BOARD OF ELECTIONS IN THE CITY OF NEW YORK

Poll Worker's Manual

Mark it. Scan it. Vote the New Way.
It's as easy as 1-2-3.

1	**GET YOUR BALLOT**

2	**MARK YOUR BALLOT**

3	**SCAN YOUR BALLOT**
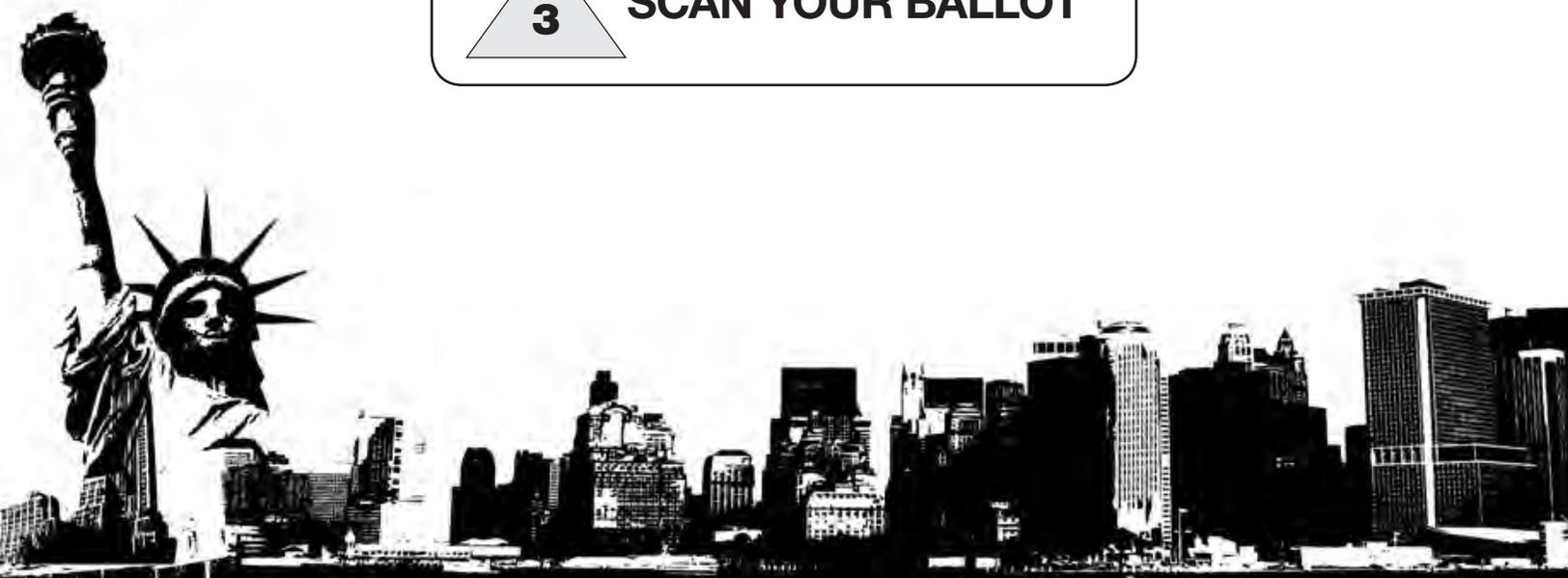
Message to Poll Workers

Dear Poll Worker

2012 is going to be another exciting election year for the voters of New York City! This year is the third year of implementation of the Poll Site Voting System (PVS). Based on your feedback and our review of the past two years' implementations, the Board of Elections is continuing to make improvements to the voting process and procedures to make the voting experience for New York City voters as smooth as possible. While we sincerely appreciate your service, it is only of value if you are able to follow the procedures set forth in this manual. It is especially important that everyone understand their role on Election Day. That is why you're here today.

The Board has invested significant time and effort to improve the Training Program and Training Materials to ensure that you have the required skills to effectively perform your Election Day responsibilities. We are confident that with our revised training, a little practice and this Poll Worker Manual as a reference guide, you will be comfortable with the Poll Site Voting System (PVS) and provide the best possible service to our voters in this period of transition and change.

The Board's ultimate goal is to encourage greater voter participation and conduct fair and honest Elections. On Election Day, you will be the Board's ambassador to the city's voters and will be the last individual the voters will see before they cast their votes. This is a responsibility that cannot be taken lightly and the care you take to ensure that each voter is served promptly and courteously is highly valued. It is also vitally important that the election results be reported in an accurate and timely manner at the close of the polls. To see what is new for 2012, we ask that you please see the Voting Process Overview section in this manual.

The staff in the borough office will provide you with support and answer your questions. Thank you for your dedicated service to the voters of New York City. Welcome to the **ELECTION DAY TEAM!**

Commissioners
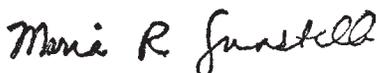
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Brooklyn, NY 11201

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http://www.vote.nyc.ny.us/

Revised: July 2012

BOARD OF ELECTIONS IN THE CITY OF NEW YORK

Poll Worker's Manual

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Table of Contents

Poll Worker's Manual

Introduction

Introduction

Welcome

2012 will be an exciting and successful year for the Poll Workers and voters of New York City. As Poll Workers, you will be an important part of that success! The Board of Elections in the City of New York is using the Optical Scanner voting system introduced in 2010. The Scanner accepts paper Ballots and tallies the votes at the Poll Site.

We continue to use the AutoMARK, which is a Ballot Marking Device (BMD). The AutoMARK does not count votes; it only assists the voter in marking a paper Ballot (i.e., it acts like a pen).

WE EXPECT YOU AS A POLL WORKER TO:
- ✔ arrive on time
- ✔ show mutual respect
- ✔ respect the voter's rights
- ✔ have respect for everyone
- ✔ communicate with respect
- ✔ have a positive attitude
- ✔ demonstrate courtesy to all
- ✔ respect all people regardless of party, culture, race, ethnicity, language, gender, age, disability, religion or family background
- ✔ know and follow Board of Elections policies and procedures

This manual shows you how the Board of Elections wants a Poll Worker to serve the voters of New York City. It also has the policies and procedures you need to know to conduct a fair and impartial Election. It gives you tips and techniques on how to provide courteous and respectful service to every voter so you will be PROUD to be a Poll Worker.

Cell phone usage, including texting, is not allowed at the Poll Site.
Use of earphones and headphones of any kind is also prohibited.

This manual includes a section for certain Poll Worker positions, including AD/Poll Site Monitors, Chairperson/Coordinators and Inspectors. The section for each position describes the tasks and procedures to open the polls, serve voters, handle special situations and close the polls. The Table of Contents (at the front of the book) provides a list of each of the sections.

We call your attention to the Glossary and Index (at the back of the book). We have added the Glossary and improved the Index to include many more terms and situations which you may encounter in the Poll Site on Election Day. Each entry in the Index references the page(s) where more information is provided. Both the Glossary and Index will likely be a great help to you on Election Day.

This manual is your Election Day resource and it now belongs to you. You may want to make notes or place bookmarks in it for your own convenience. Please be sure to bring your Poll Worker Manual to the Poll Site with you on Election Day.

Throughout the manual you will see items marked with one of several icons. Please pay special attention to the information provided alongside each icon.

✓	*Reminders and Checklists*
ⓘ	*Important Information*
☺	*Greetings and Considerations*
🚫	*Prohibited Practices*
✋	*Warnings and Alerts*
♿	*Information on Treatment of Voters with Disabilities*
ⓘ NEW	*New Information*

☺	*YOU—the Poll Worker—are a vital part of the Election Day Team. With the Borough Office and Executive Office staff, you are one of the key participants in a fair, honest, efficient, impartial and respectful Election.*

Your appearance and hygiene are important. We expect you to dress neatly. The following are the general guidelines for proper attire:

• shorts are not allowed

• hats are prohibited unless worn for religious reasons

• bare-midriff or halter tops are not allowed

• athletic-type tank tops are not allowed

• low rise pants are not allowed

• any campaign attire (including t-shirts, hats, buttons etc.,) is strictly prohibited

**We thank you for your service and for following our policies.
GOOD LUCK!**

The Time Sheet

To be paid, you must bring your Notice to Work card with you on Election Day and also complete the box on the time sheet in The Forms Booklet. **You will not get paid unless you attend training and pass the certification exam in class. You must work an election event to be paid for training.** Follow this procedure:

Print all information clearly. Each Poll Worker should be sure to use a box labeled with his or her job title (Inspector, Poll Clerk, Information Clerk, Interpreter, Door Clerk).

A standby worker sent by the borough office to fill a vacant position is to sign in **only for the position to which s/he has been assigned.**

Enter the time you arrive and the time you leave, BE CERTAIN TO CIRCLE 'AM' AND 'PM' APPROPRIATELY. You will receive a full day's pay only if you work a full day. If you work less than a full day your pay will be pro-rated based on the hours you actually worked.

Enter your Poll Worker number (PW #). This number is on the Notice to Work that you received in the mail.

If your assigned position changes during the day, you should still sign in and out at your original assignment; indicate your new ED/AD and/or position in the spaces provided.

Chairpersons complete the box at the top of the time sheet and the Chairperson's box, and make sure that all the required information has been entered and is legible.

If your site has a Coordinator, s/he confirms the accuracy of the entries and co-signs the time sheet to validate it.

If you receive your mail at a post-office box, include it with your address. If your address changes be sure to notify your Borough Office.

The time sheet remains in the Forms Booklet which is returned to the Board of Elections in the Return Envelope. Under no circumstances is the timesheet removed from the Forms Booklet.

Poll Workers whose timesheets are incomplete or inaccurate may not receive their checks on time. **Be sure to fill in your email address information on the Time Sheet.** Further, it is a violation of law to falsely enter information on timesheets. Time sheets with false information will not be processed and anyone who submits such timesheets will not be eligible to work for the Board of Elections in the future. **Additionally, the information may be referred for legal action.**

Poll Worker's Manual

Voting Process Overview

Voting Process Overview

Important Instructions

Poll Site Room

If your voting equipment, ED/AD Table(s) are set-up in the <u>wrong room</u> or you are only allowed to use a <u>part</u> of the <u>room</u>, call the Borough Office designated phone number <u>immediately</u> to <u>report this matter</u>

<u>Failure to inform the Board of Elections of this matter may result in disciplinary action</u>

Combines

If you are working in an Election District that has other Election Districts combined into it, please be aware of the following:

- You will only have One ED Supply Cart. The ED listed on the Supply cart will be your ED for the day. (Use this # on all Election Day materials)

- Every Election District will have a separate Voter Registration List

- You will only have one set of Ballots to be used for ALL the Election Districts. (The Ballot Cover sheet will show all EDs for the table)

- You will have only one set of Voter Cards and they should be numbered in order (1...2...3...4) regardless of what ED they sign into. However, be sure to put the ED # found on your ED supply cart on each Voter Card

- One Return of Canvass will be completed for the table. Be sure to put the ED # found on your ED supply Cart

For Example:

✔ You arrive at your Poll Site

✔ 22/55, 23/55 and 24/55 are all combined into 25/55

✔ The Supply Cart will say "25/55" and this will be your Election District for the day

✔ However, hang up the Election District signs for 22/55, 23/55, 24/55 and 25/55, so voters know where to go

✔ You will have 4 Voter Registration Lists (22/55, 23/55, 24/55, and 25/55) for your Table, but only one set of Ballots (25/55) and keep only one set of Voter Cards

✔ Also, the Scanner will report results for one ED (25/55) and the table will only complete one Return of Canvass (25/55)

Procedure to Appoint a Poll Worker on Election Day

If there is a Poll Worker vacancy at the poll site you, the Coordinator or Board of Inspectors Chairperson, MUST first call the Board of Elections phone number designated for Poll Worker vacancies, requesting the number and party of Stand-by Poll Workers needed.

If you are told no Poll Workers remain in the Stand-by pool, the Board of Inspectors of the E.D. that has the vacancy may appoint a Poll Worker to fill the vacancy, based on which party has a vacancy. The Board of Inspectors for the E.D. must make a record of their actions:

(a) Contact the Borough Office to obtain prior approval for any appointment

(b) Appeal to appoint a Poll Worker to fill vacancy

(c) The name and political party of the enrolled voter appointed to fill the vacancy

Without prior approval from the Board of Elections EDO Borough Office, the appointed Poll Worker will not get paid for working the day.

It is imperative you follow these procedures to ensure the appointed Poll Worker will get paid for working Election Day.

Should you have any questions regarding these procedures contact your Borough Office for further instructions.

If you fail to comply with this directive, you will be called into the Borough Office to discuss your qualifications as a Poll Worker.

Equipment

This year, the Board of Elections is again using the Optical Scanner voting system. This system will enable a voter to mark his or her Ballot with a pen and then insert the marked Ballot into the Scanner to be counted. Each Poll Site will have at least two Scanners. Larger Poll Sites will have more Scanners, depending on the number of active registered voters at that Poll Site. Voters will be able to vote on any available Scanner in the Poll Site.

Voters will have the opportunity to mark their paper Ballots in privacy at new Privacy Booths in every Poll Site (one for every 250 active registered voters). However, a voter may choose not to use the Privacy Booth.

Each Election District (ED) will receive all their supplies (including Ballots) in an ED Supply Cart. Supplies for the Poll Site and supplies for the Scanners will be placed in the ED Supply Cart at the lowest ED of the lowest AD.

| Scanner | BMD | Privacy Booth | ED Supply Cart |

Poll Site Layout

To give you an idea of how the Poll Sites should look with the equipment and Poll Worker roles, below is a sample Poll Site Schematic for a three (3) ED Poll Site. This layout will allow voters to move quickly and easily through the Poll Site.
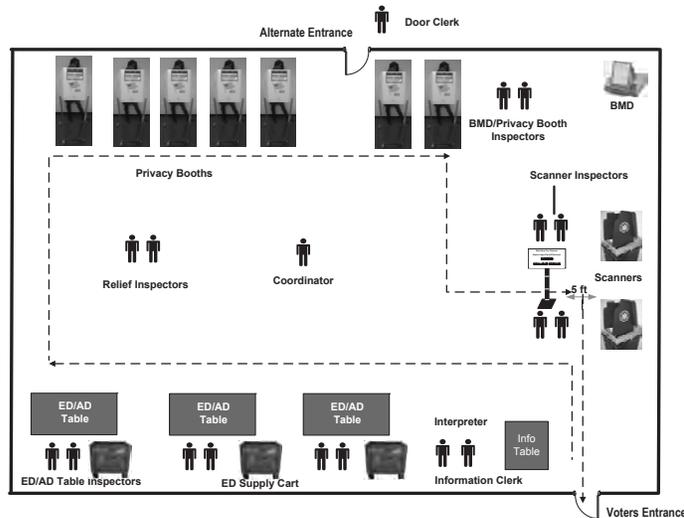
> *Verify that the Poll Site is in the designated room (from the Poll Site Schematic (Floor Plan). If it is not, call the Borough Office immediately.*

The Voting Process – Detailed Steps

A voter will follow three simple steps to cast his or her vote at the Poll Site. Each step is associated with a color and shape and there will be matching signs at the Poll Site to help guide the voter through the voting process.

Step 1: Get Your Ballot

- After the voter enters the Poll Site, he or she will go to his or her ED/AD Table to sign in on the Voter Registration List
- The Inspectors at the ED/AD Table will issue a paper Ballot and Voter Card to the voter

Step 2: Mark Your Ballot

- The voter will go to either the Privacy Booth or Ballot Marking Device (BMD) to mark his or her Ballot
- The voter can use any available Privacy Booth

Step 3: Scan Your Ballot

- The voter will take his or her Ballot and Voter Card to the Scanner area and wait in a single line for the next available Scanner
- The voter will go to the Scanner and hand his or her Voter Card to an Inspector at the Scanner
- The voter will insert his or her marked Ballot into the Scanner to cast his or her vote

Poll Worker's Manual

Voter Sensitivity

Voter Sensitivity

Be Respectful

You are a professional, assisting New York City Voters! The voter is your guest. Each person who enters a Poll Site deserves your respect and courteous service. As a Poll Worker, you provide understanding, appreciation of cultural characteristics and respect for each individual. Remember that you are working for the people of America. We are all equal—regardless of party, culture, race, ethnicity, language, gender, age, disability, religion or family background.

Borough Office Staff will provide you help, support and answer all questions. We could not conduct the Elections without you. You are an important part of the **ELECTION DAY TEAM!**

Attitude Is Everything

Voters may not remember the color of the shirt you wore or the exact words you used, but they will remember your attitude and the way you made them feel. Project a positive attitude. You will make a good—and long-lasting—impression. Your attitude often gives the voter a positive or negative experience at the Poll Site. Please be positive and supportive to the voter, even under difficult circumstances.

Show Courtesy to Each and Every Person

When you treat voters as welcomed guests, they feel valued. When you treat voters as though they matter to you, they feel appreciated.

SAYING HELLO

Greet every voter. A quick smile, an interested look, and a friendly greeting will show your voters that you are genuinely happy that they have come to vote. A friendly greeting will help overcome any negative feelings voters may have as they form their first impression.

Examples: "Good morning... welcome..."

"Thank you for coming to vote."

"Welcome, it's good to see you..."

Make a pleasant opening statement. Say more than "Hello." Let the voter know you are pleased they came to vote. If you know the voter, acknowledge him or her by addressing him or her by name.

Examples: "Welcome! We're glad you came to vote."

"It's good to see you, Mrs. Sawyer..."

"Hello Michael, how are you doing today?"

Ask or say how you can provide help, and give your name. Ask the voter if they know their Election District and direct him or her to the right location.

Example: "Do you know your Election District?"
(Do this with a smile in your voice, and make eye contact with the voter.)

Observe your voter. Pay close attention to your voter's body language. Watch for clues. Make eye contact, and smile at your voters. See how quickly and easily they smile back. Show interest in assisting him or her in the voting process.

Example: "Thank you for waiting. It will only be a few moments."

HELPING THE VOTER

After greeting the voter, determine their Election District and their name and address.

Pay attention to one voter at a time. Show that you are interested in helping by listening carefully and making eye contact with the voter you are helping. Focus on one voter at a time. Looking at other people sends a clear message that your voter is not important to you.

Show and tell. Show the voter where to sign on the Voter Registration List in the space provided. Complete the Voter Record information and direct the voter to the Ballot marking area [Privacy Booths and BMD(s)]. Inquire if any assistance is needed.

Examples: "Are you familiar with the voting system?"

"May we be of any assistance—are there any questions?"

Know when to stay and when to go. Pay attention to your voter's cues as to whether they want you to stay and help or if they want to be left alone. If a voter appears a little confused, say, "I'll be right here if I can be of assistance," or "We'll be happy to help if you need anything."

Thank the voter for voting. If you have a chance as the voter leaves the Poll site say, "Thanks for voting," or "Have a good day, thanks for voting…"

voter sensitivity

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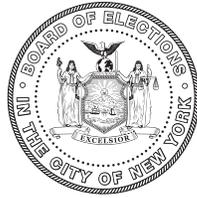
Poll Worker's Manual

The Election Day Team

The Election Day Team

It is the goal of the entire Election Day team to serve voters efficiently and courteously, to follow all the procedures described in this manual and to record an accurate vote count at the close of the Election. **The rights of all voters, regardless of party, culture, race, ethnicity, language, gender, age, disability, religion or family background must be safeguarded.**

There are eleven (11) different roles on the Election Day team. Below is a description of the major responsibilities of each one. Your Poll Site may not have all of them.

To serve as a Coordinator or Inspector, you must be a registered Republican or Democrat. No Poll Worker may serve in an ED and/or Poll Site where he or she is also a candidate for public or party office.

All Poll Workers who do not work at the Poll Site in which they vote, are recommended to fill out a "Board of Elections Employee or Poll Worker Special Ballot Application," and leave it with the trainer at your training class. This will enable you to vote on a Special Ballot when you are working on Election Day. The Special Ballot Applications (per Election) can be found in the back of the Poll Worker Manual and need to be filled out for each Election.

- *Your Ballot will not be mailed out or given to you any earlier than two weeks prior to the Election. Upon receipt of your Ballot, do not mail your completed Ballot to the Board of Elections. Bring it with you to the Poll Site on Election Day.*
- *Your Notice to Work will contain your specific assignment. However, all Inspectors are required to familiarize themselves with ALL Inspector roles.*
- *The Coordinator/Chairperson/Board Staff may reassign your role.*
- *Each Poll Worker must wear a badge indicating his or her name and title.*

- *All Poll Workers are responsible for ensuring ballot security. If you see a voter leaving the Poll Site with a Ballot, remind the voter that they must cast their Ballot and not leave the Poll Site with their Ballot.*
- *If you suspect any fraudulent Ballot activity at your Poll Site, notify the Police Officer immediately and call your Borough Office.*

ELECTION DAY TEAM

1. **AD/Poll Site Monitor**
2. **Coordinator**
3. **Chairperson**
4. **Inspector—ED/AD Table**
5. **Inspector—Privacy Booths/BMD**
6. **Inspector—Scanner**
7. **Inspector/Poll Clerk**
8. **Information Clerk**
9. **Interpreter**
10. **Door Clerk**
11. **Police Officer/Peace Officer**

AD/Poll Site Monitor

There are several bi-partisan AD/Poll Site Monitor teams per Assembly District.

Responsibilities of an AD/Poll Site Monitor:

✓ Troubleshoots on Election Day, travels to assigned Poll Sites to monitor and assists with Election Day activities

✓ Reports any problems and resolutions to the Borough Office

✓ Verifies Election Day Poll Site staffing and any other Poll Site data as requested by the Borough

✓ Ensures Poll Workers are following proper procedures

✓ Acts as a link between Borough Office and Poll Workers

Coordinator

The number of Coordinators a Poll Site has depends on the number of Election Districts (EDs):

• 1 ED Poll Sites usually do not have a Coordinator (the Chairperson is responsible for that Poll Site.)

• Poll Sites with 2 to 6 EDs may have one (1) Coordinator

• Poll Sites with 7 to 12 EDs may have two (2) Coordinators

• Poll Sites with 13 to 18 EDs may have three (3) Coordinators

Responsibilities of a Coordinator:

✓ Supervises all Inspectors and other Poll Site personnel (Interpreter, Information Clerk, and Door Clerk)

✓ Reassigns Poll Workers as needed and ensures that procedures are carried out as documented in this manual

✓ Makes sure that the Poll Site is in the correct room, properly set up according to the Poll Site Schematic (Floor Plan) and accessible to all voters

✓ Refers difficult problems to the Board of Elections (BOE) and records unusual occurrences in journal

✓ Co-signs and validates accuracy of Timesheets and takes attendance on Site Coverage Report List

✓ Confirm that all EDs are totaled and the Return of Canvass is completed

Chairperson

The Chairperson is one of the Inspectors at each ED. At even-numbered EDs, the Chairperson must be a Democrat, at odd-numbered EDs, a Republican.

Responsibilities of a Chairperson:

✓ Organizes the physical layout of the ED/AD Table

✓ Manages the work activities of the Inspectors at the ED/AD Table

✓ Completes the Forms Booklet and checks the accuracy of other documents (for example, Timesheet, Return of Canvass)

Inspector — ED/AD Table

There are two (2) Inspectors at each ED/AD Table, one from each of the two major parties (Republican and Democratic).

Responsibilities of an Inspector—ED/AD Table:

✔ Safeguards the rights of voters

✔ Ensures the voter is at the correct ED/AD. If a voter is sent to another Poll Site, a Referral Slip must be used

✔ Responsible for the operation of the ED, including opening the polls, serving voters, and closing the polls and reporting Election results

✔ Provides Privacy Sleeves to all voters

✔ Must stay through completion of closing (which includes ensuring that all Election Day items are accounted for, placed in the correct envelopes/bags/carts and provided to the Coordinator or Police Officer as required)

✔ Ensures each Affidavit Ballot Envelope is completed correctly, signed by the Voter and that they, the Inspector, have signed each Envelope in the proper place

Inspector / Poll Clerk — Privacy Booths/Ballot Marking Device (BMD)

At each Poll Site, there are two (2) Inspectors at the Privacy Booths and Ballot Marking Device (BMD), one from each of the two major parties (Republican and Democratic).

