



DEKALB COUNTY VOTER REGISTRATION & ELECTIONS



2016 ELECTIONS POLL OFFICIAL MANUAL

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TABLE OF CONTENTS

ELECTION OFFENSES.....	3
DEFINITIONS.....	4
ELECTIONS GENERAL INFORMATION	7
.....	7
TYPES OF ELECTIONS	7
PARTY DECLARATIONS (O.C.G.A. § 21-2-224(D))	8
METHODS OF VOTING.....	8
TYPES OF BALLOTS	9
PROVISIONAL BALLOTS (O.C.G.A. § 21-2-418)	9
IDENTIFICATION REQUIRED TO VOTE	10
VOTERS WITH DISABILITIES (O.C.G.A. § 21-2-222).....	10
VOTER ASSISTANCE.....	11
POLLING PLACES	12
VOTER ADDRESS OR NAME CHANGES (O.C.G.A. § 21-2-218(D-E)).....	12
CAMPAIGN ACTIVITIES AT THE POLLS	13
CELLULAR TELEPHONE USAGE	13
CANDIDATES ENTERING POLLING PLACES	13
POLL WATCHERS	13
CHILDREN ENTERING POLLING PLACE (O.C.G.A. § 21-2-413(F)).....	14
OTHERS ENTERING THE POLLING PLACE.....	14
INFORMATION TO THE PUBLIC OR PRESS	14
POLL OFFICIAL QUALIFICATIONS AND RESPONSIBILITIES.....	15
RESPONSIBILITIES FOR ALL POLL OFFICIALS	15
DUTIES OF THE MANAGER	16
DUTIES OF THE ASSISTANT MANAGERS.....	17
DUTIES OF THE CLERKS	18
DUTIES OF AREA MANAGERS	18
PREPARING FOR AN ELECTION	19
HOW TO BECOME A POLL OFFICIAL.....	20
POLL OFFICIAL COMPENSATION	20

INTRODUCTION

This manual has been published to provide DeKalb County poll officials with general knowledge of the conduct of elections in DeKalb County. The information is based on Georgia Election Code Rules and Regulations as well as DeKalb County Poll Procedures as authorized by the Dekalb County Board of Registration and Elections. The information is in accordance with applicable codes, rules and procedures in effect at the time of publishing and is **subject to change without notice**. Poll officials will be provided specific requirements for each election during mandated training conducted by Dekalb County Elections.



ELECTION OFFENSES

Poll managers should familiarize themselves with the following sections of the Georgia Election Code to ensure that persons at the poll do not violate the law.

- O.C.G.A. § 21-2-566:** Interference with primaries and elections generally.
- O.C.G.A. § 21-2-567:** Intimidation of electors.
- O.C.G.A. § 21-2-568:** Entry into voting compartment or booth while another is voting; interfering with elector; inducing elector to reveal or revealing elector's vote; influencing elector while assisting.
- O.C.G.A. § 21-2-569:** Interfering with poll officers.
- O.C.G.A. § 21-2-570:** Giving or receiving, offering to give or receive, or participating in the giving or receiving of money or gifts for registering as a voter, voting, or voting for a particular candidate.
- O.C.G.A. § 21-2-571:** Voting by unqualified elector or giving false information.
- O.C.G.A. § 21-2-574:** Unlawful possession of ballots.
- O.C.G.A. § 21-2-575:** Counterfeit ballots or ballot labels; sample or facsimile ballots.
- O.C.G.A. § 21-2-576:** Destroying, defacing, or delaying delivery of ballots.
- O.C.G.A. § 21-2-578:** Unfolding, opening, or prying into ballots.
- O.C.G.A. § 21-2-579:** Fraudulently allowing ballot or voting machine to be seen; casting unofficial ballot; receiving unauthorized assistance in voting.
- O.C.G.A. § 21-2-582:** Tampering with, damaging, or preventing of proper operation of direct recording electronic equipment or tabulating device.
- O.C.G.A. § 21-2-583:** Removal or destruction of election supplies or conveniences.
- O.C.G.A. § 21-2-584:** Refusal or failure of manager to administer oath to poll officer; poll officer acting without being sworn; giving of false certification as to swearing of poll officer.
- O.C.G.A. § 21-2-587:** Frauds by poll officers.
- O.C.G.A. § 21-2-587(8):** Failure to return DRE memory cards.
- O.C.G.A. § 21-2-588:** Premature counting of votes by poll officer.
- O.C.G.A. § 21-2-589:** Willful omissions by poll officers.
- O.C.G.A. § 21-2-590:** Poll officer permitting unregistered or unqualified persons to vote; refusing to permit registered and qualified persons to vote; unlawful rendering of assistance.
- O.C.G.A. § 21-2-591:** Poll officers permitting unlawful assistance to voters.
- O.C.G.A. § 21-2-592:** Failure of poll officers to keep record of assisted voters.
- O.C.G.A. § 21-2-593:** Failure of law enforcement officers to remove obstacles or to maintain order at polling places; hindrance or delay of poll officers by law enforcement officers.
- O.C.G.A. § 21-2-597:** Intentional interference with performance of election duties.

DEFINITIONS



ACCUMULATOR – The DRE Machine that is designated by the Poll Manager to be used to accumulate the votes from the precinct’s individual units during the close out process. The accumulator is used for voting like any other machine during the election.

BALLOT – The offices, candidates, and questions to be submitted to the voters at a primary or election for each county. (O.C.G.A. § 21-2-2(1))

BALLOT CODE - The three-digit number that defines the Congressional, Senate, House, Commission, School Board, Commission Super and School Board Super Districts. Each voter is assigned a ballot code and it is used to determine the correct ballot for each voter.

BALLOT NUMBER STRIP – The number strip attached to the provisional optical scan paper ballot. The number strip is to be removed by the poll official before the optical scan paper ballot is given to the provisional voter.

BALLOT STYLE – The presentation of the offices, candidates, and questions to be submitted to the voters at a primary or election on a DRE unit or Absentee/Provisional/Challenged ballot. It contains only the offices and questions for the voters of specified districts within the precinct.

BINDER - The detachable covers that hold the completed voter’s certificates.

CHALLENGED BALLOT - The ballot of a Voter whose right to vote has been challenged by another voter. (O.C.G.A. § 21-2-230)

COUNTER – The registers on each DRE Machine that increments by one each time a vote is cast on the unit. The “election counter” is the register that is reset for each election and records the number of ballots voted on a DRE unit in a particular election. The “system counter” is the register that records the number of ballots voted on the DRE unit since the last version update.

DISTRICT COMBO – (formally called SHC numbers) - The numbers that represent the Congressional, Senate, House, Commission, School Board, Commission Super and School Board Super Districts. This combination determines the ballot code number, i.e. (04/55/65/5/4/6*7) (281) (Congressional Dist. 4, Senate Dist. 55, House Dist. 65, Commission Dist. 5, School Board Dist. 4, Commission Super Dist. 6, School Board Super Dist. 7, ballot Code (281).)

DRE UNIT – A direct recording electronic voting device, which is a computer driven unit for casting and counting votes on which a voter casts his or her votes through the use of a touch screen or VWD device. (O.C.G.A. § 21-2-2(4.1))

DRE VOTING MACHINE RECAP – The forms on which the election’s precinct returns shall be summarized. They are to be completed in ink and signed by the poll manager and 2 assistant managers.

