



# Poll Watcher’s Guide

September 2022

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Version (9/21/22). This manual is a work in progress, and will be updated whenever new or additional information is available. If you have any comments, suggestions, or corrections, please send those to: [director@il.foramericafirst.com](mailto:director@il.foramericafirst.com) This manual was developed and published by Illinois for America First, with resources provided by The American Project. Every effort has been made to ensure the accuracy of the information provided in this manual, but given the variance in procedures by locality, and many recent legal and procedural changes, errors and omissions are inevitable; therefore, only the Code of Illinois and official procedures are authoritative.

## Introduction

Our election procedures are a mess; a mix of ill-defined, non-transparent, inefficient, and constantly changing processes. Laws and regulations fail to establish voting systems and processes that inspire public confidence in the integrity of our polling processes, and consequently many people doubt the democratic legitimacy of elected representatives.

This existing confusion, inefficiency, and opacity of our elections was multiplied in 2020 through ill-advised changes in procedures in response to the COVID pandemic, all of which weakened the security of the election process. Two of the COVID measures: early voting and mail-in voting; did the most damage to confidence in the integrity of our elections.

Early voting, the replacement of election day by an extended election season, created an extended and non-transparent process impossible for poll watchers or non-partisan observers to effectively monitor and verify. The huge expansion in mail-in voting came with weakened security measures for absentee ballots, inadequate “chain of custody” processes for the movement of ballots, and inadequate oversight for the seemingly ubiquitous drop boxes

The introduction of universal mail-in voting—voting from home rather than at the polling station—eliminated the transparent process required to deter malpractice; and for the first time in the modern era enabled criminal vote fraud, coercion, intimidation, and vote buying to occur in the home or workplace.

Confidence that elections are fair, and that the results accurately reflect the will of the people, is foundational for a functional democracy. Unfortunately, Illinois has adopted machine-based voting, counting, and registration processes that decrease public confidence in elections. Machine-based processes are not transparent or even comprehensible for ordinary citizens and poll workers; and computer experts are prevented from understanding the internal workings of these machines because foolish state officials signed contracts protecting the “intellectual property” of machine manufacturers.

Unfortunately, Illinois allows same day voter registration, and that combined with ID requirements for voter registration and voting that are woefully inadequate to ensure identity and citizenship, enables cheating and diminishes confidence that only eligible citizens can vote in elections. Illinois is also plagued with an inaccurate voter list bloated with many fraudulent registrations; a gaping security hole potentially facilitating many types of election fraud.

Illinois elections were also corrupted by a massive influx of dark money from outside the state. Some of the money went to candidates, and some was used to bribe election officials and influence election processes to unfairly favor one party.

Fundamental reforms in law and procedures are required to restore lasting public confidence in the integrity of Illinois elections, but these reforms will take time. Unfortunately, we don't have much time. While we must not cease to advocate for fundamental reforms, in the near term we believe that the most important action we can take to strengthen the integrity of our elections, and confidence in the democratic legitimacy of our elected representatives, is to increase transparency in electoral processes.

Your participation is essential to achieving this goal. This guide aims to provide you, a citizen, with the knowledge and tools needed to help ensure a free and fair election process for all voters. In the guide you will find information on election reform advocacy, becoming an officer of

election, and monitoring election processes; all activities aimed at increasing transparency in the elections, and public ownership of that process.

The American republic was founded on the principle and promise of self-government. Now that promise is threatened by a loss of faith in the integrity of the very process that enables self-government, and the republic that so many struggled and fought and died to establish, is at risk. Now, as our forefathers once did, we are called to lead; to secure again the right to self-government for ourselves and our families and our fellow citizens. If we are to save our republic, it must begin here, now, and with this election. As has ever been, success will require sacrifice and hard work, but with your help, and the guiding hand of God, it is not too late to restore our republic.

Joshua Pratt  
State Director  
Illinois for America First

### **Operation Eagles Wings**

Illinois for America First is part of a national initiative called “Operation Eagles Wings” supported by the America Project (TAP), and through the voluntary contributions of individuals committed to the restoration and strengthening of constitutional democracy in America. OEW grew out of a program developed for the 2021 state and local elections in Virginia, creating a template for issue advocacy and election integrity programming which became known as the “Virginia Model”.<sup>1</sup>

Virginians for America First (VFAF) launched on 09 March 2021 with the intent to achieve which aimed to elect an America First majority in the Virginia House of Delegates. Bishop Leon Benjamin, initially supported by Americans for Limited Government (ALG), led the efforts as the founder of Virginians for America First. His courageous stand on America First principles resonated with Virginians of all races and social standing. He was instrumental in bringing unity, building coalitions, and reaching into communities not normally engaged.

Once VFAF launched there was great response with hundreds of sign-ups within hours. This came as a surprise. The overwhelming interest of those sign-ups was election integrity (EI). It became obvious we must include an EI program component to satisfy the interests of our volunteers.

While I was a political appointee during the Trump Administration at the US Agency for International Development, I had worked with Tim Meisburger, who was appointed to USAID by President Trump in 2017 as a director of USAID’s Center for Democracy, Human Rights, and Governance (DRG).

Tim is an expert in EI, with 30+ years experience around the globe working to ensure free and fair elections in third world and developing democracies; so I contacted him, and asked for his help in developing an EI program based on accepted international standards. Tim joined VFAF/ALG and developed the EI program. He generated a manual for election observation specific to Virginia based on recognized international standards.

<sup>1</sup> See [Fixing Virginia’s Elections to Save America](#)

The EI program in conjunction with the America First voter education component became the complete “Virginia Model.” Parts of this model are being shared in states across the nation by others, but only TAP is providing the model in total.

In the summer of 2021 TAP learned of VFAP’s project in Virginia, and began supporting it financially as the major contributor. TAP recognized early on that this project was making an impact in Virginia, and that what had been effective in Virginia in 2021 could serve as a model for programs in battleground states in 2022.

The EI component of OEW consists of four major parts:

Voter education of America First issues concentrating on low-propensity voters. These are voters who are generally not politically engaged but want America First principles in our government.

