

# 10 Timely Tips Every Riverside County Poll Worker Should Know

## **MOST VOTERS ARE NOT REQUIRED TO SHOW ID AT THE POLLS.**

Most voters need not present ID at the polls in order to vote. You should only request ID from voters whose poll book entries are marked "ID Required." A current and valid driver's license or state ID card is acceptable, but a photo ID is not required. A copy of one of the following documents that shows the name and address of the voter is also acceptable: a current utility bill, bank statement, government check, paycheck, or other government document.

## **VOTERS MAY CHOOSE TO VOTE EITHER BY PAPER BALLOT OR USE THE ELECTRONIC ACCESSIBLE VOTING UNIT.**

Any voter may use the accessible voting unit.

## **VOTERS HAVE A RIGHT TO ASSISTANCE.**

- Voters may receive instructions on how to vote and information on using the equipment.
- Voters who are unable to mark a ballot may ask anyone (except for the voter's employer or an officer or agent of his/her union) to assist them in voting.
- Remember to assist voters who are not in their proper precinct to determine their proper precinct by checking a precinct map/list or by calling the elections office.

## **VOTERS WHO MOVED RECENTLY SHOULD BE INSTRUCTED ON WHERE TO VOTE AND HOW TO VOTE.**

- Voters who moved within 14 days before Election Day may vote at their former polling place one last time or at their new polling place. If they vote at their new polling place, give them a provisional ballot.
- Voters who moved more than 14 days before Election Day but did not update their registration with their new address must vote provisionally at their new precinct.
- Inform these voters that their registration records will be automatically updated when they vote provisionally and that their provisional ballot will be counted.
- Voters who moved and do not yet have another permanent address may vote at the polling place serving their prior residence.

## **PROVISIONAL BALLOTS ARE A LAST RESORT.**

Remember that voters should vote by regular ballot if possible. Before issuing a provisional ballot to a voter who is not on the precinct list, determine whether the voter is at the correct precinct, and if not, direct the voter to his or her correct voting location (if there is time for the voter to get there before the polls close). If the voter declines to go to the assigned polling location and wants to vote by provisional ballot instead, be sure to inform the voter that a provisional ballot cast in the wrong precinct will not include precinct specific local races, and that

provisional votes for local races that the voter is not eligible for will not be counted.

**VOTERS WHO REQUESTED A VOTE BY MAIL BALLOT MAY BE PERMITTED TO VOTE BY REGULAR BALLOT.**

Voters who received a vote by mail ballot but appear at their precinct on Election Day may vote by regular ballot as long as they return their vote by mail ballot. If a voter does not surrender his or her vote by mail ballot, give the voter a provisional ballot. Inform the voter that his or her provisional ballot will be fully counted upon confirmation that the voter's vote by mail ballot was never received.

**IF THE VOTING MACHINE BREAKS DOWN, VOTERS ARE ALLOWED TO CAST REGULAR PAPER BALLOTS.**

If the voting machine breaks or is otherwise unavailable while the polls are open, give voters a paper ballot. If regular paper ballots are unavailable, use sample ballots as emergency ballots. If emergency paper ballots and sample ballots run out and provisional ballots must be used as emergency ballots, make sure to distinguish these emergency ballots from provisional ballots so that they will be counted as regular ballots.

**DO NOT ALLOW VOTERS TO BE INTIMIDATED AND TAKE ALL COMPLAINTS OF VOTER INTIMIDATION SERIOUSLY.**

- Only a member of the precinct board or other election official can challenge a voter on his or her qualifications on Election Day.
- Allow a challenged voter to vote by regular ballot if s/he takes the appropriate oaths, or answers questions if the challenge was based on citizenship or residence within the precinct.
- Electioneering within 100 feet of a polling place is not permitted.
- Be sure to report all allegations of intimidation to the registrar's office.

**KEEP A RUNNING INVENTORY OF YOUR KEY SUPPLIES.**

Pay attention to how many paper ballots, provisional ballots, and envelopes you have at all times. By mid-afternoon on Election Day, take an inventory of your supplies and prepare for a surge of voters at the end of the day.

**VOTERS IN LINE AT CLOSING TIME MUST BE ALLOWED TO VOTE.**

On Election Day, the polls must be open from 7 a.m. to 8 p.m. Polls must be kept open for those voters in line or in the polling place at 8 p.m., and all of those voters must be allowed to vote no matter when they reach the voting booths. Remember that provisional ballots cannot be used to shorten long lines or reduce wait time.