

Name: \_\_\_\_\_

# 2022 Election Inspector Training Manual

*You MUST bring this manual with you on Election Day*

**Primary Election:**

**Early Voting:**

**Tuesday, June 28<sup>th</sup>, 2022**

**June 18<sup>th</sup>-26<sup>th</sup>** (various time and locations)

**General Election:**

**Early Voting:**

**Tuesday, November 8<sup>th</sup>, 2022**

**Oct. 29<sup>th</sup>-Nov. 6<sup>th</sup>** (various time and locations)

## **PHONE NUMBERS FOR ELECTION DAY ISSUES**

**(For Election Day Use Only)**

<b>Election Inspector Helpline</b>	<b>(585) 753-1599</b>
<b>Voter Assistance</b>	<b>(585) 753-1550</b>
<b>Voting Machine Helpline</b>	<b>(585) 753-1590</b>
<b>Missing or Additional Supplies Helpline</b>	<b>(585) 753-1501</b>
<b>Spanish Interpreting Hotline</b>	<b>(585) 753-1530</b>

LISA POLITO NICOLAY

*Commissioner*

PETER ELDER

*Deputy*



JACKIE ORTIZ

*Commissioner*

NATALIE SHEPPARD

*Deputy*

Monroe County Board of Elections

<https://www.monroecounty.gov/elections-inspectors>

**For Questions or Concerns PRIOR TO ELECTION DAY Contact your Training Team**

**BOETraining@monroecounty.gov**

### **REPUBLICAN CONTACTS**

**Office Number: (585) 753-1558**

**Diane Gibson (Supervisor)**

[DianeGibson@monroecounty.gov](mailto:DianeGibson@monroecounty.gov)

**Paul Wagner**

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**Bryan Teegardin**

[BryanTeegardin@monroecounty.gov](mailto:BryanTeegardin@monroecounty.gov)



### **DEMOCRAT CONTACTS**

**Office Number: (585) 753-1571**

**Carla Williams (Supervisor)**

[CarlaWilliams@monroecounty.gov](mailto:CarlaWilliams@monroecounty.gov)

**Richard Buckner III**

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**Emily Brzac**

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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 Manual, 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

## Shortcut to Poll Worker Resource Web Page

### QR Code to Access Poll Worker Resources and 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, digital copies of our Manual, and other Resources.

# Table of Contents

<b>INTRODUCTION</b>	<b>1-3</b>	<b>CHALLENGE REPORT</b>	<b>32-38</b>
Cover	1	Challenge Report Overview	32
Message from Commissioners	2	Section 1: Same ED Changes/Typos	33
QR Code to Poll Worker Resource Page	2	Section 2: Voter Challenges	33
Table of Contents	3	Section 3: Assisting a Voter	34
		Section 4: Affidavit Ballot or Court Order	35
<b>RESPONSIBILITIES</b>	<b>4-13</b>	Section 4: Using ED Finder for Affs/COs	36
Hours and Pay	4	Section 4: Affidavit Envelope- Highlights	37
Early Voting Days and Locations	5	Section 4: Affidavit Ballot Collection	38
Qualifications and Purpose	6	Section 4: Court Order Collection	39
Conduct and Organizational Structure	7		
Attendance and Breaks	8	<b>BALLOT ISSUES</b>	<b>40-41</b>
Dress Code and Hygiene	9	Typical Machine Ballot Problems	40
Election Etiquette & Voter Privacy	10	Ballot Jams	40
People with Disabilities: Etiquette	11	Abandoned Ballots	40
People at the Poll Site	12	Spoiled Ballots	41
<b>OPENING THE POLLING SITE</b>	<b>14-26</b>	<b>BALLOT MARKING DEVICE (BMD)</b>	<b>42-44</b>
Setting Up the Polling Site	14	BMD Overview	42
Signs	15	Setting Up Accessible Voting Session	43
Sign In and Ballot Tables	16	Cancelling Accessible Voting Session	43
Ballot Overview	17	Status Lights & Troubleshooting	44
Green Bags Overview	18		
Ballot Reconciliation Form: Opening	19	<b>CLOSING THE POLLING SITE</b>	<b>45-53</b>
Before Polls Open Form	20	Closing the Polling Site	45
Image Cast (IC) Voting Machines & Seals	21	Ballot Reconciliation Form: Closing	46
Setting Up the Voting Machines	22	After Polls Close Form	47
Poll Pads: Components Overview	24	Closing the Voting Machines	48
Setting Up the Poll Pad	25	Absentee Drop Box Ballot Collection	50
Poll Worker Sign In	26	Packing the Red Bag	50
		Poll Pad Closing Procedures	51
<b>VOTER CHECK-IN PROCESS</b>	<b>27-31</b>	Packing Blue and Green Bags	52
Checking in a Voter: Basic Search	27	Repacking List Overview	53
Poll Pad Tips for Searching	28	Returning Bags	53
Advanced Search	28		
Poll Pad Notifications	29	<b>EMERGENCIES/INCIDENTS</b>	<b>54</b>
ID Required Procedure	29	Incident Reporting	54
Election District (ED) Finder	30	Emergency Procedures	54
Issuing a Ballot & Typical Voting Process	31		

## Election Day Hours

**Primary Election Day: Tuesday June 28<sup>th</sup>, 2022**  
**General Election Day: Tuesday November 8<sup>th</sup>, 2022**

### Election Day Work Hours:

**5:00am - 10:00pm**

*\*Polls Open at 6am and Close at 9pm*

## Poll Worker Pay

**Poll Workers will be paid for all designated Work Hours  
for any Election Days they work**

Poll Workers are paid for the entire time the Polls are open (plus 1 hour for set up and 1 hour for closing the polls), even if you get the Poll Site closed quickly and can leave in less than an hour after polls close, or have to stay late to complete closing (there is plenty of time to do it if you follow your manual, use videos and other resources, or call your Coordinator or the Board of Elections for help if you are having problems).

<b>Election Inspector:</b>	\$14 per Hour
<b>Bilingual Inspector (Spanish Interpreter):</b>	\$15 per Hour
<b>Site Chair:</b>	\$17 per Hour
<b>Additional Pay for each <i>required</i> Training:</b>	\$25 per Training
<i>Poll Workers will ONLY be paid for Training if they Work on Election Day.</i>	

The Board of Elections is working with Accupay Systems to execute payment for all Poll Workers. Payment will come directly from Accupay, not from the city or town where you worked. All Poll Workers must create an account to receive payment for working Early Voting or Election Day.

**You will only need to sign up for Accupay ONCE**, so if you signed up in a previous year you will not have to do so again (unless you need to change your payment information).

**If you have not already created an Accupay account**, please do so by going to: <https://accupaysystems.com/election-workers/>  
(or you can scan the QR Code to the right)



**Poll Workers MUST Sign In to the Poll Pad in order to be paid.**

**ALLOW 4-6 WEEKS AFTER ELECTION DAY FOR PAYCHECKS TO ARRIVE OR BE DEPOSITED**

(Any changes or updates to pay status will be communicated via email.)

If you have any questions regarding pay or the status of your check please refer to the Board of Elections Finance Department: [BOEPayroll@monroecounty.gov](mailto:BOEPayroll@monroecounty.gov)  
(Please understand the Training Department does not have answers to payroll questions).

# Early Voting

## Early Voting Dates:

**Saturday June 18<sup>th</sup> – Sunday June 26<sup>th</sup>, 2022**

**Saturday October 29<sup>th</sup> – Sunday November 6<sup>th</sup>, 2022**

Early Voting is held as an opportunity for voters to vote in person prior to Election Day. Voters can visit any of the 14 Early Voting sites in Monroe County to cast their vote during Early Voting.

## Early Voting Locations:

<b>David F. Gantt Community Center</b>	700 North St, Rochester, NY 14605
<b>Boys and Girls Club</b>	500 Genesee St, Rochester NY 14611
<b>Sibley Square</b>	250 E. Main St, Rochester, NY 14604
<b>Norton Village Recreation Center</b>	350 Waring Rd, Rochester, NY 14609
<b>Edgerton Recreation Center</b>	41 Backus St, Rochester, NY 14608
<b>SUNY Empire State College</b>	680 Westfall Rd, Rochester, NY 14620
<b>St. Theodore's Church</b>	168 Spencerport Rd, Rochester, NY 14606
<b>North Greece Road Church of Christ</b>	1039 N Greece Rd, Rochester, NY 14626
<b>Henrietta Former Public Library</b>	455 Calkins Rd, Rochester, NY 14623
<b>Irondequoit Public Library</b>	1290 Titus Ave, Rochester, NY 14617
<b>Penfield Community Center</b>	3100 Atlantic Ave, Penfield, NY 14526
<b>Perinton Square Mall</b>	6720 Pittsford Palmyra Rd, Fairport, NY 14450
<b>Sweden Clarkson Community Center</b>	4927 Lake Rd, Brockport, NY 14420
<b>Webster Library</b>	980 Ridge Rd., Webster, NY 14580

## Early Voting Work Hours:

**Sat, Sun, 8am-6pm**

***\*Polls Open 9am-5pm (\*New Time This Year)***

**Mon, Wed, Fri 8am-6pm**

***\*Polls Open 9am-5pm***

**Tues, Thurs 10am-9pm**

***\*Polls Open 11am-8pm***

**You must work on Election Day in order to be considered for an Early Voting assignment.**

Early Voting assignments are given on a first come first serve basis after completing annual training.

Due to high demand for Early Voting shifts, we cannot guarantee anyone an Early Voting assignment until you have successfully completed training.

There are some significant changes in procedure between Election Day and Early Voting, if you are working during Early Voting, please consult the Early Voting Manual for information on additional procedures.

# Poll Worker Qualifications and Responsibilities

## A Qualified Poll Worker must:

- Be a Registered Voter in Monroe County.
- 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.
- 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.
- Have a valid working Phone Number and Email Address for Communicating with the Board of Elections Training Team.
- Know your Schedule. Keep track of your Assigned Shifts. Communicate if unsure.
- Communicate with their Site Chair, Coordinator, and Training Team.
- Act Professionally and Maintain order at the Polling Site at all times.
- Work in Bi-partisan teams and rotate tasks throughout Election Day.
- 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.

**\*Poll Workers must be certified each year, but may require additional Trainings based on changes to Election Law**

## We are Providing a Public Service

### Protecting the Right to Vote and offering Voting opportunities in our community would not be possible without each one of you.

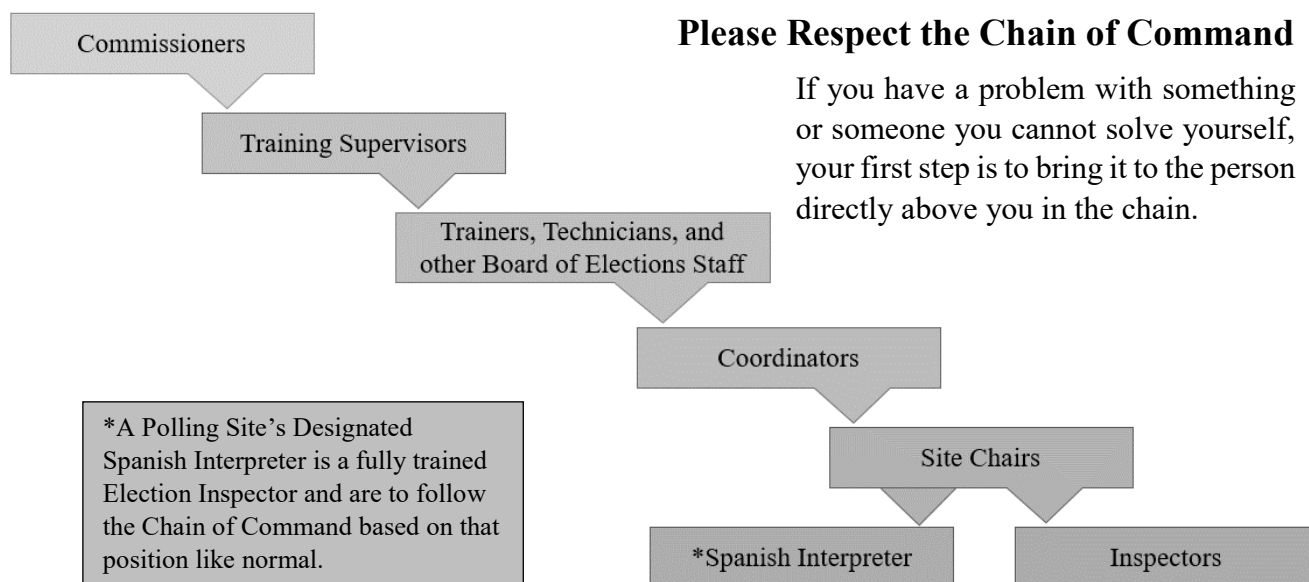
- Even though we work in Bipartisan Teams, we are not political, we're here to help Voters exercise their Right to Vote. As such we should not share or engage in political commentary with fellow Inspectors. Your political philosophies may be different than those of your colleagues, be mindful and respectful of each other's differences.
- This is NOT a Volunteer Position, it is a Paid position and should be thought of and treated with Professionalism, like any job.
- This is not for everyone, it is a long day and involves working with both the public and technology. It requires long hours, training, and a dedication to Public Service.
- Preparation is the key to a successful Election Day. The Board of Elections is constantly looking for ways to make your job a little easier any way possible. The Manual, in conjunction with training classes, will provide you with step-by-step instructions on how to operate Polls, process Voters, answer questions, and understand Voter Rights.

# Conduct

**The manner in which a person behaves, especially on a particular occasion or in a particular context.**

- **Behavior:** Should be work appropriate - we should not be behaving in an unprofessional way. We are all representing the Board of Elections, therefore:
  - Poll Workers MAY NOT bring children or pets to the Polling Site.
  - Poll Workers MAY NOT bring TVs, radios, and laptops to the Polling Site.
  - Poll Workers MAY NOT play music or watch videos (except Training Videos) at the Site.
  - Poll Workers MUST stop side conversations when Voters enter or are at the Polling Site.
- **Language:** No profanity or derogatory words are allowed at any time, on any level, from anyone.
- **Respect:** Everyone needs to be mindful of how we engage one another; in our tone, words, and responses.
- **Solicitation:** Is Unacceptable. Some folks are known to bring donuts or other goodies for Poll Workers, but do **NOT** ask people to bring them.
- **Cell Phones:** Keep cellphones silent and put away at all times at the Polling Site, only Coordinators and Site Chairs should have cell phones out, and only for the purpose of communicating with the Training Team and BOE staff.
  - If you need to take a call, please excuse yourself, but you should not be on the phone during the Work Day (or during this Training).

## Organizational Structure



## Professionalism: Attendance

**In Person Training Sessions:** please review training calendar for locations, dates and times.

**Poll Workers MUST attend Training Annually in order to work the Polls**

- Site Chairs and Coordinators must also attend an additional mandatory Hands On Workshop in order to hold that position. **ALL** workshops are held at Training & Service Center, 2595 Brighton Henrietta Town Line Rd., 14623.

**Poll Workers MUST be present and on time to ALL Assigned Shifts.**

- If you are running late, you need to call your Site Chair or Coordinator to let them know AND you should NOT be more than 10 minutes late to your Shift. If you are late and do not call or end up being later than 10 minutes, you may be replaced with an Emergency Inspector; this means that you will be asked to leave, you will not be paid for the shift, and it could result in you not being asked to return to work for future Elections.
- We understand emergencies happen, but you MUST Call In if you cannot work your Assigned Shift. Do NOT call off the day of your shift for a pre-scheduled appointment, make sure you do not have a conflict prior to Election Day.
- Your attendance is counted on for Election Day - No Shows and/or Illegitimate Excuses for calling off will be Documented and considered for determining future status as a Poll Worker. Also, **No-Call-No-Show will result in Immediate Termination.**

**Poll Workers MUST work Election Day to be considered to work during Early Voting.**

- If you call off Election Day after working Early Voting, it will make you ineligible to take Early Voting shifts in the future.

**Poll Workers will ONLY be Paid for Training if you Work on Election Day.**

- Training Pay will come as a separate check after you work Election Day.

## Breaks and Meals

- Poll Workers 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 will be determined by both Site Chairs' agreement. The Board of Elections recommends that meal times not exceed a half hour for lunch and a half hour for dinner (or 1 hour used as both) and two additional 15 minute breaks. You may want to pack a lunch and/or snacks.
- Poll Workers MUST return from breaks on time.
- All Poll Workers MUST be present from 5pm to close and be there to assist with both Opening and Closing the Polling Site.

**No food or drink should be kept on the tables where the Poll Pads, Ballots or other official documents are set up, or on or near the Voting Machines.**



## Professionalism: Dress Code

- As Poll Workers, we must follow the Monroe County Employee Guidelines for what is and is not appropriate attire.
- It is in the best interest of the County, fellow Poll Workers, and the public that we serve, for all Poll Workers to portray a professional image appropriate for their position for this important Public Service.
- It is widely recognized that the more professional we appear to the public, the more professional the public will respond to us.
- Poll Workers cannot wear **anything** Political in nature.

### Acceptable Work Attire

- County issued attire
- Business suits
- Dress pants
- Casual pants
- Denim jeans- no holes/rips/tears
- Capri pants
- Skirts\*
- Dress shorts/skirts\*
- Dresses\*
- Sport coats/blazers
- Dress shirts
- Blouses
- Polo shirts
- Sweaters
- Dress shoes
- Casual shoes
- Designer sandals
- Sneakers

\* *Length must be no shorter than 2-3 inches above the knee*

### Unacceptable Work Attire

- |   |                                  |
|---|----------------------------------|
| - Low cut neck lines                            | - Bandanas on the head           |
| - Cut-offs                                      | - Caps/Baseball type hats        |
| - Tops that expose midriff                      | - Garden shoes/ open-toe sandals |
| - Tube tops                                     | - Beach shoes/flip flops         |
| - No bare shoulders                             | - Bare feet                      |
| - Tank tops                                     | - Slippers                       |
| - Muscle shirts                                 |                                  |
| - Halter tops                                   |                                  |
| - Pajamas/Onesies/Sleepwear                     |                                  |
| - Exercise clothing (gym clothes)               |                                  |
| - Bib overalls                                  |                                  |
| - See-through/Sheer clothing                    |                                  |
| - T-shirts w/ graphics not issued by the County |                                  |
| - Clothing with offensive images/words/logos    |                                  |
| - Spandex/form fitting pants**                  |                                  |
| - Strapless or backless**                       |                                  |
| - Spaghetti straps **                           |                                  |

\*\* *Unless worn with a covering shirt*

## Personal Hygiene

- All Poll Workers must maintain a clean, presentable appearance free of body odor.
- Perfumes, scented hairsprays, and/or lotions should be used in moderation out of concern for others health and safety.
- Strong odors, including BOTH natural and artificial scents, may become a distraction from a well-functioning workplace.
- Poll Workers are also expected to maintain appropriate and professional hairstyle that is clean and neatly groomed (including facial hair, such as beards, mustaches and sideburns).

