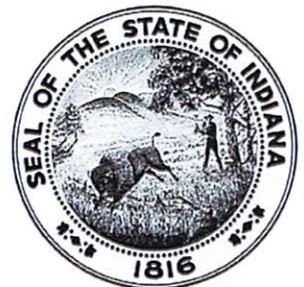




# POLL WORKER QUICK GUIDE



LAKE COUNTY BOARD OF  
ELECTIONS & REGISTRATION

Revised: September 19, 2024



# **Poll Worker Quick Guide**

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## **Election Integrity in Indiana**

Election integrity and voter confidence are critical for the overall health of the nation and the electoral process by which public officials are elected. The time, place, and manner requirements of elections are dictated to the states in the Electoral Clause(s) of the United States Constitution. As such, blanket policies or responses to the statutes of 50 states and over 3,000 county units of government are neither appropriate nor effective. Here, in Indiana, election administrators, legislators, and passionate stakeholders remain dedicated to the promotion of election integrity.

The best response plan must be multi-faceted and multi-jurisdictional with a goal of improving the overall voting experience. State officials, county election boards, and election administrators have spent decades striving to improve the voter experience and the electoral process.

### **Key Points and Areas of Focus include:**

- The introduction of the Statewide Voter Registration System and participation in the Voter List Maintenance project to keep the voter rolls clean.
- Photo identification for Early Voting and Election Day Voting
- Secure and bipartisan dual control of election materials and vote tabulations
- Rigorous certification process for voting machines and Poll Pads
- Voting machines which are not connected to the internet
- EPoll Book (Poll Pad) with off-line files (not connected to SVRS) help to ensure voters are not casting more than one vote or voting in the incorrect precinct
- Required implementation of VVPAT by July 1, 2024 which provides a second set of data which is memorialized on paper, verified by the voter prior to casting their vote, and locked in a sealed cabinet to be compared to the data in the voting machine during post-election audits
- Required comparison and reconciliation of EPoll Book (Poll Pad) sign-ins and votes cast on machine
- Grant opportunities through the Secretary of State to help Indiana counties to further ensure fair, honest, and secure elections as well as boost voter confidence.

## Poll Workers

Poll workers are nominated by their political party chairperson and affirmed by the County Election Board. Training is provided, pursuant to Indiana Code, by the County Election Board. Poll workers are the front line workers of the electoral process and, honestly, we could not process the election without you and we are grateful for your service!!

### Qualifications required in Indiana Code:

- The person must be able to read, write, and speak the English language
- The person may not have property bet or wagered on the result of the election
- The person attended training, as required (ALL inspectors must attend in-person training)
- The person is not a candidate to be voted on in the precinct, except as an unopposed candidate for precinct committeeperson or state convention delegate.
- The person is not related to a candidate (as described in Indiana Code 3-6-6-7) to be voted on in the precinct
- If serving as an inspector, the person may not be the chairman or treasurer or a committee for a candidate whose name appears on the ballot
- The person must be a registered voter of the county (resident for an otherwise qualified 16 or 17 year old student)
- Students 16 or 17 years of age may serve as judges or clerks if they meet specific qualifications set forth in Indiana Code 3-6-6-39 and complete the Student Application with appropriate signatures

<b>Poll Worker Roles</b>		
<b>Inspector</b> <ul style="list-style-type: none"><li>• Manager of the precinct</li><li>• Picks up supplies</li><li>• Notifies ALL workers of set-up</li><li>• Administers oath</li><li>• Returns election supplies with opposite party judge and signs appropriate paperwork</li></ul>	<b>Judge</b> <ul style="list-style-type: none"><li>• Assist inspectors in making decisions</li><li>• Begin operation of voting machines</li><li>• Judge of party opposite of inspector also returns election equipment and signs appropriate paperwork</li></ul>	<b>Clerk</b> <ul style="list-style-type: none"><li>• Assist voters in signing poll list</li><li>• Has <u>voter</u> touch screen to choose party affiliation in <b>Primary Election</b></li><li>• May record who signed poll list if no delay is caused and requested by poll book holder or watcher</li></ul>

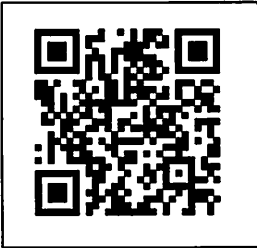
## Poll Worker Information, Training, and Recruitment

- All poll workers must sign and complete the Statement of Expense in the Inspector Kit. Failure to provide a social security number will cause a delay in processing the check.
- **Inspector and the Judge of the Opposite Party return the equipment and must sign both the CEB 1B and the CEB 1D when returning supplies to receive the additional pay!**

<u>Lake County Pay Schedule</u>				
Position	Base Pay w/ Meal	Training	Opposite party Judge returning Elec. Equip.	Total Pay
Inspector	\$210.00	\$30.00		\$240.00
Democrat Judge	\$145.00	\$30.00		\$175.00
Republican Judge	\$145.00	\$30.00	\$25.00	\$200.00
Democrat Clerk	\$145.00	\$30.00		\$175.00
Republican Clerk	\$145.00	\$30.00		\$175.00

### Poll Worker Training

- Every inspector must attend in-person training
- Judges and Clerks must attend training either in-person OR by watching the on-line training videos.

	<p><b>LCBER Video Training QR Code</b></p> <p>Turn on the camera of your smartphone</p> <p>Place QR Code within camera view and click the link to view the YouTube training video</p>
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If you are interested in working as a **Democrat** poll worker, please send an email to:  
**LakeCountyDemPollWorkers@gmail.com**

If you are interested in working as a **Republican** poll worker, please send an email to:  
**LakeCountyGOPPollWorkers@gmail.com**

## **Inspector Pick-up and Notification**

### **Poll Worker Notification**

The inspector kit includes the names of the poll workers assigned to the specific precinct and approved by the County Election Board. The inspector must contact **all** of the poll workers and invite them to the set-up of the equipment. The group set-up is a procedure which allows bipartisan participation and control of the election equipment. It also allows every poll worker to become familiar with the process.

