

ELECTION INSPECTOR FIELD GUIDE

This guide is the property of

Election Inspector

ELECTION INSPECTOR FIELD GUIDE

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SECTION 2RUNNING A POLL SITE

SECTION 3CLOSING A POLL SITE

APPENDIX A.....ELECTION WORKER HANDBOOK

POINTS OF CONTACT

INSPECTOR HELPLINE
(585) 753-1599

EDT HELPLINE
(585) 753-1590

SPANISH INTERPRETER HELPLINE
(585) 753-1592

BOARD OF ELECTIONS EMAIL
boetraining@monroecounty.gov

ISSUES AND INCIDENTS

PERSONNEL, TECHNICAL, AND
PROCEDURAL ISSUES
SUBMIT HELP TICKET ON LADS

FOR ACCIDENTS AND INCIDENTS
SUBMIT INCIDENT REPORT ON LADS

IN CASE OF EMERGENCY

IN CASE OF IMMEDIATE DANGER, SITE CHAIRS SHOULD CALL 911

OPENING

A POLL SITE

OPENING A POLL SITE CHECKLIST

TOPIC			PAGE
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<input type="checkbox"/>	6	Set up LADS (Site Chair Task)	pg. 1-6
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ARRIVE TO THE POLL SITE

1	Arrive 1 hour before the poll site opens to the public.
2	If poll site building is locked, wait for the site chairs to arrive.
3	Once inside, locate the poll site room/space within the building.

RECEIVE OPENING TASKS FROM SITE CHAIRS

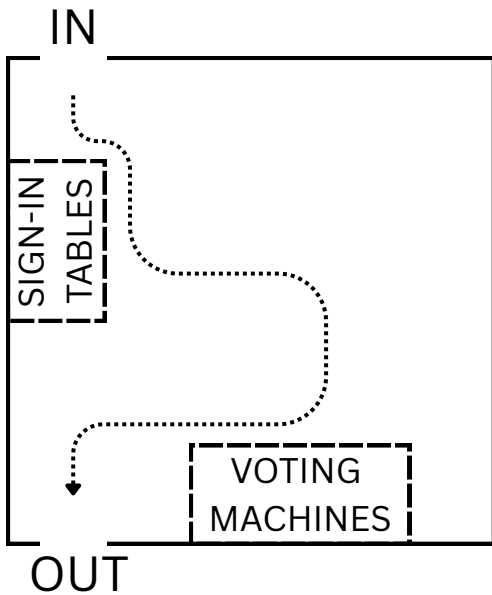
1	Site Chairs will introduce themselves and take attendance on LADS
2	Site Chairs will delegate opening tasks to inspectors
3	Complete your opening tasks
4	For inspectors tasked with opening up voting machines, the highest-numbered machine should be opened first.
5	Report to your Site Chair once opening tasks are complete

SITE CHAIR TASK

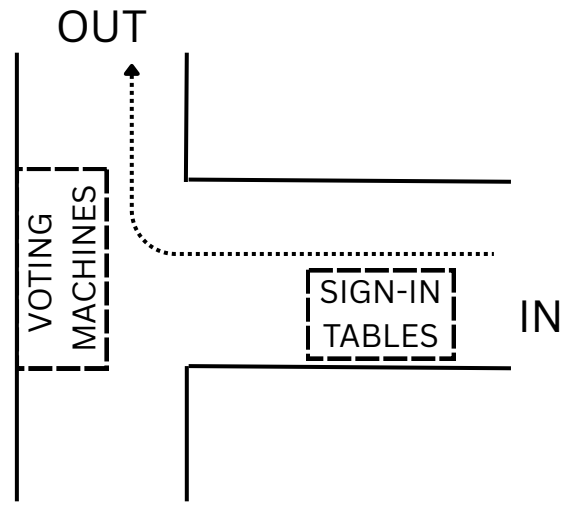
CHOOSE POLL SITE LAYOUT

Choose one of the following layouts for the poll site:

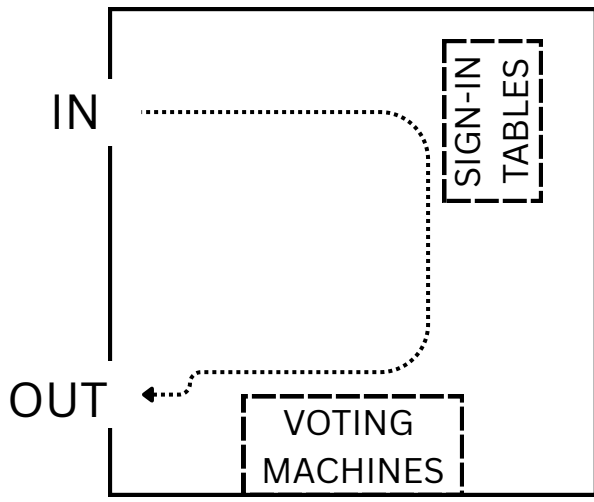
OPTION 1



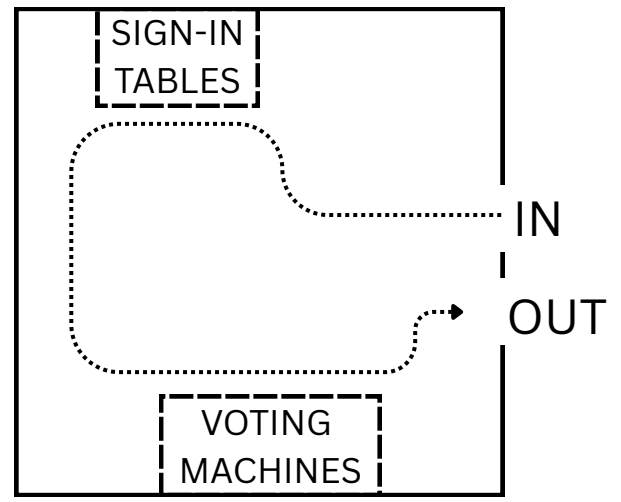
OPTION 2



OPTION 3



OPTION 4



SET UP ABSENTEE BALLOT BOX



1	Remove the <u>large, white security seal</u> attached to the box
2	Place large, white security seal into <u>Blue Bag</u> (found inside box)
3	Record <u>security seal number</u> in Before Polls Open form on LADS
4	Refer to the box label, and remove all opening supplies from box
5	Reseal with new large white security seal found in the <u>Blue Bag</u>
6	Set up <u>Absentee Ballot Box</u> near entrance of the polling space

SITE CHAIR TASK

SET UP L.A.D.S.

LANGUAGE, ATTENDANCE, DOCUMENTATION, SUPPORT



LADS 1



LADS 2

Every poll site is equipped with a LADS 1 and a LADS 2

1	Press/hold power button (top left side) until the device turns on
2	Type in the passcode, 123456
3	For instructions on using the LADS, see the Site Chair Field Guide

EXPRESSVOTE XL VOTING MACHINES



EXPRESSVOTE XL VOTING MACHINES

FEATURES OVERVIEW



1. Protective Screen Cover

2. Power Status Panel

3. Access Compartment

4. Touchscreen

5. Ballot Review Window

6. Ballot Access Compartment

7. Ballot Paper Slot

8. Push/Pull Handles

9. Curtain Rod Mount

10. Ballot Bin

11. ATI Console

12. Headphones

13. ExpressVote Printer

14. Blank Activation Cards

15. ExpressVote Tablet

16. Seal bags + "I Voted" Stickers

17. Printer Power Cords

18. ExpressVote Power Cords

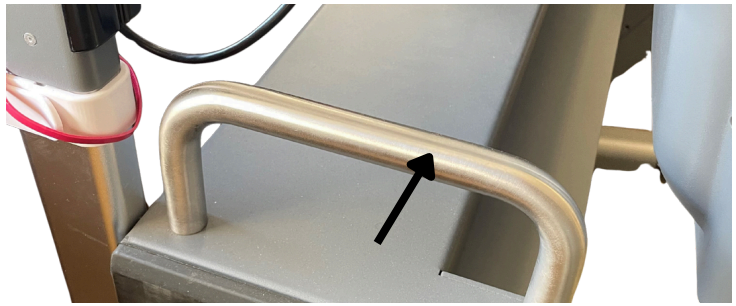

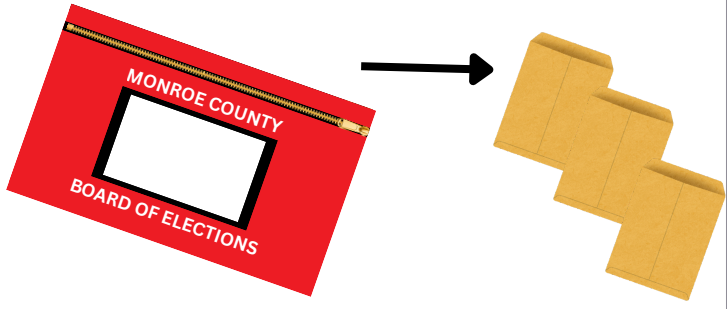
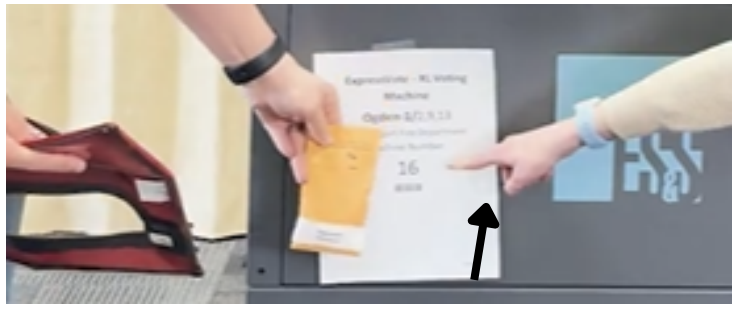
19. Voter Assistance Light

20. Privacy Curtain Storage Tube

BIPARTISAN TASK




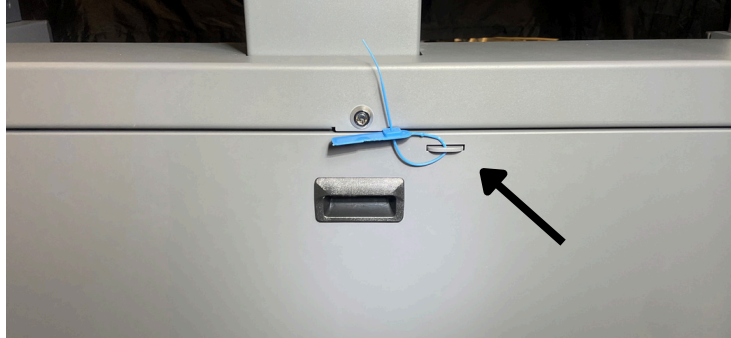
SET UP ALL VOTING MACHINES

Start with the highest numbered voting machine at your poll site

1	Roll voting machine by metal <u>push/pull handles</u> to the chosen voting area	
2	Lock <u>rear wheels</u> of the machine	
3	Remove voting machine <u>key envelopes</u> from the <u>red bag</u> <i>ATTENTION</i> <i>Return keys to the envelope when not in use, and the key envelopes to the red bag</i>	
4	Match the voting machine <u>key envelope number</u> to the correct <u>voting machine number</u>	




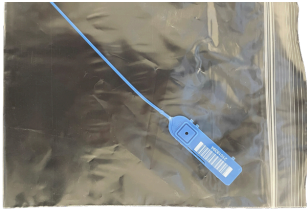
BIPARTISAN TASK

SET UP ALL VOTING MACHINES

5	<p>On the LADS, check box on the <u>Before Polls Open Form</u> to confirm the key envelopes arrived sealed</p>	
6	<p>Remove <u>black bag</u> (if equipped) from the back of the voting machine</p>	
7	<p>Remove the black <u>nylon machine cover</u>, roll up and set aside</p>	
8	<p>On the back of the voting machine, cut the blue security seal near the <u>rear storage compartment door handle</u></p> <p><i>ATTENTION: Seals can be removed by hand (no scissors required)</i></p>	

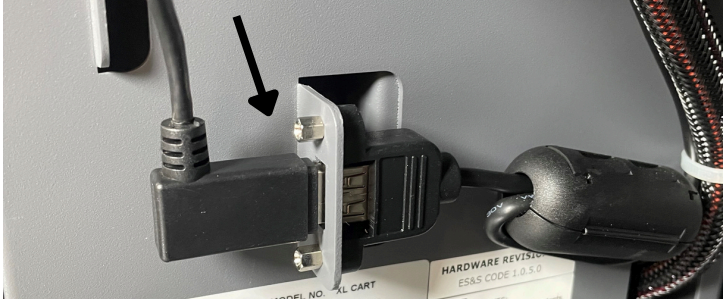

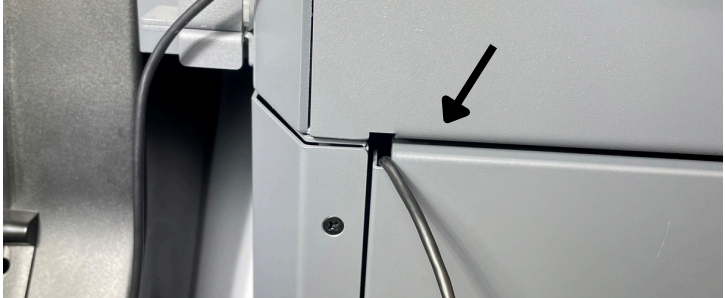

BIPARTISAN TASK

SET UP ALL VOTING MACHINES

9	<p>Record the cut blue security <u>seal number</u> on the Before Polls Open form, on the LADS</p> <p><i>(See Step 12 for where to place cut seal)</i></p>	
10	<p>Unlock and open the <u>rear storage compartment</u> at the back of the machine</p>	
11	<p>Remove from rear storage compartment:</p> <ul style="list-style-type: none">• ExpressVote Printer• Blank Activation Card Packs• ExpressPoll Tablet• Audio Tactile Interface (ATI) + Headphones• LADS iPad (if contained)• Seal bags & “I Voted” Stickers• All Cables and Cords <p><i>ATTENTION</i> <i>Not all voting machines will contain all the above listed items</i></p>	
12	<p>Place <u>cut blue security seal</u> into <u>seal bag</u> removed from the rear storage compartment</p>	





BIPARTISAN TASK

SET UP ALL VOTING MACHINES

13	Confirm the <u>Audio Tactile Interface Console (ATI)</u> is plugged in to the USB port in the <u>rear storage compartment</u>	
14	Place <u>ATI</u> on top of the <u>rear storage compartment</u>	
15	Ensure the <u>ATI</u> cord is fed through the opening in the top left corner of the <u>rear storage compartment door</u>	
16	Plug in the machine <u>power cord</u>	


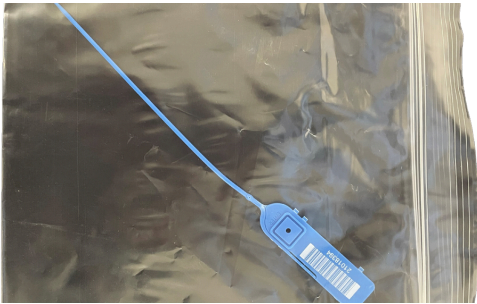


BIPARTISAN TASK

SET UP ALL VOTING MACHINES

17	The <u>green light</u> on the side of the machine will illuminate once connected to power	
18	If needed, you may plug a machine into the power outlet on another machine You may plug up to 5 machines together. This technique is called “daisy chaining”	
19	<p style="text-align: center;">ATTENTION</p> <p><i>The highest numbered voting machine is equipped with a “NiB” (Network Box) on the back.</i></p> <p><i>You cannot daisy-chain a Nib-machine. It must be plugged into a power source by itself or placed at the end of the daisy chain.</i></p>	
20	Behind the machine screen, remove the blue security seal locking the <u>access compartment</u>	



