

**Civic  
PRIDE**



*“The right to vote is our most precious freedom ...”*

**A PERSONNEL POLICY HANDBOOK  
AND GUIDE FOR  
ELECTION OFFICERS  
JEFFERSON COUNTY CLERK’S OFFICE**

**EFFECTIVE JANUARY 1, 2010**

## **MISSION STATEMENT**

***“As public servants to the residents of Jefferson County, we are committed to providing service that reflects: Value, Integrity, and Performance.”***

## **ELECTION CENTER GOALS**

- **Protect the fundamental right to vote for all Jefferson County citizens.**
- **Conduct all federal, state, and local elections according to Federal and State election laws.**
- **Maintain voter registration records for Jefferson County.**
- **Make sure all election related mandates of the Kentucky Constitution and the Kentucky Revised Statutes are met.**

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# Board of Elections



County Clerk  
Bobbie Holsclaw  
Chairperson



Sheriff  
Col. John Aubrey  
Member



Republican  
Sherri Craig  
Member



Democrat  
Carl Bensinger  
Member

## Election Center



Election Center  
Co-Director  
Susan Clark



Administrator  
Election Officer Recruitment  
Jeanna Benoy  
Republican



Administrator  
Election Officer Recruitment  
Mary Dawson  
Democrat

## **OUR VALUES**

The Jefferson County Clerk's Office is charged with recruiting, training, and placing over 2,000 citizens as Election Officers for every Primary and General election in Jefferson County. These Election Officers are responsible for the set-up and operations of every polling location, in every precinct of the county. The qualified and dedicated Election Officer is essential to every registered voter's ability to exercise their right to vote.

### **What motivates you?**

Citizens become involved for a variety of reasons, depending upon both the individual and the cause they are considering.

The top six motivations most often cited include:

- Helping others.
- Interest in the work or activity.
- Wanted to learn and gain experience.
- Had a lot of free time.
- Devoted to the cause.
- Know someone who was involved.

"Many people want to make a difference, so they ... (become involved) in organizations that solve a problem or contribute to the greater good ..." (Little, H. Volunteers-How to get them, how to keep them)

### **What is your impact on the community?**

In 1996, the Independent Sector reported that 49% of the adult population donated 20.3 billion hours (4.2 hours pp/wk) for a value of \$201.5 BILLION dollars!

## **What You Can Expect**

**Our goal is to provide you with a positive experience on Election Day that will:**

- Meet the needs of the voters;**
- Improve delivery of services at the precinct level;**
- Be compensated at a rate announced in advance;**
- Answer your questions in a clear and timely manner;**
- Provide you the support you need to serve your customers with confidence; and**
- Preserve the integrity of the election process.**

## What We Expect

**Quality Team Players** - The JCCO recruits citizens with excellent communications skills, organizational skills, and the ability to complete the tasks assigned in a cooperative and supportive manner. You must be willing to work outside your precinct.

**Customer Service** - The voter is our customer. Every customer is to be treated with courtesy and respect.

**Punctuality & Accountability** - It's a fact that Election Day is a strictly "time limited" event. Therefore, Election Officers must be on site, on time, every time. Election Officers must not leave their assigned precinct location during election hours.

**Eligibility** - A citizen of Jefferson County may apply to be an Election Officer if s/he is a registered voter, bondable, and has not changed political parties in the prior 12 months.

- Your voter registration card should be up to date.
- A prospective Election Officer must fill out the Election Officer application form prior to receiving training, and sign the **Acknowledgement of Personnel Policies**.

**Stamina** - Standing, Walking, Kneeling, Bending, Lifting, Pushing, Pulling, and Twisting. Must be able to lift up to 40 lbs.

**Proper Identification** - An Election Officer must have the Official Credentials fully visible, and available to present to the Supervisor upon request, throughout Election Day. Credentials are not to be displayed at any other time or used for any other identification purpose.

**Professionalism** - Election Officers represent the front line of the democratic electoral process. Professional conduct is essential while performing election duties. Refusal to perform all assigned duties, in a manner that is consistent with this personnel policy, may result in disciplinary action up to and including dismissal, regardless of years of service.

## **Your Responsibilities**

**Know your essential job functions** -These are explained during training and provided in your training materials. You must attend, and successfully complete, training to be assigned to a precinct on Election Day.

New volunteers, though trained, are considered “alternates”. Alternates are assigned when precinct vacancies occur. Unassigned alternates are on “stand-by” status on Election Day.

**Know your precinct location** - If assigned to work a precinct polling location before Election Day, your Official Credentials will be mailed to your mailing address 10 days before an election. The credentials provide the address of your work assignment.

***You may be assigned to work outside your voting precinct*** - Be sure to know the travel time required to arrive to your assignment on time. If you fail to arrive at your location on time, an alternate will be assigned to your position and your status as an Election Officer will be reviewed.

**Know your role at your polling locations** - Your credentials will assign a performance position, i.e. Sheriff, Clerk, or Judge (2). The positions are described in the training manual you will receive at training. Veteran Election Officers are expected to assist new Election Officers who are working on their first assignment.

## Training

Training is provided to all Election Officers before each primary and each general election. Election Officers must attend the training before each election. These trainings are scheduled at locations throughout Jefferson County.

You will receive a notice to alert you that you are pre-registered to attend training, along with the specific date, time, and location of your training. You must reply to the notice advising your administrator of your intent to attend. You are encouraged to attend your **assigned training**.

