



WELCOME TO PRECINCT OFFICIAL ORIENTATION

DURHAM COUNTY BOARD OF ELECTIONS
120 E Parrish St, Durham, NC 27701
(919)560-0700
pollworkers@dconc.gov



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Welcome

Becoming a Precinct Official

The Durham Board of Elections Office is comprised of five appointed Board Members and approximately eleven fulltime staff members. This office administers all federal, state, and local elections that occur in Durham County. Each even numbered year, this office holds up to three elections: A Primary Election, a Second Primary Election if required, and a General Election. Each odd numbered year, this office holds up to two Municipal Elections: A Primary Election and a General Election. Additional elections may be scheduled as required.

During each of these elections, the BOE staffs 57 precincts with up to 700 precinct officials based on voter turnout. Precinct officials can be appointed by the political parties or the Board of Elections, and all precinct officials report directly to the Board of Elections Office. Precinct officials are civic minded individuals who interact well with the public, efficiently process voters, and provide instruction and assistance to voters in a pleasant and professional manner.

Precinct officials should be personable, friendly, sensitive to persons with special needs, able to communicate well with others, flexible, able to handle stress well, and exhibit leadership, management, and conflict resolution skills.

Each precinct is staffed with a Chief Judge, two party Judges, and Election Assistants. As a precinct official, you will administer the voting process to each eligible voter for the entire Election Day. Precinct officials play a vital role in the administration of each election and the positions are compensated.

The following pages outline the process a precinct official can expect when accepting their new role, along with the responsibilities, pay range, and training requirements for each position.

Requirements and Expectations

Chief Judge

The Chief Judge is responsible for the overall operations of the precinct. The compensation rate for this position is \$255 plus \$15.00/hr. for required meetings and training classes.

Note: For all of the below steps to be successfully completed, it is important to ensure that our office has your current phone number and email address on file.

PRE-ELECTION RESPONSIBILITIES AND REQUIREMENTS

1. Prior to each election, an availability survey will be emailed to each precinct official. It is important to respond to this request as soon as possible. All assignments are based on these responses, and precincts will fill up quickly.
2. Once work assignments for Election Day are made, you will receive an email with instructions to login to our EasyVote system to view and manage your assignment and required training classes.
3. As a Chief Judge, you will have access in EasyVote to view all of the precinct officials assigned to work with you. An email will be sent to you from the BOE when it is time to start contacting your precinct officials regarding reminders and scheduling (see below steps regarding meetings). Contact should begin 30 days from Election Day.
4. Training is required prior to each election that you work. All required training is compensated at a rate of \$15.00/hr. Once you're logged into the EasyVote system with your specific credentials, you will be able to view required training classes, the schedule available for each class option, and you will be able to register/make changes to your preferred class/es. It is important to keep your classes current and to only register for classes you will be attending.

5. In addition to training class registration, all Chief Judges will be assigned a Supply Pickup registration in EasyVote to pick up supplies from the Board of Elections on the Friday prior to Election Day. The registration time slots are only for 15 minutes to pick-up supplies and the location will be listed on the signup.

6. An equipment verification meeting will be scheduled between the BOE, precinct location, and all three precinct judges on the Monday prior to Election Day. All judges must be present to review and confirm supply delivery to the site. If a judge is not available, an Election Assistant must be scheduled in their place.

7. The Chief Judge must schedule a pre-election meeting between all precinct officials at the site prior to Election Day to set up the precinct. Many Chief Judges choose to conduct this meeting in conjunction with the equipment verification meeting. Details and reminders that must be provided to all precinct officials will be emailed when scheduling should begin.

8. If you are assigned to work a precinct that is different from your home precinct, make time to vote by mail or to vote during the Early Voting period to avoid casting a Provisional Ballot. All voters are required to vote at their assigned voting location on Election Day.

