

The Poll Worker Spring 2016

# BALLOT BOX

Mike Hogan, Duval County Supervisor of Elections, 105 East Monroe Street, Jacksonville, FL, 32202 · (904) 630-1414 · [www.duval elections.com](http://www.duval elections.com)

## 2016 Election Dates

**March 15**

*Presidential Preference  
Primary*

**August 30**

*Primary Election*

**November 8**

*General Election*



“Our mission is to preserve the liberty and the right to vote for all citizens by providing honest, fair, accurate and accessible elections with transparency and integrity.”

– Mike Hogan

## Mike's Message

Dear Valued Poll Worker:

As a child, I would get very excited about elections. I remember always wanting to vote for a president. In school, our teachers taught us the importance of the right to vote and described the sacrifices our ancestors made to secure and preserve that right. I really took that lesson to heart.

Now I find myself able not only to vote but also to supervise elections in my own hometown. More importantly, I get to do that work with people like you who are passionate about your right to vote—so much so you consider it a matter of civic duty to help others vote as well.

Like you, I understand that the right to vote is the foundation of our great democracy. Around the world, people yearn for the freedom to choose their leaders just as we will do here in Duval County and across the country next year.

As a poll worker you hold the keys to a successful, honest, fair, and accurate election of our leaders. Our team is committed to providing you with excellent training and all the necessary resources to conduct well the type of election our citizens expect and deserve.

It is a real honor to work alongside a great American like you.

Yours very truly,

A handwritten signature in blue ink that reads "Mike Hogan". The signature is written in a cursive, slightly slanted style.

Mike Hogan  
Supervisor of Elections

# Important *Training Information*

## Welcome Our New Trainers



Arzada Haynes

Deon Downey

Greg Clark



Jim Brewer

John Libby

They will be joining our long-time staff members Robert Phillips and Angelia Wiggins as well as other various support staff.

## Early Voting

Please join us to work early voting! If you have worked at least two (2) elections, have the ability to work three to four days consecutively, and have an email address, then you are eligible to apply. Interested?

Email Autumn Hinson at [autumnf@coj.net](mailto:autumnf@coj.net) to be added to our contact list. All communication regarding early voting is completed by email. NO calls will be accepted due to the volume of participants.

## Supervised Absentee Voting Program

It's that time again to prepare for Supervised Absentee Voting in Duval County. We have conducted this program since 2002 to all voters residing at an assisted living or residential facility (F.S. 101.655). The program offers residents of these facilities who are not physically able to travel to an early voting site or polling location another option of access and convenience in voting.

We are recruiting poll workers to join us in conducting this program. In order to participate you must have your own transportation and you must attend ONE of the training classes being conducted on January 13 and 20. Sign up online at [www.duvalelections.com](http://www.duvalelections.com).

## How May We Assist You?

**Please contact one of us if you have any questions.**

Autumn Hinson	Early Voting/Supervised Voting	@ 630-8016	<a href="mailto:autumnf@coj.net">autumnf@coj.net</a>
John Libby	Trainer/Staffing	@ 630-8012	<a href="mailto:jlibby@coj.net">jlibby@coj.net</a>
Greg Clark	Trainer/Outreach Director	@ 630-8026	<a href="mailto:gaclark@coj.net">gaclark@coj.net</a>
Arzada Haynes	Trainer/Call Center	@ 630-8020	<a href="mailto:ahaynes@coj.net">ahaynes@coj.net</a>
Jim Brewer	Trainer	@ 630-8005	<a href="mailto:jbrewer@coj.net">jbrewer@coj.net</a>
Deon Downey	Trainer/Communications	@ 630-8030	<a href="mailto:idowney@coj.net">idowney@coj.net</a>
Bill Frame	Outreach/Precinct Info	@ 630-8041	<a href="mailto:wframe@coj.net">wframe@coj.net</a>
Robert Phillips	Trainer/Precinct Info	@ 630-8018	<a href="mailto:phillips@coj.net">phillips@coj.net</a>
Sommer Sallette	Staffing/Payroll	@ 630-8023	<a href="mailto:shinson@coj.net">shinson@coj.net</a>
Angelia Wiggins	Trainer/Supervised Voting	@ 630-8019	<a href="mailto:awiggins@coj.net">awiggins@coj.net</a>

# Important *Training Information*

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## Training Update

### **2016 Presidential Preference Primary Election**

All **Precinct Managers and Assistant Managers** must attend a 3-hour classroom training session prior to the March 15 Presidential Preference Primary Election.

