

2021 Election Inspector Training Manual

You MUST bring this manual with you on Election Day

Primary Election:

Tuesday, June 22, 2021

Early Voting:

June 12-20 (various time and locations)

General Election:

Tuesday, November 2, 2021

Early Voting:

October 23-31 (various time and locations)

Election Day Call Centers

Voting Machine Assistance **753-1590**

Election Inspector Assistance **753-1599**

Missing or Additional Supplies **753-1501**

Voter Assistance **753-1550**

For Voters Needing a Spanish Interpreter **753-1530**

LISA POLITO NICOLAY
Commissioner

NANCY LEVEN
Deputy



JACKIE ORTIZ
Commissioner

NATALIE SHEPPARD
Deputy

Monroe County Board of Elections
39 West Main Street Rochester, NY 14614
www.monroecounty.gov/elections
www.monroecounty.gov/etc/voter

For Questions or Concerns Contact your Election Inspector Training Team

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Message from the Commissioners

Dear Election Inspector:

Thank you for your dedication to the electoral process! Engaged citizens like you make elections possible.

Being a poll worker is not easy; we appreciate the long hours, detail work, and challenging voters that you each endure. Preparation is the key to a successful election day!

This handbook, in conjunction with our training classes, will provide you with step-by-step instructions on how to operate the polls, process voters, answer questions, and understand voter rights and responsibilities. We are confident that your training will prepare you to be an effective and efficient Election Inspector.

We hope that Election Day will be a positive and rewarding experience. Thank you again for proudly representing us and the entire Monroe County Board of Elections.

Sincerely,

Lisa Polito Nicolay
Republican Commissioner

Jackie Ortiz
Democratic Commissioner

New This Year - QR Code to Access Training Videos

QR Code Directions

- 1. You will need a smart device (either a phone or a tablet) and Internet access.**
- 2. Open your QR reader app or the camera on your smart device.**
- 3. Focus the camera on the QR code so the image fills the brackets that appear on the screen.**
- 4. It will either automatically open the website or it will give you a link to click on.**
- 5. Scroll down to access the list of training videos.**



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Poll Worker Qualifications

A Qualified Poll Worker must:

- Be a Registered Voter in Monroe County.
- Have a valid Email Address for Communicating with the Board of Elections Training Team.
- Read, write, and speak the English language.
- Attend at least one annual, and any additional training sessions as required by Law and Pass an Exam.
- Act Professionally and Maintain order at the Polling Site at all times.
- Follow all procedures as directed by the Board of Elections.
- Protect the Rights and Privacy of every Voter at all times.
- Ensure Fair and Honest Elections.
- Work in bi-partisan teams.
- Rotate tasks throughout Election Day.
- Communicate with their Site Chair, Coordinator, and Training Team.
- Not be a Candidate, or the parent, spouse, or child of a Candidate, whose name appears on the Ballot in the jurisdiction in which you would be working.

***Poll Workers must be certified each year, but may require additional trainings.**

Roles and Responsibilities

Election

Inspectors

Greeter

- Ensure Voters are wearing masks (provided by the BOE if necessary)
- Offer hand sanitizer and try to keep Voters 6 feet apart (Monitor crowding and ask people to wait outside if necessary)
- Direct Voters who are ONLY turning in Absentee Ballots to the Ballot Drop Box, they do NOT have to wait in line

Sign-In Table

- Confirm Voter's Name and Address, and DOB (Date of Birth) if multiples or unsure
- Verify the Voter Signs the Poll Pad. ***Inspector initials.***
- Produce Ballot ID Receipt and hand it to the Voter

Ballot table

- Match the Ballot ID number on the Receipt to the Ballot ID number on the Ballot
- Give Voter the correct Ballot in the Privacy Folder
- Give clear instructions to the Voter on how to cast their Ballot, inform them if the Ballot is two sided
- Issue Affidavit Ballots (ONLY if instructed by Site Chair)

Privacy Area

- Assist Voters with Ballot problems
- Ensure no Political material is left in the area
- Ensure that pens are available to mark Ballots

Voting Machines

- Assist Voters with machine problems
 - Give voters "*I Voted Today*" sticker
-

Site Chairs	<ul style="list-style-type: none"> • Site Chairs assist coordinators in the oversight and maintenance of a specific Polling Site on Election Day. • They set a rotation schedule and make sure meal and break times are given equally for all assigned Election Inspectors. • They ensure all procedures are being followed. • Site Chairs are in charge of supply delivery and return at the close of polls.
Coordinators	<ul style="list-style-type: none"> • Coordinators directly oversee polling sites and Election Inspectors in their assigned areas. • They regularly visit polling sites on Election Day to ensure a smooth rotation of tasks and that all Election procedures are being followed. • Deliver and Return Red bags.
Spanish Interpreters	<ul style="list-style-type: none"> • Spanish Interpreters translate instructions between the Election Inspectors and the voter. • Spanish Interpreters must pass a Spanish Language Proficiency Test.
Technicians	<ul style="list-style-type: none"> • Spanish interpreters appointed by the Board of Regular Election Inspectors to assist at polling sites on Election Day. • They are responsible for checking on the polling site and voting machines.
Poll Watchers	At any Primary, General, or Special Election Poll Watchers are appointed by any political party or independent body whose candidates are on the ballot. Must show Certificate, do not collect.
Candidates	As representatives of their party and candidacies for election, candidates may visit polling sites on Election Day. A candidate MAY NOT serve as a Poll Watcher. Candidates no longer have to sign-in.
Media	<p>The media and press will sometimes be at a Polling Site.</p> <p>They may:</p> <ul style="list-style-type: none"> • Take photos of general area inside/outside of Polling Site • Take photos of Election inspectors, Candidates and/or Voters with permission from the individuals • Speak with Candidates and/or Voters (if willing) outside of the 100' Distance Marker <p>They may not:</p> <ul style="list-style-type: none"> • Interview or speak with anyone without their permission • Take photos or video of any Candidate or Voters with a viewable marked Ballot

Election Etiquette

- Check and recheck to make sure ALL voters are able to exercise their right to vote.
- Remain calm at all times (no yelling).
- Be flexible and sympathetic to the needs of voters.
- Be polite to voters.
- Use all resources at your disposal, including calling the Board of Elections.
- Be considerate to your fellow Election Inspectors (no arguing or shouting).
- Be respectful and follow the guidance of your Site Chairs and Coordinators from either party.
- Be courteous toward any custodians, teachers, managers, security or other staff in your polling site.
- Be courteous toward Poll Watchers and Candidates. Kindly advise them of election procedures, if necessary. If questions arise, please call the Board of Elections.
- Be courteous toward media that appear at your polling site.
- Take care of your polling site: keep your table organized and the facilities clean.

Conduct

- While working, Election Inspectors MAY NOT bring children to the polling site.
- While working, Election Inspectors MAY NOT bring pets to the polling site.
- While working, Election Inspectors should refrain from long conversations with friends.
- Election Inspectors must dress professionally. Business casual is acceptable.
- TVs, radios, and laptops should not be brought to the polling site.
- Only Coordinators and “Acting” Site Chairs have cell phones out for the purpose of communicating with the Training Team and BOE staff.
All others no cell phone use is permitted within the voting area.

Breaks & Meals

- Inspectors take reasonable meal breaks. Additional time may be given if you need to go vote. Remember you may also vote at an Early Voting Center prior to Election Day, or by absentee ballot prior to Election Day.
- The exact time of breaks can be decided among Site Chair's agreement. The Board of Elections recommends that meal times not exceed a half hour for lunch and a half hour for dinner.
- All Inspectors **MUST** be present from 5pm to close.
- Inspectors **MUST** return on time, from breaks or meal periods.
- You may want to pack a lunch and snacks.

No food or drink should be kept on the table where the Poll Pad and other official documents are set up, or on or near the voting machines

Voter Privacy

- Allow the Voter privacy with their Ballots at every stage of the Voting process.
- Inspectors must never hover around the scanners of the Voting Machines while Voters are casting their Ballots.
- Inspectors should never handle a Voters marked Ballot.
- Inspectors should never take Ballots out of Voters hands and cast the Ballot.
- Inspectors should never touch the “*Cast*” and “*Return*” buttons on the Voting Machine.
- When dealing with a **Marked Ballot**, help **MUST** be given in a Bi-Partisan Team and marked on the Challenge Report (*discussed later*).
- Do **NOT** Look people up on the Poll Pads except to Check In Voters. You should **NOT** be looking up Friends and/or Family to see if they Voted, etc.

People with Disabilities: Basic Etiquette

Meeting someone with a Disability	When you meet someone, greet someone as you normally would. As in any new situation, everyone will feel more comfortable if you relax.
Meeting a person who is blind	When meeting a person who is blind, identify yourself. If you have met them before, remind the person of the context. When guiding a person who is blind, offer your arm and let the person hold your elbow as he or she walks behind you. Relax your arm and move naturally.
Meeting a person who uses a Wheelchair	Never touch or push a person’s wheelchair without permission.
Use Person First Terminology	Instead of referring to a voter with a disability as a “disabled person” use person first terminology and say “person with a disability”.
Help when asked	Offer help before helping someone. If you are unsure of how you can help, just ask. Don’t be offended if someone declines your assistance. It is their choice to accept or decline.
Touching	Do not pat or touch a person with a disability beyond either shaking hands in greeting or providing assistance to someone who has requested it. However, you may gently touch a deaf person to get his or her attention. Do not touch someone’s cane, wheelchair or other device. It is a part of that person’s mobility aids.
Service Animals	Service animals perform some of the functions and tasks that individuals with disabilities cannot perform for themselves. Here are some tips for assisting a voter who is using a service animal: <ul style="list-style-type: none"> • Address the person, not the animal. • Do not pet or distract the animal. • Avoid questions about the individual’s disability or what the animal does for them. • Do not automatically assume that a person with a service animal is blind. • If there is a complaint about an animal being present, explain that federal and state laws protect the rights of individuals with disabilities to be accompanied by service animals.
Communication	Speak directly to the person. If you don’t understand what someone says, ask them to repeat themselves. If the person uses a wheelchair, converse at the same level. If that is not possible, stand slightly back so they are not straining their neck to make eye contact. Offer Braille, a page magnifier or large print materials to people who are visually impaired. Let the person know when you walk away. Speak slowly and clearly for someone who may be hearing impaired.
Speaking with Someone through an Interpreter	When asking questions or giving information, talk to the voter, not the Interpreter. Speak clearly and slowly, not loudly. <ul style="list-style-type: none"> • Watch to make sure that the Interpreter is keeping up with you. • Try not to interrupt the Interpreter unless necessary
Environments	A noisy or dark environment might make it difficult for people with vision, speech, or hearing impairments to participate fully in a conversation. Be aware of clear paths of travel for people who use wheelchairs or are blind. Describe any renovations and surroundings (especially obstacles) to a blind person. A person with chemical sensitivity may have a reaction to smoke, perfume, or other toxins in the environment.
Hidden Disabilities	Not all disabilities are apparent. A person may have trouble following a conversation, may not respond when you call or wave, or may say or do something that seems inappropriate. The person may have a hidden disability, such as low vision, or mental illness. They may have difficulty standing in line. Poll Workers should make available an extra chair, to be used by voters who have difficulty standing and who must wait their turn.

SETTING UP THE POLLING SITE

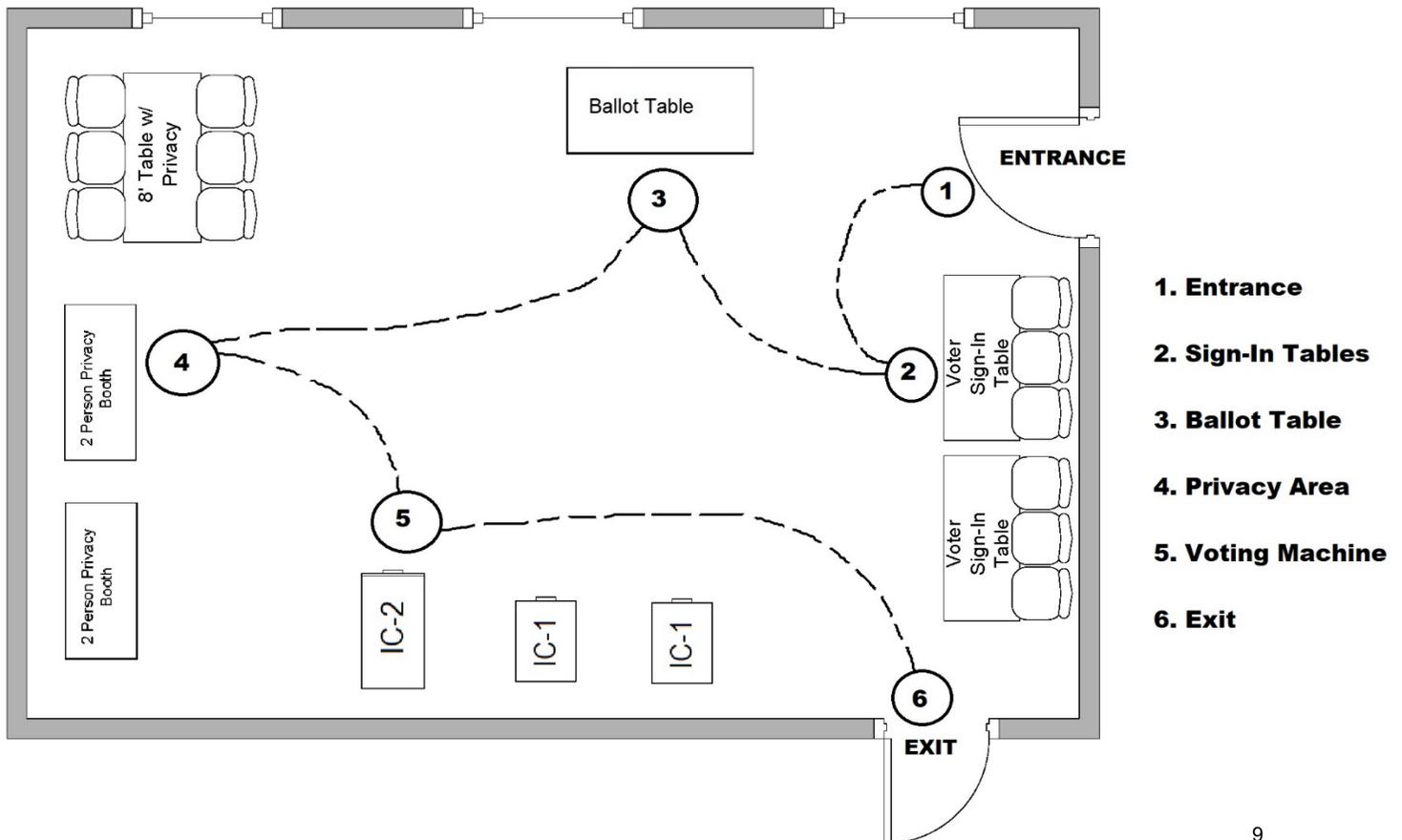
- | | |
|---|--|
| 1. Election Inspectors arrive at 5am, this includes Spanish Interpreters | |
| 2. A Coordinator/Site Chair will have the opening Site Bag | Get the Machine Keys and “Before the Polls Open” sheet |
| 3. Site Chairs assign opening jobs | |
| 3. Set-Up the Polling Site as shown on the Poll Site Diagram, if provided | |
| 4. Set-up the IC-1 and IC-2 Voting Machines | Print Opening Tapes |
| 5. Set-up the Poll Pads | |
| 6. Arrange Sign-In tables and ballot table | Ballots are in the green bags |
| 7. Post all Signs | |