**NOTE!! Inspectors MUST contact all workers for a bipartisan set-up! This is not optional! Verify the EPollBook/PollPad labels are for the correct precinct. If not, notify the LCBER immediately!**

**Please email the LCBER through the LCBER website ([www.lakecountyin.org](http://www.lakecountyin.org)) if the inspector does not notify all of the poll workers or if poll workers do not show up for set-up and include the precinct number and poll location in the email.**



### **Inspector Kit Pick-Up (Saturday before Election Day)**

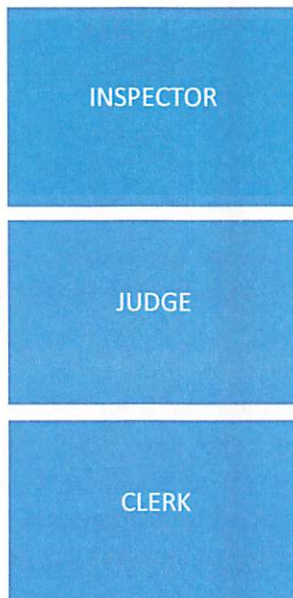
Inspectors must report to the office of the Lake County Board of Elections and Registration (LCBER) to pick-up the Inspector Kit for use on Election Day. Specific instructions are sent by mail to assigned inspectors. Pursuant to Indiana Code 3-11-3-10, if the inspector is unavailable, another member of the precinct election board (poll worker), authorized in writing, shall appear at the LCBER office to pick up supplies.

### **Not Enough Poll Workers**

If a precinct election officer (an inspector, judge, poll clerk) fails to appear at the opening of the polls, or if the office becomes vacant during Election Day, the remaining members of the precinct election board shall fill the vacancy upon the nomination of the highest ranking precinct election officer (poll worker) of the appointing political party, according to the ranking order list below.

Example: If a Democrat inspector does not show up then the Democrat judge will assume the role of the inspector position and the clerk would assume the judge position. The remaining precinct board would then nominate a qualified voter to fill the vacant clerk's position. The inspector will need to notify the County Election Board of the nomination. The individual must take the oath of office (See PRE-1 – Precinct Oath Book). The appointment of a replacement precinct election officer (see PRE-8 – Precinct Oath Book) must be completed and the applicant would need to complete and sign the pay claim for the precinct. If the position becomes vacant during the course of Election Day, please list the time that the vacancy was filled so that the pay can be pro-rated. All forms are to be returned with the election supplies.

#### RANKING ORDER





## **Voting Machines**

The Voting System Technical Oversight Program (VSTOP) is run out of the Bowen Center for Public Affairs at Ball State University. The VSTOP team advises the Indiana Election Commission on the certification of voting machines and electronic poll books in Indiana. Only certified voting machines and EPoll Books/PollPads may be utilized in Indiana elections.

The federal Election Assistance Commission (EAC), created by the Help America Vote Act (HAVA) of 2002, serves as a clearinghouse for information and adopts voluntary voting system guidelines. The EAC also accredits testing laboratories and certifies voting systems, as well as audits the use of HAVA funds.

### **Things to Know**

- Voting machines are not connected to the internet or to the Poll Pads.
- In Lake County, vote totals are stored in three places which include (1) red tally card after information has been transferred to it from the voting machine at the close of the polls, (2) the internal memory of the voting machine which also records details of all transactions. (3) the three copies of the tally tapes after the close of the polls which go to the LCBER office, Republican party, and Democrat party.
- VVPATs, which also provide a paper back-up for the votes, will be in use on all voting machines beginning in the 2024 general election.

### **Good to Know**

Lake County utilizes MicroVote voting machines which are certified by the Indiana Election Commission. MicroVote was the first manufacturer to obtain federal voting system certification in 2009 and is one of only six currently certified by the EAC in the United States.

## Voter Verifiable Paper Audit Trail (VVPAT)



**The VVPAT provides a second set of data which is verifiable by the voter prior to casting their vote, memorialized on paper, and locked in a sealed cabinet to be compared to the data in the voting machine during post-election audits.**

Indiana utilizes a combination of protocols in which the accuracy, speed, and security of machine voting is backed by a printed paper audit trail. Voting on machines which are not connected to the internet, voters have the ability to verify their votes, memorialized in print, prior to casting their ballot through the use of a Voter Verifiable Paper Audit Trail (VVPAT) system. The VVPAT is a separate component which attaches to the voting machine and prints a permanent paper record of the votes. The paper back-up remains in the locked and secured cabinet which can only be replaced with a new paper roll by trained, authorized personnel. Voters are not identified on the paper back-ups, rather a 15 digit code is assigned to the transaction on both units. The paper records are retained for use in post-election audits which are supervised by the office of the Indiana Secretary of State and the VSTOP team. The VVPAT system was identified as a way to address the concerns of the voters with full implementation on all Direct Record Electronic (DRE) voting machines beginning with the 2024 general election. Please view the *Voting Instructions* for more details (on LCBER website, posted at poll location near sample ballots, and in the voting booth).



**LCBER volunteered for a post-election audit for the 2022 General Election, which revealed a 100% match between the VVPAT receipts and the voting machines.**

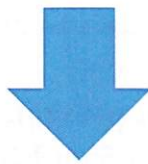
## **EPoll Books (Poll Pads)**

VSTOP helped pioneer first-in-the-nation legislation authorizing the certification and testing of electronic poll books before they are permitted to be used in elections in Indiana.

### **Purpose**

EPoll Books (PollPads) are used by the clerks to check in voters prior to voting. In Indiana, voters are required to present a government issued photo ID when voting in-person. When a voter presents a driver's license, Poll Pads are programmed to read the bar code on the back of the driver's license and retrieve the voter's registration. Manual searches can be performed for other types of ID. Poll Pads are not directly connected to the Statewide Voter Registration System (SVRS). Off-line files of the poll book are loaded for each precinct. EPoll Book/Poll Pads utilize an encrypted peer-to-peer network to compare voter check-in data with voter check-in data from other Poll Pads and to the LCBER office to compare to those who have voted Absentee by Mail.

- **This process curbs voter fraud by preventing double voting or voting in the incorrect precinct.**



### **Security**

PollPads provided by KnowInk have been through security reviews by Cybersecurity and Infrastructure Security Agency (CISA), Department of Homeland Security (DHS), and other federal agencies as well as private security firms.