ELECTOR – Voter; a person qualified to cast a ballot in a primary or election.

ELECTORS LIST – The official list of eligible voters qualified to vote in a particular primary or election. This list is electronically stored on the ExpressPoll unit for each precinct.

ENCLOSED SPACE – The area within the polling place where the voting occurs. It is defined by the Georgia Election Code (21-2-267(a)) as the inner portion of the room defined by a barrier such that only persons inside the barrier may approach within 6 feet of the voting units and ballot box.

EXPRESSPOLL UNIT – An electronic device that stores the Electors List for each precinct. It is also used to create voter access cards and maintain a mechanized Numbered List of Voters.

GENERAL ELECTION – The Election held on the first Tuesday following the first Monday in November of even numbered years. (O.C.G.A. § 21-2-2(8))

GENERAL MUNICIPAL ELECTION – The Election held by municipalities on the first Tuesday following the first Monday in November of odd numbered years.

GENERAL PRIMARY – The nominating procedure held on even numbered years to select political party or body candidates to be voted on in the general election.

IDR (IDENTIFICATION REQUIRED) – The designation on the Electors List that indicates that the person has registered via mail in Georgia for the first time and has not provided one of the authorized identification documents to complete the registration process. This person is allowed to provide additional identification at the poll in order to vote using the DRE. If the identification is not provided, the person will cast a provisional ballot. (O.C.G.A. § 21-2-220(c))

MEMORY CARD – The electronic card (PCMCIA or PC card) on which the ballot styles for a particular precinct are electronically stored. The memory card is inserted into the DRE Machine to program the DRE unit for voting and records the ballots cast on the DRE unit during the voting process.

NONPARTISAN ELECTION – Any election involving candidates that are not affiliated with a political party or body.

NUMBERED LIST OF VOTERS – A list of voters in the order in which they voted. This list may be electronically or manually maintained. (O.C.G.A. § 21-2-2(16))

OPENING OF THE POLLS – The commencement of voting in a particular primary or election. Opening the polls does not refer to the unlocking or opening of the doors of the polling place. Similarly, the term “Closing of the Polls” shall mean the cessation of voting in a particular primary or election and not the locking or closing of the doors of the polling place.

OVER VOTE – Voting for more candidates in a particular office than allowed, by law, or voting more than once on a question or issue. An over vote on an office or question does not invalidate the entire ballot card; it only invalidates the particular office or question where the over vote occurred.

POLLING PLACE – The area designated by the superintendent of elections in each precinct for voting in a primary or election. (O.C.G.A. § 21-2-2(27))

POLL OFFICERS – The Election Officials who conduct the primary and election in a Polling place including the manager, assistant managers and clerks. (O.C.G.A. § 21-2-2(26))

POLL WATCHER – A person named by a political party or candidate who is authorized to enter the enclosed space to observe the conduct of an election. A poll watcher must have an identification badge issued by the Secretary of State’s office, in the case of a statewide watcher, or by the DeKalb County Voter Registration and Election office. (O.C.G.A. § 21-2-408)

PRECINCT – A geographical area in which all voters are assigned to one location (polling place) to cast a vote on Election Day. (O.C.G.A. § 21-2-2(28))

PRESIDENTIAL PREFERENCE PRIMARY – The nominating procedure held every fourth even year to determine the elector’s preference for presidential candidates for each party.

PROVISIONAL BALLOT – A paper ballot that is cast because either the person’s eligibility is in question, a voter does not have one of the authorized identification documents, the direct recording electronic ballot is not

available, or for mandated extended hours voting. A Provisional ballot shall be the same type ballot that is used for the mail-in absentee ballot.

REJECTED VOTER'S CERTIFICATE – Any voter's certificate completed by a person who has been determined to be ineligible to vote.

VR&E OFFICE – The DeKalb County Voter Registration and Election Office.

SPECIAL ELECTION – Any election besides the general election, general primary or presidential preference primary held to present a question to voters or fill unexpired public offices. (O.C.G.A. § 21-2-2(33))

SPLIT POLL OR PRECINCT – A precinct where the geographical area is divided by one or more district boundaries. For instance, part of the precinct is in Commission District 1 and the other part is in District 2. In elections involving the district that is split, the voters in the polling place will have different ballot styles based on the district in which the voter lives. Thus, a poll may be operated as a split in one election but not in others.

SPOILED BALLOT – An optical scan paper ballot that has been issued but not voted. The ballot must be marked spoiled and accounted for during closing.

STATE VOTERS LIST – An alphabetical listing of all of the Voters in the State that identifies the precinct where each elector is assigned for voting. This list is provided electronically on the ExpressPoll units.

SUPERINTENDENT OF ELECTIONS – The person or persons responsible for the conduct of elections. In DeKalb County, the DeKalb Board of Registration and Elections, collectively, is the superintendent of elections.

SUPERVISOR'S CARD – The electronic card to be used by the Poll Manager that is inserted in the DRE Machine in order to terminate or suspend voting on the DRE Machine or to access other utility functions on the DRE Machine.

SUPPLEMENTAL LIST – A list of Voters whose eligibility to vote was not determined until after the publish date of the Electors List in the ExpressPoll. These voters may cast a ballot on the DRE voting Machine without authorization from the VR & Election Office. Since they do not appear on the electronic Electors List, voters who appear to cast a ballot must be added to a manual Numbered List of voters.

VOTER'S CARD – The electronic card issued to a voter that is inserted into a DRE Machine to authorize the Voter to cast a ballot on the DRE Machine. This encoded card designates the ballot style that is authorized for the voter. A voter's card may also be known as a "Voter Access Card (VAC)."

VOTE RECORDER – The Direct Recording Electronic (DRE) device into which the voters' ballots are recorded.

VOTER'S CERTIFICATE – The form completed by the Voter giving his/her registered name and correct address. The Voter's Certificate contains an oath to be attested to by the voter stating that he or she will vote only one time during an election. This certificate also includes the type of identification presented to poll officers. The bound certificates (Voter's Certificates in their binders) constitute the official list of voters who voted in a particular precinct during a primary or election.

VOTER WITH DISABILITY (VWD) DEVICE – A device for use by illiterate and/or visually impaired voters on a DRE Machine that consists of an audio headset and keypad by which the ballot is presented aurally and choices are made using the keypad.

ZERO TAPE – A tape printed out by the DRE Machine that shows that all election counter registers are set to zero and that no votes have been cast on the unit.