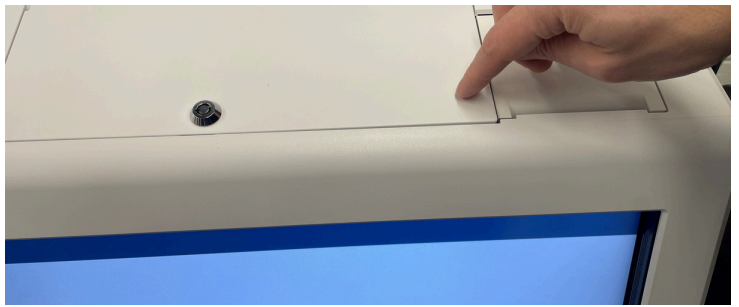
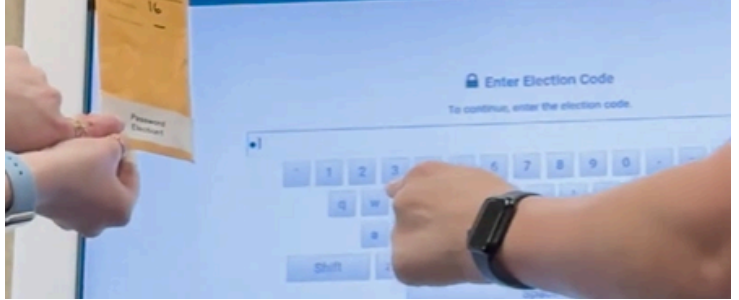
BIPARTISAN TASK

SET UP ALL VOTING MACHINES

21	Record the <u>blue security seal number</u> on Before Polls Open Form on the LADS	
22	Place <u>blue security seal</u> in the clear plastic <u>seal bag</u>	
23	Flip up the <u>protective screen cover</u> and tilt screen to preferred angle	
24	Unlock and open the <u>access compartment</u> on top of the screen	

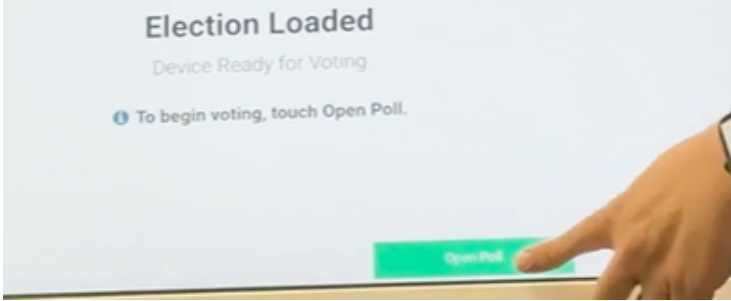
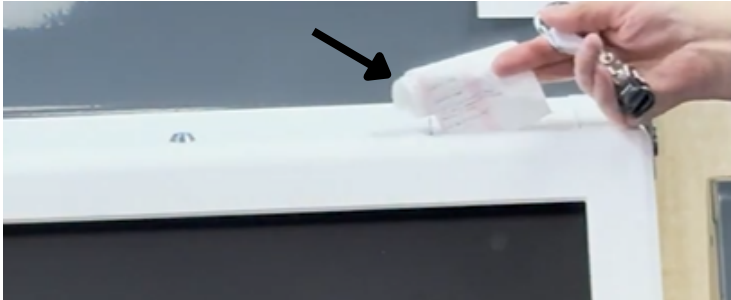
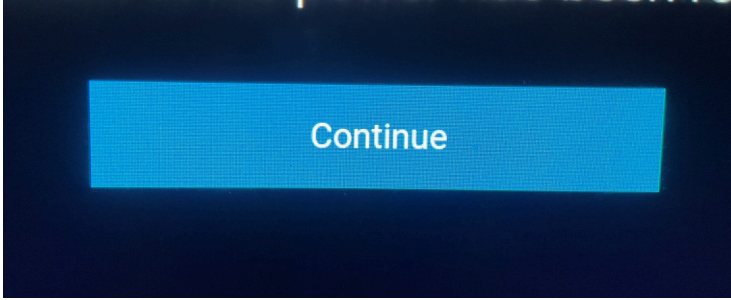
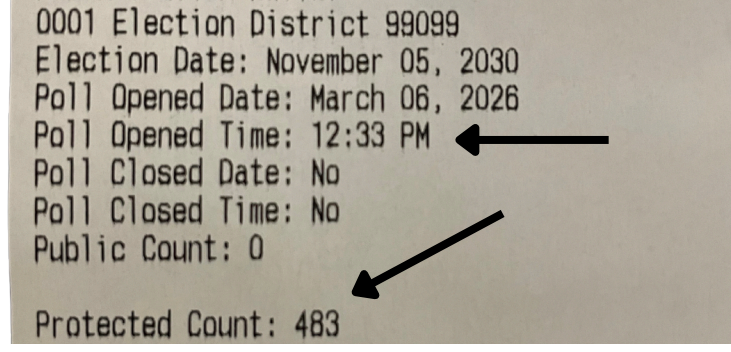
BIPARTISAN TASK

SET UP ALL VOTING MACHINES

25	Press the <u>red power button</u> to turn on the machine	
26	Inside the access compartment, find the <u>number on the yellow sticker seal</u> covering the blue flash drive Record this number on the Before Polls Open Form on the LADS	
27	Close and lock the <u>access compartment</u> Press down on the bottom right corner of the access compartment lid to ensure it completely closes	
28	Once the screen turns on, <u>input the password</u> found on the machine key envelope	

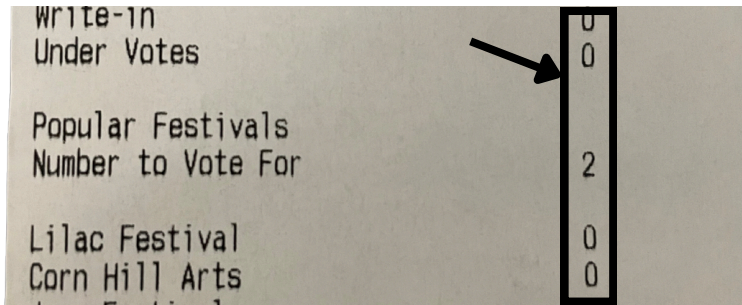
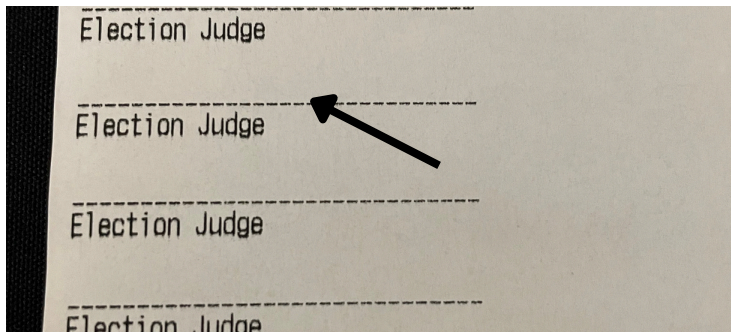


BIPARTISAN TASK

SET UP ALL VOTING MACHINES

29	Once loading is complete, press “Open Poll”	
30	Once <u>zero tape</u> finishes printing, tear off the zero tape	
31	Press “Continue”	
32	On the Before Polls Open Form, record the <u>Poll Opened Time</u> and the <u>Protected Count</u> number from the zero tape	 <pre>0001 Election District 99099 Election Date: November 05, 2030 Poll Opened Date: March 06, 2026 Poll Opened Time: 12:33 PM Poll Closed Date: No Poll Closed Time: No Public Count: 0 Protected Count: 483</pre>

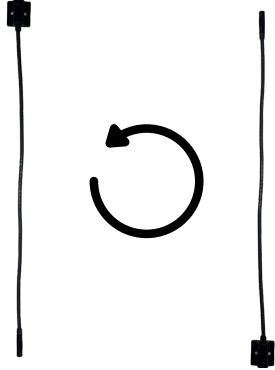
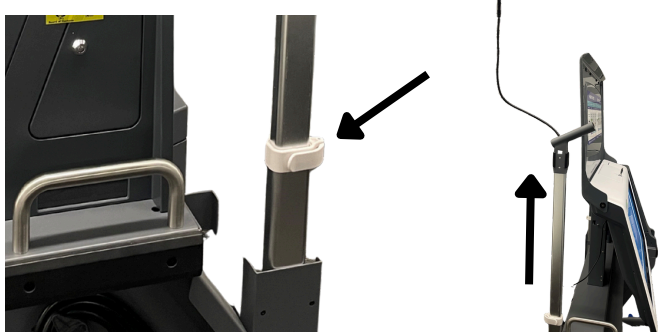


BIPARTISAN TASK

SET UP ALL VOTING MACHINES

33	<p>On the zero tape, <u>confirm all contests are zero</u> and check box on the Before Polls Open Form on the LADS</p> <p><i>ATTENTION: Only refer to the numbers next to names of people</i></p>	
34	<p><u>Sign the bottom</u> of the zero tape in a bipartisan team</p>	
35	<p>Place the zero tape in the <u>Red Bag</u></p>	<p>and place the tape in the red bag.</p> 
36	<p>Record the <u>yellow sticker seal number</u> found on the side ballot access compartment on the Before Polls Open Form on the LADS</p>	



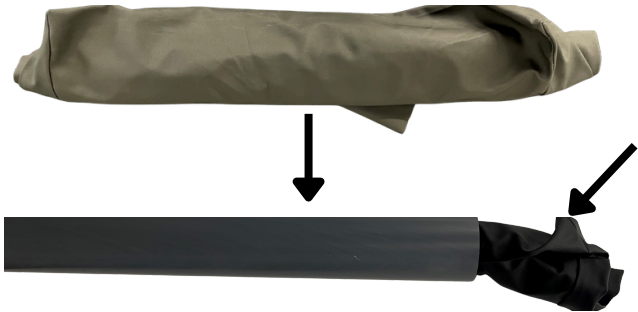

BIPARTISAN TASK

SET UP ALL VOTING MACHINES

37	Remove <u>Voter Assistance Light</u> from its bracket on the curtain rod mount and flip upward	
38	Unlatch both <u>white clamps</u> , extend curtain rod mount to its maximum height, and re-latch the white clamps	
39	Locate the <u>storage tube</u> on the back of the machine Undo the Velcro strap near the end cap labeled "TOP"	
40	Remove the end cap and take out the <u>privacy curtain</u> from the storage tube	


BIPARTISAN TASK

SET UP ALL VOTING MACHINES

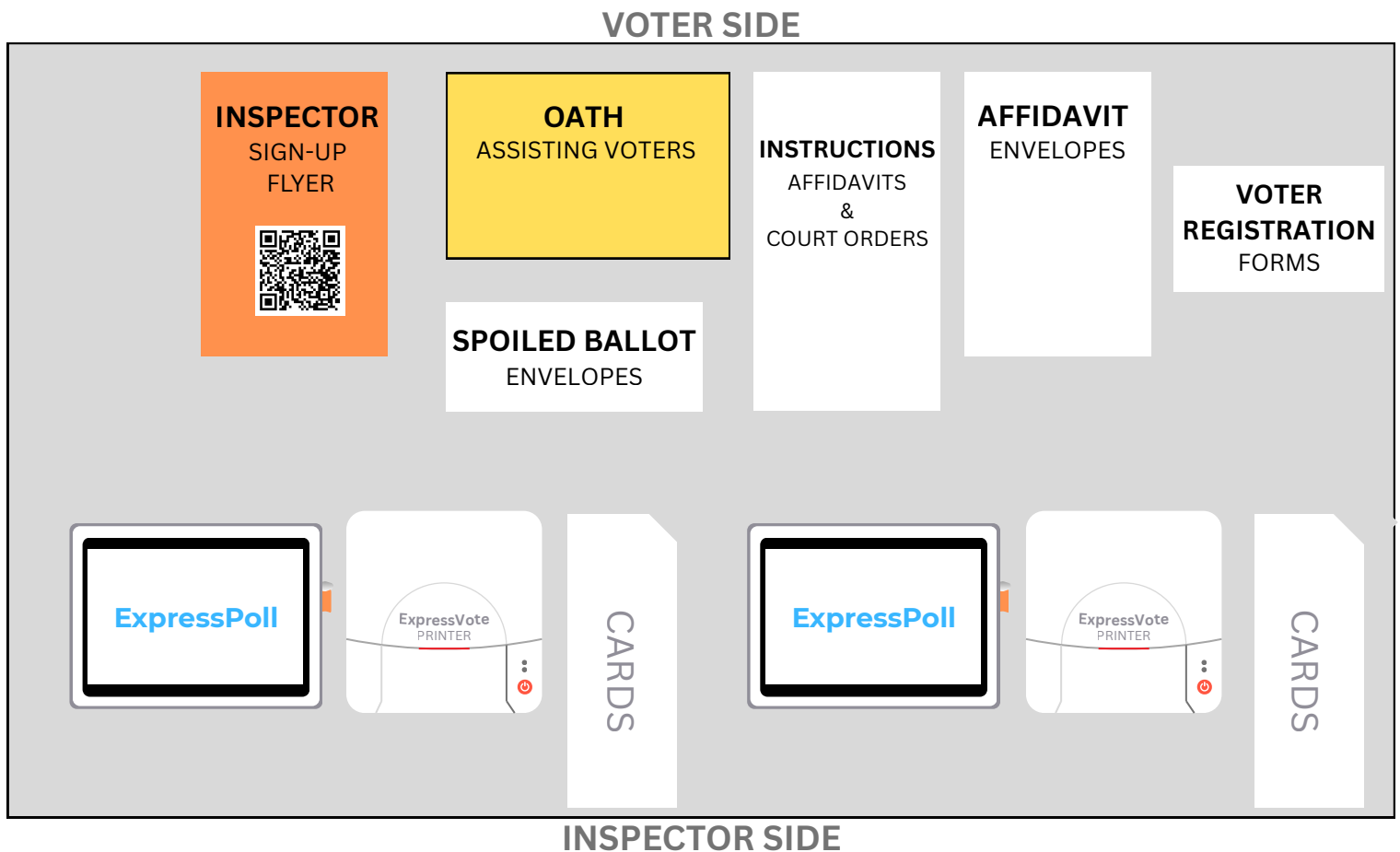
41	<p>Unroll the curtains, fold out the rods, and insert them into each mounting bracket</p> <p><i>Attention</i> <i>The Velcro patches of the curtain should be facing inward</i></p>	 
42	Insert rolled nylon machine cover into privacy curtain storage tube	
43	Ensure the Before Polls Open form has been filled out completely and sign off in a bipartisan team	

BIPARTISAN TASK

SET UP ALL VOTING MACHINES

44	The machine set up is now complete.	
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SETTING UP CHECK-IN TABLES



- | | |
|---|--|
| 1 | Set up tables in the sign-in area of the poll site |
| 2 | Arrange forms and envelopes on check-in tables (see diagram above) |

