

The Poll Worker Summer 2016

BALLOT BOX

Mike Hogan, Duval County Supervisor of Elections, 105 East Monroe Street, Jacksonville, FL 32202 • (904) 630-1414 • www.duval elections.com

2016 Election Dates

AUGUST 30
Primary Election

EARLY VOTING
August 15-28

NOVEMBER 8
General Election

EARLY VOTING
October 24-November 6



“Our mission is to preserve
the liberty and the right
to vote for all citizens
by providing honest, fair,
accurate and accessible
elections with transparency
and integrity.”

– Mike Hogan

Mike's Message

Dear Friends,

I owe you a tremendous debt of gratitude for all of the hard work that you accomplished on Election Day! There was an unexpected challenge with the EViDs, and yet you kept the precincts running and voters voting. You truly came through and showed everyone that you are the leaders in the field of elections. Thank you for the exemplary service you gave to the voters of Duval County on March 15, 2016.

The staff and I recently completed a two-hour session where we initially discussed every element of Election Day. We focused on everything. We looked back at training, scheduling, the precinct locations and facilities, staffing, equipment, communications, back-up plans, records, tabulation of ballots, handling of absentee ballots, response time to inquiries, call center issues, canvassing board issues and, of course, the final audit. That meeting was the prelude to several meetings that followed when we focused on solutions, ideas, and improved performance.

As you know, every election is different. Each is unique and each election helps enrich our skills. We are continually working to ensure that every election we conduct will be successful. That success depends on your skills and our ability to support you properly.

Preparations for the Primary Election on August 30, 2016, have already begun. You need to plan to register for classes which will begin on June 6, 2016. We are currently recruiting new poll workers. You can help us by recommending people you know that might be interested in working elections.

I sincerely hope you enjoy a wonderful summer.

Yours very truly,

Mike Hogan
Supervisor of Elections

Important *Training Information*



WE NEED YOU!

**JOIN OUR TEAM
SERVE & EARN as a
POLL OFFICIAL
Help us find qualified
Poll Workers to serve
alongside YOU!
Email us at:
beapollworker@coj.net**

Early Voting

Please join us to work early voting! If you have worked at least two (2) elections, have the ability to work four to five days consecutively, and have an email address, then you are eligible to apply. Interested? Email Autumn Hinson at autumnf@coj.net to be added to our contact list. All communication regarding early voting is completed by email. NO calls will be accepted due to the volume of participants.

Staffing

The Duval County Supervisor of Elections deployed 1,500 poll workers for the March 15 PPP. We need 1,850 for November's Presidential General Election. There is a need for additional poll workers in all 14 City Council Districts. The greatest needs are at the Beaches, the Intracoastal Waterway area and east of I-95. A number of precincts in all areas of Jacksonville need Republicans and NPA's to ensure we have party diversity as required by law. There are openings for Managers and Assistant Managers due to retirements and people moving out of county.

Thank you to all who have accepted assignments across town and arrived on time and ready to work.

Supervised Vote-by-Mail Voting Program

It's that time again to prepare for Supervised Absentee Voting in Duval County. We have conducted this program since 2002 to all voters residing at an assisted living or residential facility (F.S. 101.655). The program offers residents of these facilities who are not physically able to travel to an early voting site or polling location another option of access and convenience in voting.

We are recruiting poll workers to join us in conducting this program. In order to participate you must have your own transportation and you must attend ONE of the two training classes being conducted on Tuesday, July 12, at 10 am or Thursday, July 14, at 6 pm. Sign up online at www.duval elections.com.

How May We Assist You?

Please contact one of us if you have any questions.

Autumn Hinson	Early Voting/Supervised Voting	@ 591-7006	autumnf@coj.net
John Libby	Trainer/Staffing	@ 742-1362	jlibby@coj.net
Greg Clark	Trainer/Outreach	@ 742-1277	gaclark@coj.net
Arzada Haynes	Trainer/Call Center	@ 742-7547	ahaynes@coj.net
Jim Brewer	Trainer	@ 742-0321	jbrewer@coj.net
Deon Downey	Trainer/Communications	@ 742-0888	idowney@coj.net
Bill Frame	Outreach/Precinct Info	@ 424-2986	wframe@coj.net
Robert Phillips	Trainer/Precinct Info	@ 219-1105	phillips@coj.net
Sommer Sallette	Staffing/Payroll	@ 630-8023	shinson@coj.net
Angelia Wiggins	Trainer/Supervised Voting	@ 219-2844	awiggins@coj.net

Important *Training Information*

Training Update

2016 Primary Election

All experienced **Precinct Managers and Assistant Managers** must attend a 3-hour classroom training session prior to the August 30 Primary Election.