Responsibilities of an Inspector—Privacy Booths/BMD:

✔ Ensures the Privacy Booths and BMD are set up with all required accessories as per the Poll Site Schematic (Floor Plan)

✔ Directs voters to the Privacy Booths and BMD and assists voters in this area during the day if necessary

✔ Ensures the Privacy Booths are stocked with Pens at all times

✔ Ensures that Privacy Booths are periodically checked for any electioneering materials

✔ Must stay through completion of closing (which includes ensuring that all Election Day items are accounted for, placed in the correct envelopes/bags/carts and provided to the Coordinator or Police Officer as required)

Inspector / Poll Clerk — Scanner

There are two (2) Inspectors per Scanner, one from each of the two major parties (Republican and Democratic).

Responsibilities of an Inspector—Scanner:

✔ Ensures the Scanners are set up as per the Poll Site Schematic (Floor Plan), along with needed signs and accessories

✔ Verifies the Scanners have not been tampered with by inspecting seals and verifying seal numbers

✔ Opens the polls on the Scanners for voting

✔ Directs voters to an available Scanner

✔ Collects Voter Cards and assists voters at the Scanner if necessary

✔ At the close of polls, prints the Results Report Tapes and delivers them to the Coordinator and the ED/AD Table(s)

✓ Removes the Ballot Bin Liner Case from the Scanner after close of polls

✓ Must stay through completion of closing (which includes ensuring that all Election Day items are accounted for, placed in the correct envelopes/bags/carts and provided to the Coordinator or Police Officer as required)

Inspector / Poll Clerk

Responsibilities of an Inspector:

✓ Helps to setup and stays until the completion of closing (which includes ensuring that all Election Day items are accounted for, placed in the correct envelopes/bags/carts and provided to the Coordinator as required)

Information Clerk

There may be one (1) or more Information Clerks per Poll Site, depending on the number of EDs.

Responsibilities of an Information Clerk:

✓ Uses the Street Finder and Poll Site List to direct voters to their correct ED/AD Table and Poll Site

✓ Sits at a table at or near the entrance to the Poll Site and is available to provide assistance throughout the day

Interpreter

By law, we are required to have Interpreters at targeted Poll Sites for Bengali, Chinese, Hindi, Korean, and/or Spanish speaking voters.

Responsibilities of an Interpreter:

✓ Assists non-English speaking voters by translating information provided by the other Poll Workers and translating the Ballot

✓ If asked, accompanies the voter while he or she uses the Privacy Booth, BMD or Scanner

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Some Poll Sites in Queens are targeted for Bengali and Hindi Language Assistance.

Door Clerk

There is one (1) Door Clerk at each Poll Site with an alternate accessible entrance. The accessible entrance is for voters with disabilities when doors cannot be opened from the outside and/or the voting area is not immediately in sight.

Responsibilities of a Door Clerk:

✓ Ensures the alternate entrance is accessible throughout the day and opens the door if needed

✓ Monitors alternate entrance to prevent unauthorized individuals from entering

✓ Assists, but does not provide physical help, to voters with disabilities entering the site

Door Clerks, Information Clerks and Interpreters are not to be reassigned into another position on Election Day.

Police Officer/Peace Officer

There is at least one (1) Police Officer/Peace Officer at each Poll Site. The same Police Officer/Peace Officer may not be at the same Poll Site the entire day.

Responsibilities of a Police Officer/Peace Officer:

✓ Delivers the Police Poll Site Envelope to the Inspectors at the start of the day

✓ Maintains law and order at the Poll Site. Police Officers/Peace Officers are not experts in Election Law or procedures

✓ Closes the doors at 9:00 PM. Collects the Large Scanner Voting Records Bag

✓ At the end of the night, collects Ballot Bin Liner Cases, Unused Ballot Return Bag(s), Return Envelopes and Police Return of Canvass Envelope with completed pgs 1 and 3 of Return of Canvass

Standby Poll Worker

There will be a pool of Standby Poll Workers at the Borough Standby Facility on Election Day to be dispatched to a Poll Site where they are needed.

Standby Poll Workers must arrive at their Borough Standby Facility on Election Day at the time designated by their Borough Office. They will be dispatched to a Poll Site where they are needed. If they refuse to go to that Poll Site, they will be sent home and will forfeit their day's pay. Transportation will be provided from the Borough Standby Facility to the Poll Site only. Upon arrival at the Poll Site, they must sign a timesheet in order to be paid.

Poll Worker's Manual

Your Legal Duty to Impartially Administer the Election

19

Your Legal Duty to Impartially Administer the Election

Your most fundamental obligation as a Poll Worker is to administer the Election impartially. Under New York Election Law and the Federal Voting Rights Act, it is illegal to conduct the Election in any way that benefits or favors one or more candidates over others, or to discriminate against candidates or voters on the basis of race, color, language or country of origin.

Violation of New York State Election Law or the Voting Rights Act may result in criminal prosecution, personal civil liability, and voiding of results of the Election.

Prohibited Practices

Under New York Election Law, it is a felony punishable by fine, imprisonment or both for a Poll Worker to:

✓ Destroy, remove, or alter any Ballots

✓ Mark a Ballot unless voter requests assistance with marking the Ballot

✓ Campaign, distribute campaign literature, knowingly and willfully permit campaign literature to be present or electioneer at the polls

✓ Failure to follow any of these procedures or return any of the following closing items may also result in forfeiture of any bonus, incentive, stipend and/or dismissal

✓ Threaten or intimidate voters

✓ Knowingly permit an unqualified voter to vote, or permit someone to vote more than once

✓ Intentionally make or attempt to make a false canvass of the Ballots, or make a false statement of the result of the canvass

✓ Communicate with others regarding anyone's vote

✓ Go to a Privacy Booth, BMD or Scanner with a voter, unless the voter requests assistance

✓ Destroy or alter the List of Voters, the Registration Poll Ledgers, Challenges or Affidavits

✓ Deface or destroy the List of Candidates, Voter Instruction Cards, or other supplies at the Polling Site

✓ When helping a voter who has requested assistance in voting, induce the voter to vote in a certain way, reveal a vote, or keep a record of anything at a Privacy Booth, BMD or Scanner

✓ Knowingly deny a qualified voter the right to cast his or her Ballot

Under the Federal Voting Rights Act, it is illegal to:

✓ **Discriminate against voters or candidates on the basis of race or color, or language**

✓ **Administer the Election on different terms for different racial groups, even without the intention to discriminate**

The Commissioners' Program for Poll Worker Non-Compliance

The Commissioners of the Board of Elections in the City of New York have adopted the program outlined below to ensure full compliance with the procedures and Election Law as detailed in this manual. The following are the provisions of this program:

- As a Poll Worker, you are responsible to carry out each of the procedures in your Poll Worker's Manual fully, behave courteously toward voters and other Poll Workers, cooperate with your fellow Poll Workers and follow the directions of the Coordinator or Board of Elections personnel.

- If you fail to follow these procedures, you will be required to attend a remedial training class. Anyone who fails to attend an assigned remedial class will not be allowed to work as a Poll Worker until that requirement is satisfied. There will be no pay for attending a remedial class.

- If it is determined that your behavior toward voters or other Poll Workers is unacceptable or you fail to follow the directions of the Coordinator or Board of Elections personnel, your name will be submitted to the Commissioners for consideration of dismissal.

- Failure to follow any of these procedures or return any of the following closing items may also result in forfeiture of any bonus, incentive, stipend and/or dismissal
    - ✔ Portable Memory Device (PMD) in the Small Yellow Scanner Pouch
    - ✔ Zero Report Tape in the Small Yellow Scanner Pouch
    - ✔ Results Report Tape in the Small Yellow Scanner Pouch
    - ✔ Completed Return of Canvass (Yellow copy) in the Return Envelope
    - ✔ Completed Copies 1 and 3 to the NYPD

your legal duty

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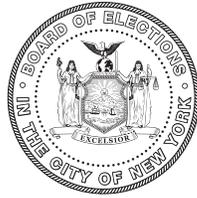
Poll Worker's Manual

Emergency Evacuation Procedures

Emergency Evacuation Procedures

🖐 ***SAFETY—BOTH YOURS AND VOTERS'—
MUST ALWAYS BE THE FIRST PRIORITY.***

In case of an Emergency that interrupts voting at the Poll Site, the Coordinator/ Chairperson must:

1. Call to notify your Board of Elections (BOE) Borough Office to advise them of the emergency situation at your site as soon as it is safe to do so

2. After conferring with BOE, building personnel and the Police Officer/Peace Officer, if necessary, assess the situation and determine whether it is possible to move voting system(s), signage, supplies, etc. to another room on the premises or to a nearby site to permit voting to continue

3. If you can safely relocate voting systems and materials to another suitable room, do so. If you cannot, consider whether you can move paper Ballots, Voter Registration List, signage, supplies, etc. to the safe room/site so that voting can continue on Emergency Ballots

4. IF THE POLL SITE MUST BE EVACUATED, the Coordinator/Chairperson working in conjunction with the Police Officer and/or other emergency personnel must MAKE CERTAIN THAT EVERYONE GETS OUT TO SAFETY

5. If the site must be evacuated but there is NO IMMINENT DANGER to personal safety, the Coordinator/Chairperson should attempt to protect the integrity of the voting process and voting materials to the extent possible, by doing the following:
   - ✓ Call the Borough Office. DO NOT close polls on the Scanner unless authorized to do so by the Commissioners or Chief and Deputy Chief Clerk of the Borough Office
   - ✓ Record the public counter numbers on each Scanner
   - ✓ Unplug the Scanners, unlock the wheels on the Scanners and roll them out to a safe place
   - ✓ Gather and secure in the Return Envelope the following:
     - • Voter Registration Lists
     - • Voter Cards
     - • Voter Affidavits
     - • Timesheets
     - • Keys in all Key Envelopes (BMD, ED Supply Cart and Scanner)
     - • Give the Return Envelope to the Police Officer

6. If the site can safely be reopened:
   - ✓ Notify the Board of Elections (BOE)
   - ✓ The BOE will:
     - • Dispatch a team of technicians to determine if there is any damage to the voting system(s) or if any tampering has occurred
     - • Replenish supplies, if needed
     - • Advise Poll Workers of any special instructions that might be necessary due to the interruption

ℹ ***These procedures are subject to modification by the Borough Commissioners or the Chief and Deputy Chief Clerks as circumstances warrant.***

Poll Worker's Manual

Candidates
and Poll Watchers

Candidates and Poll Watchers

Overview

To ensure fair and honest elections, New York State Law provides for appointing Poll Watchers to observe voting at the polls. Poll Watchers are designated by candidates, political parties, independent organizations which have candidates on the Ballot and/or political committees.

The Role of the Poll Watcher

The role of the Poll Watcher is to observe elections at the Poll Sites on behalf of a particular candidate, political party or organization and where they observe irregularities, report these observations to the Inspectors, the Police Officer and/or the Board of Elections (BOE).

Poll Watcher Qualifications

Poll Watchers must be qualified voters of the City of New York. Poll Watcher's Certificate must be certified in writing by a candidate or a chairperson of a political committee or independent body and must present a certificate (see Poll Watcher's Certificate sample) for each Election District to the Inspector for that Election District.

Number of Poll Watchers

New York State Law provides for three (3) Poll Watchers per Election District at any one time from each candidate, political committee or independent body. **Only one of these watchers may be within the ED/AD Table area.**

Poll Watcher Rights

The Poll Watcher may:

1. Arrive at 5:00 AM before the unlocking and examination of any voting machine to verify that no votes have been cast and that the Ballot Boxes and Ballot Bin Liner Cases are empty.

2. Examine Voter Registration Lists as long as they do not interfere with Inspectors or election proceedings

3. Compare the Ballot with the Ballot "face card" to see that they match

4. Observe the closing of the polls and the canvass

5. Challenge individual voters on the basis of:
   - ✔ Signature authenticity
   - ✔ Residence
   - ✔ Multiple Voting
   - ✔ Qualification to vote
   - ✔ Electioneering

Poll Watcher Limitations

The Poll Watcher may not:

✓ Electioneer in any manner within a 100 feet radius of the Poll Site entrance(s), including:

- Soliciting votes

- Distributing, wearing or carrying political literature, posters, banners or buttons

- Displaying refreshments showing a candidate or party's name

✓ Tamper with Election materials

✓ Interfere with the Election process

✓ Protest a vote ruling

✓ Accompany a voter to the Privacy Booth, BMD or to the Scanner

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If a Poll Watcher Sees a Violation

Poll Watchers are not law enforcement officers; however, they may attempt to enforce their candidate's rights by reporting a violation to any of the following:

- Coordinator

- Inspectors

- The Police Officer/Peace Officer on duty

- The New York City Board of Elections

Poll Watcher's Certificate Sample

POLL WATCHER'S CERTIFICATE

To The Board of Elections in the City of New York:

Pursuant to provisions of Section 8-500 of the Election Law of the State of New York, the undersigned hereby appoints:

_____
Name of Individual (Print)

To act as Watcher on their behalf, at the Primary, General or Special Election to be held on _____ (date)
in the ____ Election District, _____ Assembly District, Borough or County of _____, City of New York.

_____
Signature of Candidate, Chairperson of Political Committee or Independent Body

_____
Name of Candidate, (Print) Political Committee or Independent Body

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Inspectors should provide Poll Watchers with the Poll Watcher's Guide.

Who Else Is In My Poll Site?

Federal Officials

Federal Officials from different units of the U.S. Department of Justice and/or Office of Personnel Administration may visit your Poll Site. They are there to ensure the Poll Site's compliance with Civil Rights and Language requirements. They **do not require** written authorization from the Board of Elections, but they must present proper identification.

Voters with Palm Cards

Voters are **allowed** inside the polling room with candidates' palm cards. They may hold them and refer to them at any time while voting. Voters are **not allowed** to hang up, display, or discard palm cards inside the polling room. Once they are done voting, they must leave the Poll Site with the palm card, or throw it in the garbage. Inspectors should check the poll room and specifically the Privacy Booths to ensure no palm cards are left behind. If any are found, they should be thrown out immediately.

Media & Press

Media & Press are **allowed** to be inside the Poll Site and/or room if they have **written authorization** from Executive Management of the Board of Elections. Media & Press are allowed to film or take picture of individuals with **the individual's permission**.

Community Groups

Certain groups may be given access to the Poll Sites and/or rooms. They must have **written authorization** of Executive Management of the Board of Elections. This letter will state what they can or cannot do.

Exit Polling is also conducted by community and civil rights organizations. They are **allowed** to set up a station **outside of the polling room** if they have written authorization from the Board of Elections. Please review the letter for any specific directions or restrictions.

Poll Worker's Manual
Disability Awareness

Disability Awareness

A SPECIAL NOTE ON TREATMENT OF PEOPLE WITH DISABILITIES:

Focus on the person first, and the disability second. When referring to a person with a disability, use terms such as "the man using the wheelchair," "the woman who is visually-impaired." Do not describe anyone as crippled, retarded, deformed, lame or crazy. These terms are unacceptable. If you do not know how to refer to a person, use the term "person with a disability."

Federal and State Law protects the rights of individuals with disabilities to be accompanied by service animals.

TIPS and TECHNIQUES for assisting people with disabilities...

People with disabilities want to be treated like everyone else.
Make eye contact and speak in your normal tone and pace of speech.

Avoid assumptions or guesses about a person's disability. If you have a question about what to do, the person with the disability should be your first and best resource. Don't be afraid to ask this person how you can help him or her.

Lack of knowledge, misinformation, or misconceptions may lead you to shy away from interacting with people with disabilities. It may help to remember that people with disabilities are more similar to than different their nondisabled peers, and the disability is only one aspect of the person.

Below you will find a list of guidelines on how to correctly interact with people that have different types of disabilities:

1. Always **ASK FIRST** if the person wants your help

2. If they say yes, ask:

   "How may I help you...?"

3. For assisting the voter when voting:

   ✓ As a Poll Worker, it is natural to feel that you want to stay close to a voter while they are voting in case they need assistance. However, you need to respect the voter's right to privacy

   ✓ It is appropriate to ask the voter to let you know if he or she needs assistance and then stand a respectful distance away

4. For voting on the BMD:

   ✓ Anyone who wants to vote using the BMD should be allowed to do so without being discouraged

   ✓ It is not appropriate to make assumptions about someone's disability status, which may or may not be visible to others

   ✓ According to the Americans with Disabilities Act (ADA), no one has to show proof of a disability and anyone requesting an accommodation must be given a reasonable accommodation

5. For people **who use wheelchairs:**

    ✔ Try to place yourself at the person's eye level

    ✔ Never lean on a wheelchair or hover over the person

6. For people **with developmental or cognitive disabilities:**

    ✔ Speak clearly and use short, easy to understand words

    ✔ If the person has difficulty writing, offer to help complete paperwork

    ✔ Give the person ample time to formulate his or her thoughts and respond to you

    ✔ Refrain from finishing the person's sentences

7. For people **with visual impairments:**

    ✔ When someone is visually impaired, being grabbed can be frightening

    ✔ You should approach voters who are visually impaired and introduce yourself, explain your role, and ask if and how you can help

    ✔ The voter will explain his or her needs. It is appropriate to offer your arm in order to guide the voter, however always follow the voter's preference

    ✔ Tell the person about any obstacles in his or her path, *e.g., "There are boxes or chairs in the aisle ahead, I would be happy to guide you if you'd like."*

    ✔ When asking a person to be seated, ask if you can guide their hand to the chair

    ✔ Verbalize what you are doing to help the person: *e.g., "I'm entering your name and address on the affidavit..."*

    ✔ When assisting the voter, give directions that do not rely on visual information: *e.g., "The machine is about 10 feet in front of us."*

8. For people **with hearing impairments:**

    ✔ Look directly at the person, and speak and enunciate clearly

    ✔ Use simple words and short sentences

9. For people **with speech impairments:**

    ✔ If you are having difficulty understanding a voter, allow for more time and attention to communicate successfully

    ✔ Ask the person to repeat if you do not understand. If you continue to have trouble, tell the voter what parts of his or her sentence you understood and ask follow up questions

    ✔ If you are in a public area with many distractions, consider moving to a quiet location

    ✔ Remember that if a person has a speech disability, he or she is used to people having difficulty understanding him or her

    ✔ Do your best to understand the voter, but if you continue to have difficulty, ask if he or she can suggest another option for communicating. The voter may offer to write the question, but don't assume that this is what the voter should do

    ✔ Don't pretend to understand the voter when you don't

    ✔ Do not become impatient or finish sentences for the person with the disability

10. For **assisting a voter who is with an aide:**

    ✓ Make eye contact and speak directly to the person with the disability, NOT to the person's companion, family members, friends, aides or interpreters

    ✓ NEVER touch a service animal without first asking permission

    ✓ It is your role to assist voters with disabilities with accessing anything at the Poll Site, not the aide, interpreter or family member

In all cases, BE PATIENT— and don't be embarrassed or overly apologetic if you make a blunder. Give yourself permission to make mistakes and be open to learning.

Poll Worker's Guide to Eliminating the Most Frequently Occurring Physical Barriers at Poll Sites

Problem #1: At this inaccessible main entrance to the Poll Site there is no sign to direct voters to the accessible entrance.

Solution: Post the "Accessible Entrance Located" sign (pictured below in Problem #2) at the inaccessible main entrance with directions to the accessible entrance.

Problem #2: This "Accessible Entrance Located" sign is located at the accessible entrance.

Solution: Post this sign at the inaccessible main entrance with instructions on how to find the alternate accessible entrance. Make sure the accessible entrance is marked with the international symbol of access.

Problem #3: In this picture, the Accessible Entrance sign is blowing in the wind because it was only taped at the top and not at the bottom.

Solution: Signs should be secured and placed at an appropriate height to be viewed by wheelchair users.

Problem #4: CIDNY (Center for Independence of the Disabled, NY) reports finding large objects obstructing pathways at Poll Sites. In this picture, a folded rug lies in the doorway. It is a tripping hazard for everyone and makes it difficult or impossible for someone using a wheelchair to pass through.

Solution: The accessible route must be free of debris and other obstacles or large objects that can impede access. Poll Workers can play an important role in looking for and eliminating these types of barriers.

Problem #5: The door at this site opens into the pathway of the ramp. There is no way for a voter using a wheelchair to exit or enter the ramp without the door being closed first.

Solution: To correct this barrier, either the door must be secured to stay open in a wider position, or the portable ramp could be moved to the left side of the landing to ensure enough space for maneuvering.

Problem #6: This Ballot Marking Device (BMD) is placed so that the screen faces the center of the Poll Site. This position violates the voter's privacy.

Solution: Position the BMD so that people passing by cannot glance at the screen.

Problem #7: If you encounter problems with electricity at your Poll Site, both the Scanner and BMD should be able to operate on their own battery power. However, if they do not work the Coordinator can call to request a Battery Cart to provide power for the Scanner and/or BMD.

Solution: Each Battery Cart can be used to provide power for two Scanners (or one Scanner and one BMD). The Battery Cart should arrive fully charged to the poll site. Below are the instructions for using the Battery Cart:

1. Press the ON button on the black panel. Green lights on the panel indicate that the battery is ON.

2. On the yellow outlet box, the red power switch must be in the DOWN position and it will light up.

3. Plug Scanner and/or BMD into the yellow outlet box.

Front of Battery Cart

Back of Battery Cart (Black Panel)
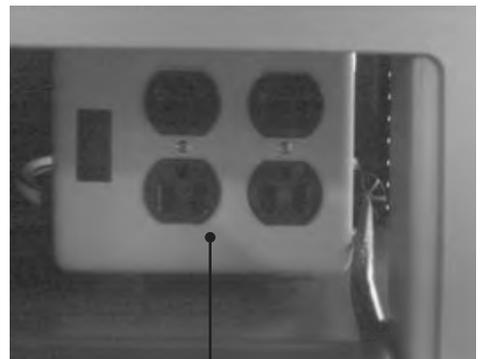
Back of Battery Cart (Yellow Outlet Box)

Poll Worker's Manual

Poll Site Setup

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Poll Site Setup

Setting up the Voting Area

You will find a "Poll Site Profile and Schematic" (floor plan indicating placement of equipment and furniture) in the Coordinator/Poll Site Supply Bag in the ED Supply Cart at the lowest ED of the lowest AD. This layout should be followed as closely as possible.

