Monroe County Board of Elections

Welcome to Poll Worker Training

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- **Please place your cell phones on silent and put them away**
- **No talking to each other while the training is in session**
- **No drinks on the tables**
- **Thank you for attending class today**

General Election Day: Tuesday November 7th, 2023

Election Day Working Hours:

5:00am - 10:00pm

Polling Hours: 6:00am-9:00pm

Early Voting:

Saturday October 28th – Sunday November 5th

Early Voting Working Hours:

Sat & Sun: 8:00am-6:00pm	Polling Hours: 9:00am-5:00pm
Mon, Wed & Fri: 8:00am-6:00pm	Polling Hours: 9:00am-5:00pm
Tues & Thurs: 10:00am-9:00pm	Polling Hours: 11:00am-8:00pm

You will ONLY be paid for training if you work on Election Day

Training pay will be included after working in your Election Day paycheck

Poll Worker Qualifications

- Be a registered voter in Monroe County.
- Read, write, and speak the English language.
- Attend an annual training session, as required by NY State Election Law, and pass an exam.
- Not be a candidate, parent, spouse, or child of a candidate whose name appears on the ballot in the jurisdiction you are working.
- Have both a valid email address and phone number for communicating with the Board of Elections Training Team.
- Ability to act professionally and follow all the procedures as directed by the Monroe County Board of Elections.

We are Providing a Public Service

Protect the right to vote and ensure fair voting in our community.

- We represent the Board of Elections. Even though we work in bipartisan teams, we are not political.
- Protect the rights and privacy of every voter.
- Act professionally at the polling site at all times.
- Communicate and work with your Site Chair, Coordinator, and Training Team.

This job is not for everyone, it's a long day and involves working with both the public and technology.

Communication

Communication is key to success on Election Day!

- Several reminders will be sent to your email throughout the election season. CHECK your emails regularly for any updates.
- Provide your most current email address and phone number. Ensure BOE emails are marked as “safe” or “trusted” sources so they don’t get lost in “Spam”, “Trash”, or “Promotions” folders.
- Keep track of your poll site assignments and training times. If you don’t remember or are unsure (especially if it’s getting close to Election Day), CHECK with the BOE.
- If you are running late for a shift, inform your Site Chair, Coordinator, or the BOE Training Team.

Professionalism: Conduct

- **Behavior:** Be ready to serve when voters arrive at the polling site.
  - Arrive ready to work, do not bring: children, pets, TVs, radios, and laptops to the polling site.
- **Language:** No profanity or derogatory language is tolerated at any time.
- **Respect:** Work appropriate in our tone, words, and responses. Be professional.
- **No Solicitation:** Some folks may bring donuts or other goodies for Poll Workers, but do not ask people to bring them.
- **Cell Phones:** Coordinators and Site Chairs must have cellphones available and on to contact and be contacted by the Training Team and BOE staff.
  - Be mindful, you should never be on the phone (a call, social media, or games) when a voter is present. If you need to take a call, you should step away from the polling site.

We must work as a team to provide quality service to our voter community.

Voter Privacy

- Allow the voter privacy with their ballot 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".
- **DO NOT HOVER** around the scanners of the voting machine while a voter is casting their ballot.
- Do not handle a voter's marked ballot.
- When a voter has a **marked ballot**, help must be given in a **bipartisan team** and recorded on Section 3 of the Challenge Report *(discussed later)*.

People with Disabilities: Basic Etiquette

- Always identify yourself as a Poll Worker.
- Help when asked, or offer to help, and obtain permission. Do not assume your help is needed.
- Always address the voter directly, not an interpreter or service animal.
- When addressing someone who is deaf or hard of hearing, speak slowly and clearly, don't block your mouth, use a pen and paper for written communication if needed.
- Do not touch a voter, their adaptive equipment, or a service animal without their permission.
- Ensure safe, clear, and well lit paths.
- Be mindful of hidden disabilities.
- Remember the IC-2 voting machine is available to any voter who wants to vote without assistance by using the BMD (Ballot Marking Device).

Election Inspector: Roles & Responsibilities

Greeter

- Direct voters to the sign-in table
- Direct voters submitting an absentee ballot to the absentee ballot box, they do not wait in line
- Monitor crowding, ask people to wait outside if needed

Sign-In Table

- Confirm voter's name, address and date of birth
- Ensure the voter signs the Poll Pad, and initial
- Produce ballot ID receipts
- Collect spoiled ballot and print a new ballot ID receipt

Ballot Table

- **Match the number on the ballot ID receipt to the correct ballot ID on the ballot**
- Give the voter the correct ballot in the privacy folder
- Instruct the voter on how to cast their ballot
- Issue an affidavit ballot, if instructed by Site Chair

Privacy Area

- Assist voters with ballot problems
- Ensure pens are available to mark the ballot
- Direct voters to voting machines
- Verify no political material is left in the area

Voting Machines

- Assist voters with machine problems
- Give voters *"I Voted Today"* stickers
- Direct the voter to the exit once they have successfully voted

People at the Polling Site

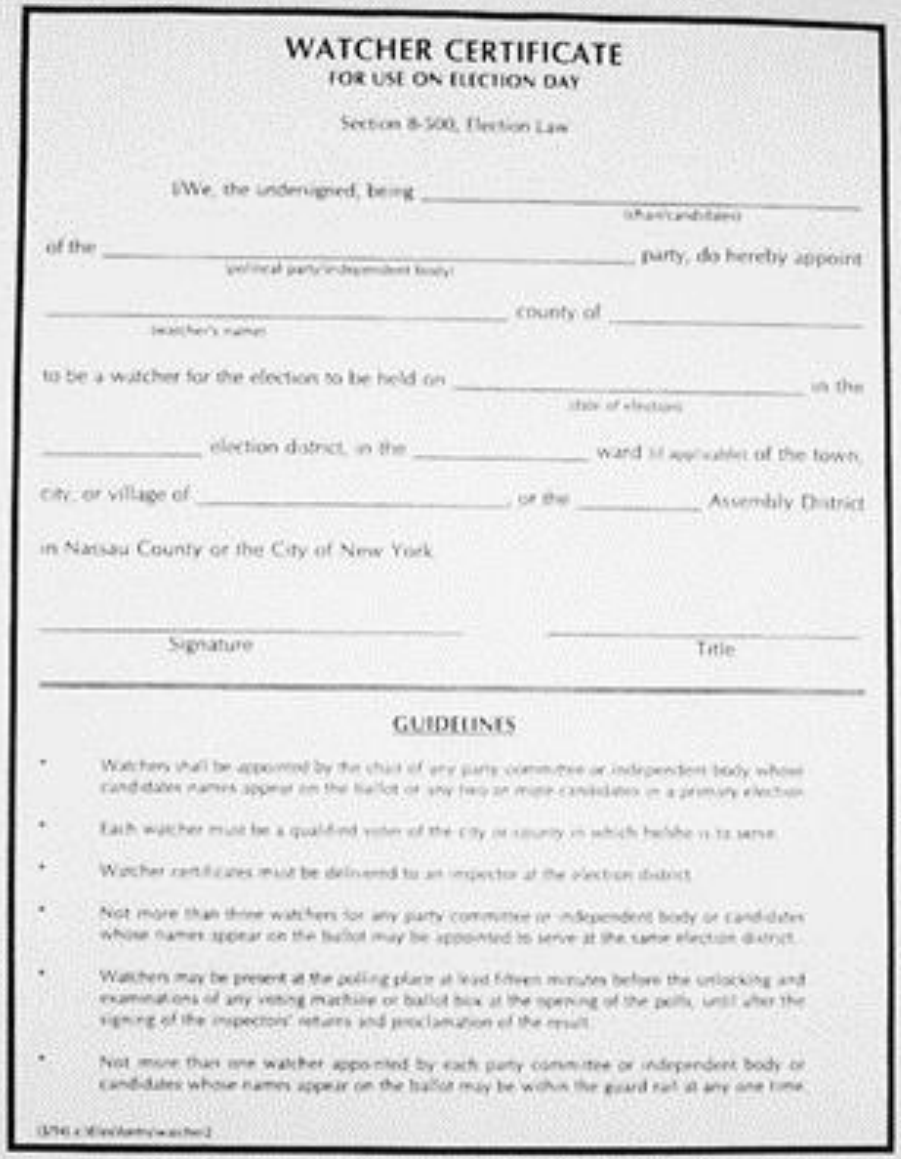
Poll Workers:

- **Election Inspectors** – Ensure the integrity of elections.
- **Bilingual Inspector** – ate for Spanish speaking voters.
- **Site Chairs** – Oversee
- **Coordinators** – Supe – s within your jurisdiction.
- **Technicians** – Check – e technical problems.

Non-Poll Worke

(Not trained as Election – vith voters at a polling site)

- **Poll Watchers** – Wo – must present a certificate.
- **Security Personnel** – of the site and the people in it.
- **Media** – Call the Board – ing site.
- **Candidates** – A perso – the ballot for this election.



WATCHER CERTIFICATE
FOR USE ON ELECTION DAY

Section 8-500, Election Law

I/We, the undersigned, being _____
(Chair/candidate)

of the _____ party, do hereby appoint
(political party/independent body)

_____ county of _____
(watcher's name)

to be a watcher for the election to be held on _____ in the
(date of election)

_____ election district, in the _____ ward (if applicable) of the town,

city, or village of _____ or the _____ Assembly District

in Nassau County or the City of New York

_____ _____
Signature Title

GUIDELINES

- Watchers shall be appointed by the chair of any party committee or independent body whose candidates names appear on the ballot or any two or more candidates in a primary election.
- Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- Watcher certificates must be delivered to an inspector at the election district.
- Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the unlocking and examinations of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.
- Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guard rail at any one time.

(Sample prepared by the State Board of Elections)

Setting up the Polling Site

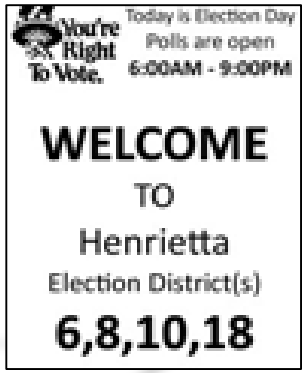
- Site Chairs assign opening jobs to Election Inspectors
- Post all signs and set up privacy area
- Set up ALL voting machines in a bipartisan team
  - Fill out the *Before Polls Open* form
- Count the ballots inside ALL the green bags and arrange the ballot table(s)
  - Fill out the morning portion of the *Ballot Reconciliation* form in a bipartisan team
- Set up the Poll Pads & arrange the sign-in table(s)
  - All Poll Workers sign in on the Poll Pad

Setting up the Polling Site: Signs

Ensure signs are posted and visible to both voters and the public.

(Spanish signs must be posted next to the English versions)

The "VOTE HERE" with flag signs must be put onto the metal frames.



Electioneering

What is Electioneering?

Any advertisement, display, speech, clothing, or sign containing a **political party or the name of a candidate on the ballot** is **not allowed** within **100 feet of the entrance of the polling site**.

What if someone is electioneering within 100 feet of the polling site?

- Whenever possible, have the person stop, cover, or conceal the item in question.

What if they do not comply?

- Inform them that they are committing a misdemeanor offense, and ask them to stop.
- Call the Board of Elections, and if necessary, the police.

Electioneering versus Expression:

Electioneering:

Electioneering is apparel or signage that displays a specific candidate's name, party, candidate/campaign logo, or a direction or signal to vote a specific way regarding a proposition.

This candidate, party, or proposition must actively be on the ballot for the applicable election.

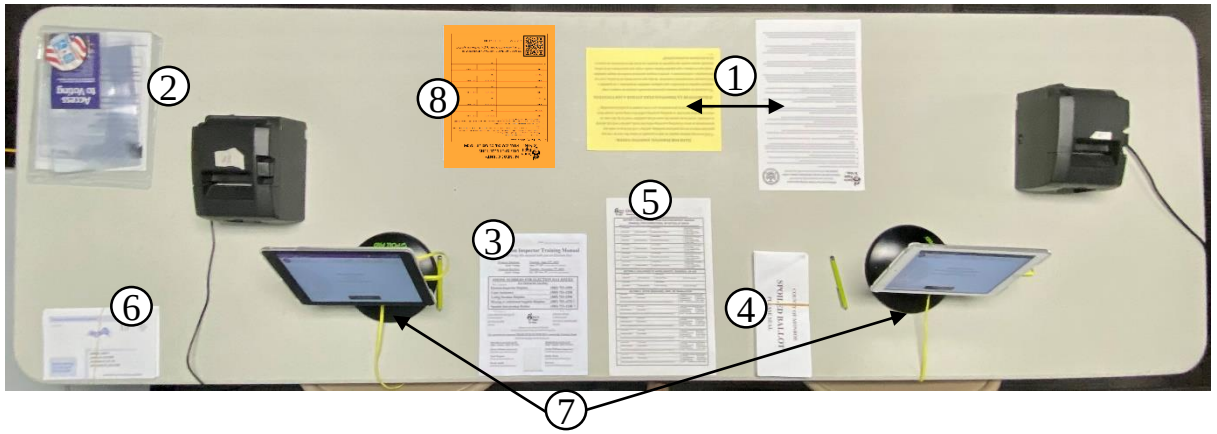
Expression:

Expression is apparel or signage that displays opinions or statements not related to a specific candidate's name, party, or proposition.

This can include candidates, parties, or propositions from previous or future elections.

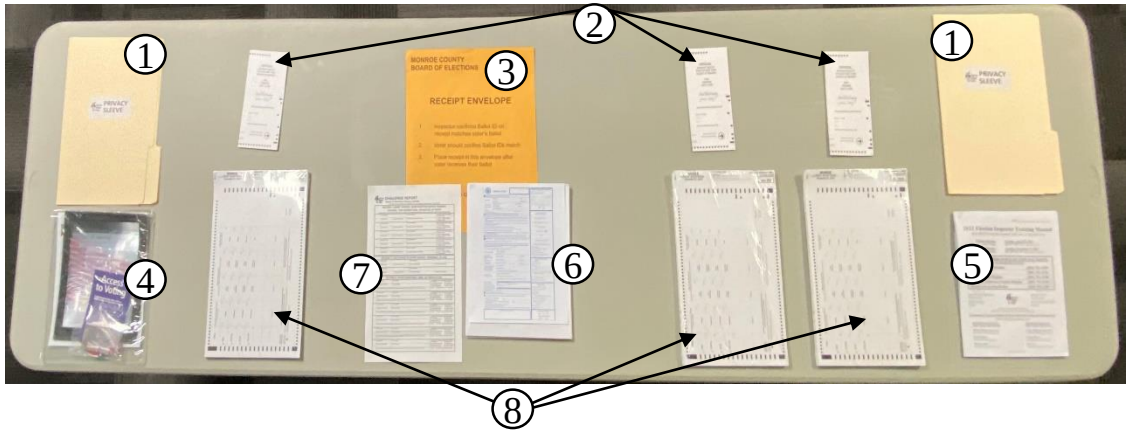
REMEMBER: Unlike voters, inspectors may not wear ANY apparel that is political in nature.