## 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, other Poll Workers, and anyone else that visits the Site.
- Use all resources at your disposal, including calling the Board of Elections.
- Be considerate of your fellow Election Inspectors (no arguing or shouting).
- Be respectful and follow the guidance of 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 any media that appear at your polling site.
- Take care of your Polling Site, keep your table organized and the facilities clean.

## Voter Privacy

- Allow the Voter privacy with their Ballots at every stage of the Voting process.
- NO ONE except Poll Workers should be helping or Assisting Voters (especially when Marked Ballots are involved, like at the Voting Machines) unless that person was requested to assist by the Voter and has taken the “*Oath for Assisting a Voter*”.
- Election Inspectors must never hover around the scanners of the Voting Machines while Voters are casting their Ballots.
- Inspectors should never handle a Voter’s marked Ballot.
- Inspectors should never take Ballots out of Voters hands and cast the Ballot.
- Inspectors should not touch the “*Cast*” and “*Return*” buttons on the Voting Machine (instead instruct the Voter when there is an issue and have the Voter press the appropriate button on the Voting Machine when needed).
- When dealing with a **Marked Ballot**, help **MUST** be given in a Bi-Partisan Team and **MUST** be recorded 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 them as you normally would. As in any new situation, everyone will feel more comfortable if you are relaxed.

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**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 they walk behind you. Relax your arm and move naturally.

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**Meeting a person who is deaf or hard of hearing:** Before speaking, get the person's attention with a wave of the hand or a gentle tap on the shoulder. Make eye contact and speak directly to the Voter (not an interpreter if one is present), speak clearly and use short, simple sentences. Use gestures and facial expressions to reinforce what you are saying. Do not cover your mouth (except where masks are required) or chew gum. Don't shout. Rephrase; don't repeat your statements, sometimes different words are heard and understood better than others. If you do not understand something, do not pretend that you did, ask the Voter to repeat and then repeat it back to make sure you understand correctly. Use paper and a pen for written communication if needed.

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**Meeting a person who uses a Wheelchair:** Never touch or push a person's wheelchair without permission.

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**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".

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**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.

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**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 their 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:

- 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.

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**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.
  - 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.

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**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.

# People at the Polling Site

## Election Inspectors

### Greeter

- Direct Voters to the Sign-In Table
- Direct Voters who are ONLY turning in Absentee Ballots to the Ballot Drop Box (*they do NOT have to wait in line*)
- Monitor crowding and ask people to wait outside if necessary
- Offer hand sanitizer and, when necessary, ensure Voters are wearing masks (provided by the BOE)

### Sign-In Table

- Confirm Voter's Name and Address
- Ensure the Voter Signs the Poll Pad and Initial
- Produce Ballot ID Receipt and hand it to the Voter
- Collect Spoiled Ballot and Issue a New Ballot Receipt if one is Spoiled by a 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 (a Site Chair should oversee this process)

### Privacy Area

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

### Voting Machines

- Assist Voters with machine problems
- Give Voters "*I Voted Today*" stickers and direct them to the exit once they have finished Voting

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## Bilingual Election Inspectors (formerly called Spanish Interpreters)

- **Spanish Interpreters are Election Inspectors**, but they are ALSO there to explain instructions or Translate between other Poll Workers and Spanish Speaking Voters.
- **Bilingual Election Inspectors can't be part of a Bipartisan Team** because they do not "Declare" to work for a Political Party on Election Day; but they can do any job that normally only requires one Election Inspector (i.e. Signing Voters into the Poll Pads, Working the Ballot Table, etc.) and they can be seated with someone from either Party.
- **All Instances of Translation must still be recorded in Section 3 of the Challenge Report**, but it doesn't require a Bipartisan Team unless a Voter needs help marking, or with a marked Ballot.

## People at the Polling Site (cont.)

### **Site Chairs**

- 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**

- 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.
- Distribute Site Specific Bags to their respective Site Chairs.

### **Technicians**

- Technicians are appointed by the Board of Elections to visit 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. They MUST show a Poll Watcher Certificate.

### **Security Personnel**

- Present only at some Polling Sites to ensure the safety of the Site and Poll Workers.
- Are NOT certified Poll Workers so should not be helping with the Voting process or Assisting Voters.

### **Media**

- A Site Chair MUST call the Board of Elections if the Media shows up at your Polling Site.

#### **They may:**

- 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.

#### **They may not:**

- Interview or speak with anyone without their permission.
- Take photos or video of any Candidate or Voter with a viewable marked Ballot.

### **Candidates**

- As representatives of their Party and Candidacies for Election, Candidates may visit Polling Sites on Election Day.
- Candidates do not need to sign in (other than to Vote), but are not allowed to linger at the Polling Site after they finish Voting (they may NOT Electioneer, Campaign, or do Interviews at the Site).
- A Candidate may NOT serve as a Poll Watcher or Poll Worker.

# Setting Up the Polling Site

## Poll Workers **MUST** arrive at 5am (1 hour before Polls Open)

- **A Site Chair will have the SITE SPECIFIC BAG with the RED BAG and VOTING MACHINE KEYS inside**
  - If the Site Chair with the Site Specific Bag has not arrived by 5am, call your Coordinator to inform them and get instructions
- **Site Chairs assign opening jobs to Election Inspectors**
  - Not every job requires a Bipartisan Team, so remember to utilize everyone, including Bilingual Inspectors/Spanish Interpreters for any job that only requires one Inspector to complete
  - Keep supplies organized, do not just dump them on the floor
- **Set-Up the Polling Site**
  - Follow the **Poll Site Diagram** if one is provided
  - Ensure a good flow throughout the site from one station to another
- **Set Up ALL the IC-1 and IC-2 Voting Machines (following the Manual)**
  - Election Law dictates the number of Voting Machines that must be available to Voters at each Polling Site, so ALL Voting Machines **MUST** be opened
  - **MUST** be done by a Bipartisan Team
  - Print & Sign Opening Tapes and place them in the Red Bag
  - Complete the “Before Polls Open” Form for each Voting Machine
- **Set-up the Poll Pads & Arrange the Sign-In Table(s)**
  - Make sure all the Icons are Green on the Poll Pad
  - All Inspectors must Sign-In on Poll Pads
- **Count the starting Ballots inside ALL the Green Bags and Arrange the Ballot Table(s)**
  - Each Green Bag is for a **DIFFERENT** Election District, so Ballots from ALL Green Bags must be counted, organized, and available to be distributed to the correct Voters
  - A Bipartisan Team completes morning part of “Ballot Reconciliation” Form
- **Post all Signs**
  - Make certain ALL Signs provided by the BOE are hung/posted where Voters can see them
  - Make sure the “Vote Here” sign can be seen from Street or Sidewalk
  - Make sure the Accessibility Signs can be seen from outside of the building to direct Voters to the Accessible Entrance for the Polling Site
  - Hang Spanish Language signs next to their English versions
- **Complete Opening:**
  - Set up Privacy Area
  - Place Ballot Markers at the Privacy Stations
  - Organize manila Collection Envelopes and other supplies

# Setting Up the Polling Site: Signs

*Many Signs will be provided in both English and Spanish, you must post both versions next to each other.*

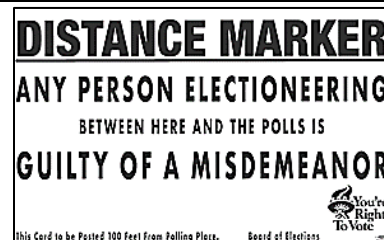
The **Distance Marker** is used to warn people not to **Electioneer** within a 100 foot radius of the Polling Site.

- Attach it to a wall, post, fence, tree or whatever object is about 100 feet away from each entrance to the building of the Polling Site.

**What is Electioneering?** - Any Advertisement, Display, Speech, Clothing, or Sign containing a Political Party or the name of a Candidate that is on the Ballot.

**What should I do if someone is Electioneering within 100 feet of the Polling Site?** - Whenever possible, just have the person stop, or cover or conceal the item in question.

**What if they don't comply?** - First, politely inform them that they are committing a Misdemeanor Offence, and ask them to stop again. If they still do not, or are making a scene, have a Site Chair call the Board of Elections, and if necessary, the Police.



(\*NEW THIS YEAR) The **“Vote Here” with Flag** lawn sign is to show a location is a Polling Site.

- **MUST** be placed where it can be seen from the road to mark a location as a Polling Site.
- The Flag lawn sign must first be put onto the metal frame included with supplies (do **NOT** tape it to the wall or post it inside the Polling Site).



The **Vote Here** signs are to show the entrances to the Polling Site.

- Must be posted on the doors, and the sign with a wheelchair emblem must be placed on the accessible entrance door. The accessible entrance must remain unlocked during all voting hours.



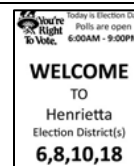
The **Arrow** signs are used to direct Voters to the room inside a Polling Site where Voting occurs.

- Post on inside walls in visible locations to direct Voters.



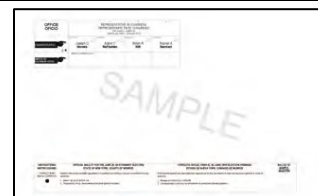
The **Welcome to District** Sign helps the Voter clearly identify the Election Districts that are able to vote at this Polling Site.

- The Welcome to District Sign must be posted on the wall near the Sign In Table. Make sure this sign is visible to the Voters.



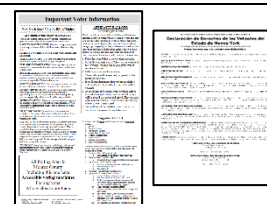
The **Sample Ballot** is used by Voters to determine what Candidates or propositions are on the Ballot.

- Must posted on the wall near the Voter Sign In Table.
- Make sure any Sample Ballots are the same as the pre-printed Ballots for each Election District.



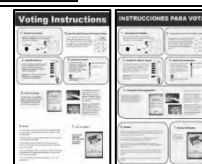
The **Important Voter Information** Sign is used by Voters to understand their rights, responsibilities, and other useful information.

- Includes the Voter's Bill of Rights, Affidavit Ballot Instructions, and Suggested Valid IDs and should be posted near the Sign In Table.
- Spanish versions will come as separate signs and should also be posted nearby.

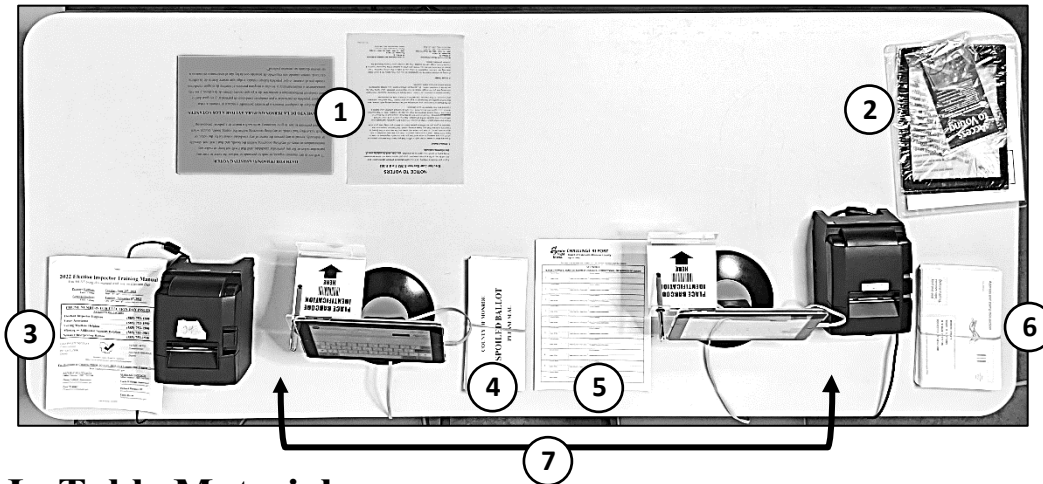


The **Voting Instructions** poster in English and Spanish will be hung in the Privacy Areas to assist Voters in properly marking their Ballot.

- The Voting Instruction posters will arrive to the Poll Site attached to the standing privacy booths and the table top privacy screens.



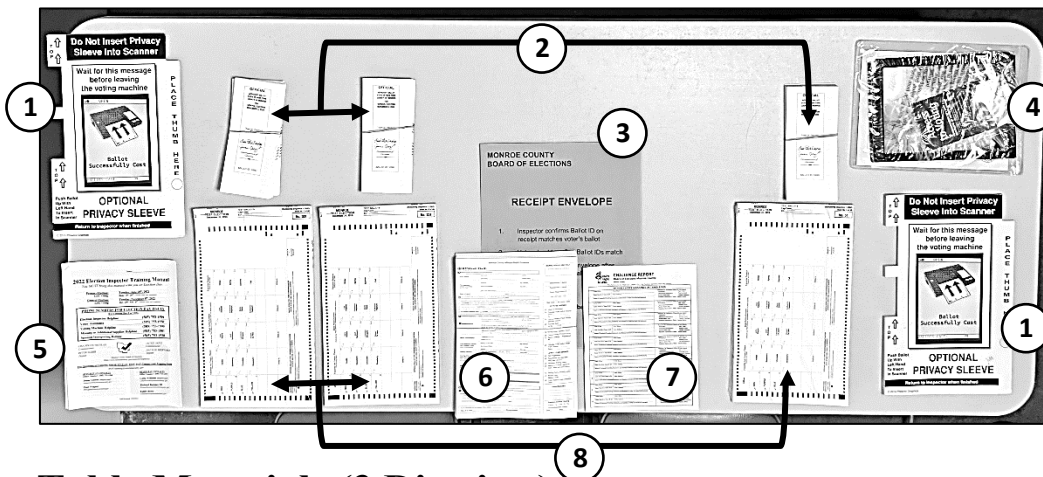
## Setting Up the Polling Site: Sign In Table



### Sign In Table Materials

- |  |  |
|--|--|
| 1 (New This Year) “Affidavit and Court Order Voting Instructions” and “Oath for Assisting a Voter” | 4 Spoiled Ballot Envelopes                 |
| 2 Accessibility Packet   | 5 Challenge Report: For Sections 1 & 2     |
| 3 Inspector Manual   | 6 New Registration Forms                   |
|  | 7 Poll Pads and Ballot ID Receipt Printers |

## Setting Up the Polling Site: Ballot Table



### Ballot Table Materials (3 Districts)

- |   |  |
|---|--|
| 1 Privacy Folders                             | 5 Inspector Manual                       |
| 2 Affidavit Ballots (1 per Election District) | 6 Affidavit Ballot Envelopes             |
| 3 Ballot Receipt Collection Envelope          | 7 Challenge Report: For Sections 3 & 4   |
| 4 Page Magnifiers                             | 8 Ballot Packs (1 per Election District) |

*\*In the Case of Polling Sites where there are 3 Election Districts or less, it is ok to combine the Sign In and Ballot Tables, using a single table for both stations (as always, be sure that you double check the Ballot ID numbers match on the Ballot Receipt and the Ballot so you do not give Voters the wrong Ballot)*



# Ballots Overview

## There are 3 types of Ballots

- 1 Standard Preprinted Ballots** – most common type of Ballots you will use throughout Election Day. Each Election District has its own Ballot, double check Ballot IDs!
  - 2 Affidavit Ballots** – used for certain circumstances where a Voter is unable to Vote using the Voting Machines (discussed in more detail on pages 35-38).
  - 3 Blank Ballots** – used with the Ballot Marking Device (BMD) on the IC-2 Machine.
- (\*New This Year)** There are no separate Spanish Language Ballots – all Ballots are written in both English and Spanish languages.

Example of the front of a Ballot

**1** Correct Mark

**2** Favorite Ice Cream Flavor

**3** Best Super Hero

**4** Political Party Rows

**5** Write In Row

**6** Ballot ID Number

**7** Town/LD & Election District/ED Number

**8** Ballot Stub

**9** Ballot Stub Number

**10** Number Sequencing

1 Offices up for Election Row

2 A Single Candidate Race (Pick One)

3 A Multi Candidate Race (Pick Two or More Candidates, relating to the number under a single Office category)

4 Political Party Rows – All Candidates whose name appear in the row are endorsed by the Political Party named on the left

5 The Write In Row – used when a Voter wishes to Write In a Candidate whose name does not appear on the Ballot

6 Ballot ID Number (used for matching the Number on the Ballot ID Receipt)

7 Town/LD & Election District/ED Number

8 Ballot Stub – Ballot is torn at perforation leaving the Stubs together

9 Ballot Stub Number – used for Court Orders

10 Number Sequencing – use Ballots in numerical order

11 Instructions on how to fill out a Ballot (on back)

## Back of the Ballot

- The back of a Ballot will only be used if there is one or more Propositions being voted on.
- If there are no Propositions the back of the Ballot will only have the instructions printed on the bottom.

**11** Instructions on how to fill out a Ballot (on back)

Example of the back of a Ballot with a single Proposition

# Green Bags

**Green Bags contain all the Ballots that will be used throughout the day.**

**EACH Green Bag holds Ballots for ONE Election District; and each Election District has its own Green Bag.**

- There can be several Green Bags at a single Polling Site depending on how many Election Districts are assigned to vote there. Open ALL Voting Machines to ensure you have retrieved all the Green Bags.
- ALL Green Bags must be opened, and the Ballots inside counted, organized, and ready to be distributed to the correct Voters.



**Each Green Bag will have 3 Types of Ballots.**

1. Standard Preprinted Ballot (with both English and Spanish languages on the Ballot)
2. Affidavit Ballots (used with the Affidavit Envelopes for Voting via Affidavit)
3. Blank Ballots (for use with the Ballot Marking Device on the IC-2 Machine)

**During the Primary Election, Green Bags will have Standard and Affidavit Ballots for EACH Political Party that has candidates running in that Election District.**

- This means there could be several DIFFERENT Standard and Affidavit Ballots in a single Green Bag.
- Each different Political Party's Ballot will have a different Ballot ID Number (be sure to match that number to the Ballot Receipt when handing out the Ballot to a Voter) AND a different color associated with it to help further distinguish them.

