

2014 Training Guide

ATTENTION Election Inspectors

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(585) 753-1550

www.monroecounty.gov/elections

Coordinator:

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TO MAKE A RESERVATION

CALL (585) 753-1550

Please be prepared to give your name, address, phone number and whether you have served as an Election Inspector before.

YOU WILL **NOT** BE CONTACTED BY THE BOARD OF ELECTIONS TO CONFIRM YOUR RESERVATION, SO PLEASE **MARK YOUR CALENDARS.**

PLEASE NOTE: All classes are on a first come, first serve basis.

Classes may fill quickly.

Please be prepared to have several choices for class dates and times.

The Board of Elections reserves the right to cancel or combine classes due to attendance.

The Board of Elections reserves the right to deny admission into classes if applicant does not meet the election and/or course requirements.

TRAINING COURSE INFORMATION

- ✓ Requirements for being an Election Inspector: Must be a registered voter, a resident of Monroe County, and must be able to read, write and speak the English language.
- ✓ Please bring a **pencil or pen** to all classes.
- ✓ You will be informed by mail if you pass or fail the exam. Those that fail will be given the opportunity to take a special review class and a make-up exam.

The Board of Elections CANNOT guarantee you will be working on an Election Day. Election Inspector Coordinators schedule Inspectors in each Town or Legislative District in the City. Inspectors, who are assigned that successfully complete training class and pass the exam, will be paid \$25.00 for attending the class, AFTER the General Election. In order to be paid for training, you MUST work an Election Day. There is no pay for Optional Courses offered by the Board of Elections.

FROM THE MONROE COUNTY BOARD OF ELECTIONS

This training guide lists the classes offered in 2014, and the dates, times and locations where these classes will be held. In accordance with NY State Election Law, **ALL Inspectors MUST** attend training each year, and pass an exam.

RESERVATIONS ARE REQUIRED FOR ALL CLASSES

There is a maximum allowance of 40 Inspectors for each class.

Voicemails in regards to training reservations will NOT be honored.

Primary Election Day

Tuesday, September 9, 2014

Polls Open Noon-9:00 PM. Election Inspectors report at 11:00 AM

General Election Day

Tuesday, November 4, 2014

Polls Open 6:00AM-9:00 PM. Election Inspectors report at 5:00 AM

TRAINING LOCATIONS

ADDRESS

Chili Town Hall	3333 Chili Avenue, Rochester NY 14624
City Place	50 West Main Street Room B-11, Rochester, NY 14614
Edgerton Recreation Center	41 Backus Street, Rochester, NY 14613
Gates Town Hall	1605 Buffalo Road, Rochester, NY 14624
Greece Town Hall	1 Vince Tofany Boulevard, Rochester, NY 14612
Laurelton Fire Department	405 Empire Boulevard, Rochester, NY 14609
North Street Recreation Center	700 North Street, Rochester, NY 14605
Penfield Volunteer Ambulance	1585 Jackson Road, Penfield, NY 14526
Perinton Community Center	1350 Turk Hill Road, Fairport, NY 14450
Ogden Town Hall	269 Ogden Center Road, Spencerport, NY 14559
Training Service Center	2595 Brighton Henrietta TL Road, Rochester, NY 14623
Webster Recreation Center	1350 Chiyoda Drive, Webster, NY 14580
Webster Village Meeting Hall	29 South Avenue, Webster NY 14580

July		Tuesday		Wednesday		Thursday		Friday		Saturday	
Monday	28	Training Service Center 501: 5:30-9:30		29	30	Training Service Center 501: 5:30-9:30		31			
August											
								1	Training Service Center 501: 9:30-1:30		
4	Training Service Center 201: 9:30-12:30 201: 1:30-4:30 201: 5:30-8:30		5	6	Training Service Center 201: 9:30-12:30 201: 1:30-4:30 201: 5:30-8:30		7	8	9		
11	Edgerton Rec Ctr <u>OR</u> Training Service Center 201: 9:30-12:30 201: 1:30-4:30 401: 5:30-8:30		12	13			14	15	Training Service Center 401: 9:30-12:30 401: 1:30-4:30		
18			19	20	Greece Town Hall 201: 9:30-12:30 201: 1:30-4:30 101: 5:30-8:30		21	22	Training Service Center 101 <u>OR</u> 201: 9:30-12:30 101 <u>OR</u> 201: 1:30-4:30		
25	Laurelton Fire Dept <u>OR</u> Training Service Center 201: 9:30-12:30 201: 1:30-4:30 401: 5:30-8:30		26	27	City Place 201: 9:30-12:30 201: 1:30-4:30 Training Service Center 201: 9:30-12:30 201: 1:30-4:30 101: 5:30-8:30		28	29	30		