Setting up the Polling Site: Tables



Sign-In Table Materials

1. "Oath for Assisting a Voter" & "Affidavit and Court Order Voting Instructions"
2. Accessibility packet
3. Inspector manual
4. Spoiled ballot envelopes
5. Challenge Report
6. New registration forms
7. Poll Pads and ballot ID receipt printers
8. Poll Worker sign-up form (orange)



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)

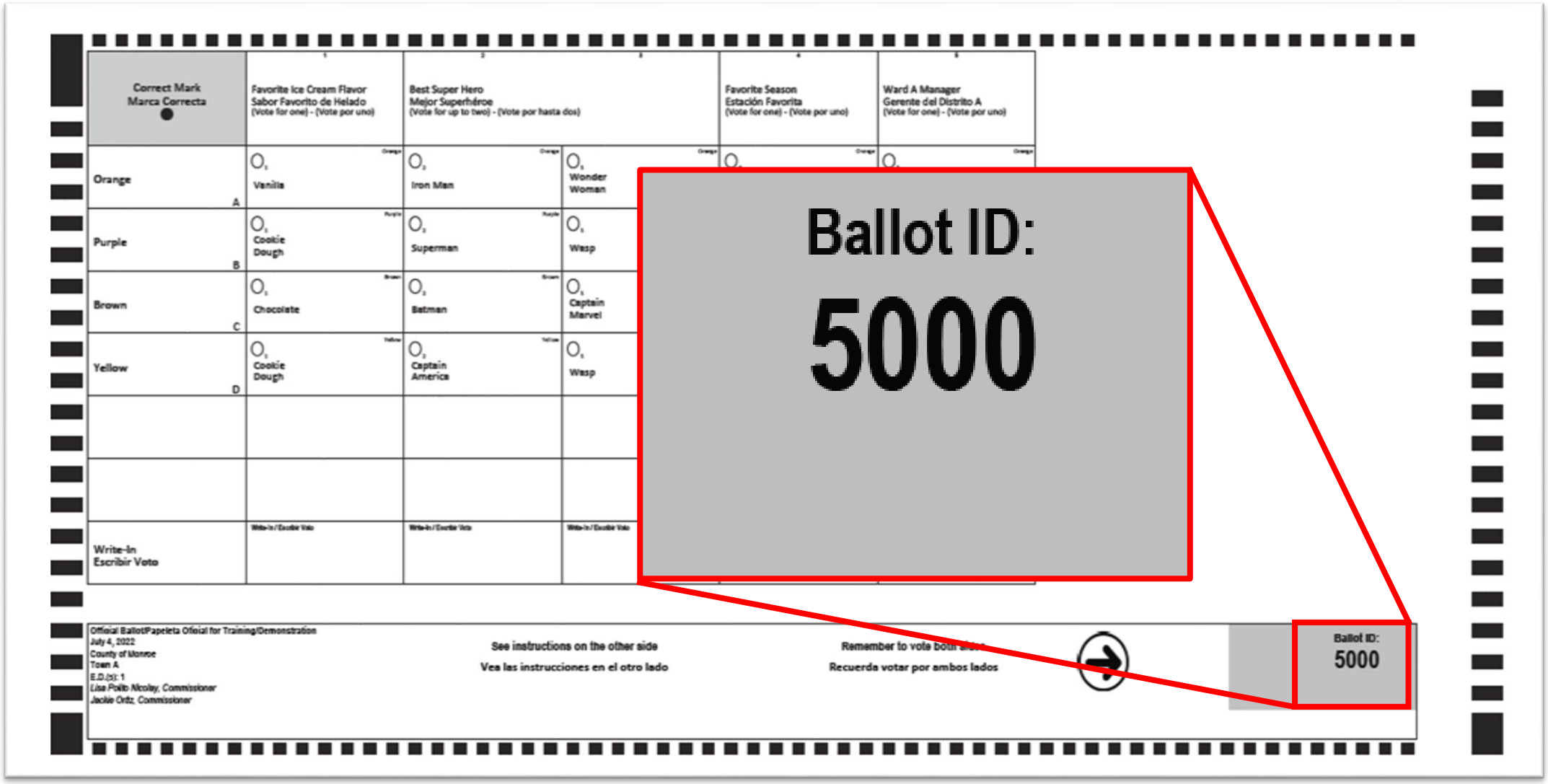
Ballot Overview

There are 3 types of ballots:

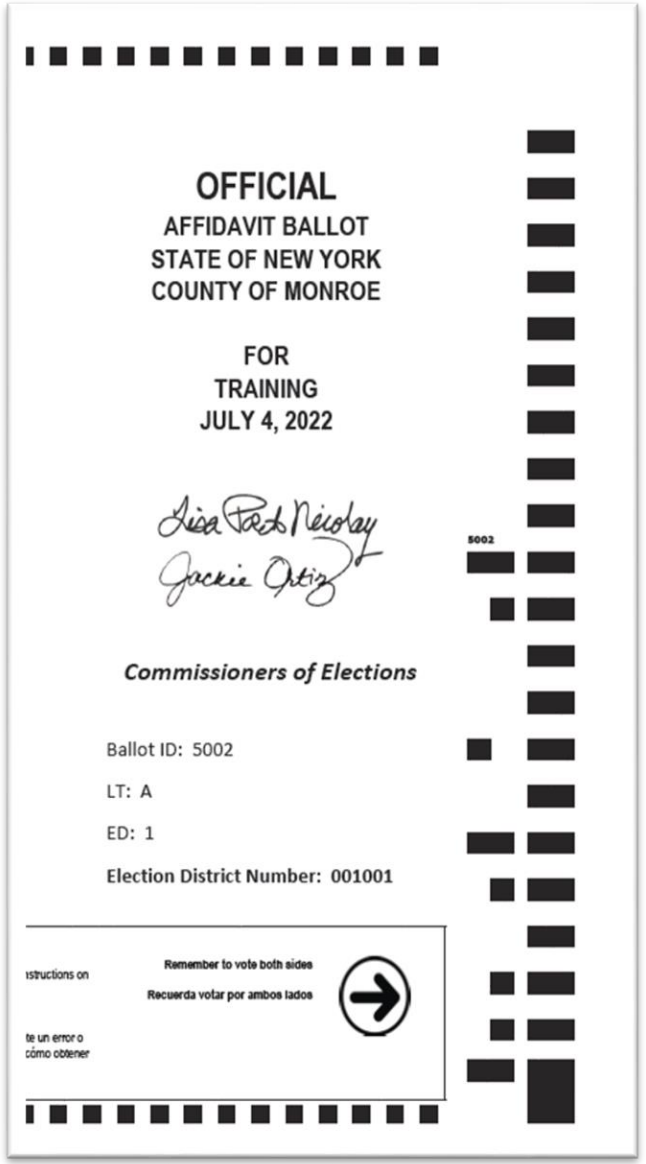
1. **Standard Preprinted Ballots** – most common type of ballots you will use throughout Election Day.
   - *(*New This Year)* There will be no stubs on the preprinted ballot packs
2. **Affidavit Ballots** – used in certain circumstances where a voter is unable to vote using the voting machines.
3. **Blank Ballots** – used with the Ballot Marking Device (BMD) on the IC-2 machine.

- There are no separate Spanish ballots, instructions are written in both English and Spanish on all ballots.

Ballot Overview



Ballot Overview



OFFICIAL
AFFIDAVIT BALLOT
STATE OF NEW YORK
COUNTY OF MONROE

FOR
TRAINING
JULY 4, 2022

Commissioners of Elections

Ballot ID: 5002

LT: A

ED: 1

Election District Number: 001001

5002

Remember to vote both sides

Recuerda votar por ambos lados

ıstructions on

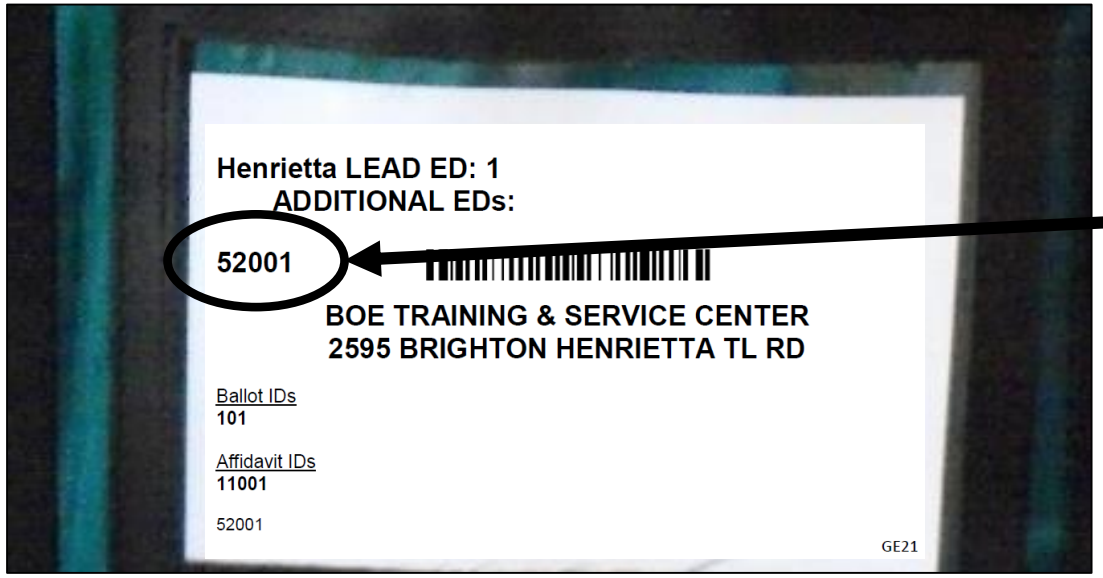
te un error o
cómo obtener

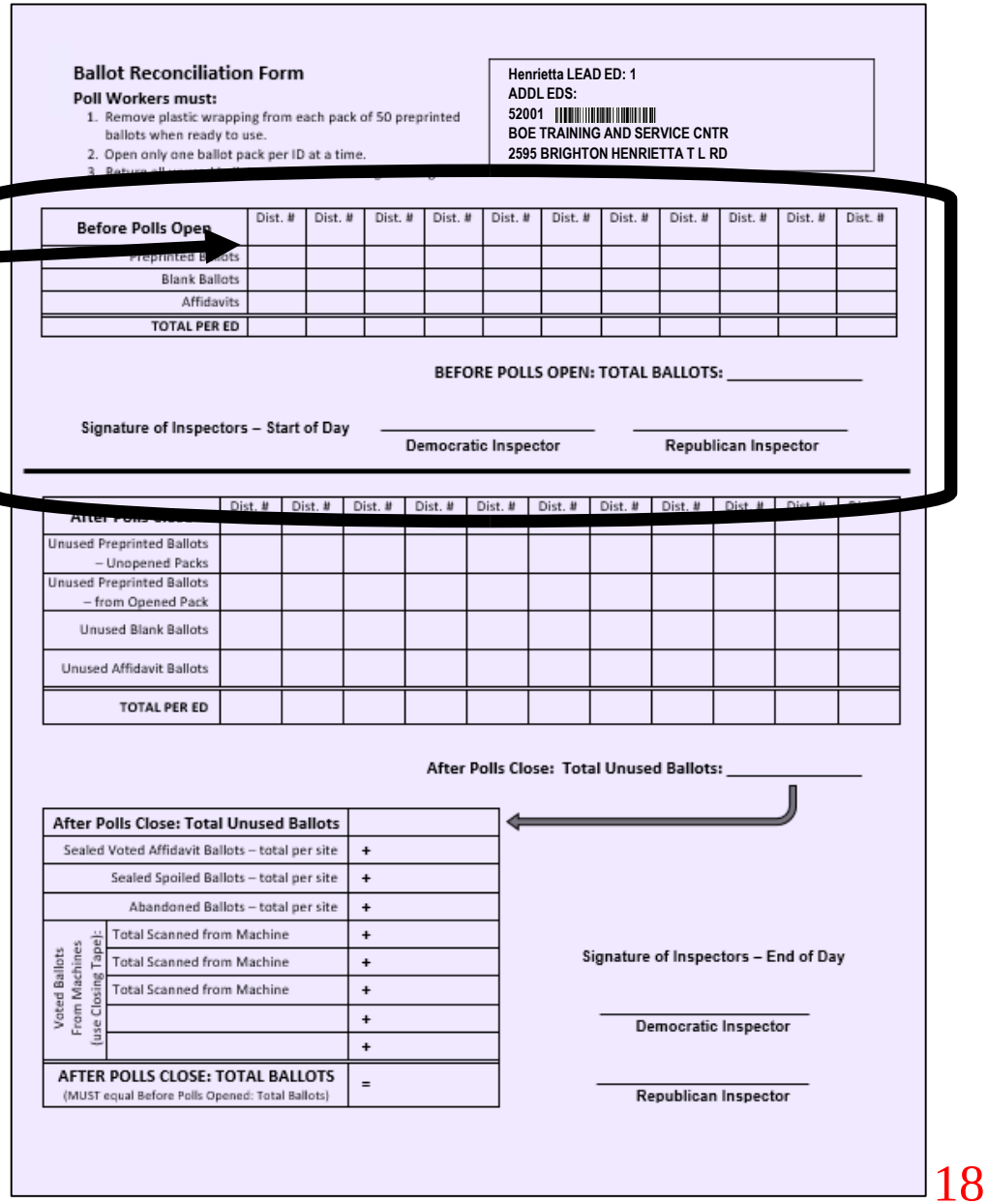
Green Bags

- EACH green bag holds all ballots for ONE election district; and each election district has its own green bag.
- You must count ALL the ballots from ALL the green bags from ALL voting machines when doing ballot reconciliation.
- During the Primary Election, green bags will have standard and affidavit ballots for EACH political party that has candidates running in that election district.