All **Inspectors Techs** new or experienced must attend a 3-hour classroom training session prior to the March 15 Presidential Preference Primary Election.

All new or experienced **Deputies** must attend a 2-hour classroom training session prior the March 15 Presidential Preference Primary Election.

All experienced poll workers **being promoted to Manager or Assistant Manager** must take the 8-hour New Manager and Assistant Manager classroom training session.

Training for the Presidential Preference Primary Election will begin on January 4, 2016, and run through January 30, 2016.

NOTE: If you have not successfully completed training by this date you will not be assigned to work in the Presidential Preference Primary Election.

## How to Register

To register for a class, go to [www.duvalelections.com](http://www.duvalelections.com), scroll down, click on **POLL WORKER INFORMATION** on the left hand side, and click on **REGISTER FOR A CLASS**. On the next screen click on **ELECTION WORKER PORTAL**. Remember, your VOTER REGISTRATION NUMBER is both your user name and password. Have this handy before you register. You will enter your voter registration number here for both

## How to Register continued

your user name and password then click LOGIN. PLEASE DO NOT make any changes to your user name or password.

**Now you are at the screen where you register for your class.** Select your class by clicking on ENROLL to the right of the class you want to take. You will see the ENROLL switch to the word WITHDRAW. THIS MEANS YOU ARE NOW ENROLLED IN THAT CLASS. You will see the number of seats remaining drop by one which means you have been assigned a seat. Should you wish to withdraw simply click WITHDRAW and you will be removed from that class. Once enrolled then show up to take the class at the assigned time. **It is imperative that you arrive on time for your training class. Arriving late disrupts the class and you may have to be rescheduled.**

PRECINCT MANAGERS and ASSISTANT MANAGERS enroll in an **EXP MANAGER & ASST MANAGERS CLASSROOM** course.

EXPERIENCED INSPECTOR TECHS should enroll in an **EXP INSPECTOR TECHS CLASSROOM** course. NEW INSPECTOR TECHS should enroll in an **NEW INSPECTOR TECHS CLASSROOM** course.

DEPUTIES, whether experienced or new, enroll in a **DEPUTY CLASSROOM** course.

## Training ... Where?

All training classes will be conducted at the Elections Center located at: 1 Imeson Park Boulevard, Bldg. 100, Jacksonville, FL 32218.

For directions to the location, visit our website at: [www.duvalelections.com](http://www.duvalelections.com) or call (904) 630-1414.

# Early Voting

*Early Voting will be available at 18 locations beginning 14 days prior to the Presidential Preference Primary. All poll workers should either vote by mail or vote early!*

## EARLY VOTING SITES

Supervisor of Elections MAIN Office  
Argyle Regional Library  
Beaches Regional Library  
Bradham-Brooks Regional Library  
Gateway  
Highlands Regional Library  
Legends Community Center  
Mandarin Regional Library  
Murray Hill Regional Library  
Oceanway Community Center  
Pablo Creek Regional Library  
Regency Square Regional Library  
San Marco Regional Library  
South Mandarin Regional Library  
Southeast Regional Library  
University Park Regional Library  
Webb-Wesconnett Regional Library  
West Regional Library

## EARLY VOTING HOURS

Presidential Preference Primary - February 29 to March 13  
Hours of operation will vary at each site.  
Visit [www.duval elections.com](http://www.duval elections.com) for more information.

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MIKE HOGAN, Supervisor of Elections, 105 E. Monroe Street, Jacksonville, FL 32202

The Poll Worker

**BALLOT BOX**

# Training *Schedule*

## March 15 - Presidential Preference Primary Election

All training will be held at the Elections Center, 1 Imeson Park Boulevard, Bldg. 100, Jacksonville, FL 32218.

### EVID, DS200 & AUTOMARK: PRACTICE & TAKE A CLOSER LOOK!

You are invited to join us on Wednesdays in January anytime between 1:00 p.m. and 4:00 p.m. at our Elections Center Mock Training Room located at 1 Imeson Park Boulevard, Bldg. 100, Jacksonville, FL 32218. During these times we will be conducting informal demonstrations and allowing for hands-on practice time working with our EVID, DS200 & AUTOMARK machines. We can answer questions and help you better prepare for the March 15 Presidential Preference Primary. This is completely optional and designed to help those elections workers who feel the need for a bit of practice and one-on-one time with an instructor. You do not need to schedule this with us. Simply show up during the open times below.

