



COUNTY EMPLOYEE VOLUNTEER POLL WORKER PROGRAM



REQUEST FOR LEAVE/REASSIGNMENT

In order to participate in the County Employees Volunteer Poll Worker program, you must be:

- A registered voter in California or a permanent legal resident of the United States
- A regular employee of the County of Sonoma
- Have a Pollchief account (or apply online to make one at SoCoVotes.com)
- And, for each election, secure the written approval of your immediate supervisor/manager for leave/reassignment

The original, completed application and approved leave/reassignment should be filed with your department's payroll clerk on or before the end of the pay period which includes Election Day.

Name: _____ Position/Title: _____

Department Name and Location: _____

Residential Address: _____

Cell Phone: _____ Work Phone: _____

Email Address: _____

Fluent in any other language? No Yes If yes, specify: _____

Election Title/Date: _____

The polls are open up to 10 days before Election Day, including weekends. Please be available to commit to an entire day of work (8 am - 6 pm on Early Voting Days and 6 am - 9/10 pm on Election Day). Inspectors must commit to ALL days the Vote Center is open (4 or 11 days), clerks can work any day. Please see back for more information on positions.

Dates available to work: _____

Placement is based on available slots and is not guaranteed.

I meet the stated qualifications for participation in the County Employee Volunteer Poll Worker Program and in accordance with the eligibility requirements of the program, I request your approval, as my supervisor/manager, for a paid leave/reassignment to serve as a volunteer poll worker on (work dates) _____.

Trainings will consist of online videos that can be watched at any time. I request to attend an additional in-person training class on (date) _____ between the hours of _____ - _____.

SUPERVISOR/MANAGER APPROVAL

I authorize a paid leave/reassignment to allow the applicant employee the opportunity to participate in the County Employee Volunteer Poll Worker Program.

Supervisor/Manager's Name: _____ Title: _____

Signature: _____ Date: _____

Office Phone: _____ Email: _____

PAYROLL CLERK

You must receive the original application and approval of leave/reassignment by payroll processing day for the affected pay period.

Application/approval of leave filed on: _____ Signature: _____

POLL WORKER BOARD

A poll worker board is comprised of 1 or 2 Inspectors (the person in charge of the vote center) and 3 to 8 Clerks (the line workers). The composition of the poll worker board is determined by the Registrar of Voters Office based on election size and the number of registered voters in the area. To be a poll worker you must be registered to vote in California or a permanent legal resident of the United States, and be able to serve from 6 a.m. until approximately 9/10 p.m. on Election Day or from 8 a.m. until approximately 6 p.m. on early voting days. Breaks are provided throughout the day. Training is provided before each election. Poll Workers should be comfortable using computers as most tasks at the polls now require them.

INSPECTOR DUTIES

- There is 1 Inspector and 1 Co-Inspector per vote center. Co-inspectors will serve under the Inspector and step in when needed.
- Inspectors must be available to work all the days the Vote Center is open (4 or 11 days).
- Prior to Election Day, Inspectors must attend mandatory online and in-person training class and pick up some vote center supplies. An Inspector must have reliable transportation with plenty of room to accommodate 4 voting booths (2' x 2' sq.), a ballot box, supplies containers, signs, and other supplies.
- Inspectors must also check supplies to be certain they have all materials necessary to conduct the election. Contact the Vote Center to ensure access on Early voting days/Election Day and confirm with each poll worker assigned to their vote center that they will be present and are aware of their duties.
- Assign all Election duties to poll workers including, but not limited to, set-up, clean up, processing voters, short breaks plus lunch and dinner. Inspectors are also responsible for compliance at the vote center (i.e. posting of required signs, bilingual name tags worn, facsimile ballots, accessible ICX machine set up).
- Make sure the Vote Center is returned to the condition in which it was found (clean, closed up and locked). If applicable, the key is returned to the property owner.
- Return ballots and supplies to assigned "Receiving Center" on early voting days and election night, accompanied by another poll worker of your choice.
- Ideal Inspectors are organized, able to take charge, delegate tasks, have a good understanding of the process, and are able to teach their clerks.

CLERK DUTIES

- There are 3 to 8 Clerks per Vote Center depending on the size of the Election. Clerks are considered the line workers.
- Election day starts at 6 a.m. and lasts until all ballots and supplies have been repacked and loaded into the Inspector's car for return to the "Receiving Center." On early voting days, poll workers will arrive at 8 a.m. In some cases, the Inspector may ask you to assist them to the Receiving Center, as it is required for two people to be with the voted ballots at all times.
- Clerks assume duties as assigned by the Inspector including, but not limited to, finding voters' names on the roster laptop, having voters sign their label for the Roster of Voters, printing Official Ballots, depositing voted ballots into the ballot box, setting up, closing procedures, cleaning up, and assisting in any way possible. Clerks will fill in for an Inspector during their break, or in case of a last minute emergency.
- Clerks are required to watch online training videos before their first day of work. They may also attend an optional in-person training class to practice with the equipment.