

Early Voting

Early Voting will be available prior to the May 16, 2023 General Election. All Poll Workers should either vote by mail or vote early!

2023 Elections Calendar

General Election

May 16, 2023

Books close

April 17, 2023

STAFF EMAIL CONTACTS FOR POLL WORKER'S USE. ALL POLL WORKERS ARE EXPECTED TO HAVE A FUNCTIONING EMAIL.

ANGELIA WIGGINS – EDUCATION SPECIALIST	awiggins@duvalelections.gov
AUTUMN CATO – EARLY VOTING	autumnf@duvalelections.gov
GREG CLARK - OUTREACH DIRECTOR	gaclark@duvalelections.gov
ROBERT PHILLIPS – CHIEF ELECTIONS OFFICER	phillips@duvalelections.gov
ARZADA HAYNES – VOTER SERVICES DIRECTOR	ahaynes@duvalelections.gov
DAVID HESTER – ELECTION CENTER AND FACILITIES DIRECTOR	dhester@duvalelections.gov
SOMMER SALLETTE – PAYROLL	shinson@duvalelections.gov

LEAVE IT BETTER THAN YOU FOUND IT

Our Polling Precinct Facilities are key to the successful administration of our elections

REMEMBER:

- ALWAYS TREAT FACILITY STAFF MEMBERS AT OUR POLLING PRECINCTS WITH RESPECT AND GRATITUDE
- IF YOU ARE UNHAPPY WITH SOMETHING AT THE FACILITY PRECINCT CONTACT OUR STAFF FIRST AND LET US ADDRESS
- ALWAYS LEAVE THE POLLING PRECINCT BETTER THAN YOU FOUND IT



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

The Poll Worker

BALLOT BOX

Important *Information*

**Training Class Registration
Portal Is Open Now**

A Future Look at Training: As we look to training for future elections know we understand at times it feels frustrating to have to attend a training class for each election. State Law dictates each poll worker is required to attend a minimum number of hours of training for each election cycle. Looking forward we are starting to film some classes to potentially do some on-line training. This is a work in progress and we'll update you as this evolves.

Training Update

2023 May General Election:

All Precinct Managers, Assistant Managers and Experienced Inspector Techs must attend a 3 hour training session prior to the May 16 General Election.

All new Inspector Techs must attend a 3.5 hour classroom training session prior to the May 16 General Election.

All new or experienced Deputies must attend a 1.5 hour classroom training session prior to the May 16 General Election.

All experienced poll workers **being promoted to Manager or Assistant Manager** must take the 7 hour New Manager and Assistant Manager classroom training session.

Training for the May 16 General Election will begin on April 3, 2023, and run through April 25, 2023.

Note: If you have not successfully completed training by April 25, 2023, you will not be assigned to work in the May 16 General Election.

How to Register for Managers and Asst. Mgrs, Deputies and Inspector Techs

To register, go to **www.duval elections.gov**, scroll down, click on **POLL WORKERS** on the left hand side, and click on **REGISTER FOR A CLASS** from the menu that appears. On the next screen, click again

on **REGISTER FOR A CLASS**. On the next screen click on **ELECTION WORKER PORTAL**. 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 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 the seats remaining drop by one which means you have been assigned a seat. Should you wish to withdraw, simply click on WITHDRAW and you will be removed from that class. Once enrolled, then show up thirty minutes early to check in for your class's 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 AND ASSISTANT MANAGERS CLASSROOM COURSE**. EXPERIENCED INSPECTOR TECHS should enroll in an **EXP INSPECTOR TECHS CLASSROOM COURSE**. NEW INSPECTOR TECHS should enroll in a **NEW INSPECTOR TECHS CLASSROOM COURSE**. DEPUTIES, whether experienced or new, enroll in a **DEPUTY CLASSROOM COURSE**.

Please arrive 30 minutes early for your class to allow time for the check-in process.

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.duval elections.gov or call (904) 255-VOTE (8683)

Important Training *Information*

Training Class Registration Portal Is Open Now

Training Schedule for the May 16, 2023 General Election

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

Experienced Managers and Assistant Managers (3 Hour Training)

Monday	April 3	9:00 AM
Friday	April 7	9:00 AM
Tuesday	April 11	9:00 AM
Thursday	April 13	1:00 PM
Monday	April 17	1:00 PM
Saturday	April 22	9:00 AM
Monday	April 24	9:00 AM
Tuesday	April 25	5:30 PM

New Managers (7 Hour Training)

Wednesday	April 5	9:00 AM
Wednesday	April 19	9:00 AM

Mock Precinct Practice Time
(Now by appointment only. Sign up on the registration portal).

All dates have these times available,
11:00 AM, 12:00 PM, 1:00 PM, 2:00 PM, 3:00 PM.