**You must count ALL the Ballots from ALL the Green Bags when doing Ballot Reconciliation.**

- There will be a single Ballot Reconciliation Form for recording the Ballot totals from all the Green Bags.
- Each Column on the Table is for counting the Ballots of a single Green Bag.
- For the Primary Election, you do NOT have to count Ballots by Party separately, tally the TOTAL number of Preprinted or Affidavit Ballots in that Green Bag.
- But make sure you organize them in a way that you can easily have access to the different Ballots and hand the correct ones to the Voters.

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 <u>unused</u> Ballot Packets back to their Green Bag.										District: Henrietta 1 Ballot ID(s): 101 BOE TRAINING & SERVICE CENTER 2595 BRIGHTON HENRIETTA L RD	
Before Polls Open	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Preprinted Ballots (Packs x 50)											
Blank Ballots (Packs x 10)											
Affidavit (Count Each)											
TOTAL PER ID											
Before Polls Opened: Total Ballots: _____ *											
Signature of Inspectors – Start of Day											
Democratic Inspector						Republican Inspector					
After Polls Closed	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots											
– Unused Preprinted Packs x 50											
Unused Preprinted Ballots											
– From Opened Pack											
Unused Blank Ballots											
(10 per Sealed Pack)											
Unused Affidavit Ballots											
(Count Each)											
TOTAL PER ID											
After Polls Closed: Total Unused Ballots: _____											
Signature of Inspectors – End of Day											
Democratic Inspector						Republican Inspector					
After Polls Closed: Total Unused Ballots											
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 from Machine											
Total Scanned from Machine											
Total Scanned from Machine											
Total Scanned from Machine											
Unused Ballots											
From Machine											
From Ballot Pack											
Unused Ballots											
From Machine											
From Ballot Pack											
AFTER POLLS CLOSED: TOTAL BALLOTS											
(**MUST equal Before Polls Opened: Total Ballots)											

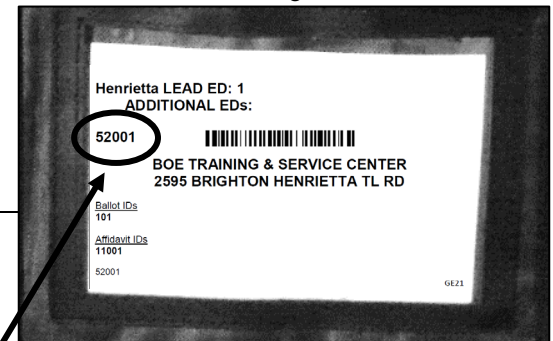
BALLOT RECONCILIATION FORM

# Before Polls Open: Ballot Reconciliation

Election Law requires that we account for EVERY Ballot throughout Election Day, which is why we must count the number of Ballots both Before Polls Open and After Polls Close to verify those numbers match.

- Ballot Reconciliation must be done in a Bipartisan Team.
- Inspectors must Count the various Ballots from ALL Green Bags.
- ALL Ballots from all Green Bags are recorded on a single “Ballot Reconciliation” Form.
- (*\*New This Year*) There are no longer separate Spanish Ballots – all Ballots will be printed with both English and Spanish language on them.
- Each Green Bag is used for a single Election District, and each Column on the form should be used to record the Ballot count for one Green Bag (if you have fewer Green Bags than columns, leave the rest blank).

Green Bag Label



## BALLOT RECONCILIATION PROCESS

1 Match the Election District Number from the Green Bag Label to the number of a Column on the “Ballot Reconciliation” Form.

2 Add the Ballot Total per Column, then add those together to get “Before Polls Open: Total Ballots” for the Polling Site.

3 The Bipartisan Team Confirms the count and Signs for Start of Day.

4 When you have finished counting the

Ballots for the morning, you should organize them in such a way that ALL the different Ballots are easily accessible. This is to ensure no Ballots are misplaced and that the correct Ballots are being issued to Voters. You should leave unopened Ballot Packs in their respective Green Bags until they are needed.

Ballot Reconciliation Form												
<b>Inspectors must:</b> 1. Open Ballot Packs in Sequential ballot order. 2. Open only one Ballot Pack per ID at a time. 3. Return all <u>unused</u> Ballot Packets back to their Green Bag.												
District: Henrietta 1 Ballot ID(s): 101 BOE TRAINING & SERVICE CENTER 2595 BRIGHTON HENRIETTA T L RD												
Before Polls Open	Dist. # 52001	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Preprinted Ballots (Packs x 50)												
Blank Ballots (Packs x 10)												
Affidavits (Count Each)												
TOTAL PER ID												
Before Polls Opened: Total Ballots: _____ *												
Signature of Inspectors – Start of Day _____ <div style="display: flex; justify-content: space-around;"> <span>Democratic Inspector</span> <span>Republican Inspector</span> </div>												

Ballot Reconciliation Form: Before Polls Open Section

**PRIMARY ELECTIONS** will often have several DIFFERENT Preprinted and Affidavit Ballots in each Green Bag, one for EACH PARTY that has Candidates running in the Primary Election for that Election District.

- (*\*New This Year*) For Ballot Reconciliation during a Primary Election, in each column you will add ALL Preprinted (or Affidavit) Ballots for one Green Bag together (you do not have to record separate totals of each Party’s Ballots).

# Setting Up the Poll Site: Before Polls Open Form

## BEFORE POLLS OPEN FORM

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

**WE DO HEREBY CERTIFY**; that on this day, in the presence of at least one Democrat and one Republican Inspector before Polls were opened to the public for Voting:

Henrietta LEAD ED: 1

ADDL EDS:

52001

BOE TRAINING AND SERVICE CNTR

2595 BRIGHTON HENRIETTA T L RD

**2** Check the box for each step as you complete them (If any can't be checked, call the BOE)

- 1 ☐ Voting Machine Keys arrived in a secure envelope
- 2 ☐ Voting Machine number matches the Machine number on the key envelope
- 3 ☐ Green Ballot Bags arrived locked in the Voting Machine
- 4 ☐ Green Ballot Bags and District Specific Bags were delivered to bipartisan team to complete before Polls open Ballot Reconciliation and setup
- 5 ☐ Removed all supplies from the Voting Machine, then placed EMPTY and OPEN Blue Ballot Bag back inside and LOCKED the Ballot Box door
- 6 ☐ Opening ZERO tape printed and reviewed to ensure that ALL of the contests are at ZERO, then signed and placed in the Red Security Bag
- 7 ☐ Protective Counter number (located near the bottom of the Opening ZERO tape) matches the Protective Counter number on the key envelope
- 8 ☐ Sample ballot compared to the pre-printed ballot packs and the Opening ZERO tape, confirming the offices for election, the candidates' names and ballot proposals match
- 9 ☐ Opening ZERO tape placed in Red Security Bag
- 10 ☐ Place this completed form into the "IMPORTANT PAPERWORK" Return Envelope

Voting Machine #	Time from Voting Machine	Protective Counter # (From Zero Tape)	IC-1 ONLY White Hood Seal # (remove)	Yellow Memory Card Door Seal # (do NOT remove until close)	SEAL #1 Ballot Box Door Blue Sticker Seal # (remove)	IC-2 ONLY Seal #2 Electrical Cover Red Sticker # (never remove)	IC-2 ONLY Seal #3 BMD Printer Red Sticker # (never remove)	IC-2 ONLY Seal #4 BMD/ATI port Blue Sticker Seal # (remove)
<b>4</b> 400	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>11</b>

### REMOVED POLL PAD SEAL NUMBERS

Poll Pad #	Seal #

Place Blue Sticker Seal(s) #1 (and #4 if IC-2 ONLY) here:

**13**

Place removed Poll Pad Seals into Clear Pouch of Blue Ballot Bag for the IC-2 Voting Machine.

DEM \_\_\_\_\_ REP \_\_\_\_\_

**14** Signatures of Inspectors Opening Voting Machines

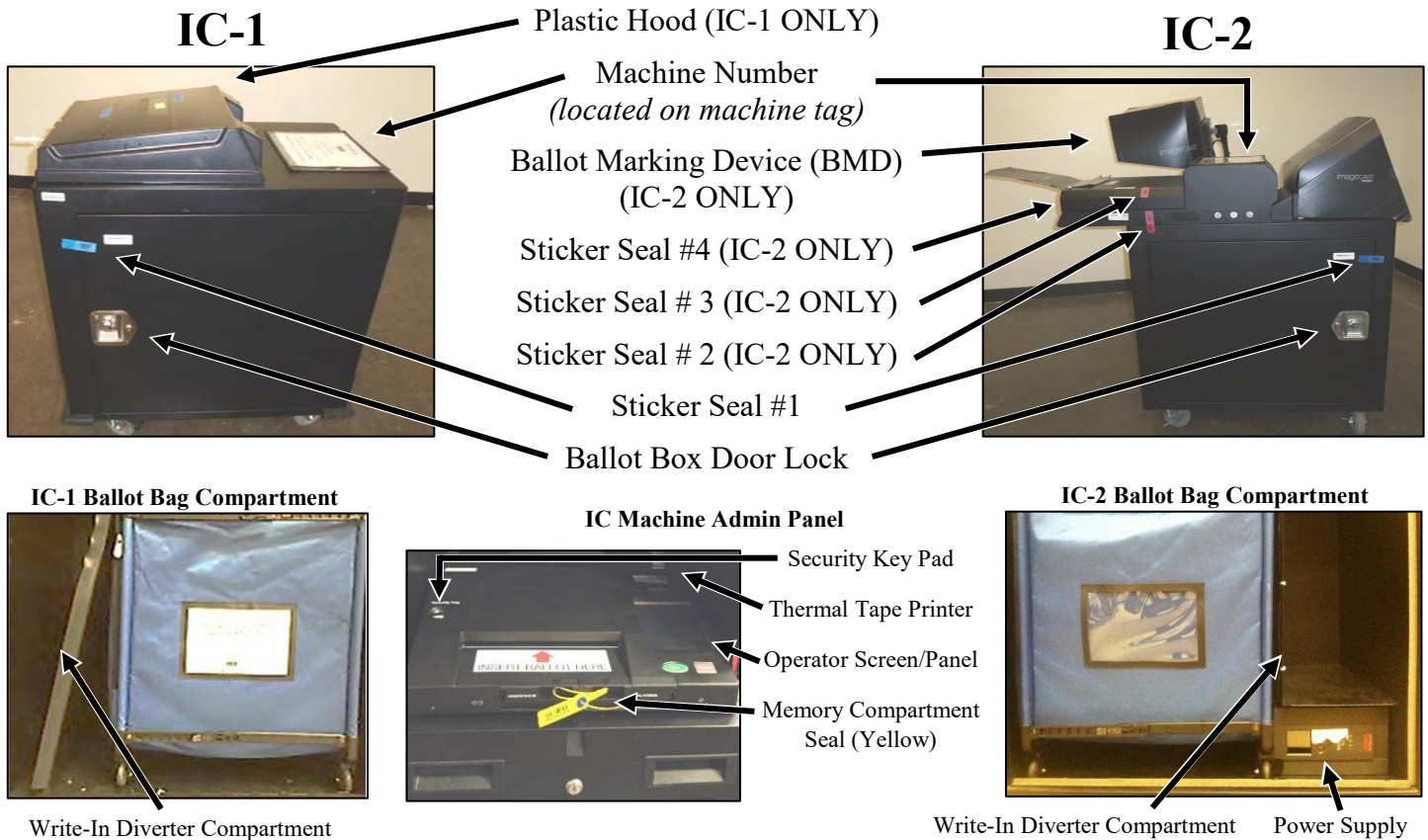
**The Before Polls Open Form is found in the Matching Voting Machine, Each Machine has its own Form.**

- 1 Confirm Location is Correct
- 2 Check Boxes when instructed during the "Opening the Voting Machine" process. If any boxes cannot be checked you must call the Board of Elections (585) 753-1590
- 3 Sample Ballots are found in District Specific Bags
- 4 Confirm Machine Number is Correct
- 5 Record the TIME from the Voting Machine – If time is not correct call the BOE – DO NOT CHANGE IT
- 6 Record Protective Counter Number – Located at the Bottom of the Opening Tape
- 7 (IC-1 ONLY) Record Hood Seal Number – From the Plastic Seal that you removed from the Hood
- 8 Record Yellow Memory Card Seal (do NOT remove until after Close of Polls)
- 9 Record Seal Number from Blue Sticker Seal #1 here
- 10 (IC-2 ONLY) Record Red Sticker Seal Numbers – Do NOT remove Red Seals
- 11 (IC-2 ONLY) Record Seal Number from Blue Sticker Seal #4 here
- 12 (IC-2 ONLY) Record the numbers from removed Poll Pad Seals here
- 13 Place Removed Sticker Seals in this area
- 14 A Bipartisan Team must Sign the Form

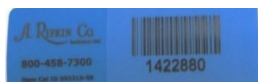


# Image Cast (or IC) Voting Machines

IC-1 has 1 Function (Scanning Ballots) whereas the IC-2 has 2 Functions (Scanning and the Ballot Marking Device)



## Types of Seals



### Blue Sticker Seal

- Remove at opening and place on "Before Polls Open" Form
- Replace with new stickers at closing
- Located on Ballot Box Door and BMD Connection (IC-2 Only)



### White Plastic Seal

- Remove at opening and place in clear pouch of Blue Bag
- Located on IC-1 Privacy Hood and Poll Pad Cases
- Use to seal Blue Bags, IC-1 Hoods, and the IC-2 Memory Card Compartment at closing



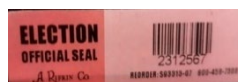
### Yellow Plastic Seal

- REMOVE ONLY AT CLOSING**
- Located on IC-2 Memory Card Compartment
- Record seal number on "Before Polls Open" Form
- Place in clear pouch of Blue Bag when removed



### Red Plastic Seal

- NEVER REMOVE**
- Located on the IC-1



### Red Sticker Seal

- NEVER REMOVE**
- Located on IC-2 Only
- Record seal number on the "Before Polls Open" and "After Polls Close" Form




### Red Bag Seal

- White Clip used to seal Red Security Bag at closing
- Record seal number on "Red Bag Transmittal" Form






# Setting Up the Voting Machines

(MUST be done by a Bipartisan Team)

## KEY

- ☒ = Check Box on Form  
 = Write on Form

## ALL VOTING MACHINES AT THE POLLING SITE MUST BE SET UP

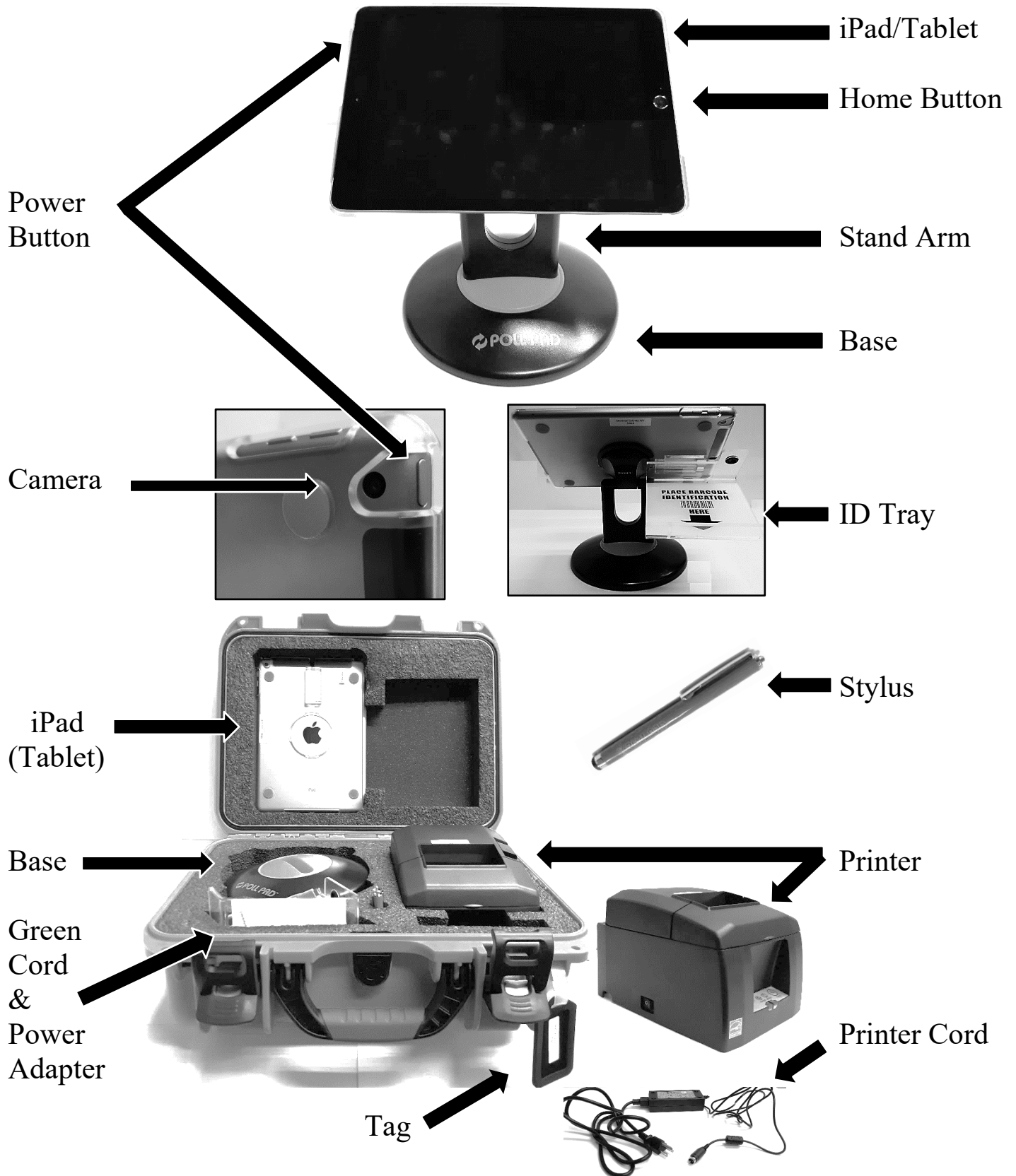
- 1 Match the Number on Voting Machine Key Envelope to the correct Voting Machine
- 2 **(IC -2 ONLY)** Remove the Nylon and Styrofoam Covers
- 3 Lock the Wheels
  - **(IC-2 ONLY)** Make sure Voters can Safely and Easily access the BMD screen with a wheelchair or any other assistance devices
- 4 Unlock 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 “Before Polls Open” Form from the clear plastic Machine Bag inside the Blue Bag
  - ☒ Confirm and Check Boxes 1 & 2 on the “Before Polls Open” FormRemove all remaining supply bags from the Blue Ballot Security Bag
  - Deliver Supply Bags to a team of bi-partisan Election Inspectors at Sign-in Table
  - Deliver Green Bags to team of bi-partisan Election Inspectors at Ballot Table
  - ☒ Confirm and Check Boxes 3 & 4 on the “Before Polls Open” Form
- 7 Remove the opening Blue Sticker Seal #1 from the Ballot Box Door and Place it in the correct space toward the bottom of the form
  -  Write the Blue Sticker Seal Number in the box for “SEAL #1” on the “Before the Polls Open” Form
- 8 Remove and Plug In Extension Cord; Plug Voting Machine into Extension Cord
  - **(IC-1 ONLY):** Powers on Automatically when plugged in
  - **(IC-2 ONLY):** 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 **(IC-1 ONLY)** Remove White Plastic Seal, and Set Up Privacy Hood
  -  **(IC-1 ONLY):** Write the Seal Number on the “Before Polls Open” Form
    - **(IC-1 ONLY):** Lift the Hood, Unfold the Flaps, and Place them in the slots on each side of the scanner
    - **(IC-1 ONLY):** Place the removed Seal in the Clear Pouch on the inside of the Blue Ballot Bag
  -  **(IC-2 ONLY):** Record the Yellow Memory Compartment Seal Number on the “Before Polls Open” Form
  - (IC-2 ONLY)** Remove Blue Sticker Seal #4 from the Voting Machine
  -  **(IC-2 ONLY):** Record Red Sticker Seal #'s 2 & 3 on the “Before Polls Open” Form
  -  **(IC-2 ONLY):** Record Blue Sticker Seal #4 from the BMD Connection on the “Before Polls Open” Form and place the Sticker Seal on the form next to Blue Sticker Seal #1
  - (IC-2 ONLY)** Set up Privacy Screens
    - **(IC-2 ONLY):** Attach Privacy Screens to the Ballot Scanner and Monitor (not the Printer)
    - **(IC-2 ONLY):** Place all the Seals removed from Poll Pads into the Clear Pouch on the inside of the Blue Ballot Bag
- 11 Place the Open and Empty Blue Ballot Security Bag back inside the Voting Machine