Complete Opening:

8.
 - Sign in on Poll pads
 - Before the Polls Open form
 - Ballot Reconciliation form

Setting up the Polling Site

1. Use the Poll Site Diagram to set-up the polling site, if provided.
2. Ensure that equipment is set-up to protect voter privacy. Do not hover around the equipment.
3. Ensure a smooth traffic flow of voters from the **entrance** to the **sign-in table** to the **ballot table** to the **privacy areas** to the **voting machines** and to the **exit**.
4. The *Poll Site Survey* is on the back of the Poll Site Diagram, if applicable.



Signs for Election Day

Remember: Signage will be available in both English and Spanish in most polling sites. You must post all signs.



Purpose The distance marker is used to warn people not to **electioneer** within a 100’ radius of the polling site.

- Procedure**
- The distance marker should be placed outside, 100’ from each entrance of the polling site.
 - Attach it to a wall, post, fence, tree or whatever object is about 100’ away.



Purpose There are two Vote Here signs to show the entrances voters use to enter the polling site.

- Procedure**
- The black-and-white sign should be posted on the door or doors voters use to enter the polling site.
 - The blue and white sign with a wheelchair emblem must be placed on the handicapped accessible door. The handicap entrance must remain unlocked during all voting hours.



Purpose The arrow signs are used to direct voters to a room or location inside a polling site.

Procedure Post on inside walls in visible locations to direct voters to the room where voting occurs.



Purpose The Welcome to District Sign helps the voter clearly identify the table they should report to.

Procedure The Welcome to District Sign must be posted on the wall near the district table. Make sure this sign is visible to the voters.



Purpose The district map is used to determine what polling site a voter votes at.

Procedure The district map should be hung on the wall in a visible location near the check-in tables. Use the map to find a voter’s correct polling site.



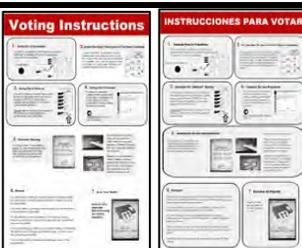
Purpose The sample ballot is used by voters to determine what candidates or propositions are on the ballot.

- Procedure**
- The sample ballot should be posted on the wall near the voter sign-in table.
 - Make sure the sample ballot is the same as the pre-printed ballot at each voter sign-in table.



Purpose The Voters Bill of Rights is used by voters to understand their rights and responsibilities.

Procedure The Voters Bill of Rights should be posted on the wall inside at the voting area.



Purpose The Voting Instructions poster in English and Spanish will be hung in the privacy areas to assist voters in properly marking their ballot.

Procedure The Voting Instruction posters will arrive to the Poll Site in the privacy areas and the table top privacy screens.



Sign In Table Materials

- Poll Pads and Printers
- Registration Forms
- Spoiled Ballot Envelopes
- Accessibility Packet
- Inspector Manual



The Ballot Table Materials

- Ballot Packs
- Privacy Folders
- Affidavit Ballots
- Affidavit Ballot Envelopes
- Challenge Report
- Inspector Manual

Ballot Reconciliation - Before the Polls Open

1. Open the Green Ballot Bag for your Election District
2. Remove all ballots (Pre-printed, blank, and affidavit)
3. Count and verify the various ballots
4. Sign, date, and time
5. If any ballot counts are off, you must call the Board of Elections

Ballot Reconciliation Form

Inspectors must:

1. Open Ballot Packs in Sequential ballot order.
2. Open only one ballot pack per ID at a time.
3. Return all unused ballot packets in the green bag.

District: Brighton 1
 Ballot ID(s): 4662 - English
 BROOKSIDE SCHOOL GYM
 220 IDLEWOOD RD

Before Polls Opened	ID #	ID #	ID #	ID #	ID #	ID #	ID #	ID #
	0001	0002	0003	0004	0005	0006	0007	0008
Preprinted Ballots	800							
Preprinted Spanish Ballot	0							
Blank Ballots	10							
Affidavits	50							
TOTAL PER ID	860							

Before Polls Opened: Total of all IDs: _____ *

Before the Polls Open Sheet Notes

The Before the Polls Open Sheet is found in the Site Specific Bag brought by one of the site chairs in the morning

1. If the answer to any of these items is "NO," contact the Board of Elections at 753-1590
2. The Sample Ballot is in the District Specific Bag
3. The time displayed on the voting machine Operator Panel at opening- DO NOT CHANGE THE TIME ON THE VOTING MACHINE!
4. The Protective Counter Number is located toward the bottom of the Opening Zero Tape
5. The Hood Seal Number is located on the plastic seal that secures the hood
6. The yellow Memory Card Seal secures the memory card compartments on the front of the scanner (DO NOT CUT)
7. Place opening blue sticker seal #1 (Ballot Box Door Seal) at the bottom right of this form
8. Never Remove RED Seals
9. Seal #4 is located over the ATI connection on the IC-2. Place Seal #4 at the bottom right of this form
10. Two Election inspectors, one from each party, must sign
11. The Poll Pad white seal is located on the top left of the case.

General Election
November 3, 2020

BEFORE POLLS OPEN

Leg. Dist. 07 LEAD ED: 1
ADDL EDS: /16-1
07001
STUTSON STREET CENTER
75 STUTSON ST

To be completed by the Inspectors 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 the Polls were opened to the public for voting:

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Voting machine keys arrived in a secure envelope
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Voting machine number matches the machine number on the key envelope
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ballots arrived locked in the voting machine
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Green Ballot Bags and District Specific Bags are at the correct tables
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Opening ZERO tape produced and reviewed to ensure that ALL of the contests are at ZERO
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sample ballot compared to the pre-printed ballot packs and the Opening ZERO tape, confirming the offices for election, the candidate's names and ballot proposals match
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Protective Counter number (located near the bottom of the Opening ZERO tape) matches the Protective Counter number on the key envelope
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Opening ZERO tape placed in Red Security Bag
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supplies removed from the voting machine. Blue Ballot Bag is <u>EMPTY</u> and <u>OPEN</u> , placed back inside the voting machine with the ballot box door <u>LOCKED</u>

Voting Machine #	Operator Panel Time	Protective Counter #	IC-1 Hood Seal # (remove)	Memory Card Seal # (do not remove)	Seal #1 Ballot Box Door Blue Sticker # (remove)	Seal #2 IC-2 Electrical Cover Red Sticker # (never remove)	Seal #3 IC-2 BMD Printer Red Sticker # (never remove)	Seal #4 IC-2 ATI Blue Sticker # (remove)
112	5:13 AM	12904	505199	414210	1521018	004040	101218	
113	5:07 AM	11773	500600	414220	1521038	101004	101995	
114	5:09 AM	8949		414266	1521118	101018	009998	5051974

Poll Pad Transmittal Form

Place cut seal from Poll Pad case in case

Code: 1234

DEM Jasmine Williams

Poll Pad #	Seal #
144	005478
145	005577
146	005601
147	005606

REP Ethan Anderson
Signatures of Inspectors

Place Sticker Seals #1 and #4 here:



Image Cast Voting Machines (Seals, Machine Number Locations and Machine Parts)

Sticker Seal
(Blue or Red)



Plastic Seal
(White, Yellow or Red)



DO NOT remove Red Seals

IC-1

IC-2



Machine Number (located on machine tag)

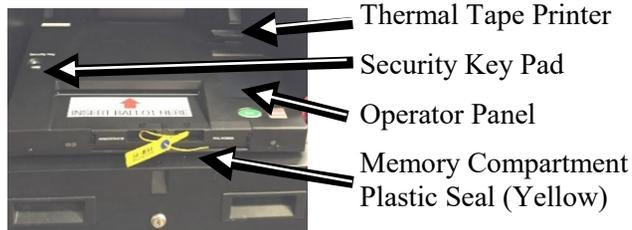
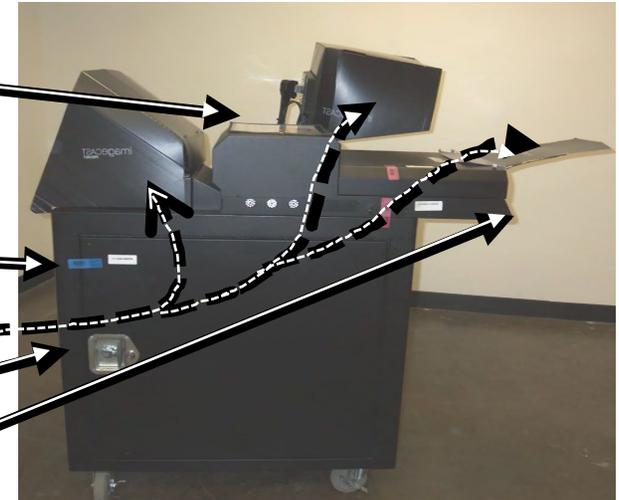
Plastic Hood

Sticker Seal #1

IC-2 BMD Security Devices

Ballot Box Door

Sticker Seal #4



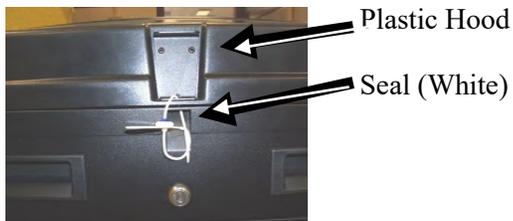
Thermal Tape Printer

Security Key Pad

Operator Panel

Memory Compartment

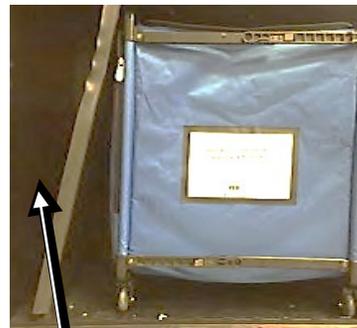
Plastic Seal (Yellow)



Plastic Hood

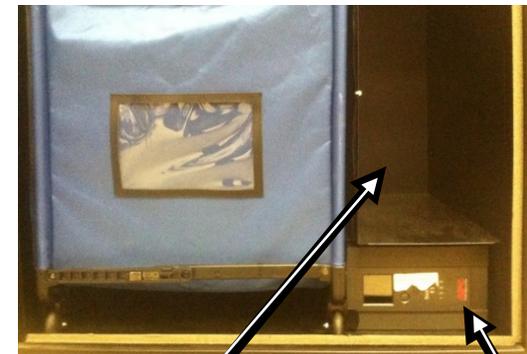
Seal (White)