ELECTION DAY RESPONSIBILITIES AND REQUIREMENTS

1. Arrive at your assigned polling location by 6:00 am. Once you are inside of the precinct, follow the provided instructions to open the precinct promptly at 6:30 am.

2. Follow all procedures and guidelines provided by the BOE to successfully conduct voting in accordance with North Carolina election laws.

3. All precinct officials are assigned to their position for the entire day. There are no split shifts on Election Day. You will dismiss all precinct officials after the polls close and all responsibilities are complete.

POST-ELECTION RESPONSIBILITIES AND REQUIREMENTS

1. Payment for working Election Day, along with all required training classes and meetings, will be received in one paycheck 4 weeks after the election.

NOTE: Annual income that is over \$600 will be reported. Additional information regarding income requirements and reporting should be directed to the Durham County Human Resources Department.

2. You will receive a post-election survey after each election that you work. Your feedback is a vital part of continued improvements and planning preparations made by the BOE for future elections. All feedback is carefully reviewed and assessed by this office.

3. You may be contacted by the BOE if any questions arise or if any required signatures are needed.

Requirements and Expectations

Judge

The Judge is responsible for assisting the Chief Judge with the overall operations of the precinct. The compensation rate for this position is \$230 plus \$15.00/hr. for required meetings and training classes.

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PRE-ELECTION RESPONSIBILITIES AND REQUIREMENTS

1. Prior to each election, an availability survey will be emailed to each precinct official. It is important to respond to this request as soon as possible. All assignments are based on these responses, and precincts will fill up quickly.
2. Once work assignments for Election Day are made, you will receive an email with instructions to login to our EasyVote system to view and manage your assignment and required training classes.
3. Your Chief Judge will contact you approximately 30 days prior to Election Day. Contact the BOE if you do not receive communication at least two weeks prior to Election Day, but keep in mind that vacancies may have occurred and are in the process of being filled.
4. Training is required prior to each election that you work. All required training is compensated at a rate of \$15.00/hr. Once you're logged into the EasyVote system with your specific credentials, you will be able to view required training classes, the schedule available for each class option, and you will be able to register/make changes to your preferred class/es. It is important to keep your classes current and to only register for classes you will be attending.

5. In addition to training class registration, all Chief Judges will be assigned a Supply Pickup registration in EasyVote to pick up supplies from the Board of Elections on the Friday prior to Election Day. If your Chief Judge is not available on this day, you may be contacted to complete this task.

6. An equipment verification meeting will be scheduled between the BOE, precinct location, and all three precinct judges on the Monday prior to Election Day. All judges must be present to review and confirm supply delivery to the site. If a judge is not available, an Election Assistant must be scheduled in their place.

7. The Chief Judge must schedule a pre-election meeting between all precinct officials at the site prior to Election Day to set up the precinct. Many Chief Judges choose to conduct this meeting in conjunction with the equipment verification meeting. Communication from your Chief Judge regarding this meeting should be expected approximately 30 days prior to the election.

8. If you are assigned to work a precinct that is different from your home precinct, make time to vote by mail or to vote during the Early Voting period to avoid casting a Provisional Ballot. All voters are required to vote at their assigned voting location on Election Day.

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Requirements and Expectations

Election Assistant

The Election Assistant is responsible for the overall operations of the precinct. The compensation rate for this position is \$210 plus \$15.00/hr. for required meetings and training classes.

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PRECINCT OFFICIAL ROADMAP



STEP 1: AVAILABILITY AND SCHEDULING

Prior to each election, an availability survey will be emailed. The survey results will be used for scheduling so timely responses are important.



STEP 2: TRAINING

Training requirements and registration are in EasyVote with your work assignment. Each class is limited to 30 attendees so register ASAP.



STEP 3: SUPPLY PICKUP & SETUP

Supply pickup is scheduled in EasyVote, and equipment verification is scheduled by the BOE. Chief Judges will arrange the Pre-Election meeting.



