Name: _____

2023 Poll Worker Training Manual

You MUST bring this manual with you on Election Day

Primary Election:	**Tuesday, June 27th, 2023**
Early Voting:	**June 17th-25th** (various times and locations)
General Election:	**Tuesday, November 7th, 2023**
Early Voting:	**Oct. 28th-Nov. 5th** (various times and locations)

PHONE NUMBERS FOR ELECTION DAY ISSUES

(For Election Day Use Only)

Poll Worker Helpline	**(585) 753-1599**
Voter Assistance Helpline	**(585) 753-1550**
Voting Machine Helpline	**(585) 753-1590**
Missing or Additional Supplies Helpline	**(585) 753-1595**
Spanish Interpreting Helpline	**(585) 753-1592**
Poll Pad Helpline	**(585) 753-1591**

LISA POLITO NICOLAY
Commissioner

PETER ELDER
Deputy

You're Right To Vote.

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 the Training Team

BOETraining@monroecounty.gov

REPUBLICAN CONTACTS
Office Number: (585) 753-1558

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Paul Wagner
PWagner@monroecounty.gov

Brody Smith
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DEMOCRAT CONTACTS
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Emily Brzac
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Last Revised: 4/17/2023

Message from the Commissioners

Dear Poll Worker,

We would like to express our sincere appreciation for your commitment and dedication to the electoral process. As a Poll Worker, you play an essential role in ensuring that citizens can exercise their right to vote and we value the effort you put into making elections successful.

We understand that being a Poll Worker can be challenging, with long hours, attention to detail, and interaction with a diverse group of voters. We appreciate your hard work and believe that proper preparation is crucial for a successful Election Day.

In addition to our training classes, we have developed a comprehensive manual that provides step-by-step instructions on how to operate the polls, process voters, answer questions, and understand voter rights and responsibilities. We are confident that this training will equip you to be an effective and efficient Poll Worker.

We hope that Election Day will be a positive and fulfilling experience for you. Your service to the community is commendable and we thank you for representing us and the entire Monroe County Board of Elections.

Lisa Polito Nicolay
Republican Commissioner

Jackie Ortiz
Democratic Commissioner

Helpline Uses:

Poll Worker Helpline- Dial this number if you are having personnel/attendance/polling site issues and/or require further instructions for the (new) emergency ballot process.

Voter Assistance Helpline- Dial this number if you need assistance with voter lookup.

Voting Machine Helpline- Dial this number if you are experiencing any issues with the voting machine.

Missing or Additional Supplies- Dial this number only if your Coordinator does not have on hand what you need.

Spanish Interpreting Helpline- Dial this number if you do not have a Bilingual Inspector or your LAD is not working.

Poll Pad Helpline- Dial this number if you are experiencing connectivity issues, syncing issues, and/or need to add a Poll Worker, etc.

Table of Contents

INTRODUCTION	1-3
Cover	1
Message from Commissioners	2
Helpline Definitions	2
Table of Contents	3

RESPONSIBILITIES	4-13
Hours and Pay	4
Early Voting Days and Locations	5
Qualifications and Purpose	6
Conduct and Organizational Structure	7
Attendance and Breaks	8
Dress Code and Hygiene	9
Election Etiquette & Voter Privacy	10
People with Disabilities: Etiquette	11
People at the Poll Site	12

OPENING THE POLLING SITE	14-26
Setting Up the Polling Site	14
Signs	15
Sign In and Ballot Tables	16
Ballot Overview	17
Green Bags Overview	18
Ballot Reconciliation Form: Opening	19
Before Polls Open Form	20
Image Cast (IC) Voting Machines & Seals	21
Setting Up the Voting Machines	22
Language Access Device (LAD) Overview	24
Poll Pads: Components Overview	24
Setting Up the Poll Pad	25
Poll Worker Sign In	26

VOTER CHECK-IN PROCESS	27-31
Checking in a Voter: Basic Search	27
Poll Pad Tips for Searching	28
Advanced Search	28
Poll Pad Notifications	29
ID Required Procedure	29
Election District (ED) Finder	30
Issuing a Ballot	31
Typical Voting Process	31

CHALLENGE REPORT	32-38
Challenge Report Overview	32
Section 1: Same ED Changes/Typos	33
Section 2: Voter Challenges	33
Section 3: Assisting a Voter	34
Section 4: Affidavit Ballot or Court Order	35
Section 4: Using ED Finder for Affs/COs	36
Section 4: Affidavit Envelope- Highlights	37
Section 4: Affidavit Procedure	38
Section 4: Court Order Procedure	39

BALLOT ISSUES	40-41
Typical Machine Ballot Problems	40
Ballot Jams	40
Abandoned Ballots	40
Spoiled Ballots	41

BALLOT MARKING DEVICE (BMD)	42-44
BMD Overview	42
Setting Up Accessible Voting Session	43
Cancelling Accessible Voting Session	43
Status Lights & Troubleshooting	44

CLOSING THE POLLING SITE	45-53
Closing the Polling Site	45
Ballot Reconciliation Form: Closing	46
After Polls Close Form	47
Closing the Voting Machines	48
Absentee Drop Box Ballot Collection	50
Packing the Red Bag	50
Poll Pad Closing Procedures	51
Packing Blue and Green Bags	52
Repacking List Overview	53
Returning Bags	53

ADDITIONAL INFORMATION	54-56
Incident Reporting	54
Emergency Procedures	54
Notes	55
QR Code	55

Election Day Hours

Primary Election Day: Tuesday June 27th, 2023
General Election Day: Tuesday November 7th, 2023

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 leave prior to 10:00 pm, or if you have to stay late to complete closing. One hour is plenty of time to close if you follow your manual, watch the videos, and/or use other resources. Call your Coordinator or the Board of Elections for help if you are having problems.

Election Inspector:	$15 per hour
Bilingual Inspector (Spanish Interpreter):	$16 per hour
Site Chair:	$17 per hour
Additional pay for each *required* training:	$25 per training

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
(Please understand the Training Department does not have answers to payroll questions)

Early Voting

Early Voting Dates:

Saturday June 17th – Sunday June 25th, 2023
Saturday October 28th – Sunday November 5th, 2023

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

Early Voting Locations:

County Office Building	39 W Main St, Rochester NY 14614
David F. Gantt Community Center	700 North St, Rochester, NY 14605
Edgerton Recreation Center	41 Backus St, Rochester, NY 14608
Norton Village Recreation Center	350 Waring Rd, Rochester, NY 14609
Church Of The Holy Spirit	1355 Hatch Rd, Webster, NY 14580
Henrietta Public Library	625 Calkins Rd, Rochester, NY 14623
Irondequoit Community Center (Senior Lounge)	450 Skyview Centre Pkwy Suite 200, Rochester, NY 14622
North Greece Road Church of Christ	1039 N Greece Rd, Rochester, NY 14626
Perinton Square	6720 Pittsford Palmyra Rd, Fairport, NY 14450
St. Theodore's Church	168 Spencerport Rd, Rochester, NY 14606
SUNY Empire State College	680 Westfall Rd, Rochester, NY 14620
Sweden Clarkson Community Center	4927 Lake Rd S, Brockport, NY 14420
Webster Library	980 Ridge Rd., Webster, NY 14580

*These sites are subject to change. Check our website for the most up-to-date information.

Early Voting Work Hours:

Sat, Sun, 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 differences 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 and 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 bipartisan 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 all voters exercise their right to vote. As such, we should not share or engage in political commentary with fellow workers. 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.

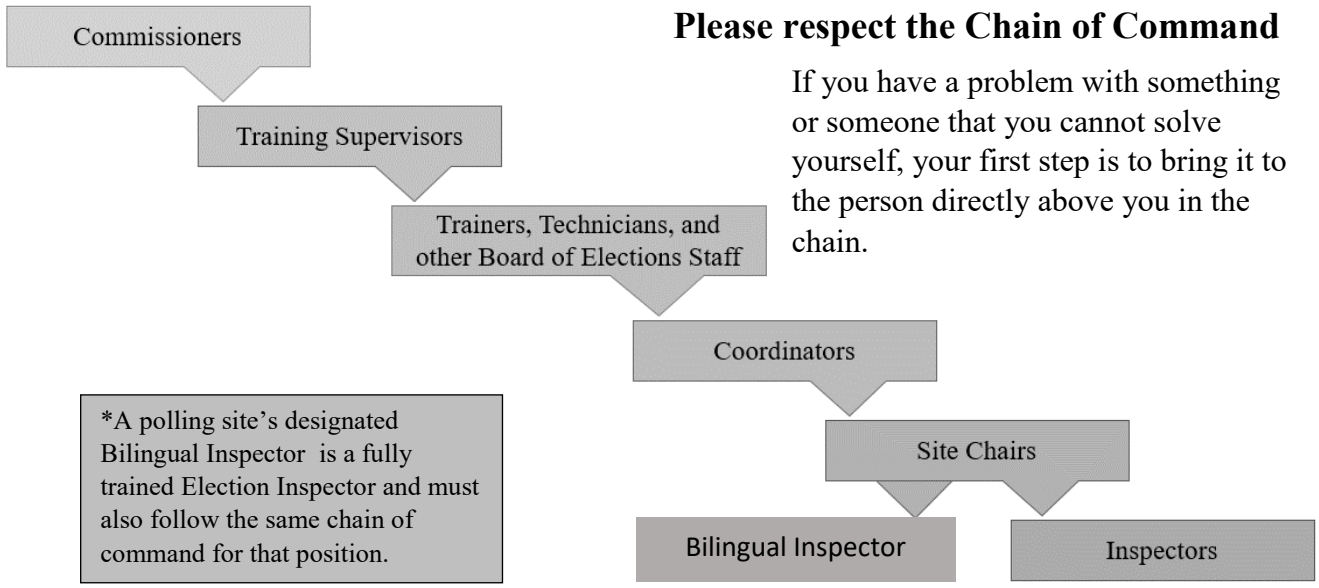
- Preparation is the key to a successful Election Day. The Board of Elections is constantly looking for ways to make your job a little easier in any way possible. The manual, in conjunction with training classes, will provide you with step-by-step instructions on how to operate polls, process voters, 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:** All 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 training).

Organizational Structure



Please respect the Chain of Command

If you have a problem with something or someone that you cannot solve yourself, your first step is to bring it to the person directly above you in the chain.

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 attend an additional mandatory Leadership Training in order to hold that position. **ALL** Leadership Trainings are held at Training & Service Center, located at 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.

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/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
- Cut-offs
- Tops that expose midriff
- Tube tops
- No bare shoulders
- Tank tops
- 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 **
- Bandanas on the head
- Caps/Baseball type hats
- Garden shoes/ open-toe sandals
- Beach shoes/flip flops
- Bare feet
- Slippers

*** 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 and be considerate of your fellow Poll Workers (no arguing, shouting, or yelling).
- Be flexible and sympathetic to the needs of voters.
- Be polite to voters, other Poll Workers, and anyone else who visits the site.
- Use all resources at your disposal, including calling the Board of Elections.
- 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*.
- Poll Workers 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 a voter's 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 bipartisan 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.

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.

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 rather than repeat your statements, as 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.

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

Use person first terminology: Instead of referring to a voter with a disability as a "disabled person", use person first terminology and say "person with a disability".

Help when asked: Offer help before helping someone. If you are unsure of how you can help, just ask. Don't be offended if someone declines your assistance. It is their choice to accept or decline.

Touching: Do not pat or touch a person with a disability beyond either shaking hands in greeting or providing assistance to someone who has requested it. However, you may gently touch a deaf person to get their attention. Do not touch someone's cane, wheelchair or other device, as it is a part of that person's mobility aid.

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.

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.

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

Sign-In Table

- Confirm voter's name, address, and date of birth
- Ensure the voter signs the Poll Pad and initial
- Produce ballot 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 and 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 while respecting voter privacy
- Give voters *"I Voted Today"* stickers and direct them to the exit once they have finished voting

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Bilingual Inspectors (formerly called Spanish Interpreters)

- **Bilingual Inspectors are Election Inspectors**, but they are ALSO there to explain instructions or translate between other Poll Workers and Spanish speaking voters.
- **Bilingual Inspectors cannot 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 does not 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 Poll Workers.
- 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 Poll Workers 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 the red 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 they 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 Poll Workers, 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 RED BAG with VOTING MACHINE KEYS inside**
  - If the Site Chair with the red bag has not arrived by 5am, call your Coordinator to inform them and get instructions

- **Site Chairs assign opening jobs to all workers**
  - Not every job requires a bipartisan team, so remember to utilize everyone, including Bilingual Inspectors, for any job that only requires one inspector to complete
  - Keep supplies organized. Do not just dump supplies on the floor

- **Set up the polling site**
  - Follow the **Poll Site Diagram**
  - 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)**
  - Open the lowest number machine (IC-2) first to retrieve site specific materials
  - 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 the 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 the 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 corresponding 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 offense, 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.

