ELECTION INSPECTOR TRAINING
PRESENTATION OUTLINE

- Election Inspector Appointments
- Customer Service
- Greeter
- Voter Registration
- Proof of Residence
- Poll Books
- Photo ID
- Reconciling Voters & Ballots
ELECTION INSPECTORS

Election Inspectors are appointed for a two-year term at the end of each odd-numbered year.

Appointments are made from lists submitted by the Kenosha County Democratic and Republican parties. Remaining positions are filled without regard to party affiliation.
Wisconsin statutes require that all election inspectors receive training.

It is the responsibility of the municipal clerk to ensure that election inspectors have received sufficient training prior to commencement of duties.
ELECTION INSPECTORS

Each polling location has a Chief Inspector that acts as liaison between the election inspectors and the municipal clerk and is in charge of the polling location on Election Day.
CUSTOMER SERVICE

“ALWAYS BE POSITIVE”

COMMUNICATION

friendly

have patience

be helpful!
Excellent Customer Service Skills:

- Have clear communication with voters and fellow workers
- Be friendly and helpful
- Have a positive attitude
- Have patience
CUSTOMER SERVICE

Excellent Customer Service Skills:

- Refrain from discussing candidates or politics in and outside your polling location
- Dress code is casual (neat, clean and modest)
  - No jogging pants or pajama bottoms
  - No holes in clothing
  - Be modest with perfume, cologne and lotions
GREETER

Is usually stationed near the entrance of the polling location and provide information to voters. The “Greeter Tablet” contains:

- Active Voter list
- Address list
- Maps
- Information on photo ID and proof of residence
- City of Kenosha Master address list
- Information on where to direct voters who live in Pleasant Prairie and Somers
- Links to myvote and “where do I vote Kenosha” for voter information
Greeter functions:

- Look up ward #’s for voters and direct them to correct poll book table
- Provide information on photo ID and proof of residence
- Some voters may not remember their ward #, or they may be at the wrong polling place
- Some voters may need to register to vote
- Voters **do not** need to show photo ID at the greeter table
You may be assigned to assist voters who need to complete an Election Day Registration (EDR) application before casting a ballot.

It is very important to review applications to ensure that they are complete and legible.

You will write the acceptable proof of residence in the assigned box, assign the ward #, then sign your name and date. **By signing your name and dating the application you are stating that all information has been entered and is correct.**
VOTER REGISTRATION

Voter Registration Binder:
- Voter registration applications
- Acceptable proof of residence
- Address list
- Ineligible voter list
- Provisional voter instructions
There are several types of voters who need to complete a Voter Registration Application

Here are a few examples:

- Voter has not participated in recent elections, and their voter record has been deactivated
- Voter has changed their name or address and needs to update their voter record
- Voter is new to the City of Kenosha
- Voter recently turned 18 years of age
Wisconsin Voter Registration Application

Qualifications
Please check each box if YOU:

- Are a citizen of the United States.
- Will be at least 18 years old on or before Election Day.
- Have resided at the address shown below for at least 30 consecutive days prior to the election and do not currently intend to move.

Your Name
Last: Smith
First: Jane
Suffix: Jr.
Middle: Lynn

About You
Phone number and email are optional.
City/City/Town/Village: Kenosha
State/County/City: Wisconsin
ZIP: 53140

The Address Where You Live
Your residential voting address, which cannot be a P.O. Box.
Street Address: 1717 Sample St

Your Mailing Address
If different from above.
Street Address (or P.O. Box):
City/State/Country/Zip:

Prior Registration Information
Complete this field if you are updating your registration due to a change in name or address.
Full Name on Previous Registration:
Full Address on Previous Registration (if known):

Identification
(choose the box that applies to you)

- I have an unexpired and valid D.V.D. Driver License or ID Card, D.O.T. issued ID, Photo number and expiration date as below:
- I have an unexpired and valid Wisconsin Driver License or ID Card, D.O.T. issued ID, Photo number and expiration date as below:
- I have a valid Wisconsin Driver License or ID Card issued by the Department of Transportation.
- I have a Social Security Number.
- I have neither a valid Wisconsin Driver License/ID nor a Social Security Number (see back for more information and next step).