STEP 4: ELECTION DAY

Arrive at 6:00 am on Election Day until dismissed by the Chief Judge after the polls close. Positions and rotations will be assigned by the Chief Judge.



STEP 5: POST ELECTION

Payment for Election Day, along with any training and meetings will be received 4 weeks after Election Day. Annual income over \$600 will be reported.



STEP 6: FEEDBACK

A post election survey is sent after each election. Feedback and participation is critical for improvement, and each reply is always carefully reviewed.

Election Day Roles

GREETER

Greeters are responsible for welcoming voters as they arrive on Election Day. A greeter is the first precinct official a voter will interact with, so it is important for the greeter to always be polite, friendly, and direct the voters to the correct area.

CHECK-IN TABLE

This position is responsible for verifying and checking in voters into the computer system. Basic computer knowledge and skills regarding operating a computer are required. Training is provided for all BOE specific programs.

PRECINCT TRANSFER ASSISTANT

Designated computer operator that handles all transfers and inactive voters.

BALLOT STATION

This position is responsible for issuing the correct ballot style to each voter, handling spoiled ballots, and handling provisional ballot issuances.

HELP DESK

The Help Desk will work to resolve any voter registration inquiries.

Some reasons to send a voter to the Help Desk are:

No Record of Registration | Incorrect Precinct (Non-address update)
Previously Removed | Incorrect Party | Unrecognized Address | HAVA ID Voter

TABULATOR MONITOR

This position is responsible for greeting voters, ensuring that all ballots are properly inserted into the tabulator, and distributing 'I Voted' stickers.

CURBSIDE OPERATOR

This position provides the voting process to voters who are able to make it to the polling location but are unable to go inside to vote.

Available Resources

Precinct Official Training Website: www.dcboetrains.com

We are excited to rollout new methods of communication that will make it easier for precinct officials to obtain important information. This website contains training information, manuals, forms, assignments, precinct information, and other important election information.



Assignments and Registration

Online registration is available for all training classes. Prior to each election, you will receive an email notification directing you to sign in to view your Election Day assignment, required classes, and training schedule through EasyVote.

Durham County Elections
Phone Number: (919) 560-0700
Email Address: pollworkers@dcnc.gov

General Instructions
If you have already registered with us and have your login then please use this information to login on the right. If you wish to apply to be a Precinct Official then click the Apply button.
To submit your application click here -> [Apply](#)

Set/Forgot Password Reset Instructions
If you need to setup your password for the first time or you have simply forgotten your password - you can easily reset it. If you have a cell phone attached to your account - a text message will be sent with a code for you to set/reset your password or if you don't have a cell phone attached to your account an email will be sent with the code.
Enter your User Id in the Login section and click here -> [Set/Forgot](#)

Login To Your Account
User ID: ENTER ID
Password: ENTER PASSWORD
[Login](#) CLICK "LOGIN"

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Durham County Elections
Phone Number: (919) 560-0700
Email Address: pollworkers@dcnc.gov

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[Profile](#) [Log Out](#)

Select an Election: 2018 General Election
[Latest News](#) [Messages](#) [Work Schedule](#) [Required Classes](#) [Scheduled Classes](#) [Documents](#)

[Print Full Schedule](#) Your work schedule is displayed here. If you are scheduled for a time that you cannot fulfill you click the Decline button to alert our staff to your issue. Click the Print button to get a paper copy of your schedule.