**EPoll Books are commonly known as Poll Pads.**

### **Poll Location Set-Up**

#### **After picking up the inspector kit:**

1. Verify the contents of your inspector kit.
2. Call poll location and arrange for a set-up time for the evening before the election. The voting machines will be delivered by professional movers and in accordance with all applicable laws in regard to the security of election equipment.
3. Call ALL of the poll workers listed in the kit and invite them to attend and assist with the set-up. Having all poll workers available will allow the necessary bipartisan set-up process and provide an opportunity for everyone to become comfortable with the set-up and process.

#### **Poll Location Set-up (day before Election Day):**

1. Verify the luggage tags on the voting machine match your precinct number.
2. Post signs (“Vote Here” sign, Voter Bill of Rights, sample ballots).
3. Set up the chute with rope which is to remain on display until the polls close.
4. Plug in Jet Pack (MI FI) and hold the “On” button until you see “MI FI”
5. Set voting machines up in a way that provides privacy for the voter while avoiding lights which may place a glare on the screen of the voting machine or cameras which could allow someone to see how votes are being cast.
6. If the bipartisan precinct board (inspector and 2 judges) are present, break the seal on the voting machine and open the voting machine. Verify sample ballot to the digital image of the ballot on the screen of the machine. Run a zero tape, initial the tape, and keep in Envelope #1. Reseal the machine with new seal provided in white envelope.  
**\*\*If the bipartisan team is not present, notify the LCBER. Instruction #6 will have to be completed at 5am Election Day and voting machine will remain sealed until Election Day\*\***
7. EPoll Book/Poll Pad always remains sealed until Election Day.

#### **Poll Location Set-up (Election Day):**

1. Set up voting machine (see Lake County Power Point training materials) and verify the ballot matches your sample ballot.
2. Print zero proof tape and place it in the white envelope.

## Voter Accessibility

All voters have the right to vote privately and independently.

Voter Control options can assist voters with the appearance of the screen to lighten or darken the screen, invert the color display, increase font size, etc.:



### PRE-3: Affidavit of Voter Assistance

A person providing assistance to a voter (including the Judges) must complete the Affidavit of Voter Assistance at the Polls (PRE-3) form **BEFORE** the voter enters the voting booth. See Part A, paragraph 3 of the PRE-3 form for specific limitations on who may assist.

### ADA Compliance

- Each polling site must have at least one voting system equipped for individuals with disabilities.
- Each polling site has been surveyed for ADA compliance and appropriate ADA materials have been provided if needed.
- Voters may request Head Phones and the Double Talk machine. This will read the ballot to the voter.
- Special procedures are in place for voters with print disabilities for paper ballot voting.
- Voting machines can be repositioned by poll workers to allow accessibility by the voter.
- Because each poll location must meet ADA accessibility requirements, curbside voting is not allowed in Indiana.

## **Poll Locations and the Chute**

The polling location and the chute are protected areas. Only certain people can be in the area and it is reserved for the purpose of conducting an election. The poll location includes the room where the EPoll Books/PollPads and the voting machines are set up as well as the chute. The “chute” is defined in Indiana statute and is also part of the protected area. The 50-foot chute is measured from the entrance to the room in which the voting machines are located. This could be entirely inside a building or it may extend to the outside of the building. A 50-foot rope is provided in all inspector kits to assist in marking the chute.

### **IC 3-5-2-10"Chute"**

Sec. 10. "Chute" means the area that extends fifty (50) feet in radius, measured from the entrance to:

- (1) the polls; or
- (2) for purposes of early voting:
  - (A) the office of the circuit court clerk; or
  - (B) a satellite office of the circuit court clerk established under [IC 3-11-10-26.3](#).

If the property line of the polling place or an office described in subdivision (2) is less than fifty (50) feet from the door or entrance to the polling place or office, the chute is measured from the exterior door or entrance to the polling place or office to one-half (1/2) the distance to the property line of the polling place or office nearest to the entrance to the polls. Whenever there are two (2) or more doors or entrances to the polls, the inspector of the precinct shall designate one (1) door or entrance as the door for voters to enter for the purpose of voting.

[Pre-1986 Recodification Citation: 3-1-1-2 part.]

*As added by P.L.5-1986, SEC.1. Amended by P.L.69-2003, SEC.1; P.L.14-2004, SEC.1; P.L.153-2024, SEC.2.*

### **IC 3-5-2-39"Polls"**

Sec. 39. "Polls" means the room in a structure where the voters of a precinct vote by casting ballots on election day.

[Pre-1986 Recodification Citation: 3-1-1-2 part.]

*As added by P.L.5-1986, SEC.1. Amended by P.L.3-1987, SEC.9; P.L.169-2015, SEC.2.*

➤ During Early Voting, the 50-foot area is described in Indiana Code 3-14-3-16.

## **Election Day: Open the Polls**

Good morning and welcome to Election Day. Your service on Election Day provides for bipartisan security measures to be in place to help ensure fair and honest elections and create a positive voter experience! THANK YOU for your service!! All poll workers should arrive at the poll location at 5am!

1. Swear in workers and fill out Oath from Inspector Forms Book and leave in the Book.
2. Fill out pay claims. Be sure to print clearly and include phone numbers and full social security numbers; messy or incomplete forms will delay the processing of paychecks.
3. Give badges to poll workers, please put true names on the badges and display them throughout the day until the close of the polls.
4. Judges and inspector print Zero Proof tape and place it in the white envelope. Voting machine is ready to start.
5. Plug in Jet pack (MI FI).
6. Plug in E Poll Printer.
7. Turn on Poll Pad and plug it in so it can charge. Having a full battery will also help in case of any loss of power.
8. Check for correct precinct and poll location on Poll Pad.
9. Check for zero count on Poll Pad.
10. Continually check to be certain Poll Pad charge stays above 90%.
11. Set up the chute with rope which is to remain on display until the polls close.
12. Open the Polls, "*Hear Ye, Hear Ye the polls are open*" at 6am.
13. Throughout the day, complete the PRE-16 with any discrepancies which occur. At the end of the day, compare the Poll Pad count to the voting machine count and log the results on the PRE-16 form.
14. Remember the Poll Pad receipts are not souvenirs for the voters. Judges should keep them and place in the envelope designated for Poll Pad receipts.
15. Touch the cloud on the Poll Pad to sync.



In the spirit of unity and with the shared goal of having a well-run election, please treat your fellow workers and the voters with an extra measure of respect. Most people who serve as a poll worker or take the time to vote have a political preference and an opinion. The poll location is not a place to discuss those opinions and it is certainly not a place to engage in electioneering. Have a goal to get along and create a positive experience for the voters and your fellow workers. You will likely find that participating in the electoral process is fun!

