



# **PRECINCT ELECTION OFFICIAL (PEO) ORIENTATION PACKAGE**

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Bay County**

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Dear Future Precinct Election Official:

First let me thank you for your interest in becoming a Precinct Election Official (PEO). The ultimate goal of every election is to ensure that we remain a “government of the people, by the people, for the people.”

Your participation is essential to ensure each voter experiences a positive, impartial and open environment, instilling confidence in the election process, and in the privacy and security of their vote.

Election days can sometimes be demanding, but at the end of the day you can be proud of a job well done. You will know that your service has helped to advance the cause of democracy, a right that many sometimes take for granted.

Please complete the following and hand-deliver pages 8-11 back to our office.

- PEO Standards Oath (Page 8)
- PEO Orientation Test (Pages 9 through 11)

Again, thank you for expressing your desire to work. Please don't hesitate to contact my office if you have questions or need further assistance.

Respectfully,

*Mark Andersen*

Supervisor of Elections

# PRECINCT ELECTION OFFICIAL (PEO) ORIENTATION

Mark Andersen  
Bay County Supervisor of Elections

## Welcome to Precinct Election Official Orientation

Thank you for taking the time to come see what being a Precinct Election Official is all about. The purpose of this orientation is to provide you with the basic terminology and functions surrounding Precinct Election Official duties. This information will help you make the decision as to whether or not being a Precinct Election Official is right for you.

## What to Expect as a Precinct Election Official

- Precinct Election Officials must be courteous and polite.
- Precinct Election Officials must attend a minimum of 1 to 4 hours of training prior to each election.
- Precinct Election Officials must be prepared to work a long day on election days.
- Precinct Election Officials must be at their assigned polling place by 5:45a.m. and cannot leave until the polls have closed, the last voter has voted and everything is packed up.
- Precinct Elections Officials cannot leave the polling place and return on Election Day.

## Certifications

- The Clerk, Assistant Clerk and AutoMark Specialist must be certified on the AutoMark and the Ballot Counting System (BCS), Voter Check In System (VCS), Ballot Issue Table and all precinct leadership requirements.
- They will be certified upon successful completion of a 4 hour Master Election Certification (MEC) class.

## Titles and Duties:

### Supervisor of Elections

- Mark Andersen, Supervisor of Elections, is the top election authority in Bay County for all Election Boards and is assisted by his staff in conducting efficient and accurate elections.

### Election Board

- Consists of the Clerks and Inspectors at the precinct.

## **Clerk**

- Is in charge of the precinct.
- Attends Sensitivity and Conflict Resolution training (1 hour)
- Attends Master Election Certification Training (4 hours for New Clerks) or (3 hours for Returning Clerk).
- Picks up the elections keys and other material the day before the election.
- Makes sure the precinct polling area is set up on time and opens the polls properly.
- Supervises the Precinct Election Officials at the polling location.
- Ensures every voter gets the same opportunity to cast a ballot.
- Communicates issues to the Supervisor of Elections.
- Makes sure the precinct is closed properly.
- Returns election material to the office election night.

## **Assistant Clerk**

- Assists the Clerk with his/her duties.
- Attends Sensitivity and Conflict Resolution training (1 hour)
- Attends Master Election Certification Training (4 hours for New Assistant Clerks) or (3 hours for Returning Assistant Clerks).
- Follows instructions from the Clerk.
- Performs duties of the Clerk in case of absence.
- Performs duties of an Inspector as required.

## **AutoMark Specialist**

- Responsible for all touch screen/audio duties at the polls.
- Attends Sensitivity and Conflict Resolution training (1 hour)
- Attends Master Election Certification Training (4 hours for New AutoMark Specialists) or (3 hours for Returning AutoMark Specialists).
- Follows the Clerk's instructions and assists the Clerk and Assistant Clerk as directed by the Clerk.
- Selects the correct ballot for the voter.
- Instructs voters on how to operate the AutoMark, as required.

## **Inspector**

- Responsible for issuing voting passes and ballots to voters.
- Attends Sensitivity and Conflict Resolution training (1 hour).
- Attends Inspector Training (2.5 hours for New Inspectors) or (2 hours for Returning Inspectors).
- Follows instructions from the Clerk.
- Makes public proclamation of the opening and closing the polls.
- Verifies voter information in the precinct register.
- Verifies the voter's I.D. and signature.
- Issues the correct Voting Pass to the voter.
- Receives Voting Pass from the voter.
- Issues the voter a ballot according to the voter's Voting Pass.