Monday	May 1
Tuesday	May 2
Wednesday	May 3
Thursday	May 4
Friday	May 5

Experienced Inspector Techs (3 Hour Training)

Monday	April 3	1:00 PM
Tuesday	April 4	1:00 PM
Tuesday	April 4	5:30 PM
Wednesday	April 5	1:00 PM
Thursday	April 6	9:00 AM
Thursday	April 6	1:00 PM
Friday	April 7	9:00 AM
Friday	April 7	1:00 PM
Saturday	April 8	9:00 AM
Monday	April 10	9:00 AM
Monday	April 10	1:00 PM
Tuesday	April 11	9:00 AM
Tuesday	April 11	1:00 PM
Wednesday	April 12	9:00 AM
Wednesday	April 12	1:00 PM
Thursday	April 13	1:00 PM
Thursday	April 13	5:30 PM
Friday	April 14	9:00 AM
Friday	April 14	1:00 PM
Saturday	April 15	9:00 AM
Monday	April 17	9:00 AM
Monday	April 17	1:00 PM
Tuesday	April 18	1:00 PM
Tuesday	April 18	5:30 PM
Wednesday	April 19	9:00 AM
Wednesday	April 19	1:00 PM
Thursday	April 20	1:00 PM
Thursday	April 20	5:30 PM
Friday	April 21	9:00 AM
Friday	April 21	1:00 PM
Saturday	April 22	9:00 AM
Monday	April 24	9:00 AM
Monday	April 24	1:00 PM
Tuesday	April 25	1:00 PM
Tuesday	April 25	5:30 PM

New Inspector Techs (3.5 Hour Training)

Tuesday	April 4	5:30 PM
Thursday	April 6	9:00 AM
Saturday	April 15	9:00 AM
Friday	April 21	1:00 PM

Deputy (1.5 Hours Training)

Wednesday	April 5	10:00 AM
Saturday	April 8	10:00 AM
Wednesday	April 12	10:00 AM
Friday	April 14	10:00 AM
Tuesday	April 18	10:00 AM
Thursday	April 20	10:00 AM

Early Voting (2 Hour Training)

This class is only for those who are qualified and would be new working Early Voting for the first time. Do not register for this class if you worked Early Voting in the March 21, 2023 Election Early Voting Cycle .

Monday	April 3	10:00 AM
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Important Training *Information*

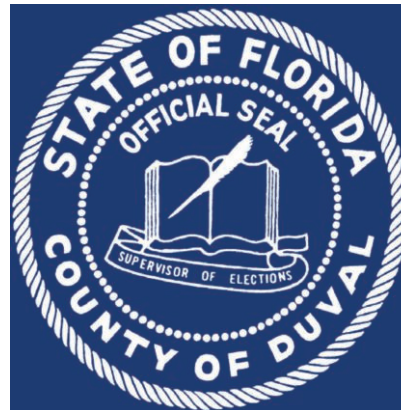
Supervised Voting is for those who live in nursing or retirement facilities. The ballots are brought to the participating residents and assistance is given when requested.

Are you interested in being a part of the Supervised Voting program?

You must...

- Be an experienced Duval County poll worker having worked at least one full Election Day.
- Have great customer service skills.
- Have your own form of transportation. (City transportation not acceptable)
- Able to work on your feet for two to four hours.
- Have current email address that you check regularly.

Supervised Voting will take place for the May 16, 2023 General Election. To work Supervised Voting this time you must have worked previously. There will be no Supervised Voting classes for this election.



Early Voting is for all Duval County registered voters.

We staff these two week periods with teams of our poll workers on rotating shifts.

You must...

- Have worked at least two consecutive full Election Days.
- Have great customer service skills.
- Have your own form of transportation. (City transportation not acceptable)
- Able to work 3-4 consecutive days.
- Have current email address that you check regularly.

If you worked Early Voting for the March 21, 2023 First Election or the prior election you do not have to take Early Voting Training for the May 16, 2023 General Election. You will still have to take your Election Day Training.



POLL WORKER RECRUITMENT IS AN ONGOING PROCESS.

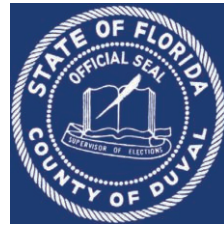
As a valued Duval County Poll Worker you are our greatest outreach when it comes to poll worker recruitment.

Whether you are a Precinct Manager, Assistant Manager, Inspector Tech or Deputy, we thank you in advance for always looking to help us recruit future poll workers. Our Director of Community Outreach & Events, Greg Clark, with the collaboration of other staff takes the lead for us in coordinating our poll worker recruitment efforts. Greg has a tri-fold brochure to help us in this ongoing effort. If you would like to get a few of these brochures to distribute in your travels around town, reach out to Greg at gaclark@duvalelections.gov or give him a call on his cell at 904-742-1277. He will be happy to provide you these brochures and thank you in person for your poll worker recruitment help.

STAFF RETIREMENT

We would like to let everyone in our Elections family know that John Libby who has served as our office's Election Services Director has decided to retire. John has worked with our office working closely with our poll workers and serving Duval County Voters for the past 8 years. Previously John had a long career working with campaign consulting, polling and other areas such as redistricting. He brought a wealth of knowledge and expertise to our office along with great caring for our poll workers that we will greatly miss. Please join us as we wish John a wonderful retirement.