#	Date	Time In	Time Out	Location	Role	Contact Number
Decline	11/6/2018	6:00 AM	8:30 PM	ISAKALE PRESBYTERIAN CHURCH	Assistant	(919) 880-5180

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REBECCA THROCKMOR
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Select an Election: 2018 General Election
[Latest News](#) [Messages](#) [Work Schedule](#) [Required Classes](#) [Scheduled Classes](#) [Documents](#)

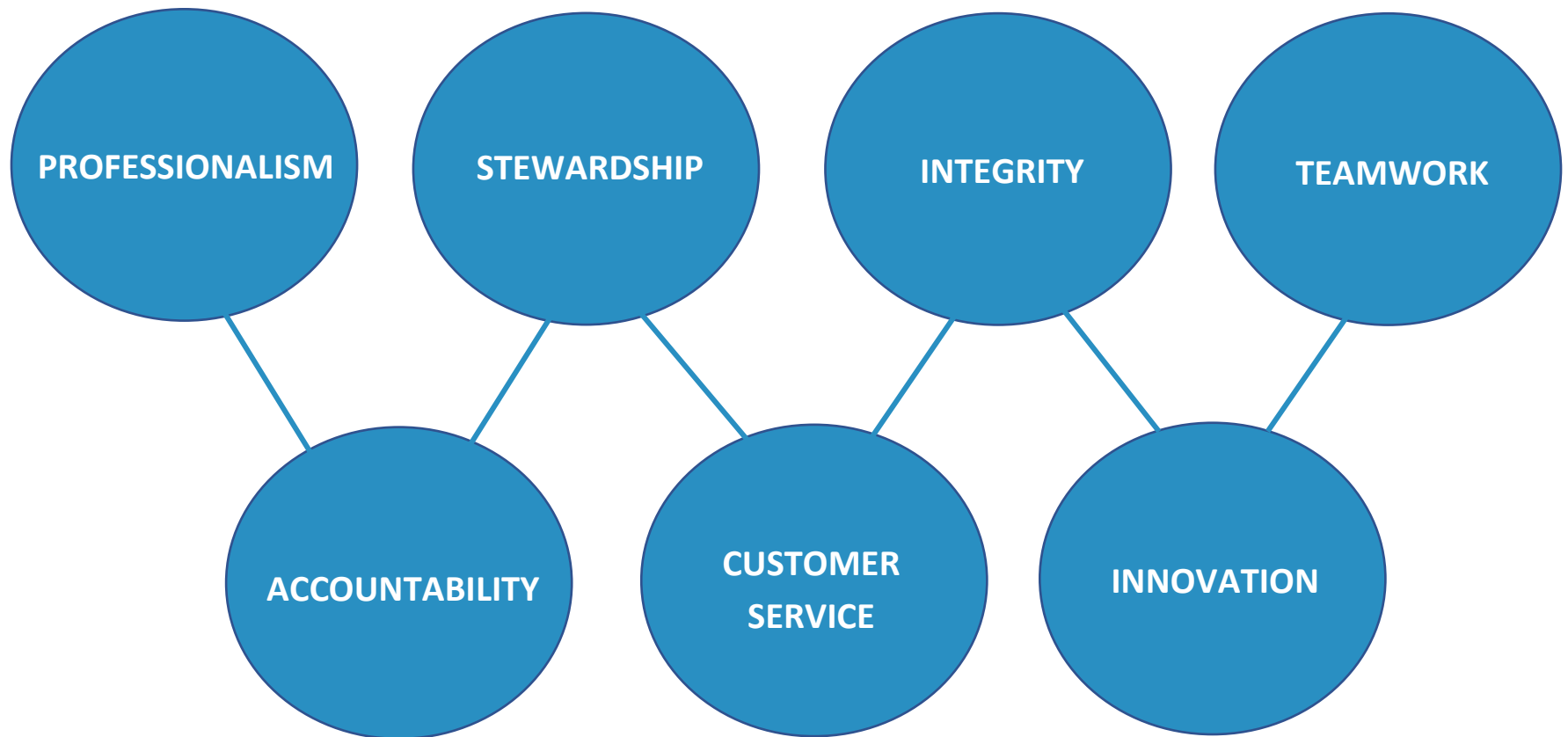
This list contains the subjects in which you require training. These classes are not optional. Click the View Schedule button to view all of the available times. Be aware that class size is limited and you must reserve your seat in class as soon as possible.