## **Ballot Counting System (BCS) Specialist**

- Sets up and monitors the operating system to ensure it functions properly
- Attends Sensitivity and Conflict Resolution training (1 hour)
- Attends Ballot Counting System Training (2 hours for New BCS Specialists) or (1.5 hours for Returning BCS Specialists).
- Follows instructions from the Clerk.
- Stands behind the BCS and assists voters as needed.

## **Deputy**

- Maintains good order at the polling place
- Attends Sensitivity and Conflict Resolution training (1 hour)
- Attends Deputy Training (1.5 hours)
- Is deputized by the Sheriff's Office.
- Follows instructions from the Clerk.
- Sets up Notice Board displaying Sample Ballots and Election Information.
- Sets up Precinct Signs and or cones.
- Greets and assists the voters into the polling place.

## PEO Pay

- All Precinct Election Officials received \$10 hour for training
- New Clerk, Assistant Clerk, and AutoMark Specialist Master Election Certification (MEC)  
Training pay - \$50.00
- Clerk - \$200.00 per election
- Assistant Clerk - \$150.00 per election
- AutoMark Specialist - \$150.00 per election
- BCS Specialist - \$140.00 per election
- Inspectors - \$130.00 per election
- Deputy - \$110.00 per election

\*These wages are subject to change based on annual approved budget.

## PEO Terminology

- **AutoMark:** Election equipment that allows the voter to mark the ballot by “touching a screen” or by an audio ballot which is read to the voter.
- **Ballot Counting System (BCS):** Election equipment that counts/tabulates paper ballots.
- **Ballot Issue Table:** Location where an inspector will retrieve the Voting Pass from the voter and issue the voter a ballot.
- **Blue Security Cart:** Securely stores ballots and election supplies.
- **Precinct:** A voting location that is outlined by boundaries. Voters are assigned to precinct polling places according to where they live.
- **Voter Check In System:** Election equipment that contains access to voter registration information. The voter must sign in under his or her name before voting.
- **Voter Check In Table:** Location where inspectors will verify the voter’s information. The voter will sign in using the Voter Check In System and be issued a Voting Pass.
- **Voting Pass:** A paper printed slip that indicates the voter has signed in and is eligible to receive a paper ballot.

## Early Voting Sites vs. Precincts

- Early voting sites are open up to 15 days prior to an election and can process voters from any precinct.
- Precincts are open only on Election Day and can process just voters assigned to that Precinct.

## **Voting Process**

- The polls open at 7 a.m.
- The Deputy will greet the voter, request all electronic devices be turned off, and direct the voter to proceed to the Voter Check In Table.
- The Voter will present an approved form of identification (I.D.) to the Inspector and sign in on the Voter Check In System.
- Voters who cannot present an approved form of I.D. will be provided an opportunity to vote by provisional process.
- The Inspector at the Voter Check In System will issue the Voter a Voting Pass.
- The Voter will proceed to the Ballot Issue Table.
- The Voter will give the Voting Pass to the Inspector at the Ballot Issue Table and will be given a paper ballot.
- A Voter who chooses to mark the ballot manually will go into a privacy booth and mark the ballot with a pen provided then place it into the Ballot Counting System (BCS).
- A Voter who chooses to mark the ballot by machine will use the AutoMark to mark the ballot then place it into the Ballot Counting System (BCS).
- The polling place closes at 7 p.m. or after the last Voter has cast their ballot.

**PRECINCT ELECTION OFFICIAL STANDARDS OATH**

We are an Equal Opportunity Employer and do not discriminate on the basis of age, race, religion, sex or national origin.

I, \_\_\_\_\_, understand that Precinct Election Officials are required to lift and assemble voting booths, which weigh 19 pounds each. Precinct Election Officials are required to have good hearing and good eyesight (with/without glasses). All Precinct Election Officials are required to be at the polling place no later than 5:45a.m. on Election Day and remain inside until dismissed by the Clerk, once all work has been completed after the closing of the polling place at 7:00 p.m. The only exceptions made are for eating, restroom breaks and *outside smoking breaks*, when permitted, and only with the Clerk's permission.

I, \_\_\_\_\_, understand that I must be able to deal efficiently, courteously and patiently with both the public and my co-workers. Prior to each election, I will be required, pursuant to Florida Statutes, to attend a training class for which I will be paid an additional amount if I do work on Election Day.

