

ELECTION INSPECTOR FIELD GUIDE

This guide is the property of

Election Inspector

Monroe County
Board of Elections



2026 Edition, Ver. 2

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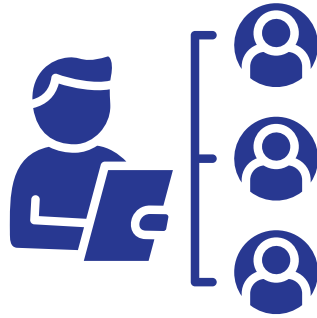
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BASIC **OVERVIEW**

Monroe County
Board of Elections

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BASIC OVERVIEW

**POINTS OF
CONTACT**

POINTS OF CONTACT

IN CASE OF EMERGENCY

Call 911 Immediately

Site Chairs should first call 911

When safe, notify the BOE and submit a ticket to report the incident

INSPECTOR HELPLINE

(585) 753-1599

For general support and inquiries

Any Election Inspector or Site Chair may call this support line

SPANISH INTERPRETER

(585) 753-1592

Need someone to speak Spanish?

Call this line to connect to an Spanish-language interpreter



BASIC OVERVIEW

**WHAT IS AN
ELECTION INSPECTOR?**

WHAT IS AN ELECTION INSPECTOR?

What is an Election Inspector?

An Election Inspector is a public official certified and commissioned by the Board of Elections to administer poll site operations during elections

Bipartisan Presence

Every poll site is staffed with a Democratic and Republican Inspectors
All Inspectors are expected to work in collaboration with their counterparts

What is a Bilingual Election Inspector?

A non-partisan Election Inspector that provides translation and bilingual support in addition to their Inspector responsibilities

Bilingual Inspectors are expected to do all regular Inspector tasks

Bilingual Inspectors may not do these following tasks:

- > Participate in bipartisan voter assistance
- > Open/close ExpressVote XL voting machines



BASIC OVERVIEW

BASIC REQUIREMENTS

BASIC REQUIREMENTS

- 1 Register as a Monroe County voter**
- 2 Fluently read, write, and speak English**
- 3 Participate in annual Election Inspector training**
- 4 Pass annual Election Inspector certification exam**
- 5 Administer election procedures according to election law**



BASIC OVERVIEW

BASIC RESPONSIBILITIES

BASIC RESPONSIBILITIES

- 1 Set up and open poll site properly and on time**
- 2 Welcome and check voters into poll site**
- 3 Instruct and assist voters as needed**
- 4 Escalate issues to Site Chairs**
- 5 Close poll site properly**



BASIC OVERVIEW

**INSPECTOR
MUST-KNOWS**

INSPECTOR MUST-KNOWS

- 1 Proper Conduct
- 2 Voter Privacy and Rights
- 3 Voting and Accessibility
- 4 Electioneering Basics
- 5 Chain of Command

INSPECTOR MUST-KNOWS PROPER CONDUCT

Do

Do be on time

Call in if you cannot work

Do silence and put away cell phones

Site Chairs may use phones for official communications

Do work full Election Day shift

Required for Early Voting eligibility

Don't

Don't solicit

Don't sell or buy things

Don't use profanity/derogatory words

Bring TVs, radios, laptops, music or videos

Don't bring any children or animals

Certified service animals are permitted

For more information, contact Andrew Spong, Compliance Counsel
andrewspong@monroecounty.gov

INSPECTOR MUST-KNOWS **VOTER PRIVACY & RIGHTS**

Voter Privacy

Allow voters ballot privacy

at every stage of the voting process

Do not enter the privacy curtain

While voter is selecting choices/casting their ballot

Any person other than inspectors

assisting voters must take the “Oath for Assisting a Voter”

Voter Rights Act

Apply rules uniformly and neutrally

to all people

Any form of discrimination

is a violation of the Voting Rights Act

INSPECTOR MUST-KNOWS VOTING & ACCESSIBILITY

Do

Do greet with a smile

Be relaxed and accommodating

Do use “person first” language

“Man with a wheelchair”, not “wheelchair man”

Do offer help, but respect if declined

Offer Braille, magnifiers, large print, ATIs, etc

Don't

Don't touch canes, wheelchairs

Or any other assistance device

Don't decline serving anyone

Consult your Site Chair if solution is needed

Don't ask about the disability

This violates the Americans with Disabilities Act (ADA)

INSPECTOR MUST-KNOWS ELECTIONEERING BASICS

Allowed

Any display, speech or clothing
referencing something, or someone
not on the ballot

Not Allowed

Any display, speech, or clothing
containing a party or candidate on the ballot
within 100 feet of the poll site

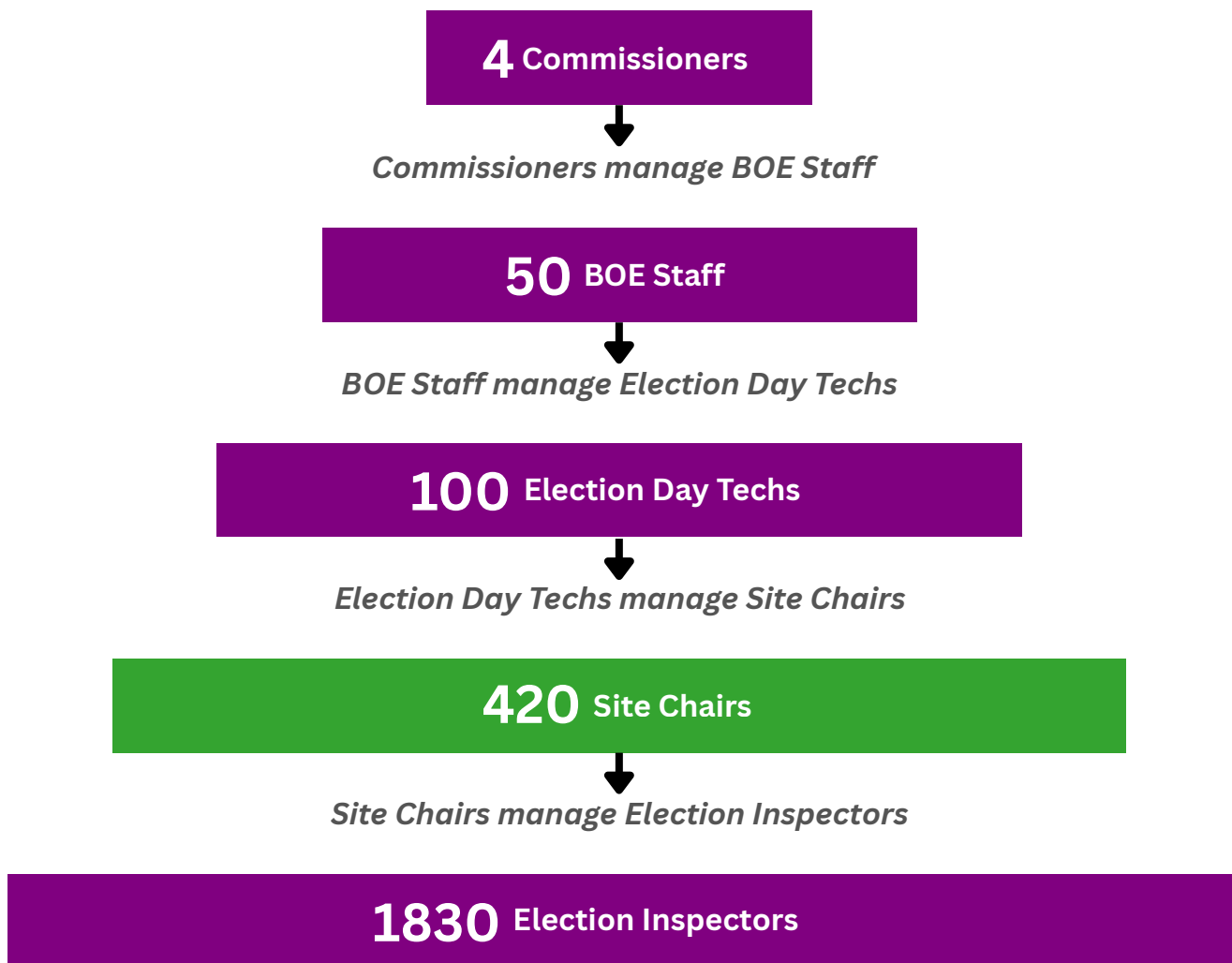


Notify your Site Chair
if you suspect electioneering is happening

For more information, contact Andrew Spong, Compliance Counsel
andrewspong@monroecounty.gov

INSPECTORS MUST-KNOWS

CHAIN OF COMMAND





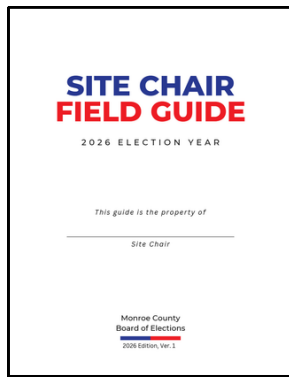
BASIC OVERVIEW

**TOOLS &
RESOURCES**

BASIC OVERVIEW TOOLS & RESOURCES

YOUR FIELD GUIDE

Has all the answers
Always use your field guide



YOUR SITE CHAIRS

Your Site Chairs
Are your first line of support



INSPECTORS

Experienced Inspectors
Can often answer questions



MYPOLLWORKER

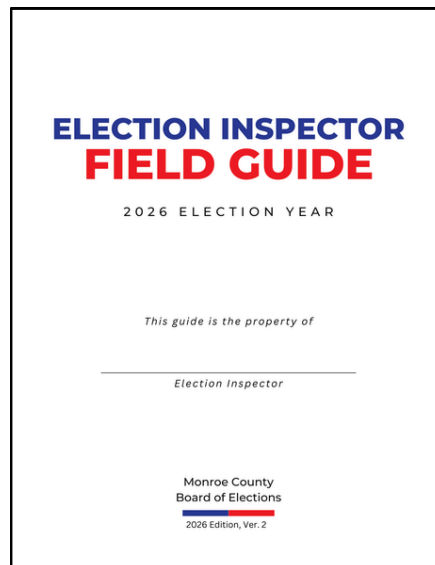
See “Resources”
For videos, trainings, and more



TOOLS & RESOURCES YOUR FIELD GUIDE

YOUR FIELD GUIDE

Has all the answers
Always use your Field Guide



Refer to throughout training

Yours to keep and bring on Election Day

Must be used throughout Election Day

Find digital version on MyPollWorker “Resources”

TOOLS & RESOURCES YOUR SITE CHAIRS

YOUR SITE CHAIRS

Site Chairs

Are your first line of support



Site Chairs are your direct supervisor and support

They assign tasks to Inspectors and lead the poll site

Site Chairs handle issues escalated by Inspectors

They also manage Inspector attendance and breaks

TOOLS & RESOURCES

INSPECTORS

INSPECTORS

Experienced Inspectors
Can often answer questions



Experienced Inspectors can often help you problem solve

Work alongside your bipartisan counterparts

We are one team, Democratic and Republican alike

Bilingual Inspectors are Inspectors too

TOOLS & RESOURCES

MYPOLLWORKER

MYPOLLWORKER

See “Resources”

For videos, trainings, and more!



Log in at monroe.mypollworker.com

Use to sign up for additional trainings

Set and change your work availability

See all your work assignments

Access guides, videos, and more



OPENING A POLL SITE

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OPENING A POLL SITE

**GETTING INTO
THE POLL SITE**

GETTING INTO THE POLL SITE



Arrive 1 hour before poll site opens



If locked out, wait for your Site Chairs to arrive



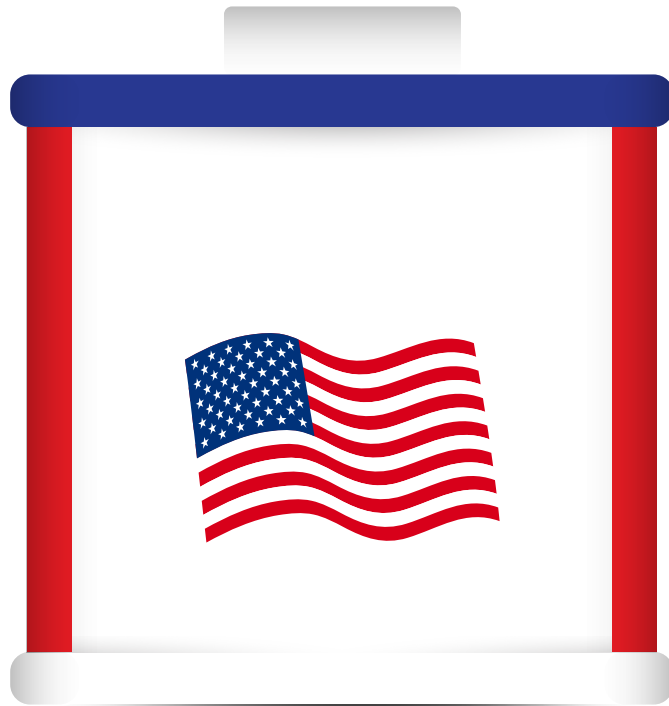
Once inside, locate voting space and Site Chairs for task assignments



OPENING A POLL SITE

**OPENING ABSENTEE
BALLOT BOX**

OPENING ABSENTEE BALLOT BOX



1	Remove the <u>large, white security seal</u> attached to the box
2	Place large, white security seal into <u>Blue Bag</u> (found inside box)
3	Refer to the box label, and remove all opening supplies from box
4	Reseal with new large white security seal found in the <u>Blue Bag</u>
5	*Site Chair Task* Record <u>old and new security seal numbers</u> in Before Polls Open form on LADS
6	Set up <u>Absentee Ballot Box</u> near entrance of the polling space



