls



Right at 8pm:

1. Hit “Close Polls” on the DS-200 Tabulator and begin running tapes
2. Start sorting paper ballots by Ward and count in piles of 25 to ensure the number of Voters with #s = total number of voted ballots

November Election Inspector Training



Closing the Polling Place

- Review ballots for discrepancies and registered write-in candidates. (see “counting votes” handouts).
- Record write-ins on tally sheets by party and ward.
- Complete and sign the return sheets.
- Explain discrepancies in voter counts.

SORTING & COUNTING BALLOTS



- Sort all ballots by WARD #
- Place ballots in stacks of 25
- Record the count on the reconciliation form. Make sure the count is accurate and balances to the DS-200 tape.
- Now go back through each ballot and set aside ballots with any Write-in votes
- Bag any Ballots without Write-ins by Ward # (ONE BAG PER WARD). This will reduce clutter and maintain organized security of the ballots.
- Record any registered or necessary write-in votes on the tally sheet. Make sure you record the office, ward and name of candidate on the tally sheets.
- When complete, place in Ballot Bag by ward, seal the bag and sign on the signature line on front of bag.

Counting Votes at the Partisan Primary

Introduction

A. Statutory Authority

The information in this document was prepared by the staff of the Wisconsin Elections Commission and represents the staff's interpretation of the application of the law set out in Wis. Stat. § 7.50(2), to the general situations described. Election inspectors and candidates should review the law or consult an attorney about any specific application of the law. Any questions about the information contained in this document should be directed to the Wisconsin Elections Commission Help Desk at 608-261-2028 or via email at elections@wi.gov.

B. Public Counting

Counting votes is always done **publicly** after the polls close at 8:00 p.m. Vote counting is done by the election inspectors. The governing body of a municipality may also appoint tabulators to assist election inspectors with counting votes. Any person, including candidates at the election, may observe the counting of votes.

C. Voter Intent

When a voter has marked a ballot in a way that does not clearly indicate his or her voting objective, the election inspectors must attempt to determine the voter's intention. All inspectors must be part of the determination process, and the majority must agree that the voter's intention can or cannot be determined. Even though tabulators may be used to assist in counting, the decision on how to treat a questionable ballot is made by the election inspectors.

Closing the Polls



Right at 8pm:

3. Send DS-200 results by Modem to County Clerk

4. Save reports and results in Badger Books. Leave Server up until you know you've got what we need!

Closing the Polls



Right at 8pm:

5. Tear down voting booths – place lights in light totes and booths on cart.

6. Return items to suitcases and totes and place on Green Cart

Closing the Polls



Right at 8pm:

7. Remove Signs from walls, tables, etc.

8. Secure USB Sticks with Chief Inspector.

9. Sign paperwork, result tapes and ballot bags

Closing the Polls



MAKE SURE THE CHIEF
INSPECTOR HAS A
PARTNER TO TAKE
ITEMS TO CITY HALL.

Leave the polling place as
you found it – and leave
together!

FORMS as a part of the "PROCESS"

Each Polling place is required to complete and return the following forms/bags to the clerk on election night:

- * Inspector Statement
- * Incident Logs
- * Observer Log
- * Poll book Certification Pages
- * Reconciliation Forms
- * Tapes (County, City, School Dist – All signed)
- * Tally Sheets – Registered Write-Ins
- * Voter Slips
- * Ballot Bags sealed with all voted ballots
- * Timesheets & Oaths

Ward# 1-12 / Ballot Table / P

Check box if no incidents were recorded for this election.