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.

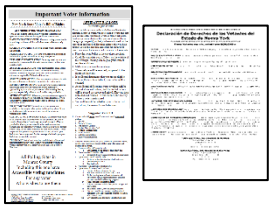
- The Welcome to District sign must be posted on the wall near the sign-in table. Make sure this sign is visible to the voters.

The **Sample Ballot** is used by voters to determine what candidates or propositions are on the ballot.

- Must post on the wall near the sign-in table.
- Make sure any sample ballots are the same as the pre-printed ballots for each election district.

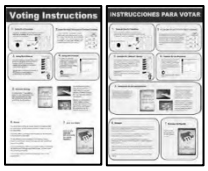
The **Important Voter Information** sign is used by voters to understand their rights, responsibilities, and other useful information.

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

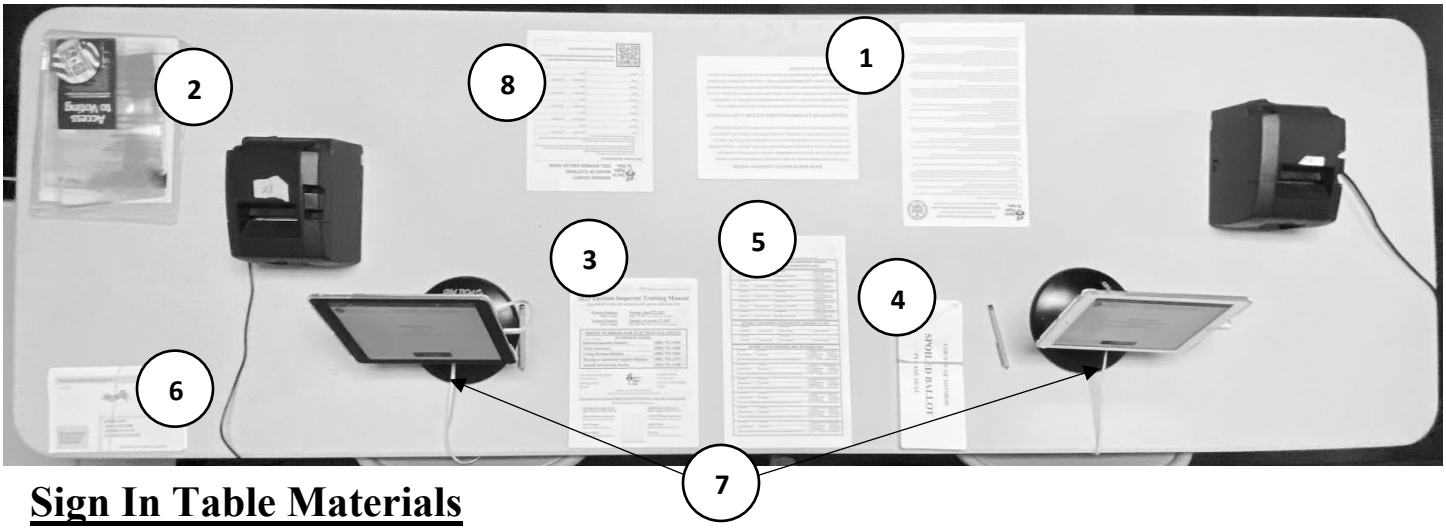


The **Voting Instructions** poster in English and Spanish will be hung in the privacy areas to assist voters in properly marking their ballot.

- The voting instruction posters will arrive to the poll site attached to the standing privacy booths and the table top privacy screens.



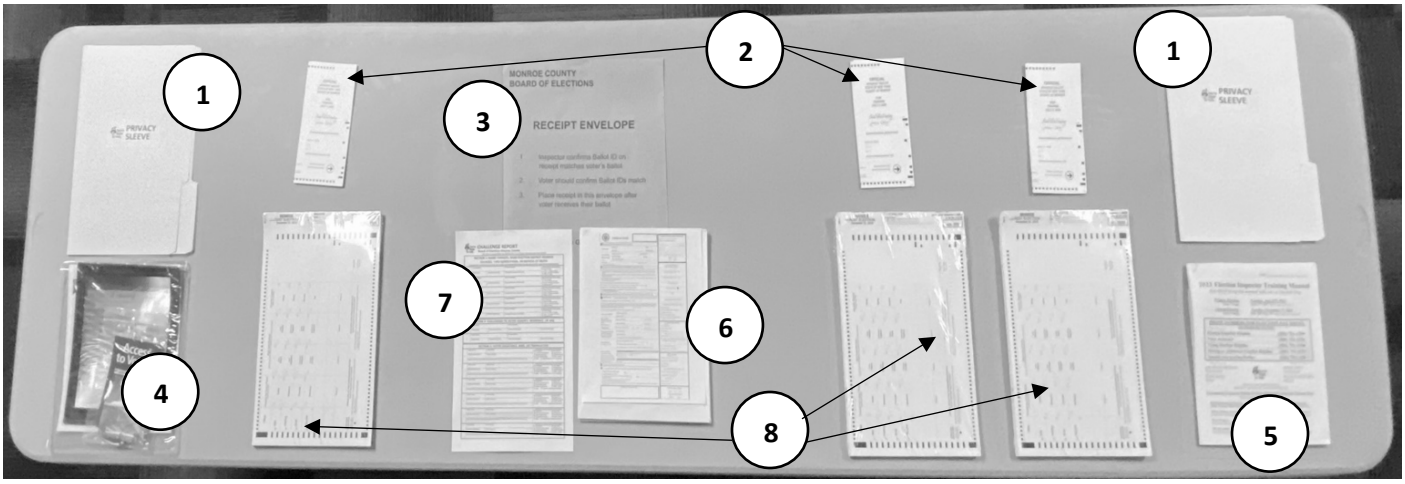
Setting up the Polling Site: Sign-In Table



Sign In Table Materials

1 *Affidavit and Court Order Voting Instructions* and *Oath for Assisting a Voter*
2 Accessibility Packet
3 Inspector Manual
4 Spoiled Ballot Envelopes
5 Challenge Report
6 Voter Registration Forms
7 Poll Pads and Ballot ID Receipt Printers
8 Poll Worker Sign Up Form

Setting up the Polling Site: Ballot Table



Ballot Table Materials (3 Districts)

1 Privacy Folders
2 Affidavit Ballots (1 per Election District)
3 Ballot Receipt Collection Envelope
4 Page Magnifiers
5 Inspector Manual
6 Affidavit Ballot Envelopes
7 Challenge Report
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. If more than 5 election districts, consider using a second ballot table to keep ballots organized. 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.

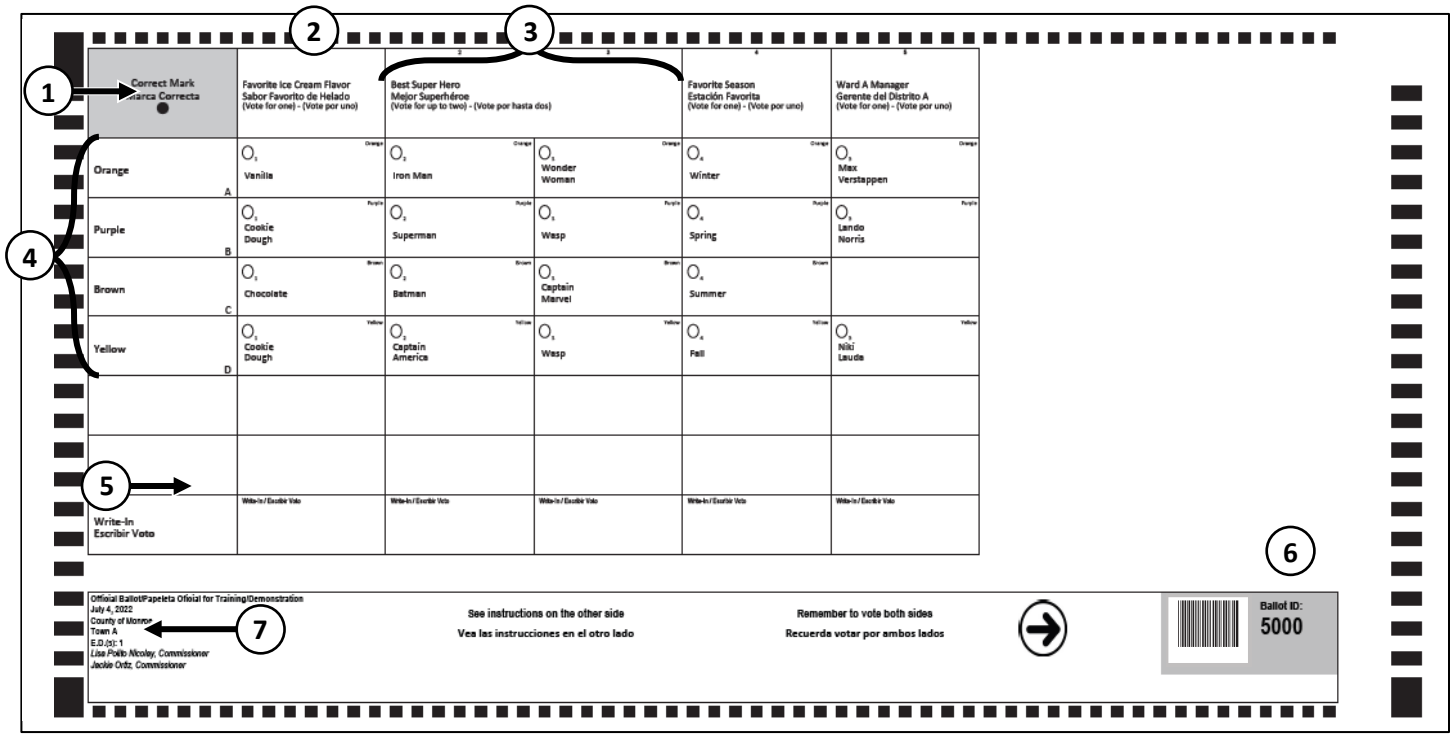
Ballots Overview

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 voting machine.

- There are no separate Spanish language ballots – all ballots are written in both English and Spanish languages.

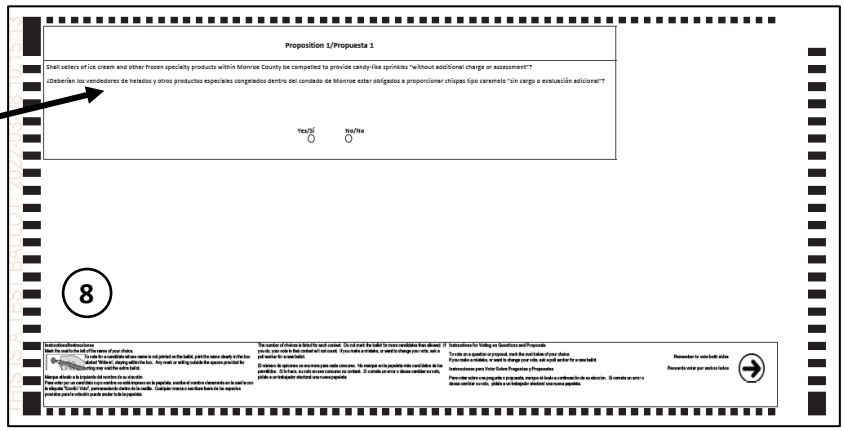
Example of the front of a ballot



1. 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. Instructions on how to fill out a ballot (on back)

Back of the Ballot

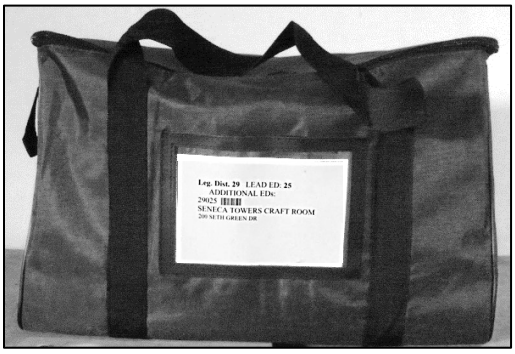
- The back of a ballot will only be used if there is one or more propositions being voted on
- If there are no propositions, the back of the ballot will only have the instructions printed on the bottom
- You may NOT express your opinion about the proposition(s) when explaining the ballot to the voter



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.