IC-1 Blue Ballot Security Bag



Write-In Diverter Compartment

IC-2 Blue Ballot Security Bag



Write-In Diverter Compartment

Power Supply

SETTING-UP THE VOTING MACHINES

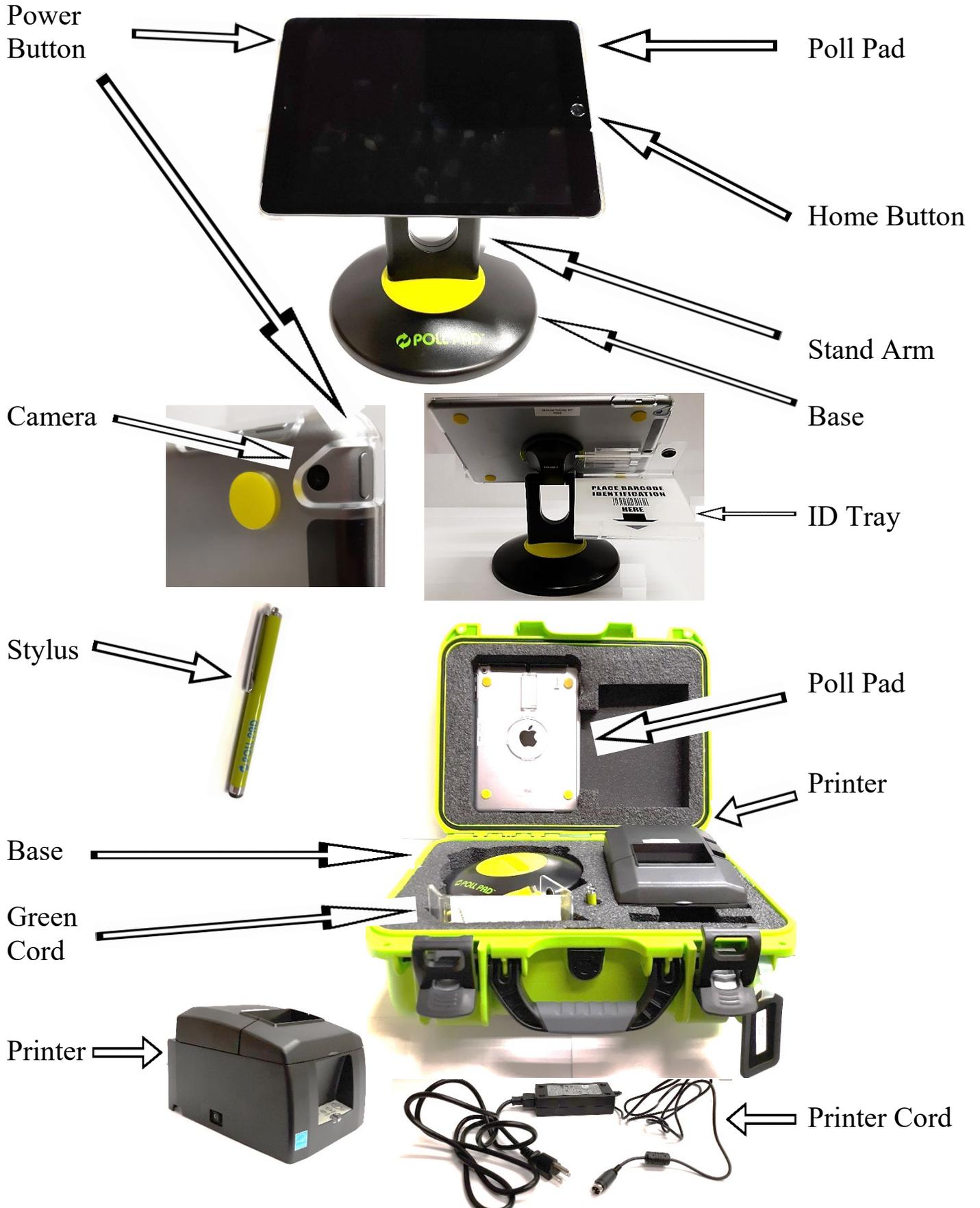
(MUST be done by a Bi-Partisan Team)

1	Match the Number on Voting Machine Key Envelope to Voting Machine	
2	(IC -2 ONLY) Remove the Nylon and Styrofoam Covers	
3	Lock the Wheels	
4	Unlock Ballot Box Door	Turn the key vertically, rotate the handle and pull the door open
5	Remove the Blue Ballot Security Bag	
6	Retrieve the “ <i>Before Polls Open</i> ” Form from the Blue Bag	
7	Remove the opening blue sticker seal #1 from the ballot box door	Place it on the “Before the Polls Open” Form in the correct space
8	Remove and Plug In Extension Cord; Plug Voting Machine into Extension Cord	IC-1: Powers on Automatically when plugged in IC-2: Press the “Power Supply” button, located under the write-in diverter compartment, until you hear the Beep, to turn on
9	Remove the Rest of the Supplies (if any) from the Voting Machine	
10	Remove all remaining supply bags from the Blue Ballot Security Bag and Place the Open and Empty Blue Ballot Security Bag back inside the Voting Machine	Match each District Specific Bag with the Correct Poll Pad Match the Green Ballot Bag to the corresponding Election District Deliver Supply Bags to a team of bi-partisan Election Inspectors at a voter sign in table
11	Close and Lock the Ballot Box Door	Remove the Voting Machine Keys from the Door
12	(IC-1 ONLY) Remove White Plastic Seal, and Set Up Privacy Hood (IC-2 ONLY) Remove Blue Sticker Seal #4 from the Voting Machine (IC-2 ONLY) Set up Privacy Screens (IC-2 ONLY) Plug in the BMD Controller into the Connection Port, and Plug the Headphones into the BMD Controller.	IC-1: Cut the White Plastic Hood Seal and Write the Seal Number on the “Before Polls Open Form” IC-1: Lift the Hood, Unfold the Flaps, and Place them in the slots on each side of the scanner IC -2: Place Blue Sticker Seal #4 from the BMD Connection on the “Before the Polls Open” Form. IC-2: Attach Privacy Screens to the Ballot Scanner and Monitor (not the Printer)
13	Place the Security Key to the Security Key Pad	

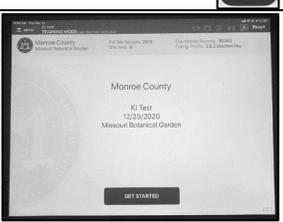
14	Enter the Password (from the Key Envelope) to Unlock the Voting Machine	Message displayed will read “Key Accepted. Validating Election Files. Please Wait” The Operator Panel will display “Is this the correct time?”
15	Verify Date and Time are Correct (If not, a Site Chair MUST call 753-1590)	Record the time displayed next to Step 4 on the “Before the Polls Open” sheet
16	Press YES (Do NOT alter this screen)	Wait for the Administrative Menu to appear
17	Press “Open Poll”	
18	Press the “ZERO” button	Wait for the opening Zero Tape to print completely Message displayed will ask “Would you like more copies of this report?”
19	Press “NO” when asked if you want to print more copies	Carefully tear off the opening ZERO tape
20	Wait for “System Ready” to appear on the Operator Panel	Ensure that a ZERO appears next to Ballots Cast on the Operator Panel
21	Secure the Cords and Voting Machines Keys	Make sure Cords do not present tripping hazards, use tape when necessary (IC-2 ONLY) Make sure Voters can Safely and Easily access the BMD with any assistance devices Secure the Voting Machine Keys with a Site Chair
22	Complete the “Before the Polls Open” Form	
23	Confirm ALL of the information on the opening ZERO tape	
a	(1) Tabulator Name (Voting Machine Number); (2) Voting Location (Polling Site Name); (3) Precinct (Election District); (4) Ballots Scanned (Must be ZERO); (5) Record Protective Counter Number on “Before Polls Open” Form (from bottom of the Zero Tape)	
b	Compare the opening Zero Tape to the Sample Ballot, confirming the Offices and Candidates <i>(If Offices and Candidates do not match a Site Chair MUST Call 753-1590)</i>	
c	One Election Inspector from each party, Prints and Signs their Name at the bottom of the Zero Tape	
d	Place the completed opening Zero Tape in the Red Security Bag	

NOTES

The Poll Pad



Poll Pad Opening Procedures

1	Cut Poll Pad Case Seal, then Open the Case and Remove the Printer	Along with the Adaptor and Power Cord located under the round Base	
2	Plug Cord into back of Printer		
3	Plug the Extension Cord into Wall and the Printer into the Extension Cord	NOTE: Ensure secure connections	
4	Turn Printer On	The ON/OFF switch is located on the left side of the printer. The green light on the front panel indicates there is power to the printer.	
5	Remove the Stand Arm and iPad from the Case	Place the iPad face Down on the Table so the Poll Pad number is on the top and the clear plastic ID Tray Holder is on the right	
6	Attach Stand Arm to the back of the Poll Pad	Squeeze the Green Tabs on the side of the arm and place it in circular opening. Release Tabs and rotate the arm until you hear it click into place.	
7	Connect Stand Arm to the Poll Pad Base	Once attached rotate Poll Pad making sure the camera is on top, oriented in a landscape (width) position.	
8	Attach Photo ID Tray	Use the mounting clip. Once attached, insert stylus into the holding slot. Adjust the Poll Pad to a suitable angle.	
9	Plug the Green Cord into the Poll Pad	Plug the Green Cord into the Poll Pad. Plug the other into the Power Adaptor. Plug the Power Adapter into the Extension Cord.	
10	Take the Stylus out of the Case and Place it in the ID Tray		
11	Turn on the Poll Pad	Press and Hold the Power button, located on the top-left corner, on the side of the Poll Pad.	
12	Press the Poll Pad App to Open the Poll Pad	The Poll Pad App looks like a Green letter P inside a Black Square	
13	Confirm Correct Information	<ul style="list-style-type: none"> • Name of Jurisdiction • Polling Place Location is Correct (Most Important) • Election Name and Date • Check-In Count = 0 • Battery Life is Close to Full (90% or greater) and Poll Pad is Charging 	
14	Sync the Poll Pad	Press the Cloud Icon at the top-right of the Screen, then press "Synchronize Now"	
15	Close the empty Poll Pad Case and Place it under the Table	You have now Finished Setting Up the Poll Pad	

Poll Worker Sign In

1	From the "Home Screen" Press "Menu"	If Your Name is not listed: Press "Add Poll Worker" and fill in the Required Information (include Date of Birth to help process payment), then Sign In.
2	Click the "Pollworker" Icon	
3	Find your Name in the list on the Left of the Screen and Click it	
4	Sign your Name and Press "Sign In"	

Poll Pad Check-In Procedure

Processing Voters, Manual Search

1 Search by Name

Press Manual Entry to locate the voter by using his or her last and first name.



2 Enter Voter's Name

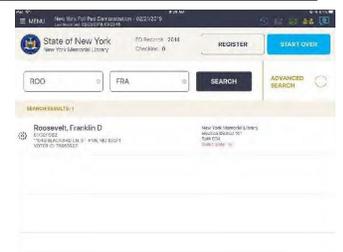
Use the on-screen keyboard to enter the first three (3) letters of the voters last and first name, then press SEARCH.



3 Select Voter's Record

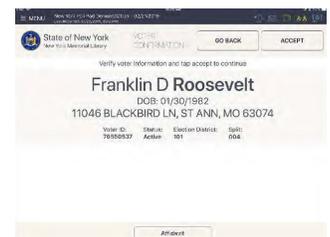
Records matching the search criteria display on screen. Locate the voter's record and verify it does not contain any exceptions, then select the voter by touching his or her record.

NOTE: Search results show both election district and out of election district voters. Out of election district voters display in gray with an indicator that reads "Wrong Location".



4 Confirm Voter Information

Verify information displayed on the screen. If the information is correct press ACCEPT. Verify DOB (Date of Birth) if multiples or unsure.



5 Voter Signs Poll Pad

Rotate the Poll Pad to the voter and have them sign on the line.

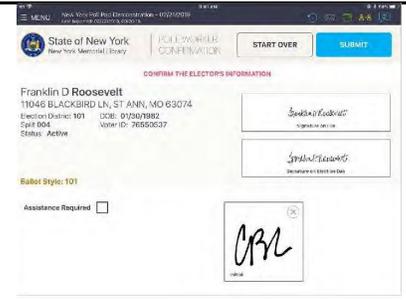
Once the voter has signed the poll pad, rotate back and press DONE SIGNING.



A handwritten signature of 'Franklin D Roosevelt' written in black ink on a white background.

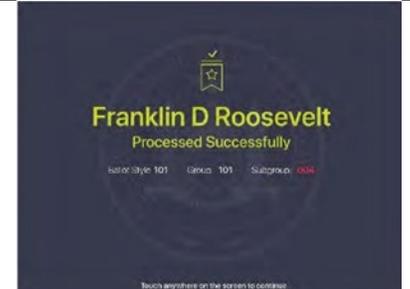
6 Enter Inspector Initials

Verify the voter signature and confirm all information is correct. If the voter information is correct, the poll worker should initial and press SUBMIT in upper right hand corner.



7 Processed Voter

The voter processed screen will appear.



8 Give Voter Ballot ID Receipt

A Ballot ID receipt will be printed from the printer. Present it to the voter and instruct them to take it to the ballot table.



Scanning Driver’s License or Voter Verification Letter

*A voter may offer their Driver’s license as a form of check-in but a poll worker is **NOT** allowed to request ID unless the Poll Pad states ‘ID Required’*

1 Verify Voter’s Information

If the voter presents a Driver’s License or Voter Verification Letter, start the check-in process by touching *Scan Barcode*.



Poll Pad Searching Tips

- **Last Names don’t use spaces or apostrophes**, “*St John*” is “STJOHN”, “*O’Malley*” is “OMALLEY”, D’Angelo is “DANGELO”, etc.
- **Two Part Last Names are entered with a hyphen**, i.e. “RODRIGUEZ-CRUZ”, But Voters are sometimes registered under just the last part, if you can’t find under “ROD” try “CRU”.
- **First Names can have a Space**, i.e. “MARYANNE” might be written as “MARY ANNE”, and they might not be next to each other on the list of names, look thoroughly.
- **For Nicknames, also try the Formal Version of the name**, if you cannot find the nickname. i.e. “THOMAS” for “TOM” or “ROBERT” for “BOB”, etc.
- **Typos happen**, be aware of possible errors, if you find a Voter’s Name is spelled wrong in the Poll Pad, treat it as if it’s a Name Change. Record corrections on Section 1 of the Challenge Report.