Sample Poll Site Schematic (Floor Plan) for a 3 ED Poll Site
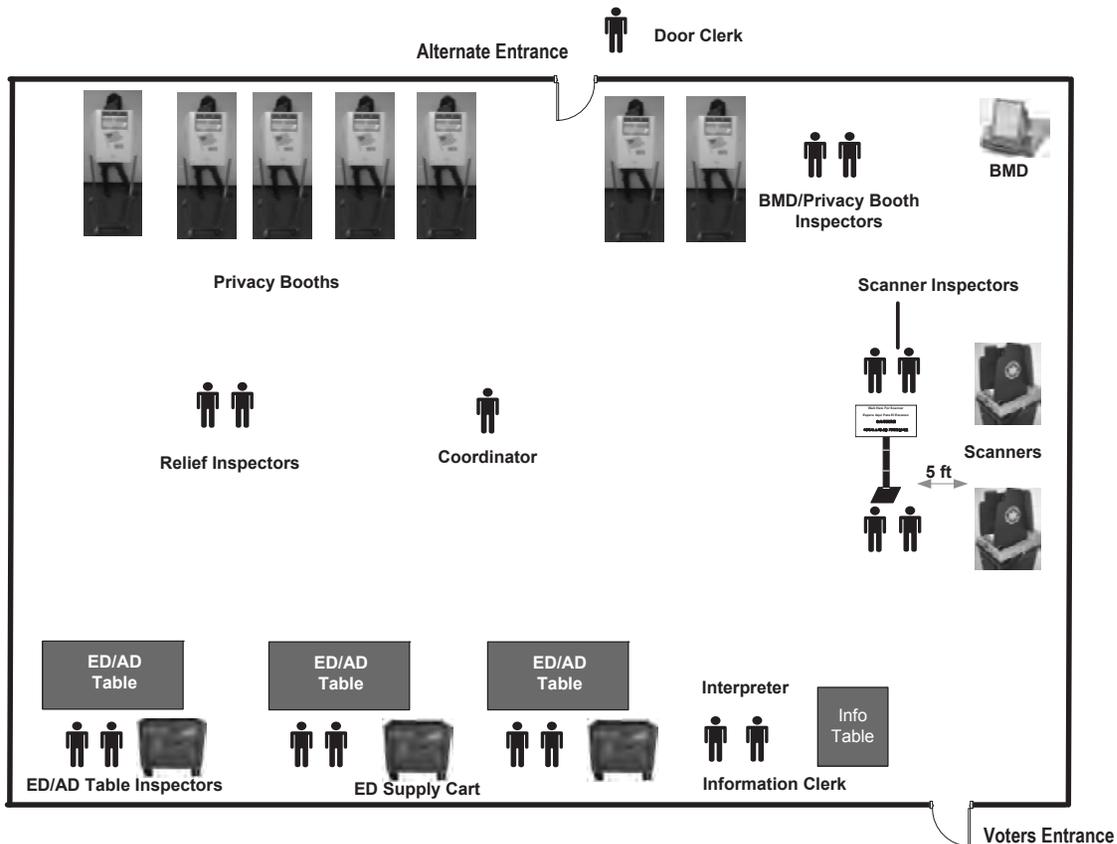
A. Position the Scanners:

✓ According to the Poll Site Schematic (Floor Plan)

✓ Against the wall near an electrical outlet

✓ With approximately 5 feet clearance in the front, allowing voters in wheelchair easy access to the Scanner

✓ With the Wait Here for Scanner Sign setup in front of the Scanners

WALL

Scanners

5' clearance in front of Scanners
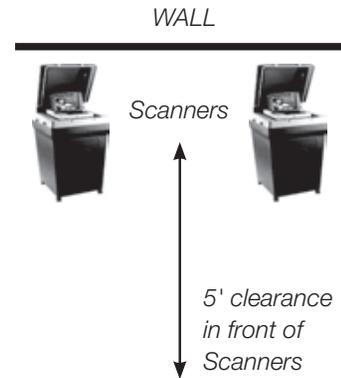
B. Position the Ballot Marking Device (BMD):

✓ According to the Poll Site Schematic (Floor Plan)

✓ Facing the wall near an electrical outlet

✓ With approximately 5 feet clearance in the front and 3 feet clearance on the side, allowing voter in wheelchair easy access to the BMD

BMD

3' clearance on side of BMD

5' clearance in front of BMD

WALL
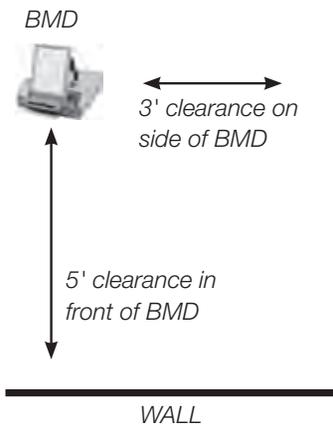
C. Position the Privacy Booths:

✓ According to the Poll Site Schematic (Floor Plan)

✓ For an accessible Privacy Booth, there is approximately 5 feet clearance in the front and 3 feet clearance on one side, allowing easy access for a voter in wheelchair

✓ Inspectors should position the Privacy Booths with the opening facing the wall so the Voter's back is towards the wall to ensure the Voter has privacy when marking their Ballot

✓ Leave enough space between the privacy booths to ensure voter privacy

WALL

Privacy Booths

5' clearance in front of Privacy Booths
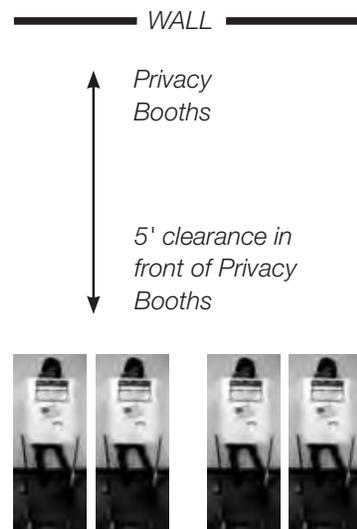
poll site setup

D. Setup Signage

HANG each sign as noted below. Most signs have loops or pre-pasted tape, but you can use your tape and scissors (located in the ED Supply Bag) to hang them if necessary.

Signage – INSIDE the Poll Site

Sign	Where to put the sign?
"No Smoking, Eating, Drinking or Animals"	• Hang this sign in a central location so it is visible to all voters • This sign is in the Coordinator/Poll Site Supply Bag in the ED Supply Cart at the lowest ED of the lowest AD
"Vote Here" (Directional Arrows)	• Hang this sign inside the polling area to indicate the location of the Poll Site if it is difficult to locate from the main and/or alternate entrance(s) • Be sure the arrow is pointing in the correct direction • This sign is in the ED Supply Bag in the ED Supply Cart
Instructions to Voters	• Hang this sign in a central location so it is visible to all voters • This sign is in the Coordinator/Poll Site Supply Bag in the ED Supply Cart at the lowest ED of the lowest AD
"Do Not Tamper"	• Hang this sign on the wall behind the scanners so that it is visible to Poll Watchers at closing • This sign is in the Coordinator/Poll Site Supply Bag in the ED Supply Cart at the lowest ED of the lowest AD
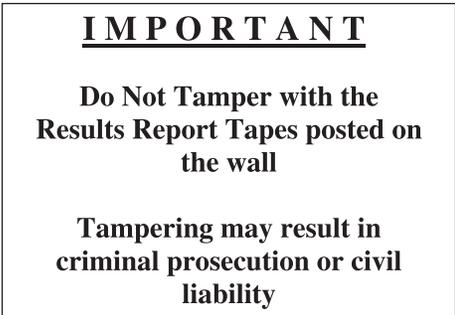
Signage – INSIDE the Poll Site

Sign	Where to put the sign?
NYS Voter Bill of Rights	• Hang this sign in a central location so it is visible to all voters • This sign is in the Coordinator/Poll Site Supply Bag in the ED Supply Cart at the lowest ED of the lowest AD
Interpreter Available	• This is a tent sign (sits on a table). Put this sign (in the appropriate language) on the Interpreter table • For sites that have an Interpreter, this sign is in the Coordinator/Poll Site Supply Bag in the ED Supply Cart at the lowest ED of the lowest AD
Election Information	• This is a tent sign (sits on a table). Put this sign on the Information Clerk table • For sites that have an Information Clerk, this sign is in the Coordinator/Poll Site Supply Bag in the ED Supply Cart at the lowest ED of the lowest AD

poll site setup

Signage – INSIDE the Poll Site

Sign	Where to put the sign?
Ballot Face Card	• Hang this sign at or near each ED/AD Table so that it is visible to voters waiting in line • This sign is in the ED Supply Cart
Step 1 (ED/AD Table) Sign	• Hang this sign on the wall behind your ED/AD Table so that it is visible to voters • This sign is in the ED Supply Bag in the ED Supply Cart

Signage – INSIDE the Poll Site

Sign	Where to put the sign?
Election District (Pre-numbered) Sign **23rd** **ELECTION DISTRICT** MAKE SURE THAT THIS IS YOUR CORRECT ELECTION DISTRICT ASEGÚRESE QUE USTED ESTÁ EN EL DISTRITO ELECTORIAL QUE LE CORRESPONDE 請確認這是您的正確選區 이 투표소가 귀하에게 지정된 선거구임을 확인하십시오	• Hang this sign on the wall behind your ED/AD Table so that it is visible to voters • This sign is in the ED Supply Cart
Step 2 (Privacy Booth/ BMD) Sign **2** **Privacy Booths/BMD(s)** **Cabinas de Privacidad/BMD(s)** 私密填票櫃/填票機 비밀 기표소/ 투표 기표기	• Hang this sign on the wall behind the Privacy Booths/BMD so that it is visible to voters • This sign is in the BMD Supply Bag in the BMD Cart
Step 3 (Scanner) Sign **3** **Scanners** **Máquinas de Escaneo** 掃描機 스 캐 너	• Hang this sign on the wall behind the Scanners so that it is visible to voters • This sign is in the Scanner Supply Bag in the ED Supply Cart at the lowest ED of the lowest AD
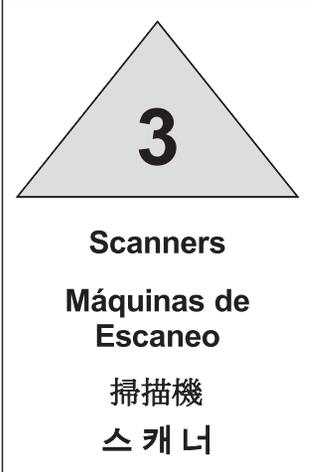
poll site setup

Signage – INSIDE the Poll Site

Sign	Where to put the sign?
Wait Here For Scanner Pedestal Sign 	• This is a pedestal sign. Place it in the Scanner area, approximately 5 feet in front of the Scanners so that voters form a single line starting at this sign • This sign is in the black canvas bag in the ED Supply Cart at the lowest ED of the lowest AD

Signage – OUTSIDE the Poll Site

Sign	Where to put the sign?
No Electioneering 	• Hang this sign 100 feet to the left and right from each voter entrance • This sign is in the Coordinator/Poll Site Supply Bag in the ED Supply Cart at the lowest ED of the lowest AD
"Vote Here" (Directional Arrows) 	• Hang these signs outside the Poll Site if your site has an alternate entrance and it is difficult to locate • Use them to make a clear path from the "Accessibility Sign (Alternate Entrance Located At)" to the entrance marked by the "Accessibility Sign (Wheelchair Logo)" • This sign is in the ED Supply Bag in the ED Supply Cart

poll site setup

Signage – OUTSIDE the Poll Site

Sign	Where to put the sign?
Vote Here Sign OUTSIDE SIGN **VOTE HERE** **VOTE AQUÍ** 在此投票 여기서 투표하십시오 OUTSIDE SIGN	• Hang this sign at the main entrance • This sign is in the Coordinator/Poll Site Supply Bag in the ED Supply Cart at the lowest ED of the lowest AD
Accessibility Sign (Wheelchair Logo) OUTSIDE SIGN OUTSIDE SIGN	• Hang this sign at the alternate entrance or accessible main entrance • This sign is in the Coordinator/Poll Site Supply Bag in the ED Supply Cart at the lowest ED of the lowest AD

poll site setup

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Signage – OUTSIDE the Poll Site

Sign	Where to put the sign?
Accessibility Sign (Alternate entrance located at)	• Hang this sign at the main entrance if your site has an alternate entrance for voters with disabilities • Indicate on the sign (with a marker or pen) where the alternate entrance is • This sign is in the Coordinator/Poll Site Supply Bag in the ED Supply Cart at the lowest ED of the lowest AD
Interpreter Available (Outside)	• Hang this sign (in the appropriate language) at the main entrance if your site has Interpreters • This sign is in the Coordinator/Poll Site Supply Bag in the ED Supply Cart at the lowest ED of the lowest AD

poll site setup

Poll Worker's Manual

Election Day Procedures by Role in the Poll Site

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Election Day Procedures by Role in the Poll Site
Coordinator

Election Day Procedures by Role in the Poll Site
Coordinator

COORDINATOR – PRE-ELECTION DAY DUTIES

> ℹ️ *Review all of your training materials until you are thoroughly knowledgeable about all Election Day procedures, your duties, and those of each member of the Election Day team.*

1. Call the Poll Workers for your Poll Site prior to Election Day to confirm they are working

2. Visit your assigned Poll Site the day before Election Day. Introduce yourself to the Custodian or contact person and proceed to do the following:

   ☐ Confirm that the building will be open no later than 5:00 AM and ask to see the polling area. Position the Voting Systems according to your Poll Site Schematic (Floor Plan) found in your Coordinator's package

   ☐ Confirm that the Poll Site is in the designated room (from the Poll Site Schematic (Floor Plan)

   ☐ Confirm that the Voting Systems (Equipment) are on-site:
   - ✔ Scanners
   - ✔ Ballot Marking Device (BMD)
   - ✔ Privacy Booths (each site will have at least one Accessible Privacy Booth)
   - ✔ ED Supply Cart(s)

   ☐ Verify from the cards on the Scanners, BMD and ED Supply Cart(s) that the correct equipment has been delivered to the Poll Site by checking the site number and address. Also ensure that you have the correct number of systems for that Poll Site. If any information is incorrect, call the Borough Office immediately

   ☐ Verify that all Scanner, BMD and ED Supply Cart seals are in place and not tampered with. If any seals are missing or tampered with, contact the Borough Office immediately and do not use the affected equipment

   ☐ Verify the arrangement of Voting Systems with the Custodian, so that the Poll Workers will not have to reposition them on Election morning. The location of the Scanners and BMDs will be set by the Board of Elections and you will find them on your Poll Site Schematic (Floor Plan)

   ☐ Locate the nearest telephone and restrooms

   ☐ Learn the layout and make sure the necessary furniture is available:
   - ✔ Make sure there are enough Tables and Chairs for each ED/AD Area
   - ✔ Make sure there is a table to put at the entrance to the polling area for the Information Clerk, Interpreters and yourself

3. Decide how you'll meet the accessibility requirements listed on your Poll Site profile:

   ☐ Is the main voter entrance also accessible to voters with disabilities?

   ☐ If not, where is the alternate entrance?

4. Find the outside path from the main entrance to the alternate entrance:

☐ Is a ramp and/or platform needed? If so, does the Custodian know it must be in place before 6:00 AM?

☐ Does the ramp have the required, detachable handrails?

5. Find the inside path from the alternate entrance to the polling area

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ⓘ *You should address any concerns with the Custodian or contact person at the Poll Site during your pre-Election Day site visit*

If you have any questions or concerns, immediately call the Borough Office and ask for the Poll Site Department

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COORDINATOR – OPENING THE POLLS

1. Arrive at the Poll Site no later than 5:00 AM on Election Day

2. Polls must be open at 6:00 AM. Make sure to be on time. If you cannot enter the Poll Site, call your Borough Office immediately

3. Greet and introduce yourself to the other Poll Workers as they arrive. Let them know you are the Coordinator and you are there to help them throughout the day. Establish a climate of cooperation and mutual respect

4. Locate the Custodian or contact person if your Poll Site requires a ramp and/or platform that has not been set up

5. Verify that the Poll Site is in the designated room (from the Poll Site Schematic (Floor Plan). If it is not, call the Borough Office immediately

6. Verify from the cards on the Scanners, BMD and ED Supply Cart that the correct equipment has been delivered to the Poll Site by checking the site number and address. Also ensure that you have the correct number of systems for that Poll Site. If any information is incorrect, call the Borough Office immediately

7. Verify that all Scanner, BMD and ED Supply Cart seals are in place and not tampered with. If any seals are missing or tampered with, contact the Borough Office immediately and do not use the affected equipment

8. Check the Scanner and BMD placement. Position them according to your Poll Site Schematic (Floor Plan) found in your Coordinators package (also located in the Poll Site Bag). Ask the Custodian or a Poll Worker to help move the Voting Systems, if necessary

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ⓘ *The Police Officer/Peace Officer is not required to help set up the site. However, if he or she is willing to assist, you may accept the help.*

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9. Check that the Table and Chair placement at each ED/AD Area is set up according to your Poll Site Schematic (Floor Plan)

10. Set up an Information Table near the entrance for yourself, the Information Clerk and/or Interpreter. Position the table according to the Poll Site Schematic (Floor Plan), close to the entrance to the polling area so that you can greet and assist voters as they arrive

11. Review using the Street Finder and Poll Site List with the Information Clerk to ensure that he or she knows how to use these tools

Sample of Street Finder								
FROM	TO	ED	AD	ZIP	CD	SD	MC	CD
11 Avenue								
150-02	154-84	3	26	10024	28	35	6	19
150-03	154-85	3	26	10024	28	35	6	19
154-86	159-22	4	26	10024	32	36	6	22
154-87	159-21	4	26	10024	32	36	6	22

SAMPLE OF POLL SITE LIST
PRIMARY AND GENERAL ELECTION

12. Ensure the Information Table is setup with the following items:

☐ An Election Information Sign

☐ A Street Finder

☐ A Poll Site List

☐ A Referral Slip Pad

☐ An "Interpreter Available" Sign (if an Interpreter is assigned). Interpreters are mandated by law at certain Poll Sites. They are vital to the electoral process

:

The Door Clerk, Interpreter and Information Clerk do not have to be registered voters. Door Clerks, Interpreters and Information Clerks are NOT to be re-assigned or removed from their table to work in any other Poll Worker position

We are mandated by law to have an Interpreter(s) in the Poll Site at ALL TIMES, if the site is designated to have them

13. Ensure each ED is ready for voters by 6:00 AM. Suggest that the Inspectors assign one person at their ED/AD Table to read aloud the step-by-step instructions in the Poll Worker's Manual as the rest of the team sets up

14. At each ED/AD Table, confirm the following:

☐ The ED Supply Cart is for the correct ED/AD

☐ The Scannable Ballots are for the correct ED/AD

☐ The Affidavit Ballots are for the correct ED/ADs

☐ The Grey Transport Bag is for the correct ED/AD

☐ The ED has the correct Voter Registration List(s)

☐ The Street Locator is in the Grey Transport Bag. Make sure the Street Locator is placed on the ED/AD Table and the Inspectors know how to use it

☐ The Return of Canvass is in the Grey Transport Bag

☐ The ED has their Election Day Supply Bag, located in the ED Supply Cart

If any of these items are MISSING, call your Borough Office IMMEDIATELY!

☐ A Chairperson assigned. The rule is that at even numbered EDs, the Chairperson is a Democrat, and at odd numbered EDs, Republican

☐ The Inspectors have read and followed any special instructions in the Special Instruction Envelope (which is delivered in the ED Supply Cart Police Envelope)

☐ The ED/AD Posters are placed properly near the ED/AD Table on the wall

☐ The ED/AD Table has an organized and voter-friendly appearance

☐ The Ballot Face Card matches paper Ballots. Ensure that the same language(s) appear on both documents. If they do not, call your Borough Office immediately

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☐ The Street Locator is in the Grey Transport Bag. Make sure the Street Locator is placed on the ED/AD Table and the Inspectors know how to use it

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☐ The ED/AD Table has an organized and voter-friendly appearance

☐ The Ballot Face Card matches paper Ballots. Ensure that the same language(s) appear on both documents. If they do not, call your Borough Office immediately

procedures by role – coordinator

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We are mandated by law to have an Interpreter(s) in the Poll Site at ALL TIMES, if the site is designated to have them

13. Ensure each ED is ready for voters by 6:00 AM. Suggest that the Inspectors assign one person at their ED/AD Table to read aloud the step-by-step instructions in the Poll Worker's Manual as the rest of the team sets up

14. At each ED/AD Table, confirm the following:

☐ The ED Supply Cart is for the correct ED/AD

☐ The Scannable Ballots are for the correct ED/AD

☐ The Affidavit Ballots are for the correct ED/ADs

☐ The Grey Transport Bag is for the correct ED/AD

☐ The ED has the correct Voter Registration List(s)

☐ The Street Locator is in the Grey Transport Bag. Make sure the Street Locator is placed on the ED/AD Table and the Inspectors know how to use it

☐ The Return of Canvass is in the Grey Transport Bag

☐ The ED has their Election Day Supply Bag, located in the ED Supply Cart

If any of these items are MISSING, call your Borough Office IMMEDIATELY!

☐ A Chairperson assigned. The rule is that at even numbered EDs, the Chairperson is a Democrat, and at odd numbered EDs, Republican

☐ The Inspectors have read and followed any special instructions in the Special Instruction Envelope (which is delivered in the ED Supply Cart Police Envelope)

☐ The ED/AD Posters are placed properly near the ED/AD Table on the wall

☐ The ED/AD Table has an organized and voter-friendly appearance

☐ The Ballot Face Card matches paper Ballots. Ensure that the same language(s) appear on both documents. If they do not, call your Borough Office immediately

procedures by role – coordinator

☐ One book of Ballots is in place on the ED/AD Table and out of reach of the public (One for each Party during a Primary)

☐ A few Affidavit Ballots are on the ED/AD Table and out of reach of the public

☐ The ED Supply Cart is located next to the ED/AD Table (doors facing Inspectors at the Table) and the remaining packs of Ballots are secured inside the ED Supply Cart

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Paper Ballots should be kept secure at ALL TIMES and out of reach of unauthorized persons!

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15. Confirm the Blue Table Display has been unwrapped, assembled and placed on the ED Supply Cart

16. Confirm the Scanners and BMD(s) are properly plugged in and ready for 6:00 AM voter's use

17. Confirm the Privacy Booths are properly setup as per the Poll Site Schematic (Floor Plan)

18. Ensure all Poll Workers (including yourself) wear badges with their names printed on them

19. Identify the site posters that are needed and check that they are hung and/or placed correctly. See section on "Poll Site Setup" for details on the placement of signs. (Each sign indicates on its border whether it is an inside sign or an outside sign.) These signs will be found in the Coordinator/Poll Site Supply Bag in the ED Supply Cart at the lowest ED of the lowest AD

20. If your site uses an alternate entrance for voters with disabilities, be sure that the Door Clerk is available at this entrance, that the "Alternate Entrance Located" signs are hung at the main entrance and that the "Vote Here" directional arrows are hung up along the path to the alternate entrance. There may be permanent signs on the buildings designating the main and alternate (accessible) entrances. It is essential that you check thoroughly to see that all requirements to make the site accessible are met

21. Prepare a list of assignments for the Relief Inspectors so that all Poll Workers may be relieved during the day for meal breaks

22. Know your staff:

☐ Use your Site Coverage Report to record the names of the Poll Workers who actually work, noting their arrival and departure times. Sometimes, these individuals are not the same as those listed on the Report

☐ If you have replacements, print each one's name, address, and Poll Worker number (if known) on the bottom of the Report

☐ Cross out the names of individuals who are not present

You are required to return the Site Coverage Report to the Borough Office with your journal.

COORDINATOR – SERVING THE VOTER

1. Make rounds to confirm that the procedures are followed. Ask if Poll Workers have any questions or need any assistance. If they are not following the procedures, show them the Poll Worker's Manual. If a Poll Worker refuses to follow a procedure, call the Borough Office immediately. Note the ED/AD, Poll Worker's name, time and description of the circumstances in your journal

2. Check to ensure that:

   ☐ All voters are cordially greeted and given proper instructions

   ☐ Voters needing assistance are given correct information and are treated with respect

   ☐ Accurate and complete responses are given to voters questions

   ☐ All entries on the Voter Registration List and Voter Card are complete

   ☐ Challenges to Voters are conducted properly (i.e., correct entries in remarks column on the Voter Registration List, Signed Oaths returned in Grey Transport Bag)

3. Provide specific assistance to the Scanner Inspectors throughout the day by helping to collect the Privacy Sleeves from their station and return them periodically to the ED/AD Tables

4. Ensure Ballot accountability. Here are some key points that the Poll Workers should follow on Election Day

   ☐ Ensure the placement of Ballots on the table:

   ✓ For **Primary** Election – Place only one book of Ballots (from each party) on the ED/AD Table at a time (out of reach of the public)

   ✓ For **General** Election – Place one book of Ballots on the ED/AD Table at a time (out of reach of the public)

   ☐ Secure the remaining Ballot books in the ED Supply Cart

   ☐ Do not let ANY Ballots out of your sight at any time as you are accountable for every Ballot (used and unused) at the close of polls

5. Ensure that the Affidavit procedures are followed. When a Poll Worker issues an Affidavit Ballot, confirm that:

   ☐ The Street Finder and Poll Site List are used to make sure that the voter is at the correct ED and Poll Site

   ☐ The voter's first name and last name are not reversed in the Voter Registration List

   ☐ A Voter Rights Flyer and Notice to Voters Flyer are given to the voter (in addition to the Ballot and Affidavit Ballot Envelope)

   ☐ The Poll Worker instructs the voter to fill in the information on the Affidavit Ballot Envelope and to sign the Envelope

   ☐ The Inspector signs the Affidavit Ballot Envelope as well and then places it in the Large "A" Envelope

A certificate to obtain a Court Order is issued when:

✓ *A voter does not want to vote by Affidavit Ballot*

✓ *The voter claims to have registered through a government agency (e.g., Department of Motor Vehicles), but his or her name does not appear on the Voter Registration List*

✓ *The voter was required to show ID and did not do so and does not wish to vote by Affidavit Ballot*

6. If a Poll Worker issues a certificate to obtain a Court Order, check that:

☐ The Inspectors fill in all the required information

☐ The voter understands that he or she must get the Court Order and return by 9:00 PM that day to vote

☐ Only such a voter with a certified Court Order votes on the Voting System

• *Refer to Page 86 for a picture of a Court Order.*

• *The certified Court Order with the voter number should be placed in the Grey Transport Bag.*

COORDINATOR – CLOSING THE POLLS

1. Around 8:30 PM, visit each station. Recommend that the Inspectors assign one member of the team to review the steps for closing. Encourage the Inspectors to ask questions if they are unsure of any steps

2. Verify and sign each Timesheet. Make sure that all Poll Workers sign the Timesheet correctly and legibly. Cross out any open positions

3. Verify that Poll Workers who signed the Timesheets have worked throughout the day. Ensure that all Poll workers sign the Timesheet before they leave.