Before Polls Open: Ballot Reconciliation

Green Bag Label

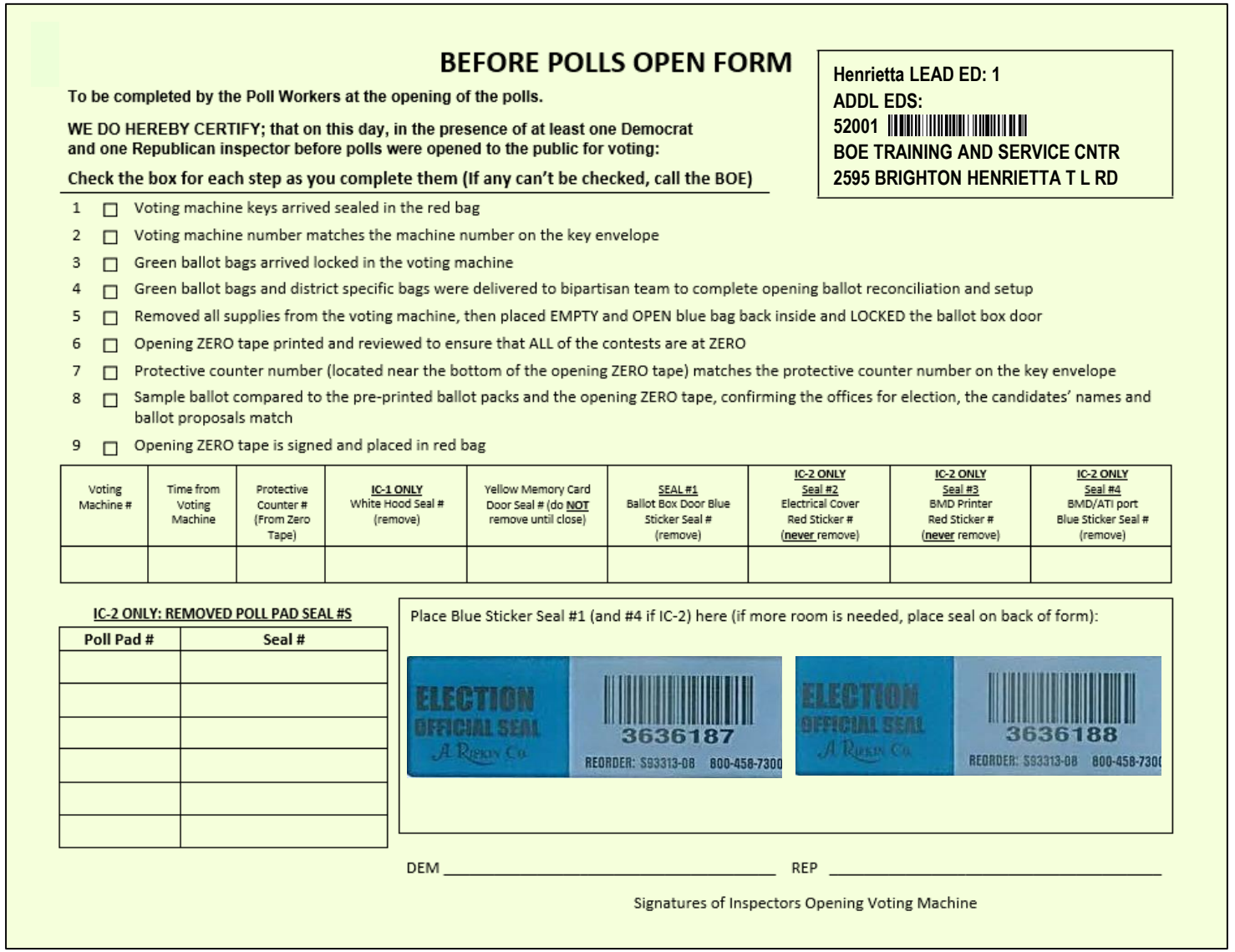




- Ballot reconciliation must be completed by a bipartisan team
- Open ALL the green bags and remove all ballots
  - Match the election district number from the green bag label to the column on the top section of the form
- Once complete, a bipartisan team must sign the form

Before Polls Open Form

- There is one form for each voting machine at the site
- Fill out each form as you are opening the voting machine it is associated with
- Place blue sticker seals in the appropriate box
- Must be filled out and signed by a bipartisan team



BEFORE POLLS OPEN FORM

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:

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
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)

IC-2 ONLY: REMOVED POLL PAD SEAL #S

Poll Pad #	Seal #

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

DEM _____ REP _____

Signatures of Inspectors Opening Voting Machine

Image Cast (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

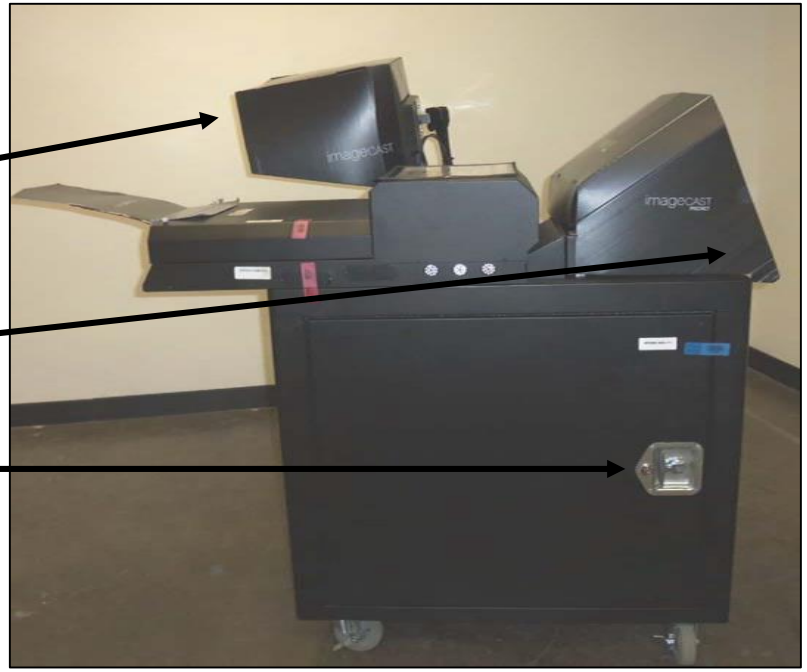
Ballot Marking Device (BMD)

(IC-2 ONLY)

Scanner

Ballot Box Door

IC-2



Types of Seals

Blue Sticker Seal

- Remove at opening and place on *Before Polls Open* form
- Replace with new stickers at closing
- Located on ballot box door and BMD connection (IC-2 only)

White Plastic Seal

- Remove at opening and place in clear pouch of blue bag
- Located on IC-1 privacy hood and Poll Pad cases
- Use to seal blue bags, IC-1 hoods, and the IC-2 memory card compartment at closing

Yellow Plastic Seal

- **REMOVE ONLY AT CLOSING**
- Located on IC-2 memory card compartment
- Record seal number on "*Before Polls Open"* form
- Place in clear pouch of blue bag when removed

Red Plastic Seal

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

Red Sticker Seal

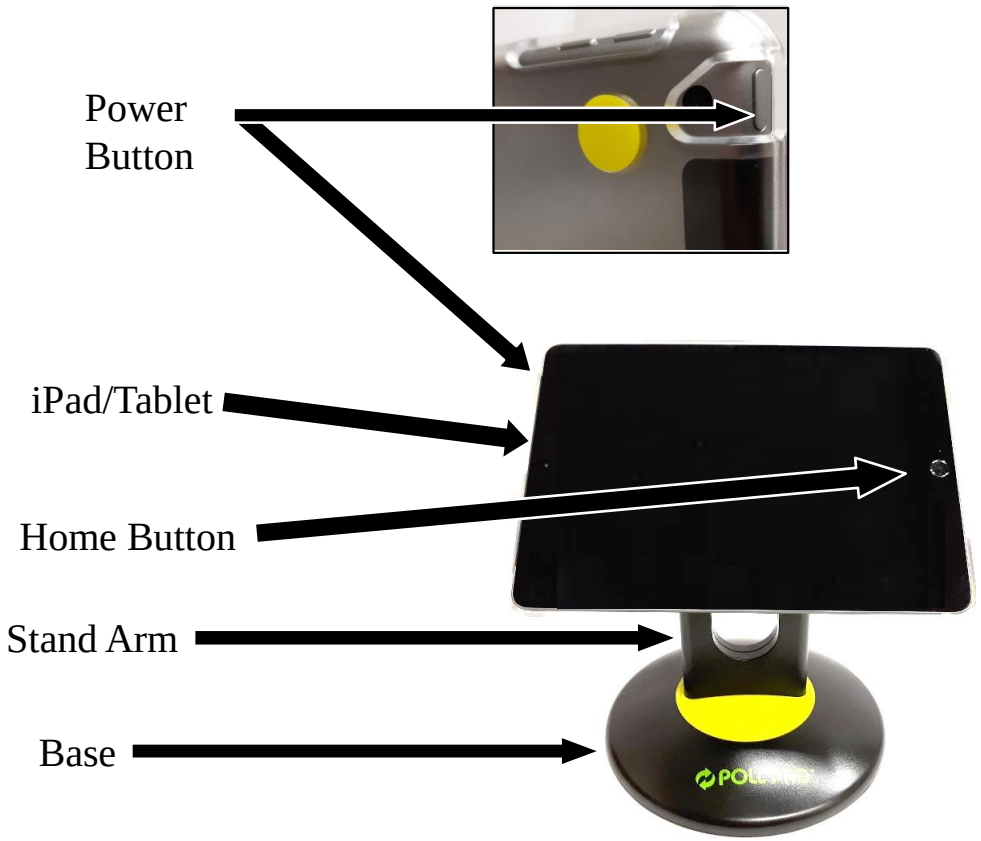
- **NEVER REMOVE**
- Located on IC-2 only
- Record seal number on *Before Polls Open* form

Red Bag Seal

- White clip used to seal red security bag at closing
- Record seal number on *Red Bag Transmittal* form and *After Polls Close* form

VIDEO:
SETTING UP THE VOTING MACHINES

Poll Pads: Components Overview



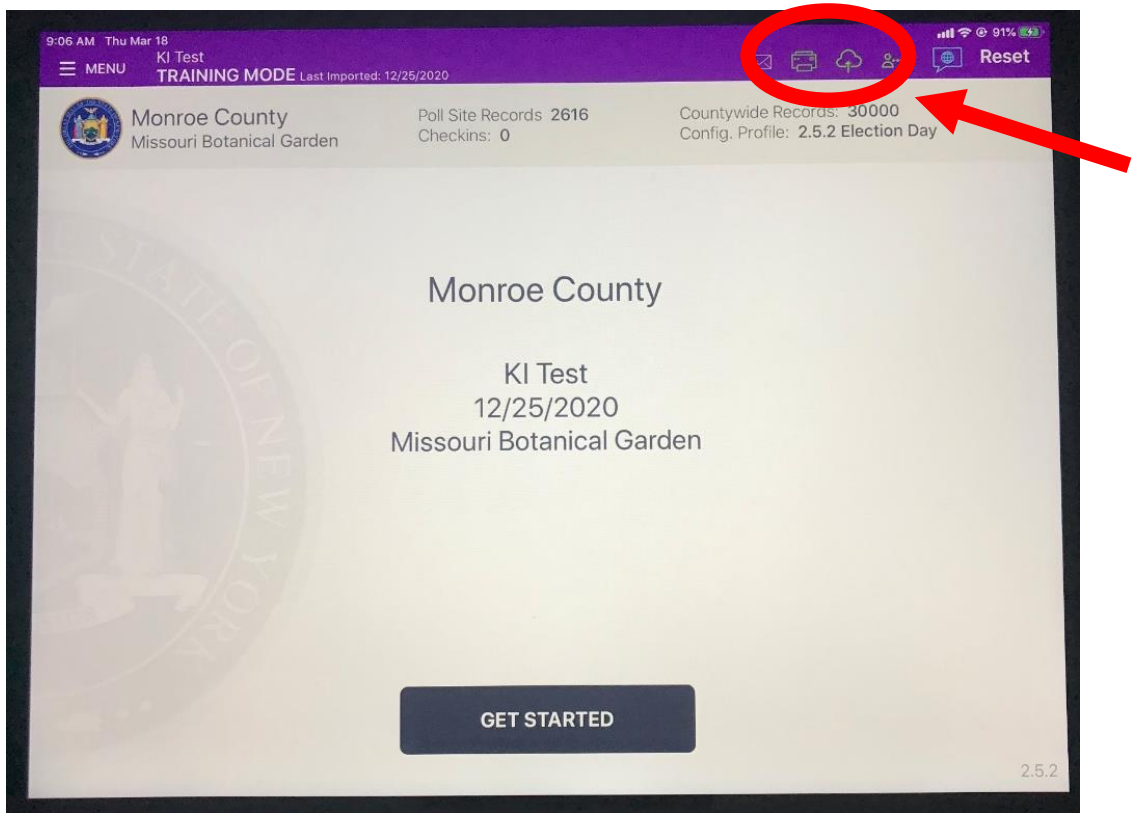
- Removed seals should be placed in the clear pouch of the blue bag for the IC-2 voting machine

- During set up, be sure to check the tag number on the case matches the number on the iPad and printer.
- Always use the stylus when navigating the Poll Pad screen

VIDEO:
SETTING UP THE POLL PAD

Poll Pads Setup

Verify the printer & cloud icons appear **green.**

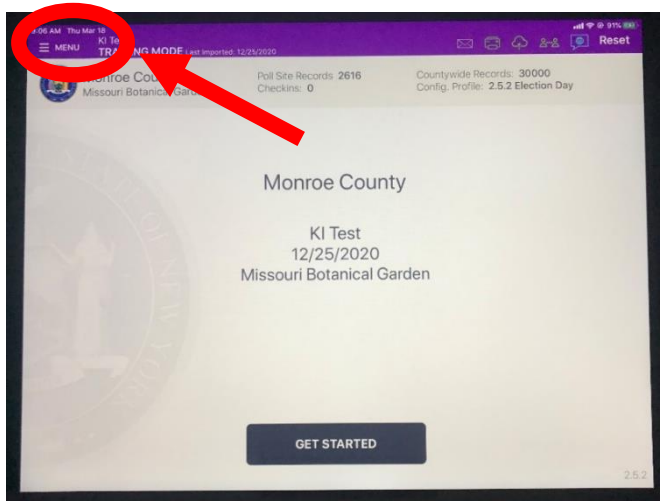


If the cloud icon appears **red**, pause & call the BOE.