POLL PADS: ADVANCED SEARCH

Checking In a Voter: Advanced Search

- If after doing a basic search, you did not find a voter in the Poll Pad you should try an Advanced Search
 - You can do an Advanced Search using Address or Birthdate
 - For this example we will use address
 - Step 1, Clear the search boxes
 - Step 2, Press the Advanced Search button
 - Step 3, Press the Address Button
 - Step 4, Start Typing the Voter's Address
 - This should generate a list of matching Voter Addresses
 - Step 5, Choose the Correct Address from the list and press Search
 - Do NOT hit Advanced Search again or it will Start You Over
 - A list of Registered Voters who live at the chosen Address will be generated
 - Step 6, Choose the Voter's Name from the list and continue to check them in Normally
-
- You can also use Advanced Search to Narrow a list of Voters
 - For example, if you find more than one voter with both the same name And same address
 - In this case we can do an advanced search using Birthdate
 - Step 1, Once again, press the Advanced Search button
 - Step 1, Once again, we begin by pressing the Advanced Search Button
 - When Narrowing a list, do NOT clear out the Basic Search boxes
 - Step 2, Type the Voter's Date of Birth
 - Step 3, Press Search
 - The new list should now contain only the correct voter
 - Step 4, Choose the Voter's Name and continue to check them in Normally

POLL PAD NOTIFICATIONS

Problem and Color/Screen	Description	Action Needed
<p>Voted green</p>	<p>Someone has already Checked In and Voted on the Machine under this Name</p>	<p>If the Voter insists they did not Vote they will need to be issued an Affidavit Ballot (Follow Affidavit Procedures)</p>
<p>Absentee Received red</p>	<p>We received the Voter's Absentee Ballot already, so their Vote will be counted.</p>	<p>Inform the Voter that we have already received their Absentee Ballot and that they do not need to cast their Vote again, but if they may still cast a Ballot on the Voting Machine as normal if they wish (making their Absentee Ballot null and void)</p>
<p>Absentee Sent purple</p>	<p>The Voter was Sent An Absentee Ballot but the Board of Elections has not received it back yet or was rejected.</p>	<p>The Voter Checks in and Votes on the Voting Machine Normally</p>
<p>Inactive tan</p>	<p>The Voter's file is not active.</p>	<p>Confirm the Voter is at the Correct Polling Site by Confirming the Voter's Address, is so Issue Affidavit (Following Proper Procedures), if not use "Election District Finder" to direct them to the correct Polling Site.</p>
<p>ID Required blue</p>	<p>The BOE does not have a Verified ID on file. <u>*THIS IS THE ONLY TIME IT IS PERMITTED TO ASK TO SEE A VOTER'S ID</u></p>	<p>Ask to see one of the Voter's approved ID Methods. If they cannot provide one they must instead be issued an Affidavit Ballot (following proper Affidavit Procedures)</p>
<p>Wrong location red with grey</p>	<p>The Voter is at the Wrong Polling Site. Their name will be at the bottom of the list and grayed out, with the words "Wrong Location" all the way on the Right.</p>	<p>Use the "Election District Finder" to find the Voter's Correct Voting Location.</p>

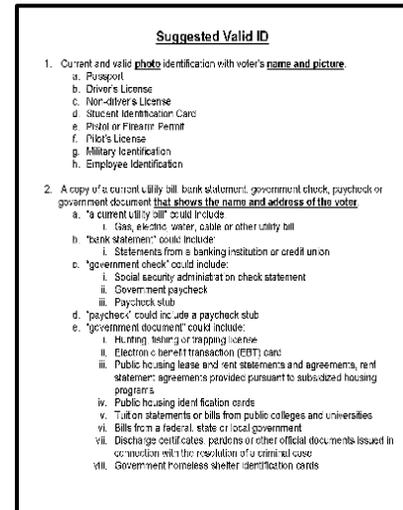
ID Required

- By NYS Law, election inspectors may **only** ask voters to provide ID if the Poll Pad displays “**ID REQUIRED**”
 - If identification is required, the voters name in the listing on the Poll Pad screen is Blue and displays “ID Required” in the box
1. Select the voter on the Poll Pad.
 2. Ask the voter to provide ID.
 3. Select the ID type provided by voter on the Poll Pad screen.
 4. Press accept
 5. Proceed with the Normal check in process on the Poll Pad.

If the Voter does not have ID:

1. Present the voter with “Notice to Voters”
2. Select no ID provided in the voter’s record
3. The Poll Pad screen will show affidavit at the top of the screen in red.
4. Press accept.
5. Place Election Inspector initials in the box and then press submit.

Valid New York State Drivers License, Passport, Utility Bill, Board of Elections verification letter.



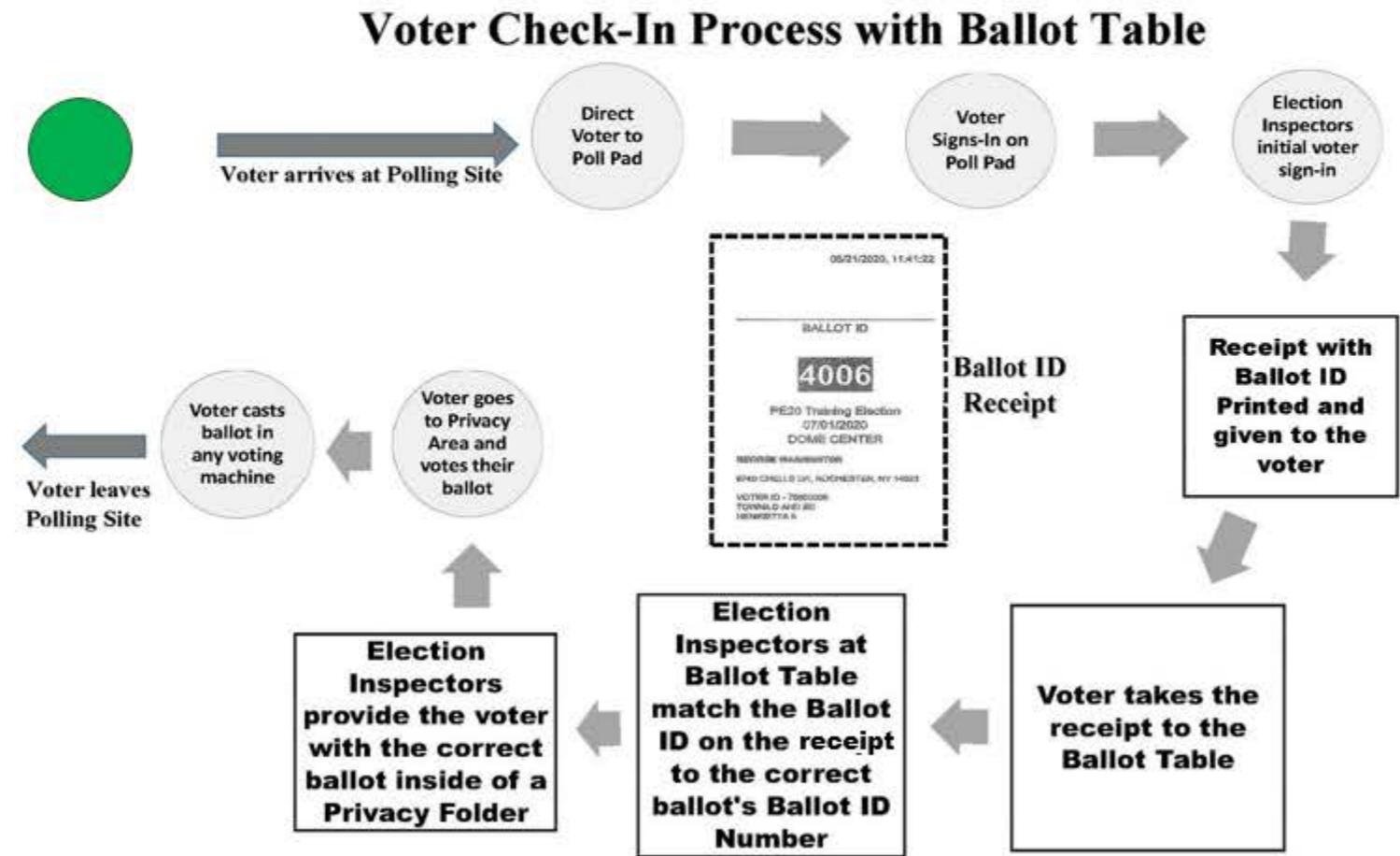
Valid ID listing
(located on the back
of the Notice to
Voters

Using the Election District Finder

- Step 1, Press the Menu Button in the top left corner of the Poll Pad screen
- Step 2, Press the Election District Finder Icon
- Step 3, Type in the Address Number
- And the start of the Street Name, it should give you a list of choices
- Step 4, Choose the correct Address from the list and press Search
- The directions will appear on the screen
- Along with the option to print them, text them, or both, to the Voter
- Step 5, If Print, tear off the Directions Receipt and hand it to the Voter
- If Text, Type the Voter’s Cell Phone Number into the Poll Pad
- Then Press Done.
- The Voter should immediately get a Text containing the directions

OVERVIEW: Typical Voting Process

1. The Voter signs in on the Poll Pad, a Ballot ID receipt will be printed
2. The Voter will take the receipt to a Ballot Table
3. The Inspectors will **match** the number on the Ballot ID receipt to the correct ballot using the Ballot ID (the Ballot ID is on the bottom right had corner of the ballot)
4. The Inspectors will give the Voter the correct Ballot in a Privacy Folder
5. The Voter Fills out the Ballot and Casts it in the Voting Machine





CHALLENGE REPORT

Board of Elections
Monroe County

We, the undersigned Election Inspectors, do hereby certify that we have completed this Challenge Report. We attest that it contains the list of Persons with Name and Address Changes, the list of Person(s) Challenged, the list of Voters who Voted either by Affidavit Ballot or Court Order, the list of Voters who needed Assistance, as well as those sworn Persons who rendered that Assistance. All respective persons were administered the required Oath. All entries are a true and accurate record of our proceedings on this Election Day.

Total Numbers on this Challenge Report (if None for any Section, Also Cross off the Section and write "ZERO"):

SECTION 1: CHANGES/CORRECTIONS _____ SECTION 2: VOTER CHALLENGES _____

SECTION 3: VOTER ASSISTANCE _____ SECTION 4: AFFIDAVITS/COURT ORDERS _____

D Inspector Signature _____ R Inspector Signature _____

D Site Chair Signature _____ R Site Chair Signature _____

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 1 SAME ED ADDRESS/NAME CHANGES AND TYPO CORRECTIONS	
1	Current Name _____ Current Address _____ Voter ID No. _____ Old Name and/or Address _____
2	Current Name _____ Current Address _____ Voter ID No. _____ Old Name and/or Address _____
3	Current Name _____ Current Address _____ Voter ID No. _____ Old Name and/or Address _____
4	Current Name _____ Current Address _____ Voter ID No. _____ Old Name and/or Address _____
5	Current Name _____ Current Address _____ Voter ID No. _____ Old Name and/or Address _____

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 2 VOTER CHALLENGES	
1	Voter Name _____ Voter Address _____ Voter ID No. _____ Name of Challenger _____ Reason for Challenge _____
2	Voter Name _____ Voter Address _____ Voter ID No. _____ Name of Challenger _____ Reason for Challenge _____
3	Voter Name _____ Voter Address _____ Voter ID No. _____ Name of Challenger _____ Reason for Challenge _____
4	Voter Name _____ Voter Address _____ Voter ID No. _____ Name of Challenger _____ Reason for Challenge _____
5	Voter Name _____ Voter Address _____ Voter ID No. _____ Name of Challenger _____ Reason for Challenge _____

TURN OVER
CHALLENGE REPORT CONTINUED ON BACK

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 3 VOTER ASSISTANCE		
1	Voter ID No. _____ Voter Name _____ Voter Address _____ Name of Person(s) Providing Assistance _____ Relation to Voter (or Poll Worker) _____	Reason(s) for Assistance (Check All that Apply): <input type="checkbox"/> Translation <input type="checkbox"/> New Voter <input type="checkbox"/> Reading Assist <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Disability (Optional) or Other - Explain Below _____
2	Voter ID No. _____ Voter Name _____ Voter Address _____ Name of Person(s) Providing Assistance _____ Relation to Voter (or Poll Worker) _____	Reason(s) for Assistance (Check All that Apply): <input type="checkbox"/> Translation <input type="checkbox"/> New Voter <input type="checkbox"/> Reading Assist <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Disability (Optional) or Other - Explain Below _____
3	Voter ID No. _____ Voter Name _____ Voter Address _____ Name of Person(s) Providing Assistance _____ Relation to Voter (or Poll Worker) _____	Reason(s) for Assistance (Check All that Apply): <input type="checkbox"/> Translation <input type="checkbox"/> New Voter <input type="checkbox"/> Reading Assist <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Disability (Optional) or Other - Explain Below _____
4	Voter ID No. _____ Voter Name _____ Voter Address _____ Name of Person(s) Providing Assistance _____ Relation to Voter (or Poll Worker) _____	Reason(s) for Assistance (Check All that Apply): <input type="checkbox"/> Translation <input type="checkbox"/> New Voter <input type="checkbox"/> Reading Assist <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Disability (Optional) or Other - Explain Below _____
5	Voter ID No. _____ Voter Name _____ Voter Address _____ Name of Person(s) Providing Assistance _____ Relation to Voter (or Poll Worker) _____	Reason(s) for Assistance (Check All that Apply): <input type="checkbox"/> Translation <input type="checkbox"/> New Voter <input type="checkbox"/> Reading Assist <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Disability (Optional) or Other - Explain Below _____
6	Voter ID No. _____ Voter Name _____ Voter Address _____ Name of Person(s) Providing Assistance _____ Relation to Voter (or Poll Worker) _____	Reason(s) for Assistance (Check All that Apply): <input type="checkbox"/> Translation <input type="checkbox"/> New Voter <input type="checkbox"/> Reading Assist <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Disability (Optional) or Other - Explain Below _____

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

Circle Either AF (Affidavit Ballot) or CO (Court Order)	SECTION 4 AFFIDAVIT BALLOTS/COURT ORDERS		
	Voter ID No. or Ballot Stub No.	Voter Name	Voter Address
1	AF / CO		
2	AF / CO		
3	AF / CO		
4	AF / CO		
5	AF / CO		
6	AF / CO		
7	AF / CO		
8	AF / CO		
9	AF / CO		
10	AF / CO		
11	AF / CO		
12	AF / CO		
13	AF / CO		
14	AF / CO		
15	AF / CO		

CHALLENGE REPORT SECTION 1: SAME ED CHANGES OR CORRECTIONS

Same Election District Address or Name Change, or Typo Correction
If the Voter IS Registered but their Name or Address(*NEW) has changed
from what is in the Poll Pad AND the Voter still lives in the SAME
Election District

- ▶ Have the Voter sign (the **new** name) on the Poll Pad like normal.
- ▶ Have the Voter Fill out a new Voter Registration Form
- ▶ **The Voter may now Vote on the Machines as normal**
- ▶ **Record the name change in Section 1 of the Challenge Report.**

CHALLENGE REPORT SECTION 2: VOTER CHALLENGES

While Rare, Voter qualifications can be challenged at the Polling Site by an Election Inspector, Poll Watcher (provided it doesn't rise to the level of harassment), or a Registered Voter who is properly Voting at that site.