Training of poll workers/poll watchers with an in-depth program on election observation, reporting, and the rights of citizens to have free and fair elections.

Direct citizen observation and review of processes and procedures pertaining to the maintenance of and handling of voter rolls. This is primarily achieved by communicating directly with election officials in each municipality.

Real time evaluation of absentee ballot processing during election season (45 days of early voting in Virginia). This part of the program will need to be adjusted to correspond with state specific statutes.

The voter education component of the OEW conducts campaigns to inform voters who have historically had little access to information on the America First movement about the of how America First policies can increase their freedom and improve their lives. Increased turnout by new America First voters, particularly in minority communities, was a very important part of the victory in Virginia. We learned through our targeted voter education efforts, and canvassing, that addressing issues that directly affected voters and their families made the difference in turning out minorities to support candidates who embraced America First principles.

Following its successes in Virginia, TAP developed the “Operation Eagles Wings” program to share its approaches with like-minded organizations across the country, and to implement the Virginia Model Template in nine critical states: Florida, Georgia, Virginia, Pennsylvania, Georgia, Wisconsin, Arizona, Texas, and Illinois.

2021 in Virginia was a message sent to every America First Patriot that with dedicated hard work, focus, and a united effort “We the People” can save the Republic for future generations. 2022 offers us the opportunity to repeat a Virginia type victory all around the nation. Join us by going to [www.americaproject.com](http://www.americaproject.com) to volunteer for, and donate to this effort.

Mark Lloyd  
Director  
Operation Eagles Wings

# **1 Election Season Observation**

## **1.1 What is Election Season?**

Any registered voter in Illinois can vote absentee, by mail or drop box, or by visiting an advance voting site. Although absentee ballots can be requested from August 11, 2022, we have defined election season as the 40-day period beginning September 29, when it is possible to cast an in-person absentee ballot at the County Clerk's office. In-person absentee voting may be offered at additional locations from 15 days before the election (October 24, 2022).

Unfortunately, expanding the election from one day to 40 days decreases the transparency and credibility of the election process. Throughout the election season, chain of custody and chain of observation are regularly broken for long periods, reducing the transparency needed to reassure voters that the process is fair and accurate. Extending the election period also places an unsustainable physical and financial burden on overworked election officials, and the party representatives tasked with ensuring the integrity and legitimacy of the election process.

This imperfect system falls far short of accepted norms and standards for transparent and credible elections, and will require fundamental legal and procedural reforms to ever meet or exceed those standards. Until these reforms can be made, the only means to enhance transparency and public confidence in the integrity of the process will be through increased public scrutiny of every stage of the process to the extent possible.

Election season observation may be conducted by poll watchers authorized and coordinated by county or city party unit chairs, and non-partisan observers sponsored by registered organizations. The IFET program seeks to increase election season observation by providing training and materials for pollwatchers and observers.

## **1.2 Monitoring Mail-In Voting**

One of the reasons absentee voting has previously been limited is because it is inherently insecure. Absentee voting enables cheating through ghost voters and ballot (or drop) box stuffing, political pressure and intimidation, vote buying and selling, and other forms of fraud. When it was limited primarily to soldiers and diplomats on duty for the US government, plus very limited exceptions for individuals with provable need, the risks were deemed acceptable; but with the introduction of widespread and sometimes universal (as in Illinois) postal voting, gaps in security can be easily exploited to alter election outcomes.

Because postal voting occurs in private, malpractice is difficult to monitor and control. A spouse or relative in an abusive relationship, or workers on a farm or in a factory, or the elderly and patients confined in a care facility, may be forced to apply for an absentee ballot, and then be forced to vote the ballot for a particular candidate or party, all out of sight of monitors or law enforcement officials.

Controlling abuse in the home is difficult, but organizations can expect some deterrence by conducting public education on the right to vote in secret and to vote your conscience; with a

contact number or hotline provided to report abuse. For large farms, factories, businesses, and especially care homes; observers should visit (or recruit a patriot insider) and ask the following questions:

- Has anyone asked or required or offered to help you apply for an absentee ballot?
- Has anyone offered to help you fill in an absentee ballot?
- Has anyone tried to force you, or pay you, to vote a particular way?

Answers to these questions will help you determine if there is a possibility that organized vote fraud is occurring in the location.

Regrettably, homes for the elderly and those requiring cognitive care are particular targets for vote thieves, so it may be important to recruit patriot insiders in these institutions who can monitor and record the activities of people offering to “help” with applications or voting. The best deterrent for this form of theft, which is a felony, is to ensure the thieves know we are watching, and know they will go to prison if caught.

### **1.3 Monitoring In-Person Absentee Voting**

In Illinois, in-person early voting is accomplished by visiting an early voting location and casting a ballot on a touchscreen voting machine that stores and displays ballots of any precinct in the county. You can find the early voting locations in your county by visiting your county clerks’ website.

Pollwatchers can monitor the process at early voting locations as they would at a polling station on election day. If it is not possible to have poll watchers continuously at all early voting locations, then visits can be conducted at any time during hours of operation, and when possible, please vary the times of your visits.

When you arrive at the office, introduce yourself to the staff, explaining your purpose. If you are refused entrance, or not allowed to witness any process (except marking a ballot), include that in your report. For example, if you are visiting an office, but when you arrive are told you cannot enter for any reason (no space, not authorized, closed early, etc.), please submit a report with the date, time, place, and reason given.

### **1.4 Drop boxes for absentee ballots**

Drop boxes for absentee ballots were introduced during the COVID-19 elections of 2020. Drop boxes have been shown to enable election fraud, and they have been outlawed in many states, but Illinois has authorized them for the 2022 election. There is a requirement that election officials empty the boxes once per day, but no requirement that this be witnessed by pollwatchers or observers, and no requirement that the boxes be under 24 hour video surveillance (although some counties will provide that).