OPENING A POLL SITE

**EXPRESSVOTE XL
VOTING MACHINE**

EXPRESSVOTE XL VOTING MACHINE



EXPRESSVOTE XL VOTING MACHINE

FEATURES OVERVIEW



1. Protective Screen Cover

2. Power Status Panel

3. Access Compartment

4. Touchscreen

5. Ballot Review Window

6. Ballot Access Compartment

7. Ballot Paper Slot

8. Push/Pull Handles

9. Curtain Rod Mount

10. Ballot Bin

11. ATI Console

12. Headphones

13. ExpressVote Printer

14. Blank Activation Cards

15. ExpressVote Tablet

16. Seal bags + "I Voted" Stickers

17. Printer Power Cords

18. ExpressVote Power Cords

19. Voter Assistance Light

20. Privacy Curtain Storage Tube

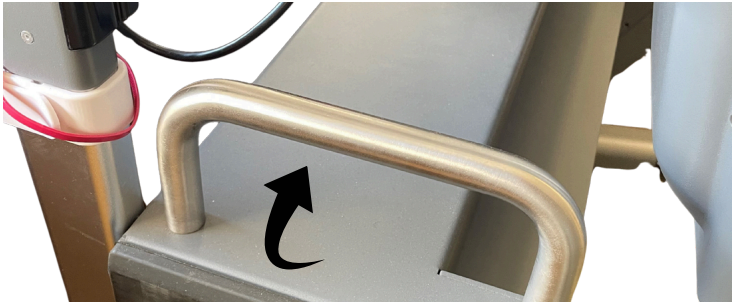
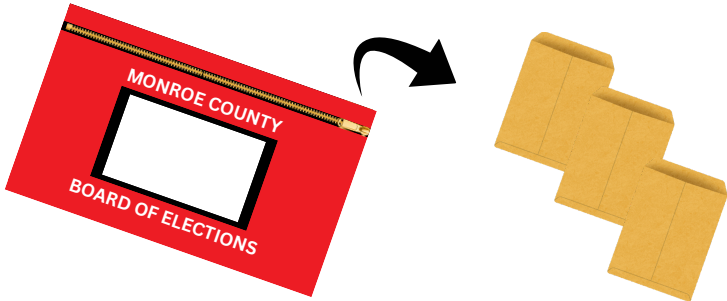
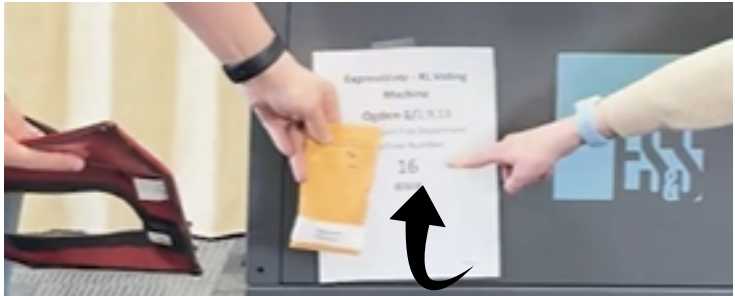


OPENING A POLL SITE

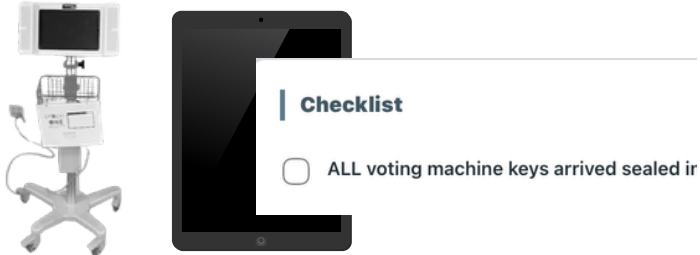
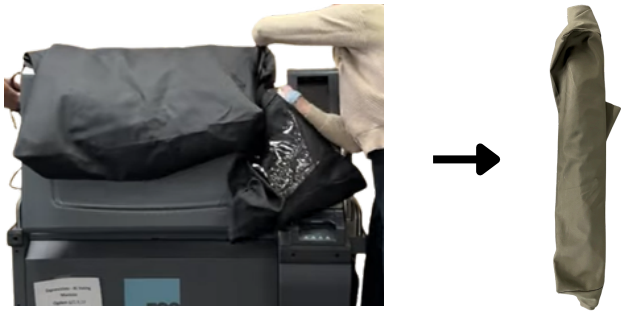
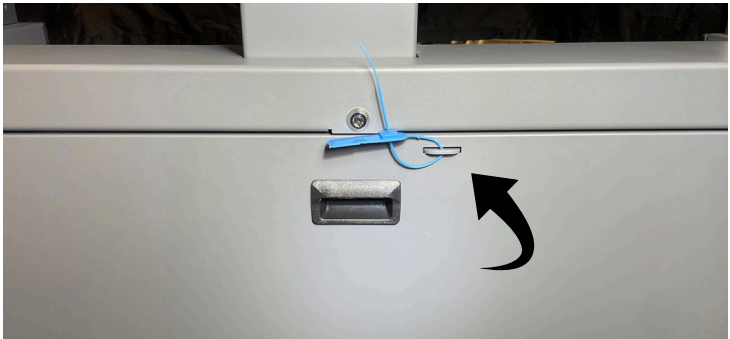
**OPENING EXPRESSVOTE
VOTING MACHINES**

OPEN EXPRESSVOTE XL VOTING MACHINES

Start with the highest numbered voting machine at your poll site

1	Roll voting machine by metal <u>push/pull handles</u> to the chosen voting area	
2	Lock <u>rear wheels</u> of the machine	
3	*SITE CHAIR TASK* Remove voting machine <u>key envelopes</u> from the <u>red bag</u> ATTENTION Return keys to the envelope when not in use, and the key envelopes to the red bag	
4	Match the voting machine <u>key envelope number</u> to the correct <u>voting machine number</u>	

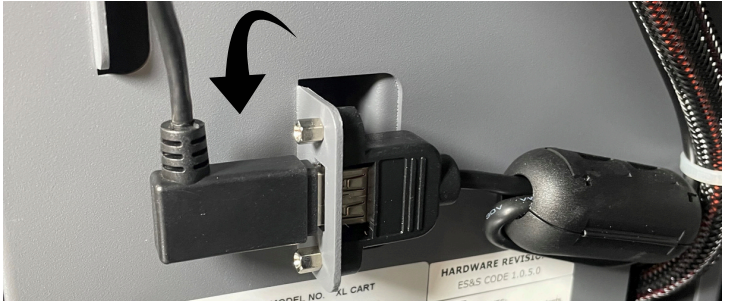
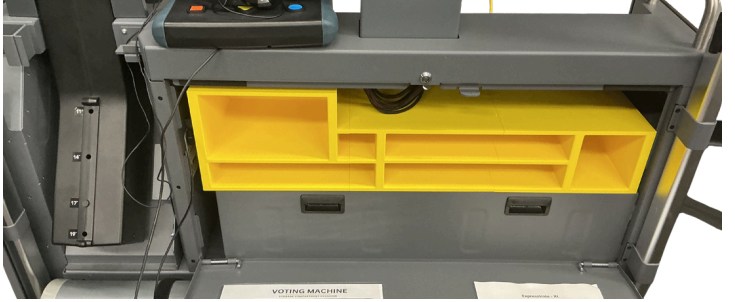
OPEN EXPRESSVOTE XL VOTING MACHINES

5	*SITE CHAIR TASK* On LADS E-Day app, check box on the <u>Before Polls Open Form</u> to confirm the key envelopes arrived sealed	 The image shows a voting machine on a swivel chair to the left and a tablet to the right. The tablet screen displays a 'Checklist' with a single item: 'ALL voting machine keys arrived sealed in' with an unchecked checkbox.
6	Remove <u>black bag</u> (if equipped) from the back of the voting machine	 The image shows a person's hands pulling a large black bag away from the back of a voting machine.
7	Remove the black <u>nylon machine cover</u>, roll up and set aside	 The image is split into two parts. On the left, a person is removing a black nylon cover from the back of a voting machine. On the right, the cover is shown rolled up into a long, thin bundle.
8	On the back of the voting machine, cut the blue security seal near the <u>rear storage compartment door handle</u> <i>ATTENTION: Seals can be removed by hand (no scissors required)</i>	 The image is a close-up of the back of a voting machine. A blue string seal is tied around a handle. A curved arrow indicates the direction to cut the seal.

OPEN EXPRESSVOTE XL VOTING MACHINES

9	*SITE CHAIR TASK* Record the cut blue security <u>seal number</u> on the Before Polls Open form, on the LADS <i>(See Step 12 for where to place cut seal)</i>	
10	Unlock and open the <u>rear storage compartment</u> at the back of the machine	
11	Remove from rear storage compartment: • ExpressVote Printer • Blank Activation Card Packs • ExpressPoll Tablet • Audio Tactile Interface (ATI) + Headphones • LADS iPad (if contained) • Seal bags & “I Voted” Stickers • All Cables and Cords ATTENTION <i>Not all voting machines will contain all the above listed items</i>	
12	Place <u>cut blue security seal</u> into <u>seal bag</u> removed from the rear storage compartment	

OPEN EXPRESSVOTE XL VOTING MACHINES

13	Confirm the <u>Audio Tactile Interface Console (ATI)</u> is plugged in to the USB port in the <u>rear storage compartment</u>	
14	Place <u>ATI</u> on top of the <u>rear storage compartment</u>	
15	Leave the rear storage compartment door open	
16	Plug in the machine <u>power cord</u>	

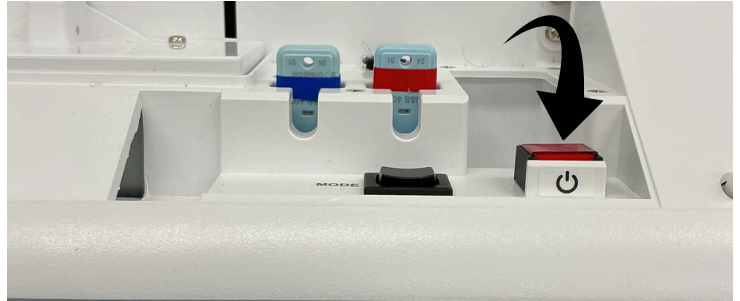
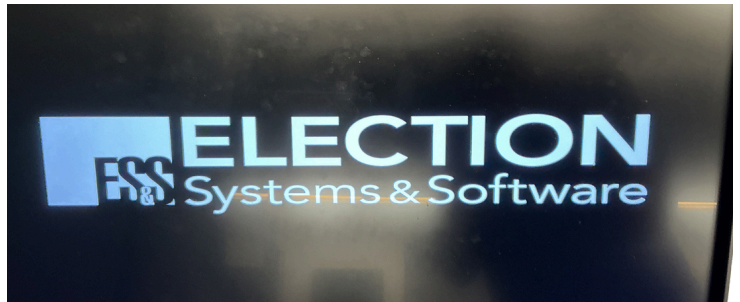
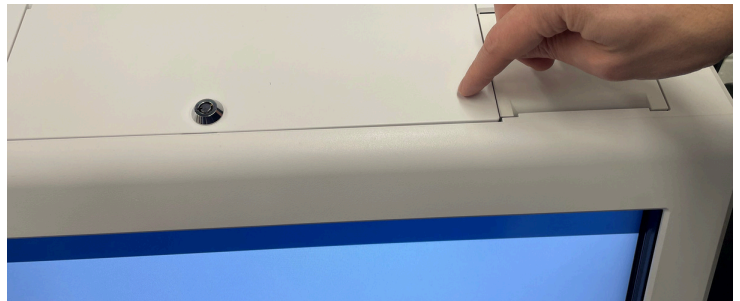
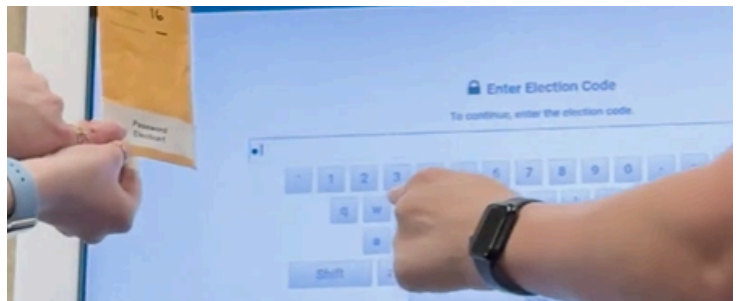
OPEN EXPRESSVOTE XL VOTING MACHINES

17	The <u>green light</u> on the side of the machine will illuminate once connected to power	
18	If needed, you may plug a machine into the power outlet on another machine You may plug up to 5 machines together. This technique is called “daisy chaining”	
19	ATTENTION <i>The highest numbered voting machine is equipped with a “NiB” (Network Box) on the back.</i> <i>It must be plugged into a power source by itself or placed at the end of the daisy chain.</i>	
20	Behind the machine screen, remove the blue security seal locking the <u>access compartment</u>	

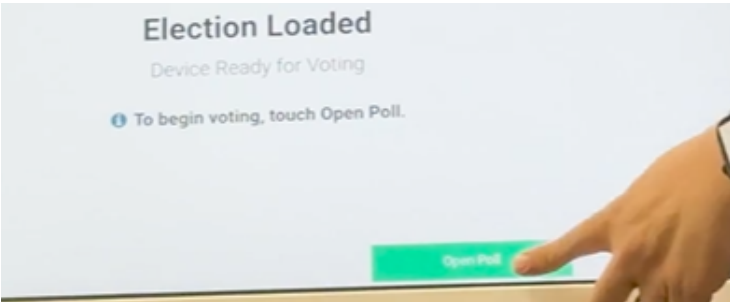
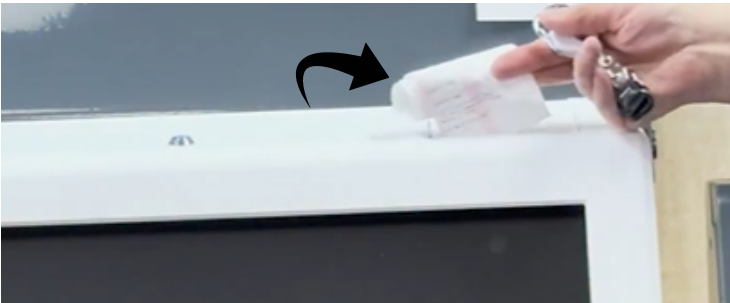
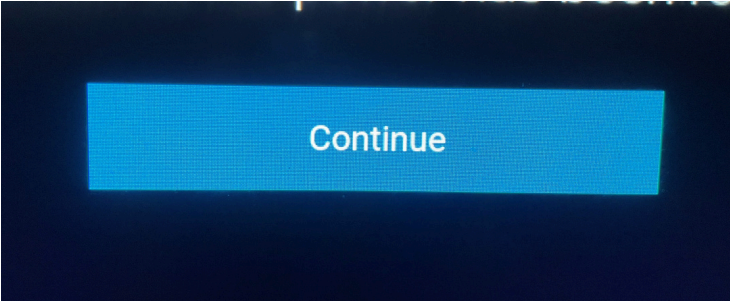
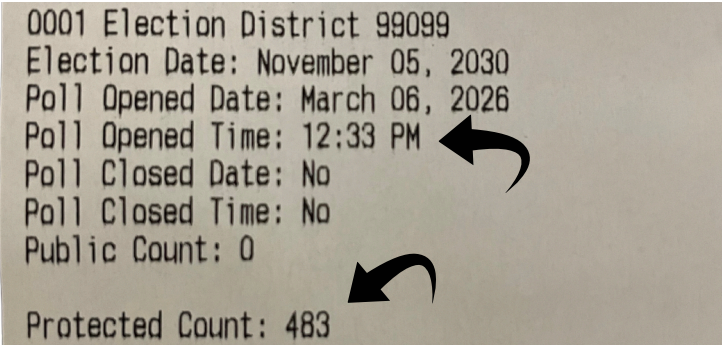
OPEN EXPRESSVOTE XL VOTING MACHINES