EXPRESSPOLL & EXPRESSVOTE POLL BOOKS & PRINTERS



EXPRESSPOLL POLL BOOKS

FEATURES OVERVIEW



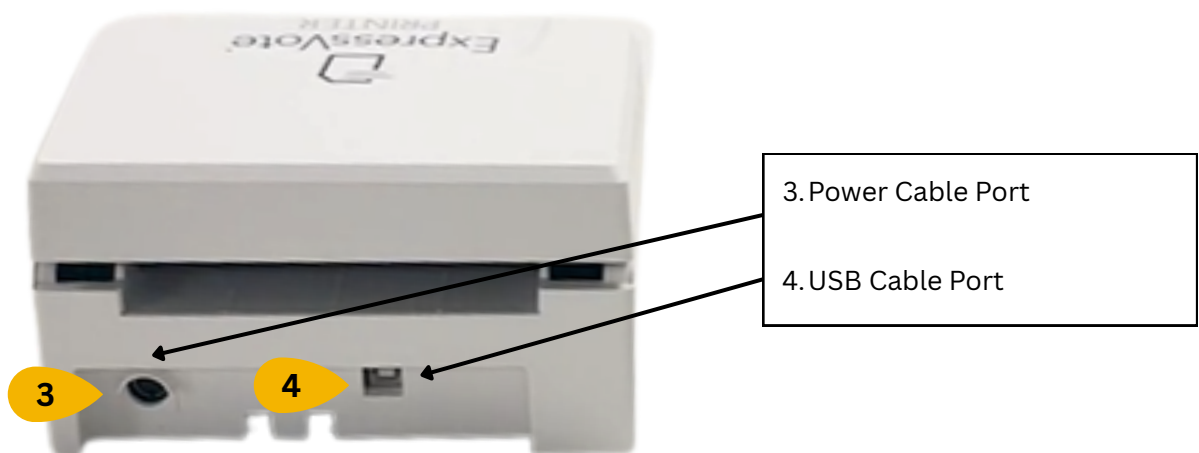
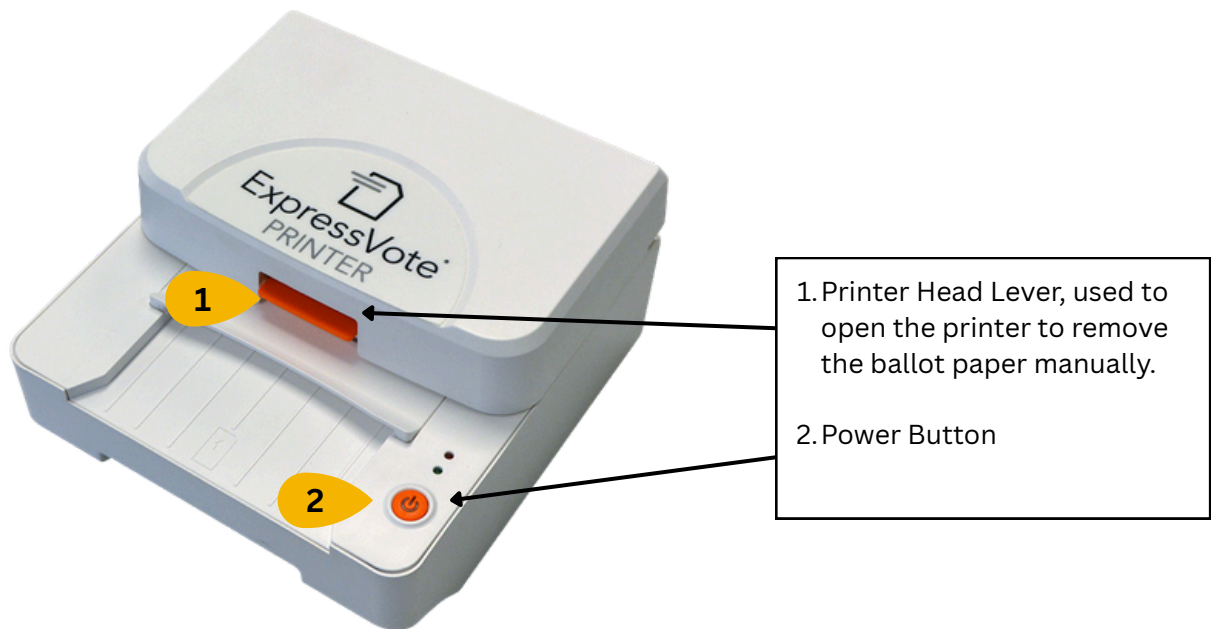
- 3. USB-A and USB-C external data ports, used to load data or connect up to two printers.
- 2. Flip Stand tablet lock to secure tablet in enclosure.
- 1. Magnetic connection for Surface Link power supply (not pictured).



- 6. Tablet On/Off Button
- 5. Rear-facing camera (not used)
- 4. Kickstand with orange brackets.


EXPRESSVOTE BALLOT PRINTERS

FEATURES OVERVIEW







SET UP

POLL BOOKS & PRINTERS

1	Lay the ExpressPoll screen-side down on a flat surface.	 A top-down view of the ExpressPoll device. The screen is flipped down, and two orange plastic brackets are attached to the sides of the device's frame.
2	Lift each orange bracket until it clicks	 A close-up view of one of the orange plastic brackets being lifted into a slot on the side of the device. A black arrow points to the bracket.
3	Plug the magnetic black power cord into the ExpressPoll and plug into a power outlet	 A close-up view of the bottom corner of the device. A black power cord is being plugged into a port. A yellow circle with the number '1' and a black arrow points to the connection point.
4	Press the orange power button on the top of the ExpressPoll flip stand (the power button is the furthest button on the front left edge).	 A close-up view of the top edge of the device. An orange power button is highlighted with a black arrow. To its left are two other buttons.

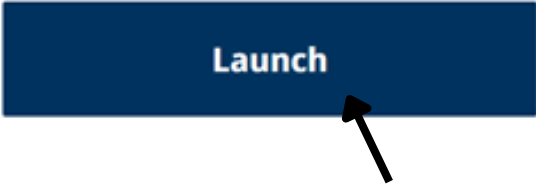
SET UP

EXPRESSPOLLS & PRINTERS

5	Turn the ExpressVote printer around so the back is visible	 A white ExpressVote printer is shown from the back. The top of the printer has the text "ExpressVote PRINTER" and a small icon of a document with a checkmark. The back panel features a power jack, a USB port, and other connectors.
6	Plug the power cord and the USB cord into the back of the printer	 A close-up view of the back panel of the printer. Two black arrows point to the ports. The left arrow points to a DC24V power jack, and the right arrow points to a USB Type-B port. The text "DC24V" and "USB" are visible next to their respective ports.
7	Plug the printer USB and power cord into the ExpressPoll. Make sure that the power cord's light is on	 A close-up view of the ExpressPoll device. A black arrow points to the USB port where a printer cable is plugged in. Another black arrow points to a small light indicator on the power cord, which is illuminated.
8	Press and hold the ON/OFF button for 2 seconds to power on printer (indicated by blue light)	 A close-up view of the front of the printer. A finger is shown pressing a small, circular power button. The button is illuminated with a blue light. The text "ExpressVote PRINTER" is visible above the button.

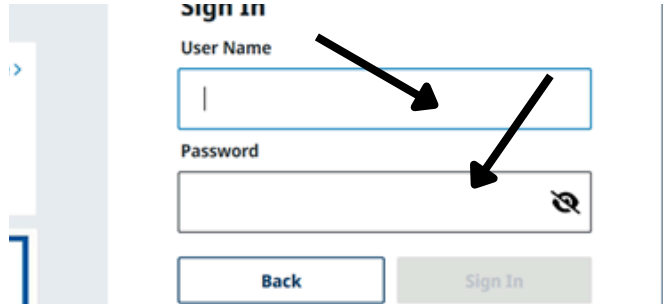


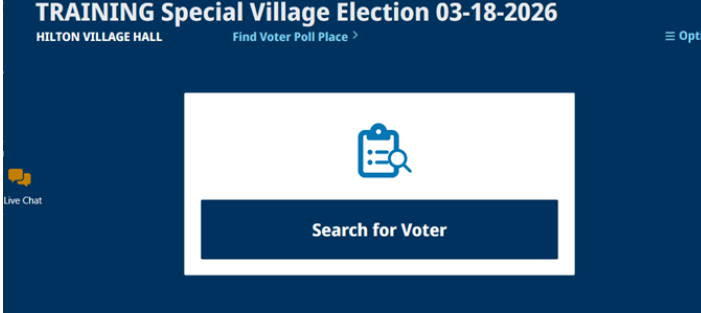
SET UP

EXPRESSPOLLS & PRINTERS

9	<p>Once the ExpressPoll is powered on, the screen will display jurisdictional and election specific information.</p>	
10	<p>Press the "Launch" button</p>	
11	<p>Enter the Pollbook Qualification Code ("PQC") then touch Submit.</p> <p><i>ATTENTION</i> See your Site Chair for the code listed on a Credentials Card in the Red Bag</p>	
12	<p>Verify the correct poll place is selected.</p>	

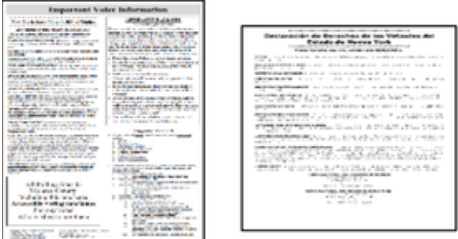
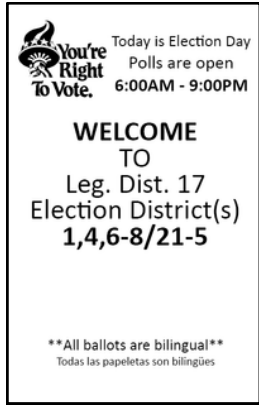
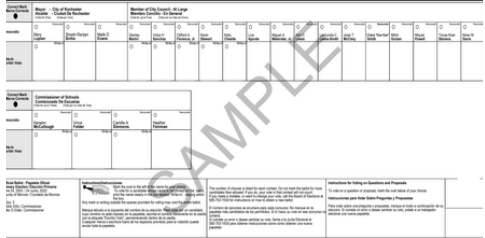

SET UP

EXPRESSPOLLS & PRINTERS

13	<p>Tap the text box under User Name to type in your username then repeat for Password</p> <p><i>ATTENTION</i> <i>See your Site Chair for credentials listed on a credentials card in the red bag</i></p>	 <p>The screenshot shows a 'sign in' form with two input fields: 'User Name' and 'Password'. A blue arrow points to the 'User Name' field, and a black arrow points to the 'Password' field. Below the fields are 'Back' and 'Sign In' buttons.</p>
14	Touch the "Sign In" button	 <p>A dark blue rectangular button with the text 'Sign In' in white. A black arrow points to the right side of the button.</p>
15	On the screen, touch "Open Polls" button	 <p>A dark blue rectangular button with the text 'Open Polls' in white. A black arrow points to the right side of the button.</p>
16	The ExpressPoll is now ready to check-in voters	 <p>The screenshot shows the top of the ExpressPoll interface. At the top, it says 'TRAINING Special Village Election 03-18-2026' and 'HILTON VILLAGE HALL'. Below this is a search bar with a magnifying glass icon and the text 'Search for Voter'. A 'Live Chat' icon is visible in the bottom left corner.</p>


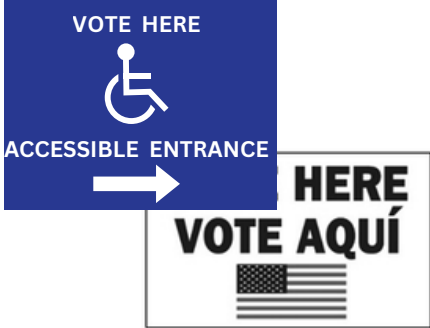

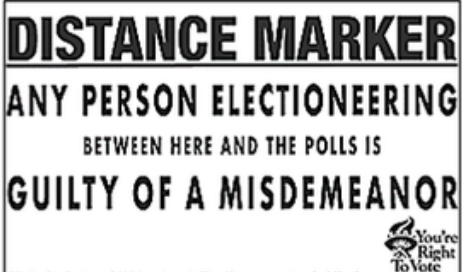
PART 1

SET UP POLL SITE SIGNS


1	<p>The Important Voter Information sign is used by voters to understand their rights, responsibilities, and other useful voting information.</p>	
2	<p>The Welcome to District sign helps voters clearly identify the election districts able to vote at the polling site</p> <ul style="list-style-type: none"> • Post on the wall near the check-in table where voter can see it 	
3	<p>The Sample Ballot is used by voters to determine what candidates or propositions are on the ballot.</p> <ul style="list-style-type: none"> • Must post on the wall near the check-in table. 	
4	<p>The Arrow signs direct voters to the space inside a polling site where voting occurs.</p> <ul style="list-style-type: none"> • Post on inside walls in visible locations to direct voters 	

PART 2

SET UP POLL SITE SIGNS

<p>5</p>	<p>The Vote Here signs are to show the entrances to the polling site</p> <ul style="list-style-type: none"> • Must be posted on the doors, and the sign with a wheelchair emblem must be placed on the accessible entrance door. 	
<p>6</p>	<p>The Vote Here lawn sign shows the location of the poll site</p> <ul style="list-style-type: none"> • MUST be seen from the road • Must first be put onto the metal frame included with supplies (do NOT tape it to the wall or post it inside the polling site) 	
<p>7</p>	<p>Accessibility Notice Signs</p> <ul style="list-style-type: none"> • Must be posted on entry doors of the poll site 	 <p>All Polling Sites in Monroe County have Accessible Voting Machines Language Access Devices Other Accessible Materials</p> <p>Todos los sitios de votación en el Condado de Monroe tienen Máquinas de votación accesibles Dispositivos de acceso lingüístico Otros materiales accesibles</p>
<p>8</p>	<p>The Distance Marker is used to warn people not to electioneer within a 100 foot radius of the polling site.</p> <ul style="list-style-type: none"> • Attach it to any permanent object that is about 100 feet away from each entrance to the building of the polling site 	

COMPLETE OPENING POLLS FORM

<p>1</p>	<p>Using the LADS, complete the form during the opening tasks</p>																																					
<p>2</p>	<p>Bipartisan team must sign the digital form on the LADS when opening tasks are complete</p>	<p>BEFORE POLLS OPEN FORM</p> <p>To be completed by election Inspector at the opening of the polls. WE DO HEREBY CERTIFY: that on this day, in the presence of at least one Democratic and one Republican Inspector before polls were opened to the public for voting:</p> <ol style="list-style-type: none"> 1. ALL voting machine keys arrived sealed in the red bag 2. ALL zero report tapes were printed and reviewed to ensure that ALL of the contests are at ZERO <table border="1"> <thead> <tr> <th>Voting Machine #</th> <th>Blue Plastic Storage Compartment Seal # (remove)</th> <th>Blue Plastic Access Compartment Seal # (remove)</th> <th>Time from Voting Machine</th> <th>Protected Coast # (from Zero Report Tapes)</th> <th>Yellow Sticker Seal # for Ballot Access Compartment (do NOT remove until closing)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Absentee Ballot Box Seal # (remove supplies and replace seal): _____ Absentee Ballot Box Seal # (replacement seal-Do NOT remove until closing) _____ Absentee Ballot Box Seal # (repack supplies and secure with closing seal) _____</p> <p>DEM _____ REP _____</p> <p>Signature of Inspectors Opening Voting Machines</p>	Voting Machine #	Blue Plastic Storage Compartment Seal # (remove)	Blue Plastic Access Compartment Seal # (remove)	Time from Voting Machine	Protected Coast # (from Zero Report Tapes)	Yellow Sticker Seal # for Ballot Access Compartment (do NOT remove until closing)																														
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RUNNING

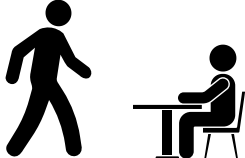
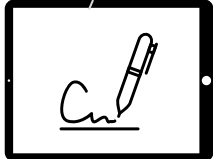
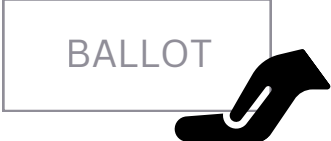