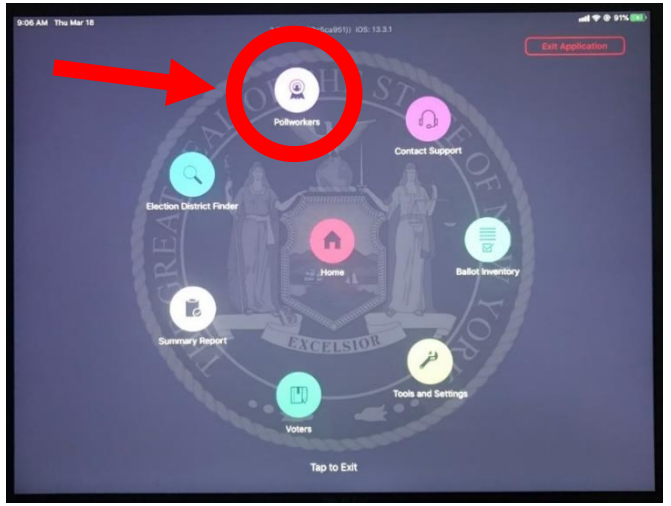
VIDEO:
POLL WORKER
SIGN IN

Poll Pad Hands On: Poll Worker Sign In

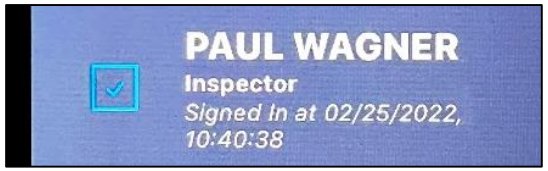
1. Press **“Menu”,** top-left of the screen
2. Use **“Pollworkers”** to **sign in**
3. **Select any name** from the list, and sign in (on Election Day you will choose **your** name)
4. A **blue check mark** will appear confirming you are signed in



Start Screen



Menu Screen



VIDEO:
CHECKING IN A VOTER:
BASIC SEARCH

Poll Pads: Searching

Hints for searching for a voter's name:

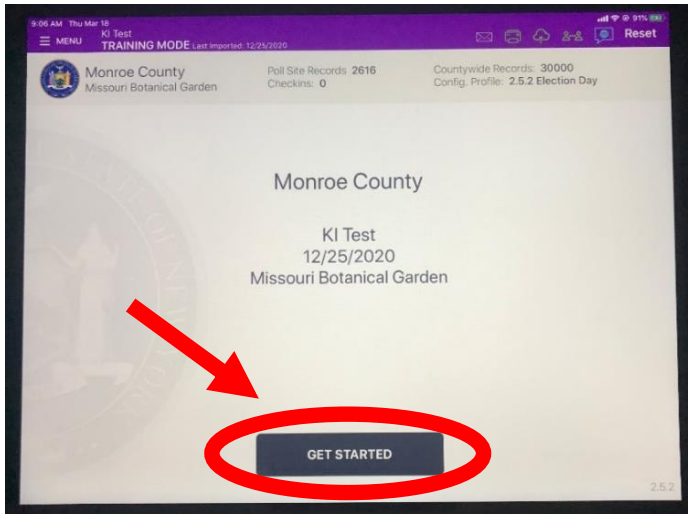
- **Last names do not use spaces or apostrophes:** "*O'Brien*" is "OBRIEN"
- **If you can't find a nickname, use the formal version of their name**: "THOMAS" for "TOM" or "ROBERT" for "BOB"
- **Two part last names are entered with a hyphen:** "RODRIGUEZ-CRUZ", if you cannot find with "ROD", try "CRU" instead
- **Typos happen**: Be aware of possible errors
  - If a voter's name is spelled wrong in the Poll Pad, use the name change process. (*discussed later)*

Poll Pad Hands On: Basic Search

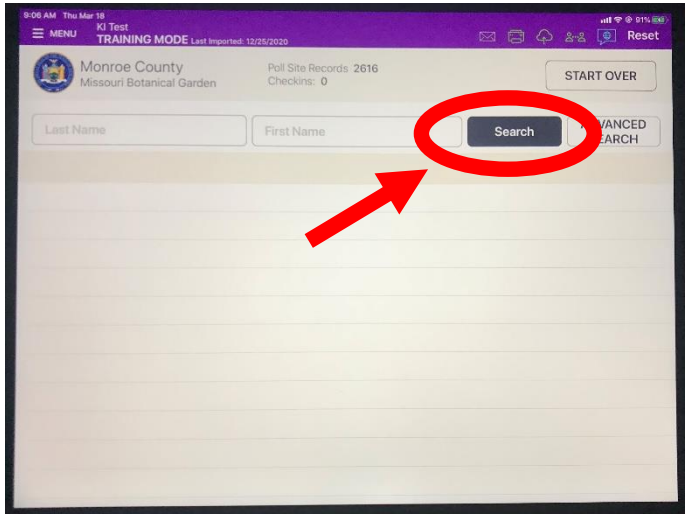
Find the voter:

George Washington

1. Press "**Get Started**"
2. Enter: **WAS** for last name and **GEO** for first name
3. Print a ballot receipt



Get Started



Basic Search Screen

VIDEO:
CHECKING IN A VOTER:
ADVANCED SEARCH

Poll Pad Hands On: Advanced Search

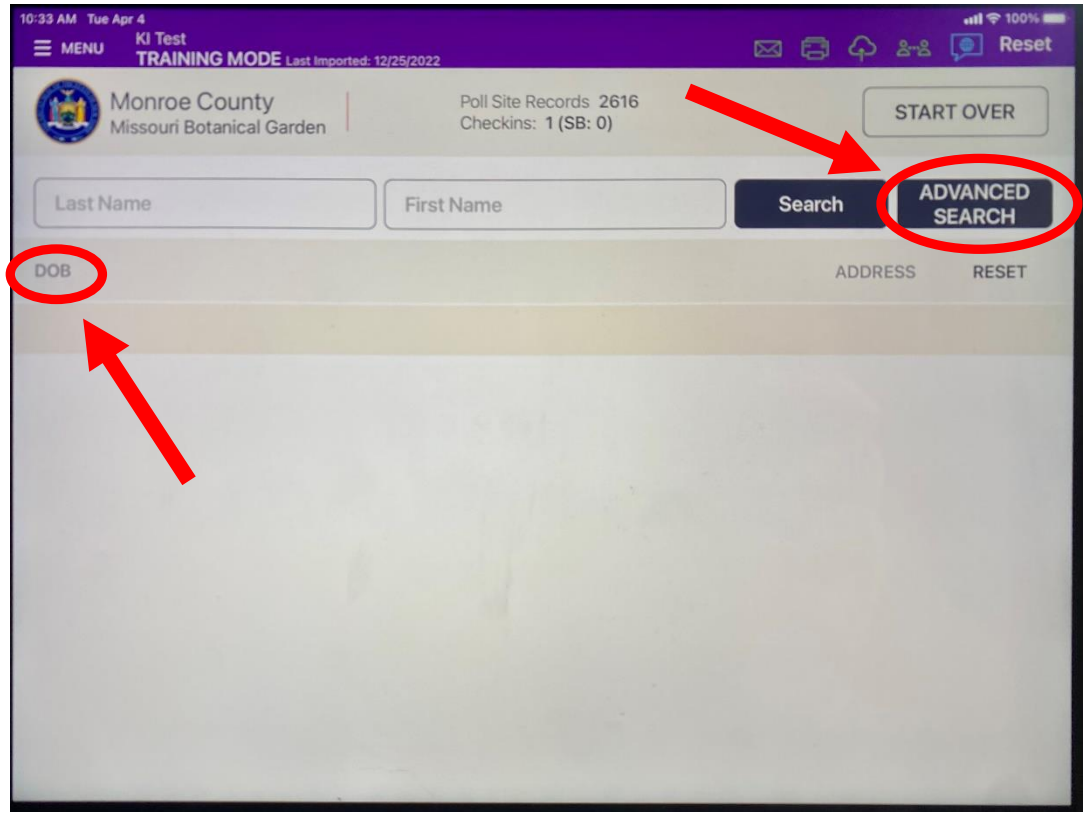
Find the voter:

Jim Monroe

DOB: 04/28/1958

Address: 29 Macon Dr.

1. Select “Advanced Search”
2. Clear search box
3. Find the voter by DOB (Date of Birth)
4. Print a ballot receipt



Advanced Search Screen

VIDEO:
POLL PAD NOTIFICATIONS

POLL PAD NOTIFICATIONS

Problem and Color/Screen	Description	Action Needed
Voted	The voter has previously checked-in and voted on a machine. Appears when a voter is spoiling a ballot.	If the voter is not spoiling a ballot, and the voter insists they have not voted, call the BOE.
Inactive	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 the site is correct, present the *Affidavit and Court Order Voting Instructions*. If not, direct them to the correct polling site.
Absentee Sent	The voter requested and was sent an absentee ballot. *(This voter can **ONLY** vote by affidavit ballot, they are not eligible for a court order)*	
ID Required	The BOE has not verified the voter's identity. *(This is the **ONLY** time you can ask the voter to present an ID.)*	Ask the voter to present an approved ID. If an ID is not provided, present the *Affidavit and Court Order Voting Instructions*.
Wrong location	The voter is at the wrong polling site. Their name will be at the bottom of the list and grayed out, with the words **Wrong Location**.	Use the *Election District Finder* to find the voter's correct polling site.

ID Required

- Per **NYS Election Law,** you can only ask a voter for ID when they have the *ID Required* notification.

- If voter does not have the *ID Required* notification, you CANNOT ask for ID.

- When prompted with the ID required procedure, acceptable forms of ID will be listed on the Poll Pads.

Poll Pads: Election District Finder

The Election District Finder (or ED Finder) is used:

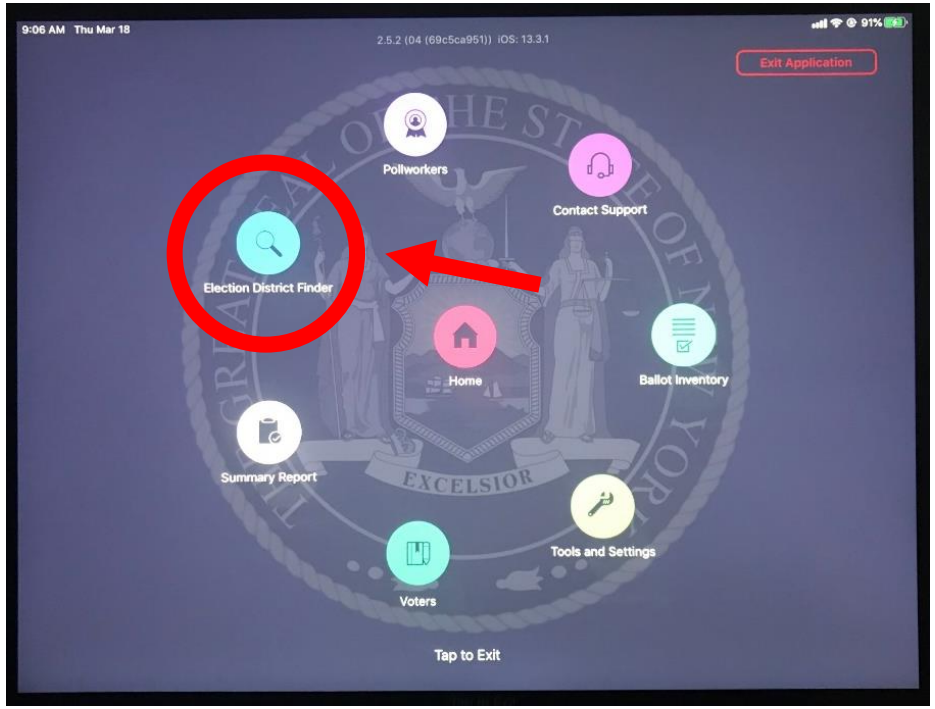
- **When a voter is at the *wrong location*:** To direct them to the correct polling site.
- **When a voter has *moved*:** Verify they are at the correct polling site for their current address, and determine the correct election district for the voter.
  - If not, direct them to the correct polling site.
- **For ALL *affidavits* or *court orders*:** Confirm the voter is at the correct polling site at their current address, and determine the correct election district for the voter.
  - This is to verify the voter is given the correct affidavit ballot, or preprinted ballot from the correct ballot book in the case of a court order, for their election district.

VIDEO:
THE ELECTION DISTRICT OR ED FINDER

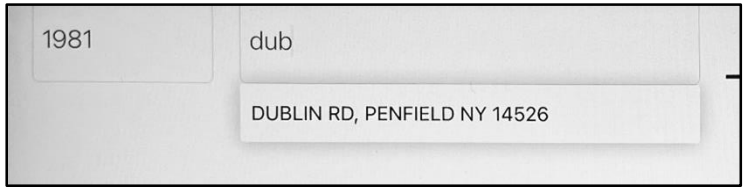
Poll Pad Hands On: Election District Finder

Look up 1981 Dublin Rd.

