

Monroe County Board of Elections
39 West Main Street
Rochester, NY 14614

2016 Training Guide

ATTENTION: Election Inspectors

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(585) 753-1550

www.monroecounty.gov/elections

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: You can only attend a class if you have a reservation. Classes fill on a first call basis. Please be prepared with alternative choices for dates and times as classes fill quickly. If you are unable to attend your scheduled class please call to change your reservation so we may offer the opportunity to others. Be considerate, class space is limited. Arrive to your scheduled class on time and prepared.

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.

Primary Election Day

Tuesday, September 13, 2016

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

General Election Day

Tuesday, November 8, 2016

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

<u>TRAINING LOCATIONS</u>	<u>ADDRESS</u>
Barnard Fire Department	3084 Dewey Avenue, Rochester, NY 14616
Chili Town Hall	3333 Chili Avenue, Rochester NY 14624
City Library-Gleason Auditorium	115 South Avenue, Rochester, NY 14604
City Place B-11	50 West Main Street Room B-11, Rochester, NY 14614
Edgerton Recreation Center	41 Backus Street, Rochester, NY 14608
Gates Town Hall (Recreation Dept.)	1605 Buffalo Road, Rochester, NY 14624
Laurelton Fire Department	405 Empire Boulevard, Rochester, NY 14609
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 Village Meeting Hall	29 South Avenue, Webster NY 14580

August						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	City Library - Gleason Auditorium 201: 9:30 AM 201: 1:30 PM	10	Training Service Center 101: 9:30 AM 101: 1:30 PM 101: 5:30 PM	12	Training Service Center 101: 9:30 AM 101: 1:30 PM
14	15	Ogden Town Hall 201: 9:30 AM 201: 1:30 PM 401: 5:30 PM	17	Laurelton Fire Dept 201: 9:30 AM 201: 1:30 PM 101: 5:30 PM	19 <i>Registration Deadline for Primary Election</i>	Training Service Center 401: 9:30 AM 401: 1:30 PM
21	22	23	24	25	26	27
28	29	Barnard Fire Dept. 201: 9:30 AM 201: 1:30 PM 401: 5:30 PM	30	31		

September

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1 City Library - Gleason Auditorium 201: 9:30 AM 201: 1:30 PM	2	3
4	5 Labor Day	6 Gates Town Hall 201: 9:30 AM 201: 1:30 PM 101: 5:30 PM	7	8 Edgerton Recreation Ctr 101: 9:30 AM 201: 1:30 PM 401: 5:30 PM	9	10 Training Service Center 301/304: 9:30 AM 301: 11:30 AM 301: 1:30 PM
11	12	13 State/Local Primary Election	14	15	16	17
18	19	20	21	22	23	24 Training Service Center 101/401: 9:30 AM 101/401: 1:30 PM
25	26	27 Penfield Volunteer Amb 201: 9:30 AM 201: 1:30 PM 101: 5:30 PM	28	29 Training Service Center <u>OR</u> Barnard Fire Dept. 201: 9:30 AM 201: 1:30 PM 101: 5:30 PM	30	

October

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1 Training Service Center 401: 9:30 AM 401: 1:30 PM
2	3	4 Perinton Community Ctr 201: 9:30 AM 201: 1:30 PM 401: 5:30 PM	5	6 Chili Town Hall 201: 9:30 AM 201: 1:30 PM 201: 5:30 PM	7	8 Training Service Center 101: 9:30 AM 101: 1:30 PM
9	10	11 City Place B-11 401: 9:30 AM 201: 1:30 PM	12	13 Laurelton Fire Dept 201: 9:30 AM 201: 1:30 PM 401: 5:30 PM	14 <i>Registration Deadline for General Election</i>	15 Training Service Center 101/201: 9:30 AM 101/201: 1:30 PM
16	17	18	19	20	21	22 Training Service Center 101: 9:30 AM 101: 1:30 PM
23	24	25 Webster Village MH 201: 9:30 AM 201: 1:30 PM 201: 5:30 PM Training Service Center 304: 11:00 AM 304: 6:00 PM	26	27 Training Service Center <u>OR</u> Barnard Fire Dept. 201: 9:30 AM 201: 1:30 PM 401: 5:30 PM	28	29 Training Service Center 401/201: 9:30 AM 401/201: 1:30 PM
30	31					

November

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1 Edgerton Rec Ctr 201: 9:30 AM 201: 1:30 PM 401: 5:30 PM Training Service Center 301: 9:30 AM 304: 11:30 AM	2	3 Training Service Center <u>OR</u> Laurelton Fire Dept 201: 9:30 AM 201: 1:30 PM 401: 5:30 PM	4	5 Training Service Center 301/304: 9:30 AM 301: 11:30 AM 301: 1:30 PM
6	7	8 General Election	9	10	11	12

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. There will be a special review class and a make-up exam for anyone who may need it.

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.

If you do not get placed by your areas Coordinator, and are flexible and willing to work where needed, please call the Election Inspector Training Team and ask about open placements.

Inspectors, who successfully complete training class, pass the exam and work an Election Day will be paid \$25.00 for attending the class AFTER the General Election. 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 dates, times and locations of the classes being offered in 2016. In accordance with NY State Election Law, **ALL** Inspectors **MUST** attend training each year, and pass an exam.

Required courses (i.e. 101, 201 and 401) are 3 hours minimum.

You **must** attend the full training class and take the exam given at the end of the class.

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.

REQUIRED COURSE DESCRIPTIONS

101 NEW Inspector Training

201 VETERAN Inspector Training

401 SITE CHAIR Training

Required courses are 3 hours minimum.

Classes may exceed the allotted time when necessary.

You **must** attend the full training class and take the exam given at the end of the class.

OPTIONAL COURSE DESCRIPTIONS

301 HANDS-ON Experience: Image Cast Voting Machines

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

Trainers will be available for assistance and answering questions.

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