Incident Log	(Please refer to the Election Day Manual for detailed procedures)
Incident Number	Description of Incident
1	Issued ballot for ward 3 - Voter needed ward 4 - ballot before ward 3 incident
2	ward 5 issued second ballot
3	ward 9 voter 11 cross voted
4	ward 11 voter 11 cross voted
5	ward 11 cross vote
6	ward 8 voter spoiled
7	ward 11 voter crossed party voted
8	ward 5 over vote
9	ward 9 over vote
10	ward 4 cross voted
11	ward 10 cross voted
12	curbside voter #30 ward 10
13	ward 9 cross voted
14	ward 10 cross voted
15	ward 9 spoiled
16	ward 4 voter spoiled
17	ward 6 voter spoiled
18	ward 9 voter spoiled
19	ward 6 voter spoiled
20	ward 11 voter spoiled
21	ward 9 voter spoiled

Inspectors' Statement

We, the undersigned election inspectors, certify the following is a true and correct statement for an election held in the 1-12 ward(s) of the City of Beloit, County of Brock County, State of Wisconsin, on the 11th day of August, 2020.

MUNICIPAL CLERK PROVIDES THE FOLLOWING INFORMATION:
 Voting Unit Number 0313410873 Memory Device Serial Number W 1-12 038
 Tamper-Evident Seal Serial Number A 10, 808

THIS SECTION TO BE COMPLETED BY CHIEF INSPECTOR:
VOTING EQUIPMENT/BALLOT CONTAINER CHAIN-OF-CUSTODY RECORD

- Tamper-evident seal number verified by chief inspector (CI): Pre-election NA Post-election NA
- Upon sealing the ballot bag or container to which this Inspectors' Statement pertains, record the number of the tamper-evident seal used for this purpose here: 00124879

THIS SECTION TO BE COMPLETED BY ELECTION INSPECTORS AND VERIFIED BY CHIEF INSPECTOR:
VOTER STATISTICS

Total number of voters (last voter number on poll list) 455 Number of absentee voters Central Source - N/A
 (Absentee voters and in-person voters. Do not include provisional voters.) Number of provisional ballots 0

Total Number of ballots cast 455 Number of ballots in excess of total number of voters 0

Number of votes cast on:
 paper (hand count) ballots _____, optical scan ballots _____, DRE (touch screen) N/A
 Express Vote _____

Signatures of Election Inspectors _____
 Pre-election Life Cycle Count 12
 Past-election Life Cycle Count 12
 Total Express Vote Ballots Cast 0
 Total Express Vote Ballots Spoiled 0

CERTIFICATION OF CHIEF INSPECTOR

I certify that I have completed the required training administered by the Wisconsin Elections Commission, and have been duly certified as a Chief Inspector. I served as the Chief Inspector for the election described above for the time period indicated below.

Steve Leary ENTIRE DAY FROM _____ a.m. TO _____ a.m. p.m.
 (Signature of Chief Inspector)

Sharon Mui FROM _____ a.m. TO _____ a.m. p.m.
 (Signature of Chief Inspector)

- ✓ The completed form is retained in the office of the Municipal Clerk.
- ✓ A copy of the completed form is returned to each Clerk with the other election forms.
- ✓ Municipal clerk provides other copies as needed. Wis. Stat. § 7.51.

DO NOT SEAL IN BALLOT BAG!

END OF NIGHT ORDER OF OPERATIONS

When you peel the security seals off of the equipment, secure them to an incident log. We like to prove the number listed on the Inspector's Statement still matches the number of the label placed on the machine.

Ward # / Chief Inspector

Check box if no incidents were recorded for this election.

Incident Number	Incident Code (See glossary)	Description of Incident	Time Incident
1	X	Electron OBSERVATION	7:00 a.m.
2	X	Polls OPEN	7:50 a.m.
3	X	Electrons removed from Election Party 7:30-7:45	7:55 a.m.
4	X	FOR BALLOT EXPLOSION CALL CH	7:55 a.m.
5	X	Fire Dept REP ARRIVED	7:30 a.m.
6	X	Voter Attempted to VOTE WITH IN JLL ID	8:50 a.m.
7	X	Shrapnel needle discovered in parking lot, notified FIRE Rep.	9:45 a.m.
8	X	Jimmy Johns Delivery	10:05 a.m.
9	X	curbside voter Donna HIRST	10:15 a.m.
10	X	Curbside voter Alvin William Tereca	11:13 a.m.
11	X	curbside voter Marking his ballot	11:13 a.m.
12	X	curbside voter Duane Bakeman	3:58 p.m.
13	X	curbside voter John Delleneger	4:10 a.m.
14	X	second Ballot Sep 109 Voter	4:45 p.m.
15	X	Found Ballot 1199 Stub in parking lot	6:00 a.m.
	X	Polls Closed	8:05 a.m.