4 Get the Coordinator/Chairperson's Receipt for the Poll Site from ED/AD Inspectors from Forms Booklet from the lowest ED of the lowest AD

5. If there are Poll Watchers or other observers, check that they have the proper credentials. Advise them not to distract the Inspectors during the closing. If they have any concerns, ask them to see you and thank them for their cooperation

6. If your Poll Site has a temporary ramp and/or platform, confirm that the Custodian will disassemble and store it at or after 9:00 PM

7. Arrange for the Door Clerk to close the alternate entrance at 9:00 PM. Ask him or her to take down all the Access Signs and return them to the lowest ED Supply Cart at the lowest ED of the lowest AD and to check in with you before leaving

8. Just before 9:00 PM, ensure the Information Table supplies are put into the ED Supply Cart at the lowest ED of the lowest AD (see list of supplies in the "Opening" section above)

9. Confirm that the Inspectors at the Privacy Booths/BMD do the following:

☐ Turn the lights off in all of the Privacy Booths

☐ Collect all supplies from the Privacy Booths and return them to the BMD Cart. See section "Inspector–Privacy Booth/BMD" for a list of these supplies

☐ Close the BMD using the steps on the BMD Laminated Card and repack all the BMD supplies including the mat and store them in the back of the BMD Cart

☐ Deliver the BMD Police Envelope(s) to you, the Coordinator (This envelope contains the BMD key Envelope)

10. Confirm that the Inspectors at the Scanners do the following:

☐ During an Emergency Break Down situation:

✓ Reconcile Emergency Ballots by ED with the Emergency Voter Cards to identify any excess Ballots and record the information on the Scanner Ballot Reconciliation Sheet

✓ Scan the Emergency Ballots removed from the Emergency Ballot Box (excluding the excess Ballots) into the Scanner. If any message appears while scanning, reject the Emergency Ballot (These Ballots are the Unscannable Emergency Ballots)

✓ Write the Scanner letter on the back of the Unscannable Emergency Ballot and put it aside until all Ballots are scanned

✓ Once all Ballots are scanned, sort the Unscannable Emergency Ballots by ED, rubber band them together by ED and hand them over to the appropriate ED/AD Tables

☐ Sort the Voter Cards by ED/AD, rubber band them and hand them over to the inspectors at the appropriate ED/AD Tables

☐ Close the polls on the Scanner using the steps on the Scanner Laminated Card

☐ Complete all required closing forms in the Scanner Booklet

☐ Pack all Scanner supplies and return them to the ED Supply Cart at the lowest ED of the lowest AD

☐ Verify that all the Scanner Cast Ballots are in the Ballot Bin Liner Case (one per Scanner), seal the Case and deliver it to the Police Officer

☐ Remove a two-prong Yellow plastic Numbered seal from the Scanner Police Envelope (for Scanner A) and hand the two-prong Yellow Plastic Numbered seal to you (the Coordinator). You (the Coordinator) will use this seal to seal the Large Scanner Voting Records Bag

☐ Provide you (the Coordinator) with the Small Yellow Scanner Pouch and the two prong Yellow Plastic Numbered seal (for each Scanner.) The Pouch should contain the following:

✓ One Sealed and Signed Zip Lock Bag with PMD

✓ One Signed Zero Report Tape

✓ One Signed Results Report Tape

☐ Provide you (the Coordinator) also with the completed Scanner Booklet and Scanner Police Envelope for each Scanner (this Envelope contains the Scanner Key Envelope and the Seals Report)

11. Prepare the Small Yellow Scanner Pouches and record all of the two-prong Yellow Seal numbers for the Small Yellow Scanner Pouches on the Election Night PMD Return Form

12. With the Scanner Inspectors, follow the steps below to seal the Small Yellow Scanner Pouch with the two-prong Yellow Plastic Numbered seal:

☐ Ensure zipper tab is clear of possible broken prongs before sealing with the new seal *(fig. 1)*

☐ Pull zipper tab to the end of the zipper *(fig. 2)*

☐ Fit zipper tab into grooves and push flat

☐ Take the two-prong Yellow Plastic Numbered seal and seal the Pouch by inserting seal's twin arrowheads and pushing them in until they click into place *(fig. 3)*

13. Prepare the Yellow Large Scanner Voting Records Bag for the Police Officer using the Election Night PMD Return Form:

☐ Place all Small Yellow Scanner Pouches into the Yellow Large Scanner Voting Records Bag

☐ Record the two-prong Yellow Plastic Numbered seal for the Yellow Large Scanner Voting Records Bag on the Election Night PMD Return Form

14. Seal the Yellow Large Scanner Voting Records Bag. Follow the steps below:

☐ Ensure zipper tab is clear of possible broken prongs before sealing with the new seal *(fig 1)*

☐ Pull zipper tab to the end of the zipper *(fig. 2)*

☐ Fit zipper tab into grooves and push flat

☐ Take the two-prong Yellow Plastic Numbered seal that you received from the Inspector at the Scanner (at Scanner A) and seal the bag by inserting the seal's twin arrowheads and pushing them in until they click into place *(fig. 3)*

15. Sign the Election Night PMD Return Form and have the Police Officer/Peace Officer sign the Election Night PMD Return Form

16. Take your copy of the Election Night PMD Return Form and put it in the Return Envelope at the ED/AD Table of the lowest ED of the lowest AD

17. Hand the Yellow Large Scanner Voting Records Bag and the remaining copies of the Election Night PMD Return Form to the Police Officer/Peace Officer

18. Have the Police Officer/Peace Officer sign the Coordinator/Chairperson's Receipt for the Poll Site (that you should have gotten from the ED/AD Table Inspectors)

| Fig. 1 | Fig. 2 | Fig. 3 |

19. Confirm that Inspectors at the ED/AD Tables at each ED complete the following:

☐ Receive the Unscannable Emergency Ballots and Voter Cards from each Scanner

☐ Tally any Unscannable Emergency Ballots:

    ✔ If any Emergency Ballots were used or if any Scanners do not work at the end of the day, tally Unscannable Emergency Ballots

    ✔ Record the tallies on the Return of Canvass

    ✔ Place the Unscannable Emergency Ballots into the Emergency Ballots Envelope

    ✔ Place the sealed Emergency Ballots Envelope into the Return Envelope

☐ Pack Affidavit Ballots:

    ✔ Count the sealed, unopened Affidavit Ballot Envelopes

    ✔ Place them into the Large "A" Envelope.

    ✔ Record the number of Affidavit Ballot Envelopes in the space provided on the Large "A" Envelope

    ✔ Place Large "A" Envelope into the Return Envelope

☐ Detach the Coordinator/Chairperson's Receipt for the Poll Site from the Forms Booklet and hand it to the Coordinator/Chairperson

☐ Complete the Forms Booklet

☐ Complete Return of Canvass and total

☐ Place the following items in the Grey Transport Bag:

    ✔ Voter Registration List

    ✔ Signed Challenge Oaths

    ✔ Street Locator

    ✔ Completed Voter Registrations

    ✔ Court Orders

☐ Seal the Grey Transport Bag and place it in the Return Envelope

☐ Inspectors at each ED place the Unused Ballot Books (still wrapped in plastic) and completed Ballot Transmittal Sheets in the Unused Ballot Return Bag(s) which is at the ED/AD Table for the lowest ED of the lowest AD

☐ After all Unused Ballot Books (still wrapped in plastic) and completed Ballot Transmittal Sheets are placed in the Unused Ballot Return Bag(s), ensure that the ED/AD Inspectors at the lowest ED of the lowest AD seal this Bag and note the seal number(s) on the ED Supply Cart Seals Report in the Forms Booklet

☐ Return all supplies, other than those given to the Police Officer/Peace Officer, to the ED Supply Cart

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CHAIRPERSON'S RECEIPT *(Police Officer & Coordinator/Chairperson sign this receipt)*

Date of Election: _____ ED: _____ AD: _____

Poll Site Address: _____

INSTRUCTIONS

1. FILL IN the information above

2. The **Police Officer** signs this receipt after getting the following items from the Chairperson:

    [ ] Return Envelope

    [ ] Unused Ballot Return Bag(s) [*only received from lowest ED of the lowest AD*]

    Signature of **Police Officer**: _____

    Shield Number: _____ Precinct: _____

3. The **Coordinator/Chairperson** signs the receipt after getting/completing the following items from the ED/AD Table Inspector:

    [ ] Return of Canvass (copies 1 & 3 only)

    Signature of **Coordinator/Chairperson**: _____

    Poll Worker ID Number: _____

4. The Chairperson keeps this receipt as proof of delivery of these items.

    DETACH ONLY THIS PAGE FROM THE FORMS BOOKLET AND KEEP IT FOR RECORDS. PLACE THE REST OF THE FORMS BOOKLET INTO THE RETURN ENVELOPE.

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☐ Place the correct items into the Return Envelope and seal it. These are:

✓ Complete Return of Canvass (yellow copy – Page 2), with the Scanner Results Tapes attached

✓ Grey Transport Bag

✓ Void, Emergency, Excess and Affidavit Ballots in separate Envelopes

✓ Used Ballot Stubs and Partially Used Ballot Books in Used Stub Envelope

✓ Used Voter Card Envelope

✓ Forms Booklet (including Timesheet)

✓ Special Ballot Envelope

✓ Poll Worker Notice to Work Envelope

☐ Verify that you received the following items from the Inspectors and put them into the Return Envelope at the ED/AD Table for the lowest ED of the lowest AD

✓ BMD Police Envelope for each BMD, which contains the BMD Key Envelope (from the Inspectors at the Privacy Booth/BMD)

✓ ED Supply Cart Police Envelope for each ED Supply Cart, which contains the ED Supply Cart Key Envelope (from the Inspectors at the ED/AD Table)

✓ Scanner Booklet for each Scanner (from the Inspectors at the scanners)

✓ Scanner Police Envelope, for each Scanner, which contains the Scanner Key Envelope and the Seals Report (from the Inspectors at the Scanners)

☐ Deliver the Return Envelope and the Unused Ballot Return Bag(s) to the Police Officer/ Peace Officer who has to sign the Chairperson's Receipt

☐ Deliver the Return of Canvass (copies 1 & 3) to you, the Coordinator, who has to sign the Chairperson's Receipt and then place the copies in the Police Return of Canvass Envelope (per Poll Site)

☐ Deliver the ED Supply Cart Police Envelope(s) to you, the Coordinator (this Envelope contains the ED Supply Cart Key Envelope)

20. Place all completed Return of Canvass (copies 1 & 3) from all ED/ADs at your Poll Site into the Police Return of Canvass Envelope (per Poll Site)

21. Ensure that the Police Officer/Peace Officer (at the end of the night) has the following items and signs the Coordinator/Chairperson's Receipt for the Poll Site (that you should have gotten from the ED/AD Table Inspectors):

☐ Return Envelopes (One per ED)

☐ Unused Ballot Return Bag(s) (One or two per Poll Site)

☐ Police Return of Canvass Envelope (One per Poll Site, containing the Return of Canvass per ED, white copy – Page 1 and salmon copy – Page 3)

☐ Ballot Bin Liner Cases (One per Scanner)

22. Make it a point to thank each Poll Worker for a job well done

23. Take one last look around to make sure nothing was left behind.
You should be the last person to leave the Poll Site

Election Day Procedures by Role in the Poll Site
Inspector – ED/AD Table

Election Day Procedures by Role in the Poll Site
Inspector – ED/AD Table

INSPECTOR – ED/AD TABLE – OPENING THE POLLS

> ℹ️ ***An Election Day Checklist for Inspectors at the ED/AD Table is provided in the ED Supply Bag. The checklist summarizes the steps for opening, serving the voter and closing. Please use the checklist.***

1. Arrive at the Poll Site no later than 5:00 AM on Election Day

2. Wear your Name Tag (tear it off from your Notice to Work)

3. Get the ED Supply Cart Police Envelope (which contains the ED Supply Cart Key Envelope) from the Police Officer/Peace Officer and sign the Receipt on the Envelope

4. Read and follow any special instructions in the Special Instruction Envelope (which is delivered in the ED Supply Cart Police Envelope)

5. Verify that you have the correct ED Supply Cart for your ED by checking the card on the side or back of the Cart. If you do not, call your Borough Office immediately

6. Verify that the ED Supply Cart seal is in place and not tampered with. If the seal is missing or tampered with, contact the Borough Office immediately and do not use the affected equipment

7. Check the Green Plastic Numbered seal on the door of your ED Supply Cart matches the number on the ED Supply Cart Police Envelope

8. Cut the Green Plastic Numbered seal and unlock the ED Supply Cart

> ℹ️ ***Remember that ED Supply Cart Keys can be used to open up ANY ED Supply Cart at your Poll Site.***

9. Remove the Forms Booklet (wrapped with the Poll Worker Manual) from the ED Supply Bag

10. Note the information on the ED Supply Cart Seals Report (Work Sheet A) in the Forms Booklet

11. Put the ED Supply Cart Key back in the ED Supply Cart Key Envelope

12. Put the ED Supply Cart Key Envelope into the ED Supply Cart Police Envelope and put this Envelope in the ED Supply Cart (in the sleeve on the inside of the cart door)

WORK SHEET A
ED Supply Cart Seals Report

ED: __22__ AD: __02__

Opening
- Record seal number (*The seal is a **GREEN** plastic numbered seal.*)
- If the seal is missing, check the "Missing" box below
- If the seal number is different than that listed on the Police Envelope, record the seal number in the space below and check the "Different" box

	Opening Seal Number	Missing	Different
ED Supply Cart seal number	0208393	☐	☐

Closing
- Record seal number (*The seal is a **RED** plastic numbered seal.*)

	Closing Seal Number
ED Supply Cart seal number	

To be completed by ED/AD Inspectors at the lowest ED of the lowest AD only (see below)

Unused Ballot Return Bag(s) seal number(s) _____

> ℹ️ ***The keys for the ED Supply Cart should be kept in the sleeve on the inside of the ED Supply Cart door throughout the day.***

13. Check to make sure you have the correct Ballots and correct number of Ballot Books for your ED using the Ballot Transmittal Sheet. Count the packs of Ballot Books without unwrapping them

14. Initial the Ballot Transmittal Sheet and put it back in ED Supply Cart

15. Record the Total Number of Ballots you started with in the space marked "START OF DAY TOTAL" on the ED/AD Ballot Control Sheet (Work Sheet B) in the Forms Booklet. For a Primary Election, you will need to fill in a Work Sheet B per Party

16. Check the supplies in your ED Supply Cart. These supplies include:

☐ Ballots with Ballot Transmittal Sheet

☐ Affidavit Ballots

☐ 1 Ballot Face Card

☐ 1 Election District (Pre-Numbered) Sign

☐ 1 Court Order Certificate Pad

☐ 1 Blue Table Display:
   ✓ Voting Process Handout
   ✓ Notice to Voters
   ✓ Voter Rights Flyer
   ✓ Challenge Oaths
   ✓ Affidavit Ballot Envelopes
   ✓ Voter Registration Forms

☐ 1 Grey Transport Bag:
   ✓ Voter Registration Lists
   ✓ Street Locator
   ✓ Return of Canvass

Election Day Ballots WITH stubs (in clear plastic wrap with BLUE pattern)

Affidavit Ballots WITHOUT stubs (in clear plastic wrap)

☐ 1 ED Supply Bag:

- ✓ 1 Street Finder
- ✓ Ballot Proposals (General Election Only)
- ✓ 1 Poll Worker's Manual
- ✓ 1 Forms Booklet
- ✓ 1 Election Day Checklist for ED/AD Inspector
- ✓ Voter Cards
- ✓ Poll Watcher's Guide
- ✓ Voter Rights Flyer—Extras
- ✓ Affidavit Ballot Envelopes—Extras
- ✓ 1 Poll Site List
- ✓ 1 Affidavit Ballot Instructions (Tent Card)
- ✓ 1 ID Requirements Card (Laminated)
- ✓ 1 Referral Slip Pad
- ✓ 1 Magnifying Sheet
- ✓ 25 Privacy Sleeves
- ✓ 6 Directional Arrows
- ✓ 1 Step 1 (ED/AD Table) Sign
- ✓ 1 Small Plastic Bag:

  - 2 Language Badges
  - 6 Plastic Badge Holders
  - 5 Rubber Bands
  - 1 Binder Clip
  - 1 Roll of Tape
  - 4 Pens
  - 2 White Paper Seal Pads
  - 1 White Plastic Numbered Seal (for Grey Transport Bag)

- ✓ Large Envelopes:

  - 1 Large "A" Envelope
  - 1 Void Ballot Envelope
  - 1 Return Envelope
  - 1 Excess Ballot Envelope
  - 1 Valid Emergency Ballots Envelope
  - 1 Used Voter Card Envelope
  - 1 Special Ballot Envelope
  - 1 Used Stub Envelope

ⓘ
- ***Ensure the Grey Transport Bag is for the correct ED/AD***
- ***Ensure the ED has the correct Voter Registration List(s)***
- ***Ensure the Return of Canvass is in the Grey Transport Bag***

17. Check the additional supplies in the ED Supply Cart at the lowest ED of the lowest AD:

☐ 1 Poll Site/Coordinator Supply Bag in the ED Supply Cart at the lowest ED of the lowest AD

✓ 1 Poll Worker's Manual

✓ 1 Poll Worker Procedures Summary Guide

✓ 1 Coordinator's Handbook

✓ 1 Poll Site Schematic (Floor Plan) and Poll Site Profile

✓ 1 Street Finder

✓ 1 Poll Site List

✓ 6 Pens

✓ 1 No Smoking, Eating, Drinking or Animals Sign

✓ 1 NYS Voter Bill of Rights Poster

✓ 4 No Electioneering Signs

✓ 4 Vote Here Signs

✓ 1 Large Blank Envelope

✓ 1 Instructions to Voters Poster

✓ 1 Do Not Tamper Sign

✓ 1 Door Clerk Guide

✓ 1 Information Clerk Guide

✓ 1 Interpreter Guide

✓ 1 Accessibility Sign (Wheelchair Logo)

✓ 3 Interpreter Available Tent (Inside) Signs

✓ 1 Interpreter Available Sign (Outside- Language Specific)

✓ 1 Interpreter Journal Booklet

✓ If necessary, the following items are also in the Bag:

- Interpreter Badge Holder(s)

- Information Clerk Badge Holder(s)

- Door Clerk Badge Holder(s)

- 1 Magic Marker

- 1 Referral Slip Pad

- 1 Alternate Accessibility Entrance Sign

- 1 Election Information Sign

- ☐ Scanner Supply Bags (1 for each Scanner):
  - ✓ 1 Scanner Booklet
  - ✓ Zip Lock Bag
  - ✓ 1 Step 3 (Scanner) Sign
  - ✓ 2 Pens
  - ✓ 50 Rubber Bands
  - ✓ 2 Plastic Badge Holders
  - ✓ 1 Scanner Seal Quick Reference Guide Laminated Card
- ☐ Police Return of Canvass Envelope (per Poll Site)
- ☐ Blue Unused Ballot Return Bag(s) (1 bag for Poll Sites with 5 EDs or less and 2 bags for Poll Sites with more than 5 EDs)
- ☐ Wait Here for Scanner Sign(s) (in a black canvas bag)
- ☐ Scanner Privacy Screens (2 for each Scanner)
- ☐ Small Yellow Scanner Pouch (1 for each Scanner)
- ☐ Large Scanner Voting Records Bag (1 per Poll Site containing the Election Night PMD Return Form)
- ☐ Extension Cord(s) for Scanners
- ☐ Voted by BMD Affidavit Self-inking Stamp

18. Setup your ED/AD Table with the following supplies:
- ☐ Voter Registration List
- ☐ Ballot Book(s) (see Step 20 on next page)
- ☐ Affidavit Ballots (a few)
- ☐ Voter Cards
- ☐ Poll Worker's Manual
- ☐ Election Day Checklist for ED/AD Inspector
- ☐ Ballot Proposals (General Election Only)
- ☐ Affidavit Ballot Instructions Tent Card
- ☐ ID Requirements Card
- ☐ Street Finder
- ☐ Poll Site List
- ☐ Street Locator
- ☐ Referral Slips
- ☐ Court Order Certificate Pad
- ☐ Poll Watcher's Guide
- ☐ Magnifying Sheet
- ☐ 25 Privacy Sleeves
- ☐ Void Ballot Envelope
- ☐ Pens
- ☐ Large "A" Envelope

19. Ensure the Ballot Face Card matches paper Ballots and that the same language(s) appear on both documents. If they do not, call your Borough Office immediately

20. Ensure Ballot accountability. Here are some key points that the Poll Workers should follow on Election Day:

    ☐ Ensure the placement of Ballots on the table:

    ✓ For **Primary Election** – Place only one book of Ballots (from each party) on the ED/AD Table at a time (out of reach of the public)

    ✓ For **General Election** – Place one book of Ballots on the ED/AD Table at a time (out of reach of the public)

    ☐ Secure the remaining Ballot books in the ED Supply Cart

    ☐ Do not let ANY Ballots out of your sight at any time as you are accountable for every Ballot (used and unused) at the close of polls

21. Position the ED Supply Cart next to the ED/AD Table (doors facing Inspectors at the Table) and ensure the remaining packs of Ballots are secured inside the ED Supply Cart

22. Unwrap the Blue Table Display, assemble and place it on the ED Supply Cart

Literature is in English, Spanish, Chinese, Korean and Bengali
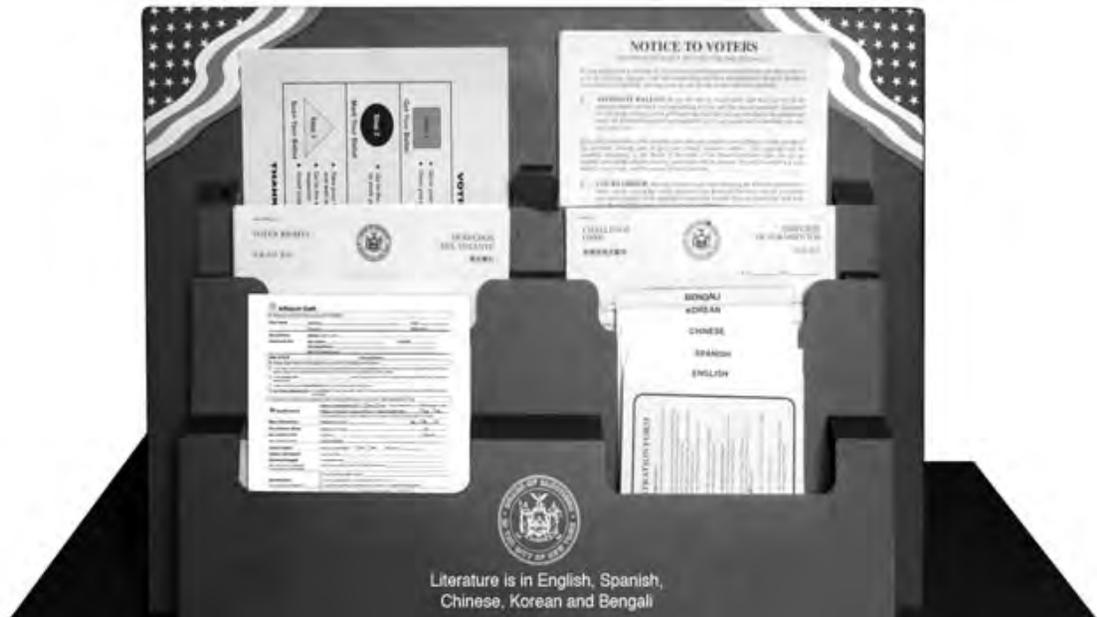
23. Setup the Step 1 (ED/AD) Sign and the Election District (Pre-Numbered) Sign near the ED/AD Table on the wall

24. Sign the Timesheet in the Forms Booklet for the morning

INSPECTOR – ED/AD TABLE – SERVING THE VOTER

1. When a voter comes up to the ED/AD Table, ask the voter his or her name and address

2. Locate the voter's name on the Voter Registration List. See sample picture below.

Voter's name, address, description

VSN– Voter Serial Number

Party Enrollment:
DEM – Democrat
REP – Republican
CON – Conservative
WOR – Working Families
GRN – Green
IND – Independence
BLA – Blank
VOI – Void
MIS – Missing

Bar Code for scanning voter records

Voter signs here on Election Day

Date of Election

Name index

Use the name index in the lower right corner of each page. It shows the alphabetical range of voters on that page.