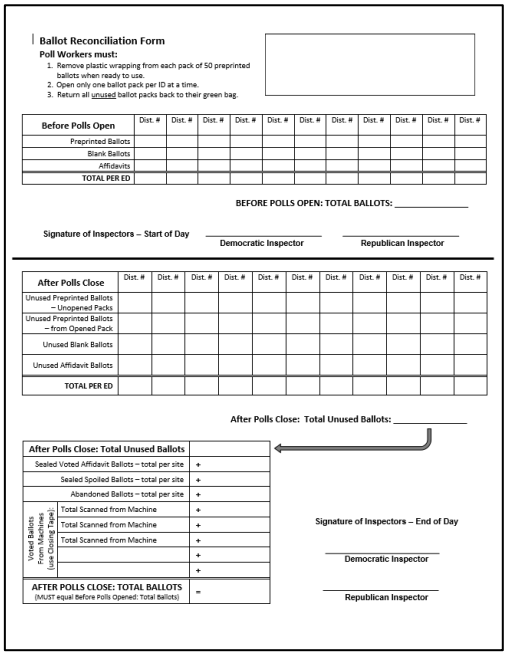
1. Standard Preprinted Ballot (will have both English and Spanish languages on the ballot)
2. Affidavit Ballots (used with the affidavit envelopes)
3. Blank Ballots (for use with the BMD on the IC-2 voting machine)

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.
  - However, ensure the ballots are organized in a way that you can easily access the different ballots and hand the correct ones to the voters.



Ballot Reconciliation Form

Poll Workers must:

1. Remove plastic wrapping from each pack of 50 preprinted ballots when ready to use.
2. Open only one ballot pack per ID at a time.
3. Return all unused ballot packs back to their green bag.

Before Polls Open	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Preprinted Ballots											
Blank Ballots											
Affidavits											
TOTAL PER ED											

BEFORE POLLS OPEN: TOTAL BALLOTS: _____

Signature of Inspectors – Start of Day _____ Democratic Inspector _____ Republican Inspector

After Polls Close	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs											
Unused Preprinted Ballots – from Opened Pack											
Unused Blank Ballots											
Unused Affidavit Ballots											
TOTAL PER ED											

After Polls Close: Total Unused Ballots: _____

After Polls Close: Total Unused Ballots	
Sealed Voted Affidavit Ballots – total per site	+
Sealed Spoiled Ballots – total per site	+
Abandoned Ballots – total per site	+
Voted Ballots From Machines (Last Closing Tape): Total Scanned from Machine	+
Total Scanned from Machine	+
Total Scanned from Machine	+
	+
	+
AFTER POLLS CLOSE: TOTAL BALLOTS (MUST equal Before Polls Opened: Total Ballots)	=

Signature of Inspectors – End of Day

_____ Democratic Inspector

_____ Republican Inspector

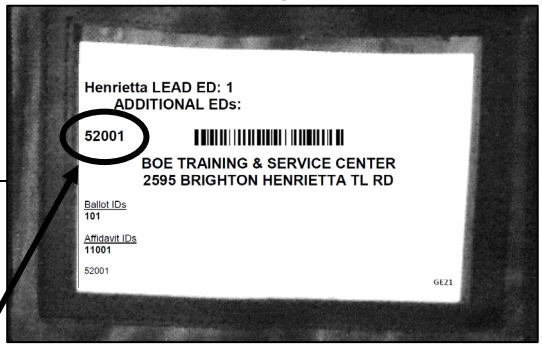
BALLOT RECONCILIATION FORM

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.
- Each green bag is used for a single election district, and each column on the form is 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

Poll Workers must:

1. Remove plastic wrapping from each pack of 50 preprinted ballots when ready to use.
2. Open only one ballot pack per ID at a time.
3. Return all unused ballot packs 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. #
Preprinted Ballots											
Blank Ballots											
Affidavits											
TOTAL PER ED											

BEFORE POLLS OPEN: TOTAL BALLOTS: _____

Signature of Inspectors – Start of Day _____ **Democratic Inspector** _____ **Republican Inspector**

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.

- 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

(1) Henrietta LEAD ED: 1
ADDL EDS:
52001
BOE TRAINING AND SERVICE CNTR
2595 BRIGHTON HENRIETTA T L RD

To be completed by the Poll Workers at the opening 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:

(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 sealed in the red bag
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 opening ballot reconciliation and setup
5 ☐ Removed all supplies from the voting machine, then placed EMPTY and OPEN blue 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
7 ☐ Protective counter number (located near the bottom of the opening ZERO tape) matches the protective counter number on the key envelope
(3) 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 is signed and placed in red bag

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)
(4) 400	(5)	(6)	(7)	(8)	(9)	(10)		(11)

IC-2 ONLY: REMOVED POLL PAD SEAL #S

Poll Pad #	Seal #

(12)

Place Blue Sticker Seal #1 (and #4 if IC-2) here (if more room is needed, place seal on back of form):

(13)

DEM _____ REP _____

(14) Signatures of Inspectors Opening Voting Machine

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 voting 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 closing of polls)

9 Record seal number from blue sticker seal #1

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

12 (IC-2 ONLY) Record the numbers from removed poll pad seals

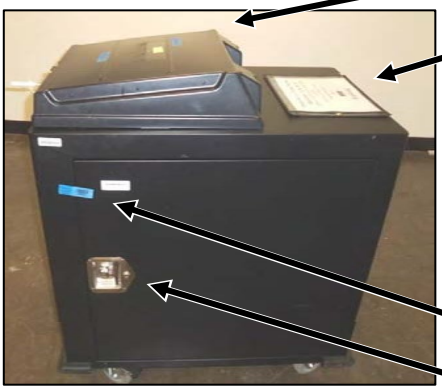
13 Place removed sticker seals in this area – if there is not enough room, place seals on the back of the form

14 A bipartisan team must sign the form

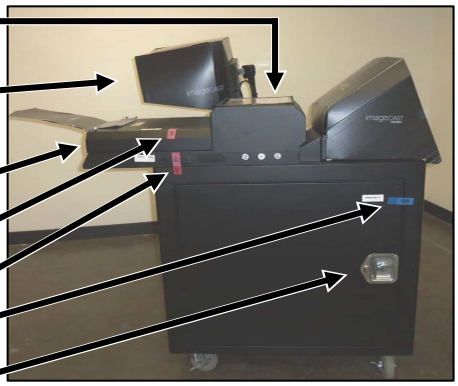
Image Cast (or IC) Voting Machines

IC-1 has 1 function (scanning ballots) whereas the IC-2 has 2 functions (scanning and the Ballot Marking Device)

IC-1



IC-2



Plastic Hood (IC-1 ONLY)

Machine Number
(located on machine tag)

Ballot Marking Device (BMD)
(IC-2 ONLY)

Sticker Seal #4 (IC-2 ONLY)

Sticker Seal # 3 (IC-2 ONLY)

Sticker Seal # 2 (IC-2 ONLY)

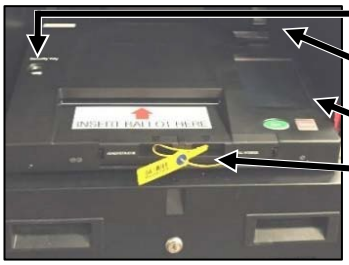
Sticker Seal #1

Ballot Box Door Lock

IC-1 Ballot Bag Compartment

Write-In Diverter Compartment

IC Machine Admin Panel



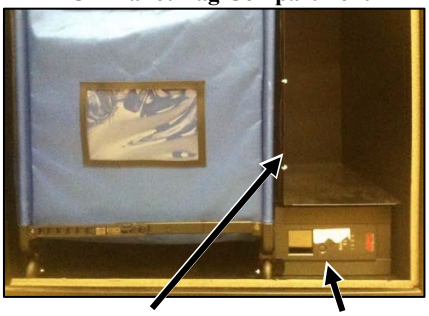
Security Key Pad

Thermal Tape Printer

Operator Screen/Panel

Memory Compartment Seal (Yellow)

IC-2 Ballot Bag Compartment



Write-In Diverter Compartment

Power Supply

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 privacy 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 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 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* form

Remove all remaining supply bags from the blue bag
- Deliver supply bags to a team of bipartisan Poll Workers at sign-in table
- Deliver green bags to team of bipartisan Poll Workers 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 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 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 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 (if it does not fit, place it on the back of the form)

✎ **(IC-2 ONLY)**: Record red sticker seal #'s 2 & 3 on the *Before Polls Open* form

(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 bag

11 Place the open and empty blue 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 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 bag

☑ Confirm and check box 9 on the *Before Polls Open* form

24 ✍ The bipartisan team 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

Language Access Device (LAD)

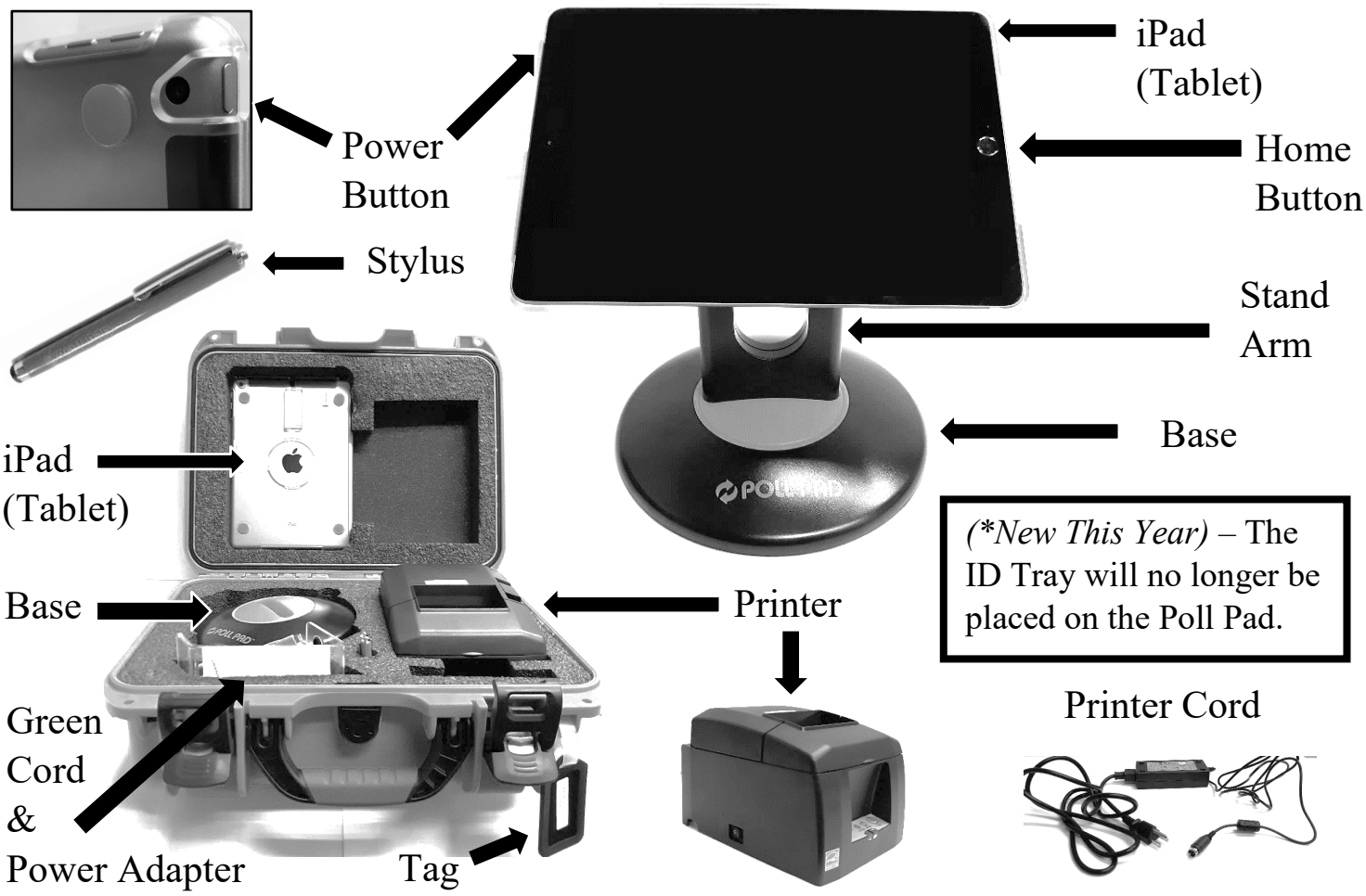
The Language Access Device (LAD) is used to provide translation services in several languages at the poll site.

Set-Up Instructions:

1	Press the home button to pull up a screen with the time and county logo • If the screen does not appear, hold the power button on the top left side for 5 seconds until the device turns on
2	Press the home button again, then type in the passcode "123456" • The language application screen should appear
3	Find the voter's preferred language and press on the button to select it
4	You will then have the option to choose either a video or audio connection, select the preferred connection • A wait screen will appear, and after a few moments the interpreter will be on the line

Ensure the LAD is plugged in and rolled out of the way when not in use. Further instructions can be found in the User Guide located on the LAD.