1. Press **Menu**
2. Click the **Election District Finder** icon
3. Enter the **Address**
4. **Print** or text directions



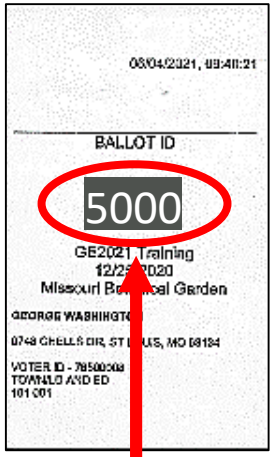
Menu Screen



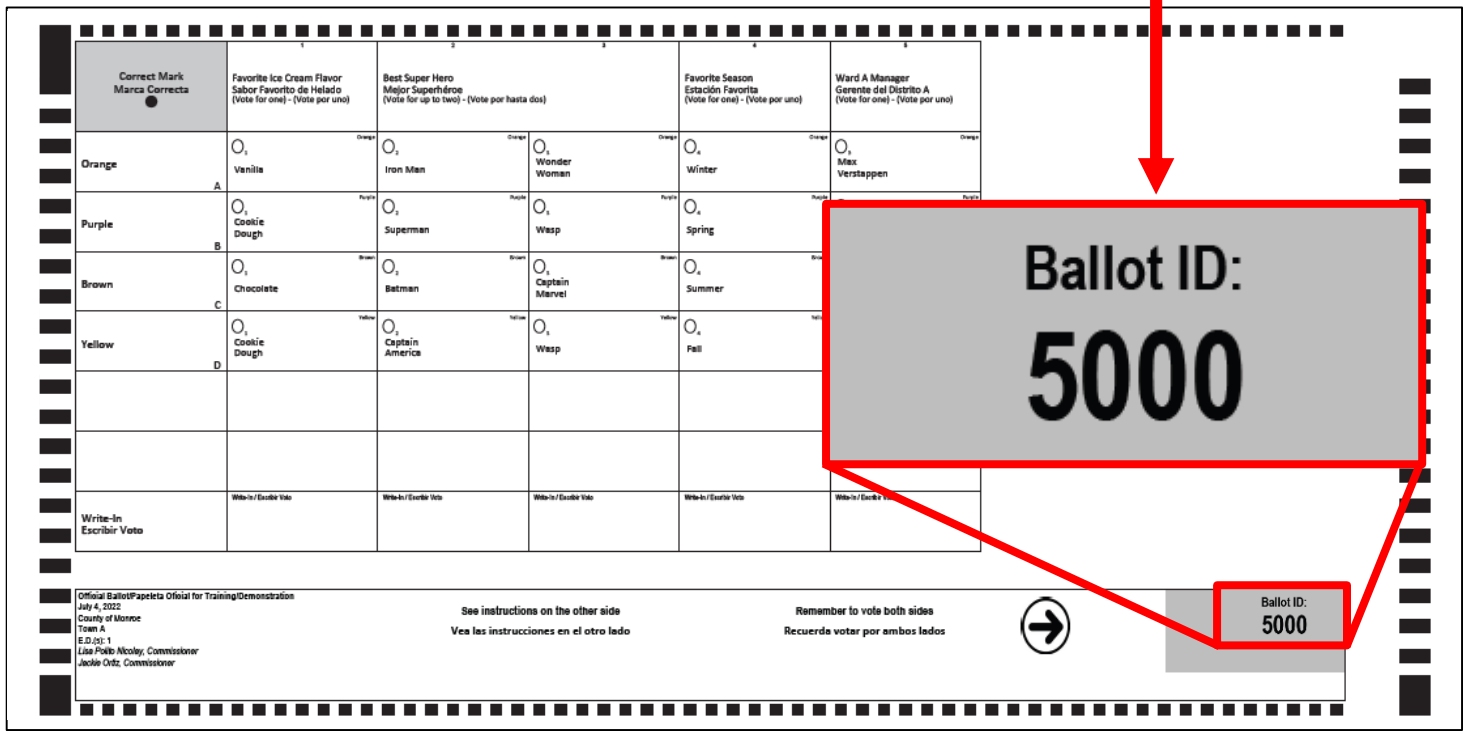
Click on the dropdown option when it appears

Issuing a Ballot

The Ballot ID on the ballot **MUST** match the Ballot ID on the receipt!



- Confirm with the voter that the IDs match
- Give a brief overview of the ballot
- Hand over the ballot inside of a privacy folder



VIDEO: TYPICAL VOTING PROCESS

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

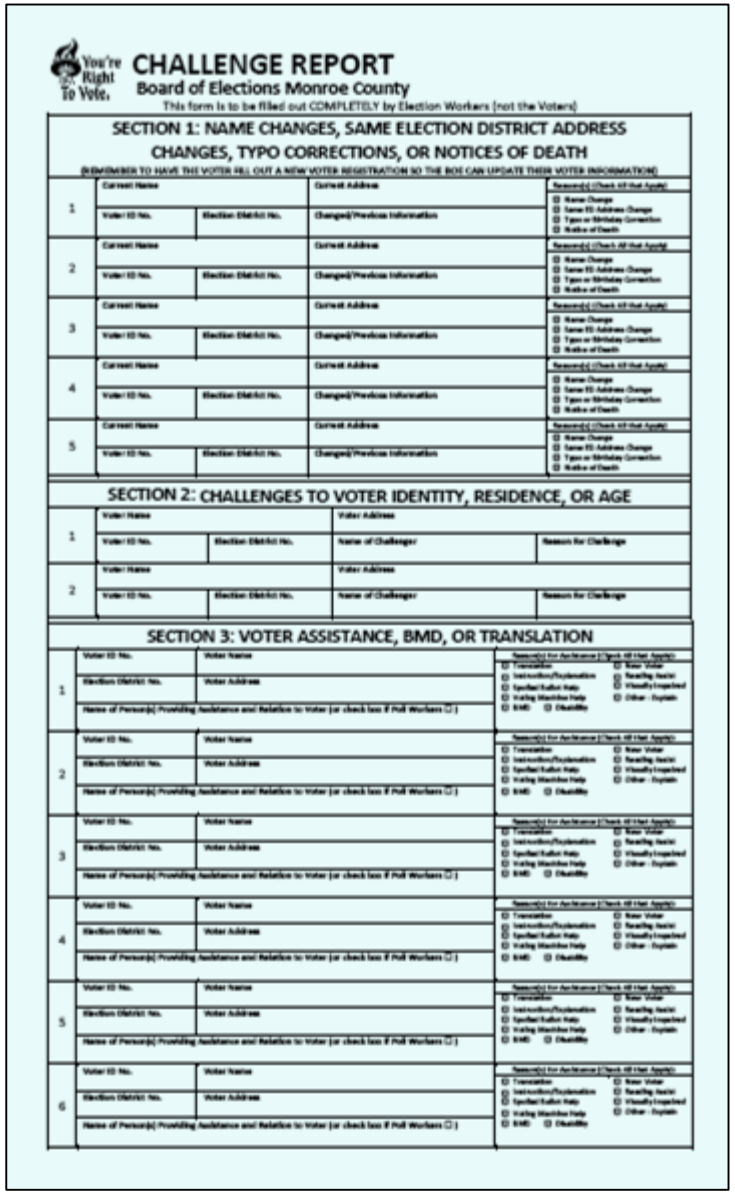
14. Voter leaves polling site

Challenge Report Form

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

SECTION 2
VOTER CHALLENGES

SECTION 3
ASSISTANCE TO VOTERS



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)

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

SECTION 3: VOTER ASSISTANCE, BMD, OR TRANSLATION

SECTION 4
AFFIDAVITS AND COURT ORDERS

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

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) _____

TOTALS AND SIGNATURES

CHALLENGE REPORT SECTION 1:
NAME CHANGES, SAME ED ADDRESS CHANGES, TYPOS, NOTICES OF DEATH

If the voter is registered, but their name or address has changed from what is in the Poll Pad and the voter still lives in the SAME election district (use the "ED Finder" to confirm polling site if they are not at the same address)

- The voter must fill out a new **Voter Registration Form** (ensure it is placed in the red bag once complete)
- Have the voter sign on the Poll Pad (using **new** name if it has changed)
- The voter may now vote on the machines as normal
- If ***Notice of Death***, skip the above steps

CHALLENGE REPORT SECTION 2:
VOTER CHALLENGES

While rare, voter qualifications can be challenged at the polling site

Challenges can be made for the following reasons:

- The voter's **identity** is in question
- The voter's **residency** is in question
- The voter's **age** is in question (i.e. the person is not yet old enough to vote)

<u>A Site Chair should be called over to handle ALL voter challenges</u>

CHALLENGE REPORT SECTION 3:
VOTER ASSISTANCE, TRANSLATION, AND BMD

WHEN ASSISTANCE IS GIVEN BY POLL WORKERS:

- **If asked,** a bipartisan team may assist the voter
- Both Poll Workers **MUST** agree on all action taken
- Poll Workers **MUST** keep the voters' choices confidential

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

- Anyone who is not a Poll Worker that assists a voter must take the *Oath for Person(s) Assisting a 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 that the Bilingual Inspector assist them

CHALLENGE REPORT SECTION 3:
ASSISTING A VOTER

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 if they require assistance.
- **All** instances of **translation** must be recorded, even if it does not rise to the level of assistance.
- ***(New This Year)*** **All instances that the BMD is used by a voter must be recorded in Section 3.**

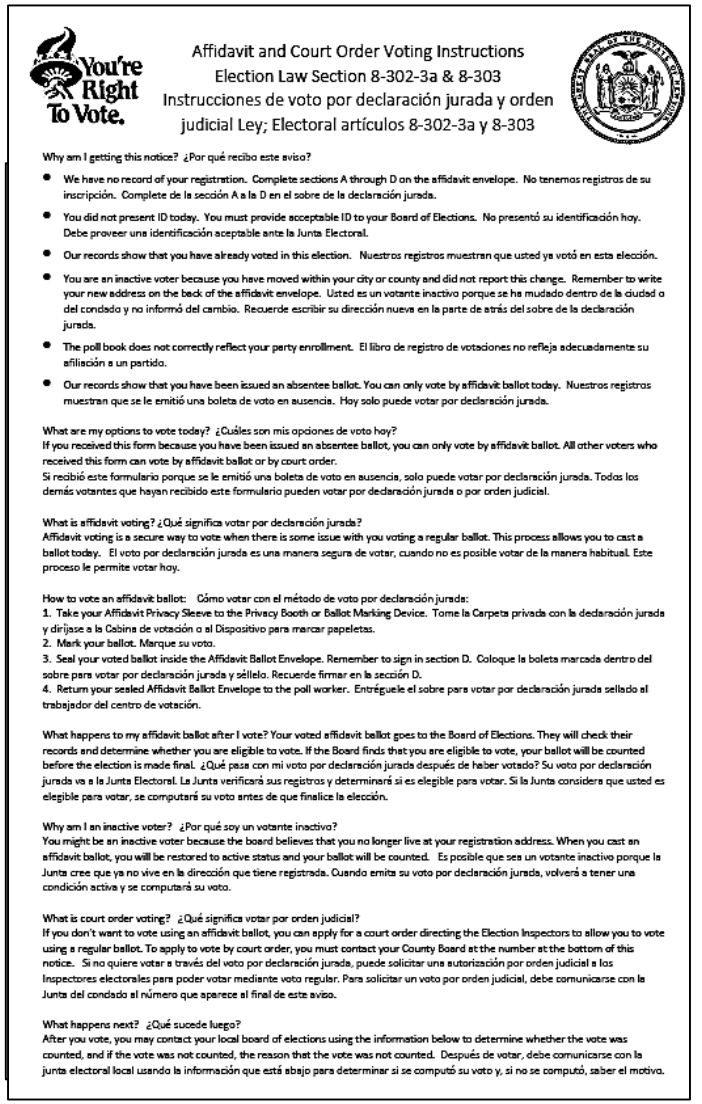
CHALLENGE REPORT SECTION 4: AFFIDAVITS OR COURT ORDERS

If any voter cannot be signed in normally, hand them the *Affidavit and Court Order Voting Instructions*

They will then choose to vote by Affidavit or Court Order

1. **Determine the reason as presented by the Poll Pad notifications**
2. **Hand the form to the voter and explain the reason to them**
3. **The voter chooses to vote by affidavit or to leave the poll site to try and get a court order***
4. **Follow the correct procedure for the voter's choice**

*** Remember: A voter who has the status "Absentee Sent" is ineligible to receive a court order and can only choose to vote by affidavit ballot**



You're Right To Vote.

Affidavit and Court Order Voting Instructions
Election Law Section 8-302-3a & 8-303
Instrucciones de voto por declaración jurada y orden judicial Ley; Electoral artículos 8-302-3a y 8-303

Why am I getting this notice? ¿Por qué recibo este aviso?

- We have no record of your registration. Complete sections A through D on the affidavit envelope. No tenemos registros de su inscripción. Complete de la sección A a la D en el sobre de la declaración jurada.
- You did not present ID today. You must provide acceptable ID to your Board of Elections. No presentó su identificación hoy. Debe proveer una identificación aceptable ante la Junta Electoral.
- Our records show that you have already voted in this election. Nuestros registros muestran que usted ya votó en esta elección.
- You are an inactive voter because you have moved within your city or county and did not report this change. Remember to write your new address on the back of the affidavit envelope. Usted es un votante inactivo porque se ha mudado dentro de la ciudad o del condado y no informó del cambio. Recuerde escribir su dirección nueva en la parte de atrás del sobre de la declaración jurada.
- The poll book does not correctly reflect your party enrollment. El libro de registro de votaciones no refleja adecuadamente su afiliación a un partido.
- Our records show that you have been issued an absentee ballot. You can only vote by affidavit ballot today. Nuestros registros muestran que se le emitió una boleta de voto en ausencia. Hoy solo puede votar por declaración jurada.

What are my options to vote today? ¿Cuáles son mis opciones de voto hoy?
If you received this form because you have been issued an absentee ballot, you can only vote by affidavit ballot. All other voters who received this form can vote by affidavit ballot or by court order.
Si recibió este formulario porque se le emitió una boleta de voto en ausencia, solo puede votar por declaración jurada. Todos los demás votantes que hayan recibido este formulario pueden votar por declaración jurada o por orden judicial.

What is affidavit voting? ¿Qué significa votar por declaración jurada?
Affidavit voting is a secure way to vote when there is some issue with you voting a regular ballot. This process allows you to cast a ballot today. El voto por declaración jurada es una manera segura de votar, cuando no es posible votar de la manera habitual. Este proceso le permite votar hoy.