## **Voting in Indiana**

"We can all agree on the importance of voting." – Jenna Bush

"There's no such thing as a vote that doesn't matter." – Barack Obama

"Someone struggled for your right to vote. Use it." – Susan B. Anthony

- Elections are heavily regulated by Indiana Code and run by the Circuit Court Clerk with the exception of Lake County, Porter County, and Tippecanoe County where the elections are run by a combined board of elections and registration. County specific legislation covers the key players and parts of the process for the three counties of exception. The remainder of the process is covered, generally, in Title III of the Indiana Code.
- The Indiana Constitution requires the Indiana General Assembly to provide for the registration of all persons eligible to vote. Registration is not automatic, each voter must take responsibility for applying to register to vote as well as notifying of any name or address changes.
- The Secretary of State is the chief election official in Indiana.
- Republican or Democrat county chairpersons also may certify party affiliation for a declaration of candidacy.
- The VOTER touches the EPollBook to select their party affiliation in a Primary Election!

### **Primary Election**

First Tuesday after the first Monday in May

To receive a ballot, choose Democrat, Republican, or Public Question Only. There must be at least one candidate of the party on the ballot in order to receive that ballot.

**\*\*This officially determines your party affiliation pursuant to Indiana Code 3-10-1-24 as a voter in the primary election.**

Vote for the candidates for your affiliated party

### **General Election**

First Tuesday after the first Monday in November

Candidates from all parties will be on the ballot. Voters can choose between voting for individuals or straight party voting.

If choosing to vote straight party, voters will still need to select their choices for certain races such as school board, offices in which you make more than one selection, judicial retention questions, or public questions.



## **Straight Party Voting**

You are not required to vote a straight party ticket. If you do choose to use this method, it is important to note that certain races and ballot choices made after selecting a straight party ticket ballot, can affect the straight party ticket option. Please remember these key points.

1. Straight party ticket votes do not apply to positions in which you are able to make more than one selection (For example, at-large council races or township board races).
2. Straight party ticket votes do not apply to non-partisan races such as school board positions.
3. Straight party ticket votes do not apply to “Yes” or “No” choices such as public questions or judicial retentions.
4. If you select the straight party ticket then make an individual selection for a candidate who is not affiliated with the original straight party ticket selection, the straight party option will no longer be activated.
5. If there is not a candidate from a political party on a specific ballot, the straight party ticket option will not be available.

Definitive guidance on straight party ticket voting can be found in Indiana code 3-12-1-7.

## HOW DO I REGISTER TO VOTE?

Are you a United States Citizen?

YES?

Are you a resident of Indiana?

YES?

Will you be 18 years of age or older on or before the next General, Municipal, or Special Election?

YES?

Are you currently imprisoned after being convicted of a crime?

NO?

Register to vote!

(Note: Voter Registration period closes at the close of business on the 29<sup>th</sup> day before the election is scheduled to occur.)

- Submit a completed application to the circuit court clerk or board of registration in-person by hand delivery before the close of business
- By mail, post marked on or before registration deadline OR illegible or missing post mark may be received by Monday following close of registration
- On-line at [www.IndianaVoters.com](http://www.IndianaVoters.com) by 11:59pm
- ONLY current federal or Indiana forms may be used.
- You are registered to vote after the form is processed and the 7-day pending period is cleared.

## Photo ID Law

### Chapter 3: Photo ID

#### General Information

- Each voter must provide government-issued photo ID to an election officer (the inspector, one of the judges, poll clerks, assistant poll clerks, or the election sheriffs) before signing the poll list. **Only one of the election officers nominated by the Democratic Party and one of the election officers nominated by the Republican Party is entitled to ask the voter to provide photo ID.**

#### **An ID used for voting purposes must meet ALL of these four criteria:**

- The voter's ID **displays the voter's photo.**
- The voter's **name on the ID must conform** to the name on the voter registration record.
  - Conform does not mean match identically. For example, people not only use their given first name or common nicknames for their first name but also substitute their middle name for their given first name. People also commonly substitute an initial for their given first or middle name. Below are examples of names that would conform to "Robert John Crew":

Robert John Crew	Robert J. Crew
Robert Crew	R. John Crew
R. J. Crew	Bob John Crew
Bob J. Crew	Bob Crew
John Crew	J. Crew
- With one exception, the voter's ID must **contain an expiration date** and either still be current or have expired sometime after the date of the most recent General Election (**November 8, 2022**):
  - Military or veteran IDs with expiration dates of "INDEF" meet this requirement
  - The following IDs need NOT contain an expiration date, as long as they comply with the other requirements: IDs issued by the U.S. Department of Defense, the U.S. Department of Veterans Affairs (or Veterans Administration) a branch of the uniformed services, the Merchant Marines or the Indiana National Guard, or a Native American Indian tribe or band recognized by the U.S. government.
- The voter's ID must be **issued by the State of Indiana or the U.S. government.**

*In most cases, an Indiana driver's license, Indiana photo ID card, Military or Veteran ID or US passport meets the state's photo ID requirements.*

**NOTE:** The address on the voter's photo ID does NOT need to match the address on the voter registration record. However, certain "first time" voters who registered by mail will be required to provide additional residence documentation that DOES match their address on the voter registration record. (See Chapter Four on Additional Residence Documentation Requirements.)

## **Voter Moved and VRG 4/12**

### **More than 30 days prior to a primary, general, or special election:**

Voters will need to complete a State of Indiana VRG -7, VRG-11, or a federal voter registration application, or complete the on-line application at [www.IndianaVoters.com](http://www.IndianaVoters.com)

### **Less than 30 days prior to a primary, general, or special election either when submitting the absentee ballot application or when voting in-person:**

Voters will need to complete the VRG 4/12.

- The VRG 4/12 updates the voter's registration information when they are requesting a ballot.
- The VRG 4/12 always comes from the old precinct where the voter was previously registered. It will not come from the precinct in which the new residence is located.
- During a municipal election (2023, 2027, 2031 etc.) the voter has to have moved within the same city or town to vote in their old precinct one last time. If there is no election in the old precinct, there will not be an election for them to go back and vote in.
- If a voter has moved from one precinct to another within the same county and congressional district before Election Day, the voter may complete the VRG 4/12 and vote in the precinct of the former residence one last time.
- Poll workers will follow the flowchart from the Indiana Election Day Handbook provided in the inspector kit.
- If there is a public question on the ballot and the voter has moved outside of that taxing district, contact the LCBER.