Challenge can be made for the following reasons:

- The Voter's Identity is in question
- The Voter's Residency is in question
- The Voter's Age is in question (i.e. the person is not yet old enough to Vote)

**Any questions for proper procedures regarding Voter Challenged, call
the BOE**

***ALL Voter Challenges MUST be recorded
in SECTION 2 on the CHALLENGE
REPORT FORM**

CHALLENGE REPORT SECTION 3: ASSISTING A VOTER

WHEN ASSISTANCE IS GIVEN BY POLL WORKERS:

- **If asked**, two (2) Poll Workers, one Democrat and one Republican may assist the Voter
- Both Poll Workers **MUST** agree on all action taken
- Poll Workers **MUST** keep the Voters choices confidential



WHEN ASSISTANCE GIVEN BY ANOTHER PERSON, CHOSEN BY THE VOTER:

- Must **NOT** be the Voter's employer or union representative (you may ask)
- The person assisting must keep the Voter's choices confidential
- A Voter may still request the Spanish Interpreter assist them

REMEMBER:

- ANYONE who assists a Voter Must take the "Oath for Person(s) Assisting Voter" →
- A Voter may ask for Assistance at any point during the Voting process.
- If a Voter appears to be confused or you feel they may benefit from Assistance, you may ask them: "Do you require assistance?"
- If the Voter answers "Yes", determine what type of Assistance the Voter wishes to receive and help them following proper procedures.
- **A good rule to follow.** If the Voter's Ballot has already been marked, or if they require help filling it out in any way, that is likely Assisting. *(otherwise it's probably just explaining)*
- **Record ALL Assistance given in Section 3 of the Challenge Report** →

OATH FOR PERSON(S) ASSISTING VOTER:

"I will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that I will not keep or make any memorandum or entry of anything occurring within the booth, and that I will not, directly or indirectly, reveal to any person the name of any candidate voted for by the voter, or which ticket they had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a matter in a judicial proceeding."

JURAMENTO DE LA PERSONA(S) PARA AYUDAR A LOS VOTANTES:

"No solicitaré de cualquier manera o procuraré persuadir o inducir al votante a votar cualquier papeleta en particular o por cualquier candidato en particular, y no guardaré o haré cualquier memorandums o anotación de algo que ocurre dentro de la cabina, y no voy directamente o indirectamente a revelar a ninguna persona el nombre de ningún candidato votado por el votante, o qué papeleta habrán votado, o algo que ocurre dentro de la cabina electoral, menos cuando sea requerido de acuerdo con la ley dar el testimonio en cuanto a tal asunto durante un proceso judicial".

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 3 VOTER ASSISTANCE

	Voter ID No.	Voter Name	Reason(s) for Assistance (Check All that Apply)
1	Voter Address	Relation to Voter (or Poll Worker)	<input type="checkbox"/> Translation <input type="checkbox"/> Blind Voter <input type="checkbox"/> Reading Aid <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Disability (Optional) or Other - Explain Below
2	Voter ID No.	Voter Name	<input type="checkbox"/> Translation <input type="checkbox"/> Blind Voter <input type="checkbox"/> Reading Aid <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Disability (Optional) or Other - Explain Below

AFFIDAVIT BALLOT OR COURT ORDER

If any Voter cannot be Signed In normally, hand them the “*NOTICE TO VOTER*”

Affidavit Ballots can be issued without calling the BOE when:

- A Voter IS in the Poll Pad but they are marked as “*INACTIVE*” AND the Voter is at the Correct Polling Site for their NEW Residence
- A Voter IS in the Poll Pad, Registered in Monroe County but has Moved AND the Voter is at the Correct Polling Site for their NEW Residence
- A Voter IS in the Poll Pad, but is unable to provide proper ID when an ID is required (*NOTE: This is ONLY when it specifically says “ID REQUIRED” in the Poll Pad*)
- A Voter who cannot be Signed In normally but Insists on Voting right now at this Polling Site

A Site Chair must call the BOE for proper way to proceed if:

- The Voter IS in the Poll Pad but there is No Signature on File for a Voter
- The Voter IS in the Poll Pad but it says they have already Voted and they say they did not (the BOE will need to research and Verify if the wrong person was checked into the Poll Pad)
- A Voter’s name is NOT found in the Poll Pad for ANY reason

The Most Common Affidavit Ballot Errors missed by Poll Workers:

- A Voter is at the WRONG Polling Site for their Current Address (*you must ALWAYS use the ED finder to Confirm the Correct Polling Site*)
 - A Voter is at the Right Polling Site, but is given the Wrong Affidavit Ballot for their Election District (*in cases of Multiple Districts sharing one Polling Site*)
 - The Affidavit Form is Not Filled Out Completely, or the Voter did not Sign it (*ALWAYS Check the Affidavit Ballot Envelope to Ensure required information, such as First and Last Name, Residence Address, and Date of Birth are filled in and the Voter Signed the Oath at the Bottom*)
- ❖ (**REMEMBER:** ANY Voter unable to be Signed In normally can ALWAYS choose whether to Vote by Affidavit Ballot or to go get a Court Order to Vote on the Voting Machine)

Affidavit Ballots and Court Orders

Notice to Voters



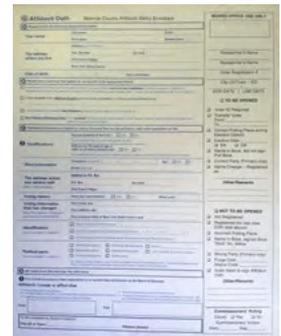
Purpose When a voter’s name does not appear in the Poll Pad or when the voter claims to reside in the district or cannot meet the ID requirement as noted in the Poll Pad, present the voter with this notice.

- Procedure**
1. Present the NOTICE TO VOTERS.
 2. The voter choose either an Affidavit Ballot or Court Order

Affidavit Ballot Procedures

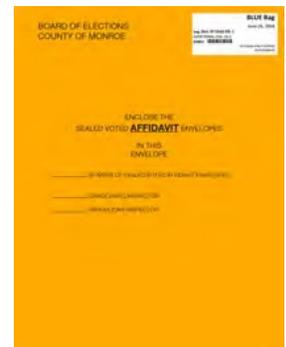
Purpose An affidavit ballot is a paper ballot not cast in a voting machine.

- Procedure**
1. Write the City Legislative District or Town and Election District at the bottom of the affidavit envelope and the front of the affidavit ballot.
 2. Provide the voter with the Affidavit Ballot and corresponding Affidavit Ballot Envelope, with Ballot Marking instructions
 3. Direct the voter to a privacy area to complete the ballot and envelope
 4. The voter must seal the ballot in the affidavit envelope. Explain to the voter they must fill out all required information on the envelope
 5. The voter must date, sign and fill out the Affidavit Ballot envelope
 6. The voter will bring the completed envelope with the ballot sealed inside back to the Voter Sign-In table.
 7. A Election Inspector **MUST**:
 - Ensure that the envelope is signed and filled out by the voter
 - Ensure the envelope is sealed properly and placed in the Sealed Voted Affidavit Return Envelope at the correct Voter Sign-In table
 - Complete Section IV of the Challenge Report
 8. NO election inspector signature is required on the affidavit ballot.



Affidavit Envelope

- Special Procedure for the IC-2 BMD**
1. Follow “Guiding the Voter on the IC-2”
 2. **The ballot MUST NOT be put in any voting machine.**
 3. Place the marked ballot in an Affidavit Envelope, then place in the Affidavit Return Envelope.



Affidavit Return Envelope

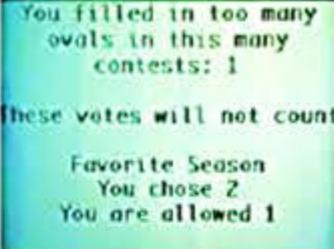
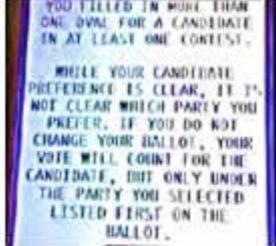
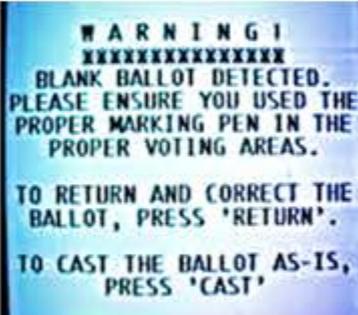
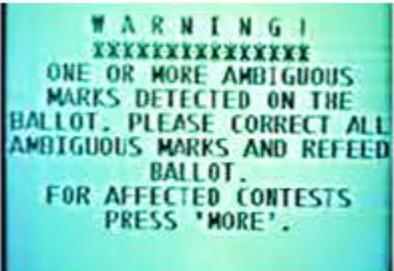
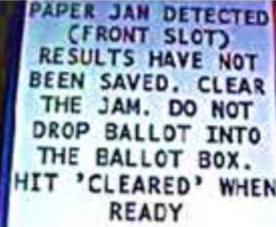
Court Order Procedures

Purpose A court order allows a voter otherwise ineligible to cast a ballot in a voting machine.

- Procedure**
1. Accept the Court Order from the voter at the ballot table.
 2. Provide the voter with a pre-printed ballot corresponding to their election district.
 3. Note the voter’s name and address on Section IV of the Challenge Report.
 4. Place the Court Order in the Court Order Return Envelope.

- Notes**
- Election Inspectors **MUST** allow a voter to vote on a voting machine when presented with a Court Order.
 - A voter may seek to get a court order because they have checked in with the election Inspectors and learned that their name is not in the Poll Pad or they may already think their name is not likely in the Poll Pad.
 - If a voter cannot or will not present ID when required, the voter may seek a Court Order.
 - Both political parties’ phone numbers are listed on the Notice to Voters. Each party maintains attorneys on Election Day to assist voters with the preparation of a Court Order.
 - Once a judge has signed a court order, the voter must take these papers back to their correct Election District and present them to the election inspectors

Ballot Problems

Problem	Description	Action	Screen
<h2 style="color: blue;">Over Vote</h2>	Voter votes for too many <u>different</u> candidates in a particular race	<ul style="list-style-type: none"> Press “Cast” to Cast the Ballot as is or “Return” to Return it to the voter. If no action is taken the machine will return the ballot after 30 seconds 	
<h2 style="color: blue;">Push Vote</h2>	Voter votes for the <u>same</u> candidate on two or more party lines	<ul style="list-style-type: none"> Press “Cast” to Cast the Ballot as is or “Return” to Return it to the voter. If no action is taken the machine will return the ballot after 30 seconds 	
<h2 style="color: blue;">Blank Ballot</h2>	Voter deposits the ballot into the scanner without marking it or marks the ballot incorrectly	<ul style="list-style-type: none"> Press “Cast” to Cast the Ballot as is or “Return” to Return it to the voter. If no action is taken the machine will return the ballot after 30 seconds 	
<h2 style="color: blue;">Ambiguous Mark</h2>	The ballot contains incomplete marks, stray marks or is damaged	<ul style="list-style-type: none"> Immediately Returns the Ballot to the Voter 	
<h2 style="color: blue;">Ballot Jam</h2>	The ballot becomes lodged in the scanner or the voter tries to insert the privacy folder	<ul style="list-style-type: none"> Message to remove Paper Jam and Press Clear 	

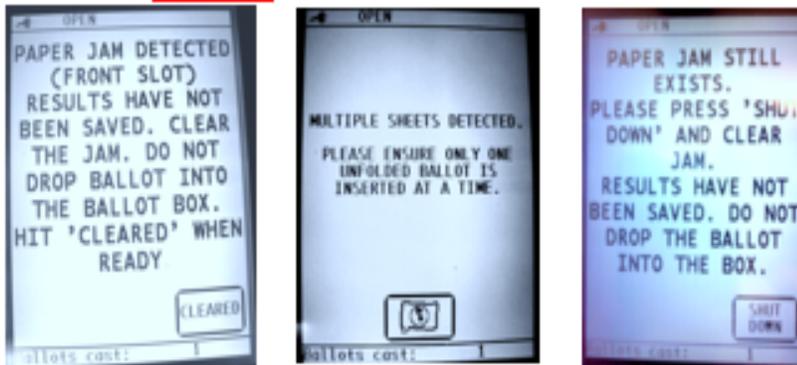
Ballot Problems - Paper Jams

IF you or the voter can see the ballot in the ballot entry slot,
gently pull the ballot out and press "CLEARED"

IF you or the voter cannot see any part of the ballot from the ballot entry slot,
you *must call the Board of Elections.*

DO NOT press "SHUT DOWN"

DO NOT OPEN THE BALLOT BOX DOOR



PLEASE CALL VOTING MACHINE HELP LINE NUMBER AT 585-753-1590

Abandoned Ballot

IMPORTANT: If a ballot is found IN or NEAR the scanner, a bipartisan team of Election Inspectors should secure the ballot from interference and call the Board of Elections at 753-1599 immediately.