A POLL SITE

SECTION 2

RUNNING A POLL SITE CHECKLIST

	TOPIC	PAGE
1	Welcome and Check-in Voters	
	Typical Voting Process	2-1
	How to Check-in Voters	2-2
	Common Voter Statuses	2-7
	Troubleshooting: Voter Check-in	2-8
2	Assist Voters During Voting	
	How to Vote on the ExpressVote XL	2-9
	Troubleshooting: Voting Machine	2-10
	Accessible Voting	2-11

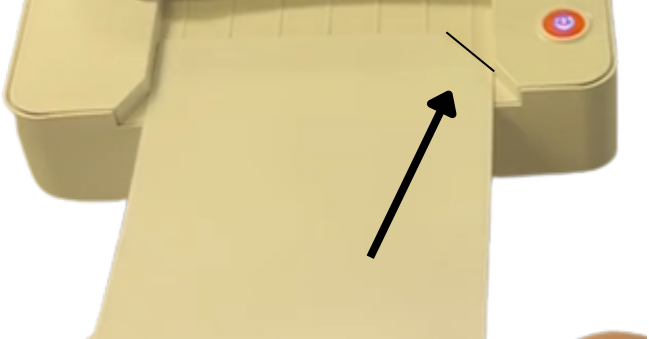

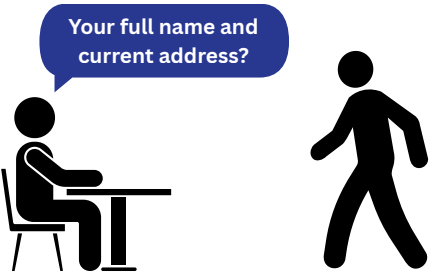
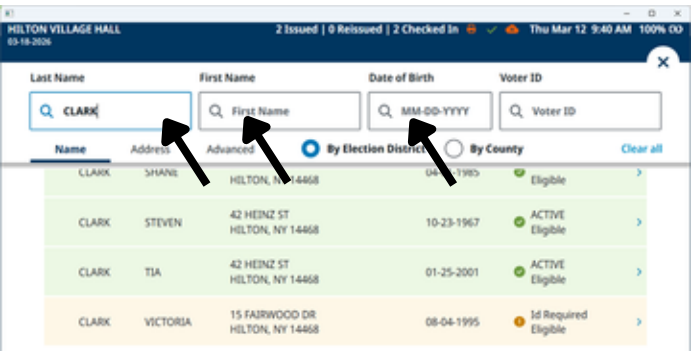
TYPICAL VOTING PROCESS

1	Welcome and direct voters to the check-in table	
2	Inspectors help voters check-in	
3	Inspectors give printed ballot and voting instructions to voters	
4	Inspectors instruct voters how to vote on machines (Inspectors stand behind machine)	
5	Voters cast their ballot on the machines	
6	Inspectors give voter a voting sticker	
7	Voters then exit the polling site	

PART 1

HOW TO

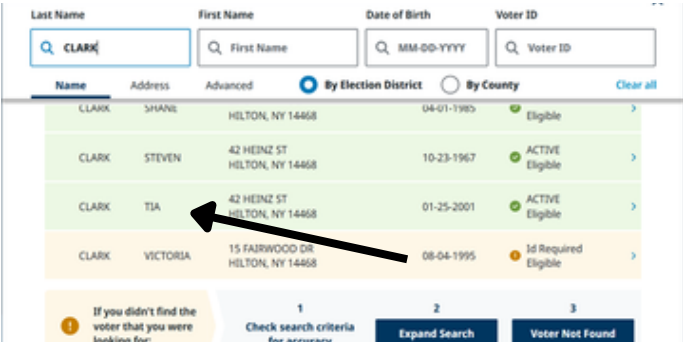

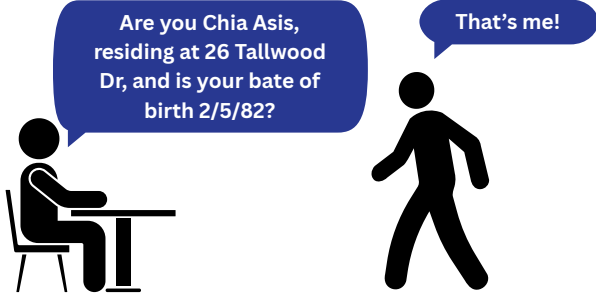

CHECK-IN VOTERS

1	<p>Insert <u>blank activation card</u> into the ballot printer</p> <p>The angled corner should be on the right side</p>																					
2	<p>Press the “Search for Voter” button</p>																					
3	<p>Ask the voter for their</p> <p><u>FULL LEGAL NAME</u></p> <p>and</p> <p><u>CURRENT RESIDENT ADDRESS</u></p>																					
4	<p>Enter the voter’s Last Name, First Name in the appropriate text fields</p> <p style="text-align: center;"><i>ATTENTION</i></p> <p style="text-align: center;"><i>Add the voter’s Date of Birth for more accurate search results</i></p>	 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Address</th> <th>Date of Birth</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>CLARK SHANE</td> <td>HILTON, NY 14468</td> <td>04-1985</td> <td>Eligible</td> </tr> <tr> <td>CLARK STEVEN</td> <td>42 HEINZ ST HILTON, NY 14468</td> <td>10-23-1967</td> <td>ACTIVE Eligible</td> </tr> <tr> <td>CLARK TIA</td> <td>42 HEINZ ST HILTON, NY 14468</td> <td>01-25-2001</td> <td>ACTIVE Eligible</td> </tr> <tr> <td>CLARK VICTORIA</td> <td>15 FAIRWOOD DR HILTON, NY 14468</td> <td>08-04-1995</td> <td>Id Required Eligible</td> </tr> </tbody> </table>	Name	Address	Date of Birth	Status	CLARK SHANE	HILTON, NY 14468	04-1985	Eligible	CLARK STEVEN	42 HEINZ ST HILTON, NY 14468	10-23-1967	ACTIVE Eligible	CLARK TIA	42 HEINZ ST HILTON, NY 14468	01-25-2001	ACTIVE Eligible	CLARK VICTORIA	15 FAIRWOOD DR HILTON, NY 14468	08-04-1995	Id Required Eligible
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PART 2

HOW TO

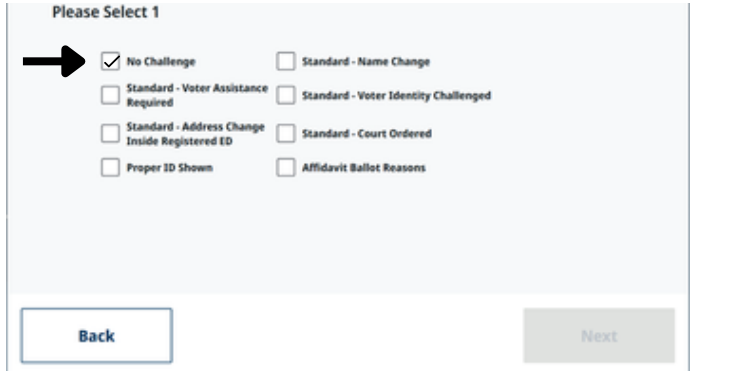
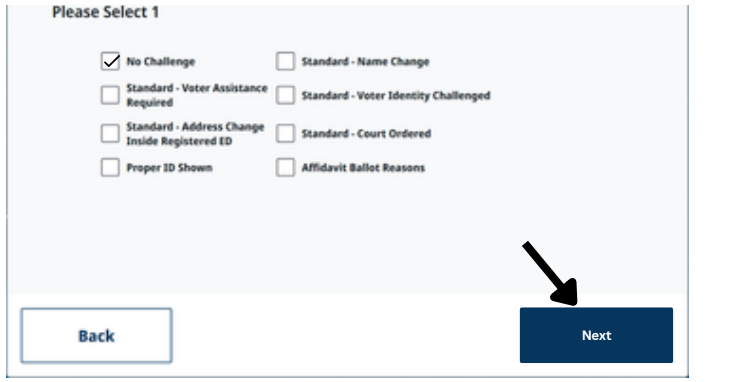


CHECK-IN VOTERS

5	Press the correct voter's record from the search list	
6	Look in the upper left section of the voter's record to view the voter's <u>name</u> , <u>resident address</u> , and <u>date of birth</u>	
7	The Election Inspector must read aloud the voter's <u>FULL LEGAL NAME</u> , <u>RESIDENT ADDRESS</u> , and <u>DATE OF BIRTH</u> . And the voter must verbally confirm before proceeding	
8	Press "Issue Standard" button to proceed printing a ballot	

PART 3

HOW TO


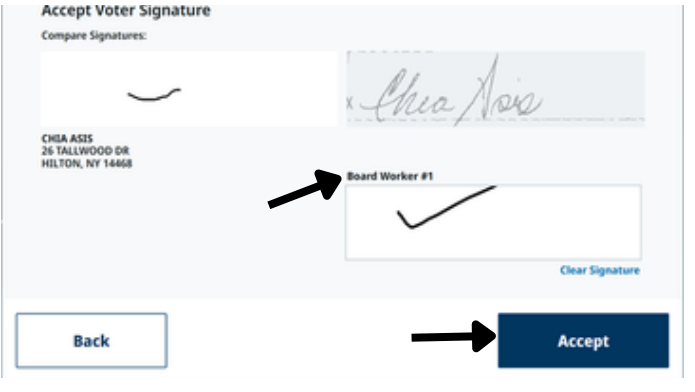
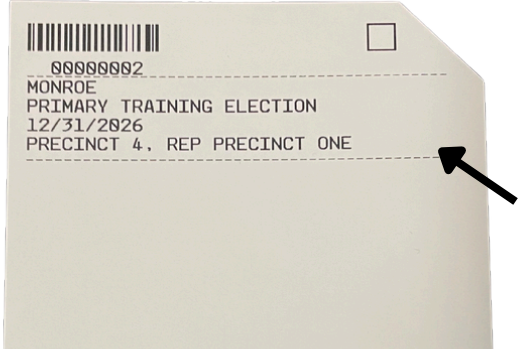

CHECK-IN VOTERS

9	Check “No Challenge” box if issuing a standard ballot	 <p>Please Select 1</p> <p><input checked="" type="checkbox"/> No Challenge <input type="checkbox"/> Standard - Name Change</p> <p><input type="checkbox"/> Standard - Voter Assistance Required <input type="checkbox"/> Standard - Voter Identity Challenged</p> <p><input type="checkbox"/> Standard - Address Change Inside Registered ID <input type="checkbox"/> Standard - Court Ordered</p> <p><input type="checkbox"/> Proper ID Shown <input type="checkbox"/> Affidavit Ballot Reasons</p> <p>Back Next</p>
10	Press the “Next” button	 <p>Please Select 1</p> <p><input checked="" type="checkbox"/> No Challenge <input type="checkbox"/> Standard - Name Change</p> <p><input type="checkbox"/> Standard - Voter Assistance Required <input type="checkbox"/> Standard - Voter Identity Challenged</p> <p><input type="checkbox"/> Standard - Address Change Inside Registered ID <input type="checkbox"/> Standard - Court Ordered</p> <p><input type="checkbox"/> Proper ID Shown <input type="checkbox"/> Affidavit Ballot Reasons</p> <p>Back Next</p>
11	Press the “Flip Screen” button	 <p>I swear or affirm that I reside at the address below and am eligible to vote in this election.</p> <p>_____ Clear Signature</p> <p>CHIA ASIS 26 TALLWOOD DR. HILTON, NY 14468</p> <p>Back Flip Screen Done Signing</p>
12	Flip the entire ExpressPoll towards the voter	

PART 4

HOW TO


CHECK-IN VOTERS

<p>13</p>	<p>Have the voter sign in the empty box and press the button labeled “Done Signing”</p>	
<p>14</p>	<p>Confirm signature, initial the box titled “Board Worker #1”, and then press the “Accept” button</p>	
<p>15</p>	<p>The ballot header will print on the blank activation card</p>	
<p>16</p>	<p>Press the “Complete Check-in” button to finish</p>	

PART 5

HOW TO

CHECK-IN VOTERS

17	<p>Instruct the voter to vote on an ExpressVote XL voting machine</p>	
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✓













You have successfully checked-in a voter

Please consider the following exceptions to this process

18	<p>Every voter will have a color-coded status</p> <p>For any color of other than green (checkmark), call your Site Chair for assistance</p>	<div style="background-color: #e8f5e9; padding: 5px; margin-bottom: 5px;"> ✓ ACTIVE Eligible </div> <div style="background-color: #fff9c4; padding: 5px; margin-bottom: 5px;"> ! ID REQUIRED Eligible </div> <div style="background-color: #ffe0b2; padding: 5px;"> ⚠ INACTIVE No Signature </div>
----	---	---

19	<p>If a voter does not show up during your initial search, you may have to press “Expand Search</p> <p>Call your Site Chair over if you cannot find a voter record</p>	<div style="background-color: #e8f5e9; padding: 5px; margin-bottom: 5px;"> 01-25-2001 ✓ ACTIVE Eligible > </div> <div style="background-color: #fff9c4; padding: 5px; margin-bottom: 5px;"> 08-04-1995 ! Id Required Eligible > </div> <div style="background-color: #e0e0e0; padding: 5px;"> <div style="display: flex; justify-content: space-around; align-items: center;"> 2 3 </div> <div style="display: flex; justify-content: space-around; align-items: center;"> ria <div style="background-color: #004a99; color: white; padding: 5px 15px; border-radius: 5px;">Expand Search</div> <div style="background-color: #004a99; color: white; padding: 5px 15px; border-radius: 5px;">Voter Not Found</div> </div> </div>
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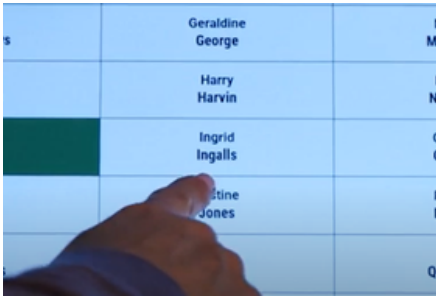
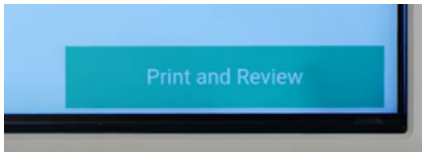

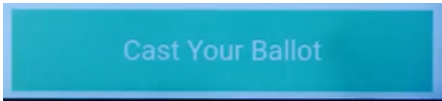
COMMON VOTER STATUSES

1	<p>Green Status</p> <ul style="list-style-type: none"> • Standard ballot only • Call over your Site Chair for Court orders 	<div data-bbox="852 499 1497 617">  ACTIVE Eligible </div> <div data-bbox="852 632 1497 749">  Court Order Eligible </div>
2	<p>Yellow Status</p> <ul style="list-style-type: none"> • Call over your Site Chair 	<div data-bbox="922 800 1406 888">  ID REQUIRED Eligible </div> <div data-bbox="922 903 1406 991">  ACTIVE Ineligible </div>
3	<p>Red Status</p> <ul style="list-style-type: none"> • Affidavit ballot only • Call over your Site Chair 	<div data-bbox="852 1066 1459 1167">  INACTIVE No Signature </div> <div data-bbox="852 1182 1459 1283">  Affidavit Only Eligible </div> <div data-bbox="852 1310 1459 1402">  ACTIVE No Signature </div> <div data-bbox="852 1417 1459 1518">  ACTIVE Ballot Issued </div> <div data-bbox="852 1533 1459 1633">  ACTIVE Early Ballot Issued </div> <div data-bbox="852 1648 1459 1749">  ACTIVE Absentee Mail </div> <div data-bbox="852 1764 1459 1864">  ACTIVE Absentee FPCA </div> <div data-bbox="852 1879 1459 1980">  Affidavit Only - Moved Election District Eligible </div>