How to vote an affidavit ballot: Cómo votar con el método de voto por declaración jurada:
1. Take your Affidavit Privacy Sleeve to the Privacy Booth or Ballot Marking Device. Tome la Carpeta privada con la declaración jurada y diríjase a la Cabina de votación o al Dispositivo para marcar papeletas.
2. Mark your ballot. Marque su voto.
3. Seal your voted ballot inside the Affidavit Ballot Envelope. Remember to sign in section D. Coloque la boleta marcada dentro del sobre para votar por declaración jurada y séllelo. Recuerde firmar en la sección D.
4. Return your sealed Affidavit Ballot Envelope to the poll worker. Entréguele el sobre para votar por declaración jurada sellado al trabajador del centro de votación.

What happens to my affidavit ballot after I vote? Your voted affidavit ballot goes to the Board of Elections. They will check their records and determine whether you are eligible to vote. If the Board finds that you are eligible to vote, your ballot will be counted before the election is made final. ¿Qué pasa con mi voto por declaración jurada después de haber votado? Su voto por declaración jurada va a la Junta Electoral. La Junta verificará sus registros y determinará si es elegible para votar. Si la Junta considera que usted es elegible para votar, se computará su voto antes de que finalice la elección.

Why am I an inactive voter? ¿Por qué soy un votante inactivo?
You might be an inactive voter because the board believes that you no longer live at your registration address. When you cast an affidavit ballot, you will be restored to active status and your ballot will be counted. Es posible que sea un votante inactivo porque la Junta cree que ya no vive en la dirección que tiene registrada. Cuando emita su voto por declaración jurada, volverá a tener una condición activa y se computará su voto.

What is court order voting? ¿Qué significa votar por orden judicial?
If you don't want to vote using an affidavit ballot, you can apply for a court order directing the Election Inspectors to allow you to vote using a regular ballot. To apply to vote by court order, you must contact your County Board at the number at the bottom of this notice. Si no quiere votar a través del voto por declaración jurada, puede solicitar una autorización por orden judicial a los Inspectores electorales para poder votar mediante voto regular. Para solicitar un voto por orden judicial, debe comunicarse con la Junta del condado al número que aparece al final de este aviso.

What happens next? ¿Qué sucede luego?
After you vote, you may contact your local board of elections using the information below to determine whether the vote was counted, and if the vote was not counted, the reason that the vote was not counted. Después de votar, debe comunicarse con la junta electoral local usando la información que está abajo para determinar si se computó su voto y, si no se computó, saber el motivo.

CHALLENGE REPORT SECTION 4: AFFIDAVITS

Affidavit ballots can be issued without calling the BOE when:

- A voter is marked as *"INACTIVE"*
- 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
- A voter is in the Poll Pad, but is unable to provide proper ID when an ID is required

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

- There is no signature on file for a voter
- The voter is in the Poll Pad, but it says they have already voted though the voter claims they did not
- A voter's name is NOT found in the Poll Pad for any reason

VIDEO:
AFFIDAVIT BALLOT PROCESS

CHALLENGE REPORT SECTION 4: AFFIDAVITS

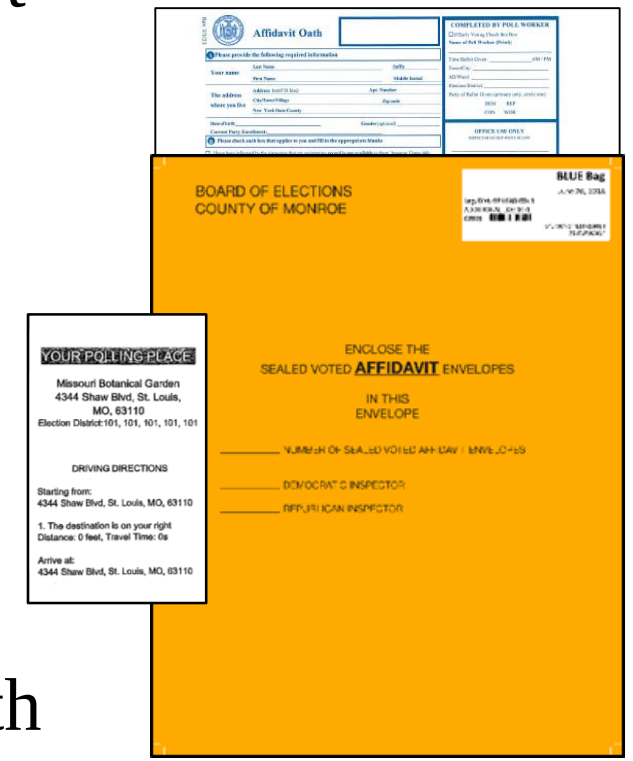
The most common affidavit ballot errors:

- 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 (this is where you must use the ED Finder)
- A voter is at the correct polling site, but is given the wrong affidavit ballot for their election district (in cases of multiple districts sharing one polling site)
- The affidavit form is not filled out completely
  - **Signature** – make sure they SIGN the affidavit envelope!

CHALLENGE REPORT SECTION 4: AFFIDAVITS

When collecting affidavits back from voter:

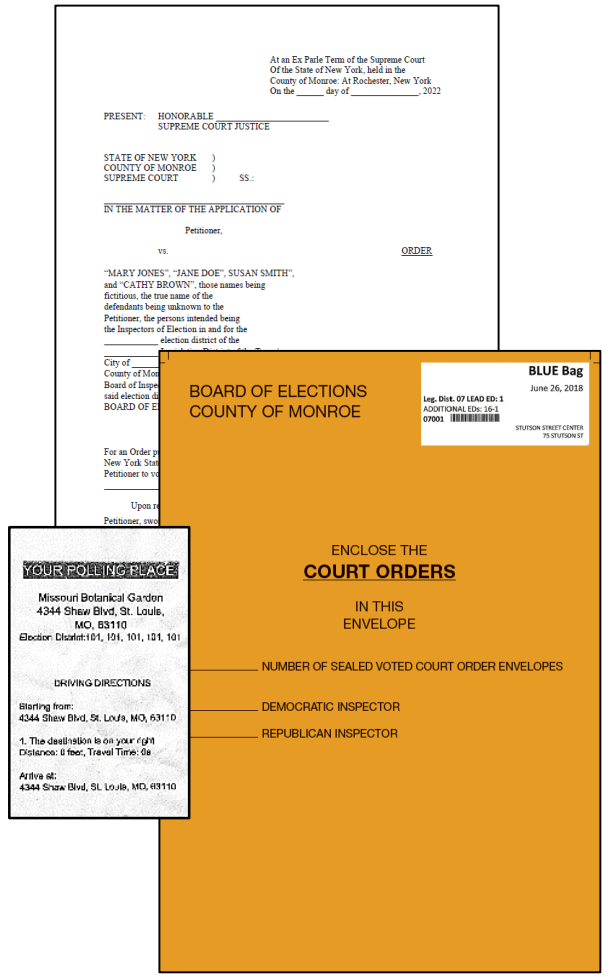
- Make sure the affidavit envelope is sealed with the ballot inside
- **Completely fill out the top right corner of the affidavit envelope,** the same section where LT/ED number from the directions receipt was written
  - *(New This Year)* The AD number will be recorded in addition to the LT/ED number
- Put the completely filled out and sealed affidavit envelope into the affidavit collection envelope along with the ballot receipt (printed from using the ED Finder)



CHALLENGE REPORT SECTION 4: COURT ORDERS

If a voter brings in a signed court order they **MUST** be allowed to vote on the voting machines.

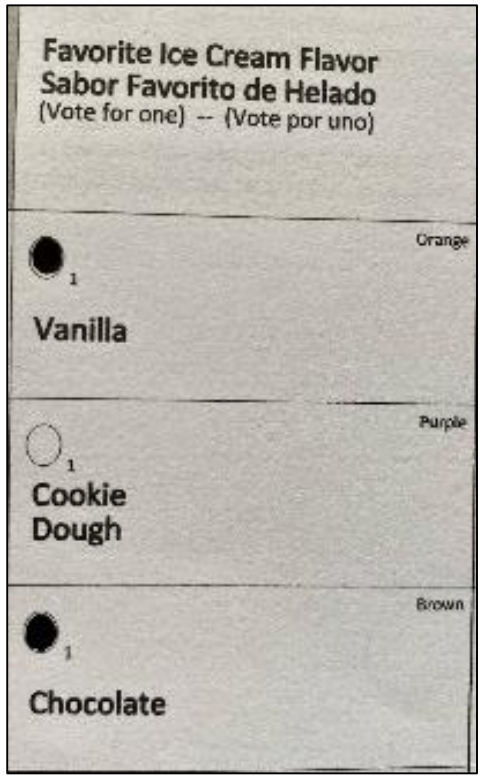
- **Use the Election District Finder** to confirm the correct polling site and election district
- The voter will be given a pre-printed ballot corresponding to their election district
- Place the court order in the court order return envelope along with the ballot receipt (printed from using the ED Finder)



Ballot Problems

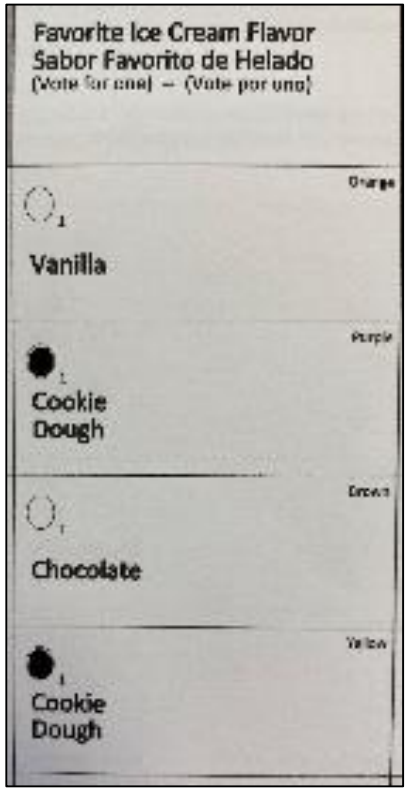
Over Vote

Voter has voted for too many <u>different</u> candidates in a particular race



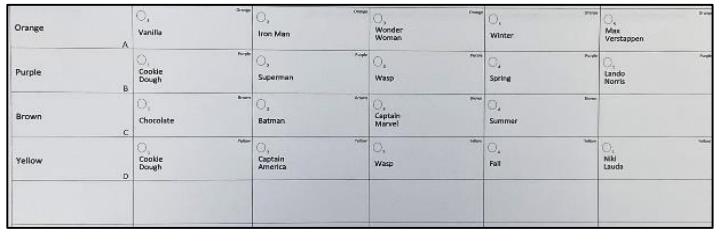
Push Vote

Voter had voted for the <u>same</u> candidate on two or more party lines



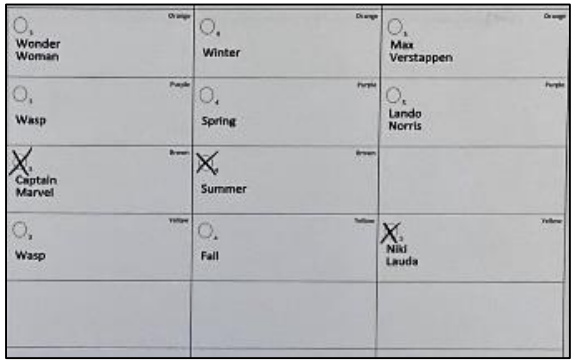
Blank Ballot

Voter deposits the ballot into the scanner without marking it or marks the ballot incorrectly



Ambiguous Mark

The ballot contains incomplete marks, stray marks, or is damaged

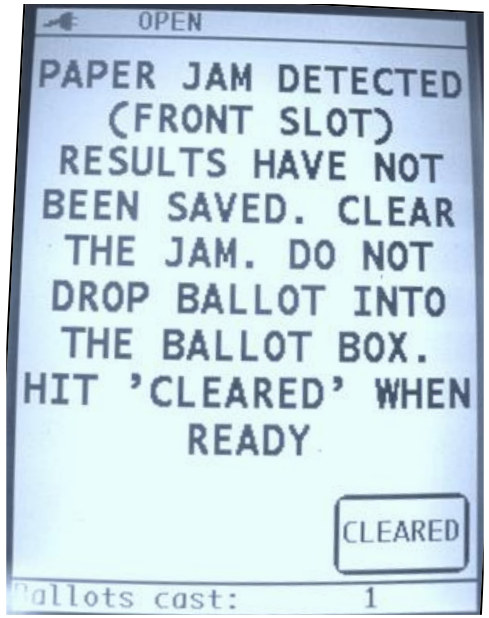


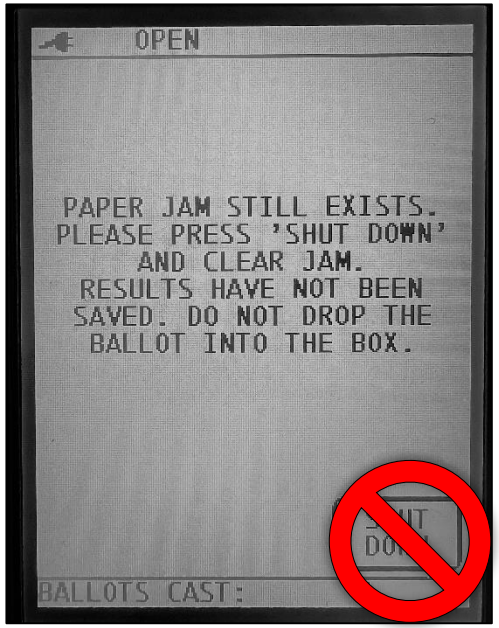
Ballot Problems - Ballot Jams

If you or the voter can see the ballot in the entry slot, have the voter gently pull the ballot out and press “CLEARED”

If you or the voter cannot see any part of the ballot from the entry slot, and it still says “PAPER JAM” you ***must call the Board of Elections***