This is a remarkably insecure process, that would be unacceptable in any normal democracy. Unless poll watchers can be at the drop box when the ballots are collected every day, and then allowed to accompany the ballots to the election office, there is nothing to prevent ballot box stuffing or other malfeasance during transport of the ballots.

It is difficult to monitor drop boxes effectively, which is one reason so few people have confidence in their security. You can find the location of drop boxes in your county through [this](#) website. Observers and pollwatchers should contact their county clerk to learn the schedule for daily collection at drop boxes.

For drop boxes that have video surveillance, request to review the tapes daily or weekly. If not allowed to review the tapes, include that in your county report. For places where there is no video monitoring, or poll watchers are not allowed to review tapes, some volunteers may wish to install hidden motion-activated game cameras, or tiny pinhole video recorders, to record activity at the drop boxes. Additional cameras on the street to capture car models and license plates could also be useful. In person monitoring of drop boxes through the night may not be feasible, but if undertaken, should be done with caution, and well-armed, as criminals caught in the act can be dangerous.

The online Drop Box Observer Form can be accessed [here](#). A print version is below. If you witness any serious problems during the day or at night, please document those by filling in and submitting an [incident report form](#).

<b>Drop Box Observer Form</b>	
<b>County/City:</b> _____ <b>Date:</b> _____ <b>Time:</b> Closing__ Midday__ Opening____	
Observer(s): _____ Location: _____	
1	Is the drop box in a secure location inside a building where it can be observed continuously during normal working hours and secured after working hours? Yes__ No__
2	If no, is the drop box under 24-hour video surveillance? Yes _____ No ____
3	Is the video footage regularly reviewed by officers of election from two parties and poll watchers from both parties? Yes No
4	Were you notified in advance when the ballots from the drop box would be collected? Yes No
5	Were two officers of election from different parties present when the drop box was emptied? Yes__No ____
6	How many ballots were collected from the drop box today:
7	Were the ballots collected from the drop box counted or stored securely? Counted _____ Stored securely _____
8	How many ballots were sent to be cured: _____

## **2 Observing the Voting and Counting Processes on Election Day**

Pollwatchers are official observers whose primary concern is the integrity and fairness of the election. They may observe the conduct of the election before, during and after the polls close. A pollwatcher should be able to see and verify all election processes (except a voter marking their ballot), but may not interfere with or impede the conduct of any election. An election judge may eject a poll watcher from the polling place if they deemed to be interfering in the process (if this happens to you, immediately file an incident report).

Each polling team should have three judges from one party and two from the other. In some cases, the clerk may not have been able to find enough judges from one party, so some judges will be “designated” to represent that party. Balanced representation is an important safeguard, and the ability of a political party to ensure they nominate sufficient members to serve as poll workers is an important measure of the party’s organizational capacity, so we include several questions on this issue in the checklist.

This section is derived from the [2022 Precinct Election Manual](#) issued by the Illinois State Board of Elections, which includes more detailed information about the election day process.

### **2.1 Before you Go**

Before election day, please read through the observation guidelines. Prepare a lunch or dinner, if needed, bring a bottle of water, and you might like a thermos of coffee or tea. Make sure you have the contact details for your coordinator, and your official pollwatcher credentials, and an email address or phone number for the county clerk responsible for your polling place. Fully-charge your phone, and you may want to bring a pencil or pen and your guidelines and checklist. Although we prefer you fill in your checklist and reports on a phone or tablet, it may be easier to take notes on a paper form, and that can serve as a backup if you have a problem with your device.

### **2.2 Setting up the Polling Place**

In the polling place, election judges are responsible for the proper and legal conduct of the election. There are names for the different positions in the polling place (application judge, verification judge, ballot distribution judge, ballot box judge and transportation judge), but judges will rotate through several positions during the course of the day. All judges have equal authority, and there is no “head” judge.

Illinois law requires the polls be open from 6:00 am to 7:00 pm on election day. All judges should arrive at the polls no later than 5:30 am to set up the polling place. Any pollwatchers present, or that arrive during the course of the day, will be required to provide their credentials, which will be kept in a special envelope and delivered to the election authority after the close of polling. They will set out supplies, set up equipment, and post necessary signs.

After setting up the polling place, poll workers will swear an oath to administer the election fairly, and put on their badges. With any poll watchers present in attendance, they will confirm the seals on the voting machines are unbroken, that the numbers on the seals match those in the



log, then will open the machines (if they are paper ballot tabulators) to confirm there are no ballots in the main storage area and the emergency storage area.

An election judge will then print a report from each machine. The report, called a zero tape, should list all candidates for the election, with vote totals of zero. The judge will keep the zero tape, but pollwatchers should be able to confirm that all candidates who should be on the ballot are listed on the zero tape, and that the totals for each candidate are zero. They will also confirm that the ballots for each election, either paper or on a DRE (direct recording electronic) voting machine, match the official specimen ballots for those constituency elections (i.e., they should show the correct candidates and parties and issues for that precinct).

If you will be in a precinct all day, or have the first observation shift, you should plan to arrive at your assigned precinct by 5:30 am, a half hour before opening, so you can observe preparations. On entering a precinct, deliver your credentials to an election judge, who will log you in. During your time in the precinct be calm and respectful, and avoid talking to voters. If you have questions or concerns, address those to a judge.

At 6:00 the one judge will announce the polls are open, and allow voters waiting outside into the precinct.

*Observer Note: For elections to be transparent and credible, pollwatchers must be able to effectively observe all election processes, and record their observations. If you are prevented from or hindered in observing any process (except a voter in the process of marking a ballot) at any time during the polling or counting, that is a serious offence, and should be challenged. If the challenge does not result in immediate relief, record the circumstance on an incident report form, and submit that immediately.*

### **2.3 The Polling Process**

Voters will go first to the application table near the entrance, where they will be asked to state their name and address. A judge will check a list of voters that were mailed an absentee ballot, and if the voter is on the list, they will not be allowed to vote unless they surrender the absentee ballot for cancellation, or sign a statement saying they never received the ballot.