Explanation An abandoned ballot is a ballot (marked or unmarked) NOT FOUND IN OR NEAR THE SCANNER OF ANY VOTING MACHINE.

Procedure

1. Election Inspectors must place any abandoned ballots in the Abandoned Ballot Return Envelope.
2. If you have any questions or are unsure if a ballot is abandoned, call the Board of Elections at 753-1599.

Spoiled Ballot Procedure

Purpose To allow for the replacement of a pre-printed, blank or affidavit ballot in case of ballot defect or overvote. A voter may choose to spoil any pre-printed, marked, blank or affidavit ballot.

- Procedure**
- 1 Only the voter may spoil their own ballot.
 - 2 Only a bipartisan team may examine a voter’s ballot and assist the voter.
 - 3 Election Inspectors direct the voter to place a large “X” across the ballot and write “spoiled”.
 - 4 Election Inspectors give the voter a letter-sized white “spoiled ballot envelope”.
 - 5 The voter folds and places the spoiled ballot inside the “spoiled ballot envelope”.
 - 6 **The voter must return to the same table as the one they initially checked in and request a new ballot**
 - 7 Election Inspectors place the letter-sized sealed spoiled ballot envelopes inside the larger Spoiled Ballot Return Envelope.



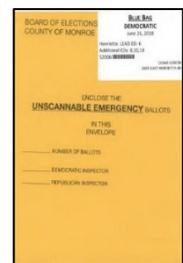
Spoiled Ballot Envelope



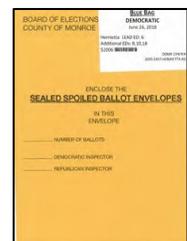
Voter Placing the Spoiled Ballot into the Spoiled Ballot Envelope

Procedure to Provide a New Ballot for the Voter

1. Locate the voter in the Poll Pad. “Voted” will appear in Green.
2. Select voter’s record.
3. Select the “Spoil Ballot”.
4. Enter the password (Site Chairs will enter the password).
5. Select “Done.”
6. Select “Ballot ID” button
7. Press “voter error” button
8. Select Spoil Ballot at top right of the screen. (A new Ballot ID Slip will be printed)
9. Provide the voter with a new ballot in a privacy folder.
10. If the 3rd and final ballot cannot be cast successfully into a voting machine, then it becomes an Unscannable Emergency Ballot (**voters may not receive more than three ballots**).



Spoiled Ballot Return Envelope



Unscannable Emergency Ballot Envelope

Notes At closing the Election Inspectors note the appropriate number on the outside of the Spoiled Ballot Return Envelope to indicate how many ballots are in the envelope.

CLOSING THE POLLING SITE

1.	Polls close at 9:00PM <u>OR</u> when <u>Everyone who was in line at 9PM has Voted</u>	
2.	Take Down All Signs	
3.	Shut Down Voting Machines (following Manual)	<ul style="list-style-type: none"> Print Closing Tapes; Post one for Public viewing and put the other in Red Security Bag
4.	Make sure Red Security Bag is packed Properly and Promptly so it can be Returned to the Designated Location	<ul style="list-style-type: none"> Duty of the Coordinators to collect the Red Bags for their LD's and Bring them to BOE/Town Hall
5.	Pack Poll Pads	
6.	Complete Ballot Reconciliation	
7.	Complete After Polls Close Sheet	
8.	Re-pack All Election Supplies and Lock in ANY Voting Machine <ul style="list-style-type: none"> Green Bags Poll Pads Clear Plastic "Closing Bags" White Tabletop Privacy Screens IC-2 Voting Machine Privacy Screens and Accessories 	<ul style="list-style-type: none"> Do not Lock <u>ANY</u> Voting Machines until ALL Supplies are Packed
9.	Lock Voting Machines	
10.	Take Down Tapes Seal them in Blue Ballot Bags and Return Blue Bag and Absentee Ballot Drop Box to Designated Location	<ul style="list-style-type: none"> Duty of the designated Site Chair

BE PREPARED!

While there are things that you *cannot* do before 9:00 PM, there are things you *can* do to be as prepared as possible for the Close of Polls. Record as much information as possible prior to closing, Record Seal Numbers, Count the Ballots in Envelopes, and have the **Red Bag Transmittal Form** ready!

Reminders:

- The Close of Polls should be announced at 9:00 PM
- DO NOT** shut down ANY Voting Machine prior to 9:00 PM
- DO NOT** shut down ANY Voting Machine until the **last Voter** has completed the voting process
- Any Voter **in line** at 9:00 PM is on time!
- A Poll Worker may stand at the end of the line to know where the last person in line is allowed to vote.
- Try to have the exterior door locked at 9:00 PM (or when the last Voter in line is inside the building)

The collage shows various forms and bags used in the election process. The 'AFTER POLLS CLOSED' form lists steps for sealing and recording. The 'Red Security Bag Closing Seal' is a brown paper bag. The 'BOARD OF ELECTIONS COUNTY OF MONROE' envelope is yellow and contains ballots. The 'Red Bag Transmittal Form' is a data entry sheet for recording votes. The 'BLUE Bag' is a blue ballot bag with a 'Closing Seals IC-2' label.

Poll Pad Closing Procedures

SYNC POLL PAD BEFORE TURNING OFF



1 Open Poll Pad Take the Poll Pad case and place it on the table

2 Turn Off and Unplug the Printer NOTE: Keep Poll Pad powered ON



3 Remove Components from Poll Pad

- ID Tray
- Green Cord
- Stylus

NOTE: Keep Poll Pad powered ON



4 Power off Poll Pad Turn off Poll Pad by holding the power button and the home button simultaneously until the screen goes black.



5 Detach Poll Pad arm from base Fold Stand Arm



6 Pack Poll Pad Case Return components to the Poll Pad case:

- Poll Pad with screen in
- Printer
- Printer Cord
- Stand Arm
- Stylus
- Poll Pad Base
- Photo ID Tray
- Power Cube
- Green Cord
- Poll Pad Screen Cloth



NOTE: Close the lid and secure with white security seal.

7 Pack Poll Pad Case in Voting Machine Pack the poll pad case securely inside any voting machine.



CLOSING THE VOTING MACHINES

(MUST be done by a Bi-Partisan Team)

1	Place the Security Key on the Security Key Pad	This brings up the Administrative Menu.
2	Press “Close Poll” button	The message displayed will read “Are you certain you wish to close Poll?”
3	Press YES when asked, “ <i>Are You Certain</i> ”	“Poll is being closed, please wait” will appear on the screen
4	Wait for 2 Copies of the Closing Tape to Print	The next message will ask “Would you like to print more copies of this report?”
5	Press “NO” when asked if you would like to print more copies	
6	Tear off the Closing Tape	Divide the tape into two parts at the correct place under the signature lines
7	An Inspector from Each Party must Print and Sign BOTH copies of the Closing Tapes	Put one copy in the Red Security Bag; Post the other copy for public viewing
8	Press the “Power Down” button	“Are you certain you wish to shut down tabulator?” will appear
9	Press “YES” when asked “ <i>Are you Certain</i> ”	“Shutting Down...” will appear on the Screen
10	Unlock the ballot box door	
11	Open the ballot box door and take out the Blue Ballot Security Bag	DO NOT touch any ballots inside of the Blue Ballot Security Bag!
12	Remove any ballots from the Write-in diverter compartment, count them, and Place the write-in ballots in the Manila “Write-In” Collection Envelope	Seal the envelope, note the number of ballots on the outside, have someone from Each Party Sign the envelope, and put it in the Blue Ballot Bag
13	(IC-2 ONLY) Turn off the Power Supply (BOTH) Confirm the Power is OFF (the Screen is dark and the status lights are off)	The power supply button is underneath the write-in diverter compartment Ensure the operator panel and status lights next to the memory card compartment are not lit
14	Unplug the Voting Machine and the Extension Cord	Wrap the cord and place inside of the write-in diverter compartment of the Voting Machine
15	Cut the Yellow Seal on the Memory Card Compartment	
16	Open the memory card compartment doors	Push in the Tabs to Open them
17	Eject the Red Memory Card (By pushing the Black Button next to Red Memory Card)	Place Red Memory Card in the Red Security Bag One person from Each Party Initials the “Red Bag Transmittal Form” which also goes in the Red Bag
18	Eject the Blue Memory Card (By pushing the Black Button next to Blue Memory Card)	Place it in the Clear Plastic Zipper Pouch inside of the Blue Ballot Security Bag
19	Close both Memory Card Compartment Doors	
20	Pack the Rest of the Supplies into the Voting Machine	Including Green Bags, Poll Pads, Clear Plastic Closing Bags, and any other Supplies

21	<p>(IC-1 ONLY) Fold and Lower the Privacy Hood and Seal it with a White Security Seal</p> <p>(IC-2 ONLY) Seal the Memory Card Compartment with a White Security Seal</p> <p>(IC-2 ONLY) Remove the Privacy Screens then fold and Pack them in the Voting Machine along with the BMD Supply Bag</p>	Note any Seal Number on the “After Polls Close” Form
22	Close and Lock the Ballot Box Door	
23	Seal the Ballot Box Door with a Blue Sticker Seal (IC-2 ONLY) Place a Blue Sticker Seal over the BDM Accessible Plug-In Port	Note any Seal Number on the “After Polls Close” Form
24	(IC-2 ONLY) Replace Styrofoam Covers, Gently Lay the BMD Monitor flat against the Styrofoam over the Ballot Scanner, and Replace Nylon Cover	
25	Match the Voting Machine Keys in the correct “Voting Machine Key Envelope”	Place the Voting Machine Key Envelope in the Clear Zipper Pouch of the matching Blue Ballot Bag
26	Place the Completed Manila Affidavit Collection Envelope into the Side Pouch of the Blue Ballot Bag	Seal it, through the Zippers, with a White Security Seal and note the Seal number on the “After Polls Close” Form
27	Take the Closing Tape off the Wall and Match it to the Correct Blue Ballot Bag and put it in the Clear Zipper Pouch	You can now Zip the Clear Plastic Zipper Pouch Closed
28	Complete the rest of the “After Polls Close” Form and put it in the Manila “Important Paperwork” Return Envelope, and put that Fully Packed Envelope in the Blue Bag	Double Check to make sure it is COMPLETELY filled out (including the seal number from Step 29)
29	Zip the Blue Ballot Bag Closed and Seal it through the zippers with a White Security Seal	Make sure you recorded the Seal Number on the “After Polls Close” Form and ALL Paperwork and Envelopes are inside BEFORE you Seal the Bag
* REMEMBER: Do NOT lock the Voting Machines until ALL supplies are repacked		

Types of Seals

Red Plastic Seal		<u>Never Remove</u>	Located on the IC-1
Sticker Seal (Red)		<u>Never Remove</u>	#2 & #3 on <i>Before Polls Open</i> and <i>After Polls Close</i> Forms
Sticker Seal (Blue)		Remove at Opening, Replace with <u>New</u> Stickers at Closing	#1 (Ballot Box Door) #4 (ATI Connection)
Yellow Plastic Seal		<u>ONLY</u> Cut at Closing	Memory Card Compartment
White Plastic Seal		Used at Closing to Seal <u>Blue Bags</u> , <u>Poll Pad Cases</u> , <u>IC-1 Hoods</u> , and the <u>IC-2 Memory Card Compartment</u>	
Red Bag Seal		Used at Closing	Seals the Red Security Bag

After the Polls Close Sheet Notes

The After the Polls Close Sheet is found in the Site Specific Bag brought by one of the site chairs in the morning

1. If the answer to any of these items is "NO," contact the Board of Elections at 753-1590
2. The blue memory card is to the left and the red memory card to the right in the memory card compartment



3. The Protective Counter Number is located toward the bottom of the Closing Tape
 4. The Total Ballots Scanned is shown on the top of the closing tape for this voting machine
 5. Record the number from the plastic seal that secures the hood on the IC-1
 6. The yellow Memory Card Seal secures the memory card compartment on the IC-2
 7. Record the number from the blue sticker seal that secures the ballot box door
 8. Never Remove RED Seals
 9. Record the number from the blue sticker seal that secures the ATI connection, seal #4
 10. Record the seal number from the white seal that secures the Red Security Bag
-
11. The Poll Pad white seal is located on the top left of the case
 12. Two Election inspectors, one from each party, must sign

General Election
November 3, 2020

AFTER POLLS CLOSE

Leg. Dist. 07 LEAD ED: 1
ADDL EDS: /16-1
07001
STUTSON STREET CENTER
75 STUTSON ST

To be completed by the Inspectors at the close of the Polls.