3. Have the voter sign his or her name in the space provided in the Voter Registration List. **Never allow anyone to sign his or her name in the blank sections in the back of the Voter Registration List**

4. If you can't find a voter's name in the Voter Registration List check the following:

   ☐ Address

   ☐ First name, last name reversal

   ☐ Spelling of the name

   ☐ Use the Street Locator to check whether the voter is in the correct ED. If the voter is not in the correct ED, use the Street Finder and Poll Site List to identify the correct ED/AD and Poll Site for the voter

5. In a multi-party Primary Election, check with the voter if he or she is enrolled in the party listed in the book. In a General Election, a voter does not need to be enrolled in a party to vote

6. Compare this signature with the voter's pre-printed signature on the Voter Registration List to be sure they are sufficiently similar

7. Before you give the voter an Election Day Ballot, enter the following on each Voter's Record:

☐ **Voter Number** – is the number given to each voter in sequential order that comes to your ED/AD Table throughout the day. (For example, the first voter that comes to your table will have Voter Number 1) This information goes in the 'Voter Number' box on the Voter Registration List and on the 'Voter #' line on the Voter Card. Inspectors should keep track of Voter Numbers in the Forms Booklet

☐ **Stub Number** – is the number that represents the unique number on a ballot. This information goes in the 'Stub #1' line on the Voter Registration List and on the 'Stub #1' line on the Voter Card. If a voter is given an additional Ballot due to a particular special situation, you would write the stub number of that second or third ballot on the 'Stub #2' or 'Stub #3' line(s) accordingly

☐ Your initials

procedures by role – inspector–ED/AD table

8. Enter the following on the Voter Card:

- ☐ Election Date
- ☐ ED/AD
- ☐ Voter name
- ☐ Voter number (from list you are tracking on scrap paper)
- ☐ Stub number (from top of Ballot)

VOTER CARD
Registered Voter

ED 2   AD 22   DATE 9/10/2008

Voter's Name Amy Redds   Voter # 25

Stub#1 27   Stub#2 _____   Stub#3 _____

*After all 3 stub lines are used, Voter **must** get a court order for another Ballot

↓This Section to be used by the Scanner Inspector Only ↓

Letter of Scanner Used
(Circle One)

A B C D E F G H I J

Check this box if this is an **Emergency** Ballot ☐

BOARD OF ELECTIONS IN THE CITY OF NEW YORK

Voter Number

> ⓘ *In a general election, all voter cards are white. In a multi-party primary, the cards are color coded to correspond to the voter's party enrollment (Green = Democratic, Cherry = Republican, Yellow = Independent, Grey = Conservative, Tan = Working Families Party, Peach = Green Party).*

9. Carefully detach the Ballot from the stub, hand the Election Day Ballot to the voter in a Privacy Sleeve along with a Voter Card

10. Direct the voter to the Ballot Marking Area (BMD or Privacy Booth) to mark his or her Ballot. Please note that the Ballot for a Primary Election is color coded by Party

> ⓘ *If the Ballot is not removed correctly along the perforation and completely from the stub, the BMD and/or Scanner may jam or not scan the Ballot correctly.*

> ⓘ
> - *Election Day Ballot – given to voters during regular and Emergency procedures as well as to BMD Affidavit voters.*
> - *Affidavit Ballot – given to Affidavit voters only.*

OFFICIAL BALLOT FOR THE GENERAL ELECTION - City of New York - County of Kings - November 8, 2011
See Instructions on the Other Side

Papeleta Oficial para la Elección General - Ciudad de Nueva York - Condado de Kings - 8 de Noviembre del 2011
Vea las Instrucciones en el Otro Lado

	Democratic	Republican	Conservative	Working Families	Independence	Green	WRITE-IN
	DAVID FRIEDMAN (Democratic)	DAVID FRIEDMAN (Republican)	DAVID FRIEDMAN (Conservative)				
Justices of the Supreme Court	LAWRENCE S KNIPEL (Democratic)	LAWRENCE S KNIPEL (Republican)	PAUL M ATANASIO (Conservative)				
Juéces de la Corte Suprema	BETSY BARROS (Democratic)	BETSY BARROS (Republican)	BETSY BARROS (Conservative)				
Vote for any Six	CARL J LANDICINO (Democratic)	CARL J LANDICINO (Republican)	CARL J LANDICINO (Conservative)				
Vote por cualquier seis	RACHEL A ADAMS (Democratic)	RACHEL A ADAMS (Republican)	RENATA LANDSKIND (Conservative)				
	JOHNNY L BAYNES (Democratic)	JOHNNY L BAYNES (Republican)	JOHNNY L BAYNES (Conservative)				
	Democratic	Republican	Conservative	Working Families	Independence	Green	
Judge of the Civil Court - County	SHAREN D HUDSON (Democratic)	JOSEPH M ELBILOW (Republican)	JOSEPH M ELBILOW (Conservative)				
Juez de la Corte Civil - Condado Vote for any Two Vote por cualquier dos	PETER P SWEENEY (Democratic)	VINCENT F MARTUSCELLO (Republican)	VINCENT F MARTUSCELLO (Conservative)				

Kings
Style: 0001

NO.

☐ BMD AFFIDAVIT ☐ VOID

OFFICIAL BALLOTS

General Election - November 8, 2011

COUNTY OF KINGS
Board of Elections - City of New York

procedures by role – inspector–ED/AD table

SAMPLE OF SCANNABLE PAPER BALLOT – FRONT
PRIMARY (PAPER BALLOT IS COLOR CODED BY PARTY)

SAMPLE OF SCANNABLE PAPER BALLOT –BACK
GENERAL ELECTION
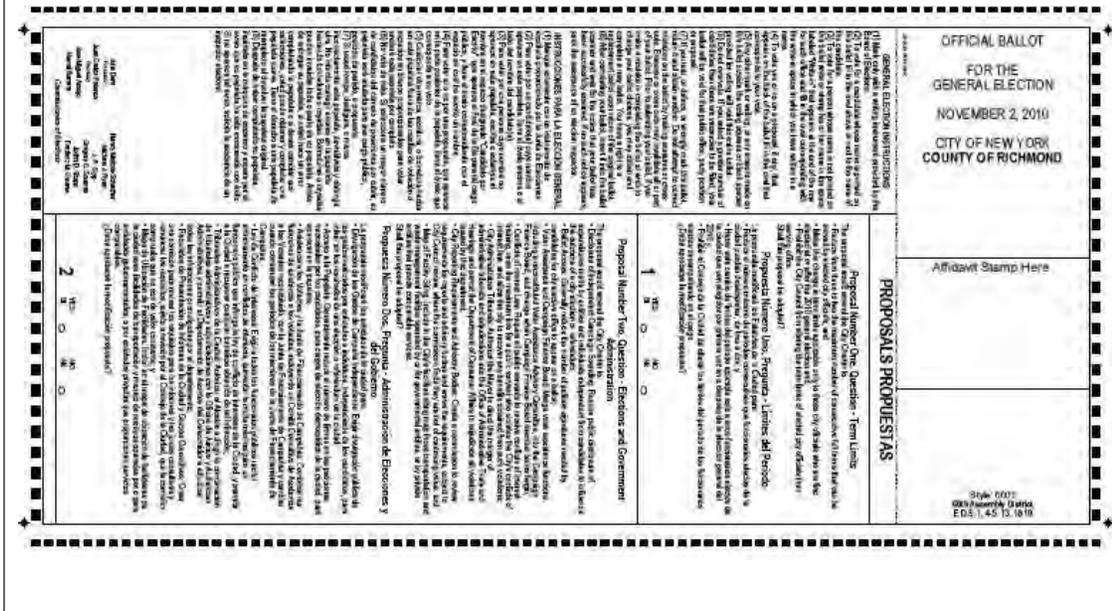
11. **If you (Poll Worker) tear a Ballot, write VOID on the Ballot and place it in the Void Ballot Envelope. This Ballot will not count towards the limit of three (3) Ballots given to the voter**

12. Inform the voter that the Ballot should not be folded. It should be inserted as a single page without any folds into the Scanner. Folding a Ballot may cause the Scanner to jam

13. Remind the voter that there is information on both sides of the Ballot

14. Remind the voter of the following items:

Privacy Sleeve

☐ Voter Privacy – remind the voters to use the Privacy Sleeve to carry their Ballot around the Poll Site

☐ Voting Process – inform the voters to go to the Privacy Booth or Ballot Marking Device (BMD) to mark their Ballot and then to go to the Scanner to scan their Ballot

☐ Voting Instructions – inform the voters to vote for only the number of candidates allowed in each contest. If they do not, this may result in an over vote situation

15. For other situations, please refer to the Special Situations section (see the next section)

> *During the day, when you use a full book of Ballots, place the stubs for the used Ballot Book in the Used Stub Envelope.*

INSPECTOR – ED/AD TABLE – SPECIAL SITUATIONS

> **As you serve voters, you may encounter special situations that require you to follow different steps than the ones outlined above so that the voter can vote.**

If you encounter one of these special situations, be sure to follow the steps below:

A – Affidavit Ballots Special Situations

A voter must vote by Affidavit Ballot if:

1. **The voter's name is not on the Voter Registration List or the voter has moved within New York City from one ED to a different ED**

2. **The voter's signature is missing or the record has the wrong signature**

3. **The voter questions party enrollment in a Primary**

4. **The voter record has the words "ID Required," but the voter does not have or will not show ID**

If a voter votes by Affidavit, he or she will mark a Affidavit Ballot **(except for BMD Affidavit voters)**, insert the Ballot in the Affidavit Ballot Envelope, sign the Affidavit Oath on the Affidavit Ballot Envelope and seal the Envelope.

It is very important that the voter correctly complete the Affidavit Ballot Envelope, otherwise the Ballot will not be counted. The Affidavit Ballot may not be counted with missing information (e.g., date of birth, date signed, missing signature, missing Party in a Primary). The Inspectors must complete their section of the Envelope; otherwise the Ballot will not be counted. If the voter is at the wrong Poll Site and insists on voting by Affidavit, Inspectors must make a note of it in the Section VI Challenge Report in the back of the Voter Registration List.

Affidavit Ballots are returned to the Borough Office where the voters' records are checked to confirm that the voter is registered at that ED, moved within New York City, was registered at an old address and if a Primary, enrolled in the party in which he or she voted. Once the voter's registration (and enrollment in a Primary) is confirmed, the Ballot is counted.

> **All Affidavit voters:**
> **• DO NOT get a Voter Card**
> **• DO NOT sign the Voter Registration List**

> **The Help America Vote Act (HAVA) requires that a voter who claims to be eligible to vote in a particular ED be allowed to vote by Affidavit Ballot, even if a poll worker believes that the voter is not eligible to vote in that ED.**

SAMPLE OF AFFIDAVIT BALLOT (PRIMARY)

OFFICIAL BALLOT FOR THE DEMOCRATIC PRIMARY ELECTION

★

City of New York, **County of Kings**
September 13, 2011

SEE INSTRUCTIONS ON THE OTHER SIDE

VEA LAS INSTRUCCIONES EN EL OTRO LADO

AFF LOT 2

DO NOT MARK IN THIS AREA

Candidates for nomination for Public Office / Candidatos para nominación de Cargo Público	Candidates for Party Positions / Candidatos para Posiciones de Partido	Candidates for Party Positions / Candidatos para Posiciones de Partido
Judge of the Civil Court - County / Juez de la Corte Civil - Condado	Delegates to the Judicial Convention / Delegados a la Convención Judicial (Vote for any EIGHT - Vote por cualesquier OCHO)	Alternate Delegates to the Judicial Convention / Delegados Alternos a la Convención Judicial (Vote for any EIGHT - Vote por cualesquier OCHO)
1 CHERYL J. GONZALES	CHRISTOPHER DUROSINMI	GILBERT MIDDLETON
2 SHAREN D. HUDSON	TAMMIE DUROSINMI	LAGRETTA STOKES
Write-In Candidato Anotado	BASHIRU DUROSINMI	LENATA BRISTOW
	3 PRISCILLA DAVIS	5 ROSIE SANDERS
	DOLORES SYLVESTER	DARRELL BRISTOW
	BRIDGETTE KENNEDY	CARMELLE JOSEPH
	LOUISE MEALY	KARRIE M. SCARBORO
	MAMIE O. COOPER	BETTIE WHITE
	MARGUERITE WHITEHURST	THERESA HOWARD
	GERALDINE DEASE	DOLLY VANDERCRUISE
	4 ROOSEVELT ROSE	6 REGINALD D. SHELL
	URSULA O. LEEFOON	RICHARD SYPHAX
	DANIEL L. MEALY	RANSON M. SMITH
	GABRIEL McQUEEN	SIMUEL M. STEVENSON
	Write-In Candidato Anotado	Write-In Candidato Anotado
	Write-In Candidato Anotado	Write-In Candidato Anotado
	Write-In Candidato Anotado	Write-In Candidato Anotado
	Write-In Candidato Anotado	Write-In Candidato Anotado
	Write-In Candidato Anotado	Write-In Candidato Anotado
	Write-In Candidato Anotado	Write-In Candidato Anotado
	Write-In Candidato Anotado	Write-In Candidato Anotado

SAMPLE OF AFFIDAVIT BALLOT (GENERAL)

Affidavit Oath

A: Please provide the following required information

Your name

Last name _____ Suffix _____

First name _____ Middle Initial _____

The address where you live

Address (not P.O. Box) _____

Apt. Number _____ **Zip code** _____

City/Town/Village _____

New York State County _____

Date of birth M M / D D / Y Y Y Y   **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.

☐ I have **moved** within _____ (insert County or New York City) since my last registration, and my previous address was: _____

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

☐ *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 registration on file

Qualifications

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

Will you be 18 years of age or older on or before Election Day? ☐ Yes ☐ No

If you answer No, you cannot register to vote unless you will be 18 by the end of the year.

More information   Telephone (optional) _____-_____-_____   **Sex** ☐ M ☐ F

The address where you receive mail

Address or P.O. Box _____ Apt. _____

P.O. Box _____ Zip code _____

Skip if same as above   City/Town/Village _____

Voting history   Have you voted before? ☐ Yes ☐ No   What year? _____

Voting information that has changed

Your name was _____

Your address was _____

Skip if this has not changed or you have not voted before   Your previous state or New York State County was _____

Identification

You must make 1 selection

☐ New York State DMV number _____

☐ Last four digits 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

☐ Democratic party   ☐ Working Families party   ☐ Other _____

☐ Republican party   ☐ Independence party   ☐ I do not wish to enroll in a party

☐ Conservative party   ☐ Green party

To vote in a primary election, you must be enrolled in one of these listed parties – except the Independence Party, which permits non-enrolled voters to participate in certain primary elections.

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 below.
• 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.

Date

Sign

To be completed by an **ELECTION INSPECTOR**

Town/City _____ AD/Ward _____ Election District _____

For BOE **Borough Office** Use Only   (Initials)

☐ Not Registered   ☐ Miscellaneous   ☐ Cancelled   (D) Count: ☐ Yes ☐ No _____

☐ Registered too late   ☐ Address Change   ☐ Wrong ED (site)   (R) Count: ☐ Yes ☐ No _____

☐ Enrollment match   ☐ VSN _____   **Transfer to ED_____ AD_____**

AFFIDAVIT BALLOTS – SPECIAL SITUATION #1

The Voter's Name Is Not On The Voter Registration List Or The Voter Has Moved Within NYC From One ED To A Different ED

1. If the voter's name is not found:

   ☐ Ask the voter to spell their name and attempt to locate the voter's name on the Voter Registration List

2. Check that the voter is in the correct ED by asking the voter's current address (Use your Street Locator or Street Finder and Poll Site List if you are not sure of the ED)

3. If the voter **is in** the right ED:

   ☐ Issue the following to the Affidavit voter:
      - ✓ Voter Rights Flyer
      - ✓ Notice to Voters Flyer
      - ✓ Affidavit Ballot
      - ✓ Affidavit Ballot Envelope

   ☐ Tell the voter that his or her vote will be counted once the voter's registration is confirmed at the Borough Office. **Do NOT allow voter to sign the Voter Registration List**

   ☐ Instruct the voter on how to fill out the Affidavit Ballot:
      - ✓ Go to the Privacy Booth to fill out the information on the Affidavit Ballot Envelope
      - ✓ Mark their choices on the Affidavit Ballot
      - ✓ Insert the Affidavit Ballot into the Affidavit Ballot Envelope
      - ✓ Seal the Envelope
      - ✓ **Return to the ED/AD Table and hand the Envelope to the Inspector at the ED/AD Table. Do not go to the Scanner**

   ☐ Check that the voter has correctly completed and sealed the Affidavit Ballot Envelope (if the Envelope is not correctly completed, the Ballot may not be counted)

   ☐ On the Envelope, you must complete the designated entries for the Inspector

   ☐ Enter the information in the Section VI Challenge Report in the back of the Voter Registration List

   ☐ Place the completed Envelope in the Large "A" Envelope

CHALLENGE REPORT
SECTION VI   PEOPLE VOTING BY AFFIDAVIT BALLOT OR COURT ORDER
SEE ELECTION LAW SECTIONS 8-302 (3) (f) , 8-508 (2) (h)

REGISTRANT	ADDRESS	VSN	CHECK APPROPRIATE COLUMN			STUB # OF ISSUED BALLOTS			REMARKS
			Affidavit Ballot	Court Order	Challenge Oaths	Stub #1	Stub #2	Stub #3	

4. If the voter is **NOT** in the right ED/Poll Site:

☐ Inform the voter that they are at the wrong ED and direct them to the correct ED/AD Table

☐ Inform the voter that they are at the wrong Poll Site and direct them to the correct Poll Site by filling out a Referral Slip

☐ If the voter chooses to still vote at this Poll Site, follow the same steps as above and make a note of it in the Section VI Challenge Report in the back of the Voter Registration List

5. If the voter refuses to vote by Affidavit:

☐ Offer a Certificate to Obtain a Court Order

☐ Give the voter a completed Certificate to Obtain a Court Order

☐ Direct the voter to the Borough Office of the Board of Elections

AFFIDAVIT BALLOTS – SPECIAL SITUATION #2

Voter Signature Is Missing Or Record Has The Wrong Signature

1. If voter's name and address is found and the signature is missing or the record has the wrong signature:

☐ Inform the voter that his or her signature is missing or the voter record has the wrong signature. **Do NOT allow voter to sign the Voter Registration List**

☐ Inform the voter that he or she must vote by Affidavit Ballot. Tell the voter that his or her signature will be taken from the Affidavit Ballot Envelope and that his or her vote will be counted when the registration is verified. The voter record will be updated with the new signature

2. If the voter wishes to vote given the signature is missing or the record has the wrong signature:

☐ Complete the following on the Voter Registration List:

✓ Check the AFFIDAVIT box and in the REMARKS column write down "Signature is missing" or "Record has the wrong signature"

✓ Do NOT fill in the VOTER NUMBER box

✓ Put your initials in INSP INIT box

☐ Issue the following to the Affidavit voter:

✓ Voter Rights Flyer

✓ Notice to Voters Flyer

✓ Affidavit Ballot

✓ Affidavit Ballot Envelope

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☐ Instruct the voter on how to fill out the Affidavit Ballot:

  ✓ Go to the Privacy Booth to fill out the information on the Affidavit Ballot Envelope

  ✓ Mark their choices on the Affidavit Ballot

  ✓ Insert the Affidavit Ballot into the Affidavit Ballot Envelope

  ✓ Seal the Envelope

  ✓ **Return to the ED/AD Table and hand the Envelope to the Inspector at the ED/AD Table. Do not go to the Scanner**

☐ Check that the voter has correctly completed and sealed the Affidavit Ballot Envelope (if the Envelope is not correctly completed, the Ballot may not be counted)

☐ On the Envelope, you must complete the designated entries for the Inspector

☐ Enter the information in the Section VI Challenge Report in the back of the Voter Registration List

☐ Place the completed Envelope in the Large "A" Envelope

CHALLENGE REPORT
SECTION VI   PEOPLE VOTING BY AFFIDAVIT BALLOT OR COURT ORDER

SEE ELECTION LAW SECTIONS 8-302 (3) (f) , 8-508 (2) (h)

REGISTRANT	ADDRESS	VSN	CHECK APPROPRIATE COLUMN			STUB # OF ISSUED BALLOTS			REMARKS
			Affidavit Ballot	Court Order	Challenge Oaths	Stub #1	Stub #2	Stub #3	
Theodore Roberts	*140-39 34 AVE*	*300214321*	√						*SIGNATURE MISSING*

3. If voter refuses to vote by Affidavit:

☐ Offer a Certificate to Obtain a Court Order

☐ Give the voter a completed Certificate to Obtain a Court Order

☐ Direct him or her to the Borough Office of the Board of Elections

AFFIDAVIT BALLOTS – SPECIAL SITUATION #3

Voter Questions Party Enrollment In A Primary

1. If the voter's name is in the Voter Registration List and he or she claims to be enrolled in a party other than the party listed:

☐ Inform the voter that the voter record shows him/her to be enrolled in a political party other than the party claimed

☐ Show the voter the political party recorded

☐ **Do NOT allow voter to sign the Voter Registration List**

2. If the voter continues to say that he or she is enrolled in the party other than the one listed:

ROBERTS, THEODORE C. **REP**		VOTER NUMBER	INSP INIT		REMARKS
140-39 34 AVE, 3P REGDATE: 06/27/1999 VSN 300214321 SEX: M DOB 09/21/70	X *Theodore Roberts* Signature or mark of Applicant (sign within box) X SIGNATURE OR MARK OF VOTER		*AL*	√ AFFIDAVIT ASSISTED CHALLENGED COURT ORDER EMERGENCY HAVA ID	*WRONG PARTY*

STUB #1 _____
STUB #2 _____
STUB #3 _____

☐ Complete the following on the Voter Registration List:

   ✓ Check the AFFIDAVIT box and in the REMARKS column write down "Wrong Party"

   ✓ Do NOT fill in the VOTER NUMBER box

   ✓ Put your initials in INSP INIT box

☐ Issue the following to the Affidavit voter:

   ✓ Voter Rights Flyer

   ✓ Notice to Voters Flyer

   ✓ Affidavit Ballot

   ✓ Affidavit Ballot Envelope

☐ Instruct the voter on how to fill out the Affidavit Ballot:

   ✓ Go to the Privacy Booth to fill out the information on the Affidavit Ballot Envelope

   ✓ Mark their choices on the Affidavit Ballot

   ✓ Insert the Affidavit Ballot into the Affidavit Ballot Envelope

   ✓ Seal the Envelope

   ✓ **Return to the ED/AD Table and hand the Envelope to the Inspectors at the ED/AD Table. Do not go to the Scanner**

☐ Check that the voter has correctly completed the Affidavit Envelope (if the Envelope is not correctly completed, the Ballot may not be counted)

☐ On the Envelope, you must complete the designated entries for the Inspector

☐ Enter the information in the Section VI Challenge Report in the back of the Voter Registration List

☐ Place the completed Envelope in the Large "A" Envelope

CHALLENGE REPORT
SECTION VI   PEOPLE VOTING BY AFFIDAVIT BALLOT OR COURT ORDER

SEE ELECTION LAW SECTIONS 8-302 (3) (f) , 8-508 (2) (h)

REGISTRANT	ADDRESS	VSN	CHECK APPROPRIATE COLUMN			STUB # OF ISSUED BALLOTS			REMARKS
			Affidavit Ballot	Court Order	Challenge Oaths	Stub #1	Stub #2	Stub #3	
Theodore Roberts	140-39 34 AVE	300214321	√						Wrong Party

3. If voter refuses to vote by Affidavit:

   ☐ Offer a Certificate to Obtain a Court Order

   ☐ Give the voter a completed Certificate to Obtain a Court Order

   ☐ Direct him or her to the Borough Office of the Board of Elections

4. If the voter is NOT found in the Voter Registration List:

   ☐ Ask if the voter is enrolled in a political party

   ☐ Verify that the party is holding a primary during this Election

   ☐ If no, explain to the voter that his or her party is not holding a Primary

   ☐ If yes, instruct the voter on how to fill out the Affidavit Ballot (see the steps listed above for "Instruct the voter on how to fill out the Affidavit Ballot")

AFFIDAVIT BALLOTS – SPECIAL SITUATION #4

ID Required, But Voter Does Not Have Or Will Not Show ID

POLL WORKERS CANNOT ASK FOR ID UNLESS SPECIFIED IN THE VOTER REGISTRATION LIST

1. If the voter does NOT show you a valid ID or does NOT have a valid ID:

   ☐ Complete the following on the Voter Registration List:

   ✔ Check the AFFIDAVIT box and in the REMARKS column write down "No ID Shown"
   ✔ Do NOT fill in the VOTER NUMBER box
   ✔ Put your initials in INSP INIT box

   ☐ Issue the following to the Affidavit voter:
   ✔ Voter Rights Flyer
   ✔ Notice to Voters Flyer
   ✔ Affidavit Ballot
   ✔ Affidavit Ballot Envelope to the voter

   ☐ **Do NOT allow voter to sign the Voter Registration List**

   ☐ Instruct the voter on how to fill out the Affidavit Ballot:
   ✔ Go to the Privacy Booth to fill out the information on the Affidavit Ballot Envelope
   ✔ Mark their vote on the Affidavit Ballot
   ✔ Insert the Affidavit Ballot into the Affidavit Ballot Envelope
   ✔ Seal the Envelope
   ✔ **Return to the ED/AD Table and hand the Envelope to the Inspectors at the ED/AD Table. Do not go to the Scanner**

   ☐ Check that the voter has correctly completed the Affidavit Envelope (if the Envelope is not correctly completed, the Ballot may not be counted)

   ☐ On the Envelope, you must complete the designated entries for the Inspector

   ☐ Enter the information in the Section VI Challenge Report in the back of the Voter Registration List

   ☐ Place the completed Envelope in the Large "A" Envelope

CHALLENGE REPORT
SECTION VI   PEOPLE VOTING BY AFFIDAVIT BALLOT OR COURT ORDER

SEE ELECTION LAW SECTIONS 8-302 (3) (f) , 8-508 (2) (h)

REGISTRANT	ADDRESS	VSN	CHECK APPROPRIATE COLUMN			STUB # OF ISSUED BALLOTS			REMARKS
			Affidavit Ballot	Court Order	Challenge Oaths	Stub #1	Stub #2	Stub #3	
Theodore Roberts	140-39 34 AVE	300214321	√						ID REQUIRED – No ID shown

2. If voter refuses to vote by Affidavit:

☐ Offer a Certificate to Obtain a Court Order

☐ Give the voter a completed Certificate to Obtain a Court Order

☐ Direct him or her to the Borough Office of the Board of Elections

AFFIDAVIT BALLOTS – SPECIAL SITUATION #5

Affidavit Voter Requests to Use the BMD

If an Affidavit voter would like to use the Ballot Marking Device (BMD) to mark his/her ballot, the ED/AD Table will issue an Affidavit Ballot Envelope and an Election Day Ballot (Ballot that can be scanned) to the voter.