The judge will also check the voter roll to confirm that the voter has not already cast a ballot by returning an absentee ballot, or voting early in-person. If the voter roll indicates the person has cast a ballot, but they say they have not, they may cast a provisional ballot. If a voter claims that someone has voted in their name, that is potentially an indicator election fraud and impersonation has occurred, and the pollwatcher should note details in their report. If this happens several times, you may want to file an immediate incident report.

If the voter is qualified, a judge will announce the voter's name and address in a loud voice (so that it is audible to pollwatchers), then provide the voter an application to vote. The voter will fill in and sign the application, which will then go to two verification judges (one from each party) who will compare the address and signature on the application with that in the voter list, then one of the judges will initial the application.

After establishing a match, one of the judges will mark the voter as having voted, then both will initial each ballot (if they are using paper ballots) and provide the ballot and instructions on how to mark and cast a ballot (this will vary based on whether they are using a paper ballot tabulator or a DRE machine). If using paper ballot, the voter will also be given a secrecy sleeve so that the initials on the ballot can be displayed to the ballot box judge without revealing a voter's choices.

The voter will then go to a voting screen or DRE machine and record their choices. If a DRE machine, these will be recorded automatically. If a paper ballot, the voter then goes to the tabulator machine, shows the initials on the ballot to the ballot box judge without revealing their choices, then insert the ballot in the tabulator, and leaves the polling location.

If the voter accidentally spoils a paper ballot, they can ask for a replacement, and their spoiled ballot will be cancelled.

#### **2.4 Closing the Poll and the Counting Process**

At 6:30 pm a judge will announce that the polls will close in half an hour. 7:00 pm the chair will announce the polls are closed, and prevent anyone else from joining a line, but anyone in line at closing will be allowed to vote. When all votes have been cast, a judge will close and lock the door, and counting will begin. First, a judge will check the auxiliary/emergency compartment on the tabulating machine and any ballots found will be run through the tabulator.

Spoiled ballots and provisional ballots will be counted and the total recorded. Machines will be opened, and the ballots counted. The total number of ballots must equal the number of ballot applications, and should also equal the number of voters ticked on the voter roll. Ballots will also be checked for judge initials. If any problems are revealed during the reconciliation, or any ballots lack initials, record details in your report.

A judge will then print several copies of a results tape for each machine. As a pollwatcher, you are entitled to a copy of the results tape. Please collect this, as you will need the results for your report. Please not, no vote total for any candidate should exceed the total number of voters. If this occurs, file an incident report with the details.

When this process is over, your observation is complete. Please fill in the observation form, if you have not already, and submit immediately.

Thank you for your dedication to free and fair elections in Illinois!

#### **2.5 Poll Watcher Report Forms**

We prefer that you submit your report, and any incident reports, using your phone, tablet or laptop, as that saves us time; but if that is not possible for any reason, please do not hesitate to fill in and submit the paper forms, as it is most important that we get your information in any format. Paper forms can be submitted in person, scanned and sent as PDFs, or simply photographed and emailed. Print versions of the Poll Watcher Report Form and Incident Report Form are included below. The online Poll Watcher Report form is available [here](#). The online Election Incident Report form is available [here](#).

Illinois Poll Watcher Report Form						
Precinct:		Name:				
Address:		Phone No:				
City/Town:		Email:				
County:		Arrival:		Departure:		
Instructions						
Read the questions carefully. Please make a check (a) in the appropriate box. If you cannot answer the question, or it is not relevant, leave it blank. If clarification is required, briefly explain in the comment section of the form. If at any time you are prevented from observing any process, please challenge this to a judge, and if the challenge is not resolved, immediately file an incident report.						
Before Opening					Yes	No
1	Were you allowed to observe the set-up of the precinct before opening? (if no, prepare and immediately file an incident report)					
2	Were all polling team members and required materials present?					
3	Were there poll workers from both major parties on the polling team?					
4	Which party had three members (or most members)? Tick "yes" to indicate Democrat and "no" for Republican.				D	R
5	Were any members "designated" to represent a party? If no, leave blank. If yes, indicate the party that needed members by ticking "yes" for Democrat or "no" for Republican.				D	R
6	Did the judges swear an oath to conduct fair elections?					
7	Did the judges confirm the seals on the machines were unbroken, and that the numbers on the seals matched the numbers in the log?					
8	Did the judges open the tabulators and show you that the main and emergency boxes were empty, before resealing the machines?					
9	Was a zero tape printed and shown to pollwatchers?					
10	Were you able to confirm the zero tape listed all candidates, and showed no votes?					
11	Did the precinct open on time (6:00 AM)?					
The Polling Process					Yes	No
12	Were you able to hear the voter's name and address announced?					
13	Were you able to confirm the signature and address on the applications matched those on the voter roll? If not, challenge that, and record details in the comment section.					
14	Did any voters complain that someone had already voted in their name? If yes, record number and details in the comment section.					
15	Were any provisional votes cast? If yes, provide number and relevant details in the comment section.					
16	Did both judges initial ballots one at a time before issuing?					
17	Could voters mark and cast their ballots in secret, without anyone see how they voted? If no, give details in the comment section.					
18	Were poll watchers present from both major parties?					
Closing the Poll and the Counting Process					Yes	No
19	Did the polling place close at 7:00 PM?					
20	Were voters in the line at closing time allowed to vote?					
21	Were there any ballots in the emergency (auxiliary) ballot storage area of the tabulator? If yes, question the judges, and explain in comment section, or file an incident report.					
22	Was the machine opened and ballots inside counted?					
Closing the Poll and the Counting Process - continued					Yes	No
23	Were all of the ballots initialed by judges? If no, provide details in the comment section.					
24	Was a results report run on the tabulator?					
25	Were you given a copy (or allowed to copy) the results tape from the tabulator? (if no, file an incident report).					
26	Were you allowed to observe all aspects of the polling and counting process? (If no, file an incident report)					
27	Record the total number of applications		Record the total number of ballots from the results tape		Record the total number of paper ballots counted	