21	*SITE CHAIR TASK* Record the blue security seal number on Before Polls Open Form on the LADS	
22	Place <u>blue security seal</u> in the clear plastic <u>seal bag</u>	
23	Flip up the <u>protective screen cover</u> and tilt screen to preferred angle	
24	Unlock and open the <u>access compartment</u> on top of the screen	

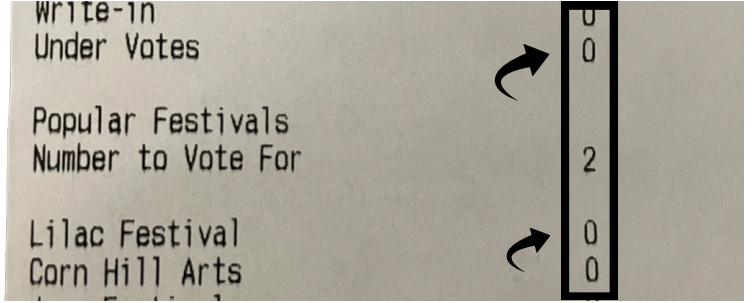
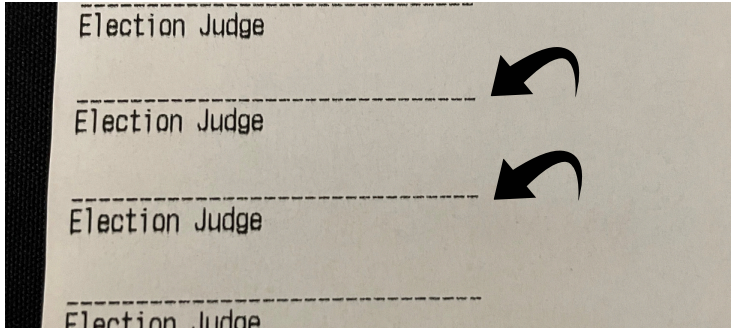
OPEN EXPRESSVOTE XL VOTING MACHINES

25	Press the <u>red power button</u> to turn on the machine	
26	Wait for the touchscreen to power on	
27	Close and lock the <u>access compartment</u> <i>ATTENTION</i> <i>Press down on the bottom right corner of the access compartment lid to ensure it completely closes</i>	
28	Once the screen turns on, <u>input the password</u> found on the machine key envelope	

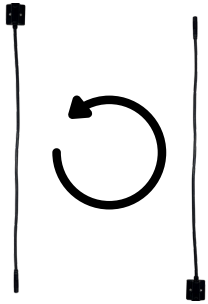
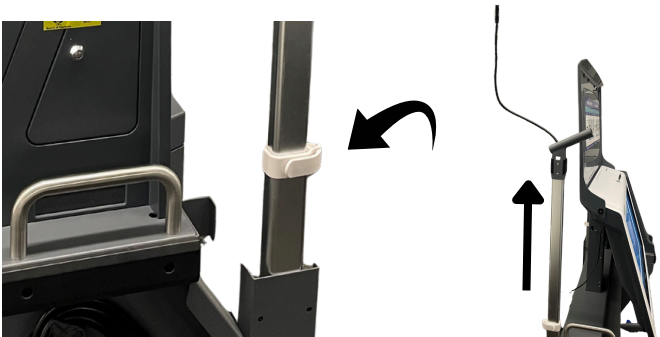
OPEN EXPRESSVOTE XL VOTING MACHINES

29	Once loading is complete, press “Open Poll”	
30	Once <u>zero tape</u> finishes printing, tear off the zero tape	
31	Press “Continue”	
32	*Site Chair Task* On the Before Polls Open Form, record the <u>Poll Opened Time</u> and the <u>Protected Count</u> number from the zero tape	 <pre> 0001 Election District 99099 Election Date: November 05, 2030 Poll Opened Date: March 06, 2026 Poll Opened Time: 12:33 PM Poll Closed Date: No Poll Closed Time: No Public Count: 0 Protected Count: 483 </pre>

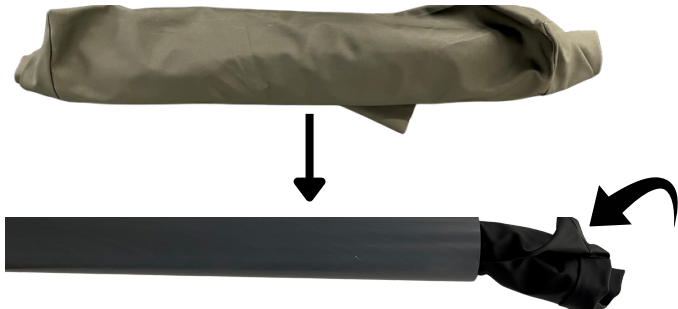
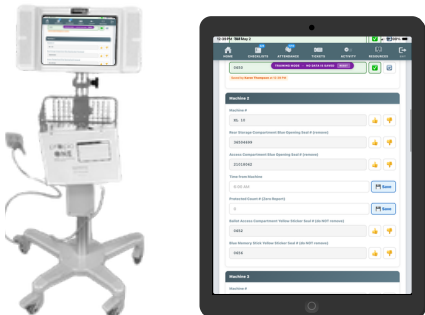
OPEN EXPRESSVOTE XL VOTING MACHINES

33	On the zero tape, <u>confirm all contests are zero</u> and check box on the Before Polls Open Form on the LADS <i>ATTENTION: Only refer to the numbers next to names of people</i>	
34	<u>Sign the bottom</u> of the zero tape in a bipartisan team	
35	Place the zero tape in the <u>Red Bag</u>	
36	Site Chair Task* Record the <u>yellow sticker seal number</u> found on the side ballot access compartment on the Before Polls Open Form on the LADS	

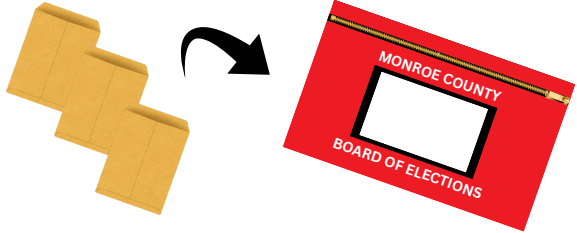
OPEN EXPRESSVOTE XL VOTING MACHINES

37	Remove <u>Voter Assistance Light</u> from its bracket on the curtain rod mount and flip upward	
38	Unlatch both <u>white clamps</u> , extend curtain rod mount to its maximum height, and re-latch the white clamps	
39	Locate the <u>storage tube</u> on the back of the machine Undo the Velcro strap near the end cap labeled “TOP”	
40	Remove the end cap and take out the <u>privacy curtain</u> from the storage tube	

OPEN EXPRESSVOTE XL VOTING MACHINES

41	Unroll the curtains, fold out the rods, and insert them into each mounting bracket <i>Attention</i> <i>The Velcro patches of the curtain should be facing inward</i>	 
42	Insert rolled nylon machine cover into privacy curtain storage tube	
43	*SITE CHAIR TASK* Ensure the Before Polls Open Form has been completed and signed in a bipartisan team	

OPEN EXPRESSVOTE XL VOTING MACHINES

44	Return all voting machine keys to their manila envelopes and place in the Red Bag	
45	The machine set up is now complete	
 You have now successfully opened the ExpressVote XL voting machine		

NOTES



OPENING A POLL SITE

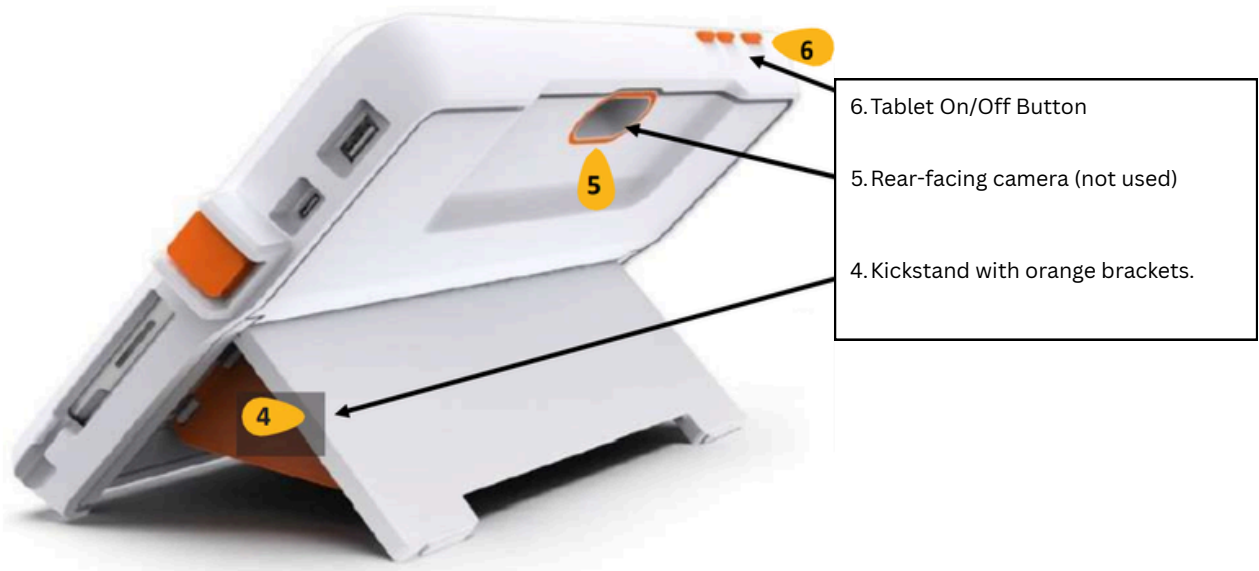
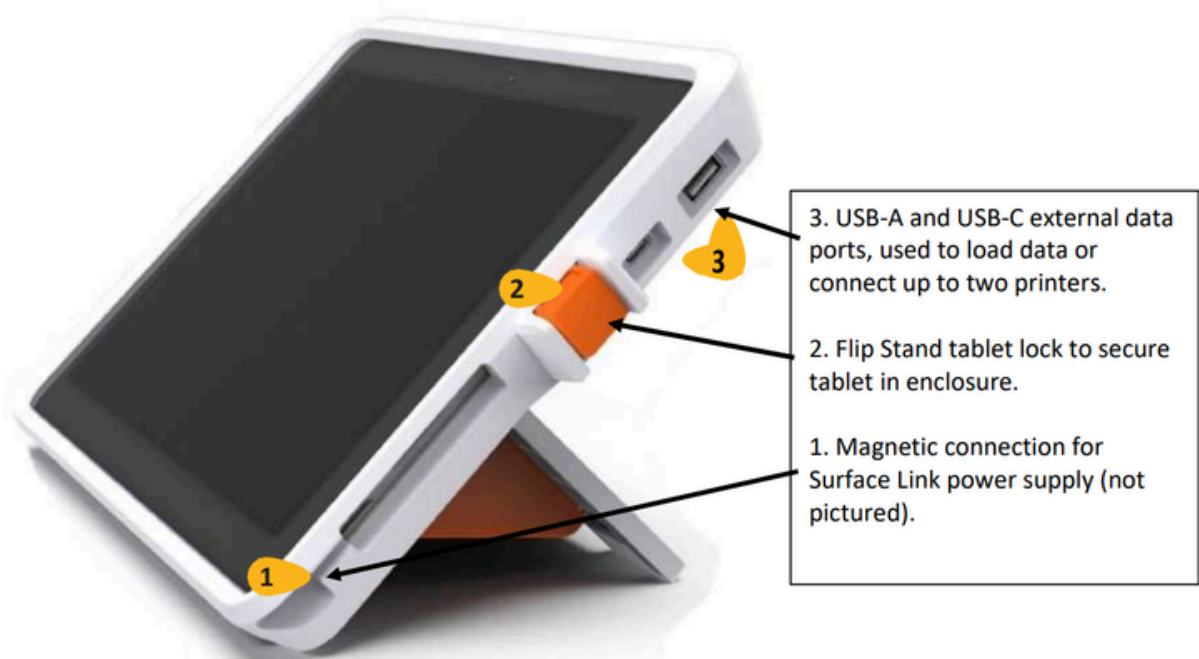
**EXPRESSPOLL POLLBOOK
& EXPRESSVOTE PRINTER**

EXPRESSPOLL & EXPRESSVOTE POLLBOOK & PRINTER



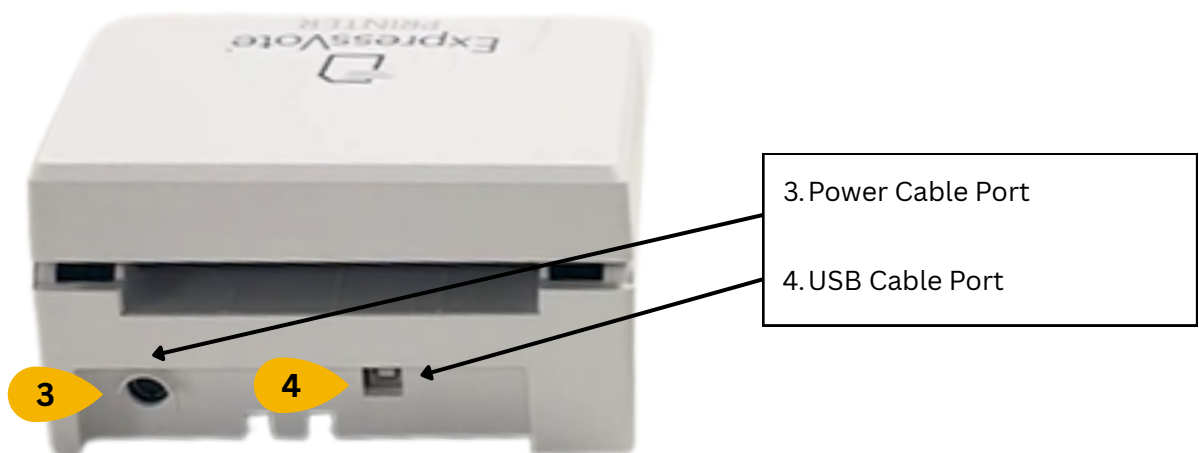
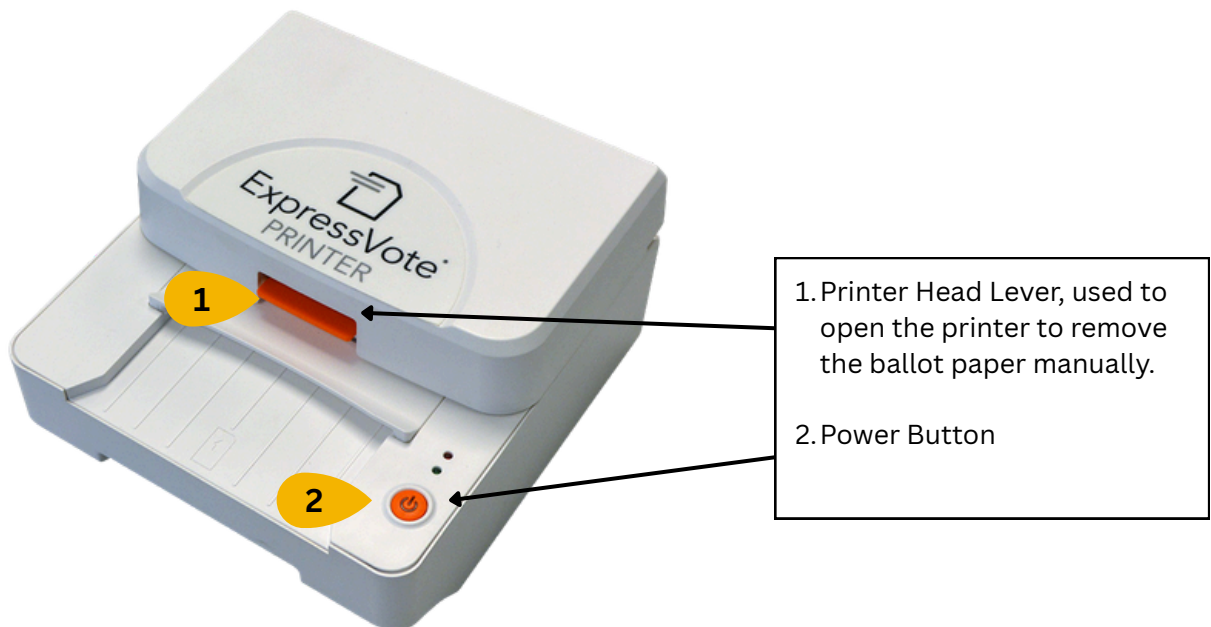
EXPRESSPOLL POLLBOOK