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) 753-1591

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 voting machine

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 Plug the green cord into the Poll Pad

- Plug the green cord into the power adapter, the power adapter into the extension cord and the extension cord into the wall
- 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

6 Remove the printer from the Poll Pad case

- Along with the power cord located under the round base

7 Plug one end of the printer cord into the back of the printer, and the other end into the extension cord

- Ensure secure connections

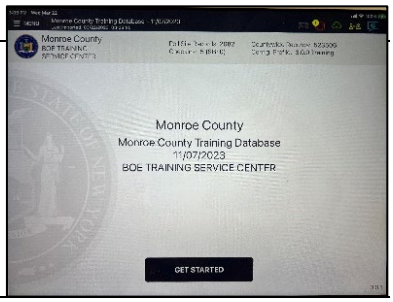
8 Turn printer on

- 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

9 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

10 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

11 Make sure the cloud and printer icons are GREEN

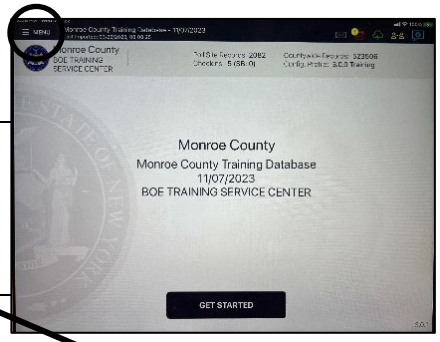
- To ensure the Poll Pad is syncing and the printer is working properly

12 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

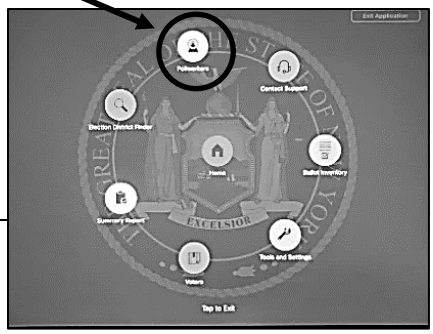


2 Click the "Pollworker" icon

- 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



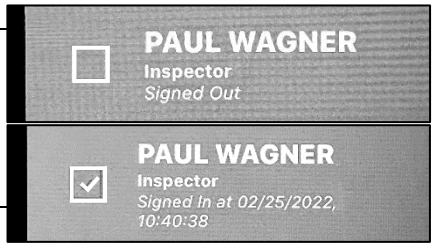
4 Confirm your information is correct

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

5 Sign your name and press "Sign In"

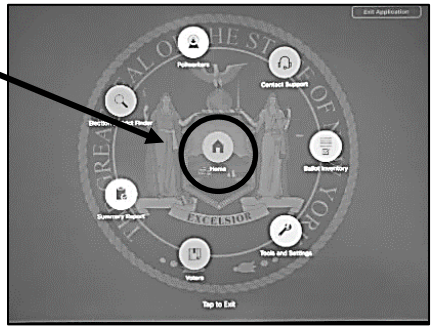
- Listen and/or read the Poll Worker Oath and then sign your name on the signature line at the bottom of the screen
- Once you have finished signing, click on the navy blue "Sign In" button in the top right corner

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 Look up the voter

- Type the first 3 letters of the voter's <u>last name</u> in the first box
- Type the first 3 letters of the voter's <u>first name</u> in the second box
- Press "Search" button
- The voter's file should appear in a list of matching names

3 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

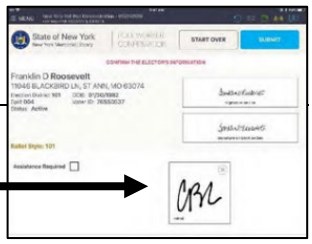
4 Turn the Poll Pad around (using the stand arm) so the voter can verify their information (including name, address, and birthdate) are correct

- Then have the voter hit the "Accept" button located in the top right corner of the screen

5 Have the voter sign the Poll Pad

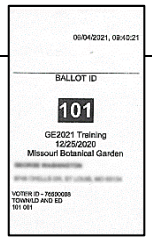
6 Turn the Poll Pad back toward you and verify the voter signed

- 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



7 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



8 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", however voters are may be registered under just one part of the name, if you can't find the voter under "ROD" try "CRU".
- **First names may 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)*

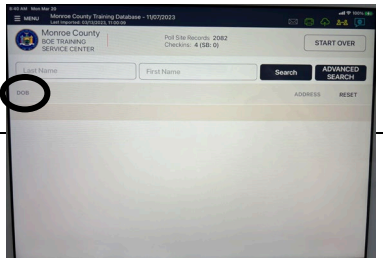
Poll Pads: Advanced Search

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 DOB (date of birth)

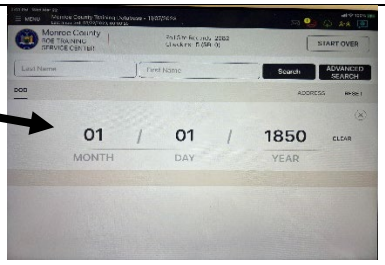
1 Clear the search boxes (otherwise your advanced search will still get no results)
- Click the small grey x in each search box to clear the box

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



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

4 Type in the voter's birthdate
- Press the "Search" button
- Do NOT hit the "Advanced Search" button again or it will clear everything out and you will be forced to start over
- A list of registered voters with the entered birthday will be generated



5 Choose the voter's name from the list and continue to check them in normally, following the "Checking in a Voter: Basic Search" process

Poll Pad Notifications

Problem and Screen Color	Description	Action Needed
Voted (Green)	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.
Inactive (Tan)	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. • If not, direct them to the correct polling site. • 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).
Absentee Sent (Red)	The voter requested an absentee ballot and it was sent to them by the BOE. ***(This voter can ONLY vote by affidavit ballot, they are not eligible for a court order)***	
ID Required (Blue)	The BOE does not have a verified ID on file. ***(This is the only time it is permitted to ask to see a voter's ID.)***	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).
Wrong Location (Red letters on a Grey Background)	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 "**Wrong Location**" 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.

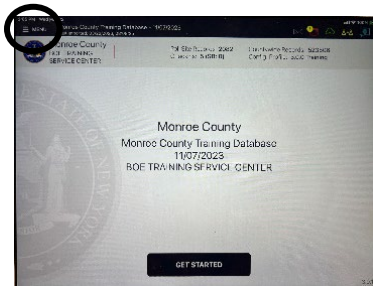
If the voter does not have a valid ID, close the voter's file and instead present the voter with the "Affidavit and Court Order Voting Instructions" so they may choose to vote by affidavit or court order.

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 has 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 <u>ALL</u> 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.

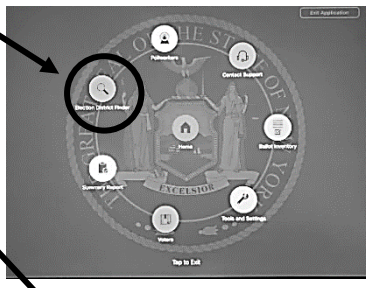
Using the Election District Finder

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".

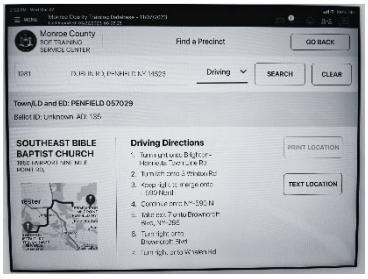
- The directions will appear on the screen along with the option to print them and/or text them to the voter.

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.



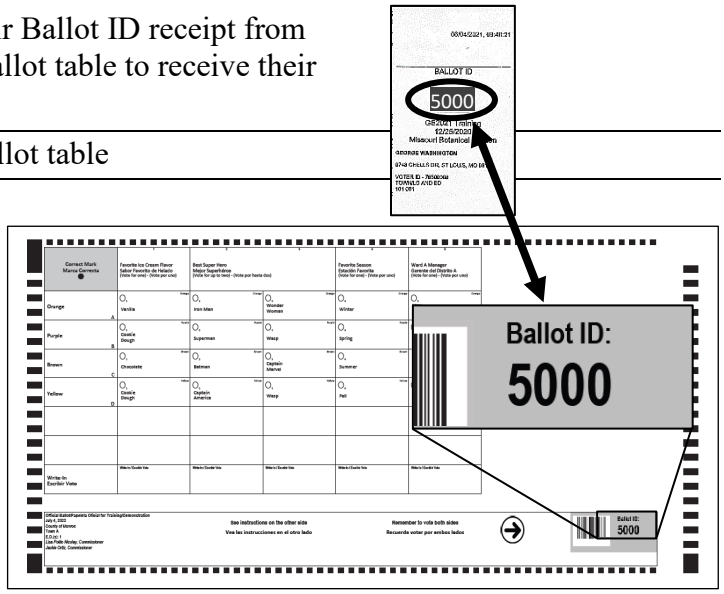
Issuing a Ballot

1 Once the voter has been signed in and received their Ballot ID receipt from the sign-in table, the voter will be directed to the ballot table to receive their ballot

2 The voter hands over the ballot ID receipt at the ballot table

3 Look for the Ballot ID on the receipt and find the ballot pack with the matching ID number

- The Ballot ID is a 4 or 5 digit number located on the bottom right side of the ballot
- At most polling sites there is more than one Ballot ID, so it is extremely important to check that the Ballot IDs match
- If the Ballot ID on the ballot does not match the Ballot ID on the receipt, the voter will receive the incorrect ballot



4 Remove a ballot from the correct ballot pack and show the voter both the ballot receipt and the ballot to have them confirm that the Ballot IDs match

5 Once they have confirmed the IDs match, give the voter a brief explanation of how to fill out the ballot, if the ballot is two sided, and any other information that may prevent voter error

6 Give the voter the ballot in a privacy folder

7 Direct the voter to the privacy area and remind them to go to the voting machine once they have completed filling out their ballot

Typical Voting Process

1. Greeter directs voter to sign-in table

Sign-In Table:
2. Voter signs in on Poll Pad
3. Inspector initials voter sign-in
4. Ballot ID receipt prints and is handed to voter

5. Voter takes Ballot ID receipt to ballot table

Ballot Table:
6. Inspector matches Ballot ID on the receipt to the correct ballot
7. Inspector gives instructions on how to fill out the ballot
8. Inspector gives the correct ballot to the voter inside a privacy folder

9. Voter takes ballot to privacy area

Privacy Area:
10. Voter fills out ballot

11. Voter takes marked ballot to voting machines

Voting Machine:
12. Voter casts ballot in any voting machine
13. Inspector gives voter "I Voted Today" sticker

14. Voter leaves polling site

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.

- **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, if a voter requires translation services, or uses the BMD.
- **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.

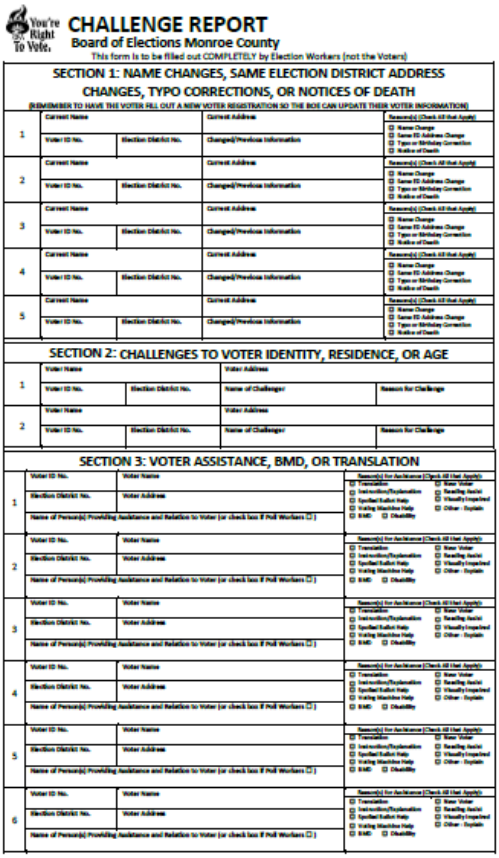
FRONT

BACK

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

SECTION 2
CHALLENGES TO VOTER IDENTITY, RESIDENCY, OR AGE

SECTION 3
VOTER ASSISTANCE, TRANSLATION, AND BMD USAGE



You're Right To Vote.