# Setting Up the Voting Machines (cont.)

(MUST be done by a Bipartisan Team)

- 12 Close and Lock the Ballot Box Door & Remove the Voting Machine Keys from the Door
  - ☒ Confirm and Check Box 5 on the “Before Polls Open” Form
- 13 Press the Security Key onto 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 incorrect, a Site Chair MUST call the Board of Elections (585) 753-1590
  - ☒ Record the time displayed on the “Before the Polls Open” Form
- 16 Press YES (Do **NOT** alter this screen)
  - Wait for the Administrative Menu to appear
- 17 Ensure that a “0” (ZERO) appears next to Ballots Cast on the Operator Panel - Then Press “Open Poll”
  - If the number next to Ballots Cast is not “0” (ZERO) then a Site Chair must call the Board of Elections (585) 753-1590
- 18 Press the “ZERO” button
  - Wait for the opening Zero Tape to print completely
  - Carefully tear off the opening Zero Tape
  - Message displayed will ask “Would you like more copies of this report?”
- 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 Cords to prevent tripping
  - Make sure Cords do not present tripping hazards, use tape when necessary
- 22 Confirm ALL of the information on the opening Zero Tape
  - Tabulator Name (Voting Machine Number);
  - Voting Location (Polling Site Name);
  - Precinct (Election District);
  - Ballots Scanned (Must be ZERO);
  - ☒ Confirm and Check Box 6 on the “Before Polls Open” Form
  - ☒ Record Protective Counter Number on “Before Polls Open” Form (from bottom of the Zero Tape)
  - Confirm and Check Box 7 on the “Before Polls Open” Form
  - Compare the opening Zero Tape to the Sample Ballot, confirming the Offices and Candidates *(If Offices and Candidates do not match, a Site Chair MUST Call (585) 753-1590)*
  - ☒ Confirm and Check Box 8 on the “Before Polls Open” Form
  - The Bipartisan Team both Print and Sign their Names at the bottom of the Zero Tape
- 23 Place the completed opening Zero Tape in the Red Security Bag
  - Confirm and Check Box 9 on the “Before Polls Open” Form
- 24 ☒ Confirm and Check Box 10 on the “Before Polls Open” Form
  - ☒ The Bipartisan Team then both sign the “Before Polls Open” Form
    - Place the Completed “Before Polls Open” Form into the “Important Paperwork” Envelope
- 25 Give the Voting Machines Keys to a Site Chair for safe keeping

# Poll Pad: Components Overview





# Setting Up the Poll Pad

- 1 **Cut Poll Pad Case Seal, then open the Case and verify the number on the tag matches the one on the Printer and on the iPad**
  - If the numbers do not match, a Site Chair MUST call the BOE at (585) 753-1590
- ✂ Write Poll Pad number and Poll Pad Seal number on the “Before Polls Open” Form
  - Place cut Poll Pad Case Seal into clear pouch in the Blue Bag of the IC-2

---

- 2 **Remove the iPad, Poll Pad Base, and Stand Arm from the Poll Pad Case**
  - Place the iPad face down on the table so the Poll Pad number is on the top

---

- 3 **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

---

- 4 **Connect Stand Arm to the Poll Pad Base**
  - Once attached rotate the Poll Pad so that it is oriented in a landscape (width) position with the camera on the left

---

- 5 **Attach Photo ID Tray and Place Stylus in ID Tray**
  - Use the mounting clip
  - Insert stylus into the holding slot
  - Adjust the Poll Pad to a suitable angle

---

- 6 **Plug the Green Cord into the Poll Pad**
  - Plug the Green Cord into the Power Adapter, the Power Adapter into the Extension Cord, the Extension Cord into the Wall, and the other end of the Green Cord into the Poll Pad
  - The Poll Pad should turn on automatically
  - If the Poll Pad does not turn on automatically, you will need to press and hold the POWER button on the top-left side of the Poll Pad until it powers on

---

- 7 **Remove the Printer from the Poll Pad Case**
  - Along with the Power Cord located under the round base

---

- 8 **Plug one end of the Printer Cord into the back of the Printer, and the other end into the Extension Cord**
  - Ensure secure connections

---

- 9 **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

---

- 10 **Press the Poll Pad App to open the Poll Pad**
  - The Poll Pad App looks like a Green letter P inside a black square
  - If you do not see the App with the “P”, you may have to press the iPad’s “Home” button to return to the iPad’s Home Screen

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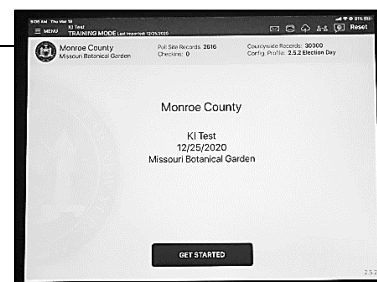
- 11 **Confirm Correct Information**
  - Name of Jurisdiction
  - Polling Place Location is Correct (Most Important)
  - Election Name and Date
  - Check-In Count = 0
  - Poll Pad is properly plugged in and charging

---

- 12 **Make Sure the “CLOUD” and “PRINTER” Icons are GREEN**
  - To ensure the Poll Pad is syncing and the Printer is working properly

---

- 13 **Close the empty Poll Pad Case and place it under the Sign In Table**



# Poll Worker Sign In

## ALL Poll Workers should Sign In on the SAME Poll Pad

**1 From the “Home Screen” Press “Menu” in the top left hand corner**

**2 Click the “Pollworker” icon**

- The “Pollworker” button is a purple icon located at the top of the screen

**3 Find your name in the list on the left of the screen and click on it**

- If you cannot find your name in the list, please call the Board of Elections at (585) 753-1599

**4 Confirm your information is correct**

- Confirm your name and address are correct
- Confirm that your position is correct (Election Inspector, Site Chair, Spanish Interpreter, etc.)
- If any information is incorrect, please call the Board of Elections at (585) 753-1599

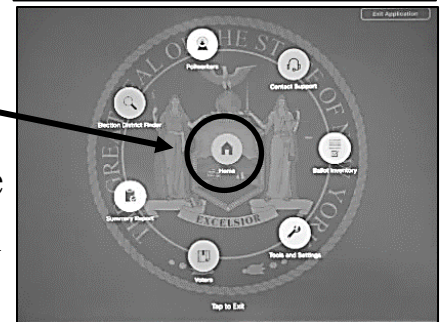
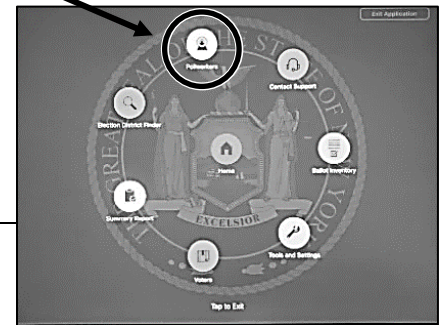
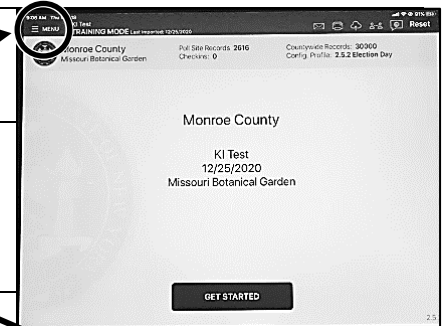
**5 Sign your name and press “Sign In”**

- Listen and/or read the Poll Worker Oath and then sign your name on the signature line at the bottom of the screen
- Once you have finished signing, click on the navy blue “Sign In” button in the top left corner

**6 Confirm you have signed in by verifying a blue checkmark appeared next to your name on the list**

**7 Once all Poll Workers at the site have signed in, return to the Home Screen**

- Press “Menu” in the top left corner
- Once the group of icons appear, click on the center “Home” button with a red house icon
- You should now see the Home Screen



# Poll Pads: Checking In a Voter using Basic Search

## 1 Press the “Get Started” button

- Located on the bottom of the Poll Pad App Home Screen

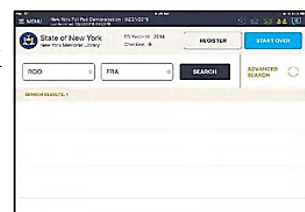
## 2 Press the “Manual Entry” button

- Located on the bottom right of the screen



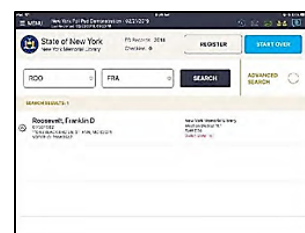
## 3 Look up the Voter

- Type the first 3 letters of the Voter’s Last Name in the first box
- Type the first 3 letters of the Voter’s First Name in the second box
- Press “Search”
- The Voter’s file should appear in a list of matching names



## 4 Select the correct Voter’s name by pressing it

- Do NOT click on the gear, instead click directly on the Voter’s name
- Search results show both Election District and Out of Election District Voters
- Out of Election District Voters are displayed in grey with an indicator that reads “Wrong Location” in red
- If a Voter is at the Wrong Location, use the Election District Finder to direct them to the correct Polling Site



## 5 Turn the Poll Pad around (using the stand arm) so the Voter can verify their information (including name, address, and birthdate) are correct

- Then have the Voter hit the “Accept” button located in the top right corner of the screen

## 6 Have the Voter sign the Poll Pad

## 7 Turn the Poll Pad back toward you and verify the Voter signed

- Once you have verified the voter signed, press the “Done Signing” button
- The “Done Signing” button is located in the top right corner of the screen

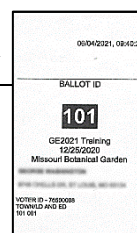
## 8 Initial the Poll Pad and press “Submit”

- Initial in the square box at the bottom of the screen
- The “Submit” button is located at the top right of the screen
- A Ballot Receipt will print



## 9 Tear off the Ballot Receipt and hand it to the Voter

- The Voter is now checked in
- Direct the Voter to the Ballot Table



## Poll Pads: Tips When Searching Names

- **Last Names don't use spaces or apostrophes**, i.e. "O'Brien" is "OBRIEN", "St John" is "STJOHN", 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 one part of the name, 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 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. for "TOM" try "THOMAS" or for "BOB" try "ROBERT", 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 is a name change. (*Discussed on pg. 33*)

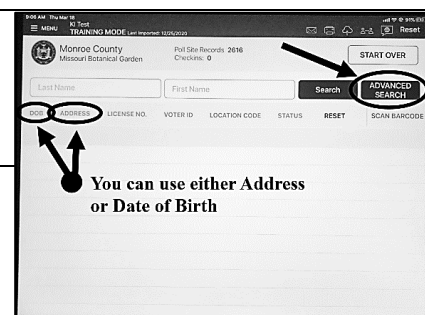
## Poll Pads: Advanced Search

If you did not find a Voter in the Poll Pad after doing a Basic Search, you should try an Advanced Search.

You can do an Advanced Search using the Voter's address or birthdate

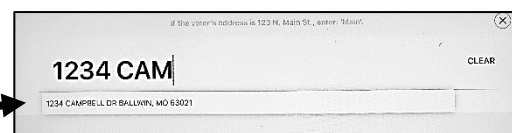
- 1 Clear the search boxes (otherwise your Advanced Search will still get no results)
  - Click the small grey x in each search box to clear the box

- 2 Press the "Advanced Search" button
  - The "Advanced Search" button is located on the far right side of the screen



- 3 Choose Address or DOB from the list of options that appear below the search boxes
  - Click directly on the word "DOB" or "Address"

- 4 Start typing the Voter's address or birthdate
  - Starting to type the address should generate a list of matching addresses



- 5 Choose the correct address from the generated list, or completely type birthdate, and press the "Search" button
  - Do NOT hit Advanced Search again or it will clear everything out and you will be forced to start over
  - A list of registered Voters who live at the chosen address, or with the entered birthday, will be generated

- 6 Choose the Voter's name from the list and continue to check them in normally, following steps 4-9 in the Checking in a Voter: Basic Search process

## Poll Pad Notifications

Problem and Screen Color	Description	Action Needed
<b>Voted (Green)</b>	Someone has already checked in and Voted on a machine under this name (this will be present if the Voter is spoiling a Ballot).	If the Voter is not spoiling a Ballot, and the Voter insists they did not Vote, a Site Chair must call the BOE for instructions.
<b>Inactive (Tan)</b>	The Voter's file is not active.	Confirm the Voter is at the correct polling site by using the "Election District Finder" and the Voter's current address.
<b>Absentee Sent (Red)</b>	The Voter requested an Absentee Ballot and it was sent to them by the BOE. <i>(This Voter can ONLY Vote by Affidavit Ballot, they are not eligible for a Court Order)</i>	<ul style="list-style-type: none"> <li>• If not, direct them to the correct Polling Site.</li> <li>• If so, give them the "Affidavit and Court Order Voting Instructions". (Under these circumstances, if the Voter chooses to Vote by Affidavit Ballot, you will NOT need to call the BOE before issuing one).</li> </ul>
<b>ID Required (Blue)</b>	The BOE does not have a verified ID on file. <i>(This is the only time it is permitted to ask to see a Voter's ID.)</i>	Ask to see one of the Voter's approved IDs. If they cannot provide one, give them the "Affidavit and Court Order Voting Instructions". (In this case, you will NOT need to call the BOE before issuing an Affidavit if that's what the Voter chooses).
<b>Wrong Location (Red letters on a Grey Background)</b>	The Voter is at the wrong polling site given the Voter's address on file. Their name will be at the bottom of the list and greyed out, with the words " <b>Wrong Location</b> " all the way on the right.	Use the "Election District Finder" to find the Voter's correct Polling Site for their current address.

## ID Required Procedure

If identification is required, the Voter's name in the Poll Pad will be highlighted in BLUE and will read "ID REQUIRED" next to their name. According to New York State Election Law, this is the **ONLY** time you can ask a Voter to provide ID.

- 1 Select the Voter on the Poll Pad.
  - 2 Ask the Voter to provide an acceptable ID from the list.
  - 3 Select the ID type provided by Voter on the Poll Pad.
  - 4 Verify the ID, then press "ACCEPT" and continue to check the voter in normally.
- If the Voter does not have a valid ID, close the Voter's file and instead present the Voter with "Affidavit and Court Order Voting Instructions" so they may choose to Vote by Affidavit or Court Order.

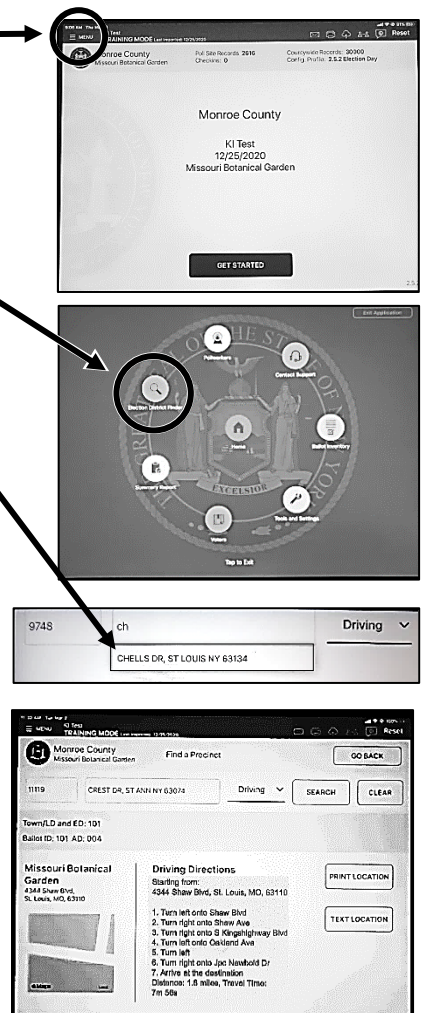


# The Election District Finder (or ED Finder)

- Is used when a Voter is at the “WRONG LOCATION”, i.e. the Voter’s file says “Wrong Location” in the Poll Pad. This will allow you to direct them to the correct Polling Site.
- Is used when a Voter in the Poll Pad **MOVED**, i.e. to make sure they are at the correct Polling Site for their new/current address (if not, direct them to the correct Polling Site instead).
- Is used for **ALL AFFIDAVITS, COURT ORDERS**, to confirm the Voter is at the correct Polling Site for their current address, and to make sure the Voter is given the correct Affidavit Ballot (or pre-printed Ballot for a Court Order) for their Election District.