New **Inspector Techs** must attend a 4-hour classroom training prior to the August 30 Primary Election. Experienced **Inspector Techs** must attend a 3.5-hour classroom training session prior to the August 30 Primary Election.

All new or experienced **Deputies** must attend a 1-hour classroom training session prior the August 30 Primary Election.

All experienced poll workers **being promoted to Manager or Assistant Manager** must take the 8-hour New Manager and Assistant Manager classroom training session.

Training for the Primary Election will begin on June 6, 2016, and run through August 6, 2016.

NOTE: If you have not successfully completed training by August 6, you will not be assigned to work in the Primary Election.

How to Register

To register for a class, go to www.duvalelections.com, scroll down, click on **POLL WORKER** on the left hand side, and click on **REGISTER FOR A CLASS**. On the next screen click on **ELECTION WORKER PORTAL**. Remember, your VOTER REGISTRATION NUMBER is both your user name and password. Have this handy before you register. You will enter your voter registration number here for both your user name and password then click **LOGIN**. **Please do not make any changes to your user name or password.**

How to Register (continued)

Now you are at the screen where you register for your class. Select your class by clicking on **ENROLL** to the right of the class you want to take. You will see the word **ENROLL** change to the word **WITHDRAW**. THIS MEANS YOU ARE NOW ENROLLED IN THAT CLASS. You will see the number of seats remaining drop by one which means you have been assigned a seat. Should you wish to withdraw, simply click **WITHDRAW** and you will be removed from that class. Once enrolled, just show up to take the class at the assigned time. **It is imperative that you arrive on time for your training class. Arriving late disrupts the class, and you may have to be rescheduled.**

EXPERIENCED PRECINCT MANAGERS and ASSISTANT MANAGERS must enroll in an **EXP MANAGER & ASST MANAGERS CLASSROOM** course.

EXPERIENCED INSPECTOR TECHS should enroll in an **EXP INSPECTOR TECHS CLASSROOM** course. If you have never worked with the Electronic Voting Identification (EViD) system which was implemented in 2014, you must enroll in a New Inspector Tech course. NEW INSPECTOR TECHS should enroll in an **NEW INSPECTOR TECHS CLASSROOM** course.

DEPUTIES, whether experienced or new, enroll in a **DEPUTY CLASSROOM** course.

Training ... Where?

All training classes will be conducted at the Elections Center located at 1 Imeson Park Boulevard, Bldg. 100, Jacksonville, FL 32218.

For directions to the location, visit our website: www.duvalelections.com or call (904) 630-1414.

Early Voting

Early Voting will be available at 18 locations beginning 15 days prior to the Primary. All poll workers should either vote by mail or vote early!

EARLY VOTING SITES

Supervisor of Elections MAIN Office
Argyle Regional Library
Beaches Regional Library
Bradham-Brooks Regional Library
Gateway Town Center
Highlands Regional Library
Legends Community Center
Mandarin Regional Library
Murray Hill Regional Library
Oceanway Community Center
Pablo Creek Regional Library
Regency Square Regional Library
San Marco Regional Library
South Mandarin Regional Library
Southeast Regional Library
University Park Regional Library
Webb-Wesconnett Regional Library
West Regional Library

EARLY VOTING HOURS

Primary Election – August 15 to August 28

Hours of operation will vary at each site.

Visit www.duvalelections.com for more information.

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MIKE HOGAN, Supervisor of Elections, 105 E. Monroe Street, Jacksonville, FL 32202

The Poll Worker
BALLOT BOX

Training *Schedule*

August 30 - Primary Election

All training will be held at the Elections Center, 1 Imeson Park Boulevard, Bldg. 100, Jacksonville, FL 32218.

EViD, DS200 & AUTOMARK: PRACTICE & TAKE A CLOSER LOOK!