CHALLENGE REPORT
Board of Elections Monroe County
This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 1: NAME CHANGES, SAME ELECTION DISTRICT ADDRESS CHANGES, TYPO CORRECTIONS, OR NOTICES OF DEATH
(REMEMBER TO HAVE THE VOTER FILL OUT A NEW VOTER REGISTRATION SO THE BOE CAN UPDATE THEIR VOTER INFORMATION)

	Current Name		Current Address	Reason(s) (Check All that Apply)
1	Voter ID No.	Election District No.	Changes/Previous Information	☐ Name Change ☐ Same ED Address Change ☐ Typo or Birthday Correction ☐ Notice of Death
2	Current Name		Current Address	Reason(s) (Check All that Apply)
	Voter ID No.	Election District No.	Changes/Previous Information	☐ Name Change ☐ Same ED Address Change ☐ Typo or Birthday Correction ☐ Notice of Death
3	Current Name		Current Address	Reason(s) (Check All that Apply)
	Voter ID No.	Election District No.	Changes/Previous Information	☐ Name Change ☐ Same ED Address Change ☐ Typo or Birthday Correction ☐ Notice of Death
4	Current Name		Current Address	Reason(s) (Check All that Apply)
	Voter ID No.	Election District No.	Changes/Previous Information	☐ Name Change ☐ Same ED Address Change ☐ Typo or Birthday Correction ☐ Notice of Death
5	Current Name		Current Address	Reason(s) (Check All that Apply)
	Voter ID No.	Election District No.	Changes/Previous Information	☐ Name Change ☐ Same ED Address Change ☐ Typo or Birthday Correction ☐ Notice of Death

SECTION 2: CHALLENGES TO VOTER IDENTITY, RESIDENCE, OR AGE

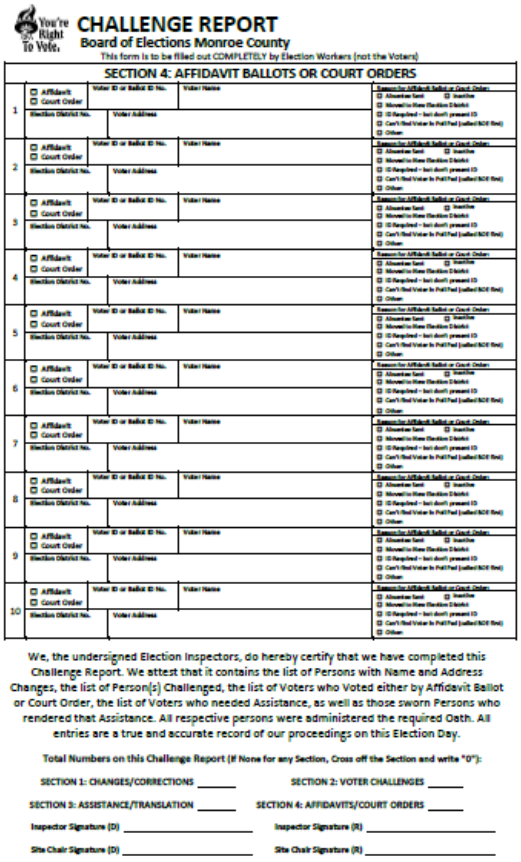
	Voter Name		Voter Address	
1	Voter ID No.	Election District No.	Name of Challenger	Reason for Challenge
2	Voter Name		Voter Address	
	Voter ID No.	Election District No.	Name of Challenger	Reason for Challenge

SECTION 3: VOTER ASSISTANCE, BMD, OR TRANSLATION

	Voter ID No.	Voter Name	Reason(s) for Assistance (Check All that Apply)
1	Election District No.	Voter Address	☐ Translation ☐ Instruction/Explanation ☐ Spoiled Ballot Help ☐ Voting Machine Help ☐ BMD ☐ Raise Voter ☐ Reading Assist ☐ Visually Impaired ☐ Other - Explain ☐ Disability
	Name of Person(s) Providing Assistance and Relation to Voter (or check box if Poll Workers ☐)		
2	Voter ID No.	Voter Name	Reason(s) for Assistance (Check All that Apply)
	Election District No.	Voter Address	☐ Translation ☐ Instruction/Explanation ☐ Spoiled Ballot Help ☐ Voting Machine Help ☐ BMD ☐ Raise Voter ☐ Reading Assist ☐ Visually Impaired ☐ Other - Explain ☐ Disability
	Name of Person(s) Providing Assistance and Relation to Voter (or check box if Poll Workers ☐)		
3	Voter ID No.	Voter Name	Reason(s) for Assistance (Check All that Apply)
	Election District No.	Voter Address	☐ Translation ☐ Instruction/Explanation ☐ Spoiled Ballot Help ☐ Voting Machine Help ☐ BMD ☐ Raise Voter ☐ Reading Assist ☐ Visually Impaired ☐ Other - Explain ☐ Disability
	Name of Person(s) Providing Assistance and Relation to Voter (or check box if Poll Workers ☐)		
4	Voter ID No.	Voter Name	Reason(s) for Assistance (Check All that Apply)
	Election District No.	Voter Address	☐ Translation ☐ Instruction/Explanation ☐ Spoiled Ballot Help ☐ Voting Machine Help ☐ BMD ☐ Raise Voter ☐ Reading Assist ☐ Visually Impaired ☐ Other - Explain ☐ Disability
	Name of Person(s) Providing Assistance and Relation to Voter (or check box if Poll Workers ☐)		
5	Voter ID No.	Voter Name	Reason(s) for Assistance (Check All that Apply)
	Election District No.	Voter Address	☐ Translation ☐ Instruction/Explanation ☐ Spoiled Ballot Help ☐ Voting Machine Help ☐ BMD ☐ Raise Voter ☐ Reading Assist ☐ Visually Impaired ☐ Other - Explain ☐ Disability
	Name of Person(s) Providing Assistance and Relation to Voter (or check box if Poll Workers ☐)		
6	Voter ID No.	Voter Name	Reason(s) for Assistance (Check All that Apply)
	Election District No.	Voter Address	☐ Translation ☐ Instruction/Explanation ☐ Spoiled Ballot Help ☐ Voting Machine Help ☐ BMD ☐ Raise Voter ☐ Reading Assist ☐ Visually Impaired ☐ Other - Explain ☐ Disability
	Name of Person(s) Providing Assistance and Relation to Voter (or check box if Poll Workers ☐)		

SECTION 4
AFFIDAVIT BALLOTS OR COURT ORDERS

OATH, FINAL TALLIES, & SIGNATURES



You're Right To Vote.

CHALLENGE REPORT
Board of Elections Monroe County
This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 4: AFFIDAVIT BALLOTS OR COURT ORDERS

1	☐ Affidavit ☐ Court Order	Voter ID or Ballot ID No.	Voter Name	Reason for Affidavit Ballot or Court Order: ☐ Absentee Sent ☐ Inactive ☐ Moved to New Election District ☐ ID Required - but don't present ID ☐ Can't find Voter in Poll Pad (called BOE line) ☐ Other
	Election District No.	Voter Address		
2	☐ Affidavit ☐ Court Order	Voter ID or Ballot ID No.	Voter Name	Reason for Affidavit Ballot or Court Order: ☐ Absentee Sent ☐ Inactive ☐ Moved to New Election District ☐ ID Required - but don't present ID ☐ Can't find Voter in Poll Pad (called BOE line) ☐ Other
	Election District No.	Voter Address		
3	☐ Affidavit ☐ Court Order	Voter ID or Ballot ID No.	Voter Name	Reason for Affidavit Ballot or Court Order: ☐ Absentee Sent ☐ Inactive ☐ Moved to New Election District ☐ ID Required - but don't present ID ☐ Can't find Voter in Poll Pad (called BOE line) ☐ Other
	Election District No.	Voter Address		
4	☐ Affidavit ☐ Court Order	Voter ID or Ballot ID No.	Voter Name	Reason for Affidavit Ballot or Court Order: ☐ Absentee Sent ☐ Inactive ☐ Moved to New Election District ☐ ID Required - but don't present ID ☐ Can't find Voter in Poll Pad (called BOE line) ☐ Other
	Election District No.	Voter Address		
5	☐ Affidavit ☐ Court Order	Voter ID or Ballot ID No.	Voter Name	Reason for Affidavit Ballot or Court Order: ☐ Absentee Sent ☐ Inactive ☐ Moved to New Election District ☐ ID Required - but don't present ID ☐ Can't find Voter in Poll Pad (called BOE line) ☐ Other
	Election District No.	Voter Address		
6	☐ Affidavit ☐ Court Order	Voter ID or Ballot ID No.	Voter Name	Reason for Affidavit Ballot or Court Order: ☐ Absentee Sent ☐ Inactive ☐ Moved to New Election District ☐ ID Required - but don't present ID ☐ Can't find Voter in Poll Pad (called BOE line) ☐ Other
	Election District No.	Voter Address		
7	☐ Affidavit ☐ Court Order	Voter ID or Ballot ID No.	Voter Name	Reason for Affidavit Ballot or Court Order: ☐ Absentee Sent ☐ Inactive ☐ Moved to New Election District ☐ ID Required - but don't present ID ☐ Can't find Voter in Poll Pad (called BOE line) ☐ Other
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8	☐ Affidavit ☐ Court Order	Voter ID or Ballot ID No.	Voter Name	Reason for Affidavit Ballot or Court Order: ☐ Absentee Sent ☐ Inactive ☐ Moved to New Election District ☐ ID Required - but don't present ID ☐ Can't find Voter in Poll Pad (called BOE line) ☐ Other
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9	☐ Affidavit ☐ Court Order	Voter ID or Ballot ID No.	Voter Name	Reason for Affidavit Ballot or Court Order: ☐ Absentee Sent ☐ Inactive ☐ Moved to New Election District ☐ ID Required - but don't present ID ☐ Can't find Voter in Poll Pad (called BOE line) ☐ Other
	Election District No.	Voter Address		
10	☐ Affidavit ☐ Court Order	Voter ID or Ballot ID No.	Voter Name	Reason for Affidavit Ballot or Court Order: ☐ Absentee Sent ☐ Inactive ☐ Moved to New Election District ☐ ID Required - but don't present ID ☐ Can't find Voter in Poll Pad (called BOE line) ☐ Other
	Election District No.	Voter Address		

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, Cross off the Section and write "0"):

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

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

Inspector Signature (D) _____ Inspector Signature (R) _____

Site Chair Signature (D) _____ Site Chair Signature (R) _____

Challenge Report: Section 1
Name Changes, Same Election District Address Changes, Corrections, or Notices of Death

Used if the voter's name or address has changed or needs to be corrected from what is in the Poll Pad when the voter is registered <u>AND</u> still lives in the SAME election district (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 **<u>new</u>** name if changed)
- The voter may now vote on the machines as normal
- If informed of the death of a voter, skip the above steps but still record in Section 1
- **<u>Record the change/correction/notice in Section 1 of the Challenge Report</u>**

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

SECTION 1: NAME CHANGES, SAME ELECTION DISTRICT ADDRESS CHANGES, TYPO CORRECTIONS, OR NOTICES OF DEATH (REMEMBER TO HAVE THE VOTER FILL OUT A NEW VOTER REGISTRATION SO THE BOE CAN UPDATE THEIR VOTER INFORMATION)				
1	Current Name		Current Address	Reasons(s) (Check All that Apply)
	Voter ID No.	Election District No.	Changed/Previous Information	☐ Name Change ☐ Same ED Address Change ☐ Typo or Birthday Correction ☐ Notice of Death
2	Current Name		Current Address	Reasons(s) (Check All that Apply)
	Voter ID No.	Election District No.	Changed/Previous Information	☐ Name Change ☐ Same ED Address Change ☐ Typo or Birthday Correction ☐ Notice of Death

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 a Poll Worker, Poll Watcher, or any registered voter who is properly voting at that poll site.

When a voter is challenged, a bipartisan team of Poll Workers (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.**

- **<u>Record ALL Voter Challenges in Section 2 on the Challenge Report</u>**

SECTION 2: CHALLENGES TO VOTER IDENTITY, RESIDENCE, OR AGE				
1	Voter Name		Voter Address	
	Voter ID No.	Election District No.	Name of Challenger	Reason for Challenge
2	Voter Name		Voter Address	
	Voter ID No.	Election District No.	Name of Challenger	Reason for Challenge

Challenge Report: Section 3
Assisting a Voter, BMD Usage, 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 *(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 Bilingual Inspector translate for them

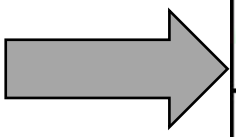
REMEMBER:

- 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
- *(*New This Year)* If a voter chooses to vote using the BMD, it must be recorded on the Challenge Report

BILINGUAL INSPECTORS & TRANSLATING:

- A Bilingual Inspector translates between the voter and other Poll Workers, or simply explains information to voters in Spanish
- Bilingual Inspectors 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 did not require assistance from a bipartisan team to fill out their ballot

Record ALL assistance, BMD usage, and translating in Section 3 of the Challenge Report



SECTION 3: VOTER ASSISTANCE, BMD, OR TRANSLATION

1	Voter ID No.	Voter Name	Reason(s) for Assistance (Check All that Apply): ☐ Translation ☐ New Voter ☐ Instruction/Explanation ☐ Reading Assist ☐ Spoiled Ballot Help ☐ Visually Impaired ☐ Voting Machine Help ☐ Other - Explain ☐ BMD ☐ Disability Explain Below (Optional)
	Election District No.	Voter Address	
	Name of Person(s) Providing Assistance and Relation to Voter (or check box if Poll Workers ☐)		
2	Voter ID No.	Voter Name	Reason(s) for Assistance (Check All that Apply): ☐ Translation ☐ New Voter ☐ Instruction/Explanation ☐ Reading Assist ☐ Spoiled Ballot Help ☐ Visually Impaired ☐ Voting Machine Help ☐ Other - Explain ☐ BMD ☐ Disability Explain Below (Optional)
	Election District No.	Voter Address	
	Name of Person(s) Providing Assistance and Relation to Voter (or check box if 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* 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
- 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)*

A Site Chair must call the BOE for the 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 obtain 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.)