TROUBLESHOOTING VOTER CHECK-IN

IF THIS HAPPENS	TAKE THIS ACTION
Voter is inactive	Call a Site Chair over
Voter changed their resident address within <u>same</u> election district	Call a Site Chair over
Voter changed their resident address within <u>different</u> election district	Call a Site Chair over
Voter changed their name	Call a Site Chair over
Voter was sent an Absentee Ballot, but wants to vote in person	Call a Site Chair over
Voter has no signature on file	Call a Site Chair over
Voter requires assistance with marking their ballot	Call a Site Chair over
Voter DOB is incorrect	Call a Site Chair over
Voter asks an inspector to look at their marked ballot	Call a Site Chair over
Voter cannot sign-in on poll book	Call a Site Chair over
Voter identity or residence is challenged or questioned	Call a Site Chair over
Voter requires interpretation services	Call a Site Chair over
Voter has a court order	Call a Site Chair over

HOW TO VOTE ON THE EXPRESSVOTE XL




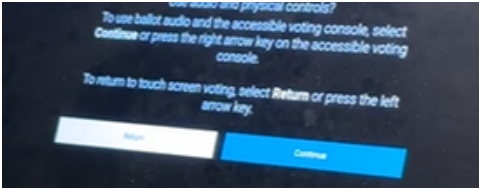

1	Go to an available voting machine and close the curtain behind you for privacy	
2	Insert ballot into ballot slot on right side of machine <ul style="list-style-type: none"> The angled edge is inserted at the top right 	
3	Select a language and follow the on-screen prompts to start to voting session	
4	Select your choices on the touchscreen <ul style="list-style-type: none"> Ensure nothing else is touching the screen including your free hand, phone, or clothing Use the buttons in the top right of the screen to adjust the contrast, text size, and language 	
5	Press “Print & Review” on the bottom right corner of the screen once you have made all selections	
6	Press “Print” to print the selections onto the ballot and review it in the printed ballot window	
7	Press “Cast Ballot” after the physical ballot has been reviewed, and it will be deposited into a secure ballot container	
8	Exit the privacy curtain to receive your voting sticker	

TROUBLESHOOTING VOTING MACHINE

IF THIS HAPPENS	TAKE THESE ACTIONS
<p>Voter assistance light is flashing</p>	<ul style="list-style-type: none"> • Voter needs assistance, go to back of voting machine to give verbal instructions on next steps <ul style="list-style-type: none"> ◦ If entrance into the privacy curtain is needed, assistance MUST be provided in a bipartisan team
<p>Ballot jam</p>	<ul style="list-style-type: none"> • Alert your Election Day Technician (EDT)
<p>Touchscreen unresponsive / frozen</p>	<ul style="list-style-type: none"> • Ensure there is nothing, including free hand, touching the screen while the voter is making selections (ex: sleeve, another hand, phone or other object, etc.) • If the screen is still unresponsive after confirming there is nothing else touching the screen, wait 30 seconds before trying to select again • If the problem persists, alert your Election Day Technician (EDT)
<p>Ballot container is full</p>	<p>The voting machine will beep when the ballot container is full. Alert your Election Day Technician (EDT) to report the full container.</p>
<p>Ballot is abandoned</p>	<p>If a ballot is found <u>IN OR NEAR</u> the voting machine, <u>YOU MUST CALL</u> the Inspector Helpline at 585-753-1599 for instructions.</p>

ASSISTING VOTERS FOR ACCESSIBLE VOTING

All usage of an ATI must be recorded on the ExpressPolls during voter check-in
 An Audio Tactile Interface (ATI) is available at every voting machine

1	Check the voter in at the check-in table normally so they have a ballot and direct them to any voting machine	
2	Hand the voter the ATI to use inside the privacy curtain <ul style="list-style-type: none"> • “Sip & Puff” or “Paddle Buttons” are stored in the Absentee Ballot Box, and may be used on any machine. Plug them into the jack on the bottom-left side of the chosen ATI 	<p style="text-align: center;">ATI</p> 
3	Instruct the voter to press the center green button on the ATI to bring up the accessible voting session	
4	Instructions on how to use the ATI will appear on the screen before the voting session begins	
5	If the voter needs assistance, they can press the blue Help button on the top left of the ATI	

CLOSING

A POLL SITE

SECTION 3

CLOSING A POLL SITE CHECKLIST

TOPIC			PAGE
<input type="checkbox"/>	1	Prepare to Close	3-1
<input type="checkbox"/>	2	Upload election results (Site Chairs)	3-2
<input type="checkbox"/>	3	Take Down Signs	3-5
<input type="checkbox"/>	4	Close Voting Machines	3-7
<input type="checkbox"/>	5	Ballot Reconciliation	3-22
<input type="checkbox"/>	6	Close Check-in tables	3-23
<input type="checkbox"/>	7	Close ExpressPolls and printers	3-24
<input type="checkbox"/>	8	Complete Closing Polls Form (Site Chairs)	3-26
<input type="checkbox"/>	9	Close LADS	3-27
<input type="checkbox"/>	10	Transport Black Bags (Site Chairs)	3-28

CLOSING A POLL SITE

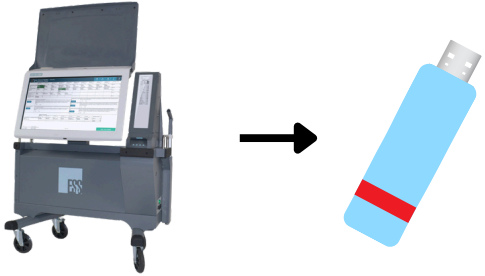


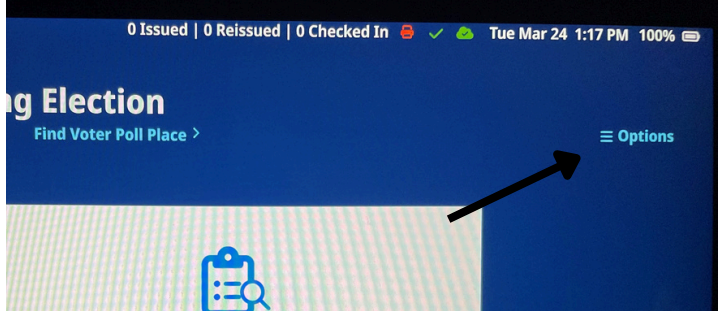
PREPARE TO CLOSE

BEFORE CLOSE	
1	Receive closing tasks assignments from Site Chairs
2	An Inspector may be assigned to stand at the end of the line at 9PM to mark the last person allowed to vote (if necessary) <ul style="list-style-type: none"> • Voters in line by 9PM must be allowed to vote
3	When assigned by Site Chairs, Inspectors may do the following before closing the poll site: <ul style="list-style-type: none"> • Record closing seal numbers in After Polls Close form on the LADS • Count ballots in manila envelopes
AT CLOSE	
1	Site Chairs must immediately begin uploading Election Results
2	The first file upload must be completed within 15 minutes after the last voter casts their ballot. If the upload is delayed, the EDT will call the Site Chairs to help
3	The highest-numbered voting machine should be unplugged from its power source only after the election results are uploaded
4	Make sure all supplies are packed and sealed into their appropriate container, according to each container's labels, including the <ul style="list-style-type: none"> • <u>Absentee Ballot Box</u> • <u>Voting Machine</u> • <u>Black Bag</u>

PART 1

UPLOADING ELECTION RESULTS

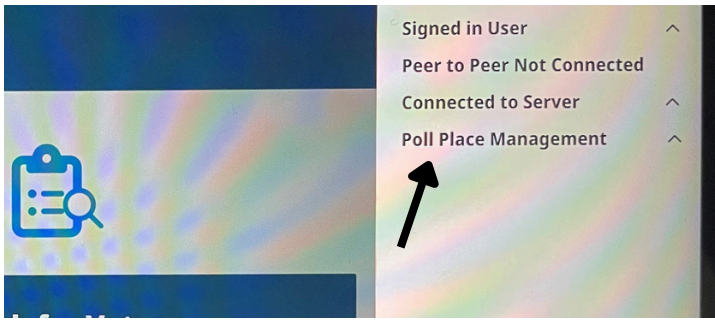
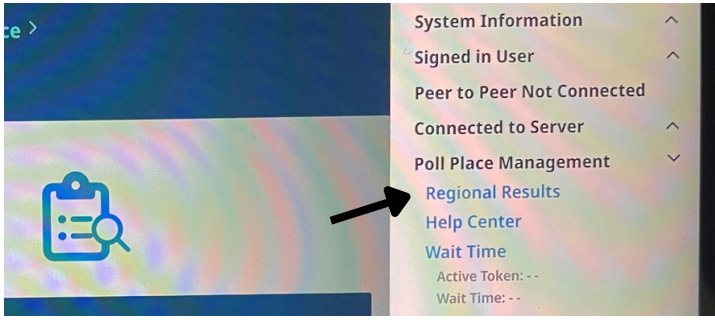
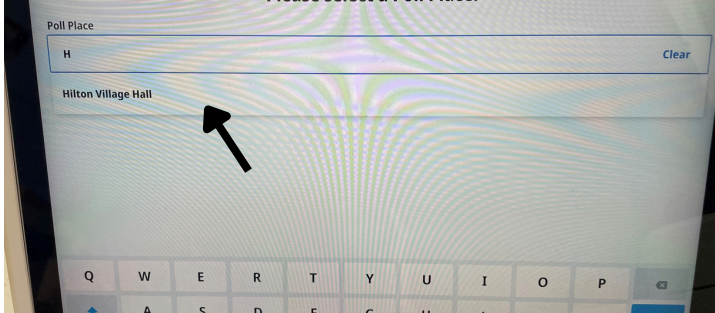

BIPARTISAN TASK

1	Retrieve <u>red memory stick</u> from any voting machine	
2	Take only one <u>ExpressPoll</u> poll book	
3	Unplug the <u>USB printer cord</u> from the ExpressPoll	
4	Press <u>Options</u>	

PART 2

UPLOADING ELECTION RESULTS

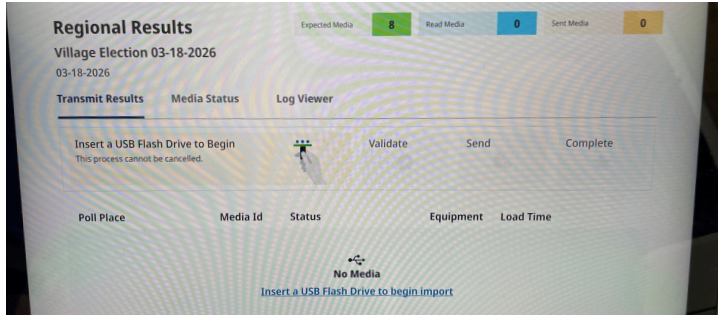
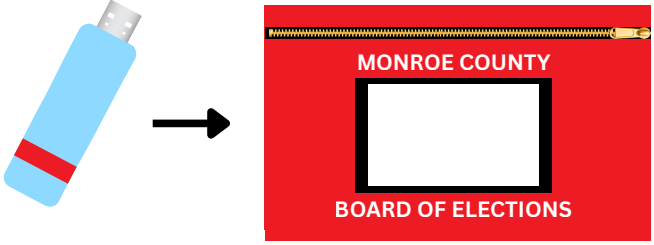
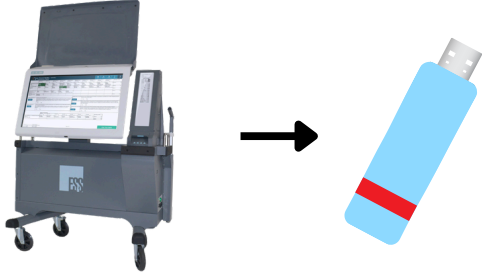

BIPARTISAN TASK

6	Press <u>Poll Place Management</u>	 A screenshot of a mobile application interface. On the left, there is a blue icon of a clipboard with a magnifying glass. On the right, a vertical menu is displayed with several options: 'Signed in User', 'Peer to Peer Not Connected', 'Connected to Server', and 'Poll Place Management'. An arrow points to the 'Poll Place Management' option.
7	Press <u>Regional Results</u>	 A screenshot of the same mobile application interface. The menu on the right now shows 'Regional Results' highlighted with an arrow. Other options include 'System Information', 'Signed in User', 'Peer to Peer Not Connected', 'Connected to Server', 'Poll Place Management', 'Help Center', and 'Wait Time'.
8	You will be prompted to <u>enter the name of your poll site</u> in the search field. Press <u>the name of the poll site</u> from the search results to select it	 A screenshot of a search interface. At the top, there is a search field with the letter 'H' entered. Below the field, a list of search results is shown, with 'Hilton Village Hall' highlighted. An arrow points to this result. A keyboard is visible at the bottom of the screen.
9	Insert red memory stick into <u>ExpressPoll USB slot</u>	 A photograph of a white tablet device. A red USB stick is being inserted into a slot on the side of the tablet. An arrow points to the USB stick.

PART 3

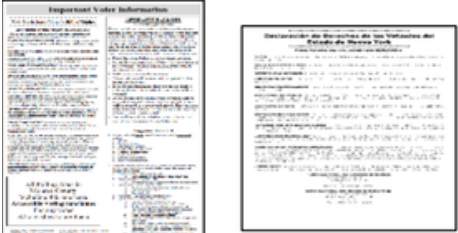
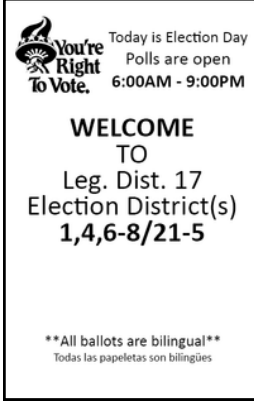
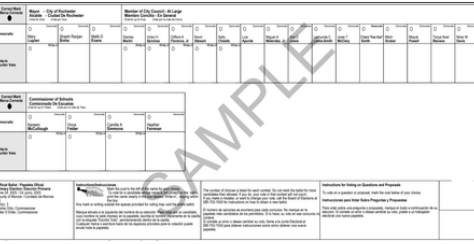

UPLOADING ELECTION RESULTS

BIPARTISAN TASK

10	Wait for <u>successful upload message</u>	 A screenshot of a web interface titled "Regional Results" for a "Village Election 03-18-2026". At the top, there are three status indicators: "Expected Media" with a green bar and the number 8, "Read Media" with a blue bar and the number 0, and "Sent Media" with a yellow bar and the number 0. Below this, there are three tabs: "Transmit Results", "Media Status", and "Log Viewer". The "Media Status" tab is active, showing a progress bar and buttons for "Validate", "Send", and "Complete". A message says "Insert a USB Flash Drive to Begin" and "This process cannot be cancelled." Below the progress bar, there is a table with columns: "Poll Place", "Media Id", "Status", "Equipment", and "Load Time". At the bottom, a "No Media" warning is displayed with a USB icon and the text "Insert a USB Flash Drive to begin import."
11	Remove red memory stick & place into the <u>red bag</u>	 A diagram showing a blue USB flash drive with a red band on the left. An arrow points to a red zippered bag on the right. The bag has a white rectangular window in the center. Above the window, the text "MONROE COUNTY" is written in white. Below the window, the text "BOARD OF ELECTIONS" is written in white.
12	Repeat with <u>every single red memory stick</u> from each voting machine	 A diagram showing a grey voting machine on the left. An arrow points to a blue USB flash drive with a red band on the right, representing the removal of the memory stick from the machine.
13	After all red memory sticks have been uploaded, the <u>highest-numbered ExpressVote XL</u> may be <u>unplugged</u> from its power source	 A close-up photograph of a hand pulling a black power plug out of a yellow wall outlet. The plug has two silver prongs and a grounding pin.