REQUIRED COURSE DESCRIPTIONS

101 NEW Inspectors Training

201 VETERAN Inspectors Training

401 SITE CHAIR Training

501 COORDINATOR Training

The required courses are mandatory, and an exam is given at the end of each class.
NEW Inspectors will receive hands-on training on the Image Cast Voting Machines.

OPTIONAL COURSE DESCRIPTIONS

301 OPEN and CLOSING Review

This one hour course offers a hands-on experience opening and closing the Image Cast Voting Machines, Polling Site Set-Up, and Re-Packing.

601 HANDS-ON Experience: Image Cast Voting Machines

This one hour course offers an independent review of the operations of the Image Cast Voting Machines.

304 SPECIAL Review/Make-Up

This one hour course offers an Election Inspector a review of training material and a make-up exam. This course is by invitation ONLY.

NOTE: You MUST attend an optional course if requested by the Commissioners.

All of our Election Inspector information is posted online at www.monroecounty.gov/elections

Please pay special attention to any mail we may be sending you and open immediately.

September

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Labor Day	2	3	4	5	6 Training Service Center 304: 9:30-10:30 301: 11:30-12:30 601: 1:30-2:30
8	9 Primary Election	10	11	12	13
15	16	17	18 Chili Town Hall 201: 9:30-12:30 201: 1:30-4:30 401: 5:30-8:30	19	20 Training Service Center 201: 9:30-12:30 201: 1:30-4:30
22	23 Webster Vil Mtg Hall 201: 9:30-12:30 201: 1:30-4:30 401: 5:30-8:30	24	25 Ogden Town Hall 201: 9:30-12:30 201: 1:30-4:30 401: 5:30-8:30	26	27 Training Service Center 101 <u>OR</u> 201: 9:30-12:30 101 <u>OR</u> 201: 1:30-4:30
29	30 Greece Town Hall 201: 9:30-12:30 201: 1:30-4:30 401: 5:30-8:30				

October

		1	2 Gates Town Hall 201: 9:30-12:30 201: 1:30-4:30 401: 5:30-8:30 City Place 201: 9:30-12:30 201: 1:30-4:30	3	4 Training Service Center 201: 9:30-12:30 201: 1:30-4:30
6	7 Perinton Com Ctr 201: 9:30-12:30 201: 1:30-4:30 401: 5:30-8:30	8	9 Edgerton Rec Ctr 201: 9:30-12:30 201: 1:30-4:30 101: 5:30-8:30	10	11 Training Service Center 101 <u>OR</u> 201: 9:30-12:30 101 <u>OR</u> 401: 1:30-4:30 201 @ 9:30 ASL Interpreter
13 Columbus Day	14 Webster Rec Ctr 201: 9:30-12:30 201: 1:30-4:30 101: 5:30-8:30	15	16	17	18 Training Service Center 401: 9:30-12:30 401: 1:30-4:30
20	21 Penfield Vol Ambulance <u>OR</u> North St Rec Ctr 201: 9:30-12:30 201: 1:30-4:30 401: 5:30-8:30	22	23 Greece Town Hall <u>OR</u> Training Service Center 201: 9:30-12:30 201: 1:30-4:30 101: 5:30-8:30 101 @ 5:30 TSCASL Interpreter	24	25 Training Service Center 304: 9:30-10:30 101 <u>OR</u> 401: 9:30-12:30 101 <u>OR</u> 201: 1:30-4:30
27	28 Laurelton Fire Dept <u>OR</u> Training Service Center 201: 9:30-12:30 201: 1:30-4:30 401: 5:30-8:30	29	30 Training Service Center 201: 9:30-12:30 201: 1:30-4:30 201: 5:30-8:30	31	

November

					1 Training Service Center 304: 9:30-10:30 301: 11:30-12:30 601: 1:30-2:30
3	4 General Election	5	6	7	8