- 1. Are you a retiree from any Florida State administrative retirement system?  
    \_\_\_ Yes \_\_\_ No
- 2. If your spouse is also a Precinct Election Official, do you have to work at the same precinct?  
    \_\_\_ Yes \_\_\_ No
- 3. If necessary, will you work outside of your home precinct? \_\_\_ Yes \_\_\_ No
- 4. Will you serve as an alternate Precinct Election Official (attend training class and be on standby for a work assignment as openings occur)? \_\_\_ Yes \_\_\_ No
- 5. What position are you interested in working? \_\_\_\_\_.
- 6. Do you see yourself as a natural leader? \_\_\_ Yes \_\_\_ No
- 7. Are you interested in working Early Voting? \_\_\_ Yes \_\_\_ No

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



## Multiple Choice:

Please circle the ONE valid answer.

1. Who is in charge at the precinct?
  - a. Deputy
  - b. Inspector
  - c. Clerk
  - d. AutoMark Specialist
  
2. Who is responsible for maintaining good order at the polling place?
  - a. Inspector
  - b. Deputy
  - c. Assistant Clerk
  - d. AutoMark Specialist
  
3. Who is responsible for the Touch Screen duties at the polling place?
  - a. AutoMark Specialist
  - b. Deputy
  - c. Clerk
  - d. Assistant Clerk
  
4. Who is responsible for verifying the voter's I.D. and signature and issuing the Voting Pass to the voter?
  - a. Inspector at Ballot Issue Table
  - b. BCS Specialist
  - c. Clerk
  - d. Inspector at Voter Check In System
  
5. Who is responsible for taking the Voting Pass from the voter and issuing him/her a paper ballot?
  - a. BCS Specialist
  - b. Inspector at Ballot Issue Table
  - c. Clerk
  - d. Assistant Clerk
  
6. When does the polling place open?
  - a. 5:45a.m.
  - b. Whenever the precinct is set up and ready
  - c. 7 a.m.
  - d. 7 p.m.
  
7. When does the polling place close?
  - a. 7 a.m.
  - b. 7 p.m. or after the last Voter has cast their ballot.
  - c. If there has been 2 hours since a Voter has voted.
  - d. 6 p.m.

8. When do PEO's have to show up at their assigned precinct?
  - a. No later than 5:45 a.m.
  - b. No later than 7 a.m.
  - c. Depends on which shift you work
  - d. No later than 8 p.m.
  
9. When do PEO's begin breaking down the polling place?
  - a. 7 p.m.
  - b. As directed by the Clerk, after the last voter has voted
  - c. 9 p.m.
  - d. When the deputy says so
  
10. Who is the top election authority in Bay County for all Election Boards?
  - a. Mark Andersen, Supervisor of Elections
  - b. Clerk
  - c. Deputy
  - d. All of the above

**True and False:**

11. PEO's can leave the precinct during the day for lunch and come back.
  - a. True
  - b. False
  
12. PEO's must have excellent customer service skills.
  - a. True
  - b. False
  
13. PEO's don't get paid, they work as volunteers.
  - a. True
  - b. False
  
14. PEO's must attend training prior to every election.
  - a. True
  - b. False
  
15. The AutoMark can only be used by people with disabilities.
  - a. True
  - b. False
  
16. PEOs must complete Sensitivity and Conflict Resolution Training each election cycle.
  - a. True
  - b. False

**Word Match: Match the word on the left to its definition on the right**

<p>___ Voter Check In System</p> <p>___ Voting Pass</p> <p>___ Notice Board</p> <p>___ Precinct</p> <p>___ Voter Check In Table</p> <p>___ Ballot Issue Table</p> <p>___ AutoMark System</p> <p>___ Black Ballot Box</p> <p>___ Ballot Counting System</p> <p>___ Blue Security Cart</p>	<p>A Location where the Inspector will take the Voting Pass from the voter and issue the voter a paper ballot.</p> <p>B Election equipment that allows the voter to mark a ballot by “touching the screen” or by an “audio ballot which is read to the voter”.</p> <p>C A voting area that is outlined by boundaries. Voters are assigned to a polling place according to where they live within these boundaries.</p> <p>D Location where inspectors will verify the voter’s information. The voter will be verified and the inspector will issue the voter a Voting Pass.</p> <p>E Election equipment that a voter will feed the paper ballot into.</p> <p>F Contains information on every registered voter in the precinct. The voter must be verified before voting.</p> <p>G A slip that indicates the voter has been verified at the Voter Check-in System and is eligible to receive a ballot.</p> <p>H Setup by Deputy to display sample ballot and other Election information.</p> <p>I BCS sits on this and contains voted ballots.</p> <p>J Securely stores ballots and supplies</p>
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<b>OFFICE USE ONLY:</b>						
<b>P</b>	<b>F</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>COMMENTS:</b>						