



**You're
Right
To Vote.**

Monroe County Board of Elections

Early Voting Site Managers 2023

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Commissioner

Peter Elder
Deputy

Jackie Ortiz
Commissioner

Natalie Sheppard
Deputy

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Training Team:

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- Please place your cell phones on silent and put away
- Thank you for attending training today

PURPOSE

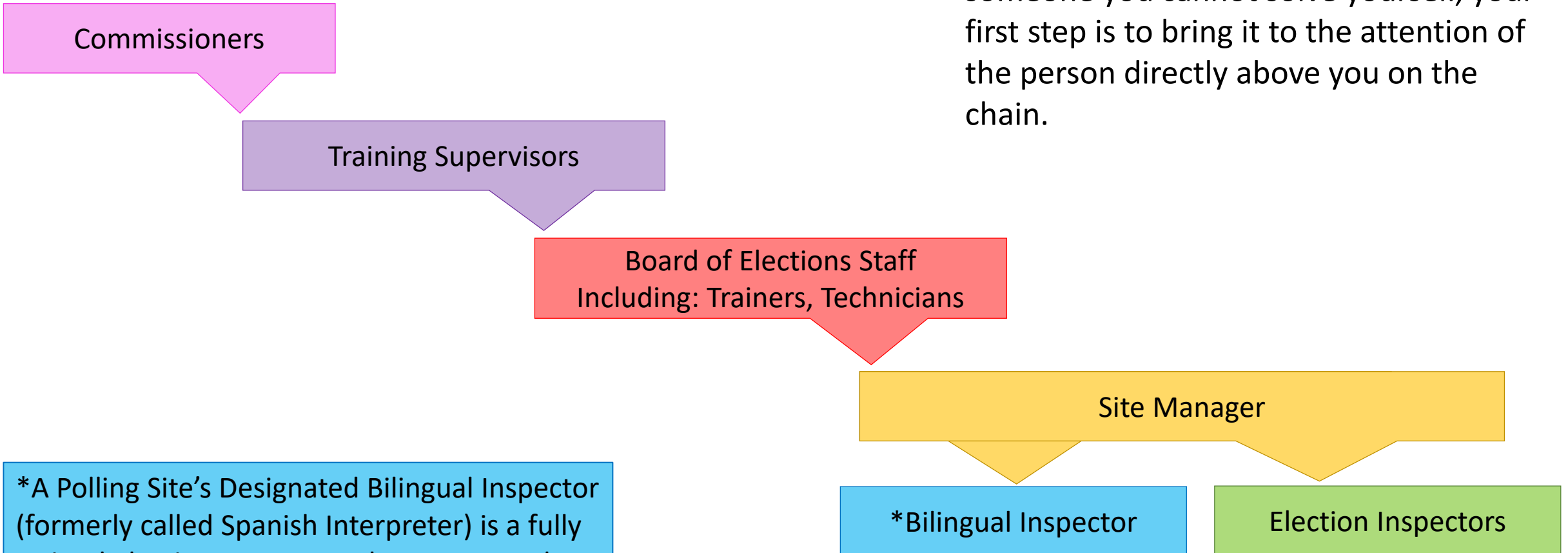
Setting Expectations and Improving our Work Environment

- Protecting the right to vote and offering voting opportunities in our communities would not be possible without each one of you. We know that working a day at the polling site is not easy.
- It requires long hours, training, and a dedication to customer service. The Board of Elections is constantly looking for ways to make your job a little easier, in any way possible.
- We know that preparation is the key to a successful election day. The manuals, in conjunction with our training classes will provide you with step-by-step instructions on how to operate voting machines, process voters, answer questions, and understand voter rights.

ORGANIZATIONAL STRUCTURE

Please Respect the Chain of Command

If you have a problem with something or someone you cannot solve yourself, your first step is to bring it to the attention of the person directly above you on the chain.



*A Polling Site's Designated Bilingual Inspector (formerly called Spanish Interpreter) is a fully trained Election Inspector whose expected to follow the chain of command as well.

SITE MANAGER

CRITERIA:

- Available for all 9 days
- Pick up green bags on Friday (TSC) before early voting (timeframe will be provided)
- Day 1 (ONLY) expected to arrive at assigned polling site by 7:30 am. Days 2-9 arrive an hour early- Being on time everyday is important!
- Record mileage daily from TSC to assigned polling site and from assigned polling site to TSC
- Responsible for setting up **ALL** voting machines and trouble shooting any and all equipment
- Responsible for completing **ALL** paperwork properly but have bipartisan team sign forms
- Manage personnel issues including delegating the work as well as rotation of jobs
- Responsible for closing up polling site securely and transporting ballots to TSC nightly
- Responsible for gathering supplies from TSC the night before that are needed at your polling site for the next day

QUALIFICATIONS

Site Manager must:

Be fully trained poll worker (*You are considered the expert on site!*)

Attend a training class each year* and pass the exam given (per election law)

Attend mandatory Leadership and Technician training sessions

Have their own transportation

Be able to send and receive emails for communicating with the Training Team about updates and changes

Have working cell phones to receive calls from Poll Workers and Board of Elections staff

ROLES AND RESPONSIBILITIES

Site Manager must:

- Assist the Monroe County Board of Elections in supervising conduct of elections and evaluate performance of Poll Workers by supervising and overseeing the election process throughout the day
- Check every component of the polling site. Observe the voting process in action (i.e. check-in table, matching **BALLOT RECEIPT** with **BALLOT ID**, affidavit process, spoiled ballot process, etc.)
- Fill out paperwork properly and have a bipartisan team sign the forms
- Returning Ballots secured in **Green Bags** to the Training and Service Center nightly

ROLES AND RESPONSIBILITIES cont.