Proof of Residence
Military and permanent overseas voters are not required to provide proof of residence.

Signature and Certification
I certify below that I am a qualified elector, having resided at the above address for at least 10 consecutive days immediately preceding this election, that I have no present intent to move, and that I have not voted in this election.

Jane Smith
Date: 1/2/2020

Additional instructions on reverse.
PROOF OF RESIDENCE
ABOUT PROOF OF RESIDENCE:

- Proof of residence must include the voter’s current name and address.
- If the voter is registering at the Clerk’s office or their polling place, they may show proof of residence on an electronic device (phone, IPad).
PROOF OF RESIDENCE

WHAT CAN BE USED AS PROOF OF RESIDENCE?

- A valid, unexpired, Wisconsin Driver License
- A valid, unexpired Wisconsin State ID Card
WHAT CAN BE USED AS PROOF OF RESIDENCE?

Utility bill (last 90 days)

- Water
- Gas
- Electric
- Phone
- Cable
- Internet
WHAT CAN BE USED AS PROOF OF RESIDENCE?

- Bank or Credit Union statement
- Paycheck
- Real estate tax bill from current or previous year
- Residential lease (not acceptable by mail)
- College ID, with fee statement
- Government issued identification card, document or license
PROOF OF RESIDENCE

WHAT CAN BE USED AS PROOF OF RESIDENCE?

- Credit Card Statements
  (Chase, Target, Wal-Mart, CITI, AM Express, etc.)
- Mortgage Loans Statements
  (from a Bank or Credit Union)
WHAT CAN BE USED AS PROOF OF RESIDENCE?

- Contract or intake document by a residential care facility that occupant resides at the facility
- Homeless voters only (A letter from an agency that provides services to the homeless that identifies and describes the person’s location)

*This is not a complete list of documents that qualify as Proof of Residence. Contact the WEC (Wisconsin Election Commission)

www.elections.wi.gov
NOT ACCEPTED AS PROOF OF RESIDENCE?

- Doctor Bill/Statement
- Hospital Bill/Statement
- Car and Health Insurance
- Bank Checks
- Passport (no address listed)
- Junk Mail
- Library Card
Poll book binders/sets contain:

- Two identical, alphabetical, poll lists. One is used for voter signatures (labeled “Signature Book”)
- Supplemental poll list forms
- Ward number sign to tape to front of table
- Acceptable photo ID information
- Provisional/challenge instructions
- A page to record typographical errors or deceased voters that appear on the poll list
- Envelope to put EDR (Election Day Registration) applications and supplemental lists
- Your Chief Inspector will provide you with voter number slip pad(s) and tray for used numbers.
**Procedure #1 – Registered Voter (name is in poll book)**

**Voter:**
- Announces his or her name and address
- Presents acceptable photo ID

Hi! My name is Jon Doe. My address is 625 52nd Street.
Procedure #1 – Registered Voter (name is in poll book)

Election Inspector:

- Tears off next voter number from number pad. Both workers initial the ballot.
Procedure #1 – Registered Voter (name is in poll book)

Election Inspector:

- Place the photo ID on the initialed ballot along with the voter number from the pad to allow both poll book workers to see all of the information.
- Both workers write the number on the line next to the voter information in the poll book.
Procedure #1 – Registered Voter (name is on poll list)

Election Inspector:

- Signature poll book worker directs the voter to sign the signature poll book
- Give the voter the ballot, brief instructions and direct them to the voting booth
Procedure #2 – Election Day Registrant (completed a EDR application)

Voter:
- Presents completed EDR application
- Announces his or her name and address
- Presents acceptable photo ID

Hi! My name is Jon Doe. My address is 625 52nd Street.
Procedure #2 – Election Day Registrant (completed a EDR application)

Election Inspector:

- Tear off the next voter number from pad. Both workers initial ballot
- On the supplemental list print the voter number, name & address, and then instruct the voter to sign the supplemental
- Give voter the ballot, brief instructions and direct them to the voting booth
ACCEPTABLE PHOTO ID
ACCEPTABLE PHOTO ID