ELECTIONS GENERAL INFORMATION

TYPES OF ELECTIONS

There are three basic types of elections in Georgia: primaries, general elections and special elections. The Georgia Election Code specifies when each of the types may be held. The definition of each follows:



- **Primary** – An election where political party elects its officials and nominates its candidates for public office. The presidential primary is held to nominate candidates for president of the United States. The general primaries nominate candidates to run in the general election. (O.C.G.A. § 21-2-2(29))
- **General Election** – An election held at stated intervals that are fixed by Georgia Election Code or municipal charters. Candidates nominated in the general primary run against each other in the general election. Municipal elections are considered to be general elections. (O.C.G.A. § 21-2-2(8))
- **Nonpartisan Election** – To elect officials not affiliated with parties such as judges and school board officials.
- **Special Election** – Any election that is not a primary or general election. Special elections include SPLOST (Special Purpose Local Option Sales Tax), bond referendums, and elections to fill un-expired terms of public office. (O.C.G.A. § 21-2-2(33))

When Do Elections Occur

The General Primary is held on the third Tuesday in July in even-numbered years except for the even-numbered year after the release of the official United States census. Then the date is designated by the law. If a runoff is required for a General Primary, it will be held 21 days after the primary. (O.C.G.A. § 21-2-501(a))

The General Election is held on the Tuesday following the first Monday in November in even-numbered years. Election of the Governor is held on the alternate even-numbered year of the Presidential Election. (O.C.G.A. § 21-2-9) If a runoff is required for the General Election, it will be held 28 days after the election. (O.C.G.A. § 21-2-501(a))

Nonpartisan Elections are held in conjunction with General Primary or General Election as specified in Georgia code.

Special Elections are held as required and can be conducted on the same day as the presidential primary or on the third Tuesday in March, in conjunction with the General Primary in July, in conjunction with the General Election in November, or on the third Tuesday in September in even-numbered years. In odd-numbered years, special elections can be held on the third Tuesday in March, June, or September or the Tuesday following the first Monday in November. Other special election dates can be set by the Governor as required in Georgia code. (O.C.G.A. § 21-2-540 to 21-2-541.2)

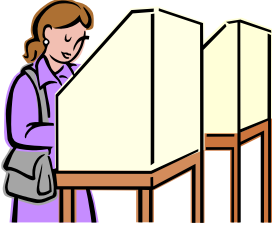
Municipal elections are held on the Tuesday following the first Monday in November in odd-numbered years. (O.C.G.A. § 21-2-9)

How Do Poll Procedures Differ for Each Type of Election

The major difference in the poll procedures for the different type of elections is the declaration of a party by the voter. For all primaries, the voter must indicate the party choice on the voter's certificate. The ballot style, and thus the encoded voter access card, will be determined by the voter's choice. All primary results are separated by party. For general and special elections, there is no party declaration.

PARTY DECLARATIONS (O.C.G.A. § 21-2-224(d))

The Georgia Election Code does not require voters to declare a political party until the point where a ballot is requested. There are no registered party members for any party in Georgia. A voter may select any party at each primary and must vote in the same party for any primary runoff. Voters who did not vote in a primary may vote in either party in a runoff. There is no declaration of parties in general elections; voters may cast a vote for any candidate on the ballot and may vote regardless of whether they voted in the primary.



METHODS OF VOTING

A registered DeKalb County voter may cast a vote one of several ways: by mail before Election Day, in person during Early Voting, or at his/her assigned polling place on Election Day. Voters who cast their ballots via mail will use an optical scan paper ballot. Those who vote in person either during early voting or at a polling place on screen voting unit.

- Absentee Voting by Mail– Any eligible voter may request an absentee ballot by mail without offering a reason for the entire absentee voting period. (O.C.G.A. § 21-2-380(b)) The ballot may be requested via mail, fax or email by contacting the VR&E Office. Absentee ballots may be requested as early as **180 days** before an election and must be received at the VR & Election Office by 7:00pm on Election Day to be counted (with some exceptions for military and overseas absentee ballots). (O.C.G.A. § 21-2-381(a1A)) ****NOTE** - POLL OFFICIALS CAN ONLY ACCEPT A VOTED ABSENTEE BALLOT, IF AND ONLY IF THE VOTER WISHES TO VOTE IN PERSON USING THE DRE. POLL MANAGERS MUST HAVE VERBAL AUTHORIZATION FROM THE VR & E OFFICE PRIOR TO ALLOWING THE VOTER TO USE THE DRE.**
- In Person Absentee Voting– An eligible voter may cast a ballot in person during early voting located at the VR&E Office. According to Georgia Election Code 21-2-380(b), a voter is not required to provide a reason in order to cast a ballot during early voting in any primary, election or run-off. Satellite locations and extended hours may be offered for major elections.
- Early Voting opens **21 days** prior to any election.

In person early voting will always be conducted at the VR&E Office at 4380 Memorial Drive Decatur, GA 30032. Times and other early voting locations are listed on the VR&E website: www.dekalbvotes.com

- Voting at Polling Place (O.C.G.A. § 21-2-451(c)) – Each eligible voter is assigned a polling place where a ballot may be cast on Election Day. The polling places are the **only** locations where voting occurs on Election Day. Each voter must report to his/her assigned polling place in order to cast a ballot. Eligible voters must cast their ballots using the DRE voting units. Voters who cast absentee ballots cannot cast another ballot on Election Day.

Casting More Than One Ballot

Georgia Election Code stipulates that it is a felony to vote more than once in any primary or election or to fraudulently cast a ballot. Code Section 21-2-379-10 (b) further states that a voter's ballot may not be altered once it has been cast by touching the "Cast Ballot" button on the DRE.



TYPES OF BALLOTS

Georgia Election Code 21-2-280 authorizes two methods of casting a ballot in County elections. They are using the DRE touch screen unit and optical scan paper ballots. All eligible voters are required to cast their ballots on a DRE on Election Day and in person during early voting. Absentee ballots by mail and provisional ballots are cast using the optical scan paper ballot.

DRE touch screen voting unit is used at all polling places in DeKalb County on Election Day. The voter makes a selection by touching the candidate of choice. Although the unit does not provide a voter verifiable paper ballot, it does allow each voter to review all choices and make changes before casting the ballot. The unit also warns a voter if a blank ballot is about to be cast. The unit provides both magnified and audio ballot for voters with disabilities. These stand-alone units provide six (6) hours battery backup and allow the ballots for each precinct to be tallied to a single unit at the end of the election.



The optical scan ballot is a paper ballot that is used for mail-in voting and provisional voting. The voter makes choices by filling in the bubble next to the selection using a black or blue ink pen or pencil. If a voter makes an error on an optical scan ballot, the ballot must be returned and a new ballot requested from the poll officer on Election Day or from VR&E Office in the case of a mail-in ballot. On Election Day, all optical scan ballots are passed through optical readers that tally the votes. Optical scan ballots may also be used at a poll on Election Day for emergency outages of the DRE equipment or for a challenged voter.