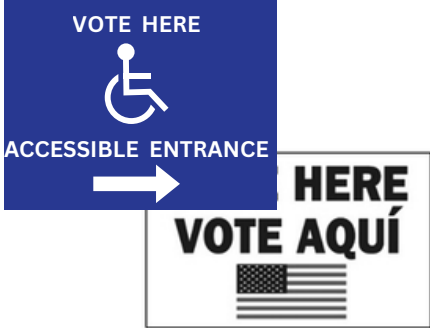
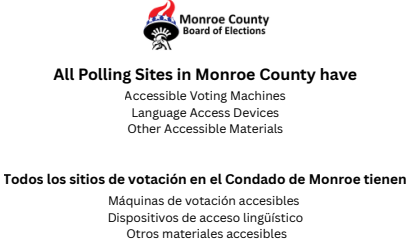
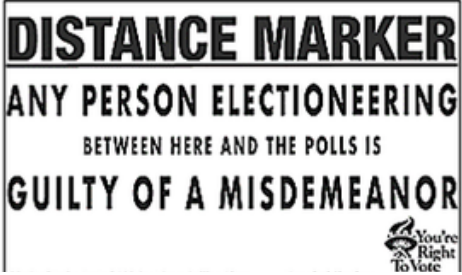
PART 1

TAKE DOWN POLLING SITE SIGNS

<p>1</p>	<p>The Important Voter Information sign is used by voters to understand their rights, responsibilities, and other useful voting information.</p>	
<p>2</p>	<p>The Welcome to District sign helps voters clearly identify the election districts able to vote at the polling site</p> <ul style="list-style-type: none"> • Post on the wall near the check-in table where voter can see it 	
<p>3</p>	<p>The Sample Ballot is used by voters to determine what candidates or propositions are on the ballot.</p> <ul style="list-style-type: none"> • Must post on the wall near the check-in table. 	
<p>4</p>	<p>The Arrow signs direct voters to the space inside a polling site where voting occurs.</p> <ul style="list-style-type: none"> • Post on inside walls in visible locations to direct voters 	

PART 2




TAKE DOWN POLLING SITE SIGNS

<p>5</p>	<p>The Vote Here signs are to show the entrances to the polling site</p> <ul style="list-style-type: none"> • Must be posted on the doors, and the sign with a wheelchair emblem must be placed on the accessible entrance door. 	
<p>6</p>	<p>The Vote Here lawn sign shows the location of the poll site</p> <ul style="list-style-type: none"> • MUST be seen from the road • Must first be put onto the metal frame included with supplies (do NOT tape it to the wall or post it inside the polling site) 	
<p>7</p>	<p>Accessibility Notice Signs</p> <ul style="list-style-type: none"> • Must be posted on entry doors of the poll site 	
<p>8</p>	<p>The Distance Marker is used to warn people not to electioneer within a 100 foot radius of the polling site.</p> <ul style="list-style-type: none"> • Attach it to any permanent object that is about 100 feet away from each entrance to the building of the polling site 	

PART 1

CLOSING EXPRESSVOTE XL VOTING MACHINES


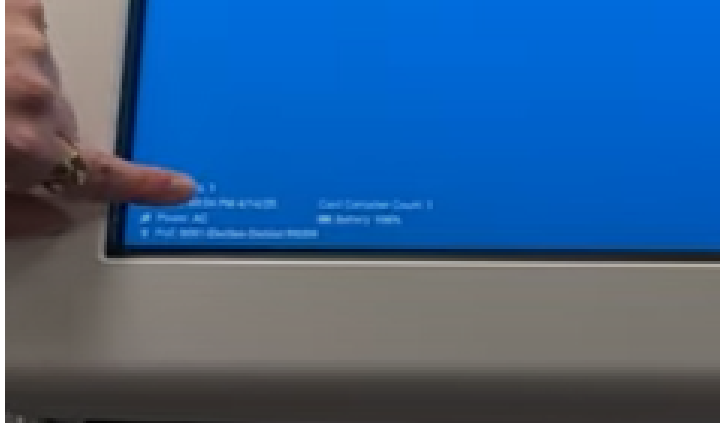
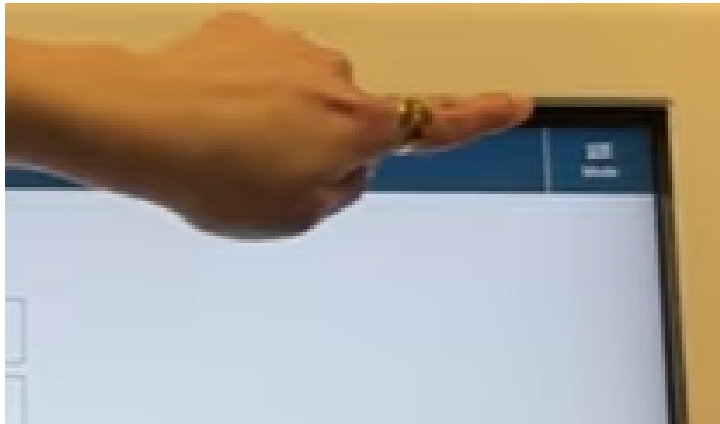
BIPARTISAN TASK

1	<p>Take <u>privacy curtain</u> down from the mounting brackets hold both rods inward, and roll up curtain</p>	
2	<p>Remove the black nylon machine cover from the storage tube and set aside</p> <p><u>Place privacy curtain back into storage tube</u> (insert into the side that is labeled "TOP")</p>	
3	<p>Slide up on the <u>voter assistance light</u> and flip to reinsert facing down</p>	

PART 2

CLOSING EXPRESSVOTE XL VOTING MACHINES

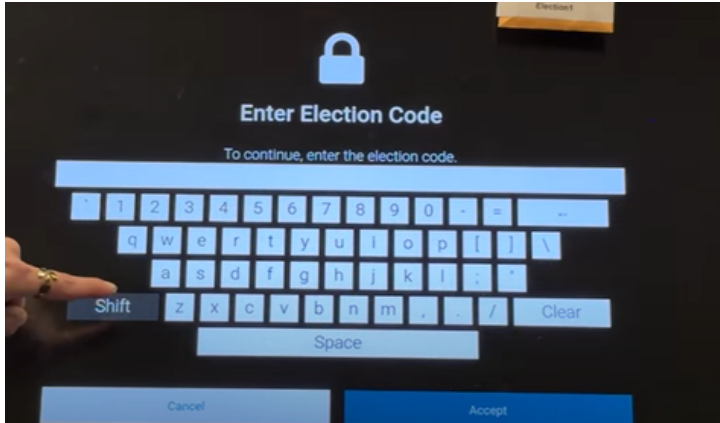
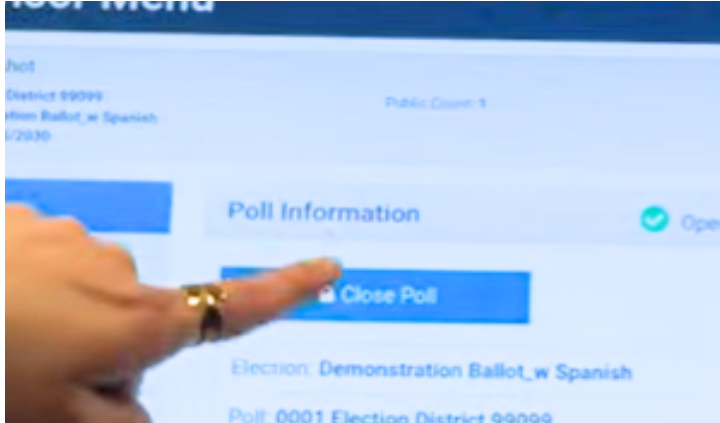
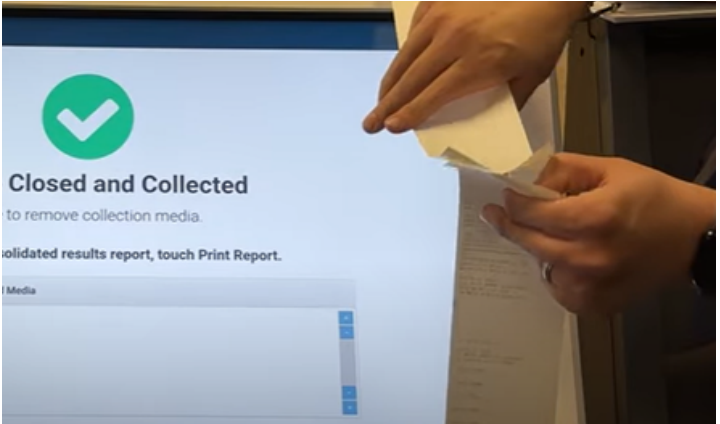
BIPARTISAN TASK

4	<p>Unlock the <u>white plastic clamps</u> and carefully lower the curtain mounting brackets.</p> <p>Once fully lowered, press in on the white plastic clamp to lock it in place</p>	
5	<p>Press “Public Counter”</p> <p>“Poll and Device Status” screen will appear</p>	
6	<p>Press “Mode” in the top right corner</p>	

PART 3

CLOSING EXPRESSVOTE XL VOTING MACHINES

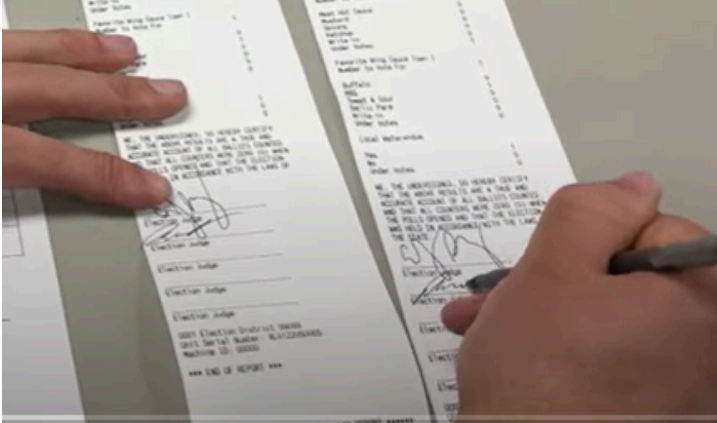


BIPARTISAN TASK

7	Enter the password found on the voting <u>machine key envelope</u>	
8	Press “Close Poll” button	
9	Two copies of the <u>closing tape</u> will print on a single tape, once complete, remove and separate the tapes Do not press print report, or further unnecessary tapes will print	

PART 4

CLOSING EXPRESSVOTE XL VOTING MACHINES

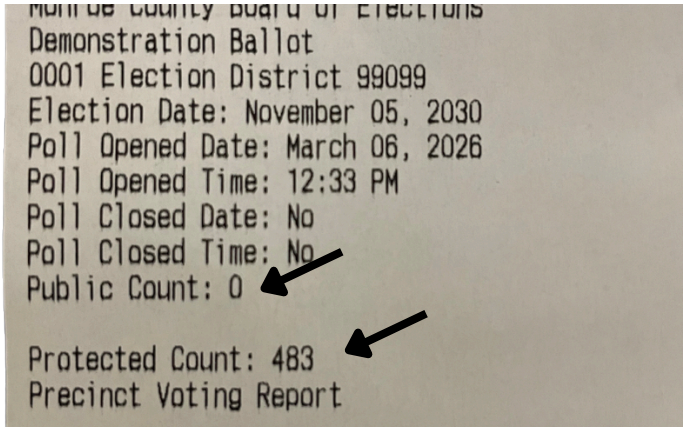
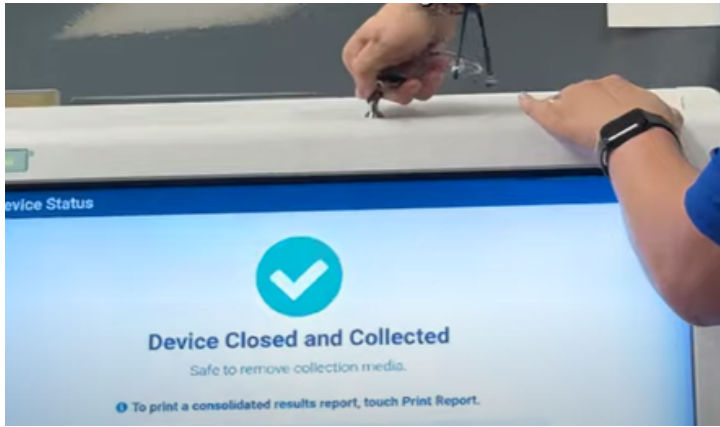
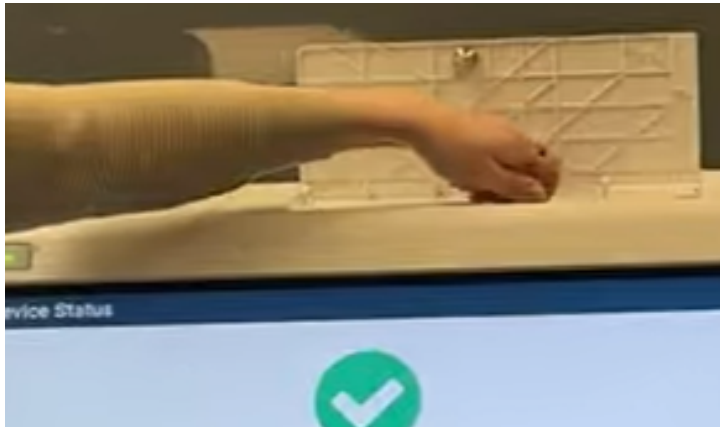
BIPARTISAN TASK

10	Sign-off in a bipartisan team on both copies of the closing tape	
11	Give one copy of the closing tape to the bipartisan team completing ballot reconciliation	
12	Post the other copy of the closing tape on the wall for public viewing	

PART 5

CLOSING EXPRESSVOTE XL VOTING MACHINES


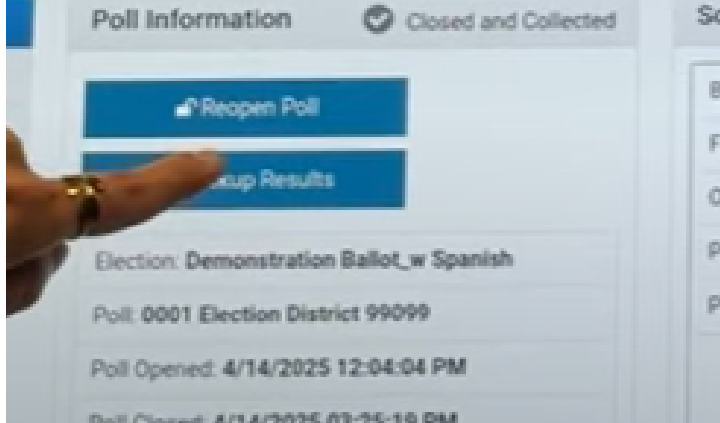
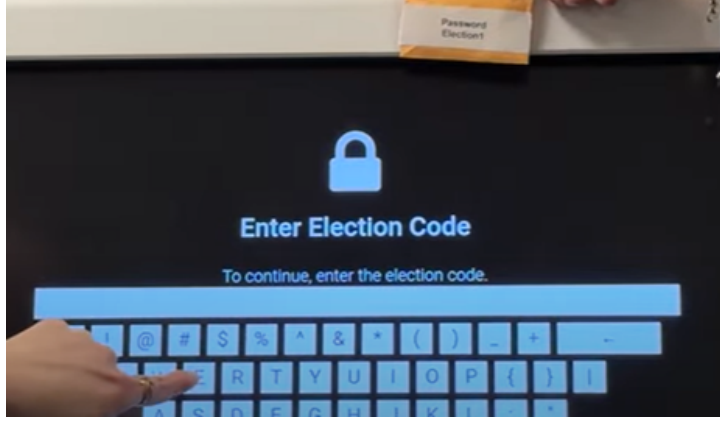
BIPARTISAN TASK