FEATURES OVERVIEW



EXPRESSVOTE PRINTER

FEATURES OVERVIEW

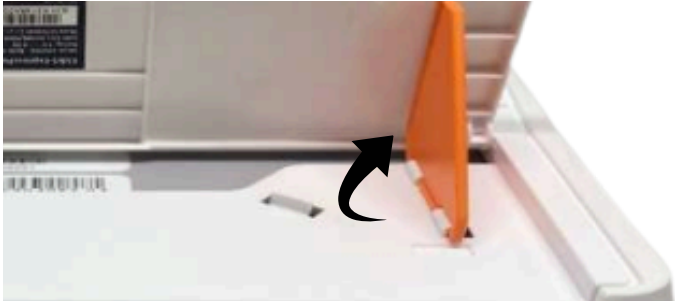




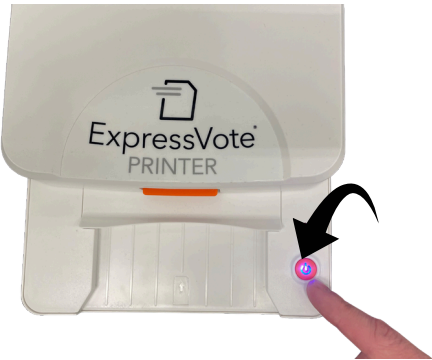
OPENING A POLL SITE

**OPENING EXPRESSPOLLS
& PRINTERS**

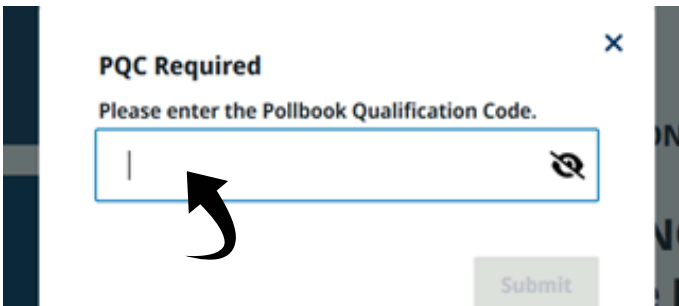
OPENING EXPRESSPOLLS & PRINTERS

1	Lay the ExpressPoll screen-side down on a flat surface.	 A top-down view of the ExpressPoll device, which is a white, rectangular unit with a flip stand. Two orange plastic brackets are attached to the inner sides of the stand, one on each side.
2	Lift each orange bracket until it clicks	 A close-up view of the right side of the ExpressPoll device. An orange plastic bracket is being lifted upwards. A black curved arrow indicates the direction of movement, showing the bracket being pushed into a slot until it clicks.
3	Plug the magnetic black power cord into the ExpressPoll and plug into a power outlet	 A close-up view of the bottom-left corner of the ExpressPoll device. A black power cord is being plugged into a port. A yellow circle with the number '1' and a black arrow points to the port where the cord is being inserted.
4	Press the orange power button on the top of the ExpressPoll flip stand (the power button is the furthest button on the front left edge).	 A close-up view of the front-left edge of the ExpressPoll device. An orange power button is being pressed. A black curved arrow indicates the direction of movement, showing the button being pushed down.

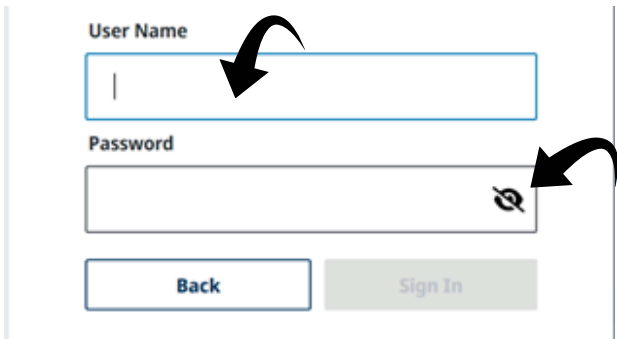
OPENING EXPRESSPOLLS & PRINTERS

5	Turn the ExpressVote printer around so the back is visible	 A white ExpressVote printer is shown from the back. The back panel features a power input port on the left and a USB port on the right.
6	Plug the power cord and the USB cord into the back of the printer	 A close-up view of the back panel of the printer. A black power cord is plugged into the DC24V port, and a black USB cable is plugged into the USB port. Arrows point to each port.
7	Plug the printer USB and power cord into the ExpressPoll • Make sure the power cord's light is on • Make sure the orange case locked is pushed in firmly	 A close-up view of the ExpressPoll device. The power cord and USB cable are plugged into the back. An orange locking mechanism is visible, and arrows indicate it should be pushed in firmly.
8	Press and hold the ON/OFF button for 2 seconds to power on printer (indicated by blue light)	 A close-up view of the front of the ExpressVote printer. A finger is pressing a small, circular, glowing blue button located at the bottom right of the front panel. The button is labeled 'ON/OFF'.

OPENING EXPRESSPOLLS & PRINTERS

9	Once the ExpressPoll is powered on, the screen will display jurisdictional and election specific information.	
10	Press the “Launch” button	
11	Enter the Pollbook Qualification Code (“PQC”) then touch Submit. <i>ATTENTION</i> See your Site Chair for the code listed on a Credentials Card in the Red Bag	
12	Verify the correct poll place is selected.	

OPENING EXPRESSPOLLS & PRINTERS

13	Tap the text box under User Name to type in your username then repeat for Password <i>ATTENTION</i> See your Site Chair for credentials listed on a credentials card in the red bag	
14	Touch the “Sign In” button	
15	On the screen, touch “Open Polls” button	
16	The ExpressPoll is now ready to check-in voters	

EXPRESSPOLL & PRINTER TROUBLESHOOTING

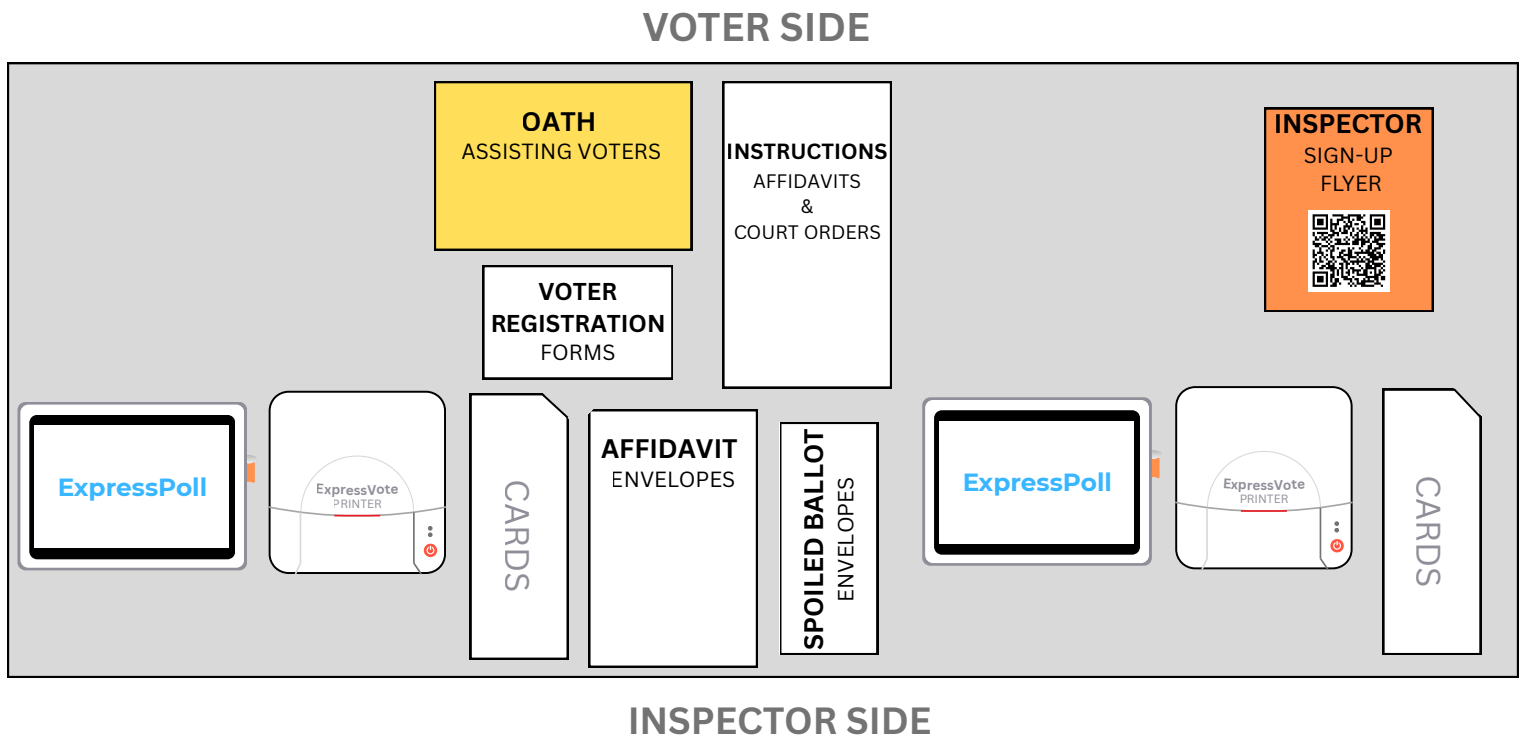
IF THIS HAPPENS	TAKE THESE ACTIONS
The Pollbook is showing “Polls Closed” Status	• Press Monitor Poll dropdown on the bottom right side of screen • Press Open Polls button on the bottom right side of the screen ◦ The ExpressPoll Pollbook should now be ready to check in voters
Battery is Low and Not Charging	• Check the plug, make sure it is connected properly to the pollbook, and that it didn’t come loose at the power box • If the problem persists, alert your Election Day Technician (EDT)
Printer is not showing as not connected	• Check the plug, make sure it is connected properly to the pollbook, and at the back of the printer • Pull out the squared orange tablet lock and firmly push it back in • If the problem persists, alert your Election Day Technician (EDT)
The ExpressPoll Pollbook is not connected to the secure wifi network	• Alert your Election Day Technician (EDT)



OPENING A POLL SITE

**OPENING VOTER
CHECK-IN TABLES**

OPENING VOTER CHECK-IN TABLES



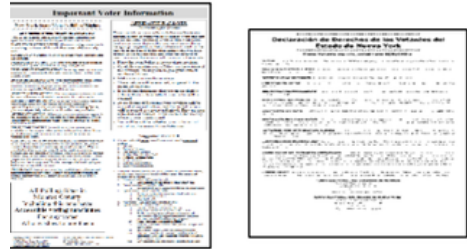
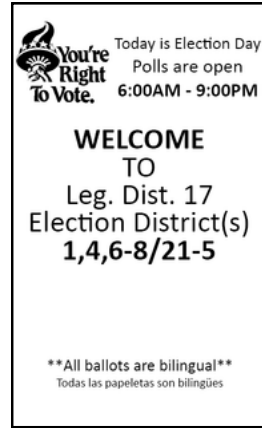
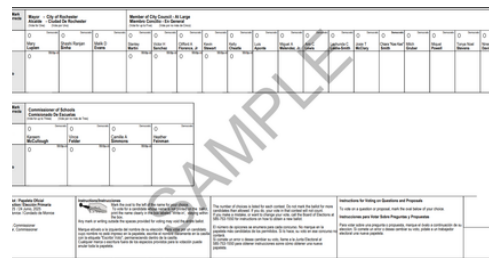
1	Set up tables in the sign-in area of the poll site
2	Arrange forms and envelopes on check-in tables (see diagram above) ATTENTION <i>Try not to put anything in front of the ExpressPoll Pollbook so voters can easily access it to sign in</i>



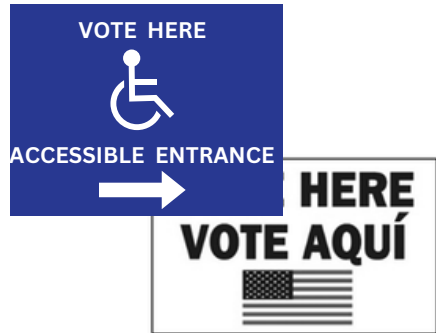
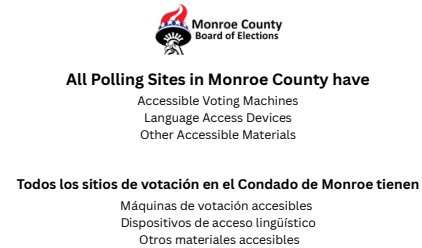
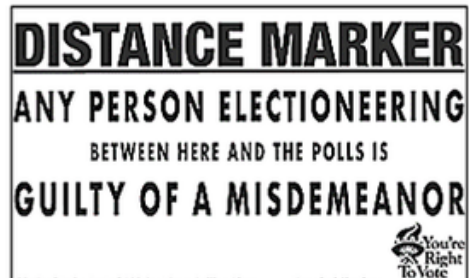
OPENING A POLL SITE