OFFICIAL ELECTIONS SEAL
Report immediately if "VOID OPEN" appears.

N10,808

Inspectors' Statement

We, the undersigned election inspectors, certify the following is a true and correct statement for an election held in the 1-12 ward(s) of the City of Beloit, County of Rock County, State of Wisconsin, on the 11th day of August, 2020.

MUNICIPAL CLERK PROVIDES THE FOLLOWING INFORMATION:
 Voting Unit Number: 100313410873 Memory Device Serial Number: W1-12-038
 Tamper-Evident Seal Serial Number: N10,808

THIS SECTION TO BE COMPLETED BY CHIEF INSPECTOR:
VOTING EQUIPMENT/BALLOT CONTAINER CHAIN-OF-CUSTODY RECORD
 • Tamper-evident seal number verified by chief inspector (CI): Pre-election (CI Initials) N/A Post-election (CI Initials)
 • Upon sealing the ballot bag or container to which this Inspectors' Statement pertains, record the number of the tamper-evident seal used for this purpose here 80124879

THIS SECTION TO BE COMPLETED BY ELECTION INSPECTORS AND VERIFIED BY CHIEF INSPECTOR:
VOTER STATISTICS
 Total number of voters (last voter number on poll list) 455 Number of absentee voters Central Count - N/A
 (Absentee voters and in-person voters. Do not include provisional voters.) Number of provisional ballots 0
 Total Number of ballots cast 455 Number of ballots in excess of total number of voters
 Number of votes cast on:
 paper (hand count) ballots , optical scan ballots , DRE (touch screen) N/A
 Express Vote

Signatures of Election Inspectors Pre-election Life Cycle Count 12
 Past-election Life Cycle Count 12
 Total Express Vote Ballots Cast 0
 Total Express Vote Ballots Spoiled 0

CERTIFICATION OF CHIEF INSPECTOR
 I certify that I have completed the required training administered by the Wisconsin Elections Commission, and have been duly certified as a Chief Inspector. I served as the Chief Inspector for the election described above for the time period indicated below.
 ENTIRE DAY FROM a.m. TO a.m.
 (Signature of Chief Inspector) p.m.
 FROM a.m. TO a.m.
 (Signature of Chief Inspector) p.m.

✓ The completed form is retained in the office of the Municipal Clerk.
 ✓ A copy of the completed form is returned to each Clerk with the other election forms.
 ✓ Municipal clerk provides other copies as needed. Wis. Stat. § 7.51.

DO NOT SEAL IN BALLOT BAG!

END OF NIGHT ORDER OF OPERATIONS



Before shutting off the Express Vote and packing, record the necessary data on the Inspector statement.

DON'T REMOVE THE USB device until equipment is powered down. Removing prior to powering off may corrupt data and cause loss of results/information.

RETURN USB devices to the Chief Inspector for transport to City Clerk.

Inspectors' Statement

We, the undersigned election inspectors, certify the following is a true and correct statement for an election held in the 1-12 ward(s) of the City of Beloit County of Rock County State of Wisconsin, on the 11th day of August, 2020.