## Using the Election District Finder

- 1 Press the “Menu” button in the top-left corner of the Poll Pad screen.
- 2 Press the “Election District Finder” icon.
  - The icon is a magnifying glass in a blue circle.
- 3 Type in the address number in the first box, and the start of the street name in the second box.
  - After typing a few letters, it should generate a list of choices matching the street name you started typing.
- 4 Choose the correct address from the generated list (instead of continuing to type it) and press “Search”.
  - The directions will appear on the screen along with the option to print them and/or text them to the Voter.
- 5 If the Voter chooses print:
  - Tear off the Directions Receipt and hand it to the Voter.
 If the Voter chooses text:
  - Type the Voter’s cell phone number into the Poll Pad then press done.
  - The Voter should immediately receive a text containing the directions.



## Issuing a Ballot

- [illegible]

Typical Voting Process	
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# Challenge Report: Overview

There are several circumstances that can occur on Election Day that require further documentation when someone Votes. If one of these events happens it MUST be recorded on the Challenge Report in the appropriate section. (2 pages of the Challenge Report will be included with supplies, one for the Sign In Table and another for the Ballot Table)

- **SECTION 1:** For a Voter who was found in the Poll Pad but has Moved, Changed their Name, or needs to make a correction to their Voter File, AND they still live in the SAME Election District as the one in the Poll Pad; or if we receive notice that a Voter has died.
- **SECTION 2:** For when a Voter's Identity or Residence is in question or Challenged.
- **SECTION 3:** For a Voter who requires Assistance marking their Ballot, if a Poll Worker is asked to look at an already marked Ballot, or if a Voter requires a Translation.
- **SECTION 4:** For a Voter who cannot be Checked-in normally, has moved to a different Election District from the one in the Poll Pad, is Inactive, or was sent an Absentee Ballot and chooses to Vote by Affidavit Ballot or acquires a Court Order.

## (FRONT) SIGN IN TABLE PAGE (BACK)

### SECTION 1 NAME & SAME ED ADDRESS CHANGES, CORRECTIONS, OR NOTICES OF DEATH

CHALLENGE REPORT Board of Elections Monroe County (Sign In Table)		
This form is to be filled out COMPLETELY by Election Workers (not the Voters)		
SECTION 1 NAME CHANGES, SAME ED ADDRESS CHANGES, CORRECTIONS, OR NOTICES OF DEATH		
1	Voter ID No.	Voter City ID or Town & ED
2	Voter ID No.	Voter City ID or Town & ED
3	Voter ID No.	Voter City ID or Town & ED
4	Voter ID No.	Voter City ID or Town & ED
5	Voter ID No.	Voter City ID or Town & ED
6	Voter ID No.	Voter City ID or Town & ED
7	Voter ID No.	Voter City ID or Town & ED
8	Voter ID No.	Voter City ID or Town & ED
9	Voter ID No.	Voter City ID or Town & ED
10	Voter ID No.	Voter City ID or Town & ED

CHALLENGE REPORT Board of Elections Monroe County (Sign In Table)		
This form is to be filled out COMPLETELY by Election Workers (not the Voters)		
SECTION 2 CHALLENGES TO VOTER IDENTITY, RESIDENCE, OR AGE		
1	Voter ID No.	Voter City ID or Town & ED
2	Voter ID No.	Voter City ID or Town & ED
3	Voter ID No.	Voter City ID or Town & ED
4	Voter ID No.	Voter City ID or Town & ED
5	Voter ID No.	Voter City ID or Town & ED

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 \_\_\_\_\_

Inspector Signature (S) \_\_\_\_\_ Inspector Signature (S) \_\_\_\_\_  
Site Chair Signature (S) \_\_\_\_\_ Site Chair Signature (S) \_\_\_\_\_

### SECTION 2 CHALLENGES TO VOTER IDENTITY, RESIDENCY, OR AGE

### OATH, FINAL TALLIES, & SIGNATURES

## (FRONT) BALLOT TABLE PAGE (BACK)

### SECTION 3 VOTER ASSISTANCE OR TRANSLATION

CHALLENGE REPORT Board of Elections Monroe County (Ballot Table)		
This form is to be filled out COMPLETELY by Election Workers (not the Voters)		
SECTION 3: VOTER ASSISTANCE OR TRANSLATION		
1	Voter ID No.	Voter Name
2	Voter ID No.	Voter Name
3	Voter ID No.	Voter Name
4	Voter ID No.	Voter Name
5	Voter ID No.	Voter Name
6	Voter ID No.	Voter Name
7	Voter ID No.	Voter Name
8	Voter ID No.	Voter Name
9	Voter ID No.	Voter Name
10	Voter ID No.	Voter Name

CHALLENGE REPORT Board of Elections Monroe County (Ballot Table)		
This form is to be filled out COMPLETELY by Election Workers (not the Voters)		
SECTION 4: AFFIDAVIT BALLOTS OR COURT ORDERS		
1	Voter ID No.	Voter Name
2	Voter ID No.	Voter Name
3	Voter ID No.	Voter Name
4	Voter ID No.	Voter Name
5	Voter ID No.	Voter Name
6	Voter ID No.	Voter Name
7	Voter ID No.	Voter Name
8	Voter ID No.	Voter Name
9	Voter ID No.	Voter Name
10	Voter ID No.	Voter Name
11	Voter ID No.	Voter Name
12	Voter ID No.	Voter Name
13	Voter ID No.	Voter Name
14	Voter ID No.	Voter Name
15	Voter ID No.	Voter Name

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 3: VOTER ASSISTANCE \_\_\_\_\_ SECTION 4: AFFIDAVITS/COURT ORDERS \_\_\_\_\_

Inspector Signature (S) \_\_\_\_\_ Inspector Signature (S) \_\_\_\_\_  
Site Chair Signature (S) \_\_\_\_\_ Site Chair Signature (S) \_\_\_\_\_

### SECTION 4 AFFIDAVIT BALLOTS OR COURT ORDERS

### OATH, FINAL TALLIES, & SIGNATURES



# Challenge Report: Section 1

## Name Changes, Same Election District Address Changes, Corrections, or Notices of Death

If the Voter IS Registered AND the Voter still lives in the SAME Election District, but their Name or Address has changed or needs to be corrected from what is in the Poll Pad (use the “ED Finder” to confirm their Election District is the same if they are not at the same Address as in the Poll Pad. If they have changed Election Districts, instead refer to Challenge Report Section 4).

- The Voter must Fill Out a new **Voter Registration Form**
- Have the Voter Sign In on the Poll Pad (signing their new name if changed)
- The Voter may now **Vote on the Machines** as normal
- If a **Notice of the Death** of a Voter, skip the above steps but still record in Section 1
- **Record the change/correction/notice in Section 1 of the Challenge Report**

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

SECTION 1 NAME CHANGES, SAME ED ADDRESS CHANGES, CORRECTIONS, OR NOTICES OF DEATH			
1	Current Name		Current Address
	Voter ID No.	Voter City LD or Town & ED	Changed/Previous Information
2	Current Name		Current Address
	Voter ID No.	Voter City LD or Town & ED	Changed/Previous Information

# Challenge Report: Section 2

## Voter Challenges

**A Site Chair should be called over any time a Voter is Challenged**

Voter qualifications can be challenged on the basis of Identity, Residency, or Being under 18 by an Election Inspector, Poll Watcher, or any Registered Voter who is properly Voting at that Poll Site.

When a Voter is challenged, a Bipartisan Team of Election Inspectors (including at least one Site Chair) shall administer a Preliminary Oath. **Call the Board of Elections, (585) 753-1599 to assist you with this process, and refer to the Site Chair Manual for the Oaths.**

- **Record ALL Voter Challenges in Section 2 on the Challenge Report Form**

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

SECTION 2 CHALLENGES TO VOTER IDENTITY, RESIDENCE, OR AGE				
1	Voter Name		Voter Address	
	Voter ID No.	Voter City LD or Town & ED	Name of Challenger	Reason for Challenge
2	Voter Name		Voter Address	
	Voter ID No.	Voter City LD or Town & ED	Name of Challenger	Reason for Challenge

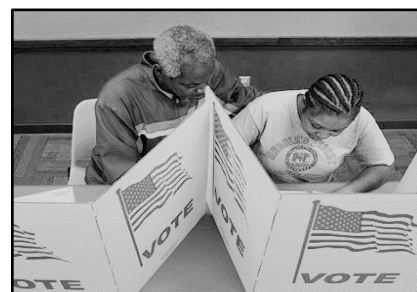
## Challenge Report: Section 3

### Assisting a Voter and Translation

**WHAT IS ASSISTANCE? A good rule to follow:** If a Poll Worker must see or handle a **marked** Ballot, or if the Voter requires help filling it out in any way, that is likely Assisting (*otherwise it's just considered Explaining or Translating*).

#### **WHEN ASSISTANCE IS GIVEN BY POLL WORKERS:**

- If asked, a Bipartisan Team (one Democrat and one Republican), may assist the Voter
- Both Poll Workers **MUST** agree on all action taken
- Poll Workers **MUST** keep the Voter's choices confidential



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

- The person assisting must take the "Oath for Person(s) Assisting 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 to have the Spanish Interpreter translate for them

#### **REMEMBER:**

- 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

#### **SPANISH INTERPRETER & TRANSLATING:**

- A Spanish Interpreter Translates between the Voter and other Election Inspectors, or simply explains information to Voters in Spanish
- Spanish Interpreters do not "Declare" to work for a Political Party on Election Day, so they cannot be part of a Bipartisan Team
- Translating must ALWAYS be Recorded on the Challenge Report, even if the Voter didn't require Assistance from a Bipartisan Team filling out their Ballot

#### ➤ **Record ALL Assistance or Translating in Section 3 of the Challenge Report**

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

SECTION 3 VOTER ASSISTANCE OR TRANSLATION			
1	Voter ID No.	Voter Name	Reason(s) for Assistance (Check All that Apply): <input type="checkbox"/> Translation <input type="checkbox"/> New Voter <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Reading Assist <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Disability (Optional) or Other - Explain Below
	Voter City LD or Town & ED	Voter Address	
	Name of Person(s) Providing Assistance and Relation to Voter (or circle Poll Workers)		
2	Voter ID No.	Voter Name	Reason(s) for Assistance (Check All that Apply): <input type="checkbox"/> Translation <input type="checkbox"/> New Voter <input type="checkbox"/> Instruction/Explanation <input type="checkbox"/> Reading Assist <input type="checkbox"/> Spoiled Ballot Help <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Disability (Optional) or Other - Explain Below
	Voter City LD or Town & ED	Voter Address	
	Name of Person(s) Providing Assistance and Relation to Voter (or circle Poll Workers)		

## **Challenge Report: Section 4**

### **Affidavits or Court Orders**

**If any Voter cannot be Signed In normally, hand them the “*Affidavit and Court Order Voting Instructions Election*” (\*NEW THIS YEAR, this replaces the “*Notice to Voters*”) so they can choose if they wish to Vote by Affidavit Ballot or get a Court Order (Do NOT assume they will just want an Affidavit Ballot)**

### **IF VOTER CHOOSES AFFIDAVIT BALLOT:**

***An Affidavit Ballot can be issued without calling the BOE if:***

- A Voter is marked as “*INACTIVE*” AND the Voter is at the correct Polling Site for their current Residence
- (\*NEW THIS YEAR) A Voter is marked as “*ABSENTEE SENT*” but still wants to Vote in person
- A Voter IS in the Poll Pad, Registered in Monroe County but has Moved to a new Election District 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)

***But a Site Chair must call the BOE for proper way to proceed if:***

- There is No Signature on File for a Voter
- The Voter IS in the Poll Pad, it says they have already Voted, but the Voter claims they did not
- A Voter’s name is NOT found in the Poll Pad for ANY reason

### **IF VOTER CHOOSES COURT ORDER:**

***The Voter will have to leave the Polling Site to attain a Court Order.***

- Give the Voter the Board of Elections phone number 585-753-1550 to get their designated party’s (Democrat or Republican) office phone number.
- Then they will be able to, on their own, call the preferred number and follow the instructions given.
- The chosen Party will provide the Voter with the proper paperwork, as well as any required legal counsel, and will get them a hearing before a Judge, who will ultimately make a ruling.
- The Voter must then return to their correct Polling Site in order to Vote.

***\*REMEMBER: ANY Voter unable to be Signed In normally can ALWAYS choose to try to get a Court Order to Vote on the Voting Machine instead of filling out an Affidavit Ballot.***

## Challenge Report: Section 4 (cont.)

### Finding the Correct Election District for an Affidavit or Court Order

1 Press the “MENU” button on the top-left of the Poll Pad screen

2 Press the “Election District Finder” icon

3 Start typing the Voter’s address

- Type the Street Number in the first box
- Start typing the street name in the second box
- A list of matching addresses should be generated

4 Select the correct address from the list and press “SEARCH” (You MUST CHOOSE the correct address instead of just typing it, otherwise it may not be able to find it)

- Directions to the correct Polling Site should now appear on the screen
- If the Voter is at the correct Polling Site it should read “Distance: 0 feet, Travel Time: 0s”;
- If not, they are at the wrong Polling Site (print or text them the directions to the correct one)

5 Print the Directions Receipt

6 Note the correct Election District for the Voter, located above the image of the map, and circle the Election District number on the Directions Receipt that matches the one on the screen

- The Directions Receipt may have more than one Election District printed on it and the correct one may not always be the first one on the Directions Receipt
- This will function as the Ballot Receipt for the Voter

7 Hand the receipt to the Voter

- The Voter takes it to the Ballot Table

*For Steps to complete the Affidavit Ballot process go to page 38*

*For Steps to complete the Court Order process go to page 39*

## Returning an Affidavit Ballot

### ***Most Common Affidavit Ballot Errors made or 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*)
  - \*Exception: A Voter who cannot be signed in normally and insists on voting right now at this Polling Site (you do NOT need to argue with a belligerent Voter)*
- 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 Envelope is not filled out COMPLETELY and LEGIBLY, or the Voter did not sign it. (*See next page for required information*)

# Affidavit Ballot Envelope with Highlights and Key

<b>Affidavit Oath</b>		<b>BOARD OFFICE USE ONLY</b> <small>DO NOT WRITE IN THIS BOX</small>
1	<b>A Please provide the following required information</b> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 50%;"> <b>Your name</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Last Name _____</div> <div style="width: 5%;">Suffix _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">First Name _____</div> <div style="width: 5%;">Middle Initial _____</div> </div> </div> <div style="width: 50%;"> <b>The address where you live</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 55%;">Address (not P.O. box) _____</div> <div style="width: 5%;">Apt. Number _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 55%;">City/Town/Village _____</div> <div style="width: 5%;">Zip code _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 55%;">New York State County _____</div> </div> </div> </div> </div>	<div style="border: 2px solid black; padding: 10px; margin-top: 20px;"> <h2 style="text-align: center; margin: 0;">KEY</h2> <ol style="list-style-type: none"> <li>1 First and Last Name</li> <li>2 Address where they live, including street number and zip code (<i>Double check; does it match what the voter told you? Are they at the right polling site for that ED?</i>)</li> <li>3 Date of Birth</li> <li>4 Qualifications (<i>citizenship and age</i>)</li> <li>5 Mailing Address (<i>IF different from residence</i>)</li> <li>6 Previous Name or Address (<i>IF they moved or had a name change since last registration</i>)</li> <li>7 Identification (<i>NYS ID # or last 4 of SS#</i>)</li> <li>8 Signature (<i>this is one of the most commonly missed things!</i>)</li> <li>9 Poll Worker Name, Election District Number (<i>circled on Directions Receipt</i>), and (<i>Primary Election ONLY</i>) Political Party (<i>of Ballot handed to Voter</i>)</li> </ol> </div>
2	<b>B Please check each box that applies to you and fill in the appropriate blanks</b> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> I have been informed by the inspectors that my registration record is not available to them, however I have duly registered to vote in this election district from the address given above, and I remain a duly qualified voter in this district. (<i>If you check this box, please ask the inspectors to check the address given above to make certain that you are at the correct poll site.</i>)  <input type="checkbox"/> I have moved within New York State since my last registration and have lived at the address listed above for at least 30 days before the date of the election. My previous address was: _____  <input type="checkbox"/> I was required to present identification when I voted today, but I did not do so.  <input type="checkbox"/> I have not voted in this election, but the records of the Board indicate that I have already voted.  <input type="checkbox"/> Records of the Board indicate that I have been issued an absentee ballot.  <input type="checkbox"/> <b>For Primary Elections Only:</b>  I am enrolled in the political party stated in the section above, but the poll book does not reflect my correct enrollment. </div>	
3	<b>C Additional information to register to vote in the event that you do not have a valid voter registration on file</b> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Are you a citizen of the U.S.?</div> <div style="width: 40%;">Yes <input type="checkbox"/> No <input type="checkbox"/></div> </div> <p><small>If you answer No, you cannot register to vote.</small></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">A) Will you be 18 years of age or older on or before election day?</div> <div style="width: 40%;">Yes <input type="checkbox"/> No <input type="checkbox"/></div> </div> <p><small>B) Are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote, and that until you will be eighteen years of age at the time of such election your registration will be marked "pending" and you will be unable to cast a ballot in any election?</small></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"></div> <div style="width: 40%;">Yes <input type="checkbox"/> No <input type="checkbox"/></div> </div> <p><small>If you answer No to both of the prior questions, you cannot register to vote.</small></p> </div>	
4	<b>Qualifications</b> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <b>More information</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Telephone (optional) _____</div> <div style="width: 40%;">Email (optional) _____</div> </div> </div> <div style="width: 40%;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 55%;">Address or PO Box _____</div> <div style="width: 5%;">Apt. Number _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 55%;">City/Town/Village _____</div> <div style="width: 5%;">Zip code _____</div> </div> </div> </div> </div>	
5	<b>The address where you receive mail</b> Skip if same as above	
6	<b>Voting history</b> Have you voted before? Yes <input type="checkbox"/> No <input type="checkbox"/> What year? _____	
7	<b>Voting information that has changed</b> Skip if this has not changed or you have not voted before Your name was _____ Your address was _____ Your previous state or New York State County was: _____	
8	<b>Identification</b> You must make 1 selection <input type="checkbox"/> New York State DMV number _____ <input type="checkbox"/> Last four digits of your Social Security number x x x - x x - _____ <input type="checkbox"/> I do not have a New York State driver's license or a Social Security number.	
9	<b>Political party</b> You must make 1 selection <small>Political party enrollment is optional. However, in order to vote in a primary election of a political party, a voter must enroll in that political party, unless state party rules allow otherwise.</small> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Democratic party  <input type="checkbox"/> Republican party  <input type="checkbox"/> Conservative party </div> <div style="width: 45%;"> <input type="checkbox"/> Working Families party  <input type="checkbox"/> Other _____ </div> </div> <input type="checkbox"/> I do not want to enroll in any political party and wish to be an independent voter <input type="checkbox"/> No party	
<b>D All voters must date and sign the oath below</b> <div style="border: 1px solid black; padding: 5px;"> <p><b>It is a crime to procure a false registration or to furnish false information to the Board of Elections</b></p> <p><b>Affidavit: I swear or affirm that</b></p> <ul style="list-style-type: none"> <li>• I am a citizen of the United States.</li> <li>• I will have lived in the county, city or village for at least 30 days before the election.</li> <li>• I meet all requirements to register to vote in New York State.</li> <li>• This is my signature or mark in the box to the right.</li> <li>• The above information is true. I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years.</li> </ul> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 40%;"> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: center; margin-top: 5px;">Sign</p> </div> <div style="width: 40%;"> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: center; margin-top: 5px;">Date</p> </div> </div> </div>		
<b>For Board Use Only - To be completed by an Election Inspector</b> Name of Poll Worker: _____ Time Ballot Given: _____ AM / PM Election District Number (matched from Poll Pad Screen, Direction Receipt and Affidavit Ballot) _____ Party Ballot Given (primary only, circle one):      DEM      REP      CON      WOR		
<b>Notes:</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Commissioners' Ruling</b>  Count: Yes No    <b>Commissioners' Initials</b>  Rep:      Dem: </div> <div style="width: 50%;"></div> </div>		