WE DO HEREBY CERTIFY; that on this day, in the presence of at least one Democratic and one Republican Inspector after the Polls were closed to the public for voting:

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Closing Tape is signed by one Democratic and one Republican Inspector 1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	One copy of closing tape was placed in the Red Security Bag 2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Removed the Red Memory Card and placed it in the Red Security Bag and sealed the bag 2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Red bag has been transported to BOE for City sites or to the Town Clerk for the town sites 2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Blue Memory Card was removed from machine and placed in pouch of Blue Ballot Bag 2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Secured the voting machine from further voting
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Placed machine keys in return envelope and placed in pouch of Blue Ballot Bag
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 nd copy of closing tape was available for public viewing and then placed in the pouch of the Blue Ballot Bag
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Blue Ballot Bag was SEALED and transported to BOE for City sites or to the Town Clerk for the town sites 8

Voting Machine #	Protective Counter # 3	Total Ballots Scanned 4	IC-1 Hood Seal # 5	Memory Card Seal # 6	Ballot Box Door Blue Seal # 7	Seal #1 Ballot Box Door Blue Sticker # (remove)	Seal #2 IC-2 Electrical Cover Red Sticker (never remove)	Seal #3 IC-2 BMD Printer Red Sticker (never remove)	Seal #4 IC-2 ATI Blue Sticker 9
112	13544	640	500651		1529007	552909	004040	101218	
113	12431	658	500677		1527019	500679	101004	101995	
114	9529	580		415110	1529033	500093	101018	009998	1529085

Red Bag White Seal # 1510145 **10**

Poll Pad Transmittal Form **11**

Poll Pad #	Seal #
144	008909
145	008918
146	008916
147	008968

DEM Jasmine Williams **12**
 REP Ethan Anderson
 Signatures of Inspectors

Ballot Reconciliation Form

District: Brighton 1
Ballot ID(s): 4662 - English
BROOKSIDE SCHOOL GYM
220 IDLEWOOD RD

Inspectors must:

1. Open Ballot Packs in Sequential ballot order.
2. Open only one ballot pack per ID at a time.
3. Return all unused ballot packets in the green bag.

Before Polls Opened	ID #	ID #	ID #	ID #	ID #	ID #	ID #	ID #	ID #	ID #	ID #
	0001	0002	0003	0004	0005	0006	0007	0008	0009	0010	0011
Preprinted Ballots	800										
Preprinted Spanish Ballot	0										
Blank Ballots	10										
Affidavits	50										
TOTAL PER ID	860										

Before Polls Opened: Total of all IDs: _____ *

After Polls Closed	ID #										
	0001	0002	0003	0004	0005	0006	0007	0008	0009	0010	0011
Unused Preprinted Ballots – Opened Pack											
Unused Preprinted Ballots – Unopened Packs											
Unused Preprinted Spanish Ballots											
Unused Blank Ballots											
Unused Affidavit Ballots											
TOTAL PER ID											

After Polls Closed: Total of all IDs: _____

After Polls Closed: Total of all IDs	
Sealed Voted Affidavit Ballots –total per site	
Sealed Spoiled Ballots – total per site	
Unscannable-Emergency Ballots – total per site	
Abandoned Ballots – total per site	
Total Scanned Machine 221	
Total Scanned Machine 222	
Total Scanned Machine 223	
Total Scanned Machine 224	
Total Scanned Machine 225	
AFTER POLLS CLOSED: TOTAL BALLOTS	
(*Should equal Before Polls Opened: Total of all IDs)	



Signature of Inspectors – Start of Day

_____ **Democratic Inspector**

_____ **Republican Inspector**

Signature of Inspectors – End of Day

_____ **Democratic Inspector**

_____ **Republican Inspector**

Packing the RED SECURITY BAG

- a Place the red memory card in the Red Security Bag.
- b Record the white plastic security seal number on the “After the Polls Close Sheet”.
- c Record the white plastic security seal number on the “Red Bag Transmittal Form”.
- d Place the “Red Bag Transmittal Form” in the sleeve inside the Red Security Bag. The writing should be visible through the clear plastic window.
- e Seal the Red Security Bag.

Packing the BLUE BALLOT SECURITY BAG

- a Place the blue memory card in the clear plastic zipper pouch inside of the Blue Ballot Security Ballot Bag.
- b Place the “Write-In Return Envelope” inside of the Blue Ballot Security Bag.
- c Place the voting machines closing tape used for ballot reconciliation inside the clear plastic pouch of the Blue Ballot Security Bag. Remember to match the machine numbers.
- d Place the voting machines key return envelope inside the clear plastic pouch of the Blue Ballot Security Bag, zip closed.
- e Bring zipper pulls together and zip the Blue Ballot Security Bag.
- f Seal the zipper pulls with a white plastic closing seal.

BOARD OF ELECTIONS
COUNTY OF MONROE

Important Paperwork

**Please see Packing/
Supply List on the last
page of this manual for
details on where all
supplies need to be
packed into**

Place the following items inside this envelope at the CLOSE OF POLLS.

√ Check off each item placed in the envelope.

- ____ After Polls Close Sheet (Certificate #2) – per machine
- ____ Before Polls Open Sheet (Certificate #1) – per machine
- ____ Ballot Reconciliation Form
- ____ Challenge Report
- ____ Incident Report (if applicable)
- ____ Disciplinary Report (if applicable)

Place this envelope in the BLUE BAG

REMINDER: Place the Affidavit Envelope in the side pocket of the BLUE BAG.

Emergency Procedures for Immediately leaving the Polling Site

In an immediate emergency events like a power outage, fire, fire drill, or flooding:

- | | |
|---|---|
| 1 | Call the Board of Elections immediately at 753-1599 |
| 2 | The Board will provide instructions. |
| 3 | DO NOT power down or unplug the voting machines or Poll Pads. |
| 4 | If you are required to leave your polling site immediately, and are safely able to do so, take the following district specific items with you to a safe location: |
| a | Pre-printed ballots, blank ballots and affidavit ballots should be placed in Green Ballot Bag(s) |
| b | Ballot envelopes should be placed in a Green Ballot Bag |
| c | Voting Machine Keys |
| 5 | <ul style="list-style-type: none"> • The Site Chairs should note the Ballots Cast on each voting machine (Ballots Cast is located at the bottom right of the operator panel). • The voting machine keys and Green Ballot Bags should be kept with the Site Chairs at all times. |



In the case of an Emergency where you are allowed to stay in your Polling Site, Contact the Board of Elections immediately at 753-1599 for specific instructions

Notes

IC-2, BMD Procedure

Preparing the Voter

1. On the Poll Pad the Election Inspector will note their initials in the box and select 'Accept'. A ballot ID receipt will be printed.
2. Escort the voter to the BMD. Offer to place the hand of any visually impaired voter on the back of the chair that is in front of the display screen.
3. When seated, offer the voter the ATI and headset.
4. Explain to the voter that instructions on how to use the ATI are presented before the voting session begins. During the instructions the voter should only press an ATI button once and wait for the screen to change.
5. Make sure the voter knows that they may get assistance by raising their hand, asking for assistance, or pressing the HELP (green) button on the ATI.
6. Explain that when they are done making their selections and they select print ballot, that the ballot may take up to 2 minutes to print and that the printed ballot will come out of the printer in a privacy sleeve.



ATI and headphones



ATI to create and mark their ballot

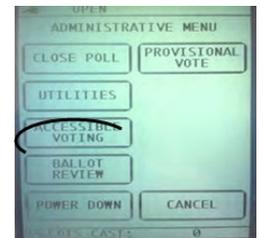


Blank ballot being inserted into printer

Starting an Accessible Voting Session

1. Insert a blank ballot into the slot of the BMD printer unit.
2. Affix the privacy sleeve to the printer unit slot.
3. Touch the security key to the security key pad. The Administrative Menu is displayed.
4. Press Accessible Voting Session (third button down on the left on the keypad).
5. In multiple district polling sites a menu will appear: "Please Enter Ballot ID for Accessible Voting Session".
 - Enter the Ballot ID from the Ballot ID receipt on the operator panel.
 - Confirm you wish to begin by pressing yes.

NOTE: If a wrong Ballot ID is entered the Operator Panel will show "Invalid Ballot ID Entered." The Ballot ID Entry Menu will reappear. Re-enter the correct Ballot ID.
5. **OR** In single election district polling sites a menu will appear: "Are you certain you want to start accessible voting session with Ballot ID: xxx?" Confirm that the Ballot ID matches the ballot ID receipt; press "yes."
6. The accessible voting session begins, and the BMD instructs the voter on how to vote with an audio ballot.
 - The BMD is designed to create access for voters to vote independently without assistance.
 - During voting, if the voter is inactive for a period of 20 seconds, a message will be provided in both audio and visual format. If the voter is confused, please offer assistance.
 - While the BMD is in use, the alternating amber and green status lights will be flashing.
7. When the voter has made their selections, they will choose to print the ballot.
8. Once the ballot is printed insert the ballot, inside the privacy sleeve, into any scanner.
 - Either the voter or the election inspectors may, if asked, take the printed ballot, in the privacy sleeve, over to ANY scanner for the ballot to be cast.
9. The scanner will draw the ballot from the sleeve.
10. Ensure "Ballot Successfully Cast" appears on the Operator Panel.



"Accessible Voting Session" button



Ballot ID Entry - Multiple Districts



Ballot ID Entry Screen - Single District

Sip & Puff Voting – IC-2

- 1 Ensure the ATI is set up and connected to the BMD.
- 2 Make sure the status light is flashing green
- 3 Plug the Sip and Puff Unit into the left port (under the yellow arrows) of the ATI marked “Sip Puff.”
- 4 Make sure a blank ballot is inserted into the slot of the BMD printer unit.
- 5 Open the package containing the sanitary mouthpiece and plastic gloves.
- 6 Slip on gloves.
- 7 Remove the sanitary mouthpiece from the bag. Plug the other end of the air tube into the sanitary mouthpiece. Slide the halves together and gently twist the lug nut. Connect the sanitary mouthpiece.
- 8 Direct the voter to the front of the display screen.
- 9 Offer the headphones to the voter.
- 10 Contact the security key to the security key pad on the BMD.
- 11 The Administrative Menu is displayed. Press “Accessible Voting Session”
- 12 Explain to the voter that:
 - a The SIP action equals making a selection and the PUFF action equals moving to the next candidate or screen.
 - b The BMD gives audio and visual instructions on how to use the Sip and Puff Device.
 - c They are welcome to ask for assistance. If the voter needs assistance, the light indicators will alternate red, amber, and green. If they are idle for 20 seconds, a message will be provided in audio and visual format
 - d The ballot may take up to 2 minutes to print
 - e They may request that the contrast (green button) or zoom (yellow button) be adjusted.
 - f Either the voter or the election inspector’s may take the printed ballot, in the privacy sleeve, over to ANY scanner for the ballot to be cast.



Sip and Puff Device



Sanitary Mouthpiece



Voter with headphones on



Buttons: green button is contrast; yellow button is Zoom



Insert blank sheet of paper

Paddle Button Voting – IC-2

- 1 Ensure the ATI is set up and connected to the BMD.
- 2 Make sure the status light is flashing green
- 3 Plug the paddles into the left port (under the yellow arrows) of the ATI marked “Sip Puff.”
- 4 Make sure a blank ballot is inserted into the slot of the BMD printer unit.
- 5 Direct the voter to the front of the display screen.
- 6 Position the paddles for the voter. The paddles are operated by pressing them and are designated as LEFT and RIGHT. Depending on the voter’s range of motion and how they choose to operate the buttons, place on the left and right within the voter’s reach
- 7 Offer the headphones to the voter.
- 8 Contact the security key to the security key pad on the BMD.
- 9 The Administrative Menu is displayed. Press “Accessible Voting Session”.
- 10 Explain to the voter that:
 - a The BMD gives audio and visual instructions on how to use the paddle devices.
 - b They are welcome to ask for assistance. If the voter needs assistance, press the green help bar on the ATI. The light indicators will alternate red, amber, and green. If they are idle for 20 seconds, a message will be provided in audio and visual format.
 - c The ballot may take up to 2 minutes to print.
 - d They may request that the contrast (green button) or zoom (yellow button) be adjusted.
 - e Either the voter or the election inspector’s may take the printed ballot in the privacy sleeve over to ANY scanner for the ballot to be cast.



Connecting Paddles into the ATI



Voter with paddles

Status Lights (IC-2 BMD)

IC-1 (Scanner Only) does not have light indicators

Solid Red	Unit is starting up or is not operational.
Flashing Green	Unit is ready for use by the next voter.
Alternating Green and Amber	Voter is navigating/marketing their ballot.
Flashing Amber	Voter's ballot is being printed.
Solid Amber	Voter has inserted their ballot and is reviewing it.
Alternating Amber and Red	Unit has an error and is not functioning.
Alternating Red, Amber and Green	Voter has pressed the Help button and is receiving Help instructions. <i>Note: The Election Inspectors will have to monitor this.</i>

BMD Issues

<u>Issue</u>	<u>Explanation/Solution</u>
Security Key error	Contact the security key to the key pad again.
BMD is making a beeping sound	<ol style="list-style-type: none"> 1. Make sure the BMD power cord is plugged into an electrical outlet. 2. The electricity is out to the power outlet. 3. The voting machine is running on battery power. The beeping will stop intermittently and resume again until the unit is on AC power.
Red light remains on	Call the Board of Elections immediately.
Monitor is not positioned correctly for voter	Firmly hold the repositioning arm and adjust monitor for the voter.
IC-2 is rolling or needs to be repositioned for voter	<ol style="list-style-type: none"> 1. Roll the voting machine into the position. 2. Press down firmly to lock each of the four wheels.

Troubleshooting

Cancelling the Accessible Voting Session	<p>If you need to cancel an accessible voting session, do the following:</p> <ol style="list-style-type: none"> 1. Use the Security Key to display the Administrative Menu. 2. Press Accessible Voting Session. 3. The message "Are you certain you wish to stop the Accessible Voting Session?" is displayed, press Yes. 4. Accessible voting session is canceled. 5. If a voter returns from the IC-2 and has not used the BMD, remove the blank ballot from the printer and spoil the ballot.
Returning a Blank Ballot	The blank ballot will be returned if the Election Inspectors press the red button located to the middle on the underside of the printer unit.
Printer is not working 	<p>If a message appears on the operator panel indicating a printer error and/or any display of red lights appears on the printer unit:</p> <ol style="list-style-type: none"> 1. Press the top button on the printer unit (circle symbol) until the printer unit powers down. 2. Wait 30 seconds (count down backwards 30, 29, 28...). 3. Press the top button again on the printer unit (circle unit). Printer will go through start-up process. 4. Wait until end of start-up process. 5. The solid green circle (top button of printer unit) should be displayed. 6. If the top circle is not displayed, call the Board of Elections.