28	Did the number of ballots in the machine equal the number of applications, and the number of voters marked off the voter roll? If no, provide details in the comment section.		
29	Did the total votes for any race exceed the total number of voters? If yes, prepare and file an incident report.		
30	Which political party do you represent?	Republican	Democrat

Please record each candidate and the total votes below

Candidate Name	Votes	Candidate Name	Votes	Candidate Name	Votes

**Comments (attach additional sheets if needed)**

**Illinois Poll Watcher Incident Report Form**

Instructions: Please fill in the form as completely as possible as soon as possible after (or during) the incident. Take the time to collect names and contact details of other witnesses. If you collect electronic evidence (picture, video or audio recording), make a copy of the file and submit with your report, but retain the original on your phone or other electronic device. Submit the completed form as soon as possible to: GFET

**REPORTER INFORMATION**

Reported by:	Phone:
Position (voter, election inspector, poll watcher, etc.):	Email:

**DESCRIPTION OF THE INCIDENT**

Date of incident:	Time of incident:	Were the police notified: Yes / No
-------------------	-------------------	------------------------------------

Location of incident:

Description of the incident: (What happened, how it happened, etc. Be as specific as possible. Continue on back if needed and attach additional sheets if necessary)

Is there electronic evidence of the incident? Yes___ No___	What type of evidence is it? Phone photo__ video__ audio__
Is the evidence in your possession? Yes___ No___	CCTV___ Other_____

Did you witness the incident? Yes___ No___	If no, list the person who reported the incident to you below, along with details of any other witnesses. Attach additional sheets if needed.
---	---

**WITNESSES**

Name of Witness:	Phone:
Role of Witness:	Email:
Name of Witness:	Phone:
Role of Witness:	Email:
Name of Witness:	Phone:
Role of Witness:	Email:
Name of Witness:	Phone:
Role of Witness:	Email:

**PARTIES INVOLVED IN INCIDENT**

Name:	Phone:
Role:	Email:
Name:	Phone:
Role:	Email:
Name:	Phone:
Role:	Email:

**ADDITIONAL INFORMATION**

### 3 The SEIRS/PWER Monitoring System

#### 3.1 How to Use the SEIRS


Another monitoring tool in use in Illinois is called the Statewide Election Integrity Reporting System. An introduction to using the system is included below. You can access additional information at the following links: Poll Watcher Training Video: <https://youtu.be/CkZ19UpTic> War Room Training: <https://youtu.be/1kDrPAZ6J9Y>

**Login and \*\*Creating an Incident Report (ticket)**

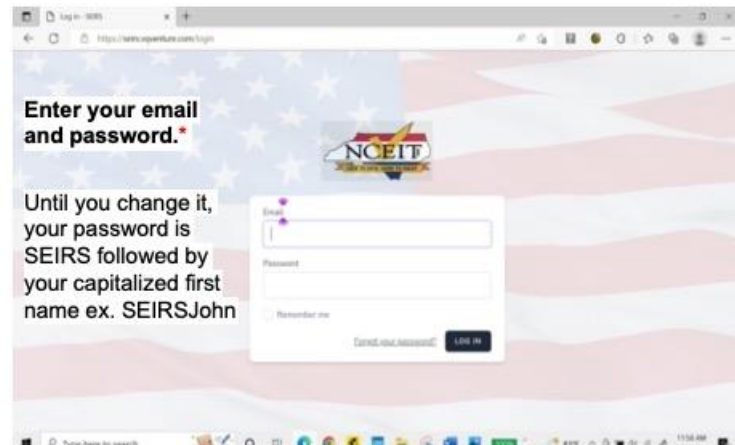
In your browser enter

<https://seirs.vqventure.com>

This takes you to the login page.