OPENING POLL SITE SIGNS

OPENING POLL SITE SIGNS

1	The Important Voter Information sign is used by voters to understand their rights, responsibilities, and other useful voting information.	
2	The Welcome to District sign helps voters clearly identify the election districts able to vote at the polling site Post on the wall near the check-in table where voter can see it	
3	The Sample Ballot is used by voters to determine what candidates or propositions are on the ballot. Must post on the wall near the check-in table.	
4	The Arrow signs direct voters to the space inside a polling site where voting occurs. Post on inside walls in visible locations to direct voters	

OPENING POLL SITE SIGNS

5	The Vote Here signs are to show the entrances to the polling site Must be posted on the doors, and the sign with a wheelchair emblem must be placed on the accessible entrance door.	
6	The Vote Here lawn sign shows the location of the poll site - MUST be seen from the road - Must first be put onto the metal frame included with supplies (do NOT tape it to the wall or post it inside the polling site)	
7	Accessibility Notice Signs Must be posted on entry doors of the poll site	
8	The Distance Marker is used to warn people not to electioneer within a 100 foot radius of the polling site. Attach it to any permanent object that is about 100 feet away from each entrance to the building of the polling site	



RUNNING A POLL SITE

Monroe County
Board of Elections

2026 Edition, Ver. 2

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Monroe County
Board of Elections



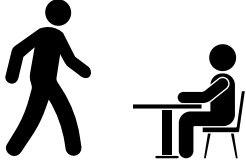
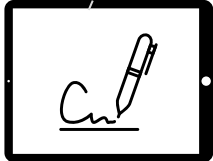
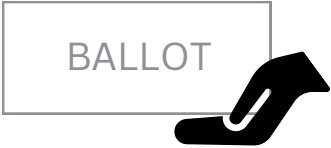
2026 Edition, Ver. 2



RUNNING A POLL SITE

TYPICAL VOTING PROCESS

TYPICAL VOTING PROCESS

1	Welcome and direct voters to the check-in table	
2	Inspectors help voters check-in	
3	Inspectors give printed ballot and voting instructions to voters	
4	Inspectors instruct voters how to vote on machines (Inspectors stand behind machine)	
5	Voters cast their ballot on the machines	
6	Inspectors give voter a voting sticker	
7	Voters then exit the polling site	

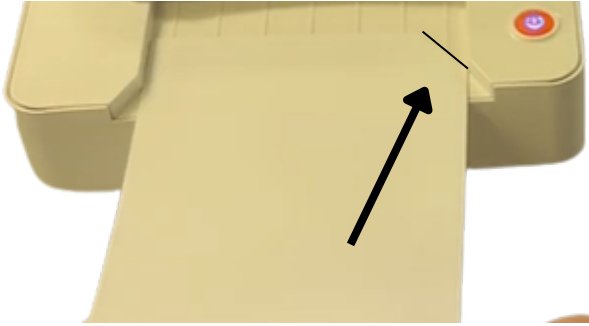
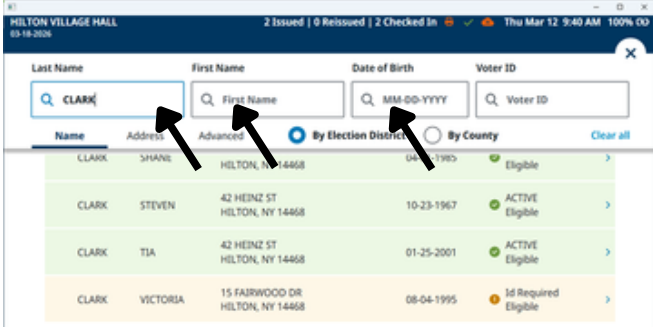


RUNNING A POLL SITE

**HOW TO
CHECK-IN VOTERS**

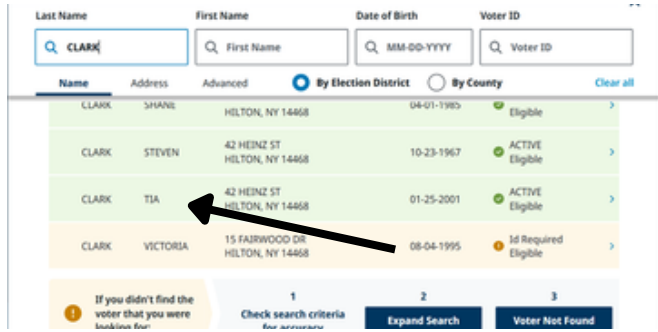
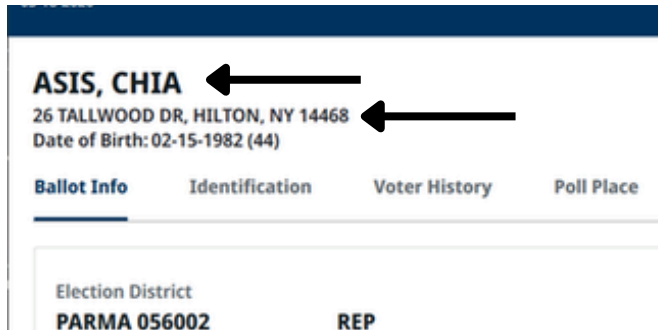
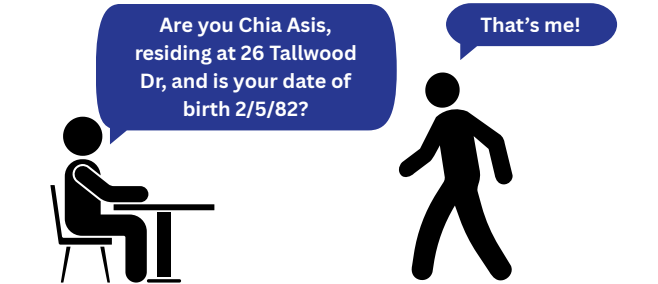
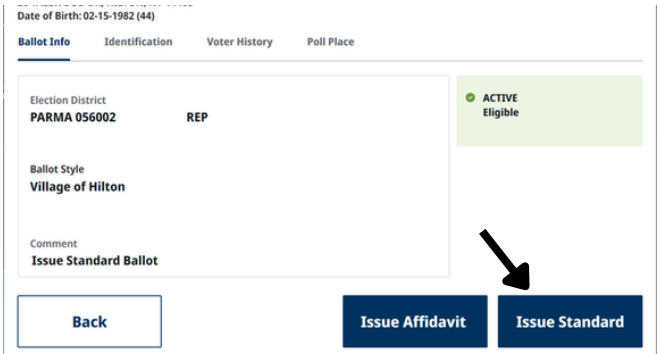
HOW TO CHECK-IN VOTERS

PART 1

1	Insert <u>blank activation card</u> into the ballot printer The angled corner should be on the right side	
2	Press the “Search for Voter” button	
3	Ask the voter for their <u>FULL LEGAL NAME</u> and <u>CURRENT RESIDENT ADDRESS</u>	
4	Enter the voter’s Last Name, First Name in the appropriate text fields <i>ATTENTION</i> <i>Add the voter’s Date of Birth for more accurate search results</i>	

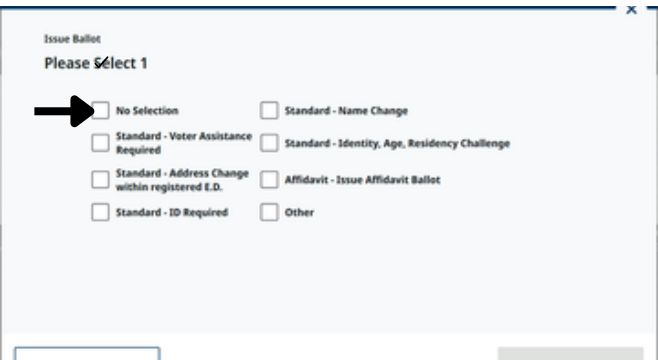
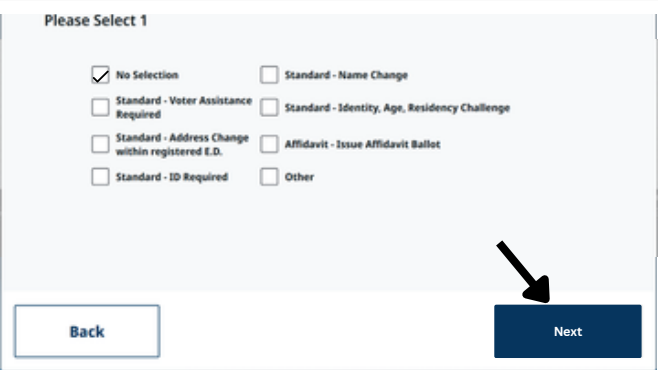
HOW TO CHECK-IN VOTERS

PART 2

5	Press the correct voter's record from the search list	
6	Look in the upper left section of the voter's record to view the voter's <u>name</u> , <u>resident address</u> , and <u>date of birth</u>	
7	The Election Inspector must read aloud the voter's <u>FULL LEGAL NAME</u> , <u>RESIDENT ADDRESS</u> , and <u>DATE OF BIRTH</u> . And the voter must verbally confirm before proceeding	
8	Press "Issue Standard" button to proceed printing a ballot	

HOW TO CHECK-IN VOTERS

PART 3

9	Check “No Selection” box if issuing a standard ballot	
10	Press the “Next” button	
11	Press the “Flip Screen” button	
12	Flip the entire ExpressPoll towards the voter	

HOW TO CHECK-IN VOTERS

PART 4

13	Have the voter sign in the empty box and press the button labeled “Done Signing”	
14	Confirm signature, initial the box titled “Board Worker #1”, and then press the “Accept” button	
15	The ballot header will print on the blank activation card	
16	Press the “Complete Check-in” button to finish	

HOW TO CHECK-IN VOTERS

PART 5

17	Instruct the voter to vote on any ExpressVote XL voting machine	
✓ You have successfully checked-in a voter Please consider the following exceptions to this process		
Special Note		
18	If a voter does not show up during your initial search, you may have to press “Expand Search” Call your Site Chair over if you cannot find a voter record even after using “Expand Search”	

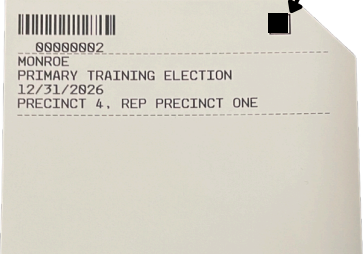
NOTES



RUNNING A POLL SITE

VOTER CHECK-IN TROUBLESHOOTING

VOTER CHECK-IN TROUBLESHOOTING

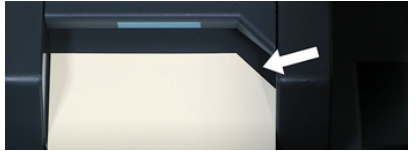
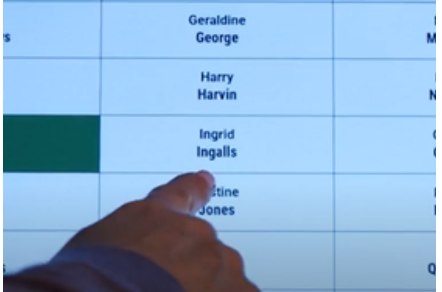
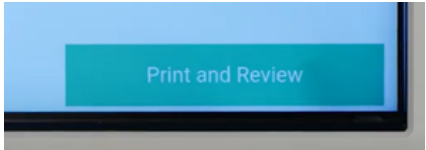
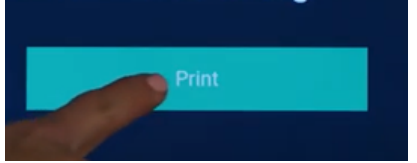
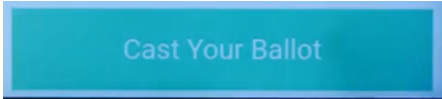
1	Green Status - Standard ballot only - Call over your Site Chair for Court orders	 ACTIVE Eligible  Court Order Eligible
2	Yellow Status Call over your Site Chair	 ID REQUIRED Eligible
3	Red Status - Call over your Site Chair - Affidavit or Court Order only	 ACTIVE Ineligible  INACTIVE Eligible  Affidavit Only Eligible  ACTIVE No Signature  Affidavit Only - Moved Election District Eligible 
	If a voter does not show up during your initial search, you may have to press "Expand Search" Call your Site Chair over if you cannot find a voter record	01-25-2001  ACTIVE Eligible > 08-04-1995  Id Required Eligible > 2 3 Expand Search Voter Not Found



RUNNING A POLL SITE

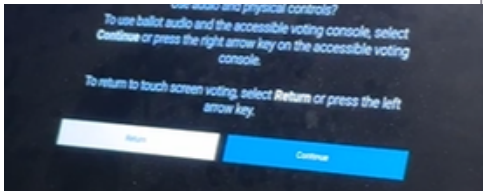
**VOTING ON THE
EXPRESSVOTE XL**

VOTING ON THE EXPRESSVOTE XL

1	Go to an available voting machine and close the curtain behind you for privacy	
2	Insert ballot into ballot slot on right side of machine The angled edge is inserted at the top right	
3	Select a language and follow the on-screen prompts to start a voting session	
4	Select your choices on the touchscreen - Ensure nothing else is touching the screen including your free hand, phone, or clothing - Use the buttons in the top right of the screen to adjust the contrast, text size, and language	
5	Press “Print & Review” on the bottom right corner of the screen once you have made all selections	
6	Press “Print” to print the selections onto the ballot and review it in the ballot window	
7	Press “Cast Ballot” after the physical ballot has been reviewed, and it will be deposited into a secure ballot container	
8	Exit the privacy curtain to receive your voting sticker	

EXPRESSVOTE XL ACCESSIBLE VOTING

An Audio Tactile Interface (ATI) is available at every voting machine
All usage of an ATI must be recorded on the ExpressPolls during voter check-in

1	Check the voter in at the check-in table normally so they have a ballot and direct them to any voting machine	
2	Hand the voter the ATI to use inside the privacy curtain “Sip & Puff” or “Paddle Buttons” are stored in the Absentee Ballot Box, and may be used on any machine. Plug them into the jack on the bottom-left side of the chosen ATI	ATI  
3	Instruct the voter to press the center green button on the ATI to bring up the accessible voting session	
4	Instructions on how to use the ATI will appear on the screen before the voting session begins	
5	If the voter needs assistance, they can press the blue Help button on the top left of the ATI	

TROUBLESHOOTING EXPRESSVOTE XL

IF THIS HAPPENS	TAKE THESE ACTIONS
Voter Assistance Light is flashing	• Voter needs assistance, go to back of voting machine to give verbal instructions on next steps ◦ If entrance into the privacy curtain is needed, assistance MUST be provided in a bipartisan team
Voter Assistance Light won't turn off	• Redirect voters to another voting machine • Alert your Election Day Technician (EDT)
Ballot jam	• Alert your Election Day Technician (EDT)
Touchscreen unresponsive / frozen	• Ensure there is nothing, including free hand, touching the screen while the voter is making selections (ex: sleeve, another hand, phone or other object, etc.) • If the screen is still unresponsive after confirming there is nothing else touching the screen, wait 30 seconds before trying to select again • If the problem persists, alert your Election Day Technician (EDT)
Ballot container is full	The voting machine will beep when the ballot container is full. Alert your Election Day Technician (EDT) to report the full container.
Ballot is abandoned	If a ballot is found <u>IN OR NEAR</u> the voting machine, <u>YOU MUST CALL</u> the Inspector Helpline at 585-753-1599 for instructions.