REQUIRED ON PHOTO ID:

- Voter’s Photograph
- Voter’s Name
- Valid Expiration Date (ID must not be expired past November 6, 2018)

A CURRENT ADDRESS IS NOT REQUIRED
PHOTO ID VERSUS PROOF OF RESIDENCE:

- Proof of Residence documents are required for voter registration and prove the voter’s address.
- Photo ID - Proof of Identification documents are required to receive a ballot and prove who the voter is.
ACCEPTABLE PHOTO ID

WHAT CAN BE USED AS PHOTO ID:

- State of Wisconsin Driver License
- State of Wisconsin ID Card
- U.S. Uniformed Service ID Card
- U.S. Passport

The expiration date for the above documents must be after the date of the last November election (11/6/18).
ACCEPTABLE PHOTO ID

WHAT CAN BE USED AS PHOTO ID:

- Unexpired WI Driver License or state ID receipt
- Certificate of naturalization issued within last 2 years.
- Unexpired ID issued by a WI accredited college or university, must contain issuance date, student signature, and expiration date within 2 years of issuance, along with proof of current enrollment
- Unexpired Veterans Affairs ID card
RECONCILING

Voter Numbers Issued (from poll books) & supplemental = Number of Ballots Issued (from machine tape)
**RECONCILING**

Voter Numbers in Poll Books + Voter Numbers on Supplemental Poll List

<table>
<thead>
<tr>
<th>Voter</th>
<th>Name</th>
<th>Address</th>
<th>Party</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>John Doe</td>
<td>123 Main St.</td>
<td>Republican</td>
<td>Signature</td>
</tr>
<tr>
<td>456</td>
<td>Jane Smith</td>
<td>456 Oak Ln.</td>
<td>Democrat</td>
<td>Signature</td>
</tr>
</tbody>
</table>

**The City of Kenosha**

CLERK TREASURER & ELECTIONS
The number of voters in each of your wards should equal the number of ballots inserted into your machine (public count).

Example: Public Count on machine is 250

Ward 1 voter numbers issued = 100
Ward 2 voter numbers issued = 49
Ward 3 voter numbers issued = 100

Total = 249 voter numbers issued

250 (ballots) – 249 (voter numbers) = 1

Off by 1
Why does this happen?

- Two voters may have been issued the same number
- A number is written on the line next to the voter information in one poll book, but not the other
- A voter number was not issued to the voter
- A voter with an EDR application was not entered on the supplemental list

Number sheets are provided to assist in reconciling voter numbers. If you’ve exhausted all efforts to reconcile, make a note on the inspector’s statement.
End of Election Day

Poll books - After comparing & reconciling, enter the total number of voters and page number of last voter number on page 1 of each poll book. No need to write number of absentee voters. The page is also signed by the chief inspector and election inspectors who maintained the lists.

Last Voter Number: # 104
Page Number of Last Voter: Pg. 47
RECONCILING

End of Election Day

Write on the Inspectors’ Statement

The number of voters assigned numbers in the poll books and on the supplemental poll lists

The number of ballots for each ward

To obtain the number of ballots cast for each ward, view the result tape. Total paper sheets is the number of ballots cast
End of Election Day

Print Results Tape

The results report prints after the ballot status accounting report.

It prints the total number of ballots cast for each ward (regular and Expressvote) right before the results.

The total number of ballots cast is listed as “Total Paper Sheets.”
Kenosha City Clerk’s Office
625 52nd Street Room 105
Kenosha, WI 53140
Telephone 262-653-4020
Fax 262-653-4023

Office Hours
Monday – Friday
8:00 a. m. - 4:30 p. m.

elections@kenosha.org
**CONTACT INFORMATION**

**My Vote Wisconsin**
myvote.wi.gov
- Verify voter registration status
  - Register to vote
  - Request an absentee ballot
- Print and mail a voter registration form with proof of residence
  - Find your polling location
  - View a sample ballot

**Bring it to the Ballot**
bringit.wisconsin.gov
- General voting information
  - Photo ID information
  - How to get a free state ID
  - Voter FAQ’s