**Observer Login continued**

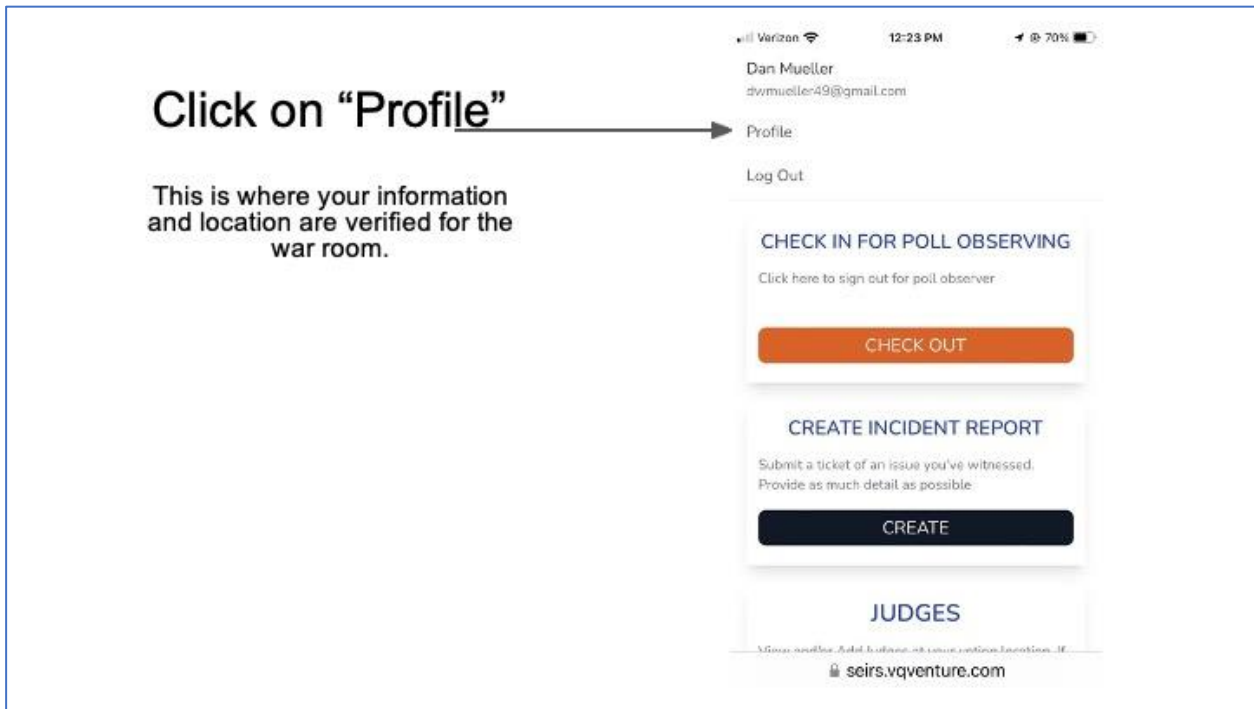
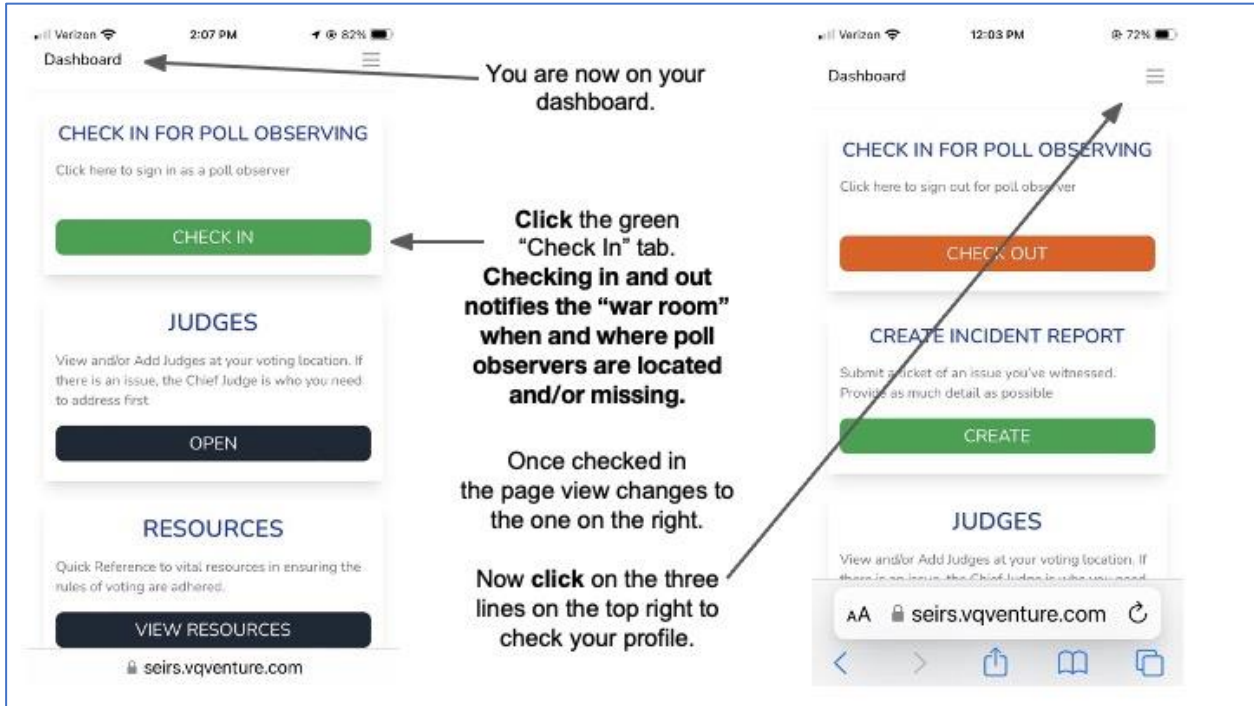


**Enter your email and password.\***

Until you change it, your password is SEIRS followed by your capitalized first name ex. SEIRSJohn

\*If the password does not work, click on the **“Forgot your password?”** link. This will navigate you to a new page where you will enter your account’s email address. A reset password email will be sent (*be sure to check your SPAM folder*). Follow the instructions provided.

Once you have entered the correct information, click the **“Login”** button.





# Checking Your Observer Profile

Clicking on "Dashboard" will navigate the observer back to the dashboard.

All Observers are encouraged to change their password upon initial login.

When an observer first logs in, select the Precinct you are located at.

Make any corrections to the information listed for you.

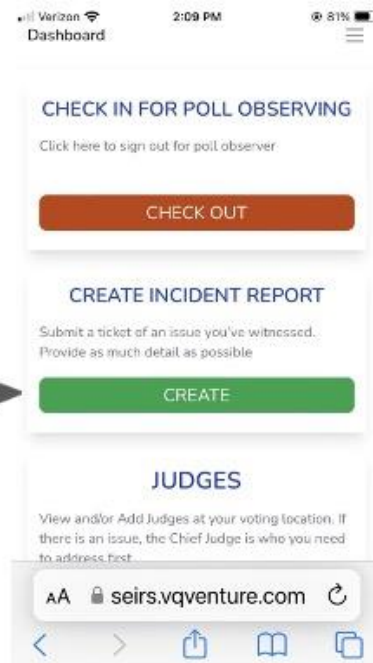
Observer name, email, phone, and password can all be updated.

At-large observers will need to change their polling location each time they arrive at a new site.

**Don't forget to "save" any changes!**

# Creating an Incident Report \*\*

click here



Your user information will auto fill with the information in your profile. If anything is incorrect, go back to the instructions on **Checking Your Observer Profile.**

If the Chief Judge/Site Manager isn't listed enter his/her name. **This information is required.**

Start your narrative here.