### **Voter Not in EPollBook/PollPad**

If the voter arrives at a poll location and the poll worker is unable to find the voter in the EPoll Book/PollPad, the poll worker or inspector should call the Lake County Board of Elections and Registration (LCBER). Please make sure the inspector has the correct spelling, date of birth, and possible alternate names the voter could be listed under.

The Poll Pads are not connected to the Statewide Voter Registration System (SVRS). Poll Pads allow poll workers to check-in voters with an off-line file. Indiana was the first of the states to require Poll Pad certification for use in their elections, still today, not all states require Poll Pads to be certified for use in their state. Indiana was the model the Election Assistance Commission used to create the EPoll Book (Poll Pad) Standards. Poll Pads must be re-certified every two years. The safety and security of EPollBook/Poll Pads has been reviewed by Cybersecurity and Infrastructure Security Agency (CISA) and Department of Homeland Security (DHS), as well as others. Poll Pads help provide secure elections by communicating over an encrypted peer-to-peer network to sync check-in data. Voting results are not transmitted on Poll Pads. If poll workers have difficulty locating someone in the Poll Pad, they should contact the LCBER office at (219) 755-3795. The office staff will be able to conduct a search directly in the SVRS system. Additionally, a printed poll book is included in the inspector kits for emergency use.

Note: The only ways a voter is allowed to vote on the actual voting machine are:

1. If the voter is located in the EPollBook/Poll Pad and completes the sign-in process
2. Office staff issues a Certificate of Error which must be logged on the PRE-16 and Certificate of Error Log by the poll worker.
3. If the voter is cancelled at the same address and submits a VRG 4/12 – this must be noted on the PRE-16.
4. Other fail-safe options as noted in the Indiana Election Day Handbook – this must be noted on the PRE-16.
5. **All other voters must vote a provisional ballot!**

**EPoll Books are commonly known as PollPad**



## Who is Allowed in the Poll Location on Election Day

### **Who is Allowed in the Polling Place?**

1. Voters casting ballots (and children under 18 years of age accompanying the voter);
2. Precinct election officials (inspector, judges, poll clerks, assistants and sheriffs);
3. Deputy election commissioners;
4. Challengers, watchers (Democrat, Republican, or media), and poll book holders with credentials;
5. An individual authorized to assist a voter in voting (See Chapter Nine on Accessibility in the Indiana Election Day Handbook);
6. A county election board member, acting on behalf of the board;
7. A voting system mechanic (technician), to repair a voting system, with credentials signed by each member of the county election board;
8. The county chairman or county vice-chairman of a political party with credentials signed by each member of the county election board. However, a county chairman or vice-chairman who is a candidate for nomination or election to office may not enter the polls, except to vote in his or her own precinct.

### **Who is Not Allowed in the Polling Place?**

1. A precinct committeeman of a political party (unless the committeeman is a voter during the voting process or has challenger, poll book holder, or watcher credentials);
2. A party volunteer;
3. An elected official (other than the Secretary of State, as explained in the previous section);
4. An individual who is not a U.S. citizen (unless the individual is a minor child accompanying a parent who is a voter, is an individual designated to assist a voter who is disabled or who cannot read or write English, or who has been granted an exemption from this requirement by the Secretary of State).

These people are NOT authorized to be in the polling place or the chute simply as the result of their status as a committeeman, a volunteer or an elected official. However, if they are a voter of that precinct, they may be in the polls for the time permitted to cast their ballot.

**NOTE: Unauthorized persons must be told to leave the polls or the chute immediately.**

Source: Indiana Election Day Handbook

## **Credentials 1**

Proper credentials act as a means to identify other election workers on Election Day. These credentials must include the individual's name, position (watcher, challenger, or poll book holder), the name and position of the appointing authority (county chairman, state chairman, or county election board), and the party affiliation of the appointing authority if the appointing authority is a political party.

### **General Rules for Watchers**

- Watchers with proper credentials ARE allowed to enter, remain, leave and reenter the polling place as early as 5:30 a.m. and remain until the counting of the vote at the precinct (if any) is completed.
- Each different kind of watcher is required to have credentials signed by the appropriate appointing authority.
  - All political **party watchers** must carry credentials signed by the county chairman or state chairman of the watcher's party.
  - All **candidate watchers** must carry credentials signed by the circuit court clerk (or in certain cases, by the chairman of a candidate's committee for federal or statewide office).
  - Watchers in elections on **public questions** must have their credentials signed by the chairman of the county election board.
  - All **media watchers** must carry credentials signed by the county election board. Media watchers monitoring precincts in more than one county must carry credentials issued by the Indiana Election Division.
- A member of a precinct election board may require the watcher to produce their credentials at any time.
- Each political party or independent candidate for federal or statewide office (or a county election board in certain elections on a public question) may appoint a watcher for each precinct.
- A watcher may NOT disrupt election procedures or interfere with election officials or voters, but is entitled to the vote total and to accompany inspectors and judges returning election materials. If a watcher objects concerning an alleged violation of election law, the watcher shall report the violation to the inspector, county election board, or prosecuting attorney. The watcher may not object to a judge or poll clerk without the prior consent of the inspector.
- Watchers may NOT handle election supplies and may NOT try to influence voters.
- Watchers may periodically receive a record of who has voted from a poll clerk, provided that voting is not delayed.

### **General Rules for Poll Book Holders**

- Poll book holders are appointed by political parties, certain candidates and by the county election board in certain elections on public questions, to monitor the qualifications of voters.
- Poll book holders with proper credentials ARE allowed to enter, remain, leave and reenter the polling place as early as 5:30 a.m. and remain throughout Election Day until the polls close.
- Each political party or independent candidate (or a county election board in certain elections on public questions) may appoint a poll book holder for each precinct.
- The county chairman of the political party or the independent candidate must issue credentials to each poll book holder.
- Each political party or independent candidate may have only one poll book holder at each precinct at any time during Election Day.
- Poll book holders may periodically receive a record of who has voted from a poll clerk, provided that voting is not delayed.