# Challenge Report: Section 4 (cont.)

## Finishing the Affidavit Ballot Process

*Before proceeding, ensure the successful completion of steps 1-7 found on page 36*

- 8 The Voter brings the Directions Receipt with the correct Election District circled to the Ballot Table
- 9 Match the Election District number circled on the Directions Receipt to the correct Affidavit Ballot
- 10 Write the Election District number from the Directions Receipt and Affidavit Ballot on the bottom section of an Affidavit Ballot Envelope
- 11 Give instructions on filling out a Ballot and Affidavit Ballot Envelope and hand them to the Voter to complete
- 12 The Voter fills out the Ballot and Affidavit Envelope in the Privacy Area
  - Follow all the normal procedures for Voter Privacy and, if needed, Assisting a Voter

OFFICIAL  
AFFIDAVIT BALLOT  
STATE OF NEW YORK  
COUNTY OF MONROE

FOR  
TRAINING  
JULY 4, 2022

*Donna R. Nisley*  
*Jocelyn Ortiz*

Commissioners of Elections

Ballot ID: 5002  
LT: A  
ED: 1  
Election District Number: 001001

Remember to vote both  
Remember to vote your ballot

Monroe County Affidavit Ballot Envelope

**Affidavit Oath**

I, Donna R. Nisley, do hereby swear that I am a duly qualified elector of the County of Monroe, State of New York, and that I am qualified to vote in the election of 001001 on July 4, 2022.

**BOARD OFFICE USE ONLY**

Researcher's Name  
Voter Registration #  
City/LT/ED  
Reg Date / Last Action Date  
Q TO BE CANCELED  
Q Voter ID Requested  
Q Transfer Voter within County  
Q Correct Polling Place wrong  
Q Name in Error, did not sign  
Q Wrong Voter signed Envelope  
Q Correct Party (Primary only)  
Q Name Change - Registered as  
Q Transfer Voter within Date  
From county  
Q NOT TO BE OPENED  
Q Not Registered  
Q Registered but did not use  
Q Did not show  
Q Incomplete Polling Place  
Q Name in Error, signed Envelope, date and time below  
Q Wrong Party (Primary only)  
Q Party Code  
Q State Code  
Q Voter Name in error Affidavit Oath

Comments/Remarks

Commissioner's Rating  
County: U Yes U No  
Dem. U Rep. U

BOARD OF ELECTIONS  
COUNTY OF MONROE

BLUE BAG

ENCLOSE THE  
SEALED VOTED AFFIDAVIT ENVELOPES  
IN THIS  
ENVELOPE

NUMBER OF SEALED VOTED AFFIDAVIT ENVELOPES

DEMOCRATIC INSPECTOR

REPUBLICAN INSPECTOR

YOUR POLLING PLACE

Missouri Democratic Party  
6044 South Blvd.  
St. Louis, MO 63110  
Checklist Clerk (10/10/10) 10/10/10

PRINTED DIRECTIONS

Vote Long View  
4844 E. Main St., St. Louis, MO 63110

1. This document is to be used to print  
the name of the voter on the ballot.

Address:  
4844 E. Main St., St. Louis, MO 63110

- 13 The Voter seals the completed Ballot inside the Affidavit Envelope and returns it to the Ballot Table
- 14 Confirm the Voter filled in all the required information on the Affidavit Ballot Envelope, then the **Election Inspector prints their name** in the bottom box where the Election District Number is written, along with the time, and if a Primary Election, circle the Political Party of the Ballot given to the Voter
- 15 Place the completed Affidavit Envelope, along with the Directions Receipt, into the Manila Affidavit Collection Envelope
- 16 Fill in the required information in Section 4 of the Challenge Report

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

SECTION 4 AFFIDAVIT BALLOTS OR COURT ORDERS				
Circle Either AF (Affidavit Ballot) or CO (Court Order)	Voter ID No. or Ballot Stub No.	Voter Name	Voter City LD or Town & ED	Voter Address
1 AF / CO				
2 AF / CO				
3 AF / CO				

# Challenge Report: Section 4 (cont.)

## Collecting a Court Order

### When a Voter Returns with a Court Order:

- A Voter with a signed Court Order **MUST** be allowed to vote on the Voting Machines
- A Court Order MUST have the voter's name and address on it *(So you can determine who is voting and what Election District they should be voting in)*

Write Ballot Stub Number

**112**

At an Ex Parte Term of the Supreme Court Of the State of New York, held in the County of Monroe, At Rochester, New York On the \_\_\_\_ day of \_\_\_\_\_, 2022

PRESENT: HONORABLE  
SUPREME COURT JUSTICE

STATE OF NEW YORK )  
COUNTY OF MONROE )  
SUPREME COURT ) SS:

IN THE MATTER OF THE APPLICATION OF  
Petitioner,  
vs.  
Respondent.

"MARY JONES", "JANE DOE", "SUSAN SMITH", and "CATHY BROWN", those names being fictitious, the true name of the defendants being unknown to the Petitioner, the persons intended being the Inspectors of Election in and for the election district of the Legislative District of the Town/County of Monroe, and constituting the Board of Inspectors of Election of said election district, and the BOARD OF ELECTION OF MONROE COUNTY

Respondents:

For an Order pursuant to X16-10B of the New York State Election Law permitting the Petitioner to vote

Upon reading the annexed Petition of \_\_\_\_\_, 2022 and it

Petitioner, sworn to this \_\_\_\_ day of \_\_\_\_\_, 2022 and it

### Before proceeding, complete steps 1-7 on page 36

- The Voter brings the Directions Receipt with the correct Election District circled to the Ballot Table
- Match the Election District number circled on the Directions Receipt to the correct pre-printed Ballot
  - If the Voter requests an Accessible Voting Session, find the Ballot ID number on the correct preprinted Ballot, but give the Voter a Blank Ballot (you will need to know the correct Ballot ID to set up the Accessible Voting Session)
- Record the Ballot Stub Number on the Court Order and Challenge Report
  - This is the only time you should need to use the Ballot Stub Number on Election Day
- Give instructions on filling out the Ballot and give to the Voter
- The Voter fills out the Ballot at the Privacy Area
  - Follow all the normal procedures for Voter Privacy and, if needed, assisting a Voter
- The Voter casts their Ballot in one of the Voting Machines
- Place the Court Order, along with the Ballot Receipt, into the manila Court Order Return Envelope
- Fill in the required information in Section 4 of the Challenge Report

Correct Mark  
Mark Correctly

Favorite Ice Cream Flavor  
Select favorite ice cream flavor (circle one only) (Vote per ballot disc)

Best Super Hero  
Select favorite superhero (circle one only) (Vote per ballot disc)

Orange  
Purple  
Brown  
Yellow

Writeball  
Circle Dough  
Chocolate  
Circle Dough  
Chocolate

Iron Man  
Superman  
Batman  
Captain America

Writeball  
Writeball  
Writeball  
Writeball

Match ED Number from  
Directions Receipt to Ballot

TEST BALLOT  
JULY 7, 2022  
COUNTY OF MONROE  
ED: \_\_\_\_\_  
December 31, 2019

Ballot Stub Number

No. 112

Ballot Stub Number

WRAP POLINE SPACE

Robert Belandier Gordon  
1000 E. 1st St., Suite 100  
St. Louis, MO 63101  
Election District 100

DRIVING DIRECTIONS

Turning from  
6344 Shaw Blvd. St. Louis, MO 63119

1. The destination is on your right  
Distance: 3 mi. Travel Time: 10

Arrive at:  
6344 Shaw Blvd. St. Louis, MO 63119

BOARD OF ELECTIONS  
COUNTY OF MONROE

Log 01A.07 LEAD 00-1  
ACQUITTAL ID: 16-1  
07001

BLUE Bag  
June 26, 2018

ENCLOSE THE  
COURT ORDERS  
IN THIS  
ENVELOPE

\_\_\_\_ NUMBER OF SEALED VOTED COURT ORDER ENVELOPES

\_\_\_\_ DEMOCRATIC INSPECTOR

\_\_\_\_ REPUBLICAN INSPECTOR

Write Ballot Stub Number

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

SECTION 4 AFFIDAVIT BALLOTS OR COURT ORDERS

	Circle Either AF (Affidavit Ballot) or CO (Court Order)	Voter ID No. or Ballot Stub No.	Voter Name	Voter City LD or Town & ED	Voter Address
1	AF / CO	112			
2	AF / CO				
3	AF / CO				

# Ballot Problems

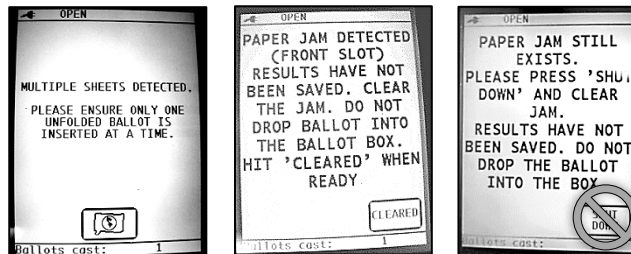
<u><b>Problem</b></u>	<u><b>Description</b></u>	<u><b>Action</b></u>
<b>Over Vote</b>	Voter has voted for too many <u>different</u> Candidates in a particular race	<ul style="list-style-type: none"> <li>• Press “Cast” to cast the Ballot as is or “Return” to return it to the Voter</li> <li>• If no action is taken the machine will return the Ballot after 30 seconds</li> </ul>
<b>Push Vote</b>	Voter had voted for the <u>same</u> Candidate on two or more Party lines	<ul style="list-style-type: none"> <li>• Press “Cast” to cast the Ballot as is or “Return” to return it to the Voter</li> <li>• If no action is taken the machine will return the Ballot after 30 seconds</li> </ul>
<b>Blank Ballot</b>	Voter deposits the Ballot into the scanner without marking it or marks the Ballot incorrectly	<ul style="list-style-type: none"> <li>• Press “Cast” to cast the Ballot as is or “Return” to return it to the Voter</li> <li>• If no action is taken the machine will return the Ballot after 30 seconds</li> </ul>
<b>Ambiguous Mark</b>	The Ballot contains incomplete marks, stray marks, or is damage	<ul style="list-style-type: none"> <li>• Immediately returns the Ballot to the Voter</li> </ul>

Ballot Jams	
-------------	--

**IF** you or the Voter can see the Ballot in the Ballot entry slot, have the Voter gently pull the Ballot out and press “CLEARED” (if a Poll Worker must handle a marked Ballot, that is considered assistance, and you **MUST** follow the procedure for assisting a Voter)

**IF** you or the Voter cannot see any part of the Ballot from the Ballot entry slot, and it still says “PAPER JAM” you **MUST call the Board of Elections at (585) 753-1590**

**DO NOT PRESS “SHUT DOWN” - DO NOT OPEN THE BALLOT BOX DOOR**



Abandoned Ballots	
-------------------	--

A Ballot that's found, marked or unmarked, but **NOT** IN OR NEAR the Voting Machines.

Abandoned Ballots do **NOT** get cast. Instead they go in the Abandoned Ballot Envelope.

If a Ballot is found **IN OR NEAR** the Voting Machine, **YOU MUST**  
**CALL** the Board of Elections at (585) 753-1599 for instructions

BOARD OF ELECTIONS COUNTY OF MONROE		REG. NO. 10-00000001 AUTHORITY: 451 FORM 7-1985	BLANK PAGE Issue # 10-00000001
	SEAL OF THE COUNTY OF MONROE LA 70501		
ENCLOSE THE <b>ABANDONED BALLOTS</b> IN THIS ENVELOPE			
_____	NUMBER OF ABANDONED BALLOTS		
_____	DEMOCRATIC INSPECTOR		
_____	REPUBLICAN INSPECTOR		



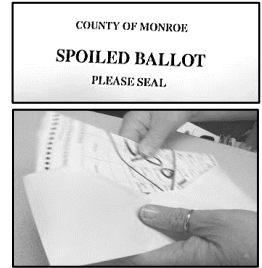
# Spoiled Ballots

- Only a Voter can choose to Spoil their Ballot after it is given to them.
- A Voter can Spoil their Ballot for any reason, but usually it is because they mismarked it in some way.
- A Voter can Spoil their Ballot any time after it is given to them, but most occurrences happen in the Privacy Area or because it is rejected by the Voting Machine.
- Remember, when assisting a Voter with a MARKED Ballot, it MUST be done in a Bipartisan team and recorded in Section 3 of the Challenge Report (for Voter Assistance).

## Spoiled Ballot Procedure

- 1 At the Check In Table, the Voter crosses off their ruined Ballot by placing a large “X” across the Ballot and writes “SPOILED” on it
  - 2 The Voter then folds the Spoiled Ballot and places it inside a small white “Spoiled Ballot Envelope” (to protect their Voting Privacy), then the Voter seals it and give it back to the Poll Worker
  - 3 The Poll Worker places the white “Spoiled Ballot Envelope” into the Manila “Spoiled Ballot Collection Envelope”
  - 4 Check In the Voter again, the Voter’s name will be highlighted in green and the word “Voted” will be present
  - 5 Select the Voter, it will say “Voter Has Been Processed” across the top of the Voter’s information screen
  - 6 Press the “Spoil Ballot” button, then have one of the Site Chairs enter the password and press “Done”
  - 7 Choose the Ballot to be Spoiled (there should only be 1 choice), then choose the reason it is being Spoiled (again there should only be 1 choice) and press “Spoil Ballot” at the top
    - BOTH the Ballot ID and the reason selections MUST be highlighted or the “Spoil Ballot” button will not be activated

A new Ballot Receipt will print with the words “SPOIL DUPLICATE” and a Dupe Number on the top
  - 8 Tear off the new Ballot Receipt and give it to the Voter
    - The Voter can now take the new receipt to the Ballot Table to get a new Ballot, and then cast it on the Voting Machine following the normal Voting procedure
- A Voter cannot be given more than 3 Ballots total in this way (meaning they can only Spoil 2 Ballots)
  - If a Voter Spoils a third Ballot, THEIR VOTE WILL STILL BE COUNTED, but they must clearly mark their choices on their current Ballot (using any means or marks they wish as long as their choices are clear), and it should be placed in the Manila “Unscannable Emergency Ballot” Collection Envelope (where it will be hand counted)
  - If a Ballot is torn or otherwise damaged before it is given to the Voter, the POLL WORKER Spoils the Ballot instead, but they do not go through the Poll Pad and it does NOT count as one of the Voter’s Ballots
  - If a Poll Worker Spoils a Ballot it can go directly in the Manila Spoiled Ballot Collection Envelope, it does not need to go into a white “Spoiled Ballot Envelope”



BOARD OF ELECTIONS  
COUNTY OF MONROE

**Ballot Bag**  
DEMOCRATIC  
June 26, 2018

Hennetta LEAD ID: 6  
Address: 104 R 10, 18  
52006 00112 001 1

DEMO CRITER  
2018 LEAD ID: 6

ENCLOSE THE  
**SEALED SPOILED BALLOT ENVELOPES**  
IN THIS  
ENVELOPE

\_\_\_\_ NUMBER OF BALLOTS  
\_\_\_\_ DEMOCRATIC INSPECTOR  
\_\_\_\_ REPUBLICAN INSPECTOR

BOARD OF ELECTIONS  
COUNTY OF MONROE

**Ballot Bag**  
DEMOCRATIC  
June 26, 2018

Hennetta LEAD ID: 6  
Address: 104 R 10, 18  
52006 00112 001 1

DEMO CRITER  
2018 LEAD ID: 6

ENCLOSE THE  
**UNSCANNABLE EMERGENCY** BALLOTS  
IN THIS  
ENVELOPE

\_\_\_\_ NUMBER OF BALLOTS  
\_\_\_\_ DEMOCRATIC INSPECTOR  
\_\_\_\_ REPUBLICAN INSPECTOR

# BMD (Ballot Marking Device) on the IC-2

The BMD is found on the IC-2 Voting Machines

The BMD allows Voters who may be unable to mark their Ballot manually to still Vote Independently by marking their Ballot Electronically (but it can be requested by ANY Voter to Mark their Ballot)

Site Chairs should assist with the BMD and all Accessible Voting Sessions.