> ⓘ *Affidavit voters do not get a Voter Card and do not get to sign the Voter Registration List. The Affidavit voter will use the BMD the same way as a standard voter.*

1. The BMD Affidavit voter should have an Affidavit Ballot Envelope and an Election Day Ballot (Ballot that can be scanned):

☐ Check that the correct Envelope (Primary or General) is being used for the current election

☐ Get the "Voted by BMD Affidavit" Stamp from the Coordinator/Chairperson and put the stamp in the designated area on the back of the Ballot

☐ Check the checkbox for "BMD Affidavit" on the Ballot Stub (refer to Page 67)

☐ If the BMD Affidavit voter **is in** the Voter Registration List, check the checkbox for "Affidavit" and write "BMD" in the Remarks column on the Voter Registration List. Also enter the information in the Section VI Challenge Report in the back of the Voter Registration List.

☐ If the BMD Affidavit voter is **NOT** in the Voter Registration List, enter the information in the Section VI Challenge Report in the back of the Voter Registration List.

2. Direct the voter to the BMD to mark his or her Ballot and remind them to return to the ED/AD Table with their marked Affidavit Ballot sealed in the Affidavit Ballot Envelope. The voter should **NOT** go to the Scanner.

B – Emergency Ballots Special Situations

Voter Must Vote On Emergency Ballot (Scanner Break Down)

> ✋ ***Emergency procedures should be used only when ALL Scanners at a Poll Site are not working.***

1. The Inspectors at the Scanners are responsible for telling you when there is an emergency situation. If that happens, follow the steps below for all voters during an emergency situation (including BMD voters):

   ☐ Process the voter as follows:

   - ✓ Have the voter sign the Voter Registration List
   - ✓ Check the EMERGENCY box on the Voter Registration List
   - ✓ Fill in the VOTER NUMBER box
   - ✓ Put your initials in INSP INIT box
   - ✓ Note the Stub Number

- ✓ Check the Emergency Ballot box on the Voter Card
- ✓ Complete the Voter Card with the voter's name, ED/AD, date, voter number, and Stub number
- ✓ Issue an Election Day Ballot and inform the voter that this is an Emergency Ballot

   ☐ Direct the voter to the Ballot Marking area (Privacy Booth/BMD) to mark his or her Ballot

   ☐ After the voter marks his or her Ballot, the voter must go to Scanner A to cast their Emergency Ballot into the Emergency Ballot Box on Scanner A

> ⓘ ***Do NOT wait for the repair person. Voters should continue to vote, following the Emergency Ballot Procedure.***

C – Other Special Situations

OTHER – SPECIAL SITUATION #1

Voter Moved Within The Same ED/AD

1. Ask voter for their name and address and look up the name in the Voter Registration List

2. If voter's name is found and voter's address is different:

☐ Use the Street Locator or Street Finder and Poll Site List to make sure the voter is still within the same ED. If the voter is at the right ED, complete the following on the Voter Registration List:

ROBERTS, THEODORE C.	REP				
140-39 34 AVE, 3P			X __Theodore Roberts__		
REGDATE: 06/27/1999 VSN 300214321			Signature or mark of Applicant (sign within box)		
SEX: M DOB 09/21/70			X __Theodore Roberts__		
			SIGNATURE OR MARK OF VOTER		

VOTER NUMBER: **60** INSP INIT: **AL**

STUB #1 __72_____
STUB #2 _____
STUB #3 _____

REMARKS
☐ AFFIDAVIT ___NEW ADDRESS:___
☐ ASSISTED ___42 Broadway___
☐ CHALLENGED ___NY, NY 10004___
☐ COURT ORDER _____
☐ EMERGENCY _____
☐ HAVA ID

✓ Have the voter sign the Voter Registration List

✓ Record the voter's new address in the Remarks section of the Voter Registration List

✓ Fill in the VOTER NUMBER box

✓ Put your initials in INSP INIT box

✓ Note the Stub Number

☐ Enter the new information in the Section VI Challenge Report in the back of the Voter Registration List

CHALLENGE REPORT
SECTION VI   PEOPLE VOTING BY AFFIDAVIT BALLOT OR COURT ORDER
SEE ELECTION LAW SECTIONS 8-302 (3) (f) , 8-508 (2) (h)

REGISTRANT	ADDRESS	VSN	CHECK APPROPRIATE COLUMN			STUB # OF ISSUED BALLOTS			REMARKS
			Affidavit Ballot	Court Order	Challenge Oaths	Stub #1	Stub #2	Stub #3	
Theodore Roberts	42 Broadway NY, NY 10004	300214321				72			New address

☐ Complete the Voter Card with the voter's name, ED/AD, date, voter number, and Stub Number

☐ Give the voter the following:

✓ Complete Voter Card

✓ Election Day Ballot

✓ Privacy Sleeve

☐ Direct the voter to the Ballot Marking area (Privacy Booth/BMD) to mark his or her Ballot

procedures by role – inspector–ED/AD table

OTHER – SPECIAL SITUATION #2

Voter Is Assisted

A voter may be assisted if s/he says that he or she:

✓ Cannot read, or

✓ Is unable to see the names on the ballot face, or

✓ Is disabled

ℹ️ **If the BMD is used, the Assistance Oath is not needed.**

Ask the voter, **"Do you solemnly swear or affirm that the statements you just made are true?"**

2. If the voter answers yes, then s/he can receive assistance.

3. The voter may be assisted inside the Privacy Booth by anyone s/he chooses, except his or her union representative, employer, candidate, or poll watcher.

4. Before such person enters the Privacy Booth, ask that person to take the following oath: **"Do you solemnly swear or affirm that you will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that you will not make or keep any memorandum or entry of anything occurring within the booth, and that you will not, directly or indirectly, reveal to any person the name of any candidate voted for by the voter, or which ticket he had voted, or anything occurring within the Privacy Booth, except when required pursuant to law give testimony as to such a matter in a judicial proceeding?"**

5. If the person answers yes, then s/he can assist the voter.

6. Poll Workers should try to assist outside the Privacy Booth, using the ballot face card and the large Instructions to Voters poster. However, if the voter requests help inside the Privacy Booth, one Inspector or Coordinator from each party must accompany the voter into the Booth.

7. If a voter is assisted, check the ASSISTED box on that voter's record and enter the name, address and relationship of the person(s) assisting the voter in the REMARKS column.

OTHER – SPECIAL SITUATION #3

Voter Is Challenged

> **ⓘ** *Any voter may be challenged right at the Poll Site. Anyone, including Inspectors, Poll Watchers, and/or voters may challenge a voter at the Poll Site.*

Some common reasons for challenging a voter are:

- **It is believed that the voter no longer lives at the address provided in the Voter Registration List**
- **The voter's current signature and signature in Voter Registration List do not seem to match**

1. If the voter is challenged:

   ☐ Explain to the voter that he or she has been challenged

   ☐ Inform the voter that he or she may vote on the Voting System only if the Challenge Oath is signed

   ☐ Give the voter a copy of the Challenge Oath and ask the voter to complete the form

2. If the voter reads and signs the Challenge Oath:

   ☐ Place the signed Oath in the Grey Transport Bag

   ☐ Complete the following on the Voter Registration List:

ROBERTS, THEODORE C.	REP		VOTER NUMBER	INSP INIT		REMARKS
140-39 34 AVE, 3P REGDATE: 06/27/1999 VSN 300214321 SEX: M DOB 09/21/70	X *Theodore Roberts* Signature or mark of Applicant (sign within box) X *Theodore Roberts* SIGNATURE OR MARK OF VOTER		50 STUB #1 ___56___ STUB #2 ___ STUB #3 ___	AL	☐ AFFIDAVIT ☐ ASSISTED √ CHALLENGED ☐ COURT ORDER ☐ EMERGENCY ☐ HAVA ID	*VOTER DID NOT MOVE – SIGNED OATH*

✔ Check the CHALLENGED box and in the REMARKS column write down the reason for the challenge. For example, "Says he or she did not move – signed oath"

✔ Fill in the VOTER NUMBER box

✔ Put your initials in INSP INIT box

✔ Note the Stub Number

☐ Enter the information in the Section VI Challenge Report in the back of the Voter Registration List

CHALLENGE REPORT
SECTION VI   PEOPLE VOTING BY AFFIDAVIT BALLOT OR COURT ORDER
SEE ELECTION LAW SECTIONS 8-302 (3) (f) , 8-508 (2) (h)

REGISTRANT	ADDRESS	VSN	CHECK APPROPRIATE COLUMN			STUB # OF ISSUED BALLOTS			REMARKS
			Affidavit Ballot	Court Order	Challenge Oaths	Stub #1	Stub #2	Stub #3	
Theodore Roberts	*140-39 34 AVE*	*300214321*			√	*56*			*Voter did not move – Signed Oath*

☐ Complete the Voter Card with the voter's name, ED/AD, date, voter number, and Stub Number

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☐ Give the voter the following:

    ✓ Completed Voter Card

    ✓ Election Day Ballot

    ✓ Privacy Sleeve

☐ Direct the voter to the Ballot Marking area (Privacy Booth/BMD) to mark his or her Ballot

3. If the voter is challenged and refuses to sign the Oath, the voter is not permitted to vote. However, they can be issued a request for a Court Order.

OTHER – SPECIAL SITUATION #4

The Voter Wishes To Register/Change Information On The Voter Record

1. Complete the following on the Voter Registration List:

☐ Have the voter sign their registered name in signature box (as signature appears on the Voter Registration List)

☐ Have the voter sign their new name (e.g., married name) on the top of the box

☐ Fill in the VOTER NUMBER box

☐ Put your initials in INSP INIT box

☐ Note the Stub Number

☐ In the REMARKS column write down "Name change" and write in the voter's new name

2. Complete the Voter Card with the voter's name, ED/AD, date, voter number, and Ballot stub number

86

3. Give the voter the following:

☐ Completed Voter Card

☐ Election Day Ballot

☐ Privacy Sleeve

4. Direct the voter to the Ballot Marking area (Privacy Booth/BMD) to mark his or her Ballot

---

OTHER – SPECIAL SITUATION #5

Voter Returns With A Court Order

1. If the voter is in the Voter Registration List:

☐ Complete the following on the Voter Registration List:

			REMARKS
ROBERTS, THEODORE C. REP			
140-39 34 AVE, 3P		VOTER NUMBER / INSP INIT	AFFIDAVIT _____
REGDATE: 06/27/1999 VSN 300214321	X _Theodore Roberts_	50 / AL	ASSISTED _____
SEX: M DOB 09/21/70	Signature or mark of Applicant (sign within box)		CHALLENGED _____
	X _Theodore Roberts_	STUB #1 ___55___	√ COURT ORDER _CLAIMS CORRECT_
	SIGNATURE OR MARK OF VOTER	STUB #2 _____	EMERGENCY _PARTY ENROLLMENT_
		STUB #3 _____	HAVA ID _____

✔ Have the voter sign their registered name in the signature box (as signature appears on the Voter Registration List)

✔ Fill in the VOTER NUMBER box

✔ Put your initials in INSP INIT box

✔ Note the Stub Number

✔ Check the COURT ORDER box on the voter's record

✔ Indicate in the REMARKS column why the voter voted by Court Order (ex., "Claims correct party enrollment")

☐ Write the voter number on the certified Court Order in the top right hand corner

☐ Place the Certified Court Order in the Grey Transport Bag

☐ Enter the information in the Section VI Challenge Report in the back of the Voter Registration List

CHALLENGE REPORT
SECTION VI   PEOPLE VOTING BY AFFIDAVIT BALLOT OR COURT ORDER
SEE ELECTION LAW SECTIONS 8-302 (3) (f) , 8-508 (2) (h)

REGISTRANT	ADDRESS	VSN	CHECK APPROPRIATE COLUMN			STUB # OF ISSUED BALLOTS			REMARKS
			Affidavit Ballot	Court Order	Challenge Oaths	Stub #1	Stub #2	Stub #3	
Theodore Roberts	140-39 34 AVE	300214321		√		55			Claims correct party enrollment

☐ Complete the Voter Card with the voter's name, ED/AD, date, voter number, and Stub Number

☐ Give the voter the following:

    ✓ Completed Voter Card

    ✓ Election Day Ballot

    ✓ Privacy Sleeve

☐ Direct the voter to the Ballot Marking area (Privacy Booth/BMD) to mark his or her Ballot

2. If the voter is **NOT** in the Voter Registration List:

☐ Write the voter number on the Certified Court Order in the top right hand corner

☐ Place the Certified Court Order in the Grey Transport Bag

☐ Enter the information in the Section VI Challenge Report in the back of the Voter Registration List

☐ Complete the Voter Card with the voter's name, ED/AD, date, voter number, and Stub Number

☐ Give the voter the following:

    ✓ Completed Voter Card

    ✓ Election Day Ballot

    ✓ Privacy Sleeve

☐ Direct the voter to the Ballot Marking area (Privacy Booth/BMD) to mark his or her Ballot

OTHER – SPECIAL SITUATION #6

Smaller Party Voting Procedure for Primary Elections

Primary Elections of the Smaller Parties (parties other than the Democratic and Republican parties) will be conducted either on the Scanner OR by following the procedures below. You will receive Special Instructions informing you which parties will be using the Scanner and which will use the following procedures.

The procedure described below is to be used for those parties for which the election is conducted on paper Ballots but not using the Scanner:

1. Members of each of these smaller parties must sign the Voter Registration List

2. Fill out a Voter Card for that party. Number the Card "Party X #1" then "Party X #2" and so on for Party X voters. If another small party is holding a Primary, you will number them "Party Y #1" for the first voter, "Party Y #2" for the second voter and so on. Do the same for other small parties.

3. Give the following items to the voter:

☐ A Ballot

    ✓ MAKE SURE THAT YOU GIVE THE VOTER THE CORRECT BALLOT FOR HIS OR HER PARTY

☐ A Small Ballot Envelope for that party

☐ A Voter Alert flyer

4. The voter marks his or her choices and seals the Ballot in the Small Ballot Envelope

5. After the voter has voted, place the sealed Small Ballot Envelope in the larger Transmittal Envelope for that party

6. If the voter is not listed in the Voter Registration List, he or she may vote by Affidavit in the same manner as all other voters. Place any Affidavit Ballots in the Large "A" Envelope. Follow the Affidavit Ballot Procedure (This procedure is the same for all parties)

7. At the close of the polls, count the number of sealed Ballot Envelopes in the Envelope for that party and place them in the large Return Envelope. The Ballots will be canvassed at the Borough Office of the Board of Elections

OTHER – SPECIAL SITUATION #7

Voter Needs Language Assistance

The Board of Elections is mandated by the Federal Voting Rights Act to provide written and oral language assistance to voters who speak Spanish, Chinese, Korean, Bengali, or Hindi. The languages you find at your poll Site depends upon the Poll Site in which you work. Spanish assistance is required city-wide at designated Poll Sites. Chinese assistance is mandated at designated Poll Sites in Manhattan, Brooklyn, and Queens. Korean, Bengali, and Hindi assistance is mandated at designated Poll Sites in Queens alone. Written assistance means that anything for the voter is translated into the foreign language. All of our voting material appears in English, Spanish, Chinese, Korean, Bengali, or Hindi.

If you are at a site that requires Interpreters, you will have Interpreter Signs and badges in the Coordinator/Poll Site Supply Bag. Your Coordinator will receive a letter before the Election notifying them that the site will be targeted for language assistance. At targeted sites, there will be Chinese, Korean and/or Bengali translations on the Ballot itself.

Oral assistance means that we provide Interpreters at the Poll Site to help voters who do not understand English.

Interpreters will do the following during the day:
✓ Sit in a location near the entrance to the polling area so that voters can see them

✓ Place Interpreter Available signs on their Table and outside near the entrance to the Poll Site

✓ Translate any information or questions other Poll Workers have for the voter and translate the answers the voter gives

✓ Try to help the voter before he or she enters the Privacy Booth or BMD, using the Voter Instructions and Ballot Face Card

✓ If necessary, assist the voter at the Privacy Booth, BMD, and/or Scanner

✓ Assist the voter without the company of any other Inspector in the Poll Site. When translating the Ballot, the Interpreter will translate the entire Ballot for the voter, including office titles, parties and candidates' names

✓ Keep a record of how many voters they assist and any problems they may encounter. This information is used to complete an Interpreter Journal that The Board of Elections will use to evaluate our Language Assistance Program

There are a number of things you can do to work more effectively with Interpreters:

✓ When asking questions or giving information, talk to the voter, not the Interpreter

✓ Speak clearly and slowly, not loudly

✓ Avoid long and complex sentences

✓ Pause after about 60 seconds or after each thought is complete

✓ Watch to make sure the Interpreter is keeping up with you

✓ Try not to interrupt the Interpreter unless necessary

✓ Avoid excessive gestures and body language. They may not mean the same thing to the voter as they do to you

During the day, Federal Observers may visit your Poll Site to monitor the way language assistance is being provided. These Observers may, with the permission of the voter, witness any interaction between the Interpreter and the voter. Inspectors shall not interfere in this process. Board of Elections personnel may also visit the Poll Site from time to time. Please remember that the purpose of these visits is to improve our Language Assistance Program and give the visitors your complete cooperation.

OTHER – SPECIAL SITUATION #8

Voter Voids An Election Day Ballot

☐ …Write "VOID" on the Ballot

☐ Look up the voter's name in the Voter Registration List

☐ Place a check in the VOID box on the spoiled Ballot's stub

☐ Place the new Stub number in the next Stub number line on both the Voter Card and in the Voter Registration List each time the voter is given a Ballot

ROBERTS, THEODORE C.	REP
140-39 34 AVE, 3P	
REGDATE: 06/27/1999 VSN 300214321	
SEX: M DOB 09/21/70	

x _Theodore Roberts_
Signature or mark of Applicant (sign within box)

x _Theodore Roberts_
SIGNATURE OR MARK OF VOTER

VOTER NUMBER **122**

INSP INIT *AL*

TUB #1 _55_
STUB #2 _81_
STUB #3

REMARKS
☐ AFFIDAVIT _____
☐ ASSISTED _____
☐ CHALLENGED _____
☐ COURT ORDER _____
☐ EMERGENCY _____
☐ HAVA ID _____

☐ Give the voter an Election Day Ballot

☐ Place the Void Ballot in the Void Ballot Envelope

• *A voter is allowed up to three (3) paper Ballots. If you (Poll Worker) tear a Ballot, it will not count towards the limit of three (3) Ballots given to a voter.*

• *If a voter voids a ballot two times, inform the voter that this will be their third and final ballot, unless they are issued a court order.*

procedures by role – inspector–ED/AD table

OTHER – SPECIAL SITUATION #9

Affidavit Voter Voids A Ballot

1. Voter (Affidavit) asks for another Affidavit Ballot because he or she is not satisfied with their choices or they made an error:

    ☐ Write "VOID" across the back of the Ballot and fold the Ballot

    ☐ Place the Void Affidavit Ballot in the Void Ballot Envelope

    ☐ Find voter's name in Section VI Challenge Report in the back of the Voter Registration List

    ☐ Write "Issued Affidavit Ballot Number 2" in the Remarks Column, in the Section VI Challenge Report in the back of the Voter Registration List

CHALLENGE REPORT
SECTION VI   PEOPLE VOTING BY AFFIDAVIT BALLOT OR COURT ORDER

SEE ELECTION LAW SECTIONS 8-302 (3) (f) , 8-508 (2) (h)

REGISTRANT	ADDRESS	VSN	CHECK APPROPRIATE COLUMN			STUB # OF ISSUED BALLOTS			REMARKS
			Affidavit Ballot	Court Order	Challenge Oaths	Stub #1	Stub #2	Stub #3	
Theodore Roberts	*140-39 34 AVE*	*300214321*	√						*Issued Affidavit Ballot #2*

    ☐ Give the voter a new Affidavit Ballot

> ***A voter is allowed up to three (3) paper Ballots.***

OTHER – SPECIAL SITUATION #10

Voter Loses A Voter Card

1. Make sure that the voter has an Election Day Ballot issued from your ED/AD Table

2. Look up the voter's name on the Voter Registration List and have the voter sign again above their pre-printed signature

3. If the signature matches, issue a new Voter Card

4. If the signature does not match, give the voter a copy of the Challenge Oath and tell the voter to complete the form (see the instructions for Special Situation #3 "Voter is Challenged" on Page 85)

OTHER – SPECIAL SITUATION #11

Registration List Requires Voter To Show Identification (ID)

1. If the voter's name and address is found and the Voter Registration List shows the words "ID REQUIRED" next to the signature box

   ☐ Ask the voter to show a valid ID (look at the ID but do not take it)

   Valid IDs:

HAVA Code	Valid IDs
A	Photo ID
B	Utility Bill
C	Bank Statement
D	Pay Check or Government Check
E	Other Government Document

ROBERTS, THEODORE C. **REP**		VOTER NUMBER	INSP INIT		REMARKS
140-39 34 AVE, 3P REGDATE: 06/27/1999 VSN 300214321 SEX: M DOB 09/21/70 **I.D. REQ.**	x _Theodore Roberts_ Signature or mark of Applicant (sign within box) x _Theodore Roberts_ SIGNATURE OR MARK OF VOTER		XN		AFFIDAVIT _____ ASSISTED _____ CHALLENGED _____ COURT ORDER _____ EMERGENCY _____ √ HAVA ID ___ A _____
		STUB #1 _____ STUB #2 _____ STUB #3 _____			

> ℹ️ *If the voter is using an ID which falls under the HAVA Code of B through E, the ID must have the voters name and address as listed in the Voter Registration List and the ID must have been issued within the last year.*

INSPECTOR – ED/AD TABLE – CLOSING THE POLLS

> ✋ *Inspectors appointed to each ED should report back to that ED/AD Table prior to the commencement of the closing the polls process*
>
> *The four Inspectors appointed to each ED (if present) should sign all Forms and Envelopes as outlined in the process*

1. Make sure you have the following items at your ED/AD Table after the last voter has left after 9:00 PM

   ☐ Forms Booklet   ☐ Used Stub Envelope

   ☐ Void Ballot Envelope   ☐ Emergency Ballot Envelope

   ☐ Large "A" Envelope   ☐ Return of Canvass

   ☐ Excess Ballot Envelope

2. Read and follow any special instructions in the Special Instruction Envelope (which is delivered in the ED Supply Cart Police Envelope)

3. **For ED/AD Inspectors at the lowest ED of the lowest AD ONLY:** Detach the Coordinator/ Chairperson's Receipt for the Poll Site from the Forms Booklet and hand it to the Coordinator/ Chairperson.