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



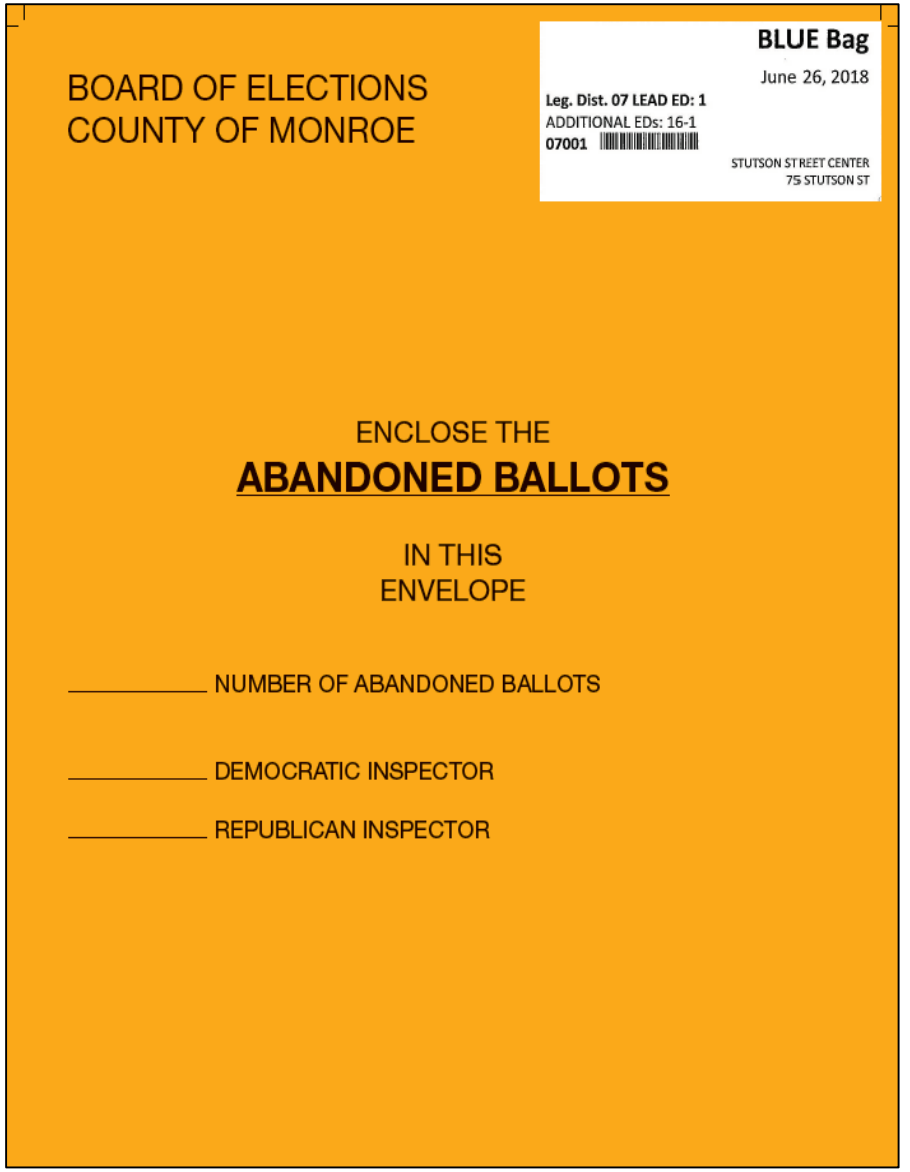


Abandoned Ballots

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

Abandoned ballots do **NOT** get cast, instead they go in the proper abandoned ballot envelope.

If a ballot is found **IN OR NEAR** the voting machine, **YOU MUST CALL** the Board of Elections at 753-1599 for instructions



SPOILED BALLOT PROCEDURE

Accessible Voting

Using the Ballot Marking Device (BMD) on the IC-2 machine

Call over a Site Chair to set up a BMD session.

- The BMD is a device to allow any voter to vote independently by marking their ballot electronically
- The BMD uses blank ballots
- Voters mark their ballot by following the directions on the screen interface and using the Audio Tactile Interface (or ATI)
  - A voter may also choose to use the "Sip & Puff" device or "L and R" paddle buttons
- Once printed, the ballot from the BMD can be scanned in any voting machine
- ***(New This Year)*** Remember: any time the BMD is used, it must be recorded on Section 3 of the Challenge Report

ATI (Controller)

SIP & PUFF

PADDLE BUTTONS

VIDEO:
THE BMD (BALLOT MARKING DEVICE)

Closing the Poll Site: Be Prepared!

Reminders:

- There are some things you *can* do to be as prepared as possible for the close of polls:
  - Record seal numbers
  - Count the ballots in envelopes
  - Count unused sealed ballot packs

- **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.

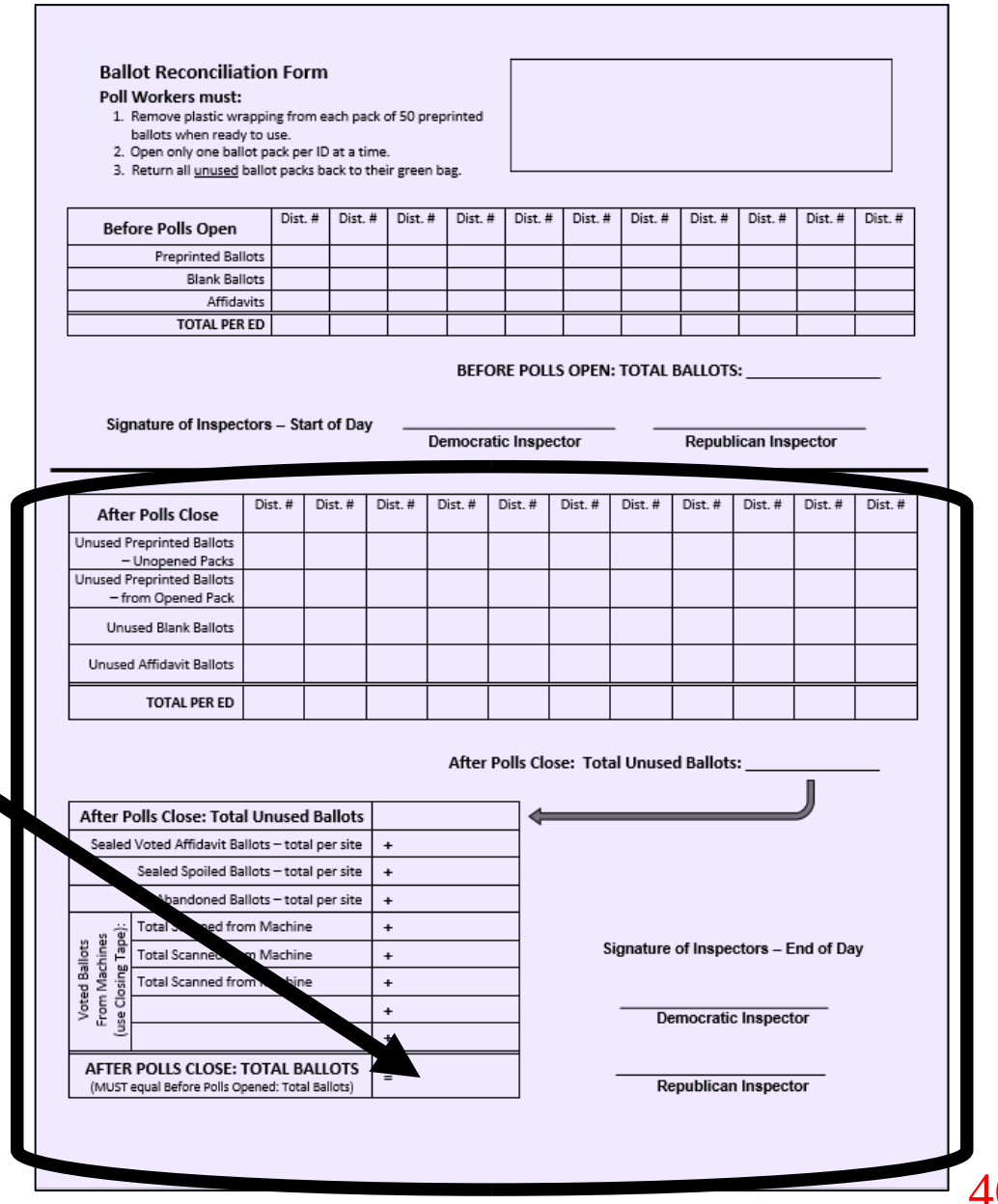
Closing the Poll Site

Polls close at 9:00PM AND once everyone who was in line at 9PM has voted

- Take down all signs
- Shut down all the voting machines in a bipartisan team
  - Complete *After Polls Close* form
- Pack the red bag
- Empty absentee ballot box and place ballots in TripLOK bag (Site Chair duty)
- Fill out and seal the TripLOK bag and return it to the designated POD location
- Complete ballot reconciliation in a bipartisan team
- Pack Poll Pads and remaining election supplies
- Return blue bag to designated location

Ballot Reconciliation: After the Polls Close

- For each green bag, count and verify all the various UNUSED ballots
- Count and verify the ballots that are in the manila envelopes
- Record total ballots scanned from closing tapes from voting machines
- Add these totals together to get the final total for after polls closed
  - If this does not match the total from the morning, recheck and then call the Board of Elections if the problem persists
- Once complete, a bipartisan team must sign the form



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 (use 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)		=

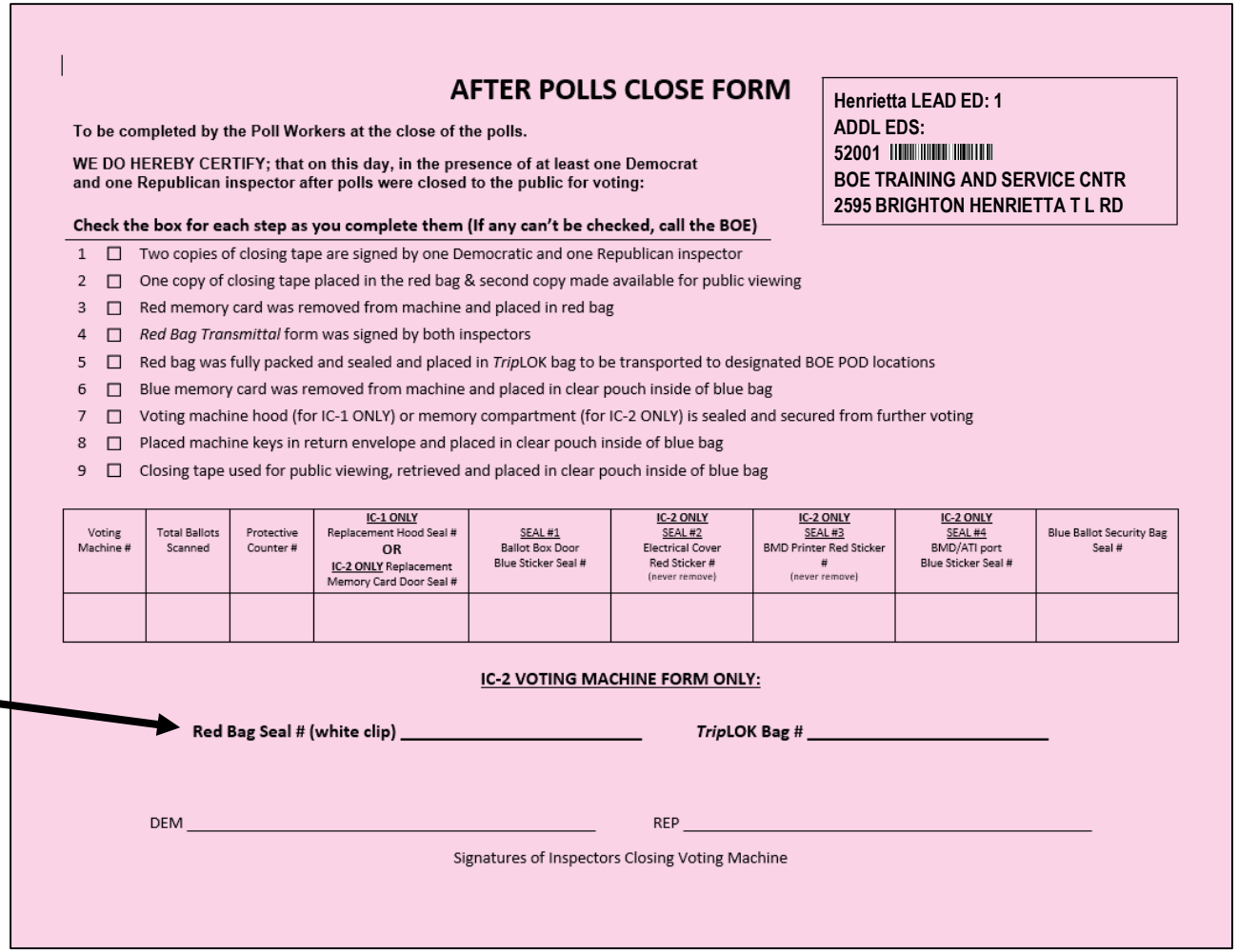
Signature of Inspectors – End of Day

_____ Democratic Inspector

_____ Republican Inspector

After the Polls Close Form

- There is one form for each voting machine at the site
- Fill out each form as you are closing the associated voting machine
- Record the red bag seal and *Trip*LOK bag number on the IC-2 *After Polls Close* form
- Must be filled out and signed by a bipartisan team



AFTER POLLS CLOSE FORM

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 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:

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 ☐ 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 #

IC-2 VOTING MACHINE FORM ONLY:

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

DEM _____ REP _____

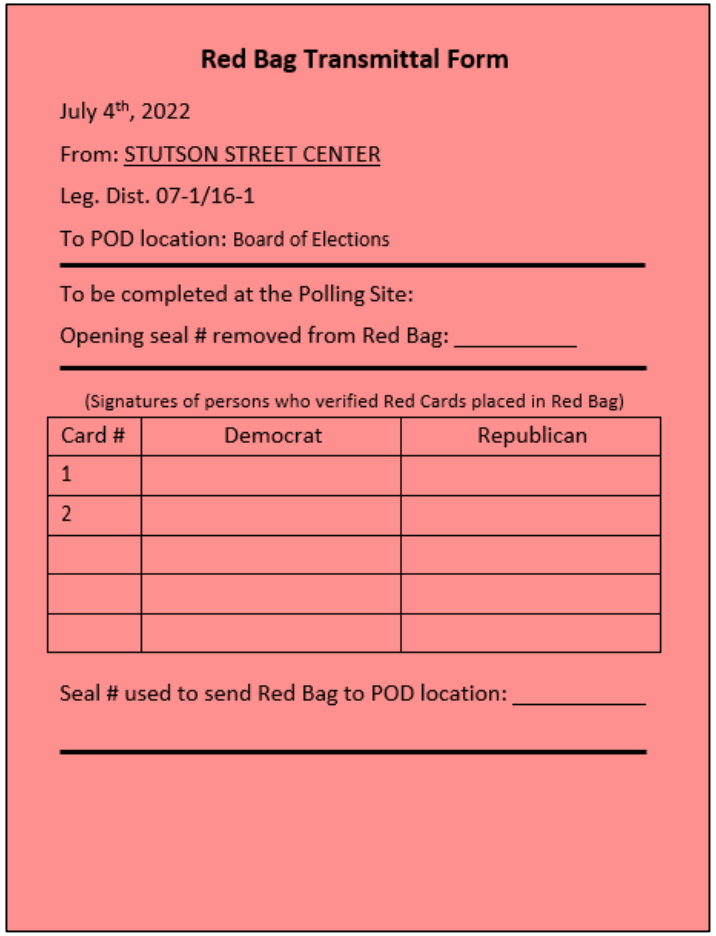
Signatures of Inspectors Closing Voting Machine