## Preparing a Voter for an Accessible Voting Session

- 1 Check the Voter in at the Ballot Table normally, so they have a Ballot Receipt.
- 2 Instead of directing them to the Ballot Table, direct them to the IC-2 Voting Machine.
  - They should be seated at the Back of the Voting Machine so they can see the Screen.
- 3 Remove the ATI (Audio Tactile Interface or Controller) from the BMD Supply Bag and plug it into the Connection Port, then plug the Headphones into the bottom-right side of the ATI and hand them to the Voter.
  - The Voter has the option of using the “Sip & Puff” or “Paddle Buttons” to make their selections instead of the ATI, in which case plug the chosen interface into the bottom-left side of the ATI and make sure the Voter is able to use the chosen interface.
- 4 Explain to the Voter:
  - Instructions on how to use the ATI and BMD will appear on the screen before the Voting session begins. During the instructions the Voter should only press a button on the ATI once and wait several seconds for the screen to change before pressing anything else, because the interface often moves slowly.
  - They may get assistance by signaling a Poll Worker or pressing the HELP (green) button along the bottom of the ATI (when they press the “Help” button, the lights on the Voting Machine will start alternating Red, Amber, and Green).
  - They may request that the contrast (green button on IC-2) or zoom (yellow button on IC-2) be adjusted.
  - When the Voter is done making their selections and they select “Print Ballot”, it may take up to 2 minutes to print, and the printed Ballot will come out of the Printer into a Privacy Sleeve.



Voter at BMD Screen

ATI  
(Controller)



SIP & PUFF

PADDLE  
BUTTONS



Buttons on IC-2:  
Green button is Contrast  
Yellow button is Zoom



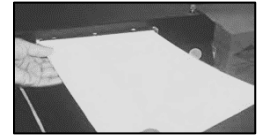
## Starting a BMD Session on the IC-2

- 1 Insert a Blank Ballot (from the Blank Ballot Pack) into the Printer on the back of the IC-2 Voting Machine and attach the Printer Privacy Screen.
- 2 Touch the Security Key to the security key pad. The Administrative Menu will be displayed.
- 3 Press “ACCESSIBLE VOTING” button (third button down on the left on the keypad).
- 4 **For 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 an Invalid 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.

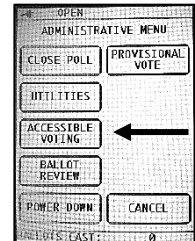
### **OR**

**For Single Election District Polling Sites** a screen will appear: “Are you certain you want to start accessible voting session with Ballot ID: xxxx?” Confirm that the Ballot ID matches the Ballot ID receipt; press “YES.”

- 5 The Accessible Voting Session will start, and instructions will appear on the screen for the Voter to follow.
  - Once the Voter has finished filling out their Ballot and it is printed, either the Voter, or if asked the Election Inspectors, may insert the Ballot into any Voting Machine’s Scanner (it does NOT need to go into the IC-2 Machine).



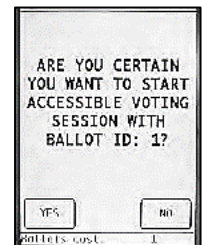
**Blank Ballot being inserted into Printer**



**“ACCESSIBLE VOTING” button**



**Ballot ID Entry – for Multiple Districts**



**Ballot ID Confirmation Screen – for Single Districts**

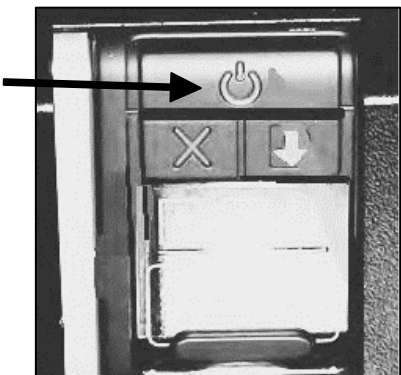
## Canceling a BMD Session on the IC-2

- 1 Press the Security Key to the Security Key Pad to display the Administrative Menu
- 2 Press “ACCESSIBLE VOTING”
  - The message “Are you certain you wish to stop the Accessible Voting Session?” will be displayed
- 3 Press “YES”
  - The Accessible Voting Session is now canceled
- 4 Return the Blank Ballot
  - Press the RED button located in the middle of the underside of the Printer
- 5 Spoil the Blank Ballot
  - Regardless of whether it has been marked or not, it cannot be reused by another Voter

## IC-2 Status Lights during Accessible Voting Session

<b>Solid Red</b>	Unit is Starting Up or is Not Operational.
<b>Flashing Green</b>	Unit is Ready for Use by the next Voter.
<b>Alternating Green and Amber</b>	Voter is Navigating/Marking their Ballot.
<b>Flashing Amber</b>	Voter's Ballot is being Printed.
<b>Solid Amber</b>	Voter has finished filling out their Ballot and is
<b>Alternating Amber and Red</b>	Unit has an Error and is not Functioning Properly.
<b>Alternating Red, Amber and Green</b>	Voter has pressed the Help button and is receiving Help instructions.

## IC-2 BMD Issues and Troubleshooting

<b>Issue</b>	<b>Explanation/Solution</b>
<b>Security Key error</b>	Try Pressing the Security Key to the Key Pad again.
<b>BMD is making a beeping sound</b>	<ol style="list-style-type: none"> <li>1. The Voting Machine is running on Battery Power. The beeping will stop intermittently and resume again until the unit is on AC power.</li> <li>2. Make sure the Power Cord is plugged into an electrical outlet.</li> <li>3. Make sure the electricity is not out at the power outlet.</li> </ol>
<b>Red light remains on</b>	Call the Board of Elections (585) 753-1590
<b>Monitor is not positioned correctly for Voter</b>	Firmly hold the repositioning arm and adjust Monitor for the Voter.
<b>IC-2 is rolling or needs to be repositioned for Voter</b>	<ol style="list-style-type: none"> <li>1. Roll the Voting Machine into an acceptable position for the Voter.</li> <li>2. Press down firmly to lock each of the four wheels.</li> </ol>
<b>Printer is not working</b> 	<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"> <li>1. Press the top button on the printer unit (circle symbol) until the printer unit powers down.</li> <li>2. Wait 30 seconds (count down backwards 30, 29, 28...).</li> <li>3. Press the top button again on the printer unit (circle unit). Printer will go through start-up process.</li> <li>4. Wait until end of start-up process.</li> <li>5. The solid green circle (top button of printer unit) should be displayed.</li> <li>6. If the top circle is not displayed, call the Board of Elections.</li> </ol>

## Closing the Poll Site: Be Prepared

### Reminders:

- Any Voter **in line** at 9:00 PM is on time!
- At 9:00 PM a Poll Worker may stand at the end of the line to mark the last person in line who is allowed to Vote.
- While there are things that you cannot do before 9:00 PM, there are some 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
- However, **DO NOT** shut down **ANY** Voting Machines or Poll Pads, or open the Absentee Ballot Dropbox prior to 9:00pm **AND** not until after the **Last Voter** has completed Voting and left the Polling Site.

## Closing the Poll Site

**Polls close at 9:00PM OR when Everyone who was in line at 9PM has Voted**

- **Take Down All Signs**
- **Shut Down all the Voting Machines (following Manual) and Complete the “After Polls Close” Form**
  - MUST be done by a Bipartisan Team
  - Print Closing Tapes; Post one for Public viewing and put the other in Red Security Bag
- **Pack and Seal the Red Security Bag**
- **(\*NEW THIS YEAR) Empty the Absentee Ballot Drop Box into the TripLOK Bag**
- **(\*NEW THIS YEAR) Fill out and Seal the TripLOK Bag, then return in to the designated POD Location**
  - Site Chairs must sign and confirm the Red Bag, Absentee Ballots, and Affidavit Ballot Collection Envelope are sealed in the TripLOK Bag
- **Complete Ballot Reconciliation**
  - Must be Verified and Signed by a Bipartisan Team
- **Pack Poll Pads**
- **Re-pack All Election Supplies and Lock in ANY Voting Machine**
  - Do not Lock **ANY** Voting Machines until ALL Supplies are Packed
- **Return Blue Bag to Designated Location**
  - **(\*NEW THIS YEAR)** The Absentee Ballot Dropbox does not need to be returned
  - **SITE CHAIRS** are to make certain they arrive securely at the end of the night



# Closing the Poll Site: Ballot Reconciliation

Ballot Reconciliation must be done After Polls Close to verify the number of Ballots at the end of the day matches the total number of Ballots from the beginning of the day.

- Closing Ballot Reconciliation must be done in a Bipartisan Team.
- Each Green Bag is used for a single Election District, and each column on the table should be used to count the remaining Ballots from a single Green Bag.

After Polls Closed	Dist. # 52001	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs x 50											
Unused Preprinted Ballots – from Opened Pack											
Unused Blank Ballots (10 per Sealed Pack)											
Unused Affidavit Ballots (Count Each)											
<b>TOTAL PER ID</b>											

After Polls Closed: Total Unused Ballots: \_\_\_\_\_

After Polls Closed: Total Unused Ballots		
Sealed Voted Affidavit Ballots – total per site		+
Sealed Spoiled Ballots – total per site		+
Unscannable Emergency Ballots – total per site		+
Abandoned Ballots – total per site		+
Voted Ballots From Machines (use Closing Tape):	Total Scanned from Machine 400	+
	Total Scanned from Machine	+
	Total Scanned from Machine	+
		+
		+
<b>AFTER POLLS CLOSED: TOTAL BALLOTS</b> (*MUST equal Before Polls Opened: Total Ballots)		=

Signature of Inspectors – End of Day

\_\_\_\_\_  
Democratic Inspector

\_\_\_\_\_  
Republican Inspector

Ballot Reconciliation Form: After Polls Close Section

- For each Green Bag, Count and verify all the various UNUSED Sealed Preprinted Ballot Packs, then the Ballots from opened Packs, along with the remaining Blank Ballots and Affidavit Ballots.
- Add the Ballot Total per Column, then add those together to get “After Polls Close: Total Unused Ballots” for the Site.
- Count and Verify the number of Ballots from each of the manila Collection Envelopes (Affidavit, Spoiled, Emergency Unscannable, and Abandoned).
  - Remember to record the number of Ballots in the Affidavit Ballot Collection Envelope before it leaves the site sealed in the *TripLok* bag.
- Record the “Total Ballots Scanned” using the Closing Tape from the Voting Machines.
- Add ALL counts together to get “After Polls Closed: Total Ballots”. If that Total doesn’t match “Before Polls Opened: Total Ballots”, you **MUST Call the Board of Elections at (585) 753-1599.**
- Both Inspectors Sign at the bottom for “End of Day”.

# Closing the Poll Site: After Polls Close Form

## AFTER POLLS CLOSE FORM

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

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

Henrietta LEAD ED: 1

ADDL EDS:

52001 

BOE TRAINING AND SERVICE CNTR  
2595 BRIGHTON HENRIETTA T L RD

**2** Check the box for each step as you complete them (If any can't be checked, call the BOE)

- 1 ☐ Two copies of Closing Tape are signed by one Democratic and one Republican Inspector
- 2 ☐ One copy of Closing Tape placed in the Red Security Bag & 2nd copy made available for public viewing
- 3 ☐ Red Memory Card was removed from Machine and placed in Red Bag
- 4 ☐ Red Bag Transmittal Form was Signed by both Inspectors
- 5 ☐ Red Bag was fully packed and Sealed and placed in TripLOK Bag to be transported to designated BOE drop off POD
- 6 ☐ Blue Memory Card was removed from Machine and placed in Clear Pouch inside of Blue Ballot Bag
- 7 ☐ Voting Machine Hood (for IC-1 ONLY) or Memory Compartment (for IC-2 ONLY) is Sealed and Secured from further Voting
- 8 ☐ Placed Machine Keys in return envelope and placed in Clear Pouch inside of Blue Ballot Bag
- 9 ☐ Closing Tape used for public viewing, retrieved and placed in Clear Pouch inside of Blue Bag
- 10 ☐ Place this completed form into the "IMPORTANT PAPERWORK" Return Envelope, and place Envelope in Blue Bag for IC-2 Machine
- 11 ☐ Seal the Blue Ballot Bag for transport to Designated BOE Drop-off Location

Voting Machine #	Total Ballots Scanned	Protective Counter #	IC-1 ONLY Hood Seal # OR IC-2 ONLY Memory Card Door Seal #	SEAL #1 Ballot Box Door Blue Sticker Seal #	IC-2 ONLY SEAL #2 Electrical Cover Red Sticker # (never remove)	IC-2 ONLY SEAL #3 BMD Printer Red Sticker # (never remove)	IC-2 ONLY SEAL #4 BMD/ATI port Blue Sticker Seal #	Blue Ballot Security Bag Seal #
<b>4</b> 400	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	


(IC-2 Voting Machine form ONLY)

**12** Red Bag Seal # (white clip) \_\_\_\_\_ **13** TripLOK Bag # \_\_\_\_\_

DEM \_\_\_\_\_ REP \_\_\_\_\_

**14** Signatures of Inspectors Closing Voting Machines

**The After Polls Close Form is found in the Matching Voting Machine, Each Machine has its own Form.**


- 1 Confirm Location is Correct
- 2 Check Boxes when instructed during "Closing the Voting Machine" process. If any boxes cannot be checked you must call the Board of Elections (585) 753-1590
- 3 The Red Memory Card is on the Right and the Blue Memory Card is on the Left in the Memory Card Compartment of the Voting Machine
- 4 Confirm Machine Number is Correct for this form
- 5 Record the Total Ballots Scanned – it is shown on the Operator Screen before starting closing process, and on the Top of the Closing Tape for each Voting Machine
- 6 Record the Protective Counter Number – Located at the Bottom of the Closing Tape for each Voting Machine
- 7 Record the Number from the White Seal you will use to either seal the Hood (IC-1 ONLY) or Memory Card Compartment (IC-2 ONLY)
- 8 Record Seal Number for Closing Blue Sticker Seal #1 here and place the Sticker on the Ballot Box Door after it is fully packed and Locked
- 9 (IC-2 ONLY) Record Numbers for Red Sticker Seals #2 & #3 – Do NOT remove Red Seals
- 10 (IC-2 ONLY) Record Seal Number from Closing Blue Sticker Seal #4 here and place the Sticker over the BMD Accessible Voting Port
- 11 (IC-2 ONLY) Record the Number from the White Seal you used for the Side Pouch (Affidavits) of the Blue Bag
- 12 (IC-2 ONLY) Record the Number from the White Clip Seal  that secures the Red Security Bag
- 13 (IC-2 ONLY) Record the Number from the clear plastic TripLOK Bag
- 14 A Bipartisan Team must Confirm all the Seal Numbers and Counts then Sign the Form






# Closing the Voting Machines

(MUST be done by a Bipartisan Team)






## KEY

- ☒ = Check Box on Form
-  = Write on Form

- 1 Place the Security Key on the Security Key Pad
  - This brings up the Administrative Menu
- 2 Press “Close Poll” button
- 3 Press “YES” when asked, “*Are You Certain*”
  - “*Poll is being closed, please wait*” will appear on the screen
- 4 Wait for 2 Copies of the Closing Tape to Print
- 5 Tear off the Closing Tape
  - Divide the tape into two parts at the correct place under the signature lines
- 6 Press “NO” when asked if you would like to print more copies
- 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 viewingRetrieve the “After Polls Close” form from the clear plastic Machine Bag
  -  Write the Number of Ballots Scanned and Protective Counter Number on the “After Polls Close” Form
  - ☒ Confirm and Check Boxes 1 & 2 on the “After Polls Close” Form
- 8 Press the “Power Down” button
- 9 Press “YES” when asked “*Are you Certain*”
  - “*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 both Inspectors Sign the envelope, and put it in the Blue Ballot Bag
- 13 (IC-2 ONLY) Turn off Power by Pressing Power Supply Button until you hear the “BEEP”
  - The Power Supply Button is underneath the write-in diverter compartment(BOTH Machines) Unplug the Voting Machine and the Extension Cord
  - Wrap the cord and place inside of the write-in diverter compartment of the Voting Machine
- 14 Confirm the Power is OFF
  - Ensure the operator panel screen is dark and status lights next to Memory Card compartment are off
- 15 Cut the Yellow Seal on the Memory Card Compartment
- 16 Open the memory card compartment doors using the side tabs
- 17 Eject the Red Memory Card (By pushing the Black Button next to Red Memory Card) and place it in the Red Security Bag
  - ☒ Confirm and Check Box 3 on the “After Polls Close” Form
    - Both Election Inspectors Sign the “Red Bag Transmittal Form”
  - ☒ Confirm and Check Box 4 on the “After Polls Close” Form
    - When the Red Bag is fully packed and sealed, it can be placed in the clear *TripLok* Bag
  -  Write the Red Bag Seal Number (from the White Clip) on the “After Polls Close” Form and the “Red Bag Transmittal” Form, then put the “Red Bag Transmittal” Form in the Red Bag
  -  Write the *TripLok* Bag Number on the “After Polls Close” Form
  - ☒ Confirm and Check Box 5 on the “After the Polls Close” Form

## Closing the Voting Machines (cont.)

*(MUST be done by a Bipartisan Team)*

- 18 Eject the Blue Memory Card (By pushing the Black Button next to Blue Memory Card)
  - Place Blue Memory Card in the Clear Plastic Zipper Pouch inside of the Blue Ballot Security Bag
  - ☒ Confirm and Check Box 6 on the “After Polls Close” Form
- 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, Privacy Screens, and any other Supplies
- 21 **(IC-1 ONLY)** Fold and Lower the Privacy Hood and Seal it with a White Security Seal  
**(IC-2 ONLY)** Seal the Memory Card Compartment with a White Security Seal  
 Write Seal Number used on Hood or Memory Compartment Door on the “After Polls Close” Form  
**(IC-2 ONLY)** Remove the Privacy Screens then fold and Pack them in the Voting Machine along with the BMD Supply Bag  
☒ Confirm and Check Box 7 on the “After Polls Close” Form
- 22 Close and Lock the Ballot Box Door
  - **REMEMBER: Do NOT Lock the Voting Machine Doors Until ALL Supplies are Packed**
- 23 Seal the Ballot Box Door with a Blue Sticker Seal  
 Write Blue Sticker Seal Number on the “After Polls Close” Form for SEAL #1  
**(IC-2 ONLY)** Place a Blue Sticker Seal over the BMD Accessible Plug-In Port  
 **(IC-2 ONLY)** Write Blue Sticker Seal Numbers on the “After Polls Close” Form for SEAL #4  
 **(IC-2 ONLY)** Write Red Sticker Seal Numbers 2 & 3 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 Unlock the Wheels on the Voting Machine
  - This way the Voting Machines can be grouped together in a corner for pick up the next day
- 26 Match the Voting Machine Keys to the correct “Voting Machine Key Envelope”
  - Place the Voting Machine Key Envelope in the Clear Zipper Pouch of the matching Blue Bag
  - ☒ Confirm and Check Box 8 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
  - ☒ Confirm and Check Box 9 on the “After Polls Close” Form
- 28 Complete the rest of the “After Polls Close” Form  
☒ Confirm and Check Boxes 10 & 11 on the “After Polls Close” Form  
 Write the Seal Number of the White Seal you will use to seal the Blue Ballot Bag (in Step 29) on the “After Polls Close” Form, then both Election Inspectors Sign the Form.  
Put the “After Polls Close” Form in the “Important Paperwork” Return Envelope, and put that Fully Packed Envelope in the Blue Bag of the IC-2 Voting Machine  
**(IC-2 ONLY)** Put the rest of the Collection Envelopes in the Blue Bag if the IC-2 Machine
- 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