CLOSING A POLL SITE

Monroe County
Board of Elections

2026 Edition, Ver. 2

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Monroe County
Board of Elections



2026 Edition, Ver. 2



CLOSING A POLL SITE

**PREPARING TO
CLOSE A POLL SITE**

PREPARING TO CLOSE A POLL SITE

The following actions MAY BE completed prior to closing the poll site

Gather everyone into a team huddle



Review proper order of closing procedures



Assign and inform Inspectors their closing tasks on the LADS



Record & stage closing seals throughout day (Site Chair Task)



If needed, place an Inspector at the end of the voter line at 9pm



NOTES

BEGINNING TO CLOSE A POLL SITE

The following actions MUST BEGIN at 9pm (or when final voter leaves)

Gather everyone into a team huddle



Briefly review proper order of closing tasks and assigned tasks



Supervise closing, ensure tasks are done correctly, and complete all LADS forms



NOTES

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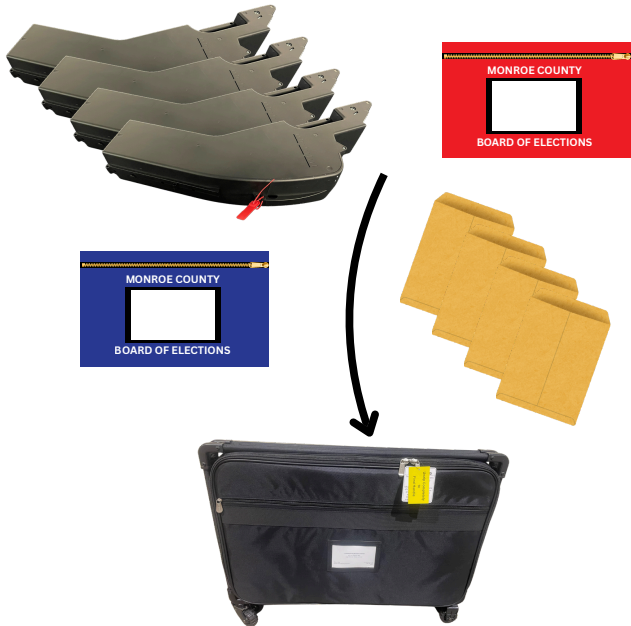
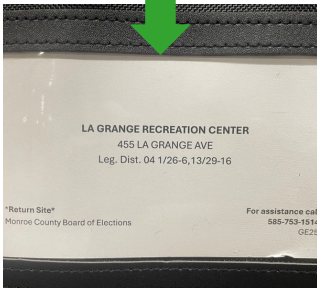


CLOSING A POLL SITE

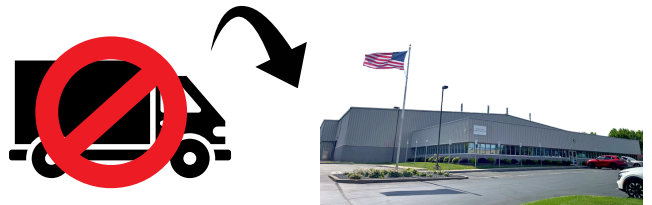
**INSPECTOR TO
RETURN BLACK BAG(S)**

INSPECTOR TO RETURN BLACK BAG(S)

BLACK BAG(S) must be returned as soon as possible
One Inspector (trustworthy and with transportation)
 is to remain on standby to transport the Black Bag(s) when ready

1	Locate the Black Bag(s). There is one Black Bag for every four voting machines.	
2	ATTENTION Do not return the Black Bag(s) until you are certain the following are properly filled, sealed, and packed. • Ballot Bins (4 per bag) • Red security bag w/contents • Blue security bag w/ contents • Manila collection envelopes • Facility keys (if applicable)	
3	Refer to the label on the Black Bag for your Return Location address	 LA GRANGE RECREATION CENTER 455 LA GRANGE AVE Leg. Dist. 04.1/26-6,13/29-16 *Return Site* Monroe County Board of Elections For assistance call 585-753-1514 GE29

ASSIGN INSPECTOR TO RETURN BLACK BAG(S)

4	If returning to the Board of Elections: • Enter the facility from the 435 Smith St. entrance • follow directions of the traffic staff	
5	If returning to a satellite location (outside the city): • Locate the large moving truck (typically a non-county vendor) • Pull up to the truck, state your poll site name to the driver/staff member • transfer bags to the driver/staff member	
6	Satellite return location trucks depart at 10:15pm. • If you arrive after this time, or • are unable to locate the truck • You must return the Black Bag(s) to the 435 Smith St	



Your Election Day work shift is complete. Do not return to your poll site. Return home.

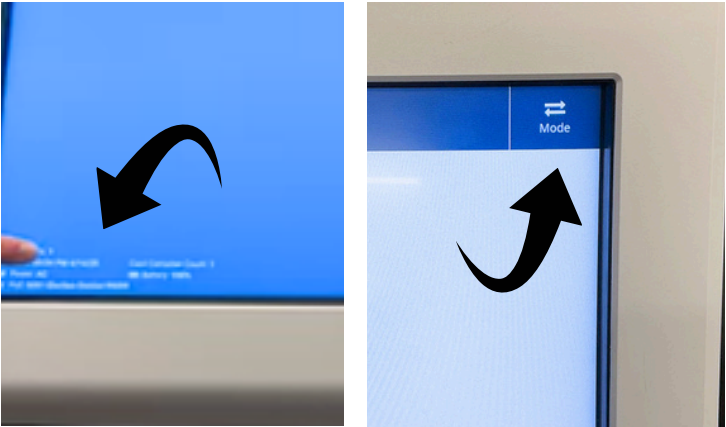
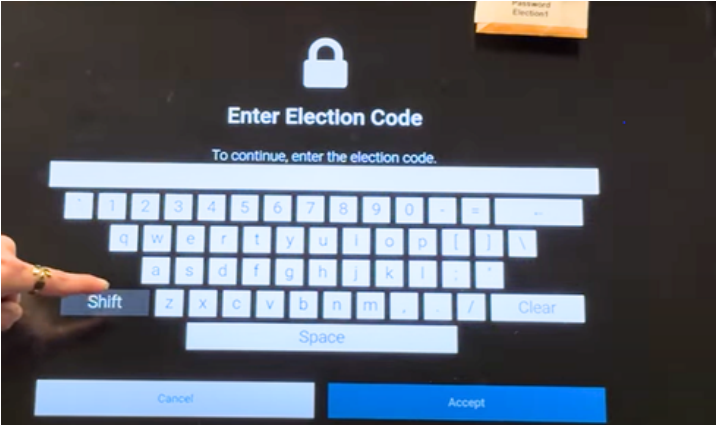


CLOSING A POLL SITE

**CLOSE EXPRESSVOTE XL
VOTING MACHINES**

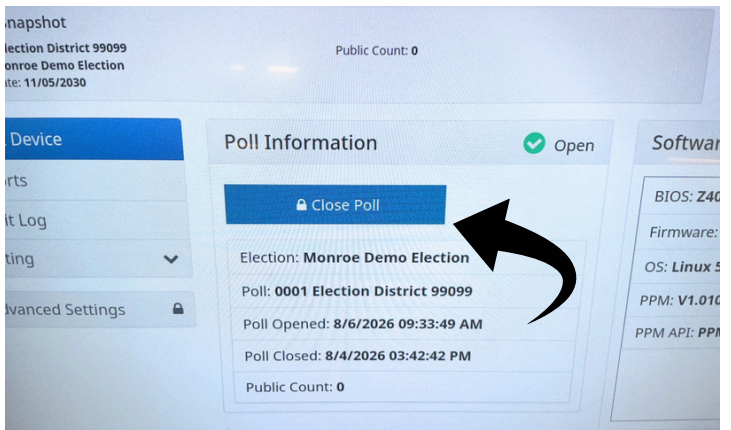
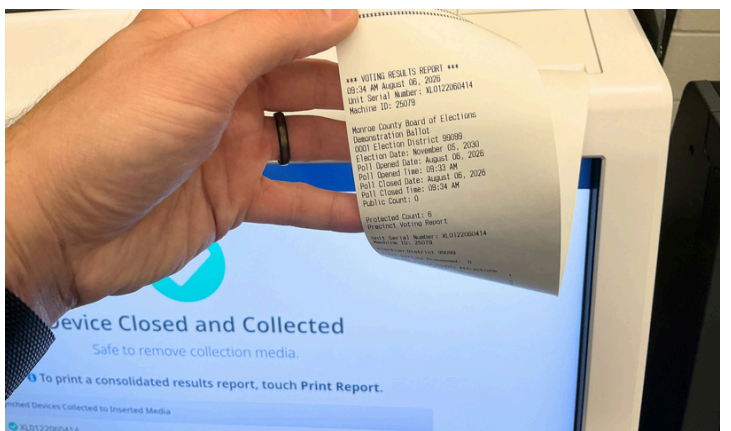
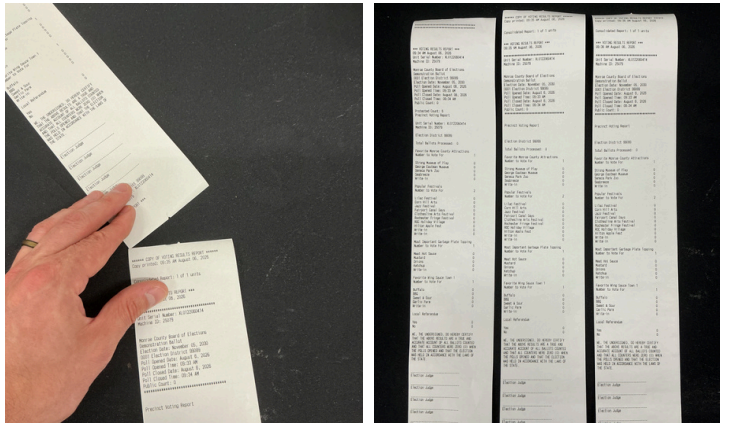
CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 1

1	Lift up the privacy curtains to begin	
2	Press the text “Public Counter” at the bottom-left corner of the touchscreen Then press “Mode” in the top-right corner of the screen	
3	Enter the password found on the voting <u>machine key envelope</u>	

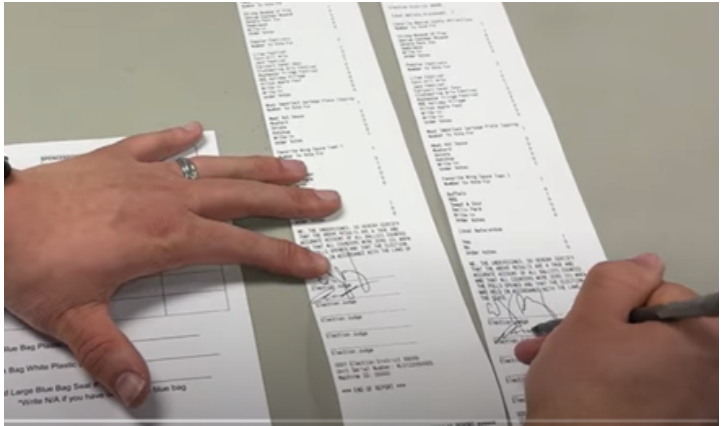
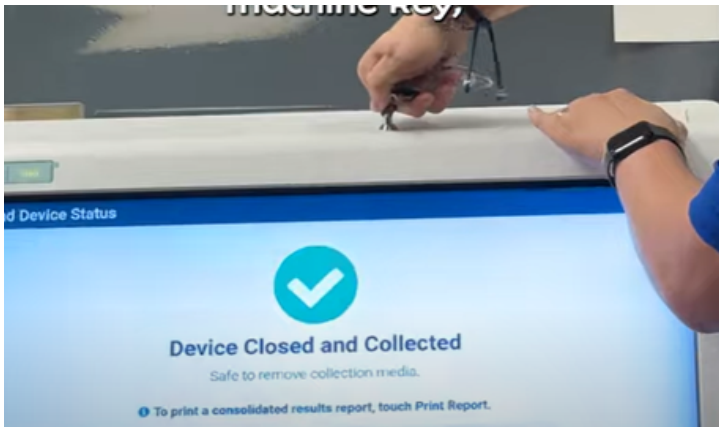
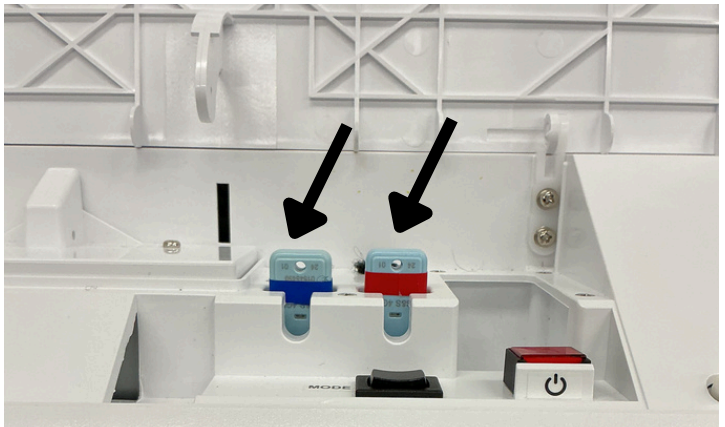
CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 2

4	Press “Close Poll” button	
5	Three copies of the closing tape will automatically print onto one tape	
6	Remove the closing tape Tear the closing tape to separate the three copies	

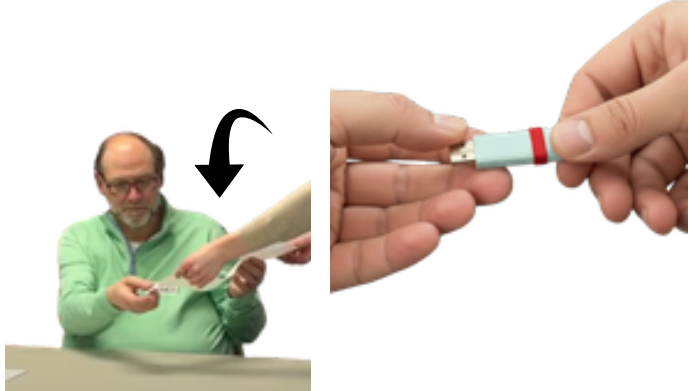
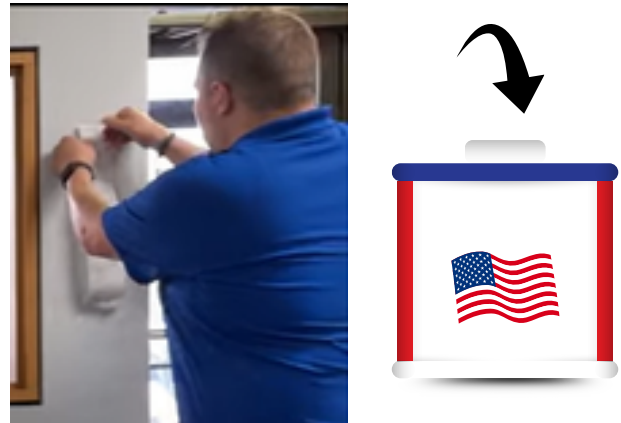
CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 3

7	Sign-off in a bipartisan team on all <u>three copies</u> of the closing tape Set the tapes aside for the moment	 A close-up photograph showing a person's hand with a ring signing a document. The document is a closing tape with multiple columns of text and checkboxes. Another hand is visible on the right, also holding a pen.
8	Next, unlock and open the access compartment on top of the screen with the voting machine key	 A photograph showing a person's hand using a key to unlock a compartment on top of a voting machine screen. The screen displays a blue interface with a large green checkmark and the text "Device Closed and Collected". Below the checkmark, it says "Safe to remove collection media." and "To print a consolidated results report, touch Print Report."
9	Inside the Access Compartment, find the two USB memory sticks, color-coded Blue and Red	 A photograph showing the interior of the access compartment of a voting machine. Two USB memory sticks are visible: one blue and one red. Two black arrows point to each stick. To the right, there is a power button with a power symbol.