The Poll Pad

Quick Opening, Check-In, and Closing Procedures

Poll Pad Opening Procedures

1	Cut Case Seal, Open Case, and Remove Printer	
2	Plug Connector Cord to back of Printer	
3	Plug In Printer (use extension cord)	
4	Turn Printer On	
5	Remove iPad from Case	
6	Attach Stand Arm to the back of the Poll Pad	
7	Connect Stand Arm to Base	
8	Attach Photo ID Tray	
9	Plug in Poll Pad	
10	Place Stylus into ID Tray	
11	Turn on Poll Pad	
12	Open Poll Pad App by pressing the “P” Icon 	
13	Confirm Correct Poll Pad Information	
14	Sync the Poll Pad by pressing the “Cloud” Icon 	
15	Close the Empty Case and place it under the Table	
		 

Poll Pad Check-In Procedure

Processing Voters, Manual Search

1	Search by Name; Enter Voter’s Name
2	Use Advanced Search if unable to find Voter’s file
3	Select Voter’s Record

Scanning Voter Verification Letter or Driver’s License

1	Verify Voter’s Information
2	Scan Barcode on Voter’s Letter or ID

Completing Check-In

1	Have Voter confirm Information is Correct
2	Voter Signs Poll Pad
3	Verify Voter Signed and Poll Worker Initials
5	Press Submit and produce a Ballot ID Receipt



Poll Pad Closing Procedures

1	Sync the Poll Pad by Pressing the “Cloud” Icon
2	Open Poll Pad Case
3	Turn Off and Unplug the Printer
4	Remove Components and Unplug Poll Pad
5	Power off Poll Pad
6	Remove Poll Pad Arm from Base
7	Pack Poll Pad Case
8	Close and Seal the Poll Pad Case
9	Secure Poll Pad Case in any Voting Machine



Summary Steps to Open Voting Machines	
1	Match number on Voting Machine Key Envelope to Voting Machine
2	IC -2: Remove Nylon and Styrofoam covers
3	Lock Wheels
4	Unlock Ballot Box Door
5	Remove the Blue Ballot Security Bag
6	Retrieve the “Before Polls Open” Form
7	Remove the opening Blue Sticker Seal #1 from the Ballot Box Door
8	Remove Extension cord; plug into voting machine cord; plug into outlet; (IC-2 ONLY) Press the “Power Supply” button
9	Remove any remaining supplies (if any) from the Voting Machine
10	Remove all remaining supply bags from the Blue Ballot Security Bag and put it Open, back inside the Voting Machine
11	Close and Lock the Ballot Box Door
12	Remove Voting Machine Seals and Set Up Privacy Screens (IC-1 ONLY) Remove White Seal and Set Up Privacy Hood (IC-2 ONLY) Remove Blue Sticker Seal #4, Set Up Privacy Screens, Plug in BMD Controller
13	Place the security key to the security key pad
14	Enter the password from Key Envelope to Unlock the Voting Machine
15	Verify Date and Time are Correct (If any date discrepancy call 753-1590)
16	Press “YES” to verify (Do NOT alter this screen)
17	Press “Open Poll”
18	Press the “ZERO” button
19	Press “NO” when asked if you want to print more copies
20	Wait for “System Ready” to appear on the Operator Panel
21	Secure the Voting Machines Cords and Keys (for IC-2 ONLY make sure the BMD Screen is Easily Accessed)
22	Complete the “Before the Polls Open” Form
23	Confirm ALL of the information on the opening “ZERO Tape” and Place it in the Red Security Bag

Summary Steps to Close Voting Machines	
1	Place the Security Key on the Security Key Pad
2	Press “Close Poll”
3	Press “YES” when asked if you are certain
4	Wait for 2 Copies of the Closing Tape to print completely
5	Press “NO” when asked if you want to print more copies
6	Tear off the closing tape
7	An Inspector from Each Party must Print and Sign BOTH copies of the Closing Tapes
8	Press the “Power Down” button
9	Press “YES” when asked if you are certain
10	Unlock the Ballot Box Door
11	Open the Door and take out the Blue Ballot Bag
12	Remove any “Write-In” Ballots, count, and put them in the Manila “Write-In” Return Envelope, both Sign
13	(IC-2 ONLY) Press the “Power Supply” button; (BOTH) Confirm Power is OFF by checking Screens/Lights
14	Unplug the Voting Machine and put the Extension Cord inside the Write in Compartment
15	Cut the yellow seal on the Memory Card Compartment
16	Open the Memory Card Compartment Doors
17	Eject the Red Memory Card (push the black button) and put it in the Red Bag, fill out Transmittal Form
18	Eject the blue card (push the black button) and put it in the Clear Zipper Pouch in Blue Bag
19	Close both memory card compartment doors
20	Pack the Rest of the Supplied into the Voting Machine (Green Bags, Poll Pads, Clear Bags, etc.)
21	(IC-1 ONLY) Lower the hood over the scanner, Seal the hood with a white plastic closing seal (IC-2 ONLY) Remove the BMD Controller and Headphones, place in the BMD Equipment Bag (IC-2 ONLY) Seal the memory card compartment with a White Plastic Closing Seal
22	Close and Lock the Ballot Box Door
23	Seal the Ballot Box Door with a Blue Sticker Seal; (and another over BMD controller port of IC-2)
24	(IC-2 ONLY) Replace Styrofoam covers, lower the monitor over the scanner, replace nylon cover
25	Place the Voting Machine Keys in the “Voting Machine Key Return Envelope”
26	Place the Completed Manila Affidavit Collection Envelope into the Side Pouch of the Blue Ballot Bag
27	Take the Closing Tape off the Wall and Match it to the Correct Blue Bag and put it in the Clear Zipper Pouch
28	Complete the rest of the “After Polls Close” Form and put it in the Manila “Important Paperwork” Return Envelope
29	Zip the Blue Ballot Bag Closed and Seal it through the zippers with a White Security Seal
* REMEMBER: Do NOT lock the Voting Machines until ALL supplies are repacked	

Supply Bag Opening List

This list divides all supplies by bag, where they are packed and how they get to the polling site.

Green Ballot Bag (per district) (in machine)

THIS BAG IS FOR THE BALLOT TABLE

- ___ Affidavit Ballot Envelopes (25)
- ___ Affidavit Ballots
- ___ Ballot Pack-blank, sealed, for use with BMD IC-2
- ___ Ballot Packs-printed, sealed
- ___ Ballot Reconciliation Form
- ___ Return Envelope: Affidavit Ballot (1 per district)
- ___ Receipt Envelope: Poll Pad Receipts
- ___ Affidavit Ballot Procedure Instructions
- ___ Ballot ID Signs and chart

Table Specific Bag (in machine)

ONE BAG PER POLL PAD TABLE

- ___ Welcome Sign
- ___ Supply Bag Opening/Re-Packing List
- ___ Challenge Report
- ___ Notice to Voters
- ___ Oath for Assisting Voter/Suggested Valid ID
- ___ Spoiled Ballot Envelopes (25)
- ___ Return Envelope: Spoiled Ballot (1 per table)
- ___ Small Bag 1
 - ___ I Voted Today Stickers
 - ___ Pens (5)
 - ___ Masking Tape
- ___ Small Bag 2
 - ___ Ballot Markers (25)

Site Generic Bag (in machine)

- ___ Arrow Signs
- ___ Bill of Rights-English/Spanish
- ___ Bill of Rights-Braille English/Spanish
- ___ Distance Markers
- ___ Magnifiers (2)
- ___ Privacy Folders (20), Spanish (10)
- ___ Voter Registration Forms (20) Spanish (10)
- ___ Vote Here/Aqui Sign
- ___ Vote Here Sign with ADA logo
- ___ Voting Machine Sign: Accessible
- ___ Social Distance Signs
- ___ Voting Instructions

Site Specific Bag (1 per site) (brought by a Site Chair)

- ___ Site Specific Bag Coversheet
- ___ Poll Site Diagram/Survey
- ___ District Map
- ___ Inspector Badges
- ___ Inspector Manual
- ___ Red Security Bag
 - ___ Closing Seal in Envelope
 - ___ Red Bag Transmittal Form
- ___ Machine Keys in Envelope
- ___ Machine Key Return Envelope
- ___ Sample Ballot(s)
- ___ Scissors
- ___ Return Envelope: Abandoned Ballot (1 per site)
- ___ Return Envelope: Court Order (1 per site)
- ___ Return Envelope: Unscannable Emergency Ballot (1 per site)
- ___ Return Envelope: Required paperwork

Machine Bag (in BMD IC-2 machine)

- ___ Before Polls Open Sheet
- ___ After Polls Close Sheet
- ___ Closing Seals
- ___ Return Envelope: Write-In Ballot

Poll Pad (max of 2 at a table) (arrives by ??)

- ___ Poll Pad
- ___ Stand Arm, Base, Tray
- ___ Green Power Cord w/white plug
- ___ Receipt Printer w/power cord
- ___ Stylus
- ___ Seal (to seal case)

BMD Equipment Bag (in IC-2-BMD)

- ___ ATI with Cord
- ___ Headphones with disposable covers
- ___ Paddles (Left and Right)
- ___ Rubber Gloves
- ___ Sip and Puff Device with disposable straws

Miscellaneous Items

- ___ Spanish Interpreter Binder (if app)
- ___ Masks, Gloves, Hand Sanitizer, Wipes
- ___ Absentee Ballot Drop Box

**CALL 753-1501 or 753-1543
FOR MISSING SUPPLIES**

See other side for Re-Packing List

Re-Packing List at the Close of the Polls

This list shows where the supplies must end up.

Red Security Bag (Town Hall /BOE)

- ___ Closing Tape (1 copy from each machine)
- ___ Memory Card, RED (from each machine)
- ___ Opening Tape (1 copy from each machine)
- ___ Red Bag Transmittal Form
- ___ Voter Registration Forms, if completed

Absentee Ballot Drop Box sealed(Town Hall /BOE)

Blue Ballot Security Bag (Town Hall/BOE)

- ___ Ballots, voted
- ___ Closing Tape (1 copy, put in clear pouch)
- ___ Facility Keys (put in exterior pouch, if app)
- ___ Machine Key Envelope (put in clear pouch)
- ___ Machine Keys in Return Envelope (put in clear pouch)
- ___ Memory Card: BLUE (put in clear pouch)
- ___ Plastic Seal (IC-1 only), cut (put in clear pouch)
- ___ Return Envelope: Abandoned Ballot
- ___ Return Envelope: Court Order
- ___ Return Envelope: Spoiled Ballot
- ___ Return Envelope: Unscannable Emergency Ballot
- ___ Return Envelope: Write-In Ballot
- ___ Return Envelope: Required paperwork
- ___ Before the Polls Open Sheet (per machine)
- ___ After the Polls Closed Sheet (per machine)
- ___ Ballot Reconciliation Form (per district)
- ___ Challenge Reports (per table)
- ___ Incident Report (if app)
- ___ Disciplinary Report (if app)
- ___ Return Envelope- Affidavit Ballot
- ___ *Affidavit Envelopes are to be placed in the side pocket of the blue bag with zipper sealed*

Green Ballot Bag (in machine)

- ___ Affidavit Ballot Envelopes- unused
- ___ Affidavit Ballots, unused
- ___ Ballot Pack-blank, unused
- ___ Ballot Packs-printed, unused
- ___ Receipt Envelope: Poll Pad Receipts
- ___ Poll Site Diagram/Survey
- ___ Affidavit Ballot Procedure Instructions
- ___ Ballot ID Signs and chart
- ___

Miscellaneous Items (inside any machine)

- ___ Masks, Gloves, Hand Sanitizer, Wipes

Site Generic Bag (plastic) (any machine)

- ___ Arrow Signs
- ___ Bill of Rights-English/Spanish
- ___ Bill of Rights-Braille English/Spanish
- ___ Distance Markers
- ___ Magnifiers
- ___ Privacy Folders
- ___ Voter Registration Forms, blank
- ___ Vote Here/Aqui Sign
- ___ Vote Here Sign with ADA logo
- ___ Voting Machine Sign: Accessible
- ___ Social Distance Signs
- ___ Spanish Interpreter Binder (if app)

Site Specific Bag (plastic) (any machine)

- ___ All badge bags, seal bags and envelopes
- ___ District Map
- ___ Inspector Manual
- ___ Notice to Voters
- ___ Oath for Assisting Voter/Suggested Valid ID
- ___ Sample Ballot(s)
- ___ Scissors
- ___ Site Specific Bag Coversheet
- ___ Small Bag 1
- ___ I Voted Today Stickers
- ___ Pens
- ___ Tape
- ___ Small Bag 2
- ___ Ballot Markers
- ___ Spanish Interpreter Binder (if app)
- ___ Spoiled Ballot Envelopes-unused
- ___ Supply Bag Opening/Re-Packing List
- ___ Welcome Sign

Poll Pads (seal, then place in machine)

- ___ Poll Pad
- ___ Stand Arm, Base, Tray
- ___ Green Power Cord w/white plug
- ___ Receipt Printer w/power cord
- ___ Stylus

BMD Equipment Bag (in BMD IC-2)

- ___ ATI with Cord
- ___ Headphones with disposable covers
- ___ Paddles (Left and Right)
- ___ Rubber Gloves
- ___ Sip and Puff Device with disposable straws