PROVISIONAL BALLOTS (O.C.G.A. § 21-2-418)

OFFICIAL DEMOCRATIC PARTY PRIMARY AND NONPARTISAN ELECTION
 ABSENTEE/PROVISIONAL/CHALLENGED BALLOT NAME/NUMBER STUB
 FOR DEKALB COUNTY - STATE OF GEORGIA, JULY 20, 2004
 VOTER NAME: NANCY CREEK ELEM 44 DEM. NO. 001

NANCY CREEK ELEM 446 DEKALB COUNTY		
OFFICIAL ABSENTEE/PROVISIONAL/CHALLENGED BALLOT		
OFFICIAL DEMOCRATIC PARTY PRIMARY NONPARTISAN ELECTION BALLOT		
OF THE STATE OF GEORGIA		
JULY 20, 2004		
<small>To vote, blacken the Oval next to the candidate of your choice. To vote for a person not on the ballot, manually WRITE IN his or her name in the space provided. Then blacken the corresponding Oval. If you desire to vote YES or NO for a PROPOSED QUESTION, blacken the corresponding Oval. Use only pen or pencil. If you spoil your ballot, do not erase, but ask for a new ballot. <small>*Understand that the offer or acceptance of money or any other object of value to vote for any particular candidate, list of candidates, issue, or list of issues included in this election constitutes an act of bribery under Georgia law (O.C.G.A. § 21-2-200)</small> </small>		
For United States Senate (Vote for One) <input type="checkbox"/> LEIGH BAER <input type="checkbox"/> JIM BOYD <input type="checkbox"/> SID COTTINGHAM <input type="checkbox"/> JAMES N. FRINKELSTEIN <input type="checkbox"/> DENISE L. MALETTE <input type="checkbox"/> W. CLIFF OXFORD <input type="checkbox"/> GOVIND N. PATEL <input type="checkbox"/> MARY HODGES SQUIRES	For Clerk of Superior Court DeKalb County (Vote for One) <input type="checkbox"/> LINDA A. CARTER (Incumbent) <input type="checkbox"/> CYNTHIA DEMERY <input type="checkbox"/> CLYBURN HALLEY <input type="checkbox"/> FRANKIE L. SWINOLE <input type="checkbox"/> MATTIE REED <input type="checkbox"/> JEANETTE ROZDER For Sheriff (Vote for One) <input type="checkbox"/> THOMAS E. BROWN (Incumbent)	For County Commissioner District 6 (Vote for One) <input type="checkbox"/> MONICA ALSBROOK <input type="checkbox"/> KATHRYN GANNON <input type="checkbox"/> KEN JONES NONPARTISAN GENERAL ELECTION For Justice, Supreme Court of Georgia (To Succeed Leah Sears) (Vote for One) <input type="checkbox"/> GRANT BRANTLEY <input type="checkbox"/> LEAH SEARS (Incumbent) <input type="checkbox"/> Write-In
For Public Service Commissioner (To Succeed Robert B. "Bobby" Baker, Jr.) (Vote for One) <input type="checkbox"/> MAC BARBER	For Tax Commissioner (Vote for One) <input type="checkbox"/> JACK LOVELADE <input type="checkbox"/> Write-In	For Judge, Court of Appeals of Georgia (To Succeed A. Harp Adams) (Vote for One)

A provisional ballot is an optical scan (paper) ballot that is cast by anyone whose eligibility is uncertain or who does not have proper identification as required by Georgia Election Code.

- A person who is not listed on any electors list in the State of Georgia, i.e., not registered in Georgia, is considered to have uncertain eligibility and will be allowed to cast a provisional ballot. After the election, the person's eligibility will be researched and if it is determined that he/she is eligible to vote in the election, the vote will be counted for those races that are applicable. If the person is determined not to be eligible or the time allowed for research expires, the ballot will be rejected. (The deadline for determinations is the close of business three days after the election.) The voter will be notified by mail of the dispensation of the ballot.

- A voter who does not have one of the pieces of identification required by Georgia Election Code must cast a provisional ballot. The ballot will be counted if the voter presents valid identification to the VR&E Office before the cutoff, which is the close of business three days after the election. If the voter fails to provide identification in the time allowed, the ballot will be rejected. The voter will be notified by mail of the dispensation of the ballot.

- Provisional ballot may be used in emergency situations when the DRE Machine are not available or when a court mandates that a precinct remain open for voting extended hours.

IDENTIFICATION REQUIRED TO VOTE



Any voter who appears in person at the absentee poll or the poll on Election Day must present one of several forms of identification before being allowed to cast a ballot on the Direct Recording Electronic voting units. The forms that may be presented are:

1. A Georgia driver's license which was properly issued by the appropriate state agency (may be expired)
2. Out-of-State driver's license which was properly issued by the appropriate state agency – **MUST BE VALID**
3. A valid state or federal government issued photo ID, including one issued by the Department of Driver Services or your county registrar's office
4. A valid United States passport
5. A valid employee identification containing a photograph issued by any branch, department, agency or entity of the United State government, any state, county, municipality, board or authority
6. A valid United States military identification card with a photograph
7. A valid tribal identification card with photograph.

Voters who registered by mail for the first time in Georgia who did not provide identification with the registration application may also use either a copy of a current utility bill, bank statement, government check, paycheck or other government document for one time only.

Voters who do not have proper identification are required to cast a provisional ballot that will only be accepted if the voter provides the required identification to the Voter Registration and Elections office by 4:30 p.m. the Friday after Election Day.

Voters who cast absentee ballots by mail are not required to provide identification but the signature on the absentee ballot request is compared to the signature on file.



NOTE: Voter identification requirements are set forth in Georgia Election Code 21-2-417. The requirements outlined here are based on Election Code at the time of printing and are subject to change. Refer to the information provided by the Elections office for the latest identification requirements.

VOTERS WITH DISABILITIES (O.C.G.A. § 21-2-222)

All voting must be accessible to voters with disabilities. Election and poll officials must consider the needs of all voters when conducting elections. The Elections staff ensures basic physical access such as parking, ramps, restroom facilities and entryways when selecting a polling site. In addition to these physical needs, there are personal considerations that must be taken by all officials who come into contact with voters with disabilities. The primary focus should be the treatment of all voters with dignity and respect while making the voting process as accessible as possible. Some practices to apply include:



- Provide good signage. Directional signs for accessible parking and entry may be necessary if they are not readily visible.
- Use Handicap parking signs to designate parking if there is not permanent handicap parking near the poll (Managers may request these signs at Supply Pickup.)
- Be courteous and respectful. Allow extra time so that the voter does not feel hurried.
- Always speak directly to the voter, not the companion or interpreter.
- Allow animals that are providing assistance access to the poll. Do not pet or distract the animal in any way.
- Ask before providing assistance. The voter will direct you as to his/her needs.
- For voter with hearing impairment, do not shout. Speak calmly, slowly and directly to the voter.
- Do not touch a person’s wheelchair or equipment without prior consent.
- Make certain all floor mats, rugs, cords are securely fastened down.
- For voters who request an audio ballot, make certain the voter is settled and lets you know he/she is ready before inserting the voter card in the unit since the audio instructions start immediately.
- When referring to a person with a disability, choose terms that convey respect for the individual. For instance, refer to a “person with a disability” rather than a “disabled person” or “cripple”.

As part of the preparation for each election, the manager for each polling facility must survey the site to make sure that construction or other changes at the poll have not hampered accessibility for disabled voters.

VOTER ASSISTANCE

There are different ways that a voter may receive assistance in casting a ballot.