Back to Dashboard

CREATE NEW INCIDENT REPORT FOR:  
NORTHWEST HARNETT FIRE DEPT.:  
NORTHWEST PRECINCT

User Name  
Dan Mueller

User Email  
dmueller45@gmail.com

User Phone  
3105577991

Chief Judge  
-- Select Chief judge --

Select Judge (optional)  
-- Select judge --

Narrative Field  
Description...

seirs.vqventure.com

## Creating Incident Reports (tickets) con't

- Finish the Narrative
- Don't worry about exhibits
- If you are comfortable doing so, add the type (see next page). Forget the status.
- **Do not follow people to get them as a witness.** If you know someone else saw what was going on, be generic (assistant judge; other voters, etc.). However, **you do not need this information to submit an incident report. The narrative is the most important area.**

Upload Files  
ADD EXHIBIT FILES

Add Type (optional)  
Add Status (optional)

Witness Name

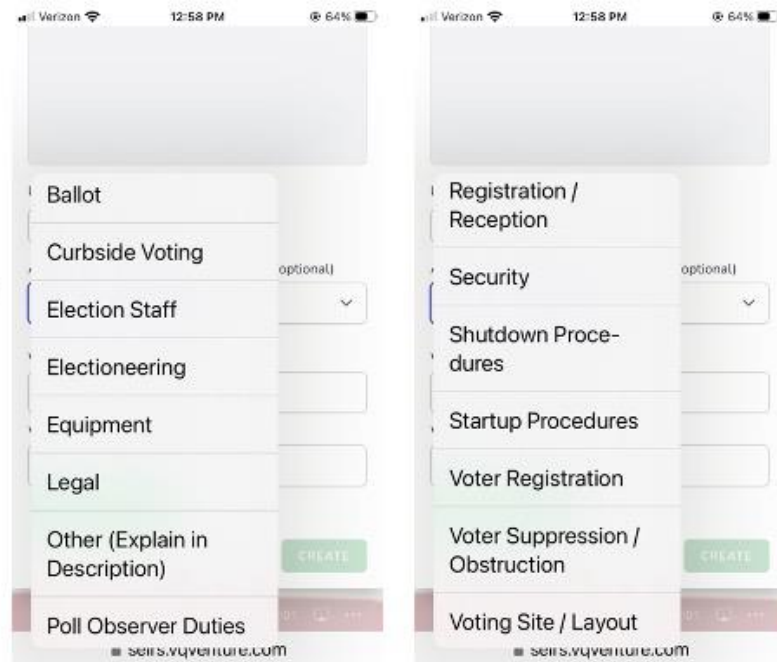
Witness Phone

Add new Witness

CREATE

seirs.vqventure.com

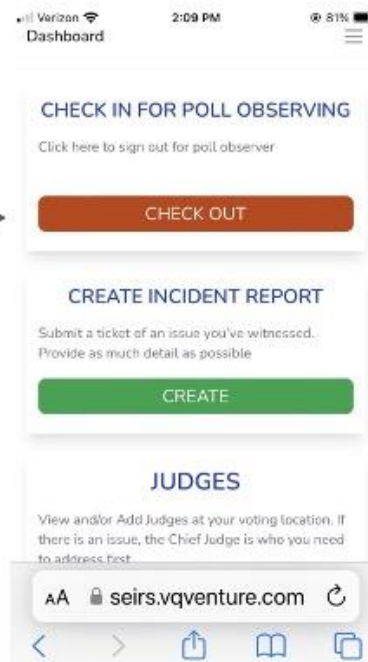
## Selection choices for “Types” of Incidents



Remember to click “**check out**” at the end of your shift.

**Also, as a courtesy, inform the Chief Judge/Site Manager that you are leaving for the day.**

If another observer is replacing you, share any important information with them.



## 3.2 PWER Admin Account Training Manual

# PWER

## Admin Account Training Manual

By Jesse Burger, CEO Vision Quest Venture LLC.

## PWER & VQV Onboarding Cycle

- 2 hrs - System Admins
- 2 hrs - Region War Room
- 2 hrs - County War Room -> Taught by System Admins / Region War Rooms with VQV on call as support.

## **PWER & Region / County War Room and Observer Onboarding Cycle**

- 1 hr - Region reviews training with designated Counties. Run through all the features and functions to ensure proficiency with the system
- 1 hr x 2 - Counties provide two, one hour blocks of training to on-board their Observers. **Priority is getting everyone logged into the account.** *Secondary is doing a trial run and having everyone create a chief Judge, submit an incident report, re-open an incident and add additional info.*
- 30 min - As new Observers are signed up, training sessions should be able to be provided by any account holder that has gone through the on-boarding process. This allows for force multiplication at a grass roots level.

## **Summary**

- System Setup
  - Creation of Regions, Counties, Precincts, and Users
  - Spreadsheet uploads to Precincts and Users
  - Resources
- Incident Reports
  - Filtering and updating Incident Reports
  - Overview of Incident Report Interface

## Admin Dashboard: SYSTEM SETUP

**Manage Type:** Allows the Admins to categorize their Incident Reports. Types should be able to match Resources made available.

**Manage Counties:** Enter Each County within the state FIRST. Precincts can then be uploaded via spreadsheet to a designated County.

**Manage Region:** Counties can be assigned to any Region Created. This can be used for high level access users and customized based on the end user needs.

**Manage Status:** Create different Statuses that will be assigned to Incident Reports. I.e. Open, Closed, In-Review, etc.

**Manage Precincts:** Precincts can be entered manually or uploaded via spreadsheet. (More in slide #6)

**Manage Judges:** Admins have the ability to manually enter Precinct Judges and assign them to a County and Precinct.

**Main Navigation Menu:** Slides #7 & 8

## Admin Dashboard: SYSTEM SETUP

**"Pill Badge"** shows the current number of "Types" available to Account Holders.

Create a County by entering the County Name and clicking "CREATE"

Each section can be expanded providing additional, intuitive features.

Search bar allows for easy lookup of "Precincts"

Precincts can be updated to correct spelling or number by entering the corrections and clicking "UPDATE"

Each Precinct shows the currently assigned "County" in the "pill badge". Assigning a new "County" from the dropdown will re-assign the Precinct.

Precincts can be uploaded via .csv spreadsheets. (Sample provided in packet "Precinct Template").

Spreadsheets can be uploaded AFTER Counties have been created.



## Admin Dashboard: Resources SETUP

Resource Name can replicate the "Category" or be an easy to remember way of finding a specific resource

Enter the URL for the specific reference to statutes / law / training

Summary is to give context to the resource to help the Observer make sense of EI.