SERVE & EARN

as a Duval County POLL WORKER

Your Duval County Supervisor of Elections Office is looking for qualified registered voters to serve & earn by working as poll workers for our upcoming May 16, 2023 General Election.

You must:

- * Be a citizen of the United States and registered to vote in Duval County.
- * Have your own transportation.
- * Be comfortable working with a computer and maintain a personal email address.
- * Be able to speak, read and write the English language.
- * Be able to start work at 6:00 am and work 14 or more hours on Election Day.
- * Be willing to work at any precinct in Duval County.

For more information, visit our website at www.duval elections.gov.

Election Day Pay Begins at \$215

Sign up today by visiting www.duval elections.gov and click on the Poll Workers tab and fill out the Poll Worker application form. For any questions please email Greg Clark at gaclark@duval elections.gov

Early Voting

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We staff Early Voting with teams of our poll workers on rotating shifts.

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DUVAL COUNTY EARLY VOTING SITES

2023 May 16 General Election

Early Voting runs May 1 - May 14, 2023

SUPERVISOR OF ELECTIONS MAIN OFFICE EARLY VOTING HOURS M-F 8:00 A.M. – 5:00 P.M. Sat-Sun 10:00 A.M. – 6:00 P.M. 105 East Monroe Street Jacksonville, FL 32202	
All Early Voting Sites below will be open 10:00 A.M. – 6:00 P.M.	
ARGYLE BRANCH LIBRARY 7973 Old Middleburg Road S. Jacksonville, FL 32222	OCEANWAY COMMUNITY CENTER 12215 Sago Avenue West Jacksonville, FL 32218
BEACHES BRANCH LIBRARY 600 3 rd Street Neptune Beach, FL 32266	PABLO CREEK REGIONAL LIBRARY 13295 Beach Boulevard Jacksonville, FL 32246
BRADHAM & BROOKS BRANCH LIBRARY 1755 Edgewood Avenue West Jacksonville, FL 32208	REGENCY SQUARE BRANCH LIBRARY 9900 Regency Square Boulevard Jacksonville, FL 32225
FSCJ – DEERWOOD CENTER 9911 Old Baymeadows Rd. Jacksonville, FL 32256	SAN MARCO BRANCH LIBRARY 1513 LaSalle Street Jacksonville, FL 32207
JOSEPH LEE COMMUNITY CENTER 5120 Perry St. Jacksonville, FL 32208	SOUTH MANDARIN BRANCH LIBRARY 12125 San Jose Boulevard Jacksonville, FL 32223
HIGHLANDS REGIONAL LIBRARY 1826 Dunn Avenue Jacksonville, FL 32218	SOUTHEAST REGIONAL LIBRARY 10599 Deerwood Park Boulevard Jacksonville, FL 32256
LEGENDS COMMUNITY CENTER 5130 Soutel Drive Jacksonville, FL 32208	UNIVERSITY PARK BRANCH LIBRARY 3435 University Boulevard North Jacksonville, FL 32277
MANDARIN BRANCH LIBRARY 3330 Kori Road Jacksonville, FL 32257	WEBB WESCONNETT REGIONAL LIBRARY 6887 103 rd Street Jacksonville, FL 32210
MURRAY HILL UNITED METHODIST CHURCH 4101 College St Jacksonville, FL 32205	WEST BRANCH LIBRARY 1425 Chaffee Road South Jacksonville, FL 32221

Supervised Voting

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The Poll Worker **Spring 2023**

BALLOT BOX

Mike Hogan, Duval County Supervisor of Elections

105 East Monroe Street
Jacksonville, FL 32202
(904) 255-VOTE (8683)
www.duval elections.gov

2023 Elections Calendar

General Election

May 16, 2023
Books close
April 17, 2023

Early Voting

May 1,- May 14, 2023

Special Note

Please be sure to
bring your Binder/Poll
Worker Manual
when you come to
attend your training
class.



“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

By the time this letter reaches you, we will have conducted and completed five countywide elections in 16 months. By the time May rolls around, we will have conducted six countywide elections in less than 18 months. No other Florida county has accomplished such a task. In addition, during those last 16 months my staff had to complete county redistricting twice - a daunting task. Again, no other Florida county has ever had to carry out redistricting twice in succession.

The May 16, 2023, election will be my last election as the Duval County Supervisor of Elections. I am proud, privileged, and honored to have served with each one of you; serving alongside you has been a blessing. I will miss you all.

I thank each of you: from our magnificent poll workers, to our call center and warehouse seasonal workers, to my full and part-time staff for the dedication and courage you exhibited during my tenure, especially during the 2020 cycle of elections that we successfully conducted while faced with the great challenge of the COVID pandemic.

“Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others.”

(Philippians 2:3-4 NIV)

I wish you all a great life.

Yours very truly,

Mike Hogan

Supervisor of Elections