



CUYAHOGA COUNTY BOARD OF ELECTIONS

Jeff Hastings
Chairman

Inajo Davis Chappell

Eben O. (Sandy) McNair, IV

Deborah Sutherland

Jane M. Platten
Director

Pat McDonald
Deputy Director

Thank you for agreeing to work the November 6, 2012 Presidential General Election. We truly appreciate your interest in coming to Cuyahoga County and ensuring the election is a success.

Based on your special skill set, we would like you to serve as an Election Day Rover or as a call center telephone operator.

ROVER

Rovers are required to have a vehicle (or work with another who has a vehicle) so that they can perform the following duties at various locations throughout the assignment. Rovers will work in groups of two and travel to various polling locations throughout the county to assess and assist with problems relating to the election process. They are also responsible for the following:

- Delivering election related materials to polling locations on the Monday prior to the election.
- Visiting assigned voting locations during the Monday Night Organizational Meeting.
- Ensuring poll workers have all their supplies and help with setting up of the ADA voting unit, Blue Voting Devices, and DS200 scanners.
- Visiting assigned voting locations throughout the day on the day of the election.
- Ensuring compliance with the 100 foot zone of no campaigning at assigned voting locations.
- Setting up ADA parking as required at assigned polling locations.
- Contacting Zone Station when locations are open.
- Helping poll workers if there are long lines at a location. Making sure lines are maintained and order is being followed.

All Rovers must report to an assigned Zone Station on Monday, November 5, 2012 at 11:00 a.m. to receive their assignment to drop off supplies to polling locations and work until the conclusion of the 6:00 Monday Night Organization Meetings. Rovers must also report to the Zone Station on November 6, 2012 at 5:00 a.m., when they will receive their assignments, and work the entirety of Election Day starting at 5:30 a.m. until all duties are concluded after the polls close at 7:30 p.m.

CALL CENTER TELEPHONE OPERATOR

The call center telephone operators will be responsible for answering and responding to call that come in on the Observer Hotline and the Poll Worker Hotline.

- Individuals that are assigned to answer calls on the Observer Hotline will handle calls that will come into the agency from observer groups appointed by political and community organizations on Election Day.
- Individuals that are assigned to answer calls on the Poll Worker Hotline will respond to calls that come in from poll workers regarding procedures, supplies, machine issues, voter questions, and personnel.

The call center operators will report to the Board of Elections Monday, November 5, 2012 from 5:00 p.m. until approximately 9:00 p.m. to respond to poll worker and observer calls throughout the Monday Night Organization Meeting. Telephone operators will report to the Board of Elections on November 6, 2012 at 5:00 a.m. when the poll





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workers arrive at their locations and will work throughout the entirety of the day until the polling locations are closed and the poll workers have left their polling locations.

TRAINING

A training session will be conducted at the Board of Elections, located at 2925 Euclid Avenue in Cleveland, the weekend prior to the election upon your arrival to the area. A seven hour training will prepare you for your Election Day assignment. You can choose to attend training on Saturday, November 3rd noon--7:00 p.m. and Sunday, November 4th from 10:00 a.m.--5:00 p.m. Training materials will be made available prior to your arrival and will be sent to you via mail and e-mail.

Please include the address you would like these materials to be sent when providing your contact information. Also indicate if you have a preference in serving as a Rover or a call center telephone operator.

Pursuant to state law, all persons serving as election officials must be compensated for their services.

As a result, you will receive a payment of \$5.00 that will be issued to you by the Cuyahoga County Fiscal Office.

Again we thank you for sharing our interest having a well-run, efficient, transparent and fair election process. We look forward to working with you to make November 6th a success.

XO011-24/Voter Protection 2012/Out of State Attorney Ltr.-FINAL

