



Poll Worker Code of Conduct

As a poll worker, you are an Election Official with the mission of protecting voters' rights, serving voters with respect, and offering assistance to voters. As such, you are expected to comply with the following guidelines:

- Attending a training class each election is mandatory.
- Poll workers must arrive on time at 6 a.m. to their Election Day assignments, whether placed at a precinct or at City Hall.
- Poll workers must follow proper election procedures as instructed by the Department of Elections during the training class.
- Poll workers must perform Election Day duties with respect and courtesy, including interactions with voters and fellow precinct staff. Disruptive behavior will result in dismissal from service.
- Poll workers assigned to the Flex team at City Hall must accept dispatch assignments, as stated in the position description.
- Poll workers must meet English language requirements and bilingual requirements, if applicable.
- Poll workers must complete the Bilingual Review each election, if applicable, by the stated deadline in order to receive the bonus pay.
- Poll workers must complete all duties as instructed by the Department of Elections before leaving their Election Day assignments.
- Poll workers are not allowed to serve while under the influence of drugs or alcohol.
- All information provided to the Department of Elections must be true and accurate to the best of poll worker's knowledge.

Failure to comply with any of the above guidelines is grounds for permanent ineligibility to serve as a poll worker for the Department of Elections.

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. Though California Election code requires that poll workers be U.S. Citizens or legal permanent residents [EC 12302] and be able to read and write English [EC 12303 (a)], we do encourage non-citizens, fluent in Spanish, Chinese, Filipino, Korean and Vietnamese, to apply to work as translators.