- Absentee Voting by Mail – Every registered voter is qualified to vote by mail. Voters 75 years of age or older or disabled voters are automatically qualified to obtain an absentee ballot by mail. For the General Primary, General Election and Runoffs, the voter may opt to be automatically mailed all ballots for the election year by completing an Absentee Ballot Application and checking the appropriate block on the application. In that case, VR&E Office will mail the voter ballots for the General Primary, General Election and any runoff without the voter taking any further action. A separate application request is required for the Presidential Primary or Special Elections. Anyone assisting a voter in completing the Absentee Ballot Application must sign the form in the designated space. Any person who assists a voter in casting an absentee ballot by mail must complete and sign the oath on the back of the absentee ballot envelope. (O.C.G.A. § 21-2-385(b))
- In Person Voting – Any voter may be assisted when casting a ballot during early voting or at the polls on Election Day. The poll official can assist the voter in completing the voter’s certificate. Any person providing assistance must complete the proper forms attesting that assistance was given.
- Georgia Election Code 21-2-409 and 21-2-410 stipulates who may assist voters and the differentiation is based on whether there are federal candidates on the ballot:
 - In elections in which there is a federal candidate (all general primaries and general elections qualify), anyone except a voter’s employer or union representative may provide assistance
 - In other elections, any other voter, except a poll official or poll watcher, who is a resident of the precinct or who is a relative may provide assistance. No person may provide assistance for more than 10 voters in an election. Candidates and their relatives are also prohibited from providing assistance unless the person is related to the voter.
- On Election Day between 9:30 a.m. and 4:30 p.m., voters who are 75 years of age or older or who are disabled may, upon request, be allowed to vote immediately at the next available voting booth without waiting in line. (O.C.G.A. § 21-2-409.1)
- In person voters during early voting or at the poll on Election Day may request to have a specialty ballot that has audio. Any voter may opt to enlarge the print on the ballot by touching the “Large Print” button on the DRE while voting. Voters who use the magnified or audio ballot are not considered to be assisted.

How to Handle a Voter Who is Being Assisted

The poll official must record the identifying information on the Voter's Certificate after being informed by the assisting person. The requirement that a person assisting at the polling place execute an oath is no longer required.

POLLING PLACES



A precinct is a geographical area in which all voters are assigned one location to cast a vote on Election Day. (O.C.G.A. § 21-2-2(27)) This location is called a polling place or poll. The precinct boundaries are dictated by such things as district boundaries (congressional, senate, commissioners, etc) and visible features such as rivers, streets, and municipal boundaries. (O.C.G.A. § 21-2-261.1)

As much as possible, precinct boundaries are drawn to allow all voters in the precinct to have the same officials and representatives but when that cannot be done, the precinct is called a split. Procedures differ slightly when an election is being conducted in a split poll. Precinct boundary changes may also be forced by overcrowding in a particular polling place.

Each eligible voter is assigned a polling place where a ballot may be cast on Election Day. The polling places are the only locations where voting occurs on Election Day. Each voter reports to his or her assigned polling place to cast a ballot.

Georgia Election Code 21-2-266(a) requires polling places to be located in a public facility if possible/practical within the geographical boundaries of the precinct. The facility must be handicap accessible and meet other requirements such as parking, space, heating, lighting, and electrical powering as required by the voting equipment. (O.C.G.A. § 21-2-267) In DeKalb County, public schools and libraries are first choice for polling sites but other facilities such as churches are utilized when this is not practical.

Georgia Election Code (O.C.G.A. § 21-2-90) requires a minimum of a poll manager and 2 assistant managers to conduct an Election. Each poll manager designates the enclosed space, which is the area where eligible voters cast their ballots in an election. **The enclosed space is the area within the polling place where voting occurs. It is defined by a barrier that forms a 6 foot perimeter around the voting units and includes the provisional voting booth.** (O.C.G.A. § 21-2-267) Only voters in the process of voting, poll officials, poll watchers, law enforcement officers in the performance of their duty, and election officials are allowed to enter the enclosed space during the conduct of the election. Voters who have completed the voting process must exit the enclosed space and may not re-enter except to offer assistance to another voter. The polling place must be observable by the public at all times during the conduct of an election, including opening and closing processes.

All polling places in DeKalb County are open from 7:00am to 7:00pm on Election Day. Any voter in line at 7:00pm will be allowed to vote before the poll is closed. Any voter who appears after 7:00pm will be turned away. The manager of each poll designates an official clock on site that is used to determine the opening and closing times. (O.C.G.A. § 21-2-403)

VOTER ADDRESS OR NAME CHANGES (O.C.G.A. § 21-2-218(d-e))

Voters are required to notify the VR&E Office of address and name changes at least 30 days before an election in order for the changes to be effective. If a voter moves out of DeKalb County or municipality, in the case of municipal election, within the 30 day period or moves within the County or municipality but fails to notify the VR&E Office, the voter is allowed to vote once in the old precinct but must complete a change of address at the poll. A voter who moves out of the County or municipality, in the case of a municipal election, more than 30 days before an election is no longer eligible to vote in that election. The voter may also make name changes at the poll but must use the name as registered on the voter's certificate.

CAMPAIGN ACTIVITIES AT THE POLLS

Requirements for campaigning at polling places on Election Day are stipulated in Georgia Election Codes 21-2-413 and 21-2-414. Campaigning is considered any communication about questions or candidates whether they appear on the current ballot or not. It includes signs, clothing, pins, or written or verbal information. Campaigning is prohibited inside of a polling place or within a radius of 150 feet of the facility. The limitation may extend into the public right-of-way if it is within 150 feet of the polling site but does not include private property where the owner has given permission for the campaigning. For instance, a campaign sign in a yard next to the polling place is not in violation if the owner permitted the sign to be placed. It is the responsibility of poll officials to inform anyone who violates this requirement that they must cease any campaigning activity immediately. The poll manager is authorized to request law enforcement support if necessary to carry out this requirement.



In the event that a line is extended beyond the polling place, the limitation for campaigning is extended to a point 25 feet from the end of the line. Exit polling is allowed beyond a radius of 25 feet of the polling site.

Individual voters are authorized to bring written information for personal use while voting but such information must not be left in the poll or shared with others. Information **cannot** be stored on **ANY** electronic device.

Solicitation of any kind or distributing newspapers, pamphlets, booklets, or other written material - whether campaign related or not - is also prohibited within the 150-foot radius of the polling place.

CELLULAR TELEPHONE USAGE

Georgia Election Code 21-2-413(e) prohibits use of cellular telephones, photographic devices or other electronic monitoring devices within the enclosed space of a polling place. Code 21-2-414(e) further prohibits the use of any electronic communication devices once a voter receives a ballot or enters the voting booth.



This does not prohibit any poll official from using cellular telephones during the conduct of the election.

CANDIDATES ENTERING POLLING PLACES

According to Georgia Election Code 21-2-414(f), no person who is a candidate may enter any polling place during the election except the one where he/she is registered to vote. Once the candidate has cast his/her ballot and left the poll, he/she may not reenter such polling place until after the poll has closed and voting has ceased. (There is an exception for probate judges who conduct elections, but this does not apply in DeKalb County.)

Elected officials may enter their work space if it is located within the polling location, but cannot contact voter or campaign.

POLL WATCHERS

Poll watchers are individuals who have been authorized to enter the enclosed space of polling place(s) as specified in Georgia Election Code 21-2-408. They are designated by political parties or candidates and have credentials issued by the VR&E Office or Secretary of State's Office allowing them access to the polls. The primary function of the poll watchers is to observe the conduct of the election and report any perceived irregularities to the Superintendent of Elections. Poll watchers are not to interact with voters or poll officials, except the poll manager or in no way encumber the election process. Poll watchers are not allowed to view any voters' lists or certificates but may be provided with data on voter turnout as available.