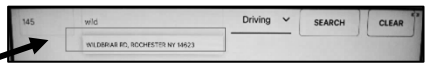
Finding the Correct Election District for an Affidavit or Court Order

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

2 Press the "Election District Finder" icon

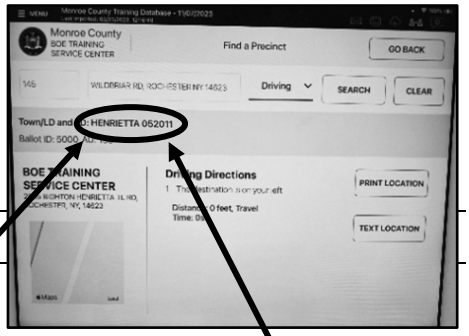
3 Start typing the voter's address

- 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 will 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 standard preprinted ballot is given to the voter instead of the correct affidavit ballot
- A voter is at the WRONG polling site for their current address *(you must ALWAYS use the ED Finder to confirm the correct polling site)*
- A voter is at the right polling site, but is given the wrong affidavit ballot for their election district *(in cases of multiple districts sharing one polling site)*
- The affidavit 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

Rev 3/3/23

Affidavit Oath

9

COMPLETED BY POLL WORKER

☐ If Early Voting Check this Box

Name of Poll Worker (Print): _____

Time Ballot Given: _____ AM / PM

Town/City: _____

AD/Ward: _____

Election District: _____

Party of Ballot Given (primary only, circle one):

DEM REP

CON WOR

A Please provide the following required information

1 **Your name** — Last Name _____ Suffix _____ First Name _____ Middle Initial _____

2 **The address where you live** — Address (not P.O. box) _____ Apt. Number _____ City/Town/Village _____ Zip code _____ New York State County _____

3 **Date of birth** _____ **Gender** (optional) _____

Current Party Enrollment: _____

B Please check each box that applies to you and fill in the appropriate blanks

☐ 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.
(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 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: _____

☐ I was required to present **identification** when I voted today, but I did not do so.

☐ I have **not** voted in this election, but the records of the Board indicate that I have already voted.

☐ Records of the Board indicate that I have been issued an **absentee ballot**.

☐ ***For Primary Elections Only:*** I am **enrolled** in the political party stated in the section above, but the poll book does not reflect my correct enrollment.

C Additional information to register to vote in the event that you do not have a valid voter registration on file

4 **Qualifications** — Are you a citizen of the U.S.? Yes ☐ No ☐ If you answer *No*, you cannot register to vote.

A) Will you be 18 years of age or older on or before election day? Yes ☐ No ☐

B) Are you at least 16 years of age and understand 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? Yes ☐ No ☐

If you answer *No* to both of the prior questions, you cannot register to vote.

More information — **Telephone** (optional) ___ - ___ - ____ **Email** (optional) _____

5 **The address where you receive mail** (Skip if same as above) — Address or PO Box _____ Apt. Number _____ City/Town/Village _____ Zip code _____

Voting history — Have you ever voter before? Yes ☐ No ☐ What year? _____

6 **Voting information that has changed** (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: _____

7 **Identification** (You must make 1 selection)

☐ New York State DMV number _____

☐ Last four of your Social Security number x x x - x x - _____

☐ I do not have a New York State driver's license or a Social Security number.

Political party

You must make 1 selection

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.

I wish to enroll in a political party

☐ Democratic party ☐ Working Families party
☐ Republican party ☐ Other_____
☐ Conservative party

I do not want to enroll in any political party and wish to be an independent voter

☐ No party

D All voters must date and sign the oath below

It is a crime to procure a false registration or to furnish false information to the Board of Elections

Affidavit: I swear or affirm that

- I am a citizen of the United States.
- I will have lived in the county, city or village for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.
- This is my signature or mark in the box to the right.
- 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.

8 Sign _____ Date _____

For Board or Inspectors use only

OFFICE USE ONLY

INSPECTOR DO NOT WRITE BELOW

KEY

1 **First and Last Name**

2 **Address** where they live, including street number and zip code *(Double check; does it match what the voter told you? Are they at the right polling site for that ED?)*

3 **Date of Birth**

4 **Qualifications** *(citizenship and age)*

5 **Mailing Address** *(IF different from residence)*

6 **Previous Name or Address** *(IF they moved or had a name change since last registration)*

7 **Identification** *(NYS ID # or last 4 of SS#)*

8 **Signature** *(this is one of the most commonly missed things!)*

9 **Poll Worker Box** including poll worker name, election district number *(circled on directions receipt)*, and (*Primary Election ONLY*) the political party of the ballot handed to voter

☐ Transfer Voter within State

From county _____

☐ Correct Party _____

☐ Inspector Error

Commissioners' Ruling

Count: Yes No

Commissioners' Initials

Rep: Dem:

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 upper right 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

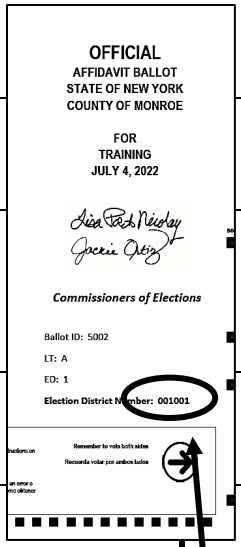
- Follow all the normal procedures for voter privacy and, if needed, assisting a voter

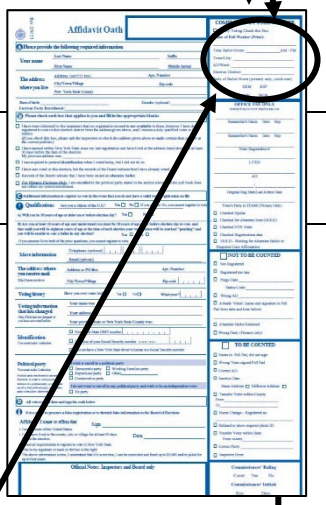
13 The voter seals the completed ballot inside the affidavit envelope and returns it to the ballot table

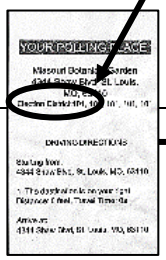
14 Confirm the voter filled in all the required information on the affidavit ballot envelope, then the **Poll Worker prints their name** in the top-right box where the election district number is written, along with the time, and if a Primary Election, circle the political party of the ballot given to the voter

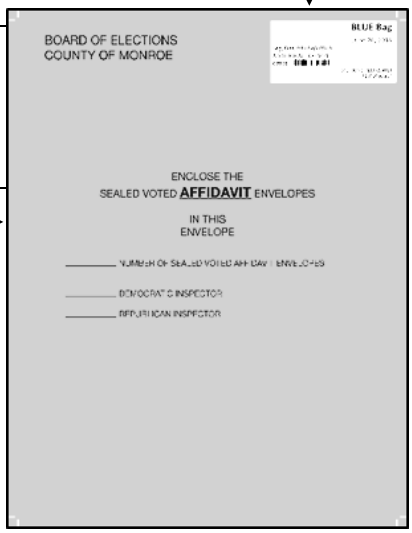
15 Place the completed affidavit envelope, along with the directions receipt, into the manila Affidavit Collection envelope

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)

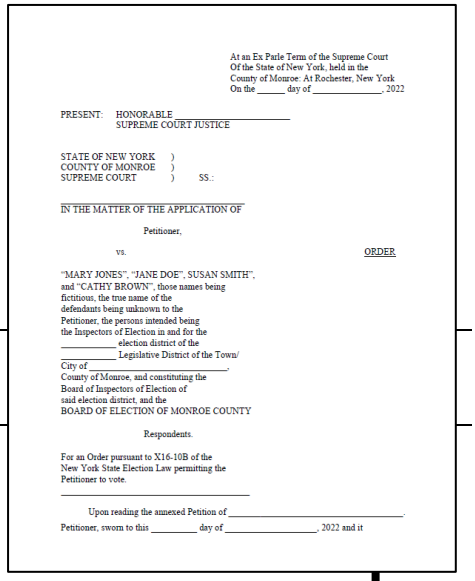
SECTION 4: AFFIDAVIT BALLOTS OR COURT ORDERS

1	☐ Affidavit ☐ Court Order	Voter ID or Stub No.	Voter Name	Reason for Affidavit Ballot or Court Order: ☐ Absentee Sent ☐ Inactive ☐ Moved to New Election District ☐ ID Required – but don't present ID ☐ Can't find Voter in Poll Pad (called BOE first) ☐ Other:
	Election District No.	Voter Address		
2	☐ Affidavit ☐ Court Order	Voter ID or Stub No.	Voter Name	Reason for Affidavit Ballot or Court Order: ☐ Absentee Sent ☐ Inactive ☐ Moved to New Election District ☐ ID Required – but don't present ID ☐ Can't find Voter in Poll Pad (called BOE first) ☐ Other:
	Election District No.	Voter Address		

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)*



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. ORDER

"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/City of _____, 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.

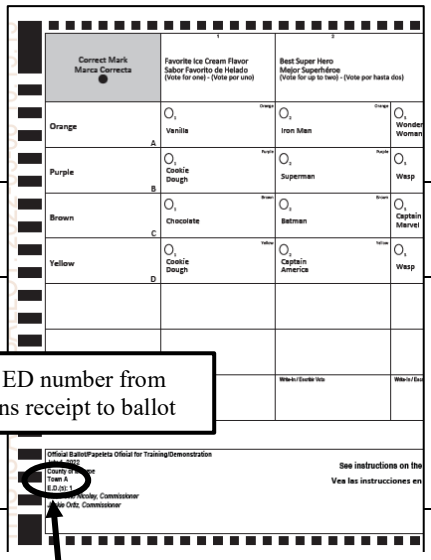
Upon reading the annexed Petition of _____, Petitioner, sworn to this _____ day of _____, 2022 and it

Before proceeding, complete steps 1-7 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 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)



Correct Mark / Marca Correcta
Favorite Ice Cream Flavor / Sabor Favorito de Helado (Vote for one) - (Vote por uno)
Best Super Hero / Mejor Superhéroe (Vote for up to two) - (Vote por hasta dos)

Orange A	Vanilla	Iron Man	Wonder Woman
Purple B	Cookie Dough	Superman	Wasp
Brown C	Chocolate	Batman	Captain Marvel
Yellow D	Cookie Dough	Captain America	Wasp
		Write-In / Escribe Vote	Write-In / Escribe

Official Ballot/Papeleta Oficial for Training/Demonstration
County of Monroe
Town A
E.D.001
See instructions on the
Vea las instrucciones en

Match ED number from directions receipt to ballot

10 Give instructions on filling out the ballot and give to the voter

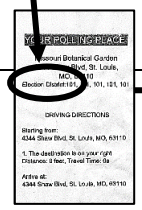
11 The voter fills out the ballot at the privacy area

- Follow all the normal procedures for voter privacy and, if needed, assisting a voter

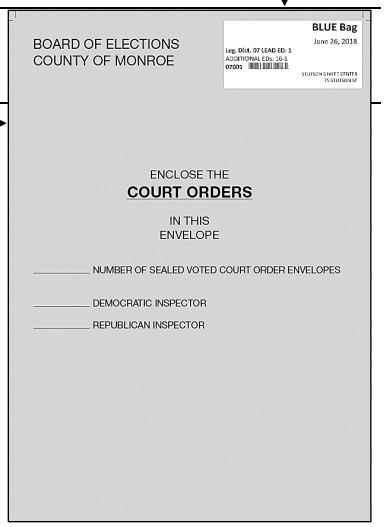
12 The voter casts their ballot in one of the voting machines