We have expanded the calendar of open practice time. You are invited to join us on the Wednesdays and Saturdays listed below between 1:00 p.m. and 4:00 p.m. at our Elections Center in the Mock Training Room located at 1 Imeson Park Boulevard, Bldg. 100, Jacksonville, FL 32218. During these dates and times we will be conducting informal demonstrations and allowing for hands-on practice time working with our EViD, DS200 and AutoMARK machines. We can answer questions and help you better prepare for the August 30 Primary. This is completely optional and designed to help those election workers who feel the need for a bit of practice and one-on-one time with an instructor. You do not need to schedule this with us. **Simply show up during the open times below:**

1:00 pm to 4:00 pm

WEDNESDAYS – June 15, 22, 29; July 6, 13, 20, 27; August 3.

SATURDAYS – July 16 & August 13.

ATTENDING OPEN PRACTICE TIME DOES NOT REPLACE TAKING YOUR MANDATORY CLASS.

NEW PHOTO BADGE SYSTEM!

We will be adding a new photo badge system. You must arrive at least 15 to 30 minutes before your class begins, so we can photograph you!



**Training classes must begin
as scheduled.**
**If you have an
emergency,
please call the
Supervisor of
Elections training
staff at
(904) 630-8407 for assistance.**



FIRST TIME POLL WORKER?

If an individual desires to work in a precinct and has never worked with us before or has never worked with the new Electronic Voting Identification (EViD) system that has been in place since 2014, he or she will need to sign up for the NEW INSPECTORS or DEPUTY training to work on Election Day. If the individual has been recruited to work as an assistant manager, he or she must complete the NEW INSPECTORS training and then complete the NEW MANAGERS & ASST MANAGERS training.

Newly recruited workers will not be able to access the online registration system. All new workers must email John Libby at jlibby@coj.net to register.

All elections workers, including the deputies, must complete training prior to the August 30 and November 8 elections.



Training *Schedule*

August 30 - Primary Election

All training will be held at the Elections Center, 1 Imeson Park Boulevard, Bldg. 100, Jacksonville, FL 32218.

NEW MANAGERS AND NEW ASSISTANT MANAGERS (8-hour class)

Friday June 24 9:00-5:00

DEPUTIES (1-hour class)

Monday June 6 12:00-1:00

Thursday June 9 12:00-1:00

Saturday June 11 10:00-11:00

Tuesday June 14 10:00-11:00

Saturday June 25 10:00-11:00

NEW INSPECTOR TECHNICIANS (4-hour class)

Saturday June 11 9:00-1:00

Tuesday June 14 9:00-1:00

Thursday June 16 1:00-5:00

Saturday June 18 9:00-1:00

Tuesday June 21 1:00-5:00

Thursday June 23 9:00-1:00

Saturday June 25 9:00-1:00

Tuesday June 28 9:00-1:00

EXPERIENCED INSPECTOR TECHNICIANS (3.5-hour class)

Monday June 6 9:00-12:30
1:00-4:30

Tuesday June 7 9:00-12:30

Thursday June 9 9:00-12:30
5:30-9:00

Friday June 10 9:00-12:30

Saturday June 11 9:00-12:30

Monday June 13 9:00-12:30
5:30-9:00

Tuesday June 14 9:00-12:30

Thursday June 16 5:30-9:00

Friday June 17 9:00-12:30
1:00-4:30

Saturday June 18 9:00-12:30

Monday June 20 9:00-12:30

Tuesday June 21 9:00-12:30

Thursday June 23 5:30-9:00

Friday June 24 9:00-12:30
5:30-9:00

Monday June 27 9:00-12:30
1:00-4:30

Tuesday June 28 9:00-12:30

Thursday June 30 9:00-12:30

EXPERIENCED MANAGERS AND ASSISTANT MANAGERS (3.5-hour class)

Tuesday June 7 5:30-9:00

Friday June 10 9:00-12:30

Monday June 13 5:30-9:00

Tuesday June 14 5:30-9:00

Thursday June 16 9:00-12:30

Friday June 17 9:00-12:30

Saturday June 18 9:00-12:30

Monday June 20 1:00-4:30

Tuesday June 21 9:00-12:30

Thursday June 23 5:30-9:00

Saturday June 25 9:00-12:30

Monday June 27 9:00-12:30

Tuesday June 28 5:30-9:00

Thursday June 30 5:30-9:00

For additional training dates in July, please visit our website at www.duvalelections.com.