# Packing the RED Security Bag

- 1 Place one copy of the Closing Tape from each Voting Machine into the Red Security Bag
  - The Opening Tapes should already be inside

- 2 Place the Red Memory Card from each Voting Machine in the Red Security Bag and both Inspectors sign the “Red Bag Transmittal” Form

- 3 Record the White Plastic Security Seal number on both the “Red Bag Transmittal” Form and the “After Polls Close” Form for the IC-2 Machine



- 4 Place the “Red Bag Transmittal” Form, along with and any completed Voter Registration forms collected that day, in the Red Security Bag
- 5 Once fully packed, Zip the Red Security Bag closed and seal it with the White Plastic Security Seal

- 6 (\*NEW THIS YEAR) Place the fully packed Red Bag into the clear plastic *TripLOK* Bag, to be returned to the designated Board of Elections POD Location

**Red Bag Transmittal Form**

Election Date: November 8, 2022  
 Polling Site: BOE TRAINING AND SERVICE CENTER  
 Election District: S2001  
 POD Location: BOE TRAINING AND SERVICE CENTER  
 2595 BRIGHTON HENRIETTA TOWN LINE RD

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To be completed at the Polling Site

**VOTING MACHINE MEMORY CARDS**

Card #	Democrat	Republican

(Signature of Poll Workers who verified Memory Cards placed in Red Bag)

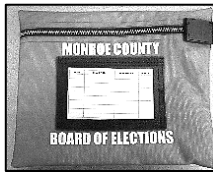
Red Bag Seal #: \_\_\_\_\_

# Packing the *TripLOK* Bag

(\*NEW THIS YEAR) The clear plastic *TripLOK* Bag is used to transport three important items to the Board of Elections POD Location

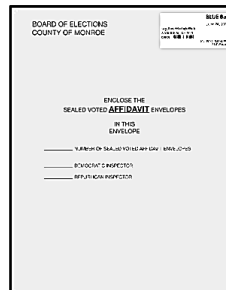
## 1. The Red Bag

Make sure the **Red Bag** is fully packed and sealed.



## 2. The Affidavit Ballot Collection Envelope

(\*NEW THIS YEAR) The manila Affidavit Ballot collection envelope goes in the clear *TripLOK* Bag (**NOT** the Blue Bag) to be returned to the designated Board of Elections POD.



## 3. The Absentee Ballots from the Drop Box

Absentee Ballots **MUST** be Returned to the Board of Elections on Election Night.

(\*NEW THIS YEAR) Both Site Chairs:

- Open the Absentee Drop Box
- Count the number of Absentee Ballots and record it on the *TripLOK* Bag sticker
- Place the Ballots in the *TripLOK* Bag for return to BOE

Both Site Chairs must sign the *TripLOK* Bag sticker, then the assigned Site Chair must return the sealed *TripLOK* Bag to the designated POD location

**DE65515320**

**TripLOK®**

**SEALING INSTRUCTIONS**

1. Peel off the top layer of the bag to reveal the inner bag.

2. Place the inner bag into the outer bag, ensuring it is fully seated.

3. Fold the top layer of the bag over the inner bag, ensuring it is fully sealed.

4. Press the top layer of the bag down, ensuring it is fully sealed.

5. The bag is now sealed and ready for use.

**DE65515320**

To remove contents Cut along dotted line



## Poll Pad Closing Procedure

### 1 Make sure the Poll Pad has had time to sync properly

- Make sure the “Cloud” icon on the top-right corner of the Poll Pad Screen is still green
- **WAIT 10 MINUTES** after the last action was taken, so it has time to sync properly



### 2 Open Poll Pad Case

- Take the Poll Pad case from under the table and place on the table
- Confirm the number on the tag matches the one on the Printer and Poll Pad you are packing up

### 3 Turn off the Printer and unplug it

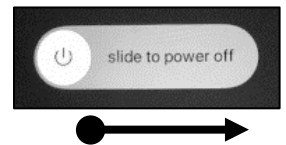
- Unplug the Printer Cord from the Extension Cord and from the back of the Printer
- NOTE: Keep Poll Pad powered ON

### 4 Unplug the iPad and remove components

- Green Cord
- ID Tray
- Stylus

### 5 Power off Poll Pad

- Press and hold the Power Button on the top-left side of the Poll Pad until the “Power” Slider appears on the screen
- Slide the “Power” Slider to the right to turn off the Poll Pad



### 6 Remove the Poll Pad Arm from Base

- Fold Stand Arm and place it aside for packing

### 7 Pack Poll Pad Case

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



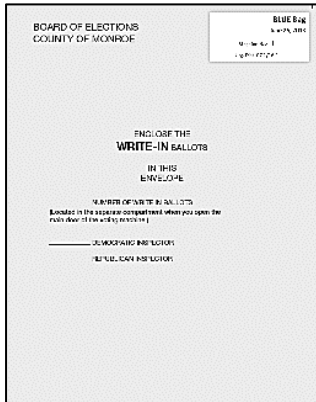
### 8 Pack Poll Pad Case in any Voting Machine

- *(\*New This Year)* The Poll Pad Case does NOT need to be sealed with a security seal, as long as it is secure and locked in a voting machine
- The Poll Pad can be packed in any machine

**ELECTION INSPECTORS WILL BE HELD RESPONSIBLE FOR ANY MISSING SUPPLIES!**

# Packing the BLUE Security Bags

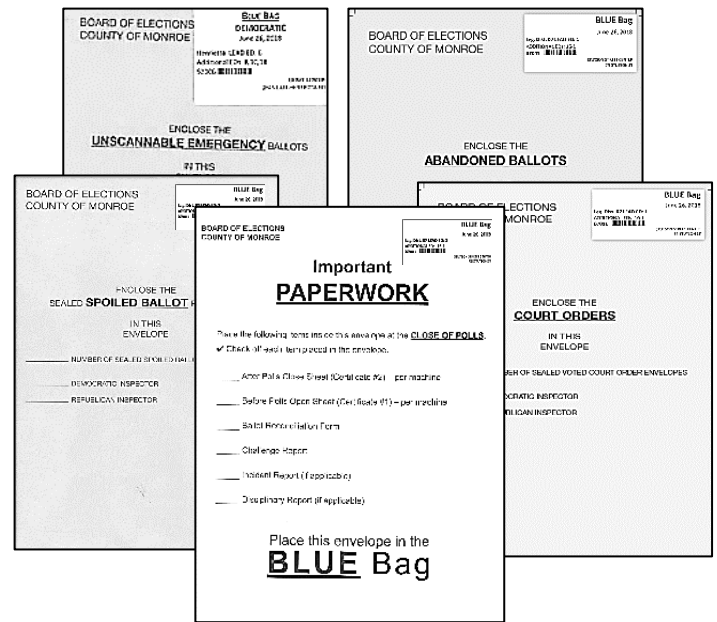
**WRITE IN BALLOT ENVELOPES GO IN THE MAIN COMPARTMENT OF THE BLUE BAG FOR THE MACHINE THEY WERE CAST IN**



**ALL OTHER MANILA ENVELOPES FOR COLLECTING BALLOTS\* GO IN THE MAIN COMPARTMENT OF THE BLUE BAG OF THE IC-2 VOTING MACHINE ALONG WITH THE "IMPORTANT PAPERWORK" ENVELOPE**

(\***NEW THIS YEAR**)

**\*EXCEPTION:**  
The Affidavit Ballot collection envelope goes in the *TripLOK* Bag



- 1 Place the Blue Memory Card into the clear plastic zipper pouch inside of the matching Voting Machine's Blue Ballot Security Bag
- 2 Place the matching Voting Machine's Key Return Envelope into the clear plastic zipper pouch inside of the Blue Ballot Security Bag, then zip the clear pouch closed
- 3 Place one copy of the matching Voting Machine's Closing Tape (used for Ballot Reconciliation and public display) into the clear plastic zipper pouch inside of the Blue Ballot Security Bag
- 4 Place the completed Write-In Return Envelope inside of the main compartment of the Blue Ballot Security Bag for the Voting Machine they were cast in
- 5 Place all "Before Polls Open", "After Polls Close", and "Ballot Reconciliation" Forms into the "Important Paperwork" Collection Envelope and put the fully packed envelope into the main compartment of the Blue Ballot Bag of the IC-2 Voting Machine
- 6 Place all other collection envelopes (Spoiled, Abandoned, and Unscannable Emergency Ballots, as well as Court Orders) into the main compartment of the Blue Ballot Bag of the IC-2 Machine
- 7 Zip the main compartment of the Blue Ballot Security Bag and seal the zipper pulls with a White Plastic Security Seal (the number should be recorded on the "After Polls Close" Form)

# Packing the GREEN Bags

- 1 After completing Ballot Reconciliation, place the UNUSED Ballots (including Affidavit and Blank Ballots) into the Green Bag
- 2 Place all UNOPENED Ballot Packs (including Affidavit and Blank Ballot Packs) into the Green Bag
- 3 Zip up the Green Bag and place it into any one of the Voting Machines (wherever it fits) and lock it



# Closing the Polls: Re-Packing List

Follow the Repacking List found in your supply bags – several copies are provided

Initial or Check on the line next to the item when you confirm it has been packed in the correct bag

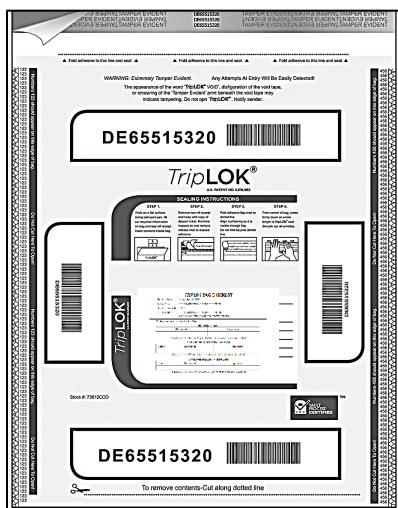
It is critical to pack the bags properly in case the Board of Elections needs to find something quickly!

General Election		Monroe County	November 2, 2021
<b>Re-Packing List at the Close of the Polls</b>			
This list divides all supplies by Bag, and where they are packed or delivered at Close of Polls.			
<b>Red Security Bag (Clear, 80% Tens, Resealable Zip)</b>		<b>Site Generic Bag (Clear Plastic, Place in any Machine)</b>	
<input type="checkbox"/> Red Bag Transmittal Form <input type="checkbox"/> RED Memory Card, (1 from each Machine) <input type="checkbox"/> Closing Tape (1 copy from each Machine) <input type="checkbox"/> Opening Tape (1 copy from each machine) <input type="checkbox"/> Filled Out Voter Registration Forms		<input type="checkbox"/> Unused/Blank Voter Registration Forms <input type="checkbox"/> Voter's Bill of Rights-English/Spanish <input type="checkbox"/> Voter's Bill of Rights-Braille English/Spanish <input type="checkbox"/> Distance Markers <input type="checkbox"/> Magnifiers (2) <input type="checkbox"/> Privacy Folders: English (20), Spanish (10) <input type="checkbox"/> Arrow Signs <input type="checkbox"/> Vote Here/Vote Aqui Signs <input type="checkbox"/> Vote Here Sign with ADA logo <input type="checkbox"/> Voting Machine Sign: Accessible <input type="checkbox"/> Social Distance Signs <input type="checkbox"/> Voting Instructions	
<b>Absentee Ballot Drop Box (80% or Tens Mail)</b>		<b>Site Specific Bag (Clear Plastic, Place in any machine)</b>	
<input type="checkbox"/> Ballots scanned through Voting Machine <input type="checkbox"/> Memory Card: BLUE (put in clear pouch) <input type="checkbox"/> Closing Tape (1 copy, put in clear pouch) <input type="checkbox"/> Any Removed Plastic Seal (put in clear pouch) <input type="checkbox"/> Machine Key Envelope (put in clear pouch) <input type="checkbox"/> Manila Write-In Ballot Collection & Return Envelope <input type="checkbox"/> Main Compartment (1 per Site, Place in IC-2 Blue Bag)		<input type="checkbox"/> Site Specific Bag Coversheet <input type="checkbox"/> All Badge Bags, Seal Bags, and Unused Envelopes <input type="checkbox"/> Extra Inspector Manuals <input type="checkbox"/> Notice to Voters: English/Spanish <input type="checkbox"/> Oath for Assisting Voter/Suggested Valid ID <input type="checkbox"/> Sample Ballot(s) <input type="checkbox"/> Scissors <input type="checkbox"/> Welcome Sign <input type="checkbox"/> Small Bag 1 <input type="checkbox"/> I Voted Today Stickers <input type="checkbox"/> Pens <input type="checkbox"/> Tape <input type="checkbox"/> Small Bag 2 <input type="checkbox"/> Ballot Markers <input type="checkbox"/> Welcome Sign	
<b>Important Paperwork Manila Return Envelope</b>		<b>Poll Pad, Seal Case, and Place in any Voting Machine</b>	
<input type="checkbox"/> Before the Polls Open Forms (All) <input type="checkbox"/> After the Polls Closed Forms (All) <input type="checkbox"/> Ballot Reconciliation Form <input type="checkbox"/> Challenge Reports (All) <input type="checkbox"/> Incident Reports (if app) <input type="checkbox"/> Disciplinary Reports (if app) <input type="checkbox"/> Supply Bag Opening/Re-Packing List <input type="checkbox"/> Manila Collections & Return Envelopes <input type="checkbox"/> Abandoned Ballot <input type="checkbox"/> Court Order <input type="checkbox"/> Spoiled Ballot <input type="checkbox"/> Unscannable Emergency Ballot		<input type="checkbox"/> Poll Pad <input type="checkbox"/> Stand Arm, Base, Tray <input type="checkbox"/> Green Power Cord & Adapter <input type="checkbox"/> Receipt Printer w/Power Cord <input type="checkbox"/> Stylus	
<b>Side Compartment (1 per Site, Place in IC-2 Blue Bag)</b>		<b>BMD Equipment Bag (Put back in IC-2 Voting Machine)</b>	
<input type="checkbox"/> Manila Affidavit Ballot Collection & Return Envelope <input type="checkbox"/> Facility Keys (if app)		<input type="checkbox"/> AT 1 (Controller) with Cord <input type="checkbox"/> Headphones (with Unused Disposable Covers) <input type="checkbox"/> Paddles (Left and Right) <input type="checkbox"/> Sip and Puff Device (with Unused Disposable Straws) <input type="checkbox"/> Rubber Gloves	
<b>Green Ballot Bag (Place in any Machine)</b>			
<input type="checkbox"/> Unused Ballots - Printed <input type="checkbox"/> Unused Ballots - Blank <input type="checkbox"/> Unused Affidavit Ballot Envelopes <input type="checkbox"/> Manila Ballot Receipts Collection & Return Envelope <input type="checkbox"/> Ballot ID Signs and chart <input type="checkbox"/> Poll Site Diagram/Survey			
<b>Miscellaneous Items (Place in any Machine)</b>			
<input type="checkbox"/> Masks, Gloves, Hand Sanitizer, Wipes			

“Closing Bag” refers to any one of the available large clear plastic bags at the end of the night

Then pack this list into the “Important Paperwork” Return Envelope, and place that in the Blue Bag for the IC-2 Machine

## Closing the Polls: Returning Bags



(\*NEW THIS YEAR) The clear plastic *TripLOK* Bag must be returned by a Site Chair\* (designated by the BOE before Election Day) to the POD location, listed on the *TripLOK* Bag, who then must return to the Polling Site to help complete closing procedures.

The *TripLOK* Bag must contain 3 Items:

- 1) Red Bag (with Memory Cards and Voting Machine Tapes inside)
- 2) Absentee Ballots From the Drop Box
- 3) Affidavit Ballot manila collection envelope

\*Remember: a Site Chair can designate an Inspector, in which case they will not need to return to the Poll Site

The BLUE BAGS must be returned by the other Site Chair (designated by the BOE before Election Day) – but it is the responsibility of BOTH Site Chairs to make sure all the Blue Bags are returned properly to their designated location.

Remember: Leave the Empty Absentee Ballot Dropbox at the Polling Site.

If the Blue Bags cannot all fit in the designated Site Chair’s vehicle, the other Site Chair (and/or Coordinator) must also be willing and available to help get them back!



## Incident Reporting

Always have caution, be alert, and ready to monitor situations at the site. In the event of any incident, injury, accident or any situation where someone has been hurt, in or around the Polling Site, a **Site Chair MUST call and report the incident to the Monroe County Board of Elections as soon as possible.**



**(585) 753-1599**

If you have witnessed any incident, please assist the Site Chairs in documenting as much information as possible in writing using an Incident Report (*which can be found in the back of the Site Chair and Coordinator Manual*).

## Emergency Procedures

In cases of:

- Voting Machine Breakdown
- Poll Pads Not Working
- Power Failure
- Flood
- Fire
- Fire Drill
- Medical Emergency
- Other Unforeseen Emergency

**One Site Chair should call the BOE (585) 753-1599 for instructions and assistance (The other should call 911 in cases of Immediate Danger)**

**Do NOT Turn Off or Unplug the Voting Machines or Poll Pads!!!**

If you are required to leave your Poll Site due to an Emergency, take the following items with you to a safe location – but ONLY if you are SAFELY able to do so

Use a Green Bag to Pack:

- Pre-Printed Ballot Books, along with unused Affidavit and Blank Ballots
- Any Manila Ballot and Receipt Collection Envelopes
- Voting Machine Keys

If SAFE TO DO SO, the Site Chairs should also note the “Ballots Cast” on each Voting Machine (the number is located on the bottom-right of the Control Panel Screen.

The Voting Machine Keys and any Green Bags that leave the Site in this way should stay with the Site Chairs until it is safe to return to the Poll Site.