	Class Name	Contact Name	Phone
View Schedule	Judges Seminar	Erin Lewandowski	(919) 560-7025
View Schedule	Judges Equipment Training	Erin Lewandowski	(919) 560-7025

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Organizational Values

This mission of the Durham County Board of Elections is to ensure honest, fair and accurate elections administration in Durham County. The shared values of the organization are professionalism, accountability, stewardship, customer service, integrity, innovation and teamwork.



Most Important Election Rules

Although there are many rules and statutes that govern North Carolina election law, below are the top 9 rules for election officials to remember on Election Day.

1. Comply with Oath

Each precinct official is required to take an oath of office prior to serving in a polling place following appointment. The oath, in accordance with N.C. Gen. Stat. 163A-815(e), is as follows:

"I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State not inconsistent with the Constitution of the United States; that I will administer the duties of my office as chief judge of (judge of election in) _____ precinct, _____ County, without fear or favor; that I will not in any manner request or seek to persuade or induce any voter to vote for or against any particular candidate or proposition; and that I will not keep or make any memorandum of anything occurring within a voting booth, unless I am called upon to testify in a judicial proceeding for a violation of the election laws of this State; so help me, God."

Becoming a precinct official is a serious matter with large ramifications. Under no circumstance shall a precinct official violate the prescribed oath or election laws of North Carolina. Violations of this oath or North Carolina election law, will be reported to the investigative team of the North Carolina State Board of Elections and Ethics Enforcement. Acts deemed misdemeanors and felonies related to elections can be found at the paths below.

Misdemeanors

<https://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=163A-1388>

Felonies

<https://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=163A-1389>

2. If You See It, Report It

Precinct officials have an obligation to report any irregularities, related to the election, to supervisory authority. If you believe that you cannot report concerns to your direct supervisor, please notify the Board of Elections immediately.

3. Be Service Oriented

Remember, you are at the polling place to serve the voters of Durham County! Come to the polling place with a good attitude and with a service-oriented mindset. If you encounter difficult voters and need assistance in responding, please be sure to notify the Chief Judge and/or Judge.

4. Core Voter Rights: Assistance, Privacy, and Casting a Ballot

Below is an explanation of some of the core rights of voters:

- *Assistance*
 - Any voter is eligible to receive assistance from a near relative. Any voter that has a disability is eligible to receive assistance from any individual of their choosing, except for the voter's employer or officer/agent of the voter's union or employer. This includes election officials. ALL requests for assistance from a voter must have the approval of the Chief Judge. If a request comes your way, please notify the Chief Judge. Examples of assistance are as follows (not exhaustive):
 - Voter cannot speak and needs an assistor during the check-in/balloting process
 - Voters needs assistance with marking their ballot

- *Privacy*
 - Each voter has the right to cast their ballot in privacy. Ensure that no election official or other individual in the polling place infringes upon this right. Voters are protected by statute from electioneers while inside 50 ft. of the entrance door to the voting place. All voters voting curbside are protected by state memorandum from electioneers. Appointed observers do have the right to be present, but not the right to impede the voting process. Under state law, confidential addresses as prompted by the OVRD poll book, Dates of Birth, Social Security Numbers, and Driver's License Numbers are considered confidential and must not be shared.
- *Casting a ballot*
 - It is the right of every qualified voter to cast a ballot in an election. While every voter will not be able to vote traditionally (regular check-in process or curbside), the provisional voting method must be offered to all qualified voters that require it.

5. Ask, Ask, Ask! If you do not know, ask!

If you do not know, ask! It is better to notify your supervisor when you do not fully understand something as opposed to performing a task improperly and dealing with the repercussion(s) later. Never be ashamed to ask as there is a lot of information you are expected to remember! Voters have high standards.

6. Political Activity

Precinct officials are expected to maintain the highest standards of impartiality. Under no circumstances, shall precinct officials advocate for or against a candidate, ballot item, referendum or elections related statute/policy on Election Day. Election officials must also be mindful of political activity in general, prior to Election Day, once an oath is taken to become a precinct official. This is especially important

when it comes to social media. Be mindful of comments, likes, and/or shares that are politically motivated.