13	Record the <u>Public Count</u> and <u>Protected Count</u> numbers located at the top of the tape on the After Polls Close form on the LADS	
14	Unlock the <u>access compartment</u> on top of the screen with the voting machine key	
15	Remove the <u>red memory stick</u> and give it to the Site Chairs	

PART 6

CLOSING EXPRESSVOTE XL VOTING MACHINES




BIPARTISAN TASK

16	Press <u>black mode button</u> in either direction to pull up “Supervisor Menu”	
17	Press “Backup Results”	
18	Enter the password located on <u>voting machine key envelope</u>	

PART 7

CLOSING EXPRESSVOTE XL VOTING MACHINES

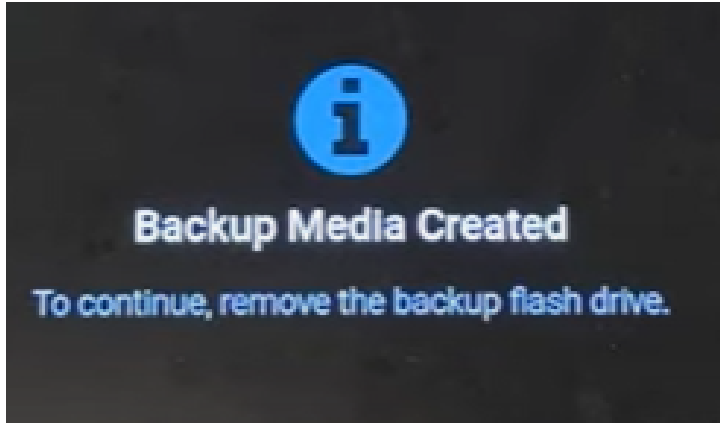

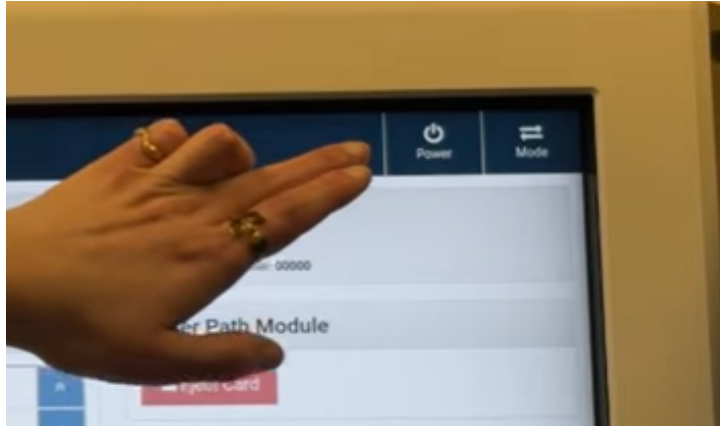
BIPARTISAN TASK

19	<p>Remove the <u>yellow sticker seal</u> covering the <u>blue memory stick</u> inside the access compartment</p>	
20	<p>Record the <u>seal number</u> on the After Polls Close form on the LADS and place removed seal in the seal bag</p> <p><i>ATTENTION</i> <i>Fold yellow seal in half before placing in seal bag</i></p>	
21	<p>Following the prompts on the screen, insert the <u>blue memory stick</u> into the machine</p>	

PART 8

CLOSING EXPRESSVOTE XL VOTING MACHINES

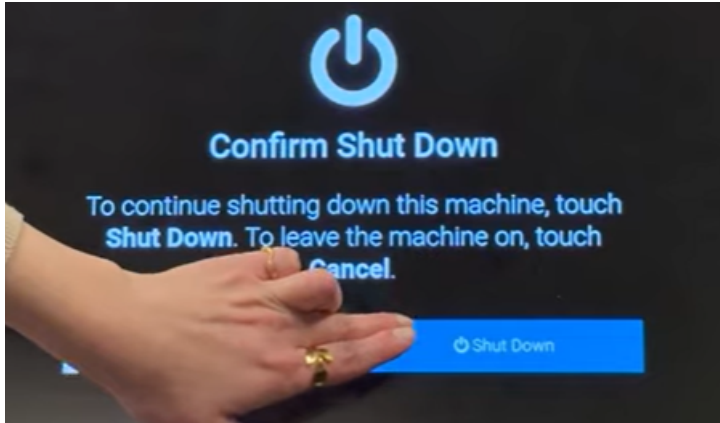


BIPARTISAN TASK

21	Once the machine reads “Backup Media Created” <u>remove the blue memory stick</u>	
22	Place the blue memory stick in the <u>Blue Bag</u>	
23	Press “Power” on the top right corner of the screen	

PART 9

CLOSING EXPRESSVOTE XL VOTING MACHINES




BIPARTISAN TASK

24	Press “Shut Down” when asked to confirm	
25	Close and lock the <u>access compartment</u> Press down on the bottom right corner of the access compartment to ensure it latches completely closed	
26	Flip down the <u>screen cover</u> and readjust screen tilt to vertical position	

PART 10

CLOSING EXPRESSVOTE XL VOTING MACHINES

BIPARTISAN TASK

27	<p>Seal <u>access compartment</u> with white security seal (behind the top of the screen)</p> <p>Record <u>white security seal number</u> on the After Polls Close form on the LADS</p>	
28	<p>Unplug the voting machine <u>power cord</u> and wrap it up neatly on the side of the machine</p> <p>ATTENTION <i>Do not unplug the highest-numbered machine until all the election results have been uploaded</i></p>	
29	<p>Remove the <u>yellow sticker seal</u> from ballot access compartment (side of machine)</p> <p>Record the <u>yellow seal number</u> on the After Polls Close Form on the LADS and place the folded seal in the seal bag</p>	

PART 11

CLOSING EXPRESSVOTE XL VOTING MACHINES




BIPARTISAN TASK

30	Unlock <u>ballot access compartment</u> and open door	
31	Push forward on the <u>lower green lever</u> to unlock the ballot bin	
32	Remove the <u>ballot bin</u> and place a white security seal on the flap	

PART 12

CLOSING EXPRESSVOTE XL VOTING MACHINES




BIPARTISAN TASK

33	Record <u>white security seal</u> number and <u>red security seal</u> number from ballot bin on the After Polls Close Form on the LADS	
34	Place the ballot bin in a center compartment in the <u>black bag</u>	
35	Close and lock <u>ballot access compartment door</u>	

PART 13

CLOSING EXPRESSVOTE XL VOTING MACHINES


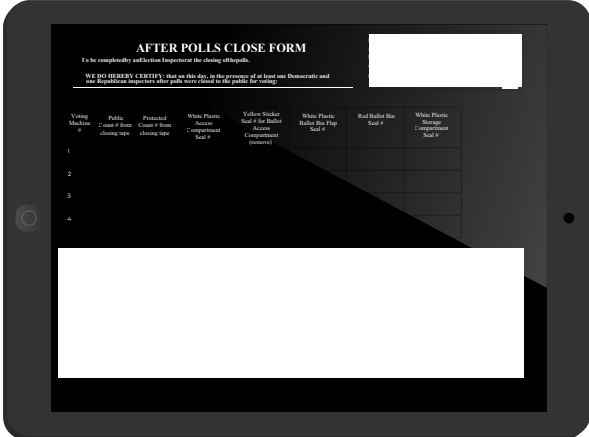
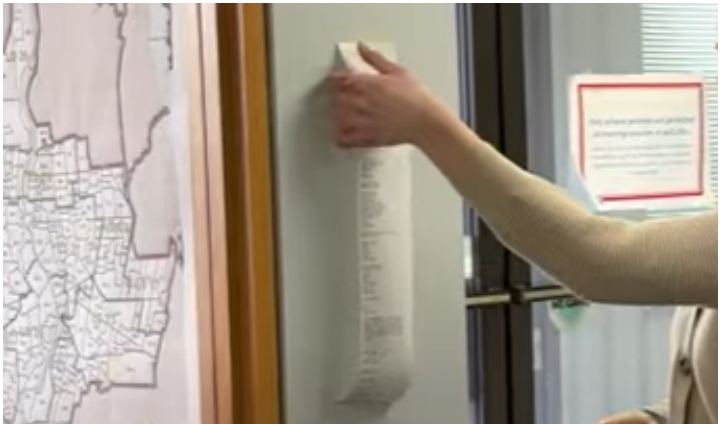
BIPARTISAN TASK

36	<p>Unlock the <u>storage compartment</u> door and place supplies, including the ATI, printer, Expresspolls, cords, and any blank activation cards inside</p>	
37	<p>Close and lock the <u>storage compartment</u></p> <p>Return the machine key to the key envelope in red bag</p>	
38	<p>Seal rear storage compartment with a <u>white security seal</u></p> <p>Record seal number on the After Polls Close form on the LADS</p> <p><i>ATTENTION</i> <i>Leave one machine rear compartment unsealed until the LADS 2 has been stored in it</i></p>	

PART 14

CLOSING EXPRESSVOTE XL VOTING MACHINES

BIPARTISAN TASK

39	<p>Replace black <u>nylon machine cover</u></p> <p>The small cover goes over the ballot review window</p>	
40	<p>Ensure the <u>After Polls Close Form</u> on the LADS has been filled out completely and signed off in a bipartisan team</p>	
41	<p>Remove <u>closing tape</u> from wall and place into the <u>blue bag</u></p>	

PART 15

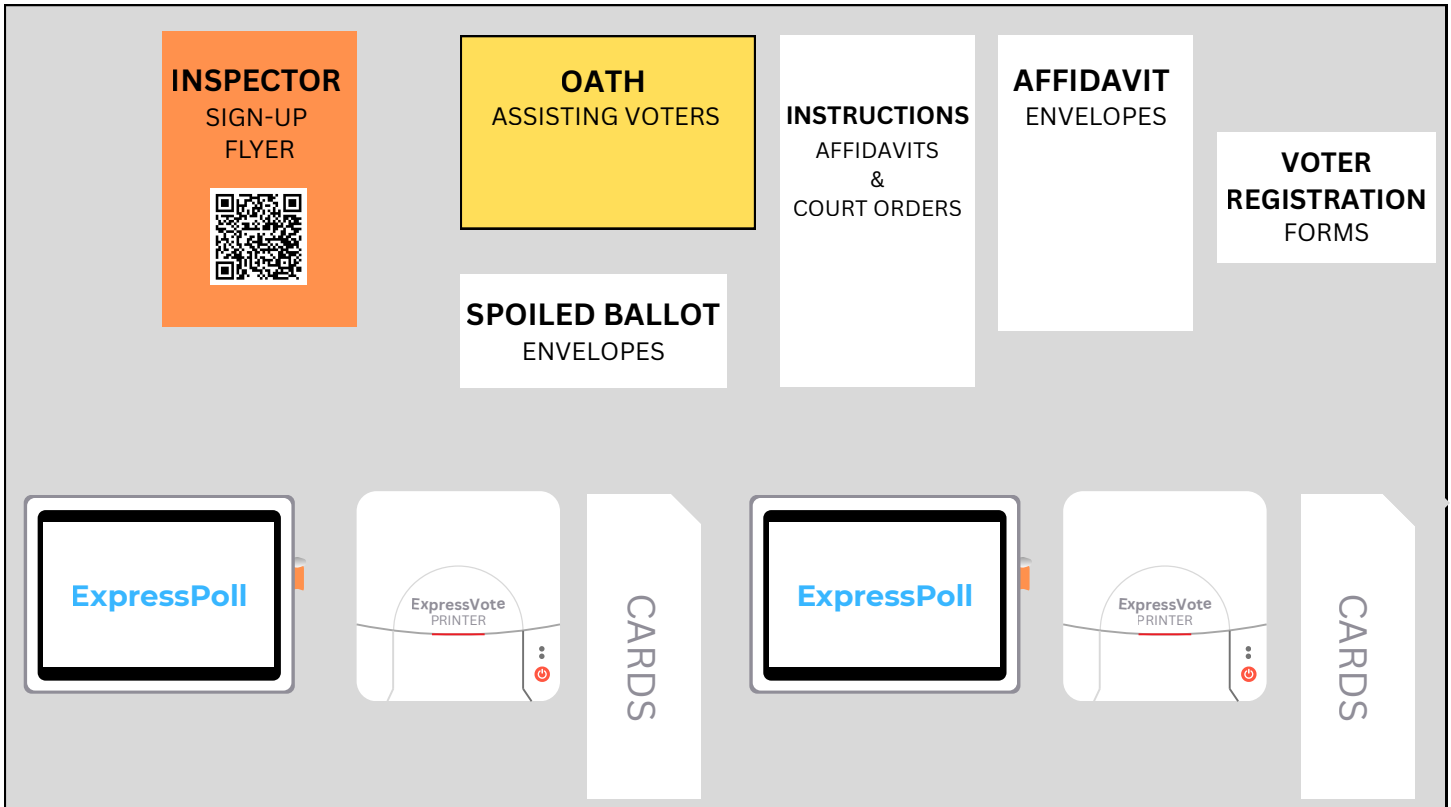
CLOSING EXPRESSVOTE XL VOTING MACHINES

BIPARTISAN TASK

42	<p>Seal the blue bag with a <u>white plastic seal</u> and place it in the black bag</p> <p>ATTENTION <i>Make sure all items have been placed into the Blue Bag before sealing it</i></p>	
43	<p>Place the <u>LADS 2</u> into the unsealed rear compartment of a voting machine</p> <p>ATTENTION <i>Make sure that all forms and final white security seal and been recorded before storing the LADS 2</i></p>	
44	<p><u>Seal the rear compartment</u> the voting machine with a white security seal</p> <p>ATTENTION <i>Make sure that same white security seal number has been pre-recorded on the After Polls Close Form before storing the LADS 2</i></p>	

CLOSING CHECK-IN TABLES

VOTER SIDE

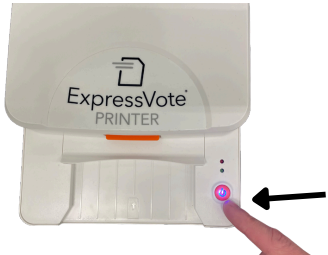





INSPECTOR SIDE

1	Pack manila envelopes into the side pocket of the Black Bag(s)	
2	Close and pack ExpressPolls and printers into back of voting machines	
3	Return remaining items into the clear site bag found inside the Absentee Ballot Box	


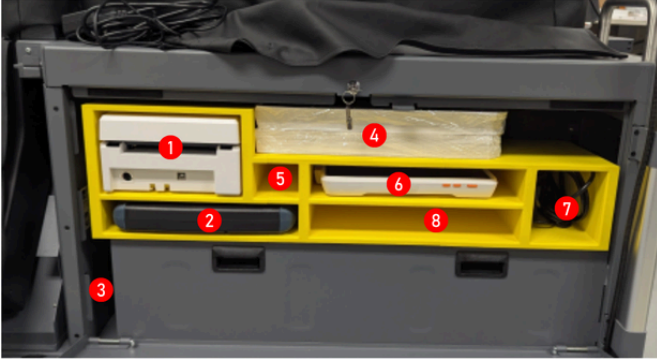
PART 1

CLOSING EXPRESSPOLLS & PRINTERS


1	Press and hold the ON/OFF button for 2 seconds to power off printer	 A close-up photograph of the side of a white printer. A hand is shown pressing a small, circular purple button. An arrow points to the button. The printer has "ExpressVote PRINTER" printed on its top surface.
2	Power off the ExpressPoll by long-pressing the orange power button at the top of the device	 A photograph of the top of a white ExpressPoll device. A hand is shown long-pressing a small, rectangular orange button. An arrow points to the button. There are three other orange buttons next to it.
3	Unplug the printer USB cord from the ExpressPoll	 A photograph showing a hand pulling a black USB cable out of a port on the side of the white ExpressPoll device. The device is mounted on a stand.
4	Unplug cords from the back of the printer	 A photograph of the back of a white printer. A hand is shown unplugging a black DC24V power cord and a black USB cord from their respective ports. The ports are labeled "DC24V" and "USB".