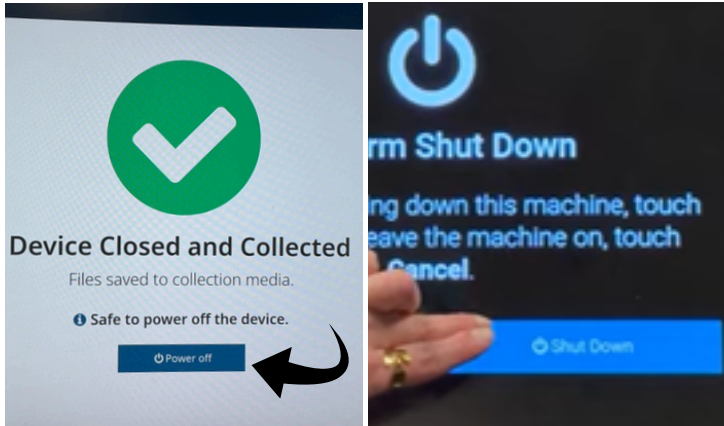
CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 4

10	Remove the <u>Red Memory Stick</u> Give it directly to the Site Chairs, along with one copy of the closing tape for ballot reconciliation	
11	Remove the <u>Blue Memory Stick</u> Place it in the Blue Bag along with one copy of the closing tape	
12	If poll watchers are present, place one copy of the closing tape on the wall for their review If there are no poll watchers, place final copy into the “Generic Site Bag” in the Absentee Ballot Box	

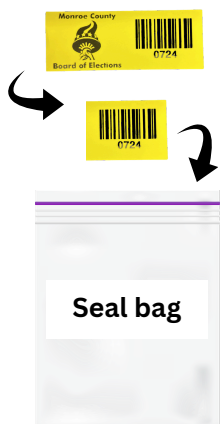
CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 5

16	Press “Power Off” button Then press “Shut Down” to confirm	
17	Close and lock the <u>access compartment</u>	
18	Flip down the screen cover and readjust screen tilt to vertical position	

CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 6

19	Seal <u>access compartment</u> with white security seal (behind the top of the screen) *Site Chair Task* Record <u>white security seal number</u> on the After Polls Close form on the LADS	
20	Unplug the voting machine <u>power cord</u> and wrap it up neatly on the side of the machine ATTENTION <i>Do not unplug the highest-numbered machine until all the election results have been uploaded</i>	
21	Remove the yellow sticker seal from ballot access compartment (side of machine) Fold the seal in half and place into the clear seal bag	 

CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 7

22	Unlock ballot access compartment and open door	
23	Push forward on the <u>lower green lever</u> to unlock the ballot bin	
24	Remove the <u>ballot bin</u> and place a white security seal on the flap	

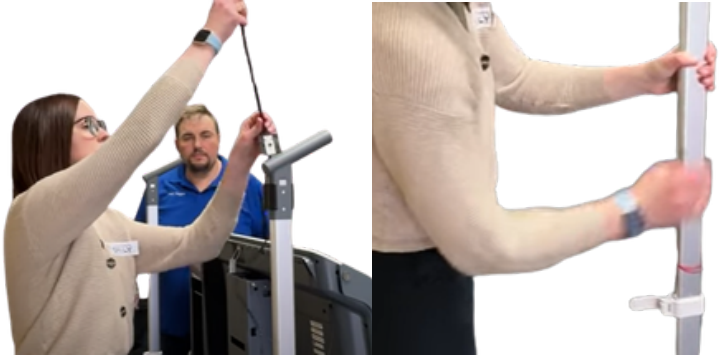
CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 8

25	*Site Chair Task* Record <u>white security seal</u> number and <u>red security seal</u> number from ballot bin on the After Polls Close Form on the LADS	
26	Place the ballot bin in a center compartment in the <u>black bag</u>	
27	Close and lock <u>ballot access compartment door</u>	

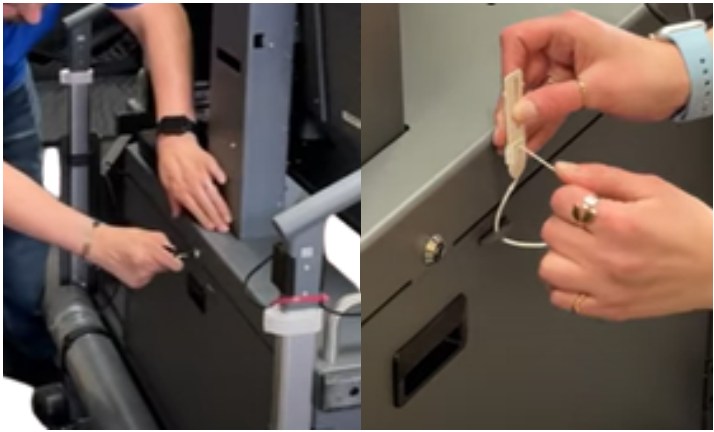
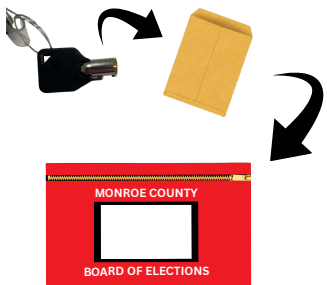
CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 9

28	Take <u>privacy curtain</u> down from the mounting brackets fold both rods inward, and roll up curtain	
29	Remove the black nylon machine cover from the storage tube and set aside Place <u>privacy curtain</u> back into <u>storage tube</u> (insert into the side that is labeled “TOP”)	
30	Bend <u>voter assistance light</u> down Unlatch both white clamps and lower both privacy curtain rod mounts	

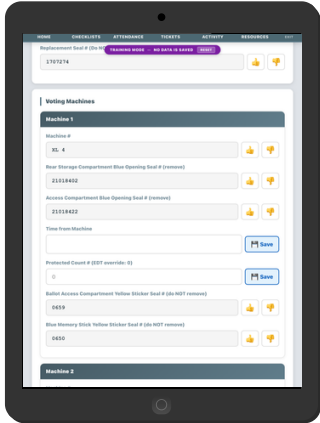
CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 10

31	Leave the <u>rear storage compartment</u> door open until all supplies have been returned, including the ATI, printer, ExpressPolls, power cords, and blank activation cards	
32	After all items have been returned, close and lock the <u>storage compartment</u>, and seal with a <u>white security seal</u> *Site Chair Task* Record white seal number on After Polls Close Form on the LADS <i>ATTENTION</i> <i>Do not seal the highest-numbered voting machine until the handheld LADS unit has been stored inside</i>	
33	Return the machine key to its manila key envelope, then place into Red Bag	

CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 11

34	*SITE CHAIR TASK* Ensure all machine seal numbers have been captured on the <u>After Polls Close Form</u> on the LADS before covering up the voting machine	
35	Replace black <u>nylon machine cover</u> The small cover goes over the ballot review window	



You have now successfully closed the ExpressVote XL voting machine



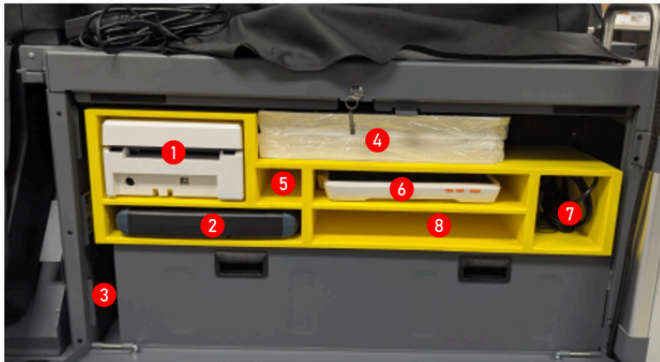
CLOSING A POLL SITE

**CLOSE EXPRESSPOLLS
& PRINTERS**

CLOSE EXPRESSPOLLS & PRINTERS

1	Press and hold the ON/OFF button for 2 seconds to power off printer	 A close-up of the top of a white ExpressVote Printer. A finger is pressing a small, circular, purple power button located on the right side of the top panel. An arrow points to the button.
2	Power off the ExpressPoll by long-pressing the orange power button at the top of the device	 A close-up of the top of a white ExpressPoll device. A finger is pressing a small, rectangular, orange power button located on the right side of the top panel. An arrow points to the button.
3	Unplug the printer USB cord from the ExpressPoll	 A close-up of the side of a white ExpressPoll device. A black USB cable is being unplugged from a port. The device is tilted, and the cable is being pulled away.
4	Unplug cords from the back of the printer	 A close-up of the back of a white printer. Two cables are being unplugged from ports labeled "DC24V" and "USB". The cables are black and the ports are white.

CLOSE EXPRESSPOLLS & PRINTERS

5	Place ExpressPolls and Printers into the back of an ExpressVote XL voting machine											
6	See packing diagram on the inside panel of the rear storage compartment door of the voting machine	VOTING MACHINE STORAGE COMPARTMENT OVERVIEW <table><tr><td>1 ExpressVote Printer</td><td>6 ExpressPoll Tablet or LADS</td></tr><tr><td>2 ATI Console</td><td>7 Printer Power + USB Cord</td></tr><tr><td>3 Headphones</td><td>8 Seal Bags + Stickers</td></tr><tr><td>4 Blank Activation Cards</td><td></td></tr><tr><td>5 ExpressPoll Power Cords</td><td></td></tr></table>	1 ExpressVote Printer	6 ExpressPoll Tablet or LADS	2 ATI Console	7 Printer Power + USB Cord	3 Headphones	8 Seal Bags + Stickers	4 Blank Activation Cards		5 ExpressPoll Power Cords	
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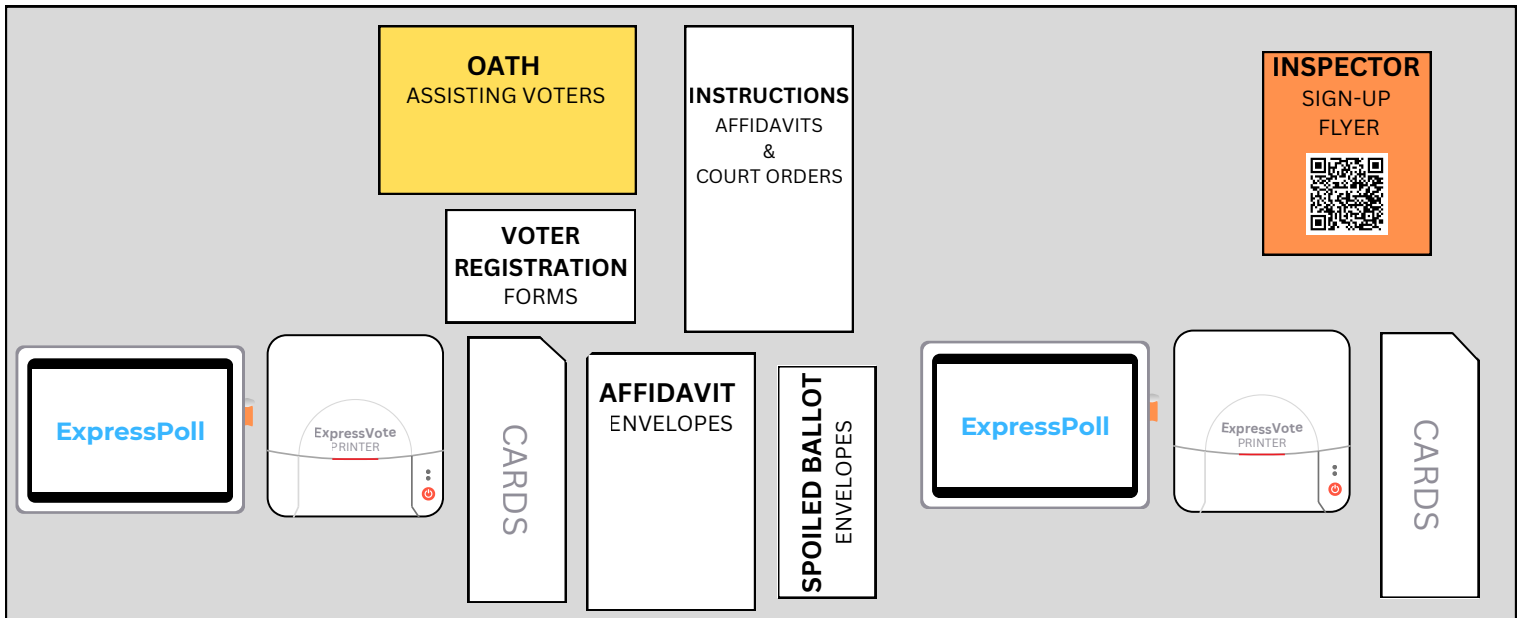


CLOSING A POLL SITE

**CLOSE VOTER
CHECK-IN TABLES**

CLOSE VOTER CHECK-IN TABLES

VOTER SIDE



INSPECTOR SIDE

1	Close and pack the handheld LAD, ExpressPolls and printers into back of voting machines	
2	Pack manila envelopes into the side pocket of the Black Bag(s)	
3	Return remaining items into the clear site bag found inside the Absentee Ballot Box	