State Board of Elections Social Media Policy

https://s3.amazonaws.com/dl.ncsbe.gov/sboe/numbermemo/2014/SBE_Notice_SocialMedia_08_05_2014.pdf

Statute Regarding political activity

<https://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=163A-796>

7. Election Security

The security of elections infrastructure is one of the most important duties of a precinct or election official. On Election Day, please be sure of the following:

- Do not access the voting system without the permission of the Chief Judge and Judges
- Do not handle voted or unvoted ballots without the permission of the Chief Judge and Judges
- Never handle voted or unvoted ballots outside of the presence of a bi-partisan team
- Do not take possession of the voting system keys under any circumstances (This applies to Assistants and Judges)
- Report any technology related issues to the Chief Judge and Judges

8. Notify, Notify, Notify!

If you are unable to work in your assigned polling place on Election Day, please notify the Board of Elections immediately. The Board of Elections can be reached at 919-560-0700 or preferably by email at pollworkers@dconc.gov

FAQ

What is a Precinct Official?

Precinct Officials operate polling places on Election Day. They are your friends, coworkers and neighbors who ensure that everyone has a place to vote.

What positions are available?

Chief Judge - The Chief Judge is primarily responsible for the overall operations of the precinct on Election Day. Every Chief Judge must attend two 3 hour training classes, contact all precinct officials assigned to work at the same precinct on Election Day, pick up supplies on the Friday prior to Election Day, attend the Equipment and Supply Verification meeting on Monday prior to Election Day, and coordinate the Pre-Election Meeting.

Judge - Two party judges are appointed to each precinct. The judges must assist the Chief Judge with the overall operations of the precinct on Election Day. Every judge must attend two 3 hour training classes and meetings as assigned/requested by the Chief Judge.

Election Assistant - Each precinct will have several assistants assigned on Election Day. Every assistant must attend one 4 hour training classes and meetings as assigned/requested by the Chief Judge. Common tasks include: greeting voters, checking in voters, processing curbside voters, issuing ballots, monitoring the tabulator, and distributing "I Voted" stickers.

Is this a paid position?

Yes, the current pay rates are as follows:

Chief Judge: \$255 | Judge: \$230 | Election Assistant: \$210

Plus, all required training/s and meetings are paid at a current rate of \$15 hour.

NOTE: Payment for working Election Day and all required training/meetings will be issued 4 weeks after Election Day in one paycheck.

Once I become a Precinct Official, how will I receive communication from the Board of Elections?

Primary correspondence from the Board of Elections will be by email and phone.

Approximately how many days prior to the election will the Chief Judge contact all precinct officials assigned to their location?

The Chief Judge will begin contacting all precinct officials approximately 30 days prior to the election. Contact must be made at least two weeks prior to the election.

How will my Election Day role be assigned at the precinct?

The station you work at on Election Day will be assigned by the Chief Judge. The rotation of positions will also be determined by the Chief Judge.

What resources are available to me regarding my responsibilities?

All precinct officials will receive printed materials at training and will have the Precinct Official Training Website with electronic documents and videos. The BOE is also always available to answer questions.

Do I need to complete the Precinct Official Application for every election?

No, you only need to complete the Precinct Official Application prior to your first time working as a Precinct Official. You will receive an email asking for your availability to work future elections.

NOTE: Submitting your availability is a requirement for working an election. We cannot provide you with a work assignment without your availability.

Is training required for every election?

Yes, you will be notified to sign-up for required training prior to each election that you work. Training is paid, and the current pay rate is \$15 hour.

If I work at a polling place other than my home precinct, how can I vote?

You may vote during Early Voting or request to receive your ballot by mail. Voting at your incorrect precinct on Election Day will require a Provisional Ballot.



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