MUNICIPAL CLERK PROVIDES THE FOLLOWING INFORMATION:
 Voting Unit Number 020313410873 Memory Device Serial Number W1-12 02B
 Tamper-Evident Seal Serial Number N10, 808

THIS SECTION TO BE COMPLETED BY CHIEF INSPECTOR:
VOTING EQUIPMENT/BALLOT CONTAINER CHAIN-OF-CUSTODY RECORD
 • Tamper-evident seal number verified by chief inspector (CI): Pre-election NA Post-election NA
 (CI initials) (CI initials)
 • Upon sealing the ballot bag or container to which this Inspector's Statement pertains, record the number of the tamper-evident seal used for this purpose here 00124879

THIS SECTION TO BE COMPLETED BY ELECTION INSPECTORS AND VERIFIED BY CHIEF INSPECTOR:
VOTER STATISTICS
 Total number of voters (last voter number on poll list) 455 Number of absentee voters central - N/A
 (Absentee voters and in-person voters. Do not include provisional voters.) Number of provisional ballots 0
 Total Number of ballots cast 455 Number of ballots in excess of total number of voters 0
 Number of votes cast on:
 paper (hand count) ballots _____ Digital scan ballots _____ DRE (touch screen) N/A
 Express Vote _____

Signatures of Election Inspectors
 * Please use Timesheet to sign
 ** See Chief inspector for Timesheet

Pre-election Life Cycle Count	<u>12</u>
Past-election Life Cycle Count	<u>12</u>
Total Express Vote Ballots Cast	<u>0</u>
Total Express Vote Ballots Spoiled	<u>0</u>

CERTIFICATION OF CHIEF INSPECTOR:
 I certify that: I have completed the required training administered by the Wisconsin Elections Commission, and have been duly certified as a Chief Inspector. I served as the Chief Inspector for the election described above for the time period indicated below.
 _____ (Signature of Chief Inspector) **ENTIRE DAY** FROM _____ a.m. TO _____ a.m.
 _____ (Signature of Chief Inspector) FROM _____ a.m. TO _____ a.m.

✓ The completed form is retained in the office of the Municipal Clerk.
 ✓ A copy of the completed form is returned to each Clerk with the other election forms.
 ✓ Municipal clerk provides other copies as needed. Wis. Stat. § 7.51.

DO NOT SEAL IN BALLOT BAG!

November Election Inspector Training



Closing the Polling Place

- Place signed DS-200 tapes in the blue security bag.
- DO NOT pull USB thumb drive while machines are on.
- Close down the DS-200 – follow the separate instructions provided to the chief inspectors.
- When off, place the thumb drive in the blue security bag.
- Turn off the Express Vote, remove the thumb drive, place and in the blue security bag.

Take Down...



- Remove signs and return to their appropriate places (tube, folders, etc.)
- Breakdown table materials and return folders to chief suitcase
- Bring in signs from outside
- Break down voting booths
- Break down technology
- All items not required to go to City Hall on election night should be placed in central location for Wednesday morning pick-up

November Election Inspector Training



- Final steps – almost there!
 - Sign all required documents.
 - Secure all unused ballots in the DS-200 ballot bin with Ballot rack and binders.
 - Make sure someone is there to lock up and secure election machines.
 - Everyone should **leave together** after all the tasks are completed.

November Election Inspector Training



What gets returned to City Hall election night (1st floor conference room)

- Inspector Statement w/incident logs.
- Sealed voted ballots in plastic ballot bags.
- Spoiled, Remade and Provisional Ballots in designated Envelopes
- Timesheets/Oaths
- Tally Sheets
- Poll Books
- ALL USB sticks, Machine Tapes, phone, keys and seals in blue canvass bag.

FOR VIDEO WATCHERS



✎ Please email cojelections@janesvillewi.gov answers to the following for training credit:

1. **False** – The Chief Inspector is “in charge” of elections on Election Day. I am here to support you!
2. **True**– Every ballot placed in the DS-200 tabulator to be counted gets its picture taken (front and back).
3. **False** – If a voter is struggling on how to vote a referendum, you may NOT explain to them what it means so they can vote on it. No Coaching!

Thank you for your time.



Please contact the Clerk-Treasurer's Office for more information.

CTO: 608-755-3073

Lori: 608-201-1914

www.ci.janesville.wi.us

