

2015 Training Guide

ATTENTION Election Inspectors

Thomas F. Ferrarese
Commissioner

David Van Varick
Commissioner

Colleen Anderson
Deputy Commissioner

Douglas E. French
Deputy Commissioner

Abigail Freeman
Trainer
AbigailFreeman@monroecounty.gov

John Fernandes
Trainer
JFernandes@monroecounty.gov

Jonathan Miller
Trainer
JonathanMiller@monroecounty.gov

Paul Wagner
Trainer
PWagner@monroecounty.gov

(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: 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. 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 with 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 classes offered in 2015, 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

THURSDAY, September 10, 2015

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

General Election Day

Tuesday, November 3, 2015

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
Sweden Town Hall	18 State Street, Brockport, NY 14559
Training Service Center	2595 Brighton Henrietta TL Road, Rochester, NY 14623
Webster Village Meeting Hall	29 South Avenue, Webster NY 14580

July Mon	Tues	Wed	Thurs	Fri	Sat
27	28 Training Service Center 501: 5:30 - 9:30	29	30 Training Service Center 501: 5:30 - 9:30	31	1 Training Service Center 501: 9:30 - 1:30
August					
3	4 City Place B-11 201: 9:30 - 12:30 201: 1:30 - 4:30	5	6 Training Service Center 201: 9:30 - 12:30 201: 1:30 - 4:30 201: 5:30 - 8:30	7	8
10	11 Sweden Town Hall 201: 9:30 - 12:30 201: 1:30 - 4:30 401: 5:30 - 8:30	12	13 Greece Town Hall 201: 9:30 - 12:30 201: 1:30 - 4:30 401: 5:30 - 8:30	14	15 Training Service Center 401: 9:30 - 12:30 401: 1:30 - 4:30
17	18	19	20 Edgerton Rec. Ctr. 201: 9:30 - 12:30 201: 1:30 - 4:30 401: 5:30 - 8:30	21	22 Training Service Center 201: 9:30 - 12:30 101: 1:30 - 4:30
24	25 Laurelton Fire Dept. 201: 9:30 - 12:30 201: 1:30 - 4:30 401: 5:30 - 8:30	26	27	28	29 Training Service Center 304: 9:30 - 10:30 601: 11:30 - 1:30

REQUIRED COURSE DESCRIPTIONS

101 NEW Inspectors Training

201 VETERAN Inspectors Training

401 SITE CHAIR Training

501 COORDINATOR Training

One of the required courses is 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

601 HANDS-ON Experience: Image Cast Voting Machines

This two hour 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

Please pay special attention to our phone calls, and any mail you may receive.

September

Mon	Tues	Wed	Thurs	Fri	Sat
31	1 Perinton Com. Ctr. 201: 9:30 - 12:30 201: 1:30 - 4:30 401: 5:30 - 8:30	2	3 City Place B-11 201: 9:30 - 12:30 201: 1:30 - 4:30	4	5
7 Labor Day	8	9	10  PRIMARY ELECTION	11	12
14	15	16	17	18	19 Training Service Center 101: 9:30 - 12:30 201: 1:30 - 4:30
21	22 Training Service Center <u>OR</u> North St Rec Ctr 201: 9:30 - 12:30 201: 1:30 - 4:30 401: 5:30 - 8:30	23	24 Gates Town Hall 201: 9:30 - 12:30 201: 1:30 - 4:30 401: 5:30 - 8:30	25	26 Training Service Center 101: 9:30 - 12:30 201: 1:30 - 4:30
28	29 Greece Town Hall 201: 9:30 - 12:30 201: 1:30 - 4:30 401: 5:30 - 8:30	30			

October

			1 Chili Town Hall 201: 9:30 - 12:30 201: 1:30 - 4:30 401: 5:30 - 8:30	2	3 Training Service Center 201: 9:30 - 12:30 201: 1:30 - 4:30
5	6 Training Service Center <u>OR</u> Penfield Vol. Amb. 201: 9:30 - 12:30 201: 1:30 - 4:30 401: 5:30 - 8:30	7	8 Training Service Center <u>OR</u> City Place B-11 401: 9:30 - 12:30 201: 1:30 - 4:30 101: 5:30 - 8:30 TSC only	9	10 Training Service Center 101/201: 9:30 - 12:30 101/401: 1:30 - 4:30
12 Columbus Day	13	14	15	16	17 Training Service Center 401: 9:30 - 12:30 401: 1:30 - 4:30
19	20 Webster Village Mtg. Hall 201: 9:30 - 12:30 201: 1:30 - 4:30 401: 5:30 - 8:30	21	22 Training Service Center <u>OR</u> Edgerton Rec. Ctr. 201: 9:30 - 12:30 201: 1:30 - 4:30 101: 5:30 - 8:30	23	24 Training Service Center 304: 9:30 - 10:30 101/401: 9:30 - 12:30 101/201: 1:30 - 4:30
26	27 Training Service Center <u>OR</u> Laurelton Fire Dept. 201: 9:30 - 12:30 201: 1:30 - 4:30 401: 5:30 - 8:30	28	29 Greece Town Hall 201: 9:30 - 12:30 201: 1:30 - 4:30 201: 5:30 - 8:30	30	31 Training Service Center 304: 9:30 - 10:30 601: 11:30 - 1:30

November

2	3  GENERAL ELECTION	4	5	6	7
---	---	---	---	---	---