It is also used in the search engine to help find a resource without needing to know "legalese"

Images or PDF's can be uploaded to supplement a resource

Resources are assigned a "Category" which is defined by the Incident Types, created in the System Setup

## Admin Dashboard: USER ACCOUNTS

Create New User: Can be used to create new accounts on the spot. Also provides the option to upload Observer Accounts using a Spreadsheet. (Template provided labeled "Account Template.csv")

Shows total number of accounts in the system.

Shows number of Incident Reports generated by each account.

COUNT	EMAIL	INCIDENTS	ROLE	COUNTY - PRECINCT
1	dana@dana.com	0	Regist	Platinum
1	adam@blackpoint.com	0	User	Lite

Easy to use Search and Filtering options.

Most common User complaint is password not working. Click this link to send a password reset email to the account holders email address on record.

Edit or Delete accounts

## Admin Dashboard: USER ACCOUNTS

New User Accounts can be created on the spot. This is a feature very helpful for signing up new volunteers on the spot or after training sessions.

All fields are required.

If the account is a "User (observer)" role, after selecting the "County" the subsequent Precincts will become available.

Click on "Create User" to create the account, send the User their login info and TELL THEM TO CHANGE THEIR PASSWORD from the Profile section of their account.

When uploading a Spreadsheet of Users, select the .CSV formatted spreadsheet (template provided titled "Account Template.csv").

Select the ROLE that will be assigned to all users.

If ROLE is "User": on the Observers first login they will be required to select a precinct from their designated County within the Profile page.

For large spreadsheets, do not navigate away from or click on anything while the spreadsheet is uploading. If there is an issue the system will provide an error.

## Admin Dashboard: INCIDENT REPORTS

Incident Reports for the Admins are only to provide an aggregate total of Incident Reports. While there are significant filtering capabilities from the "dropdown" options, the Admin accounts are for general viewing and not designed to provide an actionable interface like a War Room.

War Rooms are the locations wherein the majority of the information is provided, and can be analyzed and made actionable.

"CALL" will call the Poll Observers phone number that is associated with their account.

"Open Incident" will open the *SINGLE VIEW* of the Incident Report.

Dropdown options allows for quick changes to the "Type" and "Status". (These are all tracked with a date and time stamp as well as account that made the change)

"Assign To" is a feature still in development.



## Admin Dashboard: INCIDENT REPORT

The screenshot shows an incident report form for 'Incident Report 1037'. At the top, there are dropdown menus for 'Type: Early Visiting' and 'Status: Open', along with 'Updated' and 'Created' information. A 'Download PDF' button is visible. The form fields include 'Priority Name', 'Precinct Name', 'User Name', 'User Email', 'User Phone', 'Judge ID', 'Judge Name', 'Chief Judge?', 'Political Party', and 'Political Party'. A 'Narrative Field' is at the bottom. Annotations with arrows point to various parts of the form: the dropdown menus, the 'Supportive Data' section (highlighted in green), the 'Updated' field, the 'Download PDF' button, the 'Narrative Field', and the 'COMMENT' button.

Change the Type or Status from the dropdown menu

"Supportive Data" is not editable. These values are determined by the Account holder that submits the incident reports Profile

The Narrative Field will contain the most information and Observers should be trained to be able to document in as much detail as possible issues that are observed.

Anytime a Type, Status, or Comment is added, there will be a new entry into the "Updated" portion of the Incident Report.

This is a scrollable field to view time stamps of all changes.

PDF version of the Incident can be downloaded to your device for printing / dissemination when required.

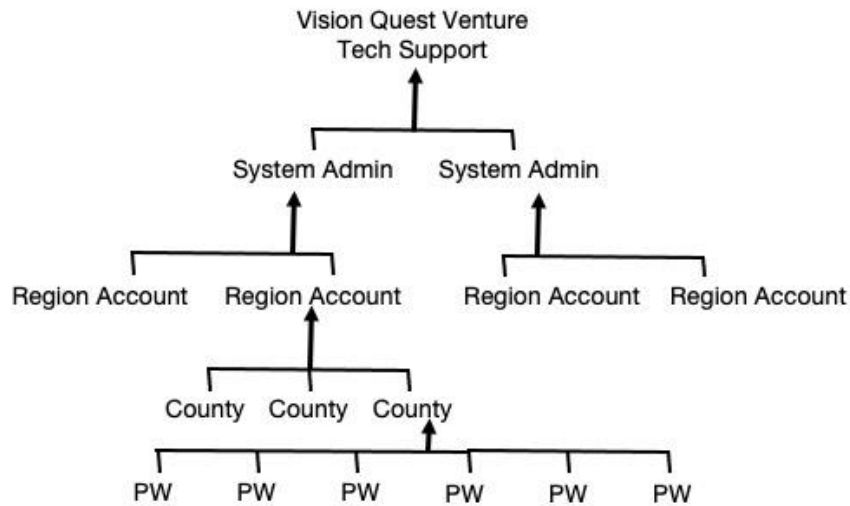
\*Can be configured to print information into the format of an AFFIDAVIT to be used in court after signatures provided.

If additional information or clarification is required, use the "COMMENT" system to communicate directly with the person that submitted the Incident Report.

## Summary

- System Setup
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  - Spreadsheet uploads to Precincts and Users
  - Resources
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# Command and Control



# Command and Control Cont.

- In order to facilitate all the War Rooms and Observer Accounts, a strict method line of communication must be followed.
- Even in trial versions, we must replicate GAME DAY as much as possible
- \*Counties will be able to upload or create Observer Accounts for Precincts within their designated County.
- \*Regions can upload or create County War Room and Observer Accounts
- PWER is designed to be bottom up empowering WE THE PEOPLE. As such, issues should be resolved at the lowest levels possible.
- The more we sweat in training, the less we bleed in battle. TRAIN TRAIN TRAIN
- Vision Quest Venture (VQV) will be available for any technical issues and ensure that all systems perform as designed, only in the most rare of circumstances should there be direct contact between a County or Observer and VQV staff.