4. Use the Forms Booklet to record the information for unused and used Ballots as indicated below. For a Primary Election, you will need to fill in a Work Sheet B per Party:

   ☐ Count the unused Ballots and record the number on the ED/AD Ballot Control Sheet (Work Sheet B) [END OF DAY – #4]

   ☐ Count the Affidavit Ballot Envelopes from the Large "A" Envelope and record the number on the front of the Large "A" Envelope, write the ED/AD, the date of the Election and sign the Envelope. Place the small Affidavit Ballot Envelopes into the Large "A" Envelope and close and seal the Envelope. **Do NOT unseal the small Affidavit Ballot Envelopes**

   ☐ Count the BMD Affidavit Ballots by looking in Section 6 – Challenge Report at the back of the Voter Registration List for the BMD Affidavit voters and record the number on the ED/AD Ballot Control Sheet (Worksheet B) [END OF DAY – #3]

   ☐ Receive the ED/AD portion of the Results Report Tape from the Inspectors at each Scanner and record the number of Cast Ballots per Scanner on the ED/AD Ballot Control Sheet (Work Sheet B) [END OF DAY – #1]

5. **If your Poll Site had any Emergency Ballots, please follow the procedures at the end of this section (Page 98) before completing the steps below**

6. Count the Void Ballots from the Void Ballot Envelope and record the number on the ED/AD Ballot Control Sheet (Work Sheet B) [END OF DAY – #2] and on the front of the Void Ballot Envelope. On the Void Ballot Envelope, write the ED/AD, the date of the Election and sign the Envelope. Place the voided Ballots in the Envelope and close and seal the Void Ballot Envelope

7. Complete the ED/AD Ballot Control Sheet (Work Sheet B) by adding up the ballot totals. Provide comments on the Work Sheet if necessary in the space provided

---

WORK SHEET B

ED/AD Ballot Control Sheet

_____ Party (Fill in for Primary only)

Date of the Election _Nov 10 2009_____ ED __50__ AD __45__

Note: In a Primary, you must fill out a Work Sheet B for each Party holding a Primary!

START OF DAY TOTAL - How many Ballots were delivered [= # of Books X 50]? **2** = __100__

END OF DAY -
How many Ballots were cast in each Scanner?

Scanner "A"	__35__ +
Scanner "B"	__20__ +
Scanner "C"	_____ +
Scanner "D"	_____ +
Scanner "E"	_____ +
Scanner "F"	_____ +
Scanner "G"	_____ +
Scanner "H"	_____ +
Scanner "I"	_____

1) Total Ballots cast in ALL Scanners [add the numbers from above] = __55__ +

2) How many Ballots are in the "VOID BALLOT" Envelope? __10__ +

3) How many BMD AFFIDAVIT Ballots were used? __5__ +

4) How many Ballots remain UNUSED? __10__ +

5) How many EMERGENCY Ballots could not be scanned? __5__ +
   (from which Scanners? Circle as needed A B C D E F G H I)

6) How many Ballots are in the "EXCESS Ballot" Envelope? __15__ +
   (from which Scanners? Circle as needed A B C D E F G H I)

END OF DAY TOTAL [= (1) + (2) + (3) + (4) + (5) + (6)] = __100__

Does "START OF DAY TOTAL" match "END OF DAY TOTAL"? (√) YES ( ) NO

If NO, please explain below (comments):
_____
_____
_____

---

8. Complete the Return of Canvass by writing the results for Cast Ballots in the appropriate box from the Scanner Results Report Tapes

9. Add up all totals per contest on the Return of Canvass

10. Sign the completed Return of Canvass sheet. There should be a total of four (4) signatures on the Return of Canvass

11. Separate the completed Return of Canvass and make available Page 3 (salmon copy) of the Return of Canvass where any Poll Watchers can see it

12. Using a clip, attach the Results Report Tapes to the Return of Canvass (yellow copy – Page 2)

13. Put the completed Return of Canvass (yellow copy – Page 2) in the Return Envelope

[PRESS FIRMLY – USE BALLPOINT PEN ONLY!]

RETURN OF CANVASS
Presidential Primary Election
April 24, 2012

FILL IN ONLY THOSE OFFICES THAT APPLY TO YOUR ELECTION DISTRICT

ENTER VOTE CAST FOR EVERY CANDIDATE IN YOUR ELECTION DISTRICT

County	E.D.	A.D.	Precinct
Richmond	25	61	120

	BALLOT COUNT	UNSCANNABLE BALLOT COUNT
Scanner A	30	
Scanner B	25	
Scanner C		
TOTAL	55	

REPUBLICAN PARTY
PRESIDENT

SCANNER VOTE COUNT		Jay Thomas	Ray Smith	Jeff Voet	Chris Kelly
	A	3	10	15	2
	B	5	5	10	5
	C				
Unscannable Ballot Count					
TOTAL		8	15	25	7

We, the undersigned Inspectors of Elections, certify that the information on Return of Canvass is true in all respects.

Inspector Signature: **Mary Smith**　　　Inspector Signature: **John Smith**

Inspector Signature: **James Doe**　　　Inspector Signature: **Jane Doe**

[PRESS FIRMLY – USE BALLPOINT PEN ONLY!]

2- BOARD OF ELECT. COPY

14. At the end of the night, give the completed Return of Canvass (white copy – Page 1) and (salmon copy – Page 3) to the Coordinator to be put in the Police Return of Canvass Envelope (per Poll Site)

15. Put the used stubs and any partially used Ballot Books (including attached used stubs) into the Used Stub Envelope

16. Put the Used Stub Envelope in the Return Envelope

17. Repack all your supplies in the ED Supply Cart:

　☐ 1 Ballot Face Card

　☐ 1 Blue Table Display (with any remaining items)

　☐ 1 Election District (pre-numbered) Sign

　☐ 1 Court Order Certificate Pad

　☐ 1 ED Supply Bag:

　　✓ 1 Street Finder

　　✓ Ballot Proposals (General Election Only)

RETURN ENVELOPE

BOARD OF ELECTIONS IN THE CITY OF NEW YORK

✔ 1 Poll Worker's Manual

✔ 1 Election Day Checklist for ED/AD Inspector

✔ Unused Voter Cards

✔ Poll Watcher's Guide

✔ Voter Rights Flyer – Extras

✔ Affidavit Ballot Envelopes - Extras

✔ 1 Poll Site List

✔ 1 Affidavit Ballot Instructions (Tent Card)

✔ 1 ID Requirements Card (Laminated)

✔ 1 Referral Slip Pad

✔ 1 Magnifying Sheet

✔ 25 Privacy Sleeves

✔ 6 Directional Arrows

✔ 1 Step 1 (ED/AD Table) Sign

✔ 1 Small Plastic Bag (with any remaining items)

18. Repack all your other supplies in the ED Supply Cart at the lowest ED of the lowest AD:

☐ Voted by BMD Affidavit Self-inking Stamp

☐ 1 Poll Site/Coordinator Supply Bag in the ED Supply Cart at the lowest ED of the lowest AD

✔ 1 Poll Worker's Manual

✔ 1 Poll Worker Procedures Summary Guide

✔ 1 Coordinator's Handbook

✔ 1 Poll Site Schematic (Floor Plan) and Poll Site Profile

✔ 1 Street Finder

✔ 1 Poll Site List

✔ 6 Pens

✔ 1 No Smoking, Eating, Drinking or Animals Sign

✔ 1 NYS Voter Bill of Rights Poster

✔ 4 No Electioneering Signs

✔ 4 Vote Here Signs

✔ 1 Do Not Tamper Sign

✔ 1 Instructions to Voters Poster

✔ 1 Door Clerk Guide

✔ 1 Information Clerk Guide

✔ 1 Interpreter Guide

✔ 1 Accessibility Sign (Wheelchair Logo)

✔ 3 Interpreter Available Tent (Inside) Signs

✔ 1 Interpreter Available Sign (Outside- Language Specific)

✔ If necessary, the following items are also in the Bag

• Interpreter Badge Holder(s)

• Information Clerk Badge Holder(s)

- Door Clerk Badge Holder(s)
- 1 Magic Marker
- 1 Referral Slip Pad
- 1 Alternate Accessibility Entrance Sign
- 1 Election Information Sign

19. Remove the ED Supply Cart Police Envelope from the ED Supply Cart (from the sleeve on the inside of the cart door)

20. Remove the ED Supply Cart Key Envelope from that Envelope

21. Lock the ED Supply Cart with the key and seal it with the red plastic numbered seal (this seal is in the ED Supply Cart Police Envelope). Note the information on the ED Supply Cart Seals Report (Work Sheet A) in the Forms Booklet

22. Put the ED Supply Cart Key back in the ED Supply Cart Key Envelope

23. Put the ED Supply Cart Key Envelope in the ED Supply Cart Police Envelope

24. Hand the ED Supply Cart Police Envelope to the Coordinator/Chairperson. The Coordinator/Chairperson will put the ED Supply Cart Police Envelope into Return Envelope at the ED/AD Table for the lowest ED of the lowest AD

25. Prepare the Grey Transport Bag with the following items and seal the Bag with the White Plastic Numbered Seal

    ☐ Voter Registration Lists

    ☐ Completed Voter Registration Forms

    ☐ Court Orders

    ☐ Challenge Oaths

    ☐ Street Locator

26. Put the Unused Ballot Books (still wrapped in plastic) and completed Ballot Transmittal Sheets into the Unused Ballot Return Bag(s) which is at the ED/AD Table for the lowest ED of the lowest AD

27. **For ED/AD Inspectors at the lowest ED of the lowest AD ONLY:** After all Unused Ballot Books and completed Ballot Transmittal Sheets are placed in the Unused Ballot Return Bag(s), seal this Bag and note the seal number on the ED Supply Cart Seals Report in the Forms Booklet

    ☐ Pull zipper tab to the end of the zipper

    ☐ Fit zipper tab into grooves and push flat

    ☐ Get the two-prong blue plastic numbered seal from the Inspector at the Scanner (at Scanner A) from the Scanner Police Envelope and seal the bag by inserting seal's twin arrowheads and pushing them in until they click into place

    ☐ **One Large Blank Envelope is provided in the Coordinator/Poll Site Supply Bag. This Envelope can be used for election night returns in case of missing or broken bags**

28. Prepare the Return Envelope for transport with the following items:

☐ Completed Return of Canvass (yellow copy – Page 2) with the Results Report Tape for each Scanner clipped to it

☐ Void Ballot Envelope

☐ Large "A" Envelope

☐ Emergency Ballot Envelope

☐ Excess Ballot Envelope

☐ Used Stub Envelope

☐ Special Ballot Envelope

☐ Used Voter Card Envelope

☐ Grey Transport Bag

☐ Poll Worker Notice to Work Envelope

29. **For ED/AD Inspectors at the lowest ED of the lowest AD ONLY:** Also ensure that you receive the following items from the Coordinator/Chairperson to put in your Return Envelope:

☐ BMD Police Envelope for each BMD, which contains the BMD Key Envelope

☐ ED Supply Cart Police Envelope for each ED Supply Cart, which contains the ED Supply Cart Key Envelope

☐ Scanner Booklet for each Scanner

☐ Scanner Police Envelope, for each Scanner, which contains the Scanner Key Envelope and the Seals Report

☐ Copy of the Election Night PMD Return Form

ⓘ *If any items do not fit into the Unused Ballot Return Bag(s) or the Return Envelope, please use the Large Blank Envelope for these items and deliver it to the Police Officer. This Envelope is provided in the Coordinator/Poll Site Supply Bag.*

---

30. Sign the Certification (back of Forms Booklet), have the Coordinator sign the Timesheet, and then put the Forms Booklet in the Return Envelope

31. Hand the Return Envelope and Unused Ballot Return Bag(s) to the Police Officer/Peace Officer and have him or her sign the Chairperson's Receipt

32. Sign your Timesheet before you leave

INSPECTOR – ED/AD TABLE – EMERGENCY BALLOT STEPS

E1. Receive the excess Emergency Ballots for your ED from each Scanner, count them and record the number of excess Ballots for each Scanner on the ED/AD Ballot Control Sheet (Work Sheet B) [END OF DAY – #6] and put them in the Excess Ballot Envelope

E2. Receive Unscannable Emergency Ballots for your ED from Scanner A

E3. Count and tally any Unscannable Emergency Ballots in the space provided on the Unscannable Emergency Tally Sheets in the Forms Booklet. Follow the steps below:

☐ Unfold any folded Ballots and place all Unscannable Emergency Ballots face down on an empty table

☐ The Inspectors shall examine all of the Ballots to determine if any Ballot is void. Both Inspectors must agree the whole Ballot is void and NOT to be tallied if:

• There is any mark, writing or erasure outside the spaces provided for voting

• The Ballot encloses any paper or other article when folded

☐ Write VOID on the Ballot and place it in the Void Ballot Envelope

☐ An Inspector reads aloud all the votes cast on each Ballot:

• If a voter has voted for more candidates than allowed in that contest, then that contest is void

• If a voter has voted for the same candidate two or more times in the same contest, only the first vote (LEFT MOST) shall be counted for that candidate

☐ An Inspector from the other party records each vote on the tally sheet with a stroke

☐ The totals of all the tally strokes for each candidate and Ballot Proposal are written in the last column of the tally sheet

E4. On the Emergency Ballot Envelope, write the number of Unscannable Emergency Ballots, ED/AD, the date of the Election and sign the Envelope. Record the number of Unscannable Emergency Ballots on the ED/AD Ballot Control Sheet (Work Sheet B) [END OF DAY – #5] and place the Ballots into the Emergency Ballot Envelope and close and seal the Envelope

Unscannable Emergency Tally Sheet		_50_ ED	
Party		_45_ AD	
(In a PRIMARY election.)			
TITLE OF OFFICE OR BALLOT PROPOSAL	CANDIDATE'S NAME (# & LETTER)	TALLY SPACE Example: ‖‖‖ ‖‖‖ ‖‖‖	TOTAL (Transfer to Return of Canvass)
CTY COMMITTEE	1A HOPE APPEL	‖‖‖ ‖‖‖ ‖‖‖ ‖‖‖ ‖‖‖	35
		‖‖‖ ‖‖‖	
	1B ALTON MAYS	‖‖‖ ‖‖‖ ‖‖‖ ‖‖‖ ‖‖	22

E5. Write the Unscannable Emergency Ballot results in the appropriate box on the Return of Canvass

E6. **Once completed with these steps go back to complete the rest of your closing steps continuing at Step #6 on Page 93**

Election Day Procedures by Role in the Poll Site

Inspector—Privacy Booths/ Ballot Marking Device (BMD)

Inspector — Privacy Booths/
Ballot Marking Device (BMD)

INSPECTOR – PRIVACY BOOTHS/BMD – OPENING THE POLLS

1. Arrive at the Poll Site no later than 5:00 AM on Election Day

2. Wear your name tag (tear it off from your Notice to Work)

3. Get your BMD Police Envelope (which contains the BMD Key Envelope) from the Police Officer/ Peace Officer and sign the Receipt on the Envelope

4. Read and follow any special instructions in the Special Instruction Envelope (which is delivered in the BMD Police Envelope)

5. Retrieve your supplies for the Privacy Booth and BMD from the BMD Cart:

   ☐ 1 ADA Accessories Zip Lock Bag:
   - ✔ Headphones
   - ✔ Sip & Puff
   - ✔ Rocker Paddle

   ☐ 1 Extension Cord

   ☐ 1 Mat

   ☐ 1 BMD Supply Bag:
   - ✔ 5 Sip & Puff Straw with Filter and Gloves
   - ✔ 20 Head Phone Covers (10 Pairs)
   - ✔ 10 Alcohol Wipes
   - ✔ Step 2 (Privacy Booth/BMD) Sign
   - ✔ 2 Plastic Badge Holders

6. Check that you have all of the Privacy Booths, 1 Accessible Privacy Booth and the BMD as per your Site Coverage Report

7. Position the BMD as per the Poll Site Schematic (Floor Plan)

8. Verify that the BMD seals are in place and not tampered with. If any seals are missing or tampered with, contact the Borough Office immediately and do not use the affected equipment

9. After positioning and starting the BMD and setting up the Privacy Booths, perform the additional opening steps below:

   ☐ Notify the Coordinator if you are missing any supplies. If you do not have a Coordinator at your Poll Site, notify the Borough Office whose number you will find inside the front cover of this manual

   ☐ Display the Step 2 (Privacy Booth/BMD) Sign on the wall in the Ballot Marking Area

   ☐ Sign the Timesheet in the Forms Booklet for the morning

Inspector – Privacy Booths/BMD – Positioning and Powering the Ballot Marking Device (BMD)

1. The BMD will be delivered to the Poll Site along with the ADA accessories, power cord, extension cord, mat and BMD Supply Bag (all of which will be found in the back of the BMD Cart)

2. Position the BMD in the Poll Site, according to the Poll Site Schematic (Floor Plan), so no one is passing behind the voter when they are using the BMD. Place a chair at the BMD for the voter to sit on (If a voter has a wheelchair, remember to move the chair out of the way)

3. The doors on the cart will act as a privacy screen, and the voter's back should be to the wall. Make sure the BMD is at least five (5) feet from the wall by measuring from the first wheel to the wall. See the figure at right for recommended positioning

4. Turn the BMD Cart so the wheel locks are visible. Step on the wheel locks to lock the wheels to prevent the BMD Cart from rolling

5. Remove the scissors from the BMD Police Envelope

6. Verify that the numbers on the BMD Cart seals (located at the front and the back of the top of the BMD Cart) match the numbers on the Seals Report provided in BMD Police Envelope

7. If the seal numbers do not match, notify your Coordinator and contact the Borough Office immediately

8. Cut the green plastic numbered seals on the outside of the BMD Cart

---
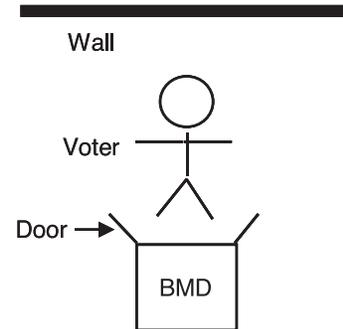
(i) ***Do not cut any seals, numbered or otherwise, on the actual BMD.***

---

9. Retrieve the white BMD Key Envelope from the BMD Police Envelope. The white BMD Key Envelope contains a silver key for the cart and a gold key for the BMD

Inspector – Privacy Booths/BMD – Starting the BMD

1. Once the seals are opened, unlock the back and front of the cart with the silver key. Open the BMD Cart doors (front and back) and raise the top panel of the BMD Cart

2. Check that the seal on the front left of the BMD (right above the key hole) matches the flash card seal number on Seals Report provided in the BMD Police Envelope. DO NOT CUT THIS SEAL

3. Remove your BMD Supply Bag from the back of the BMD Cart

4. Get the disability accessories from the bottom area in the back of the cart. Disability accessories include audio headphone, rocker paddle and sip & puff device

5. Remove disability accessories from the plastic bag. Place the disability accessories along the right side of the BMD, inside the cart but visible to the voter

6. Plug the black power cord into the yellow extension cord. Make sure the extension cord runs through the two holes in the BMD cart and along the side of the cart to the outlet

7. Place the mat (found in the back of the BMD Cart) over the extension cord to prevent voters from tripping on the cord. Do not place mat directly in front of the BMD *(see picture at right)*

8. Lock the back of the BMD Cart using the silver key

9. Place the silver key back in the white BMD Key Envelope

10. Insert the gold key and turn it to the "ON" position

11. Verify that the ON light turns green. If it remains yellow, check the power plug connections and ensure that the BMD is plugged in correctly. Try a different outlet if one is available. If the BMD is plugged in and the light is still yellow, contact your Coordinator or Borough Office

12. Remove the gold key, leaving the BMD in the "ON" position *(middle position, see picture at right)*

13. Place the gold key back in the white BMD Key Envelope and put the Envelope (which now contains the both silver and gold keys) in the BMD Police Envelope

14. Place the BMD Police Envelope in the sleeve at the back of the BMD until the close of polls
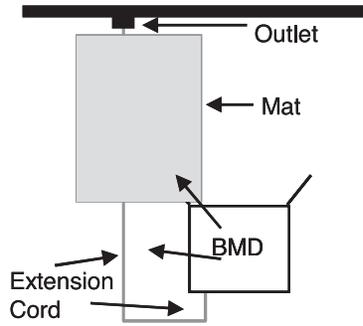
Inspector – Privacy Booths/BMD – Opening the BMD Touch Screen

1. Move the lid latches towards the outer edge so the lid can be opened

Open
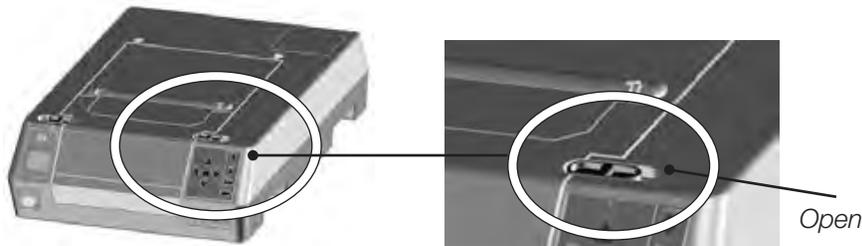
2. Lift the lid flap back until it rests on top of the lid

Closed   *Open*

Lid Flap
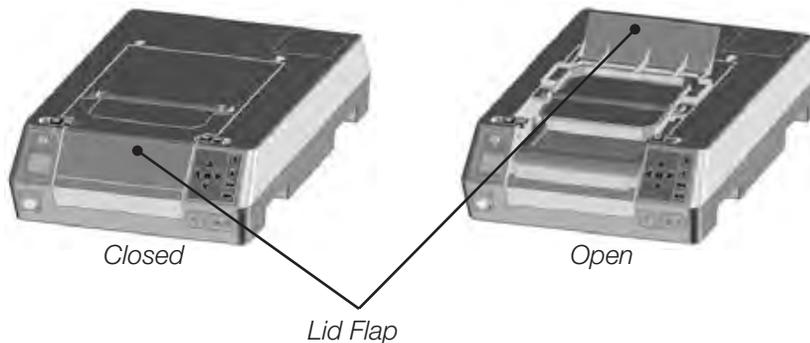
3. Lift the entire lid away from you. The Touch Screen Monitor under the lid is now visible

Lift Lid Assembly To Vertical
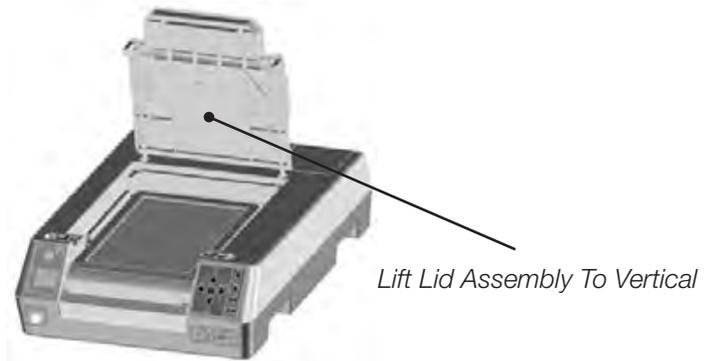
4. Pull the Touch Screen Monitor toward you into an upright position

---

 The screen may be blank for approximately two minutes after the key is turned to the ON position, and the BMD may take up to 30 minutes to finish loading