The poll watchers are instructed to report to the poll manager and present the badge that authorized him/her to perform the poll watcher's function. This badge will be issued by VR&E Office or by the Secretary of State's

Office in the case of statewide poll watchers. The badges issued by the VR&E Office will list the precincts that the poll watcher may enter. Statewide poll watchers may enter any poll but there may not be more than two (2) statewide poll watchers from any party or candidate in any polling place at the same time. If necessary, the poll manager may designate an area whereby the poll watcher may observe as long as all aspects of the election are visible from this point. When possible, a list of poll watchers authorized by the VR&E Office will be included in the Precinct Binder in the “What’s New” Section.

CHILDREN ENTERING POLLING PLACE (O.C.G.A. § 21-2-413(f))



Voters may be accompanied by any child under the age of 12 years old and his/her own child between 12 and 18 years old as long as the child, at the sole discretion of the poll manager, does not cause a disturbance or interferes with the conduct of the election. The child is not permitted to make selections on the ballot, cast the ballot or handle the ballot in any way unless the child is providing assistance to the voter.

OTHERS ENTERING THE POLLING PLACE

There are several other groups of individuals that are authorized to enter the enclosed space of a polling place in addition to electors in the voting process, poll watchers and poll officials. All of the following will have identification badges:

- Members of DeKalb County Board of Registration and Elections have full access to all polling places.
- Investigators and monitors from the Secretary of State’s office have full access to all polling places.
- Federal election investigators and monitors have access to all polling places.
- Technical personnel authorized by the VR&E Office to access defective electronic equipment in all polling places.
- Area managers and VR&E staff members have full access to all polling sites.
- Law enforcement and public safety personnel in the performance of their duties have access, as necessary.
- Staff members of the polling facility as needed to support the election

News media personnel may be permitted to enter the poll as long as they do not encumber the election process or violate the voter’s right to ballot secrecy. They are allowed to photograph or videotape as long as they do not show the screen of any DRE Machine or the ballot of any voter. News media personnel may conduct exit interviews outside the polling place with any voter who opts to do so.

Georgia Election Code 21-2-406 authorizes the public to view the performance of all election duties.

INFORMATION TO THE PUBLIC OR PRESS

Poll officials are prohibited from giving interviews or divulging any information relative to an election except turnout statistics. Poll Officials must refer all questions to the Director of Voter Registration and Elections at the public number 404-298-4020. Turnout data including the number of ballots cast by party, if applicable, may be provided to anyone who requests it.



ONLY POLL OFFICIALS ARE AUTHORIZED TO VIEW ANY SERIAL NUMBERS, SEAL NUMBERS, VOTERS LIST OR CERTIFICATES. Poll watchers are not authorized to receive any other information except turnout statistics.

POLL OFFICIAL QUALIFICATIONS AND RESPONSIBILITIES

RESPONSIBILITIES FOR ALL POLL OFFICIALS

1. Georgia Election Code Section 21-2-92 outlines the following qualifications to be a poll official:
 - a. Be a resident of DeKalb County
 - b. Be at least 16 years old
 - c. Not be a candidate for office or a relative of a candidate for office in the assigned poll
 - d. Not hold a public office
 - e. Be able to read, write and speak the English language
 - f. Be an upright citizen of the United States
 - g. Be able to meet the performance and training requirements as outlined by the Elections Superintendent.
2. It is the duty of each poll officer to give the voters of DeKalb County prompt, efficient, courteous, professional service.
3. It is the responsibility of each poll official to complete training as stipulated by the Election Superintendent in accordance with Georgia Election Code Section 21-2-99.
4. All poll officers must take an oath in the presence of each other before the poll opens. The manager shall first be sworn in by one of the assistant managers and then the manager will swear in the assistant managers and clerks. Each poll officer must raise his/her right hand and swear or attest to the oath and then sign the oath form. In the event that a poll officer is not present when the oath is sworn before the poll opens, he/she must be sworn in by a manager before beginning to work in the polling place.
5. Each poll officer is responsible for verifying the information on the payroll sheet and signing in the appropriate space. If the officer fails to do so, he or she will not be paid.
6. All poll officers, while in the performance of their duties, must display a badge listing their names **and** position.
7. All election duties must be performed in public. This includes opening and closing the poll.
8. Each poll officer is required to report to the polling place at the assigned time, usually 5:55am and to remain on duty until the officers complete the close out of the poll. The time of close out is not 7:00pm, but the time the close out process is completed and the manager releases the officials. (O.C.G.A. § 21-2-405)
9. Set up of the polling place on Monday is considered as part of the normal duties of all poll officers and is **MANDATORY**. The manager will notify the poll officers of the time that they are required to assist in the set up process.
10. Perform election duties in such a manner to secure all election equipment and materials.
11. Pursuant to Georgia Election Code Section 21-2-379.10(b), poll officers shall not permit a voter to cast more than one vote regardless of whether the ballot was blank or was cast inadvertently.
12. Pursuant to Georgia Election Code Section 21-2-590, poll officers shall not permit any unregistered person to vote, refuse to allow a duly registered and qualified person to vote, or render assistance or allow another person to provide assistance to an elector in violation of the Code Section 21-2-409. A poll officer who violates this provision shall be guilty of a felony.
13. Pursuant to Georgia Election Code Section 21-2-410, poll officers may give instructions concerning the use of the DRE to a voter in a booth. The official shall not “in any manner request, suggest, or seek to persuade or induce any such elector to vote any particular ticket or for any particular candidate or for or against any particular question. After giving such instructions and before the elector votes, the poll official shall retire and the elector shall immediately vote.”
14. Each poll officer must make arrangements to vote in person during early voting or by mail via an absentee ballot if they are not serving in the polling place where they would normally vote.