**Registration begins 45 minutes before the training session. You must register to receive your training materials.**

If you are unable to attend your assigned training, every effort will be made to register you for the next training near your polling location. If you do not attend your rescheduled training session, we cannot guarantee your reassignment to another training. Remember, you must attend training to be eligible for a work assignment on Election Day.

*NOTE: If you do not attend your scheduled training, an alternate will be assigned to your location on Election Day, regardless of how long you have held your position at a precinct. Alternates: completing training does not guarantee placement on Election Day.*

## **MEDIA COMMUNICATIONS**

Some elections generate a lot of media interest, and you may be contacted by the media. All media related questions, including requests for documents/film/photography, are to be directed to the Public Relations Division. The Director of Public Relations is our sole spokesperson on Election Day. This communication policy applies to the Jefferson County Clerk's Election Center staff and Election Officers working at the polling locations on Election Day.

All Election Day polling location filming and photography is coordinated in advance. Election Officers are notified of scheduled media at their precinct location prior to Election Day by your administrator. The guiding legislation follows:

KRS 117.235(1) No person, other than the Elections Officers, challengers, and a minor child in the company of a voter, shall be permitted within the voting room while the vote is being polled, except by authority of the election officers to keep order and enforce the law. At the voter's discretion, a minor child in the company of a voter may accompany the voter into a voting booth or other private area provided for casting a vote.

If media arrives at a polling location without advance notification please call Nore Ghibaudy at 502.648.0525 for clearance.

### With Advance Notification

Upon arriving at the polling location, media will notify the Election Officers of their presence. The reporter should make an announcement asking if anyone objects to being photographed or video taped.

All video taping must take place from the doorway or right inside the door of polling locations. The videographer/photographer cannot walk around the polling location area or obstruct the entrance. No faces can be shown without the persons' permission.

## PAY PROCESS

Election Officers receive a stipend for attending training. The stipend is paid approximately two weeks after Election Day, even if you are not assigned to a polling location on Election Day.

- You must turn in your signed payroll card the night you attend training in order receive payment.
- Election Officers receive a stipend for performing their duties on Election Day. The stipend is paid approximately two weeks after Election Day and will include your training stipend.
- You must sign the payroll sheet provided by the Supervisor at your precinct on Election Day in order to receive payment for serving as an Election Officer on Election Day.
- You must provide a correct and current mailing address to receive your check. If you have questions, contact your Election Officer Administrators in order to receive your check in a timely manner.

### **Returning supplies to the receiving station Election night:**

- Once all election supplies have been accounted for at the polling location, the nine (9) items specified on the checklist must be returned to the receiving station.
- At the receiving station, the Election Officer returning the supplies will sign the green payroll card noting what precincts s/he is returning.
- In order to receive the extra payment for returning the election supplies, the green payroll card must be signed and all supplies returned, including the memory cards.

## Disciplinary Policy

### **Acceptable conduct includes, but is not limited, to the following:**

- Report to the assigned polling location on time as scheduled and be ready to open polls at the scheduled time.
- Perform duties in an efficient, prompt, respectful, and courteous manner.
- Follow the instructions in the Precinct Election Officer's Training, Accuvote Touch-Screen, and Accuvote Manuals.
- Ensure that the election is conducted in a fair and honest manner.
- Ensure that the election laws are obeyed and that any potential violation is reported to the Precinct Sheriff.
- Bring breakfast, lunch, snacks, and any medication needed through the day.
- Only smoke in authorized areas.

### **Unacceptable conduct includes, but is not limited to, the following:**

- It is unacceptable to possess, consume, or be under the influence of alcoholic beverages, narcotics, or controlled substances.
- It is unacceptable to fight or use obscene, abusive, or threatening language.
- It is unacceptable to sleep on the job.
- It is unacceptable to steal, destroy, deface, or misuse property.
- It is unacceptable to behave in a manner that violates the Election laws and brings discredit to the election process.
- It is unacceptable to leave your assigned work station on Election Day.

Violation of the Election Officer personnel policy may result in disciplinary action up to and including removal as an Election Officer. Penalties for illegal activity or actions by an Election Officer on Election Day are prescribed in KRS 117.995.

## **Receipt and Acknowledgement of ELECTION OFFICER Personnel Policy Handbook**

The volunteer handbook is a reference guide to help you become more acquainted with the Jefferson County Clerk's Office Election Officer duties. This handbook is not the final word in all cases. Please read the following statements and sign below to indicate your receipt and acknowledgment of the Jefferson County Clerk's Office Election Officer Handbook.

1. I have received and read a copy of the JCCO Election Officer Personnel Policy Handbook.
2. I understand that what is described in this handbook is subject to change at the discretion of the Board of Elections.
3. I understand that my services are terminable at will regardless of the length of my service.
4. I am aware that during the course of my service, confidential information may be made available to me. Therefore, I further understand that the confidential information must not be released within or outside the Election Center premises, property, or polling location.
5. My signature below is acknowledgment that I have read and understand the above statements, and have received a copy of the handbook.

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Election Officer Signature

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Date

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Election Officer Administrator

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Date

[www.JeffersonCountyClerk.org](http://www.JeffersonCountyClerk.org)

## Election Officer Recruitment

[mdawson@JeffersonCountyClerk.org](mailto:mdawson@JeffersonCountyClerk.org)  
[jbenoy@JeffersonCountyClerk.org](mailto:jbenoy@JeffersonCountyClerk.org)

810 Barret Avenue, 5th Floor  
Suite 538  
Louisville, KY 40204

502/574-5532 Mary Dawson (D)  
502/574-6211 Jeanna Benoy (R)

Office hours: Monday-Friday 8-5pm