For ELECT Use Only:

Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Follow Up Needed? Y / N Reason Code: \_\_\_\_\_

***LOCALITY NAME***

We, the members of the *LOCALITY NAME* Electoral Board have developed a written plan for training officers of election based on the Election Day Guide, the “What If…” document, records of incidents, complaints, reviews of officer of election performance in previous elections, and problems encountered in previous elections. This document shall serve to certify in writing to the Department of Elections that the plan has been developed and will be followed. The training plan includes:

* Training Materials
* Expected Costs
* Evaluation program

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| **To comply with****Department of Elections Policy 2021-002** **Training Standard 3** |
| The electoral board will ensure that all chief officers and assistant chiefs are trained before each election and that both receive identical training on the overall operation of the polling place. This training will include: |
| (Please check all that apply) | * The function of all officer positions within their precinct;
 |
|  | * How to open and close the polls;
 |
|  | * Accessibility;
 |
|  | * How to set up, ensure the proper operation of and extract results from all equipment used in the precinct.
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| **To comply with****Department of Elections Policy 2021-002****Training Standard 4** |
| All chief officers and assistant chiefs will be trained on emergency procedures or other disruptions that may occur on Election Day. This training will include how to respond to:  |
| (Please check all that apply) | * Natural disasters such as weather;
 |
|  | * Terrorist attacks and bomb threats;
 |
|  | * Human interference with the voting process such as campaigning in the prohibited area or disorderly conduct;
 |
|  | * Accidental occurrences such as fire, or power outage;
 |
|  | * Assignment of officers to secure the polling place under emergency conditions or on the event of an evacuation;
 |
|  | * Procedures for reproduction ballots in emergency.
 |
| **To comply with****Department of Elections Policy 2021-002****Training Standard 5** |
| We will train officers of election to carry out their responsibilities for preventing fraud, deceit and abuse in the conduct of the election. This will include: |
| (Please check all that apply) | * How to preserve order in the polling place;
 |
|  | * How to recognize and respond to voter intimidation and fraud;
 |
|  | * The role of observers inside the polling place and outside the polling place;
 |
|  | * The role of assistants and translators;
 |
|  | * Activities prohibited and permitted inside and outside the polling place;
 |
|  | * Curbside voting.
 |
| **To comply with****Department of Elections Policy 2021-002****Training Standard 6**  |
| All chief officers and assistants will, and all officers may be trained on procedures to be followed when a provisional ballot is cast and when the polling hours are extended by order of a court of competent jurisdiction. This training will include: |
| (Please check all that apply) | * How to process voters who are not listed properly in the pollbook;
 |
|  | * The circumstances under which polling hours may be extended;
 |
|  | * The procedures to be followed if polling hours are to be extended;
 |
|  | * How to process a valid order to extend polling hours;
 |
|  | * How to explain to a provisional voter the time and place of the voting canvass and their right to appear.
 |
| **To comply with****Department of Elections Policy 2021-002****Training Standard 7** |
| All chief officers and assistant chiefs will be trained on the proper completion of the Statement Of Results and any other tasks associated with determining and properly securing the results of the election. This training will include proper procedures for closing the polls: |
| (Please check all that apply) | * A detailed explanation of the various component parts of the Statement Of Results;
 |
|  | * How to prepare a proper Statement Of Results including placement of voting machine tapes;
 |
|  | * Common errors and best practices in preparing the Statement Of Results;
 |
|  | * Correct procedures for securing, packing and delivering materials to the electoral board.
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| **To comply with****Department of Elections Policy 2021-002****Training Standard 8** |
| We will train officers on the types of equipment used in the polling place. This training will include: |
| (Please check all that apply) | * How to demonstrate the use of the equipment to voters;
 |
|  | * Hands on use of the voting equipment used in the polling place;
 |
|  | * How to process voters on the electronic pollbooks if these are used in the polling place;
 |
|  | * How to assist a voter who needs instruction on the use of the voting equipment after entering the machine;
 |
|  | * How to proceed when voting equipment is inoperative
 |
| **To comply with****Department of Elections Policy 2021-002****Training Standard 9** |
| All officers of election will receive training on how to process on the poll book a person who offers to vote. This training will include: |
| (Please check all that apply) | * Who is a qualified voter;
 |
|  | * What identification is required of a voter in order to vote;
 |
|  | * How to handle a voter who does not have identification;
 |
|  | * How to handle a voter whose name does not appear on the poll book;
 |
|  | * How to handle a voter whose address does not match the poll book or the proffered identification documentation.
 |

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| **To comply with****Department of Elections Policy 2021-002****Training Standard 10** |
| We will train all new officers of election in accordance with applicable federal and state laws, regulations and constitutional requirements, and the instructions and policies adopted by the Department of Elections, to carry out their duties in a courteous, knowledgeable and impartial manner. Required items of instruction include, but are not limited to* Election Day Guide
* “What If” guidance document provided by the Department of Elections
* Records Retention and Voter Privacy

Officers of election will be instructed: |
| (Please check all that apply) | * How to provide prompt, courteous service to all voters and persons entitled to enter the polling place;
 |
|  | * How to exercise sensitivity in dealing with elderly voters and voters with disabilities;
 |
|  | * How to determine the identification requirements for voting;
 |
|  | * How to determine the qualifications of a qualified voter;
 |
|  | * How to process a provisional voter and the circumstances which may cause a voter to be asked to cast a provisional ballot.
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| **To comply with****Department of Elections Policy 2021-002****Training Standard 11** |
| We will train officers in the requirements and processes of absentee voting. All officers working in a Central Absentee Precinct or in a polling place where absentee ballots are counted will understand: |
| (Please check all that apply) | * What to do if an absentee voter appears in person in a polling place in a locality where absentee ballots are processed in a Central Absentee Precinct;
 |
|  | * The requirements for casting an absentee ballot;
 |
|  | * The procedures for determining the validity of a received ballot;
 |
|  | * How to process ballots by the method in use in the polling place;
 |
|  | * What to do when a person who has applied for an absentee ballot appears in person;
 |
|  | * The rules and procedures that apply to these polling places.
 |

We further certify that we will review the training plan annually and update it as needed to reflect changes in election laws and instructions from the Department of Elections (SBE). The Department of Elections will be notified by written or electronic notice that the review has been conducted. In reviewing the training plan we will:

* Evaluate the performance of officers of election in the preceding election;
* Examine records of complaints received regarding officers of election or the conduct of the election;
* Identify errors discovered during the Canvass of Results that need to be corrected.

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Chairman Vice Chairman Commissioner of Elections

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