## **Credentials 2**

### **General Rules for Challengers**

- Challengers are appointed by political parties, certain candidates, and by the county election board in certain elections on public questions to monitor the qualifications of voters.
- Challengers ARE allowed to enter, leave, and return to the polling place during Election Day in the same manner as poll book holders.
- The county chairman of the political party or the independent candidate must issue credentials to each challenger. A member of a precinct election board may require the challenger to produce their credentials at any time.
- Each political party or independent candidate may have only one challenger at each precinct at any time during Election Day.
- The challenger may ask for the voter's name. The voter must immediately announce his or her full and true name to the challenger before proceeding to vote.

Source: Indiana Election Day Handbook

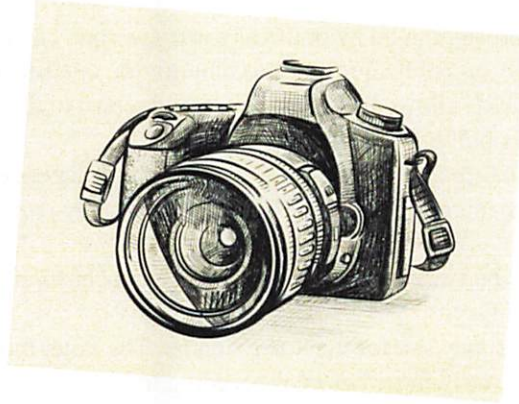
### **Deputy Election Commissioners by Resolution of the LCBER**

- To visit, enter, leave and re-enter any election polling place in Lake County, Indiana, at any time before, during or after the hours in which a polling place is open for voting.
- To question or interrogate any polling place officer or any person within or near a polling place, or anywhere, regarding an election matter.
- To reverse the decision or ruling of any polling place inspector or other polling place officer regarding any election matter.
- To order expulsion from a polling place of any person not entitled by law to be present at or in that polling place, whether before, during or after the hours during which the polling place is open for voting.
- To investigate complaints regarding election law violations and to report the same to the Board and/or to any appropriate law enforcement agency or officer.
- To initiate complaints regarding election law violations and to report the same to the Board and/or to any appropriate law enforcement agency or officer.
- To remove and dispose of unlawful electioneering materials from, in or around any polling place.
- To advise and/or assist any polling officer or anyone present in or near a polling place, regarding any election matter.
- To request the assistance, in the name of the Lake County Board of Elections and Registration, of any law enforcement officer in the enforcement of the election laws and of these rules, pursuant to Indiana Code 3-6-5-33.

Source: LCBER Resolution

## Photographs in the Poll Locations

Who can take photographs in a poll location???



**\*Media watchers, with proper credentials, may take photographs with certain restrictions.**

IC 3-6-10-5

Watcher identification card; powers; photographing proceedings; photographing voters

Sec. 5. (a) Each person who acts as a watcher under this chapter must obtain a watcher identification card from the county election board. The identification card issued under this subsection must clearly state the following:

- (1) The status of the individual as an appointed watcher.
- (2) The name of the individual serving as a watcher.
- (3) The name of the person that appointed the individual as a watcher.

(b) Watchers appointed under this chapter do not have a voice or vote in any proceeding of a precinct election board. The watchers may attend the election as witnesses only and are subject to the orders of the board.

(c) Except as provided in subsection (d), a watcher appointed under this chapter may photograph the proceedings of a precinct election board.

(d) A watcher appointed under this chapter may not photograph a voter:

- (1) while the voter is in the polls if the voter informs the precinct election board that the voter objects to being photographed by the watcher; or
- (2) in a manner that permits the watcher to see or know for what ticket, candidates, or public questions the voter has voted.

[Pre-1986 Recodification Citation: 3-1-6-2(d) part.]

As added by P.L.5-1986, SEC.2. Amended by P.L.3-1987, SEC.45; P.L.7-1990, SEC.5; P.L.4-1996, SEC.14; P.L.230-2005, SEC.22.

**\*What about selfies?**

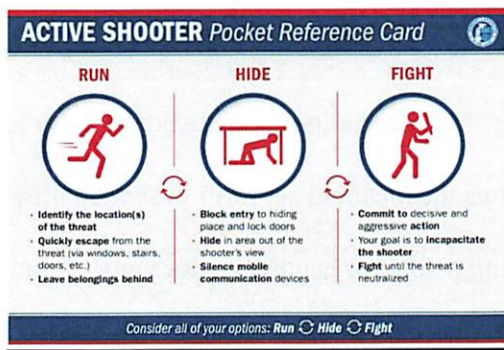
Voters are allowed to take a selfie while at the poll location, including their own ballot, according to federal case law.

## Physical Security and Weapons in the Poll Location

Q: Does state law restrict or forbid a person from possessing firearms near or within a polling site?

A: No election law prohibits a person from possessing firearms within a polling place. Instead, the Second Amendment right to bear arms applies except as limited by other parts of the law outside election code. Generally speaking, assuming that the person has a permit to carry the firearm and does not violate any law outside of the election code by doing so, such as restrictions on possession of firearms on school property (IC 20-33-8-16), the person may lawfully possess the firearm in the polls.

### CISA Guidance on Active Shooter Situations



### CISA Guidance on De-Escalation

- Recognize
- Assess
- De-escalate
- Report



## **Voter Intimidation**

Choosing elected officials is an important part of our society. We are committed to promoting election integrity and enhancing the voter and candidate experience. Voters have the right to cast their ballot without being intimidated. In the spirit of working together toward a common goal of having an electoral process we are all proud of, all types of intimidation must be guarded against.

### **IC 3-14-3-21.5 Voter intimidation**

Sec. 21.5. A person who knowingly or intentionally intimidates, threatens, or coerces an individual for:

- (1) voting or attempting to vote;
- (2) urging or aiding another individual to vote or attempt to vote; or
- (3) exercising any power or duty under this title concerning registration or voting;

commits voter intimidation, a Level 6 felony.

*As added by P.L.103-2005, SEC.40. Amended by P.L.158-2013, SEC.47.*

### **IC 3-14-3-18 Actions to unlawfully influence voter or candidate; threat to election worker**

Sec. 18. (a) As used in this section, "candidate" includes an individual whom the person knows is considering becoming a candidate.

(b) As used in this section, "election worker" has the meaning set forth in section 4(b) of this chapter.