PART 2

CLOSING EXPRESSPOLLS & PRINTERS

5	Place ExpressPolls and Printers into the back of an ExpressVoteXL voting machine	
6	See packing diagram on the inside panel of the rear storage compartment door of the voting machine	<p style="text-align: center;">VOTING MACHINE STORAGE COMPARTMENT OVERVIEW</p>  <ul style="list-style-type: none">1 ExpressVote Printer2 ATI Console3 Headphones4 Blank Activation Cards5 ExpressPoll Power Cords6 ExpressPoll Tablet or LADS7 Printer Power + USB Cord8 Seal Bags + Stickers

COMPLETE CLOSING POLLS FORM

<p>1</p>	<p>Using either of the LADS, complete the Closing Polls Form during closing tasks</p>																																									
<p>2</p>	<p>Bipartisan team must sign the digital form on the LADS when closing tasks are complete</p>	<p style="text-align: center;">AFTER POLLS CLOSE FORM</p> <p style="text-align: center;"><small>To be completed by an Election Inspector at the closing of the polls.</small></p> <p style="text-align: center;"><small>WE DO HEREBY CERTIFY: that on this day, in the presence of at least one Democratic and one Republican Inspector after polls were closed to the public for voting:</small></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="margin: 0;"><small>LA GRANGE RECREATION CENTER 455 LA GRANGE AVE LEG. DIST. 04 LEAD ED. 1 AGOL EDS: 7/0-4.13/29-16 24003 "VAD"</small></p> <p style="text-align: right; margin: 0;"><small>PE26</small></p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px auto;"> <thead> <tr> <th style="width: 5%;">Voting Machine #</th> <th style="width: 10%;">Public Count # from closing tape</th> <th style="width: 10%;">Protected Count # from closing tape</th> <th style="width: 10%;">White Plastic Access Compartment Seal #</th> <th style="width: 10%;">Yellow Sticker Seal # for Ballot Access Compartment (remove)</th> <th style="width: 10%;">White Plastic Ballot Bin Bag Seal #</th> <th style="width: 10%;">Red Ballot Bin Seal #</th> <th style="width: 10%;">White Plastic Storage Compartment Seal #</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p style="margin-top: 10px;">Red Bag Plastic Seal #: _____ Small Blue Bag Plastic Seal #: _____</p> <p style="margin-top: 5px;">Black Bag White Plastic Seal #: _____ Black Bag White Plastic Seal #2: _____</p> <p style="margin-top: 5px;">Absentee Ballot Box Seal # (record removed seal): _____</p> <p style="margin-top: 5px;">Replacement closing seal # _____</p> <p style="margin-top: 20px; text-align: center;">DEM _____ REP _____</p> <p style="text-align: center; font-size: small;">Signature of Inspectors Closing Voting Machines</p>	Voting Machine #	Public Count # from closing tape	Protected Count # from closing tape	White Plastic Access Compartment Seal #	Yellow Sticker Seal # for Ballot Access Compartment (remove)	White Plastic Ballot Bin Bag Seal #	Red Ballot Bin Seal #	White Plastic Storage Compartment Seal #	1								2								3								4							
Voting Machine #	Public Count # from closing tape	Protected Count # from closing tape	White Plastic Access Compartment Seal #	Yellow Sticker Seal # for Ballot Access Compartment (remove)	White Plastic Ballot Bin Bag Seal #	Red Ballot Bin Seal #	White Plastic Storage Compartment Seal #																																			
1																																										
2																																										
3																																										
4																																										

CLOSE THE LADs

1	<p>Power-off LAD</p> <ul style="list-style-type: none">• Press and hold the power button on the top-left side of the LAD until the power slider appears on the screen• Slide the power slider to the right to turn off the LAD
2	<p>Unplug LAD and roll it near the voting machines</p>




TRANSPORT BLACK BAGS

SITE CHAIR TASK

BLACK BAG(S)* must be returned by the designated Site Chair, but BOTH Site Chairs are responsible to ensure all black bags are returned to designated Supply Return Locations on the night of Election Day

***One BLACK BAG is provided for every four voting machines**

1	Return black bag(s) to the Return Site listed on the label sleeve of the black bag	 <p>The image shows a black bag with a label sleeve and a return site sign. The sign reads: LA GRANGE RECREATION CENTER, 459 LA GRANGE AVE, LOS OSOS, CA 95056-1329-10. Below the sign, it says 'Return Site' and 'Pierce County Board of Elections'. To the right, it says 'For assistance call 848.793.3214' and '2020'.</p>
2	When arriving to the Return Site, look for a truck and pull your vehicle up to the back of the truck to offload black bag(s)	 <p>A simple line-art icon of a truck, viewed from the side.</p>
3	The truck driver/BOE staff member will record the site you are returning	 <p>A line-art icon of a clipboard with a checklist. The checklist has four items, each with a checkmark.</p>

APPENDIX A

ELECTION WORKER HANDBOOK

For Election Inspectors, Interpreters, Site Chairs & Coordinators

Version 1, 2026

General Info

Key Election Day Contacts

- **Inspector Helpline:** (585) 753-1599
- **Tech Helpline:** (585) 753-1590
- **Spanish Interpreter Helpline:** (585) 753-1592

Important Election Dates

- **Primary Election:** Tuesday, June 23, 2026 (5am–10pm)
 - Early Voting: June 13 –21, 2026
- **General Election:** Tuesday, November 3, 2026 (5am–10pm)
 - Early Voting: October 24–November 1, 2026

Early Voting

- Voters can vote at any Early Voting site in Monroe County.
- Requirements:
 - Must work the **entire Election Day** to be considered for Early Voting assignment.
 - Assignments given **first come, first served** after completing training.
 - No guarantee until after training completion.

Voting Rights Act & Public Service

- Inspectors are **Public Officials**.
- Any discriminatory actions, even unintentional, are potential violations of the Voting Rights Act.
- Apply all rules **uniformly and neutrally**.
- Discrimination against racial or language minorities violates the Voting Rights Act.
- Actions that reduce access to the political system by discriminating are violations.
- Contact: **AndrewSpong@monroecounty.gov** for questions.

Qualifications

Election Inspectors

- Must be a registered voter in Monroe County, NY
- Must be able to read, write, and speak English
- Must participate in annual training and pass inspector exam to be certified
- Must ensure voter rights and procedures according to election law.
- Must have a valid phone number and email
- Must dress, speak, and act professionally
- Must maintain cooperative and collaborative attitude
- Must have transportation to and from training and work assignments

Bilingual Inspectors

- Must meet all Election Inspector Qualifications
- Must be able to read, write, speak fluently in both English and Spanish
- Must take oath of non-partisanship to serve on election days

Site Chairs

- Must meet all Election Inspector Qualifications
- Must complete Site Chair training and pass the required exam
- Must have “people skills”
 - Communication skills
 - Conflict management skills
 - Ability to lead and manage inspectors and voters
- Must be have “organizational skills”
 - Ability to organize and maintain order of poll site
 - Ability to follow and lead others in detailed directions
- Must have “technology skills”
 - Must be comfortable with touchscreen technology

Coordinators

- Must be recommended by a party leader
- Must be appointed by the Board of Elections Commissioners
- Must attend Coordinator orientation and training sessions
- Must meet all Election Inspector Qualifications
- Must meet all Site Chair qualifications and training requirements

Qualifications

Election Day Technicians

- Must be a registered voter in Monroe County, NY
- Must be able to read, write, and speak English
- Must ensure voter rights and follow procedures in accordance with election law
- Must have a valid cell phone number and email address
- Must dress, speak, and act professionally
- Must maintain a cooperative and collaborative attitude
- Must have reliable transportation to and from training and work assignments
- Must complete Election Inspector training and pass required exam
- Must complete Site Chair training and pass the required exam
- Must complete EDT training and pass required exam
- Must be appointed by the Board of Elections Commissioners

Duties & Responsibilities

Election Inspectors

- Prepare polling places for voting
- Set up the voting equipment
- Sign in and process voters
- Demonstrate voting procedures to voters
- Assist voters if requested
- Close the polling place
- Canvass and report results

Bilingual Inspectors

- All regular Election Inspector tasks
- Provides translation for Spanish-speaking voters
- Cannot assist in bipartisan tasks

Site Chairs

- Lead poll site with bipartisan Site Chair counterpart
- Assign opening/closing duties based on inspector strengths
- Ensure all voting machines are ready
- Rotate inspector tasks and assign staff breaks
- Ensure all workers sign in for shifts
- Oversee voter sign-in problems
- Oversee and administer all documentation and reports
- Ensure proper site closing and security

Coordinators

- Coordinators are responsible for recruiting, assigning, scheduling, and organizing election inspectors to work elections. Each coordinator is assigned specific districts to manage, and are responsible to support the poll sites within their assigned district

Election Day Technicians

- Support Site Chairs with their duties at assigned poll sites
- Address issues pertaining to election procedures, personnel, and poll site election technology

Organizational Structure

Chain of Command

Bring problems to person above you (Bilingual Interpreters follow same chain).

- **Commissioners**
- **Training Leads**
- **BOE Staff**
- **Coordinators** confirm worker attendance, distribute supplies, oversee multiple sites.
- **Site Chairs** oversee site, ensure procedures followed, manage schedules, and handle supply delivery/return.
- **Election Inspectors**
 - **Greeter:** Direct voters, handle absentee ballot drop-off, manage crowding, promote Inspector sign-ups.
 - **Sign-In Table:** Check voter info, process sign-in, issue ballots, handle spoiled/affidavit ballots.
 - **Voting Machines:** Direct traffic, explain how to vote, keep area free of political material, distribute stickers.
- **Bilingual Interpreters** Provide Spanish interpretation; can do non-bipartisan tasks; record all interpretation in Challenge Report.
 - Contact: Ivan Ramos (585-753-1533, ivanramos@monroecounty.gov).

Other People at Poll Sites

- **Technicians:** Resolve voting machine issues.
- **Poll Watchers:** Appointed by parties; must show certificate; cannot serve as Inspectors.
- **Security Personnel:** Ensure safety; not certified Inspectors.
- **Media:** Call BOE if media arrives; may photograph general areas; cannot photograph marked ballots.
- **Candidates:** May visit/vote; cannot campaign/electioneer inside; cannot serve as Inspectors or Watchers.

Professionalism

Conduct

- **Behavior:** No children, pets, TVs, radios, laptops. No playing music/videos (except training). Stop side conversations when voters arrive. No profanity/derogatory words. Respect others.
- **Solicitation:** Don't ask people to bring food.
- **Cell phones:** Silent and put away (only Coordinators/Site Chairs for BOE communication).
- **Animals:** Only service animals allowed. No emotional support animals or pets.

Attendance

- Must attend **annual training** and be **on time** for shifts.
 - Over 10 minutes late without calling = possible replacement.
 - No-call-no-show = immediate termination.
- Call in if you cannot work; no day-of cancellations for pre-scheduled appointments.
- Must work **entire Election Day** to be eligible for Early Voting work.

Dress Code

- Follow Monroe County employee guidelines.
- Must present a **professional image**.
- No political attire.
- Acceptable: County attire, business suits, dress/casual pants, neat jeans, skirts, dresses, polos, sweaters, dress/casual shoes, sneakers.
- Unacceptable: Revealing clothing, sleepwear, gym clothes, overalls, sheer clothing, graphic T-shirts, spandex, strapless/spaghetti straps (unless covered), hats/bandanas, flip flops, bare feet, slippers.
- **Personal Hygiene:** Clean appearance, minimal scents, neatly groomed hair/facial hair.

Election Etiquette & Voter Privacy

- Help all voters exercise their right to vote.
- Remain calm, polite, flexible, and respectful to everyone (voters, coworkers, poll watchers, media).
- Allow voters privacy with ballots.
- Only assist voters if they request it and have taken the **Oath for Assisting a Voter**.
- Inspectors must not handle a voter's printed ballot or enter privacy curtain.
- All ballot assistance must be bipartisan and recorded on Challenge Report.
- Do not use Poll Pads to look up non-check-in info (e.g., whether someone voted).

Professionalism

Electioneering

- Any advertisement, display, speech, clothing, or sign containing a political party or the name of a candidate that is on the ballot that occurs within 100 feet of a polling site.
- If a voter engages in electioneering, politely inform the voter their conduct is against election law and ask them to stop, or cover or conceal the item in question.
- If the voter does not comply, politely inform them that they are committing a misdemeanor offense, and ask them to stop again. If they still do not, or begin to make a scene, have a Site Chair call the Board of Elections, and if necessary, the police.

Accessibility

Basic Etiquette for Serving People with Disabilities

- **General:** Greet normally; be relaxed.
- **Blind:** Identify yourself; offer arm; don't touch cane/device.
- **Deaf/HOH:** Get attention first; speak clearly; face the person; use gestures; don't shout; write if needed; use LADS for ASL.
- **Wheelchair users:** Never touch/push without permission.
- **Person-first language:** "Person with a disability," not "disabled person."
- Offer help but respect if declined.
- **Service Animals:** Don't distract; don't ask about disability; explain legal rights if questioned. Under the Americans with Disabilities Act (ADA), staff may ask only the following two questions to determine whether an animal qualifies as a service animal:
 - Is the service animal required because of a disability?
 - What work or task has the animal been trained to perform?
- **Communication:** Speak directly; match eye level if possible; offer Braille, magnifiers, large print; announce when leaving.
- **Interpreters:** Talk to voter, not interpreter; speak clearly; don't interrupt interpreter.
- **Environment:** Keep paths clear; describe surroundings; be aware of chemical sensitivities.
- **Hidden disabilities:** Provide seating if needed; be patient with behavior or communication differences.

Pay & Breaks

Pay

- Allow **4–6 weeks** after Election Day for paychecks.
- **FICA Taxes:** In 2025, inspectors earning over \$2,400 from BOE work are subject to FICA taxes, retroactively applied once threshold reached.
- Payroll contact: **BOEPayroll@monroecounty.gov**
- Payment comes from **Accupay Systems**, not from the city/town where you worked.
 - Must create an Accupay account (only once unless info changes).
 - Setup link:
<https://www.cognitofrms.com/accupayinc1/monroecountyelectionworkerspayrolls/etup>



Pay Rates

- **Training:** \$25 per required training
- **Election Inspector:** \$16/hr.
- **Bilingual Inspector (Spanish Interpreter):** \$17/hr.
- **Site Chair:** \$18/hr.

Meals & Breaks

- Always maintain bipartisan balance at poll site
- Lunch and dinner: ≤30 minutes each OR 1 hour combined
- 2 additional 15-min breaks recommended
- All workers must be present from 5pm to close