ALL COMPLETED *BEFORE POLLS OPEN* AND *AFTER POLLS CLOSE* FORMS SHOULD GO IN THE *IMPORTANT PAPERWORK* ENVELOPE

VIDEO:
CLOSING THE VOTING MACHINES

Packing the Red Bag

IMPORTANT - THE SITE CHAIR IS TO MAKE SURE:



Red Bag Transmittal Form

July 4th, 2022

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: _____

THE RED BAG IS PACKED COMPLETELY

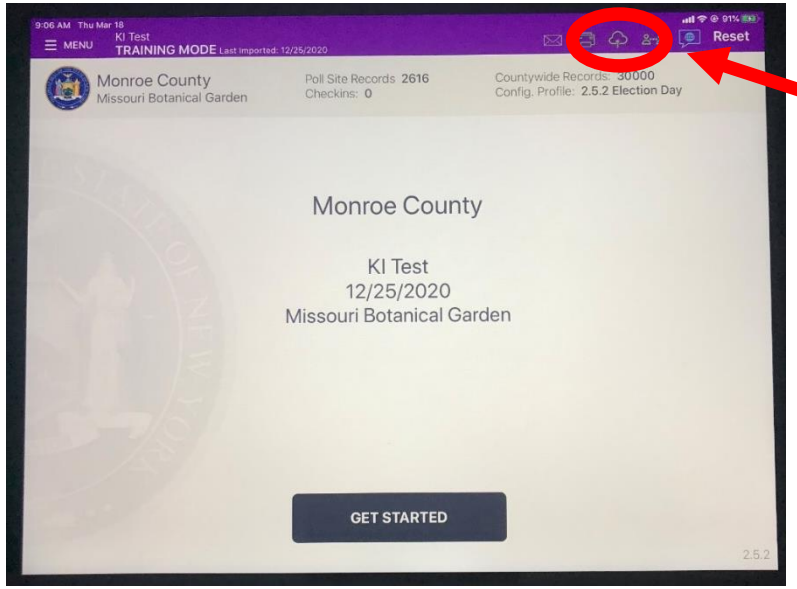
- Signed opening and closing tapes
- Red memory cards
- Completed registration forms
- Completed red bag transmittal form
- Place the fully packed red bag into the *Trip*LOK bag

VIDEO:
PACKING THE
*Trip*LOK BAG

Closing the Poll Pads

ON ELECTION DAY

You **MUST** wait **10 minutes** after the last action before you **close a Poll Pad**!



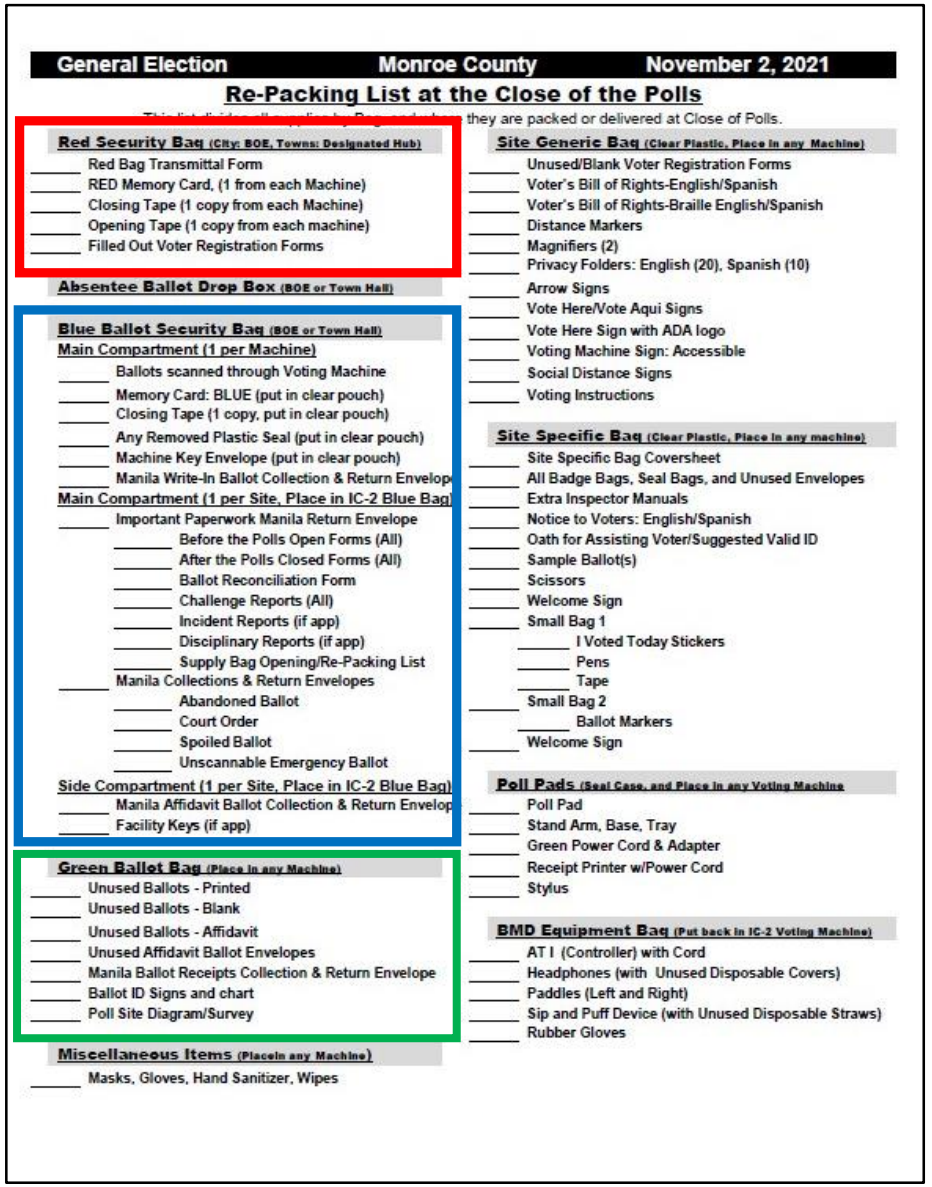
Make sure the CLOUD ( ) icon on the top-right corner of the Poll Pad is still green

- **Check the tag number on the case to be certain you are packing the right Poll Pad**
- **Lock the fully packed Poll Pad into any one of the voting machines**

After the Polls Close: Packing the Bags

Follow the repacking list **in your supply bags**!

It's critical to pack the different colored bags properly!



General Election **Monroe County** **November 2, 2021**

Re-Packing List at the Close of the Polls

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 Envelop

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 Envelop
- _____ 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 (Placein 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

Then pack this list into the ***Important Paperwork*** return envelope, and place in the blue bag of the IC-2 machine

IMPORTANCE OF PACKING

IT IS IMPORTANT TO COMPLETE ALL PAPERWORK AND PACK EACH BAG THOROUGHLY

Please help us get through it as fast as possible by making sure ALL paperwork and packing is done correctly

Emergencies

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 753-1599 for instructions and assistance

(The other should call 911 in cases of immediate danger)

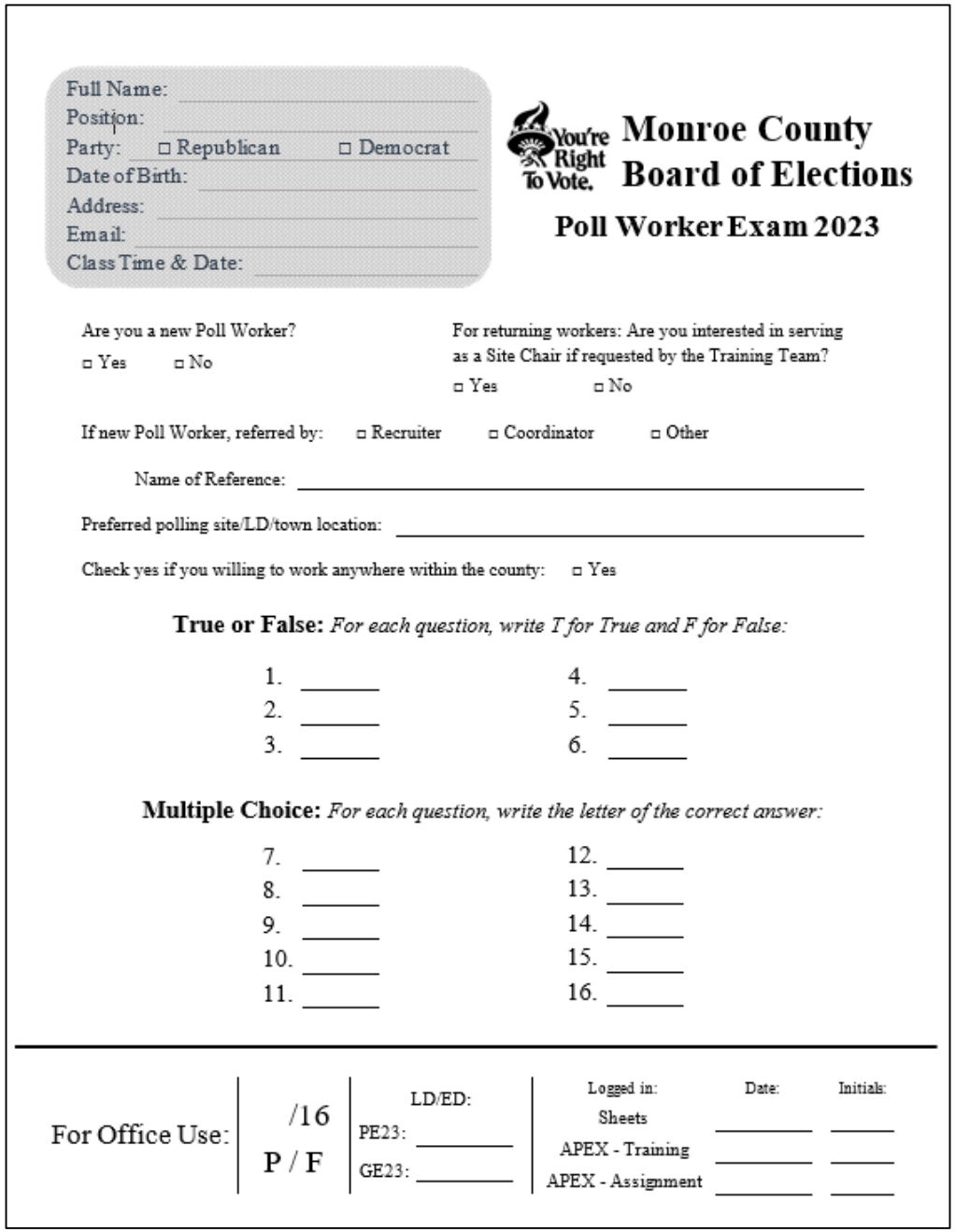
Do NOT Turn Off or Unplug the Voting Machines!!!

All voting machines have battery back-ups

THINGS TO REMEMBER

- **YOU MUST BRING & USE YOUR MANUAL!!** Follow it on Election Day. Use the QR code to quickly access our Poll Worker resource page and instruction videos if you need a refresher.
- **DOUBLE CHECK THE BALLOT ID ON THE RECEIPT MATCHES THE BALLOT ID ON THE BALLOT!** There might be more than one ballot at each poll site.
- **KEEP THE POLLING SITE ORGANIZED!** Be mindful of where you are placing your materials.
- ***Trip*LOK BAG IS RETURNED TO POD.** We encourage the Site Chair to designate an inspector to return the bag (who would not have to return to the polling site).
- **TAKE YOUR TIME!** It is okay to have voters wait a few minutes. Double check things, it's faster to take a little longer to do it right the first time than to have to correct a mistake.
- **CHANGE HAPPENS!!** When it does, we will send you an email to inform you. Please keep an eye out for this. Try to be flexible.
- **THIS POSITION IS ESSENTIAL!** It helps to insure Monroe County continues to have fair and honest elections. You must follow all procedures and if you have any questions, call the board!

QUESTIONS?



Full Name: _____
Position: _____
Party: □ Republican □ Democrat
Date of Birth: _____
Address: _____
Email: _____
Class Time & Date: _____

You're Right To Vote.

Monroe County Board of Elections

Poll Worker Exam 2023

Are you a new Poll Worker?
□ Yes □ No

For returning workers: Are you interested in serving as a Site Chair if requested by the Training Team?
□ Yes □ No

If new Poll Worker, referred by: □ Recruiter □ Coordinator □ Other

Name of Reference: _____

Preferred polling site/LD/town location: _____

Check yes if you willing to work anywhere within the county: □ Yes

True or False: *For each question, write T for True and F for False:*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Multiple Choice: *For each question, write the letter of the correct answer:*

7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____

For Office Use: /16 P / F

LD/ED:
PE23: _____
GE23: _____

Logged in:	Date:	Initials:
Sheets	_____	_____
APEX - Training	_____	_____
APEX - Assignment	_____	_____

Poll Worker Exam

- Please no discussing the questions or using your manual while taking the exam.
- Choose the BEST answer.
- **WHEN FINISHED** bring your exam to your designated party's office.
- Please **BE PATIENT** as we sign up everyone for shifts!
- **Thank you for attending class today!**

Please Drive Around the Back of the Building