Open Practice Time:  
Wednesdays January 6, 13, 20, 27 from  
1 p.m. to 4 p.m.

**Open practice time does not replace  
taking your mandatory class.**

### EVID, DS200 & AUTOMARK: PRACTICE & TAKE A CLOSER LOOK!



Classroom courses will start as  
scheduled.

If you have an  
emergency,  
please call the  
Supervisor of  
Elections training  
staff at

(904) 630-8407 for assistance.



### FIRST TIME POLL WORKER?

If an individual desires to work in a precinct and has never worked with us before, they will need to complete the NEW INSPECTORS or DEPUTY training to work on Election Day. If the individual has been recruited to work as an assistant manager, they must complete the NEW INSPECTORS training and then complete the EXP MANAGERS & ASST MANAGERS training.

Newly recruited workers will not be able to access the online registration system. Please advise all new workers to email Angelia Wiggins at [awiggins@coj.net](mailto:awiggins@coj.net) or John Libby at [jlibby@coj.net](mailto:jlibby@coj.net) to register.

All elections workers, including deputies, must complete training prior to the March 15, August 30 and November 8 elections.



# Training *Schedule*

## March 15 – Presidential Preference Primary Election

All training will be held at the Elections Center, 1 Imeson Park Boulevard, Bldg. 100, Jacksonville, FL 32218.

NEW MANAGERS & ASSISTANT MANAGERS (8-hour class)		
Friday	January 29	9 to 5
NEW INSPECTOR TECHS (3-hour class)		
Saturday	January 16	9 to 12
Friday	January 29	9 to 12
Friday	January 29	2 to 5
NEW OR EXPERIENCED DEPUTIES (2-hour class)		
Monday	January 4	9 to 11
Saturday	January 9	9 to 11
Friday	January 15	9 to 11
Saturday	January 16	9 to 11
Friday	January 29	2 to 5
EXPERIENCED INSPECTOR TECHNICIANS (3-hour class)		
Monday	January 4	9 to 12
Monday	January 4	6 to 9
Tuesday	January 5	9 to 12
Tuesday	January 5	2 to 5

EXPERIENCED INSPECTOR TECHNICIANS CONTINUED (3-hour class)		
Thursday	January 7	9 to 12
Thursday	January 7	6 to 9
Friday	January 8	9 to 12
Friday	January 8	2 to 5
Saturday	January 9	9 to 12
Monday	January 11	9 to 12
Monday	January 11	2 to 5
Tuesday	January 12	9 to 12
Tuesday	January 12	2 to 5
Thursday	January 14	9 to 12
Thursday	January 14	6 to 9
Friday	January 15	9 to 12
Saturday	January 16	9 to 12
Tuesday	January 19	9 to 12
Thursday	January 21	9 to 12
Thursday	January 21	6 to 9
Friday	January 22	9 to 12
Friday	January 22	2 to 5
Saturday	January 23	9 to 12
Monday	January 25	9 to 12
Monday	January 25	6 to 9
Tuesday	January 26	9 to 12
Tuesday	January 26	2 to 5
Saturday	January 30	9 to 12

EXPERIENCED MANAGERS AND ASSISTANT MANAGERS (3-hour class)		
Monday	January 4	6 to 9
Tuesday	January 5	9 to 12
Tuesday	January 5	2 to 5
Thursday	January 7	9 to 12
Friday	January 8	9 to 12
Saturday	January 9	9 to 12
Monday	January 11	9 to 12
Monday	January 11	2 to 5
Tuesday	January 12	9 to 12
Tuesday	January 12	2 to 5
Thursday	January 14	9 to 12
Thursday	January 14	6 to 9
Friday	January 15	9 to 12
Saturday	January 16	9 to 12
Tuesday	January 19	9 to 12
Thursday	January 21	9 to 12
Thursday	January 21	6 to 9
Friday	January 22	9 to 12
Friday	January 22	2 to 5
Saturday	January 23	9 to 12
Monday	January 25	9 to 12
Monday	January 25	6 to 9
Tuesday	January 26	9 to 12
Tuesday	January 26	2 to 5
Saturday	January 30	9 to 12