DUTIES OF THE MANAGER

1. The Poll Manager is the chief election official in the polling place and as the chief official, the Manager makes the assignments of duties to the assistant managers and clerks. It is the duty of the manager to instruct the Assistant Managers in all phases of the Poll Manager's duties in order that an Assistant Manager can conduct the primary or election in the event of an emergency.
2. The Poll Manager must inform the management of the polling facility of the date of the election and of the requirements for the election.
3. The Poll Manager must arrange with the polling facility for access on Monday before the election to set up the polling place.
4. The Poll Manager is to cooperate with the management of the polling place facility as to the placement of the poll. The manager is to confirm with the management of the facility that someone will open the facility no later than 6:00am election morning (or earlier if directed by the Superintendent) and on Monday for setup. The facility manager must provide the name and home/cell telephone number of the person who is responsible for providing access to the poll.
5. The Poll Manager must survey the polling facility for handicap entrance, parking, restrooms and telephones that will be provided for use during the election.
6. **Each precinct manager must call their Area Manager to confirm their staff's arrival to the assigned polling location by 6:00am**
7. In the event of an emergency, call the **County Cell** phone number and the Area Manager to report that you won't be at your precinct location by 5:55am. It is vital that the VR&E Office has this information as quickly as possible to make appropriate arrangements to assure that the opening process is in place at 6:00am, as required by Georgia Election Code (O.C.G.A. § 21-2-405).
8. In the event an Assistant Manager does not report to the polling place by 6:00am, the Manager is to notify the Area Manager and the VR&E Office at the number specified. If the manager is not present by 6:00am, an Assistant Manager is to call the Area Manager and the VR&E Office for further instructions. An ExpressPoll Clerk will assume the responsibility of Assistant Manager for that election. If the Assistant Manager reports in by 6:30am, he/she will be an ExpressPoll Clerk for that election.
9. **If the manager (or any poll worker) shows up after 6:30am he/she will not be allowed to work that election. Not showing up on time will result in a Letter of Reprimand, demotion, and possible termination as a future poll worker.**
10. The Poll Manager must also call the Area Manager once they have successfully entered the polling place and began setting up the DRE Machines, ExpressPoll Units, & Provisional Station.
11. The Poll Manager is responsible for keeping order in the polling place and may request assistance from law enforcement officers if necessary.
12. The Poll Manager is responsible for recruiting clerks, notifying them of the available training dates, and ensuring that they meet requirements including residency and training. The manager is responsible for contacting Assistant Managers as named by the Superintendent and ensuring that they meet requirements for training.
13. The Poll Manager is responsible for notifying the assistant managers and clerks (if so desired) of the time for set up of the poll on Monday and arrival on Election morning.
14. The manager is responsible for picking up supplies at the Elections warehouse at the appointed time, usually the Sunday prior to the election from 9:00am until 1:00pm. The Elections office will notify the manager of the exact date and time for each election.
15. The Poll Manager, along with the Assistants and Clerks, is responsible for performing the processes to set up the Poll which includes but is not limited to: verifying serial and seal numbers for each DRE Machines and ExpressPoll, arranging table, chairs and voting booths in such a manner as to efficiently move traffic through the polls, applying power to the DRE Machines, posting signs, and distributing supplies to the stations.
16. **The Poll Manager, along with one other poll official, is responsible for returning the memory cards and supplies to the check-in station after the Election since the voted ballots must be kept by 2 officials at all times.**

17. The Poll Manager, along with the assistant managers, must perform the process to close the poll. This includes but is not limited to: ending the election on each DRE and ExpressPoll, printing and signing the specified tape reports from each unit, completing the Recap sheets as specified and ensuring the polling place is left in the condition required by the polling facility manager.
18. The Poll Manager is responsible for notifying the Elections office of any problems or concerns that occur during the election. In addition, notations should be made in the manager's log to document any unusual occurrences.
19. The Poll Manager, with the Assistant Managers, must make all phone inquiries concerning voter eligibility (please be sure to check the State Voters List before calling), Provisional voting status, or problems at the poll. Be sure to get the name of the person at the VR&E Office authorizing the voter's eligibility because this name is to be printed on the Supplemental Electors List in the appropriate column. **NO ONE IS TO BE ALLOWED TO VOTE ON A DRE MACHINE UNLESS HIS OR HER NAME IS ON THE ELECTORS LIST, THE SUPPLEMENTAL LIST OR THEIR ELIGIBILITY HAS BEEN VERIFIED BY THE VR&E OFFICE AND PERMISSION HAS BEEN GIVEN TO ADD THE NAME TO THE SUPPLEMENTAL ELECTORS LIST.** *If the above doesn't apply, the voter is then offered to vote Provisional by using the optical scan paper ballot.*
20. The Manager must ensure that the voting booths are inspected on an hourly basis to ensure properly functioning and powered equipment, that the screens have not been defaced, that there is no campaign materials or trash in the booths and that the sum of the individual DRE counts approximate the number of voters listed on the Numbered Lists. Problems of this sort (except campaign materials or trash which should be removed from the booth and trashed) should be referred to the VR&E Office and noted in the Manager's Log.

DUTIES OF THE ASSISTANT MANAGERS

1. The Assistant Managers must be familiar with all phases of operations of the polling place so that they can conduct the election in the event that an emergency prevents the manager from completing his or her duties.
2. The Assistant Managers must assist in supervising the clerks to ensure the proper operation of the polling place.
3. The Assistant Managers must assist the manager in the set up of the poll on Monday prior to the election and on election morning.
4. The assistant managers must relieve the clerks to allow them to take rest and lunch breaks.
5. **IN THE EVENT THE MANAGER DOES NOT REPORT TO THE POLLING PLACE BY 6:00am, THE ASSISTANT MANAGER IS TO NOTIFY THE AREA MANAGER AND THE VR&E OFFICE AT THE NUMBER SPECIFIED ON THE CONTACT LIST.** **In the event the manager shows up before 6:30am, he/she will be an ExpressPoll Clerk for that election. If the manager (or any poll worker) shows up after 6:30am he/she will not be allowed to work that election. Not showing up on time will result in a Letter of Reprimand, demotion, and possible termination as a future poll worker.**
6. In the event of an emergency, call one of the **County Cell** phone numbers and the Area Manager to report that you won't be at your precinct location by 5:55am.
7. The Assistant Managers, with the Poll Manager, must make all phone inquiries concerning voter eligibility (please be sure to check the State Voters List before calling) or problems at the poll. Be sure to get the name of the person at the VR&E Office authorizing the voter's eligibility because this name is to be printed on the Supplemental Electors List in the appropriate column. **No one is to be allowed to vote on the DRE unless his or her name is on the electors list, the supplemental list or their eligibility has been verified by the VR&E Office and permission has been given to add the name to the supplemental electors list.**
8. The Assistant Managers must help the Poll Manager perform the process to close the poll. This includes but is not limited to: ending the election on each DRE Machines, printing and signing the specified tape reports from each unit, completing the Recap sheets as specified and ensuring the polling place is left in the condition required by the Polling Facility Manager.
9. One of the two Assistant Managers must accompany the Poll Manager to the check in location. (The Manager, by designating a clerk to accompany him or her, may waive this requirement.)



DUTIES OF THE CLERKS

ELECTION OFFICIAL

ADMIN CLERK

1. Assist the Poll Manager and Assistant Managers to set up the poll on Monday before the election if requested to do so by the manager.
2. **If the Poll Manager (or any Poll worker) shows up after 6:30am he/she will not be allowed to work that election. Not showing up on time will result in a Letter of Reprimand, demotion, and possible termination as a future poll worker**
3. Study the station instructions to be prepared to serve voters promptly at 7:00am on Election Day.
4. Prepare stations as directed by manager or assistant managers.
5. Work at assigned station(s).
6. Perform close out duties as directed by Poll Manager or Assistant Managers. All clerks are required to remain on duty at the poll until the manager releases them. This release will occur when the manager no longer needs the clerks to assist with close out, not the time the poll closes for voters.