Site Manager must:

- **Take Attendance-**Make sure to have poll workers sign in on the same poll pad. At the end of the shift be sure that all poll workers sign out
 - You can delegate taking attendance to your backup site manager.
 - If someone is absent and you determine a replacement is not necessary, please call Diane or Carla for approval (Phone numbers will be provided on backup list).
 - If someone is absent and you have determined a replacement is necessary, use provided call list of backup inspectors to fill absence.
 - For any personnel changes, please contact your assigned trainer.

ROLES AND RESPONSIBILITIES cont.

Site Manager must:

- **Delegate opening tasks**
 - Set up Poll Pads and Sign in Table
 - Post Signs
 - Have supplies ready (pens, I voted today stickers, etc.)
 - Set up Privacy Area
 - Assign breaks and lunch
- Rotate Tasks (Ensure Bipartisanship)



SITE MANAGER PAY



Daily wage: \$20/hr

**(this applies to only the Acting Site Manager-
not backup Site Manager)**

**Mileage stipend:
\$.655/mile**

SITE MANAGER PAY

Home to Polling Site:

← from 123 Salt Rd, Webster, NY 14580
to Webster Public Library, 980 Ridge Rd, Webster, ...

10 min (6.7 miles)
via Salt Rd and NY 104 W
Fastest route now due to traffic conditions

123 Salt Rd
Webster, NY 14580

- > Take Salt Rd and NY 104 W to Van Ingen Dr to your destination in Webster
10 min (6.5 mi)
- > Continue on Van Ingen Dr to your destination in Webster
43 sec (0.1 mi)

Webster Public Library
980 Ridge Rd, Webster, NY 14580

Polling Site to TSC:

← from Webster Public Library, 980 Ridge Rd, Webster, NY 14580
to 2595 Brighton Henrietta Town Line Rd, Rochester, NY 14623

> Continue on Brighton Henrietta Town Line Rd to your destination in Henrietta
1 min (0.2 mi)

2595 Brighton Henrietta Town Line Rd
Rochester, NY 14623

TSC to Home:

← from 2595 Brighton Henrietta Town Line Rd, Rochester, NY 14623
to 123 Salt Rd, Webster, NY 14580

21 min (21.4 miles)
via due to traffic conditions

Henrietta Town Line Rd
Rochester, NY 14623

- > Turn left onto NY 104 N in Brighton from Brighton Henrietta Town Line Rd and S Winton Rd
1 min (0.2 mi)
- > Turn left onto NY 104 N and NY 104 E to Salt Rd in Webster. Salt Rd exit from NY 104 E
1 min (0.2 mi)

← Turn left onto Salt Rd
Destination will be on the left
5 min (3.4 mi)

123 Salt Rd
Webster, NY 14580

$$7 + 16 + 21 = 44 \text{ miles/day}$$

Round 6.7 up to 7 miles

Round 15.7 up to 16 miles

Round 21.4 down to 21 miles

SITE MANAGER PAY

Voter ID	Name	Days	Hours	Mileage (.655 rate)	Total (BOE USE)	Signature (ONLY NEED 1 SIGNATURE)
101010101	Sarah Smith	Saturday	10.5	44		
		Sunday	10	44		
		Monday				
		Tuesday				
		Wednesday				
		Thursday				
		Friday				
		Saturday				
		Sunday				
		TOTAL				

SAFETY PROTOCOL

WE HAVE ADDRESSED CONCERNS REGARDING YOUR SAFETY WHILE WORKING

Primary Election
June 17-25 & 27








General Election
Oct 28 - Nov 5 & Nov 7

Monroe County Board of Elections



It's The Law!

2023

-  No one may interfere verbally, by threat or by force with any voter going to or leaving a poll site.
-  No one may interfere with a poll worker or any election materials or equipment verbally, by threat or by force.
-  No one may say or do anything, or wear or carry anything that supports or opposes any candidate, party, or proposition within 100 feet of any door to a poll site building.
-  No weapons of any kind, including firearms and long guns, are permitted at a polling site.
-  No one may display a marked ballot to anyone under any circumstances.

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polling sites
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- The Commission shared with them polling sites.
- We are proud to that you all direct
- They have been p “Electioneering” is ran smoothly.
- They have also be
- The Commission periodically throu
- Your safety is ver conducting elections for all of Monroe County registered voters.

IN CLOSING...

- **Please get in the habit of checking your email notifications periodically.** We want to create a more productive work environment. Effective communication is key!
- **Keep in Mind**
You are representing the Monroe County Board of Elections at each polling site, remain professional at all times.
- **Teamwork and Commitment**
Joint action by a group of people, in which individual interests are subordinated to group unity and efficiency. Staying committed to this will aide every one throughout the day.

Lastly.....

We thank you for coming out and we look forward to another successful election season.