(c) A person who, for the purpose of influencing a voter or candidate, does any of the following commits a Level 6 felony:

- (1) Seeks to enforce the payment of a debt by force or threat of force.
- (2) Ejects or threatens to eject the voter or candidate from a house the voter or candidate occupies.
- (3) Begins a criminal prosecution.
- (4) Damages the business or trade of the voter or candidate.
- (5) Communicates a threat to commit a forcible felony (as defined in [IC 35-31.5-2-138](#)) against a voter or candidate with the intent that the voter or candidate:
  - (A) engage in conduct against the voter's or candidate's will; or
  - (B) be placed in fear of retaliation for a prior lawful act as a voter or candidate.

(d) This subsection does not apply to an offense that occurs at a health facility (as defined in [IC 16-18-2-167](#)). A person who communicates a threat (as defined in [IC 35-45-2-1](#)) to an election worker with the intent that the election worker:

- (1) engage in conduct against the election worker's will; or
- (2) be placed in fear of retaliation for a prior lawful act relating to an election;

commits threatening an election worker, a Level 6 felony.

*As added by P.L.5-1986, SEC.10. Amended by P.L.176-1999, SEC.118; P.L.103-2005, SEC.36; P.L.114-2012, SEC.6; P.L.158-2013, SEC.42; P.L.110-2024, SEC.2.*

## **Electioneering**

Electioneering complaints are among the most common type of complaints. Remember, the polls and the chutes are regulated areas.

### **Electioneering**

State law defines “electioneering” as making a verbal statement or displaying a written statement indicating support or opposition to any candidate, political party, or public question appearing on the ballot. “Electioneering” includes wearing or displaying an article of clothing, sign, button, or placard that states the name of any political party or includes the name, picture, photograph, or other likeness of any currently elected federal, state, county, or local official or the support for the approval or defeat of a public question. A person who commits electioneering within the polls or the chute commits a Class A misdemeanor.

“Electioneering” does not include any materials a voter may bring with them into the voting booth to assist them with voting. While a poll worker may ask that a voter remove or cover-up the “electioneering” items, a voter who does not comply with the request does not lose their right to vote. The person should be offered a regular ballot, if otherwise qualified. However, poll workers may file a complaint with the county election board, which could result in a class A misdemeanor prosecution.

Source: Indiana Election Day Handbook

## **Emergency Ballots**

Emergency ballots are used only in the event of a total malfunction of the electronic voting system in counties with a population between 400,000 and 700,000 people, like Lake County.

The inspector shall immediately contact the voting machine technician to inform them of the malfunction and ask for an estimate of the time to repair.

The inspector will notify the Election and Registration Board office to obtain authorization to utilize emergency ballots and receive instructions.

The voter will continue to sign in on the poll pad and follow the normal procedures for authorizing a ballot.

Both clerks will initial the ballot card and provide the voter with the ballot card, a list of the candidates, a secrecy envelope, and a pen or pencil.

The voter will mark their ballot in private, and return it to the clerk, who will put it in the Number 8 Envelope.

All voted ballots will be returned with the election materials and will be reviewed at a Board hearing.

The Inspector shall make a note on the PRE 16 paperwork as the count on the voting machine and poll pad will not match. The count will be off by the number of emergency ballots cast.

## Provisional Ballots

### **General Information**

- Provisional voting is a way for a voter to cast a ballot at the polls on Election Day when they are challenged, traditionally due to one of the situations explained in Chapter 6 of the Election Day Handbook or election officers are notified that a judge has ordered an extension of voting hours at a specific polling location.
- The precinct election board should first try to resolve a voter's eligibility issue by applying a fail-safe provision and helping the voter determine if the voter is in the correct precinct based upon voter's residential address.
- However, if one of the fail-safe provisions does NOT apply, the voter should be offered the opportunity to cast a provisional ballot so that the county election board can resolve the voter eligibility issue after the polls have closed.
- Provisional ballots must resemble the ballots provided to other voters at the election; however, there are some differences:
  1. A provisional ballot will state that it is a provisional ballot.
  2. A provisional ballot will have the signature and seal of the circuit court clerk or director of the combined board of elections and registration (Lake Co, Porter Co, Tippecanoe Co) printed on the ballot, much the same as an absentee ballot.

- **No one should ever be turned away from the polls without the ability to vote. No matter what, they can always cast a provisional ballot!**
- **Refer to Chapter 7 of the Election Day Handbook for step-by-step instructions**

### **Mismatched Signatures**

Another type of provisional ballots handled in the LCBER office include Absentee By Mail applications with accompanying voted ballots where the signatures are either missing or do not match.

Voter receives a notification and signature verification affidavit. The County Election Board will determine the validity of the affidavit at a publicly held meeting.

A voter can check ballot status at [IndianaVoters.com](https://www.IndianaVoters.com)

## **Tally Cards, Tally Tapes, Closing the Polls**

Whew! You made it to the close of the polls! We are almost done!

1. Close the Polls, "*Hear Ye, Hear Ye the polls are now closed*" at 6pm.
2. Remember everyone in line at 6pm gets to cast their ballot and have their vote counted! This is true regardless of the length of the line. It also refers to the line exactly as it is at 6pm. The inspector will designate one of the poll workers to mark the end of the line at 6pm. That worker will stay in line all the way up to sign-in with the clerk to ensure no one else gets in line after 6pm. Do not tally machines until all voters have left.
3. Place one red tally card on top each voting machine to help ensure they do not accidentally get used twice. Be sure to match the label number on the back of the red tally card to the machine number.
4. Tally the machines following the instructions in the poll worker training manual
5. Print **three (3)** copies of the tally tapes and sign all of them. One copy goes in the white envelope. One copy goes to a Democrat representative and one copy goes to the Republican representative. If the Democrat or Republican copies are not picked up when you are leaving, place them in the white envelope. This is not optional!
6. Place the red tally cards in the plastic bag.
7. Inspector and judge of the opposite party complete the PRE-16 form.
8. Touch cloud on EPollBook/PollPad to sync.
9. Leave Poll Pad powered on, tap the button on the top left to allow it to go into sleep mode.
10. Remove the ID holder from the back of the Poll Pad and put it in the black inspector bag.
11. Remove the EPoll Book/Poll Pad from the stand and place the stand in the black inspector bag.
12. Return the EPoll Book/Poll Pad to its original box and place it in the black inspector bag.
13. Place **all original Apple USB cords and charging cords** in the Poll Pad box.
14. Close voting machine, return it to its case. Seal the case with two seals from the white envelope. Leave the sealed voting machine at the poll location for movers to pick up.
15. Return all other materials to the black inspector bag.
16. Inspector and opposite party judge (must be a bipartisan team) return supplies immediately to Wicker Park, Gary Airport, or Lake County Government Complex as instructed. **Both parties must sign the Certification to Return Materials at the drop-off site.**