DUTIES OF AREA MANAGERS

ELECTION OFFICIAL

AREA MANAGER

1. Attend training and Area Managers' meeting to learn of issues particular to this election.
2. Review list of assigned polls to plan route for Election Day, paying particular attention to New Poll Managers and inexperienced Poll Managers, since you may wish to start and finish with them. Plan to visit each poll at least twice during the day.
3. Call all Poll Managers before Monday to arrange a time to visit during set up. Be certain to give them your cell phone number.
4. Ensure all polls are set up on Monday. Be prepared to help with any questions or problems. Check the set up of the poll to be sure no lines cross and all signs are posted.
5. Ensure the election is being conducted in a manner that provides security for all election material and equipment.
6. Be sure all Poll Managers have the home phone number of the person who will unlock the door of the polling place on Monday and on Election Day.
7. **Poll Managers must contact you, the Area Manager, no later than 5:55am to confirm their staff's arrival.**
8. **Call the VR&E Office as soon as all of your respective precinct managers have confirmed their arrival.**
9. **At 6:00am start calling any managers who have not yet checked in.**
10. **If the Poll Manager cannot be immediately reached, begin calling one or both Assistant Managers and the VR&E Office. (If you are unable to make contact, he/she must go immediately to the location).**
11. **At approximately 6:40am, begin calling the Poll Managers who have not followed through with a second call to verify that they are in the precinct and ready to open the polls. (If you are unable to make contact, he/she must go directly to the location).**
12. Ensure that the Poll Managers have access to a telephone during the day and especially after the office of the polling place has closed in the afternoon and the evening. Make sure that the managers can hear the phone ring for incoming calls.
13. Check that all polls have verified the serial and seal numbers of the DRE Machines as shown on the DRE Recap sheet.
14. Review the contents of your packages to be familiar with the supplies that you have for your polls.
15. Be on site at the poll needing the most help at opening (6:00am or earlier) of the polls.
16. Visit each Poll at least twice during Election Day, starting and finishing with the managers that are least experienced. Record the time of each visit on the Area Manager Report.
17. Complete the Area Manager Report for each precinct. If there is a problem with the poll, include the assistant managers in the discussion and document the incident on the Area Manager Log.
18. Make sure that the Oaths have been taken and that there is a manager and two assistants on site. If not, elevate assistants and/or clerks as necessary to meet minimum legal requirements of one Poll Manager and two (2) Assistants. Notify the VR&E Office of any changes in management as soon as possible.

19. Make sure that the opening process has been complete for each DRE Machine and the DRE Recap sheet has been completed with the opening count for each DRE Machine (must be 0).
20. Make sure that the opening process has been complete for each ExpressPoll unit and the ExpressPoll Recap sheet has been completed with the opening count for each unit (must be 0).
21. Ensure that security and printer doors are locked on all DRE Machine.
22. Review the flow and paper work to ensure that each station is being properly handled. Provide feedback to the manager and assistant managers for corrective action.
23. Notify the VR&E Office immediately of long lines or problems that may require supplies from the warehouse.
24. Collect the payroll sheet and ensure that signatures are affixed and match the number actually working at the poll. Return the payroll sheet when you come to the VR&E Office on Election Night.
25. **Stay in touch with the VR&E Office by calling periodically. This is particularly important if you have not been in recent contact or if you have been in a poll where your cell phone cannot receive calls.**
26. Be available to be dispatched to a poll in another area if necessary. You will be dispatched by the VR&E Office and instructed as to the problem that you are going to handle.
27. During small elections, use your visits to build rapport and instruct your managers as needed.
28. Complete Area Manager Reports and Expense Reports and return to the VR&E Office on Election Night. ***Be certain to document your findings, both good and bad.***
29. At close out, review process to ensure that all phases are complete, that each machine is properly shut down and the DRE memory (PCMCIA) cards are collected from the machine. (O.C.G.A. § 21-2-379.11) ***Ensure that the Manager posts the accumulated tape and one copy of the Provisional Recap sheets at the exit.***
30. Stay “on duty” until all polls in the area have reported into the VR&E Office.

PREPARING FOR AN ELECTION



Each polling place must have a minimum of one manager and two assistants to meet the requirements of Georgia Election Code 21-2-90. These Managers are appointed by the DeKalb Board of Registrations and Elections and serve at the pleasure of the Board. The VR&E Office will notify the Manager and Assistant Manager of upcoming elections via letter. This letter of appointment informs them of their assigned poll along with the names of the other managers who are appointed with them. This correspondence will also include the training requirements along with the dates that are available for training. The Manager is also informed of the number of clerks assigned to the polling place, the contacts at the polling facility that should be used to arrange access to the poll and other useful information such as the number of DRE Machine assigned to the poll. For major elections, this letter is sent several months in advance of the election. For special elections, the letter is sent as soon as practical.

Upon receipt of the letter it is the responsibility of the Assistant Managers to make contact with the Manager and arrange a training date. Ideally, the managers should train together, but if this is not feasible, each assistant is responsible for ensuring that he/she meets the election code requirement for training. If the Assistant Manager is unable to make contact with the Manager, the VR&E Office should be notified.

The Manager should attempt to make contact with the assistant managers and should notify the VR&E Office if he/she is unable to do so. The manager is responsible for hiring the number of clerks assigned by the VR&E Office starting with the Clerks who have satisfactorily served in the past. The Manager may hire clerks using his/her own personal acquaintances as long as they are qualified or may contact the VR&E Office for names of poll official candidates in the area. The manager does not need to notify the VR&E Office of the clerks that are chosen prior to training unless there is a requirement to schedule training for the clerks. The Manager must notify the clerks of the time to report to the poll on Election Day and the available training dates and ensure that each clerk meets all requirements including training before allowing him/her to serve on Election Day.

It is the responsibility of each poll officer to complete one of the appropriate training classes that are available.

Detailed instructions for each election will be provided by the VR&E Office as part of the training process. Those instructions supersede anything that is included in this manual.

HOW TO BECOME A POLL OFFICIAL



Any eligible citizen of DeKalb County may become a candidate for poll officials by printing, completing and mailing or faxing a Poll Official Questionnaire from the website <http://www.dekalbvotes.com> or by calling 404-298-4020 to have a questionnaire mailed or faxed.

All candidates' names are placed in a database that is used by poll managers to fill vacancies based on geographical locations. The Manager in a poll with vacancies is given a list of candidates in close proximity to the precinct. The Manager will select from the candidates available. The selections are not based on seniority. Since many polls have established staffs, the number of openings varies greatly. **All Poll Officials serve at the pleasure of the DeKalb County Board of Registration and Elections.**

POLL OFFICIAL COMPENSATION

Each poll official is compensated based on the position that is served on Election Day. The current pay scale is as follows:

Manager	\$270 per Election includes \$25 training fee
Assistant Manager	\$200 per Election includes \$25 training fee
ExpressPoll Clerk	\$170 per Election includes \$20 training fee
Clerk	\$125 per Election includes \$15 training fee



The training fee is based on the length of the training class and is paid **ONLY** if the worker completes the training **AND** works on Election Day. Training fees **are not** paid for runoff elections.

Each Poll Official must sign the payroll sheet to designate that he/she worked on Election Day. Pay will not be provided to worker who does not sign the sheet. A worker who fails to sign the sheet must contact the poll manager who will notify the VR&E Office that the worker's name should be added to the payroll. Poll Managers should note the hours worked for each poll official that do not work the entire Election Day.

Poll Official checks are issued as soon as possible after each election but generally payroll takes two (2) weeks to be completed. The check is mailed to each poll official at the address listed on the payroll sheet. Taxes and FICA are not withheld but all income is reported to the Internal Revenue Service via W-2 forms at the end of the tax year.



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