13 Fill in the required information in Section 4 of the Challenge Report

14 Place the court order, along with the ballot receipt, into the manila Court Order Return Envelope



YOUR POLLING PLACE
Missouri Botanical Garden
Blvd, St. Louis, MO
Election District(s): 101, 102, 101
DRIVING DIRECTIONS
Starting from:
4344 Shaw Blvd, St. Louis, MO, 63110
1. The destination is on your right
Distance: 0 feet, Travel Time: 0s
Arrive at:
4344 Shaw Blvd, St. Louis, MO, 63110



BOARD OF ELECTIONS
COUNTY OF MONROE

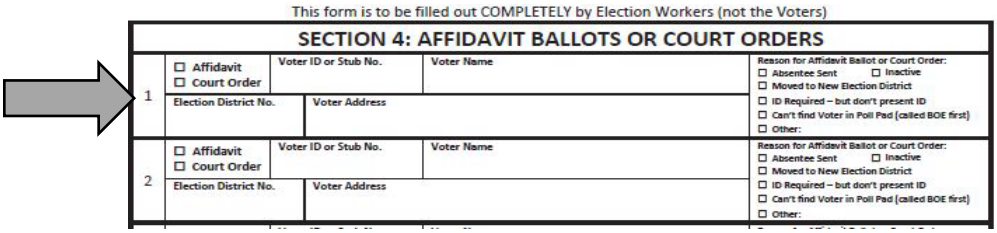
BLUE Bag
June 26, 2018
Leg. Dist. 07 LEAD ED: 1
ADDITIONAL EDs: 16-1
07001

ENCLOSE THE
COURT ORDERS
IN THIS
ENVELOPE

_____ NUMBER OF SEALED VOTED COURT ORDER ENVELOPES

_____ DEMOCRATIC INSPECTOR

_____ REPUBLICAN INSPECTOR

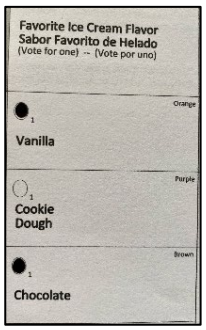
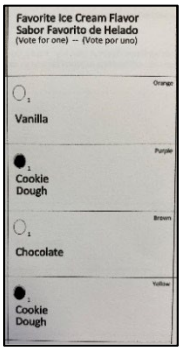
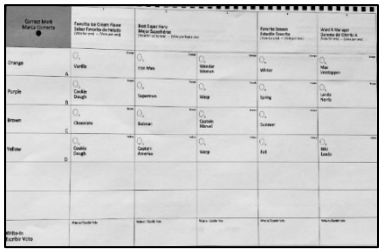
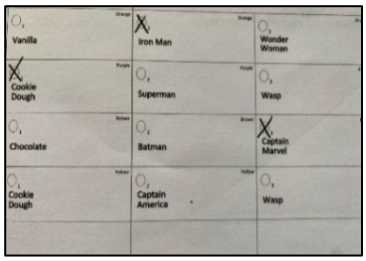


This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 4: AFFIDAVIT BALLOTS OR COURT ORDERS

1	☐ Affidavit ☐ Court Order	Voter ID or Stub No.	Voter Name	Reason for Affidavit Ballot or Court Order: ☐ Absentee Sent ☐ Inactive ☐ Moved to New Election District ☐ ID Required – but don't present ID ☐ Can't find Voter in Poll Pad (called BOE first) ☐ Other:
	Election District No.	Voter Address		
2	☐ Affidavit ☐ Court Order	Voter ID or Stub No.	Voter Name	Reason for Affidavit Ballot or Court Order: ☐ Absentee Sent ☐ Inactive ☐ Moved to New Election District ☐ ID Required – but don't present ID ☐ Can't find Voter in Poll Pad (called BOE first) ☐ Other:
	Election District No.	Voter Address		

Ballot Problems

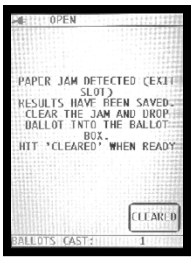
Over Vote	Push Vote	Blank Ballot	Ambiguous Mark
Voter has voted for too many <u>different</u> candidates in a particular race	Voter had voted for the <u>same</u> candidate on two or more party lines	Voter deposits the ballot into the scanner without marking it or marks the ballot incorrectly	The ballot contains incomplete marks, stray marks, or is damaged
			

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 you or the voter <u>cannot</u> see any part of the ballot from the entry slot, and the screen still says "PAPER JAM" you **<u>MUST call the Board of Elections at (585) 753-1590</u>**

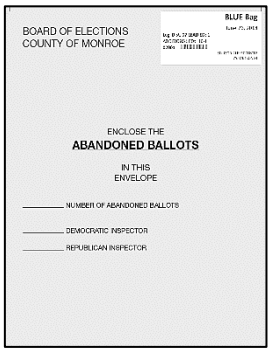
<u>DO NOT</u> PRESS "SHUT DOWN" - **<u>DO NOT</u>** OPEN THE BALLOT BOX DOOR



Abandoned Ballots

A ballot that's found, marked or unmarked, but **<u>NOT</u> IN OR NEAR** the voting machines.

Abandoned ballots do **<u>NOT</u>** get cast. Instead they go in the Abandoned Ballot Collection Envelope.



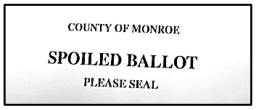
If a ballot *<u>is</u>* found **IN OR NEAR** the voting machine, **<u>YOU MUST CALL</u>** the Board of Elections at (585) 753-1599 for instructions

Spoiled Ballots

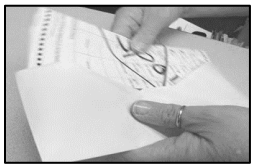
- Only a voter can choose to spoil their ballot after it is given to them.
- A voter can spoil their ballot for any reason, but usually it is because they mismarked it in some way.
- A voter can spoil their ballot any time after it is given to them, but most occurrences happen in the privacy area or 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 sign-in table, the voter crosses off their ruined ballot by placing a large "X" across the ballot and writes "SPOILED" on it



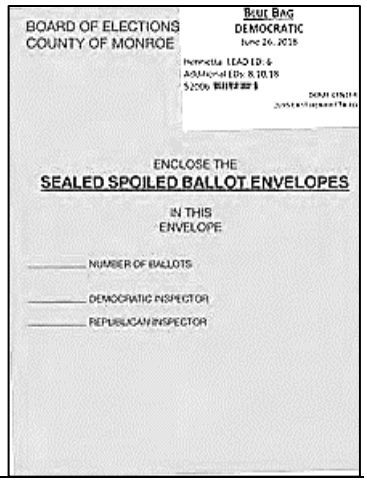
2 The voter then folds the spoiled ballot and places it inside a small white "Spoiled Ballot Envelope" (to protect their voting privacy), then the voter seals it and give it back to the Poll Worker



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), then *(*New This Year)* call the Poll Worker helpline at (585) 753-1599 or (585) 753-1550 for further instructions.

If a ballot is 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"

BMD (Ballot Marking Device)

- 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 (however, it can be requested by ANY voter to mark their ballot)
- *(*New This Year)* All usage of the BMD must be reported on Section 3 of the Challenge Report
- **Site Chairs should assist voters with the BMD and all accessible voting sessions.**

Preparing a Voter for an Accessible Voting Session

1 Check the voter in at the sign-in 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)

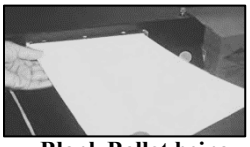
SIP & PUFF

PADDLE BUTTONS

Buttons on IC-2:
green button is contrast
yellow button is zoom

Starting a BMD Session on the IC-2

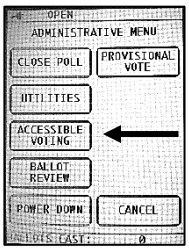
1 Insert a blank ballot (from the blank ballot pack) into the printer on the back of the IC-2 voting machine and attach the printer privacy screen.



Blank Ballot being inserted into Printer

2 Touch the security key to the security keypad. The administrative menu will be displayed.

3 Press "ACCESSIBLE VOTING" button (third button down on the left on the keypad).



"ACCESSIBLE VOTING" button

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.

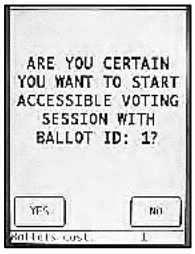
OR

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."

Ballot ID Entry – for Multiple Districts

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 Poll Workers, may insert the ballot into any voting machine's scanner (it does NOT need to go into the IC-2 machine).



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

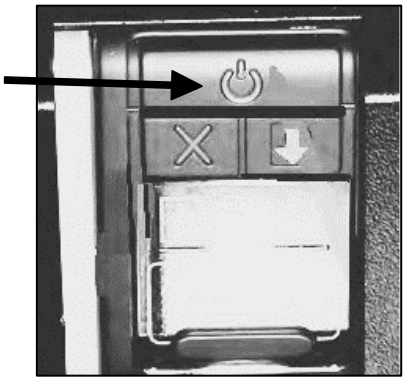
5 Spoil the blank ballot

- Regardless of whether it has been marked or not, it cannot be reused by another voter

IC-2 Status Lights during Accessible Voting Session

Solid Red	Unit is starting up or is not operational.
Flashing Green	Unit is ready for use by the next voter.
Alternating Green and Amber	Voter is navigating/marking their ballot.
Flashing Amber	Voter's ballot is being printed.
Solid Amber	Voter has finished filling out their ballot and is reviewing it.
Alternating Amber and Red	Unit has an error and is not functioning properly.
Alternating Red, Amber and Green	Voter has pressed the help button and is receiving help instructions.

IC-2 BMD Issues and Troubleshooting

Issue	Explanation/Solution
Security Key error	Press the security key to the keypad again.
BMD is making a beeping sound	1. The voting machine is running on battery power. The beeping will stop intermittently and resume again until the unit is on AC power. 2. Make sure the power cord is plugged into an electrical outlet. 3. Make sure the electricity is not out at the power outlet.
Red light remains on	Call the Board of Elections (585) 753-1590
Monitor is not positioned correctly for voter	Firmly hold the repositioning arm and adjust monitor for the voter.
IC-2 is rolling or needs to be repositioned for voter	1. Roll the voting machine into an acceptable position for the Voter. 2. Press down firmly to lock each of the four wheels.
Printer is not working 	If a message appears on the operator panel indicating a printer error and/ or any display of red lights appears on the printer unit: 1. Press the top button on the printer unit (circle symbol) until the printer unit powers down. 2. Wait 30 seconds (count down backwards 30, 29, 28...). 3. Press the top button again on the printer unit (circle unit). Printer will go through start-up process. 4. Wait until end of start-up process. 5. The solid green circle (top button of printer unit) should be displayed. 6. If the top circle is not displayed, call the Board of Elections.

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 AND once everyone who was in line at 9:00 PM 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 the red bag
- **Pack and seal the red bag**
- **Empty the absentee ballot drop box into the *Trip*LOK bag**
- **Fill out and seal the *Trip*LOK bag, then return in to the designated POD location**
  - Site Chairs must sign and confirm that the red bag, absentee ballots, and affidavit ballot collection envelope are sealed in the *Trip*LOK 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 machines**
  - Do not lock ANY voting machines until ALL supplies are packed
- **Return blue bag to designated location**
  - **SITE CHAIRS** are to make certain they arrive securely at the end of the night
  - The absentee ballot dropbox does not need to be returned

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 Close	Dist. # 52001	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs											
Unused Preprinted Ballots – from Opened Pack											
Unused Blank Ballots											
Unused Affidavit Ballots											
TOTAL PER ED											

After Polls Close: Total Unused Ballots: _____

After Polls Close: Total Unused Ballots		
Sealed Voted Affidavit Ballots – total per site		+
Sealed Spoiled 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	+
		+
		+
AFTER POLLS CLOSE: TOTAL BALLOTS (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, and abandoned).
    - Remember to record the number of ballots in the affidavit ballot collection envelope before it leaves the site sealed in the *Trip*LOK 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

Henrietta LEAD ED: 1
ADDL EDS:
52001
BOE TRAINING AND SERVICE CNTR
2595 BRIGHTON HENRIETTA T L RD

(1)

To be completed by the Poll Workers 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:

(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 bag & second copy made available for public viewing
(3) 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 *Trip*LOK bag to be transported to designated BOE POD locations
6 ☐ Blue memory card was removed from machine and placed in clear pouch inside of blue 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 bag
9 ☐ Closing tape used for public viewing, retrieved and placed in clear pouch inside of blue bag

Voting Machine #	Total Ballots Scanned	Protective Counter #	IC-1 ONLY Replacement Hood Seal # OR IC-2 ONLY Replacement 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 #
(4) 400	(5)	(6)	(7)	(8)	(9)		(10)	(11)

IC-2 VOTING MACHINE FORM ONLY:

(12) **Red Bag Seal # (white clip)** _____ (13) ***Trip*LOK Bag #** _____

DEM _____ REP _____

(14) Signatures of Inspectors Closing Voting Machine

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 Record the number from the white seal you will use to seal the blue bag

12 (IC-2 ONLY) Record the number from the white clip seal that secures the red bag

13 (IC-2 ONLY) Record the number from the clear plastic *Trip*LOK 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 keypad
- 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 bag; post the other copy for public viewing

Retrieve 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 bag
- **DO NOT** touch any ballots inside of the blue 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 bag

☑ Confirm and check box 3 on the *After Polls Close* form
- Both Poll Workers 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 *Trip*LOK 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 *Trip*LOK bag number on the *After Polls Close* form

☑ Confirm and check box 5 on the *After 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 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 <u>NOT</u> 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 number on the *After Polls Close* form for seal #4

✎ **(IC-2 ONLY)** Write red sticker seal # 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

✎ Write the seal number of the white seal you will use to seal the blue bag on the *After Polls Close* form, then both Poll Workers 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

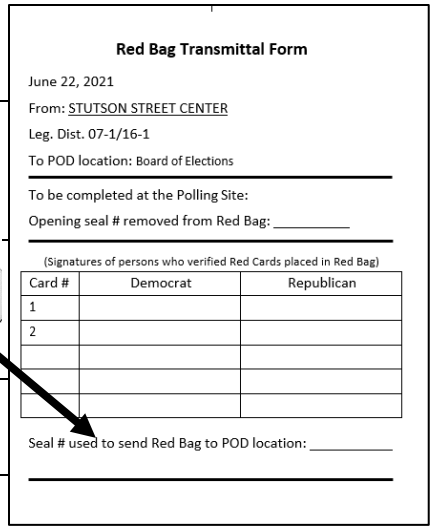
(IC-2 ONLY) Put the rest of the collection envelopes in the blue bag of the IC-2 machine

---

29 Zip the blue 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 Bag

1. Place one copy of the closing tape from each voting machine into the red 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 voting machine
4. Place the *Red Bag Transmittal* form, along with and any completed voter registration forms collected that day, in the red bag
5. Once fully packed, zip the red bag closed and seal it with the white plastic security seal
6. Place the fully packed red bag into the clear plastic *Trip*LOK bag, to be returned to the designated Board of Elections POD location



Red Bag Transmittal Form

June 22, 2021

From: STUTSON STREET CENTER

Leg. Dist. 07-1/16-1

To POD location: Board of Elections

To be completed at the Polling Site:

Opening seal # removed from Red Bag: _____

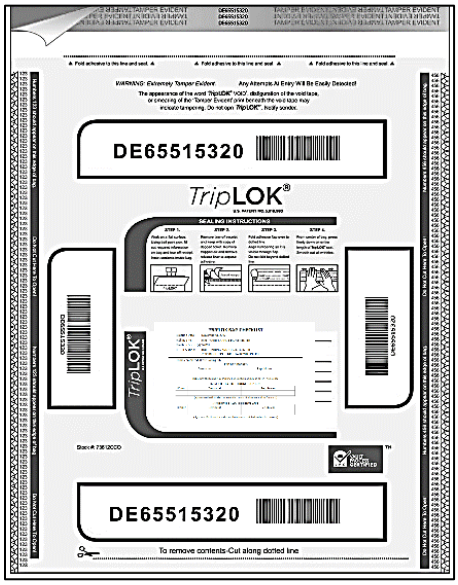
(Signatures of persons who verified Red Cards placed in Red Bag)

Card #	Democrat	Republican
1		
2		

Seal # used to send Red Bag to POD location: _____

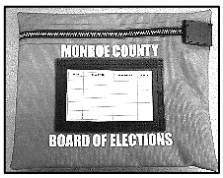
Packing the *Trip*LOK Bag

The clear plastic *Trip*LOK bag is used to transport three important items to the Board of Elections POD location



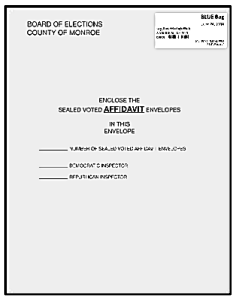
1. The Red Bag

Make sure the red bag is fully packed and sealed.



2. The Affidavit Ballot Collection Envelope

The manila affidavit ballot collection envelope goes in the clear *Trip*LOK bag (**NOT** the blue bag). Ensure the number of affidavits in the envelope has been recorded on the *Ballot Reconciliation* form.



3. The Absentee Ballots from the dropbox

Absentee ballots MUST be returned to the Board of Elections on election night.

Both Site Chairs:

- Open the absentee dropbox
- Count the number of absentee ballots and record it on the *Trip*LOK bag sticker
- Place the ballots in the *Trip*LOK bag for return to BOE

Both Site Chairs must initial the *Trip*LOK bag sticker, then the inspector designated by the Site Chair must return the sealed *Trip*LOK bag to the designated POD location

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

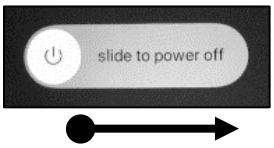
3 Turn off the printer and unplug it

- 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
- 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
- Green Cord
- Power Adapter Cube

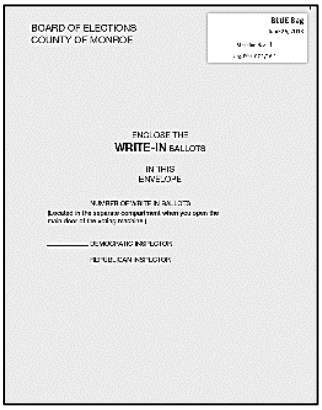
8 Pack Poll Pad case in any voting machine

- 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

POLL WORKERS WILL BE HELD RESPONSIBLE FOR ANY MISSING SUPPLIES!

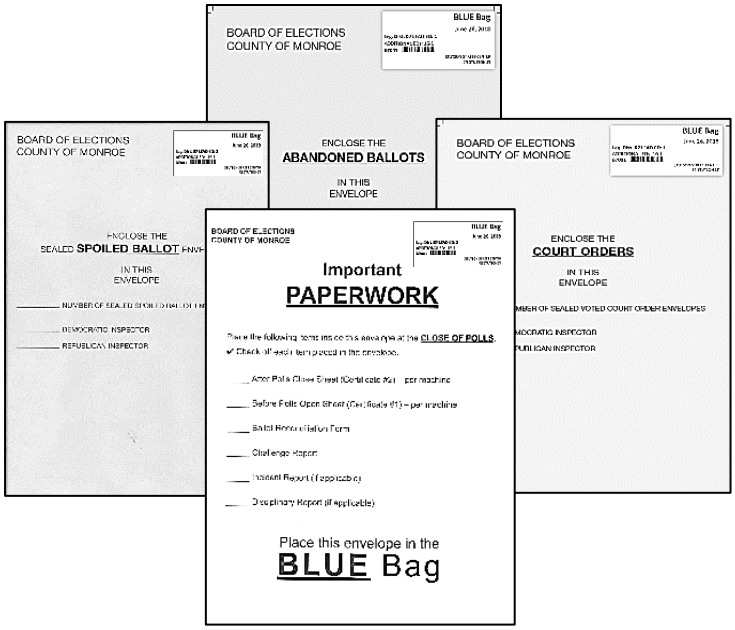
Packing the Blue Bags

Write-In Ballot Envelopes go in the main compartment of the blue bag **<u>for the machine they were cast in</u>**



The abandoned ballot, spoiled ballot, and court order collection envelopes go in the main compartment of the **blue bag of the IC-2 voting machine** along with the "**Important Paperwork**" envelope

*REMINDER:
The affidavit ballot collection envelope goes in the *Trip*LOK bag



1	Place the blue memory card into the clear plastic zipper pouch inside of the matching voting machine's blue bag
2	Place the matching voting machine's key return envelope into the clear plastic zipper pouch inside of the blue 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 bag
4	Place the completed Write-In Return Envelope inside of the main compartment of the blue 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 bag of the IC-2 voting machine
6	Place all other collection envelopes (spoiled, abandoned, and court orders) into the main compartment of the blue bag of the IC-2 voting machine
7	Zip the main compartment of the blue 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

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**

Re-Packing List at the Close of the Polls

This list divides all supplies by Bag, and where they are packed or delivered at Close of Polls.

Red Security Bag (City BOE, Towns: Designated Hub)

_____ Red Bag Transmittal Form
_____ RED Memory Card, (1 from each Machine)
_____ Closing Tape (1 copy from each Machine)
_____ Opening Tape (1 copy from each machine)
_____ Filled Out Voter Registration Forms

Absentee Ballot Drop Box (BOE or Town Hall)

Blue Ballot Security Bag (BOE or Town Hall)

Main Compartment (1 per Machine)

_____ Ballots scanned through Voting Machine
_____ Memory Card: BLUE (put in clear pouch)
_____ Closing Tape (1 copy, put in clear pouch)
_____ Any Removed Plastic Seal (put in clear pouch)
_____ Machine Key Envelope (put in clear pouch)
_____ Manila Write-In Ballot Collection & Return Envelope

Main Compartment (1 per Site, Place in IC-2 Blue Bag)

_____ Important Paperwork Manila Return Envelope
  _____ Before the Polls Open Forms (All)
  _____ After the Polls Closed Forms (All)
  _____ Ballot Reconciliation Form
  _____ Challenge Reports (All)
  _____ Incident Reports (if app)
  _____ Disciplinary Reports (if app)
  _____ Supply Bag Opening/Re-Packing List
_____ Manila Collections & Return Envelopes
  _____ Abandoned Ballot
  _____ Court Order
  _____ Spoiled Ballot
  _____ Unscannable Emergency Ballot

Side Compartment (1 per Site, Place in IC-2 Blue Bag)

_____ Manila Affidavit Ballot Collection & Return Envelope
_____ Facility Keys (if app)

Green Ballot Bag (Place in any Machine)

_____ Unused Ballots - Printed
_____ Unused Ballots - Blank
_____ Unused Ballots - Affidavit
_____ Unused Affidavit Ballot Envelopes
_____ Manila Ballot Receipts Collection & Return Envelope
_____ Ballot ID Signs and chart
_____ Poll Site Diagram/Survey

Miscellaneous Items (Place in any Machine)

_____ Masks, Gloves, Hand Sanitizer, Wipes

Site Generic Bag (Clear Plastic, Place in any Machine)

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

Site Specific Bag (Clear Plastic, Place in any machine)

_____ Site Specific Bag Coversheet
_____ All Badge Bags, Seal Bags, and Unused Envelopes
_____ Extra Inspector Manuals
_____ Notice to Voters: English/Spanish
_____ Oath for Assisting Voter/Suggested Valid ID
_____ Sample Ballot(s)
_____ Scissors
_____ Welcome Sign
_____ Small Bag 1
  _____ I Voted Today Stickers
  _____ Pens
  _____ Tape
_____ Small Bag 2
  _____ Ballot Markers
_____ Welcome Sign

Poll Pads (Seal Case, and Place in any Voting Machine

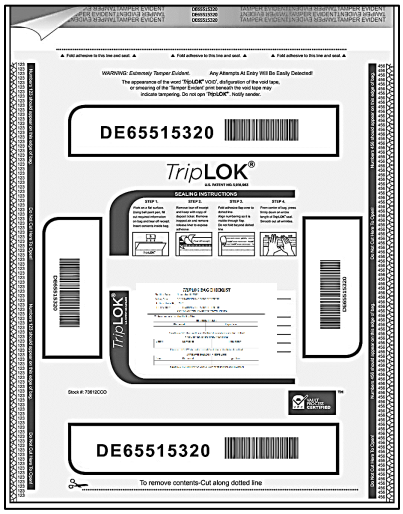
_____ Poll Pad
_____ Stand Arm, Base, Tray
_____ Green Power Cord & Adapter
_____ Receipt Printer w/Power Cord
_____ Stylus

BMD Equipment Bag (Put back in IC-2 Voting Machine)

_____ AT I (Controller) with Cord
_____ Headphones (with Unused Disposable Covers)
_____ Paddles (Left and Right)
_____ Sip and Puff Device (with Unused Disposable Straws)
_____ Rubber Gloves

Once complete, pack this list into the **"Important Paperwork"** return envelope, and place that in the blue bag for the IC-2 voting machine

Closing the Polls: Returning Bags



The clear plastic *Trip*LOK bag must be returned by a Site Chair* (designated by the BOE before Election Day) to the POD location, listed on the *Trip*LOK bag, who then must return to the polling site to help complete closing procedures.

The *Trip*LOK 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 should designate an inspector to go in their place, who 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 <u>MUST</u> 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
- Personnel Issues
- 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 <u>NOT</u> 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 packs, 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.

Notes & Poll Worker Resource QR Code

SCAN
View Inspector Videos

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