**When dropping off the election materials, please have the Ipad, HotSpot, plastic bag of red tally cards, pay claim, and the white envelope ready to turn in to election staff.**

**Once again, thank you!! We know it has been a long day and we greatly appreciate your work! Election integrity is important and we just can't emphasize enough how much we appreciate your time and talents!!! GREAT JOB!!!**



## Contact Information and Resources

### Lake County Board of Elections and Registration



- Election Results
- Early Voting Info
- Poll Location List
- Sample ballots

Director, Michelle R. Fajman (D)  
Assistant Director, LeAnn J. Angerman (R)

2293 N. Main St.  
Suite A-205  
Crown Point, IN 46307

**(219) 755-3795**

#### Board Members

Kevin Smith (D)                      Mike Mellon (R)  
Bob Tribble (D)                      John P. Reed (R)  
Michael Brown (D)  
(Circuit Court Clerk)

#### Attorneys

Mike Tolbert (D)                      Carly Brandenburg (R)



- Register to Vote
- Who's on My Ballot?
- Where do I Vote?
- Application and Voting Status

### Office of the Indiana Secretary of State

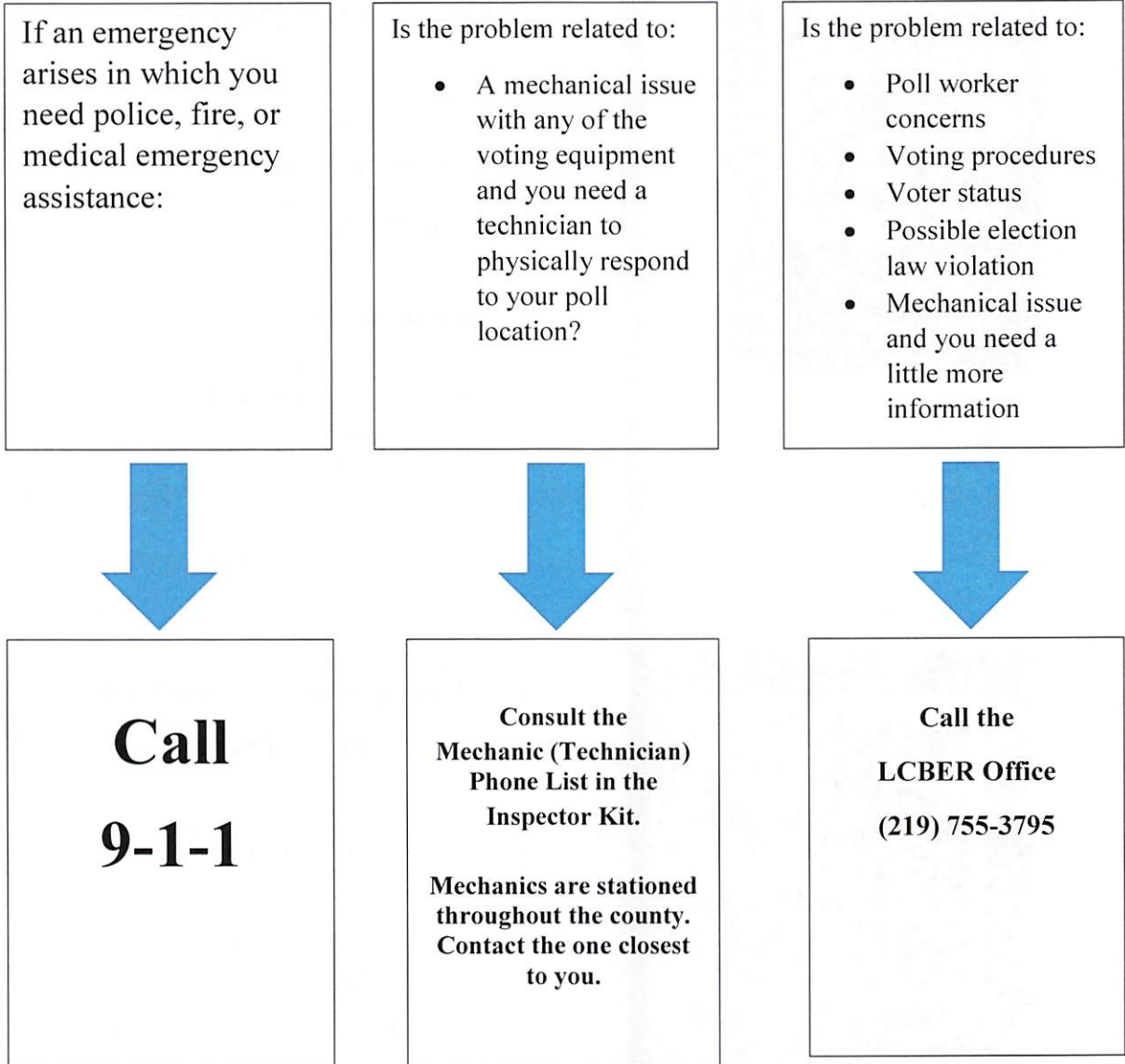
**Diego Morales**

*Got Info? Need Info? We Got You! Just Text Us!*

Hoosiers can text 'IN' to 45995 for a wide variety of reasons.

Just text the letters 'IN' to the number 45995. A secure link will be returned where Hoosiers can submit their question or concern directly to the Secretary of State's Office.

**Which Number Should I Call for Help?**



Revised: September 19, 2024

## Survey

Please use the QR code below to complete the survey.

### The Poll Worker Quick Guide

<https://www.surveymonkey.com/r/GG2VTRP>



*Thank you for joining us in  
promoting election integrity!*

**Please see Election Day Handbook and LCBER Poll Worker Manual (Power Point presentation) included in the Inspector Kit for more information.**



**Lake County Board of Elections & Registration**

**2293 N. Main St. Suite A-205**

**Crown Point, IN 46307**

**(219) 755-3795**