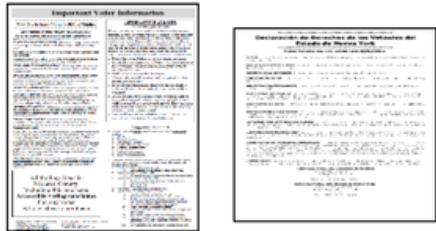
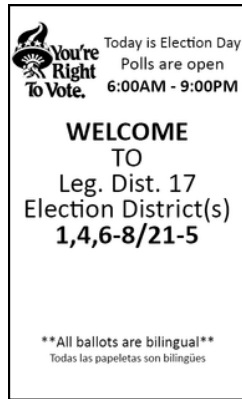
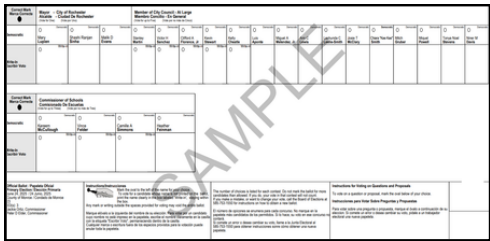


CLOSING A POLL SITE

**TAKE DOWN
POLL SITE SIGNS**

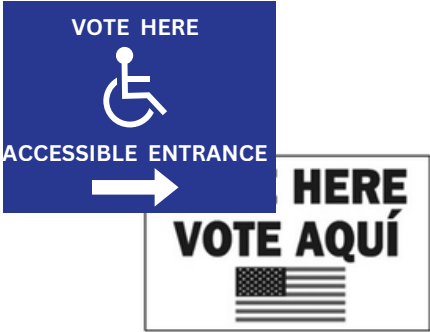
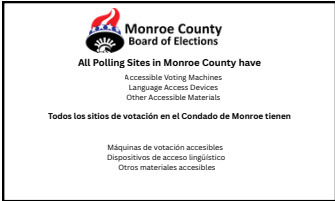
TAKE DOWN POLL SITE SIGNS

Store signs inside the Absentee Ballot Box

1	The Important Voter Information sign For voters to understand their rights, responsibilities, and other useful voting information.	
2	The Welcome to District sign - Helps voters identify the election districts able to vote at the polling site - Post on the wall near the check-in table where voter can see it	
3	The Sample Ballot - Used by voters to determine what candidates or propositions are on the ballot. - Must post on the wall near the check-in table.	
4	The Arrow signs - Direct voters to the space inside a polling site where voting occurs. - Post in visible locations to direct voters	

TAKE DOWN POLL SITE SIGNS

Store signs inside the Absentee Ballot Box

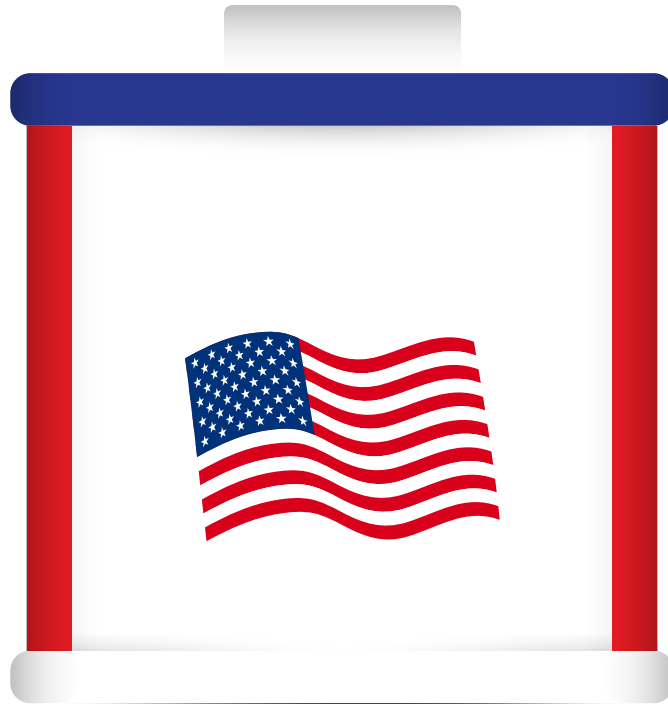
5	The Vote Here signs • Show entrances to the polling site • Must be posted on the doors. • The wheelchair accessible sign must be posted on the accessible entrance door	
6	The Lawn Signs • Show the location of the poll site • Must be seen from the road • Must first be put onto the metal frame included with supplies (do NOT tape it to the wall or post it inside the polling site)	
7	The Accessibility Notice Signs • Posted on entry doors of the poll site	
8	The Distance Marker • Used to warn people not to electioneer within a 100 foot radius of the polling site. • Attach it to any permanent object that is about 100 feet away from each entrance to the building of the polling site	



CLOSING A POLL SITE

**PACK ABSENTEE
BALLOT BOX**

PACK ABSENTEE BALLOT BOX



1	Remove the <u>large, white security seal</u> attached to the box
2	Place large, white security seal into <u>Blue Bag</u> (found inside box)
3	Refer to the box label, and repack supplies into box
4	Reseal with new large white security seal found in the <u>Blue Bag</u>
5	*Site Chair Task* Record closing security seal in After Polls Close Form on LADS
6	Place near ExpressVote XL voting machines once complete



ELECTION DAY COMPLETE!

Monroe County
Board of Elections

2026 Edition, Ver. 2

APPENDIX A

EMPLOYEE INFORMATION HANDBOOK

Monroe County
Board of Elections



2026 Edition, Ver. 2

General Info

Key Election Day Contacts

- **Inspector Helpline:** (585) 753-1599
- **Tech Helpline:** (585) 753-1590
- **Spanish Interpreter Helpline:** (585) 753-1592

Important Election Dates

- **Primary Election:** Tuesday, June 23, 2026 (5am–10pm)
 - Early Voting: June 13 –21, 2026
- **General Election:** Tuesday, November 3, 2026 (5am–10pm)
 - Early Voting: October 24–November 1, 2026

Early Voting

- Voters can vote at any Early Voting site in Monroe County.
- Requirements:
 - Must work the **entire Election Day** to be considered for Early Voting assignment.
 - Assignments given **first come, first served** after completing training.
 - No guarantee until after training completion.

Voting Rights Act & Public Service

- Inspectors are **Public Officials**.
- Any discriminatory actions, even unintentional, are potential violations of the Voting Rights Act.
- Apply all rules **uniformly and neutrally**.
- Any form of Discrimination is a violation of the Voting Rights Act.
- Actions that reduce access to the political system by discriminating are violations.
- Contact: **AndrewSpong@monroecounty.gov** for questions.

Qualifications

Election Inspectors

- Must be a registered voter in Monroe County, NY
- Must be able to read, write, and speak English
- Must participate in annual training and pass inspector exam to be certified
- Must ensure voter rights and procedures according to election law.
- Must have a valid phone number and email
- Must dress, speak, and act professionally
- Must maintain cooperative and collaborative attitude
- Must have transportation to and from training and work assignments

Bilingual Inspectors

- Must meet all Election Inspector Qualifications
- Must be able to read, write, speak fluently in both English and Spanish
- Must take oath of non-partisanship to serve on election days

Site Chairs

- Must meet all Election Inspector Qualifications
- Must complete Site Chair training and pass the required exam
- Must have “people skills”
 - Communication skills
 - Conflict management skills
 - Ability to lead and manage inspectors and voters
- Must have “organizational skills”
 - Ability to organize and maintain order of poll site
 - Ability to follow and lead others in detailed directions
- Must have “technology skills”
 - Must be comfortable with touchscreen technology

Coordinators

- Must be recommended by a party leader
- Must be appointed by the Board of Elections Commissioners
- Must attend Coordinator orientation and training sessions
- Must meet all Election Inspector Qualifications
- Must meet all Site Chair qualifications and training requirements

Qualifications

Election Day Technicians

- Must be a registered voter in Monroe County, NY
- Must be able to read, write, and speak English
- Must ensure voter rights and follow procedures in accordance with election law
- Must have a valid cell phone number and email address
- Must dress, speak, and act professionally
- Must maintain a cooperative and collaborative attitude
- Must have reliable transportation to and from training and work assignments
- Must complete Election Inspector training and pass required exam
- Must complete Site Chair training and pass the required exam
- Must complete EDT training and pass required exam
- Must be appointed by the Board of Elections Commissioners

Duties & Responsibilities

Election Inspectors

- Prepare polling places for voting
- Set up the voting equipment
- Sign in and process voters
- Demonstrate voting procedures to voters
- Assist voters if requested
- Close the polling place
- Canvass and report results

Bilingual Inspectors

- All regular Election Inspector tasks
- Provides translation for Spanish-speaking voters
- Cannot assist in bipartisan tasks

Site Chairs

- Lead poll site with bipartisan Site Chair counterpart
- Assign opening/closing duties based on inspector strengths
- Ensure all voting machines are ready
- Rotate inspector tasks and assign staff breaks
- Ensure all workers sign in for shifts
- Oversee voter sign-in problems
- Oversee and administer all documentation and reports
- Ensure proper site closing and security

Coordinators

- Coordinators are responsible for recruiting, assigning, scheduling, and organizing election inspectors to work elections. Each coordinator is assigned specific districts to manage, and are responsible to support the poll sites within their assigned district

Election Day Technicians

- Support Site Chairs with their duties at assigned poll sites
- Address issues pertaining to election procedures, personnel, and poll site election technology

Organizational Structure

Chain of Command

Bring problems to person above you (Bilingual Interpreters follow same chain).

- **Commissioners**
- **Training Leads**
- **BOE Staff**
- **Coordinators** confirm worker attendance, distribute supplies, oversee multiple sites.
- **Site Chairs** oversee site, ensure procedures followed, manage schedules, and handle supply delivery/return.
- **Election Inspectors**
 - **Greeter:** Direct voters, handle absentee ballot drop-off, manage crowding, promote Inspector sign-ups.
 - **Sign-In Table:** Check voter info, process sign-in, issue ballots, handle spoiled/affidavit ballots.
 - **Voting Machines:** Direct traffic, explain how to vote, keep area free of political material, distribute stickers.
- **Bilingual Interpreters** Provide Spanish interpretation; can do non-bipartisan tasks; record all interpretations on electronic pollbook
 - Contact: Ivan Ramos (585-753-1533, ivanramos@monroecounty.gov).

Other People at Poll Sites

- **Technicians:** Resolve voting machine issues.
- **Poll Watchers:** Appointed by parties; must show certificate; cannot serve as Inspectors.
- **Security Personnel:** Ensure safety; not certified Inspectors.
- **Media:** Call BOE if media arrives; may photograph general areas; cannot photograph marked ballots.
- **Candidates:** May visit/vote; cannot campaign/electioneer inside; cannot serve as Inspectors or Watchers.

Professionalism

Conduct

- **Behavior:** No children, pets, TVs, radios, laptops. No playing music/videos (except training). Stop side conversations when voters arrive. No profanity/derogatory words. Respect others.
- **Solicitation:** Don't ask people to bring food.
- **Cell phones:** Silent and put away (only Coordinators/Site Chairs for BOE communication).
- **Animals:** Only service animals allowed. No emotional support animals or pets.

Attendance

- Must attend **annual training** and be **on time** for shifts.
 - Over 10 minutes late without calling = possible replacement.
 - No-call-no-show = immediate termination.
- Call in if you cannot work; no day-of cancellations for pre-scheduled appointments.
- Must work **entire Election Day** to be eligible for Early Voting work.

Dress Code

- Follow Monroe County employee guidelines.
- Must present a **professional image**.
- No political attire.
- Acceptable: County attire, business suits, dress/casual pants, neat jeans, skirts, dresses, polos, sweaters, dress/casual shoes, sneakers.
- Unacceptable: Revealing clothing, sleepwear, gym clothes, overalls, sheer clothing, graphic T-shirts, spandex, strapless/spaghetti straps (unless covered), hats/bandanas, flip flops, bare feet, slippers.
- **Personal Hygiene:** Clean appearance, minimal scents, neatly groomed hair/facial hair.

Election Etiquette & Voter Privacy

- Help all voters exercise their right to vote.
- Remain calm, polite, flexible, and respectful to everyone (voters, coworkers, poll watchers, media).
- Allow voters privacy with ballots.
- Only assist voters if they request it and have taken the **Oath for Assisting a Voter**.
- Inspectors must not handle a voter's printed ballot or enter privacy curtain.
- All ballot assistance must be bipartisan and recorded in the Poll Book.
- Do not use Poll Books to look up non-check-in info (e.g., whether someone voted).

Professionalism

Electioneering

- Any advertisement, display, speech, clothing, or sign containing a political party or the name of a candidate that is on the ballot that occurs within 100 feet of a polling site.
- If a voter engages in electioneering, politely inform the voter their conduct is against election law and ask them to stop, or cover or conceal the item in question.
- If the voter does not comply, politely inform them that they are committing a misdemeanor offense, and ask them to stop again. If they still do not, or begin to make a scene, have a Site Chair call the Board of Elections, and if necessary, the police.

Accessibility

Basic Etiquette for Serving People with Disabilities

- **General:** Greet normally; be relaxed.
- **Blind:** Identify yourself; offer arm; don't touch cane/device.
- **Deaf/HOH:** Get attention first; speak clearly; face the person; use gestures; don't shout; write if needed; use LADS for ASL.
- **Wheelchair users:** Never touch/push without permission.
- **Person-first language:** "Person with a disability," not "disabled person."
- Offer help but respect if declined.
- **Service Animals:** Don't distract; don't ask about disability; explain legal rights if questioned. Under the Americans with Disabilities Act (ADA), staff may ask only the following two questions to determine whether an animal qualifies as a service animal:
 - Is the service animal required because of a disability?
 - What work or task has the animal been trained to perform?
- **Communication:** Speak directly; match eye level if possible; offer Braille, magnifiers, large print; announce when leaving.
- **Interpreters:** Talk to voter, not interpreter; speak clearly; don't interrupt interpreter.
- **Environment:** Keep paths clear; describe surroundings; be aware of chemical sensitivities.
- **Hidden disabilities:** Provide seating if needed; be patient with behavior or communication differences.

Pay & Breaks

Pay

- Allow **4–6 weeks** after Election Day for paychecks.
- **FICA Taxes:** In 2026, inspectors earning over \$2,500 from BOE work are subject to FICA taxes, retroactively applied once threshold reached.
- Payroll contact: **BOEPayroll@monroecounty.gov or 585-753-1515**
- Payment comes from **Accupay Systems**, not from the city/town where you worked.
 - Must create an Accupay account (only once unless info changes).
 - Setup link:
<https://www.cognitofrms.com/accupayinc1/monroecountyelectionworkerspayrolls>
etup



Pay Rates

- **Training:** \$25 per required training
- **Election Inspector:** \$16/hr.
- **Bilingual Inspector (Spanish Interpreter):** \$17/hr.
- **Site Chair:** \$18/hr.

Meals & Breaks

- Always maintain bipartisan balance at poll site
- Lunch and dinner: ≤30 minutes each OR 1 hour combined
- 2 additional 15-min breaks recommended
- All workers must be present from 5 pm to close