---

5. The screen will display the "PLEASE INSERT YOUR BALLOT" message once the unit is finished loading

6. Close the lid, leaving the Touch Screen Monitor in the upright position

7. Pull up on the Ballot Feed Tray, and then lower it into position

Lower The Ballot Feed Tray
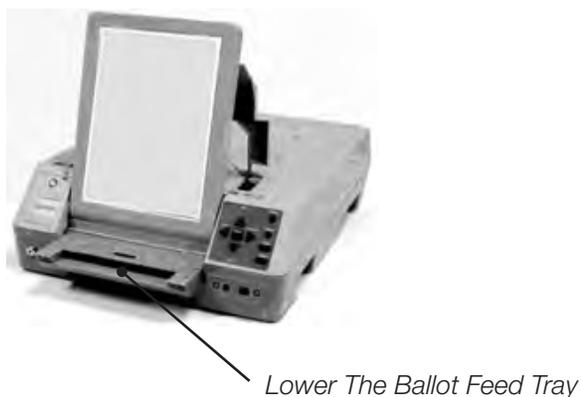
8. The angle of the Touch Screen Monitor can be adjusted for the voter's viewing comfort

9. Close the BMD Cart top panel

Inspector – Privacy Booths/BMD – Setting up the Privacy Booths

1. Setup the Privacy Booths as per the Poll Site Schematic (Floor Plan)

2. Turn the Privacy Booth so the wheel locks are visible. Step on the wheel locks to lock the wheels to prevent the Privacy Booth from rolling

3. Ensure Privacy Booths have:

   ☐ One attached black pen

   ☐ Adequate lighting (Turn the light on)

   ☐ One attached Magnifying Sheet

   ☐ BOE Flyer (1 page printed on marigold color paper) with the Title "Mark your Ballot as shown in the example" should be placed in the Plastic Sleeve on the inside of the Center Panel of the Privacy Booth

   ☐ State Board Flyers (2 pages printed on white color paper) with the Title "Make Sure Your Vote Counts" (first page in English/Spanish, second page in Chinese/Korean) should be taped to the panel on the right side on the inside of the Privacy Booth

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ⓘ ***Voters may choose not to use a Privacy Booth for marking their Ballot. However, they should not obstruct other voters or disrupt the voting process flow.***

INSPECTOR – PRIVACY BOOTHS/BMD – SERVING THE VOTER

1. Direct the first voter in line to an available Privacy Booth or BMD

2. Ensure that Privacy Booths have adequate lighting and that pens are available at all times

3. Ensure that the Privacy Booths do not have any electioneering materials left behind by previous voter(s)

4. Direct the voters to the Scanners after they have completed marking their Ballot or to the ED/AD Table if they have an Affidavit Envelope

5. Voters choosing to use the BMD will be directed to the BMD from the appropriate ED/AD Table after signing in and receiving their Voter Card or Affidavit Envelope, Ballot, and a Privacy Sleeve

---

- *If you find any items including blank Ballots, Voter Cards or Affidavit Envelopes in a Privacy Booth, return them to the Coordinator.*
- *If you find any abandoned marked Ballots in a Privacy Booth, bring the Ballot to an ED/AD Table so it can be voided.*

- *A Voter is not required to use a Privacy Booth as long as they do not obstruct other voters at the Poll Site or disrupt the voting process.*
- *A Privacy Booth/BMD Inspector may approach a voter after 5 minutes to offer assistance.*

- *Reminder: BMD CAN BE USED BY ALL VOTERS*
- *If a voter has problems reading the print on the Ballot, please remind them that they can view an enlarged version of the Ballot on the BMD and also mark the Ballot on the BMD.*

Using the BMD

Poll Workers should NOT be involved in the voting process with the voter unless the voter requests your assistance. If the voter requests your assistance, it is the responsibility of the Inspectors at the Privacy Booths/BMD to assist the voter as the voter requests.

There are multiple ways to mark the Ballot using the BMD:

1. *Directly on the Touch Screen*
2. *Keypad (includes Braille)*
3. *Sip & Puff Device*
4. *Rocker Paddle Device*

The voter may also listen to an audio Ballot on the headphones while using any of the above devices.

Headphones   *Sip & Puff Device*   *Rocker Paddle Device*
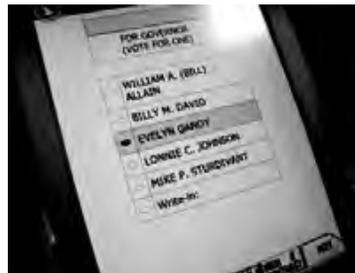
Keypad   *Touch Screen*

Standard BMD Voting

When a voter arrives at the BMD:

1. Check that the ED/AD on the voter's Ballot matches the ED/AD on the Voter Card

2. Connect any requested disability devices (Headphones, Sip & Puff, or Rocker Paddle)

3. If you need additional information on how the disability devices get connected and how they work, please refer to the BMD Laminated Cards or the Appendix

   ☐ Headphones (Audio Feature)

   ☐ Sip & Puff

   ☐ Rocker Paddle

4. The voter may be assisted at the BMD by anyone they choose (including Interpreters), except their union representative, employer, Poll Watchers or candidates

   ☐ Let the voter know you are there to provide additional assistance if they need it

   ☐ If assistance is provided, there should be 2 Inspectors (Democratic & Republican) present

INSPECTOR – PRIVACY BOOTHS/BMD – SPECIAL SITUATIONS

As you serve voters, you may encounter special situations that require you to follow different steps than the ones outlined above so that the voter can vote.

If you encounter one of these special situations, be sure to follow the steps below:

INSPECTOR – PRIVACY BOOTHS/BMD – SPECIAL SITUATION #1

BMD Affidavit Voters

If an Affidavit voter would like to use the Ballot Marking Device (BMD) to mark his/her ballot, the ED/AD Table will issue an Affidavit Ballot Envelope and an Election Day Ballot (Ballot that can be scanned) to the voter.

Affidavit voters do not get a Voter Card and do not get to sign the Voter Registration List. The Affidavit voter will use the BMD the same way as a standard voter.

1. The BMD Affidavit voter should have an Affidavit Ballot Envelope and an Election Day Ballot (Ballot that can be scanned)

   ☐ Check that the correct Envelope (Primary or General) is being used for the current election

   ☐ Connect any requested disability devices (headphones, sip & puff, or rocker paddles)

2. If you need additional information on how the disability devices get connected and how they work, please refer to the BMD Laminated Card or the Appendix:

   ☐ Headphones (Audio Feature)

   ☐ Sip & Puff

   ☐ Rocker Paddle

3. The voter may be assisted at the BMD by anyone they choose, except their union representative, employer, poll watcher or candidate

   ☐ Let the voter know you are there to provide additional assistance if they need it. If assistance is provided, there should be 2 Inspectors (Democratic & Republican) present

4. After the voter is satisfied with their vote, instruct the voter to fold the Ballot and insert it in the Affidavit Ballot Envelope and seal the envelope

5. Direct or escort voter back to the ED/AD Table to give the Affidavit Ballot Envelope to the Inspector

INSPECTOR – PRIVACY BOOTHS/BMD – SPECIAL SITUATION #2

Void Ballot at the BMD

There may be instances where the BMD voter needs another Ballot because the voter is not satisfied with their choices or they made an error. **(A voter is allowed up to three paper Ballots before needing to obtain a court order.)**

1. The Inspector writes "VOID" across the Ballot using a pen from the BMD Supply Bag

2. The voter returns to the ED/AD Table and gives their voided Ballot to the Inspector and shows the Inspector their Voter Card or Affidavit Ballot Envelope

> *If the voter requests assistance, the Inspector can bring the voided Ballot to the ED/AD Table and show the Inspector the Voter Card or Affidavit Ballot Envelope.*

INSPECTOR – PRIVACY BOOTHS/BMD – SPECIAL SITUATION #3

Verifying a Marked Ballot

1. The BMD allows any voter to insert their marked Ballot into the Ballot feed tray and to verify their vote. Note that no changes can be made from this verification step and the voter will only be able to view and/or hear the summary screen

> *The BMD will not show any write-in names. It will only verify that the voter has made a write-in entry.*

2. If the voter wants to make changes, they will need to contact an Inspector to have the current Ballot voided, and the voter will need to begin the voting process over by returning to the ED/AD Table with their voided Ballot

INSPECTOR – PRIVACY BOOTHS/BMD – SPECIAL SITUATION #4

BMD Breaks Down

If the BMD breaks down and the Poll Worker is unable to resolve the problem:

1. Notify the Coordinator (if one has been assigned to your Poll Site)

2. Call the Election Day hotline number to request assistance

   ☐ The hotline number is on the Help Card found in the BMD Police Envelope

   ☐ The person calling must have the Poll Site name, location (refer to card attached to the side of the BMD), and problem ready to give to the operator

3. The BMD Voter has three options if the BMD malfunctions:

   ☐ Wait until BMD is repaired

   ☐ Return to Poll Site later – after the BMD has been repaired, if the voter has not signed the Voter Registration List

   ☐ Vote with assistance from a pair of Inspectors if necessary

OTHER BMD PROBLEMS THAT MAY OCCUR

PROBLEM #1: After several minutes, the following message appears on the BMD screen: "Alert! A problem has occurred. Please notify an election official. Election Official: A previous voting session has expired and the Ballot is being held within the Voter Assist Terminal. Use the Test Mode to eject the Ballot." Why did it do this and how do I correct the issue?

Cause: This error message appears after the BMD has been idle with a Ballot inserted for 10 minutes.

Solution:

✔ If a voter is still using the BMD, 2 Inspectors (Democratic and Republican) will need to insert the gold key and turn it to TEST

✔ Press Eject Ballot

✔ The Ballot will be returned, unmarked

✔ Turn the key from TEST to the ON position

✔ The voter should reinsert the Ballot into the BMD Ballot feed tray

✔ If the voter has left the polling place, follow the steps above to retrieve the Ballot and follow the Void Ballot procedures

> ℹ️ *The feature was designed for the walk-away voter situation. This way, no other voter will have access to the Ballot and potentially vote twice.*

PROBLEM #2: The touch screen on the BMD has many fingerprints and smudges. How do I clean the equipment?

Solution: The BMD touch screen and exterior can be cleaned with the alcohol wipes.

Warning: Do not use products containing ammonia (like Windex). This can cause the screen to become deteriorated over time.

PROBLEM #3: The Ballot is jammed inside the BMD. What steps do I take to retrieve the Ballot?

Cause: Although causes vary, placing the Ballot incorrectly in the feed tray or the BMD rollers not functioning properly are the more typical reasons for the jams.

Solution:

✓ Insert the gold key and turn it to the TEST position

✓ Once the Main Menu appears, press the EJECT BALLOT button
   If the paper jam still is not cleared, follow the steps below.

✓ Tilt the Touch Screen Monitor forward and lift the lid to the open position

✓ Locate the two tabs on the right and left side of the Top Cleanout tray

✓ While pushing the tabs inward, lift up to remove the Top Cleanout tray

✓ Remove Ballot or paper jam being careful to not rip the paper

✓ If you find there is no visible Ballot in the Top Cleanout tray, call the Emergency Breakdown Number posted on the side of the BMD cart

✓ To re-install the tray, align the two front pins with the guides on the BMD

✓ Lower the Top Cleanout tray and press into place

✓ Return the gold key to the "on" position and remove it from the BMD

✓ If Ballot appears undamaged, voter should try to insert the Ballot into the feed tray again

✓ If necessary follow the procedures for voiding and issuing a new Ballot

Lid

Top Cleanout Tray

Tabs

Pins

Touch Screen Monitor
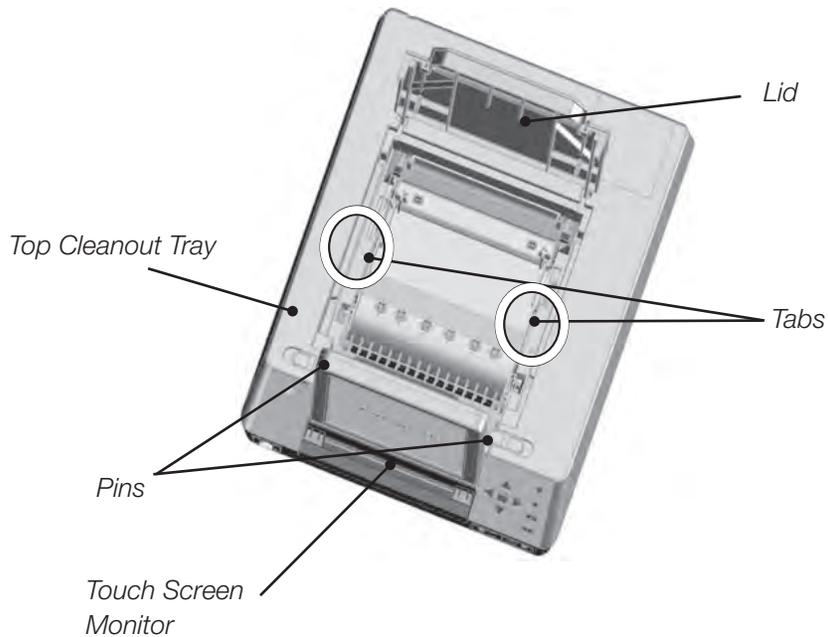
PROBLEM #4: When the voter feeds their Ballot, the BMD is not accepting the Ballot. What could be wrong?

Cause: There are many issues that could cause the Ballot to not be accepted by the BMD including damaged Ballots, feed path is dirty or obstructed and feeding of the Ballot incorrectly. These issues can cause many different error messages including "Paper misfeed" and "Ballot not recognized."

Solution: Depending on the problem, one or more of these suggestions may help:

✓ Check the Ballot to assure there is no damage. If damaged follow the Void Ballot procedures and issue another Ballot to the voter

✓ Try re-feeding the Ballot into the Ballot tray, being careful to feed it as straight as possible

✓ Try inserting the Ballot in another way

✓ If the above steps fail, contact the emergency breakdown number which is located on the side of the BMD cart

PROBLEM #5: As a Poll Worker I don't want to invade the voter's privacy when answering their questions. How can I preserve their privacy?

Solution: The BMD is equipped with a privacy button which will turn the screen black when viewing

✓ The diamond shaped button at the top-right of the keypad allows the screen to be unviewable

✓ This will preserve the privacy for the voters who are using only the audio feature to select their votes or for voters who request assistance from a Poll Worker

✓ Inspectors can easily access the button when approaching the BMD from behind

Privacy Button

> ***Make sure you tell the voter who is using a visual Ballot to press the button again to resume the Ballot on the screen.***

PROBLEM #6: What is the best way to insert the Ballot with the stub removed?

Solution: Inspectors at the ED/AD Table will detach the stub before the voter inserts the Ballot into the BMD.

✓ On occasion, tearing off the stub will cause the BMD to misread the edge of the page and give an error message. Have voters insert the Ballot with the non-stub edge first to help alleviate problems

INSPECTOR – PRIVACY BOOTHS/BMD – CLOSING THE POLLS

1. Turn the lights off in all the Privacy Booths

2. Collect all the supplies from the Privacy Booths and the BMD Supply Bag and return them to the BMD Cart:

   ☐ Pens

   ☐ Step 2 (Privacy Booth/BMD) Sign

   ☐ BMD Supply Bag

3. Retrieve the BMD Police Envelope from the sleeve at the back of the BMD

4. Retrieve the BMD Key Envelope from that Envelope and take out the gold key

5. Insert the gold key and turn it to the OFF position

6. Remove the gold key and place it back into the white BMD Key Envelope

7. To close the BMD:

   ☐ Raise the top panel of the BMD Cart

   ☐ Unplug any disability accessories (Headphones, Rocker Paddle, Sip & Puff) and store them in the lower back area of the table in their plastic bag

   ☐ Lift under the front of the Ballot feed tray and fold it inwards

   ☐ Open the lid and push the touch screen monitor back into the recessed area

   ☐ Lower the lid over the touch screen monitor

   ☐ Lower the lid flap over the Ballot feed tray

   ☐ Move the lid latches inwards to secure the lid

   ☐ Unplug the power cord from the outlet and retract it back into the BMD Cart

8. Roll the mat and put it in the back of the BMD Cart

9. Unlock the wheels

10. Lock the back of the BMD Cart with the silver key

11. Close the top panel of the BMD Cart and then close the front doors and lock with the silver key

12. Remove the two Red Plastic Numbered seals from the BMD Police Envelope and use them to seal the top of the BMD Cart at the front and back (where you cut the seals in the morning)

13. Place the silver key in the BMD Key Envelope (along with the gold key) and place the BMD Key Envelope into the BMD Police Envelope

14. Give the BMD Police Envelope to the Coordinator/Chairperson. The Coordinator/ Chairperson will put the BMD Police Envelope into the Return Envelope at the ED/AD Table for the lowest ED of the lowest AD

15. Sign your Timesheet before you leave

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Election Day Procedures by Role in the Poll Site
Inspector – Scanner

Inspector – Scanner

INSPECTOR – SCANNER – OPENING THE POLLS

1. Arrive at the Poll Site no later than 5:00 AM on Election Day

2. Wear your Name Tag (tear it off from your Notice to Work)

3. Get your Scanner Police Envelope (which contains the Scanner Key Envelope) from the Police Officer/Peace Officer and sign the Receipt on the Envelope

4. Read and follow any special instructions in the Special Instruction Envelope (which is delivered in the Scanner Police Envelope)

5. Verify the Card on top of the Scanner to ensure you have the correct Scanners for your Poll Site. If you do not, call your Borough Office immediately

6. Verify that the Scanner seals are in place and not tampered with. If any seals are missing or tampered with, contact the Borough Office immediately and do not use the affected equipment

7. Get all Scanner supplies from the ED Supply Cart at the lowest ED of the lowest AD:

   ☐ 1 Small Yellow Scanner Pouch per Scanner

   ☐ 1 Yellow Large Scanner Voting Records Bag per Poll Site
   (Leave this Bag with the Coordinator)

*Small Yellow
Scanner Pouch*

*Yellow Large Scanner
Voting Records Bag*

   ☐ "Wait here for Scanner" Sign with pedestal (in a black bag, one per Scanner area)

   ☐ 2 Scanner Privacy Screens for each Scanner

   ☐ Extension Cord (one for every two Scanners)

   ☐ 1 Do Not Tamper Sign from the Coordinator/Poll Site Supply Bag (one for all Scanners)

- [ ] Scanner Supply Bag:
  - ✓ 1 Scanner Booklet
  - ✓ 1 Step 3 (Scanner) Sign
  - ✓ 2 Pens
  - ✓ 50 Rubber Bands
  - ✓ Zip Lock Bag
  - ✓ 2 Plastic Badge Holders
  - ✓ 1 Scanner Seal Quick Reference Guide Laminated Card

8. Ensure that the Scanners are positioned correctly as per the Poll Site Schematic (Floor Plan)

9. Turn the Scanner so the wheel locks are visible. Step on the wheel locks to lock the wheels to prevent the Scanner from rolling. Do NOT use your hands to lock the wheels

10. Verify that the seal numbers on the Scanner match with the seal numbers on the Seals Report provided in the scanner Police Envelope

- [ ] Ballot Box Door (Green Plastic Numbered Seal)

- [ ] Emergency Ballot Box Door (Green Plastic Numbered Seal)

- [ ] Top Lid (Green Plastic Numbered Seal)

- [ ] Left Side Seal (Red Wire Numbered Seal – DO NOT CUT THIS SEAL)

- [ ] Right Side Seal (Red Wire Numbered Seal – DO NOT CUT THIS SEAL)

BOARD OF ELECTIONS
IN THE CITY OF NEW YORK
PRINTED AS OF:
6/13/2011 1:38:38PM

SEAL PACK REPORT
General Election 2010 - 11/02/2010
RH

TENTATIVE
SUBJECT TO CHANGE

Scanner Seal Pack ID: 6500, Assigned To: RH0115

Location	Type	Color	When Used	Number	Insp Init
Ballot Box Door	Plastic	Green	Going Out	1719252	_____
Ballot Box Door	Plastic	Yellow	During Day	1745001	_____
Ballot Box Door	Plastic	Red	Coming Back	2842004	_____
Emergency Ballot Box Door	Plastic	Red	Coming Back	2842003	_____
Emergency Ballot Box Door	Plastic	Yellow	During Day	1745010	_____
Emergency Ballot Box Door	Plastic	Green	Going Out	1719271	_____
Top Lid	Plastic	Green	Going Out	1719251	_____
Top Lid	Plastic	Red	Coming Back	2842002	_____
Release Lock	Wire	Red	Permanent	058729	_____
Screen	Paper Label	Green	Going Out	01808928	_____
Backup PMD	Wire	Red		ty19357	_____
Backup Door	Paper Label	Red	Permanent	01942414	_____
Ballot Bin Liner Case	Plastic	Red	Coming Back	2842001	_____
Small Yellow Scanner Pouch	Tab Insert	Yellow	Coming Back	090741	_____

Seal Count: 14 _____

Inspector: _____   Date: _____

Inspector: _____   Date: _____

If the seals match, sign your initials in the last column on the Seals Report, if they do not match, call the Borough Office.

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Top Lid

*Left Side Seal and
Right Side Seal*

Emergency Ballot Box Door
Ballot Box Door

11. Locate black barrel key and silver key in the Scanner Key Envelope

Remember that Scanner Keys can be used to open up any Scanner at your Poll Site.

12. Open the power cord compartment (on the back of the Scanner) using the silver key

13. Unwrap the cord and plug into the extension cord. The extension cord should be plugged into the nearest outlet

14. DO NOT lock the power cord compartment

15. In the power cord compartment, verify that the metal bar is in the unlocked (down) position. Ensure that the white clip is closed to secure the metal bar. If the metal bar is not in the unlocked position, this may cause Ballots to jam

**SECURE THE METAL BAR
WITH THE WHITE CLIP**

16. Go to the front of the Scanner, cut the #3 External Top Lid seal
(Green Plastic Numbered Seal)

Put all cut seals into the Scanner Police Envelope.

17. Insert the same silver key into lock on the front of the lid, turn to the left to unlock and remove the key
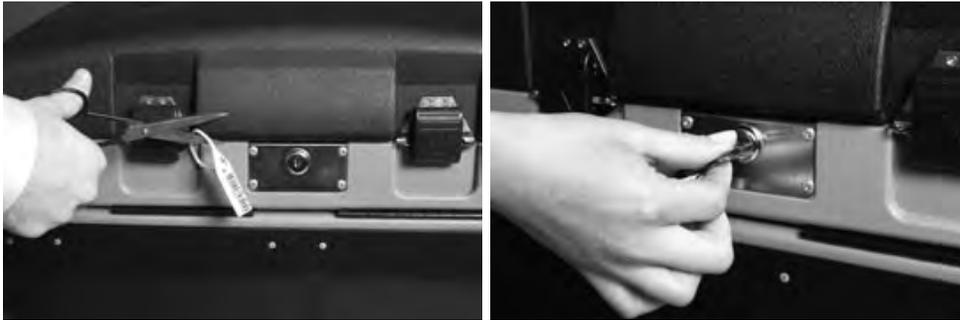
18. Unhook latches on the lid and pull out and flip up to lift the lid

19. Verify the seal number on the Release Lock on the Scanner (Red Wire Numbered Seal— DO NOT CUT OR OPEN THIS SEAL) matches with the seal number on the Seals Reports provided in the Scanner Police Envelope

<table>
<tr><td colspan="2">BOARD OF ELECTIONS
IN THE CITY OF NEW YORK
PRINTED AS OF:
6/13/2011 1:38:38PM</td><td colspan="2">SEAL PACK REPORT
General Election 2010 - 11/02/2010
RH</td><td colspan="2">TENTATIVE
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</table>

Scanner Seal Pack ID: 6500, Assigned To: RH0115

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Emergency Ballot Box Door	Plastic	Yellow	During Day	1745010	_____
Emergency Ballot Box Door	Plastic	Green	Going Out	1719271	_____
Top Lid	Plastic	Green	Going Out	1719251	_____
Top Lid	Plastic	Red	Coming Back	2842002	_____
Release Lock	Wire	Red	Permanent	058729	_____
Screen	Paper Label	Green	Going Out	01808928	_____
Backup PMD	Wire	Red		ty19357	_____
Backup Door	Paper Label	Red	Permanent	01942414	_____
Ballot Bin Liner Case	Plastic	Red	Coming Back	2842001	_____
Small Yellow Scanner Pouch	Tab Insert	Yellow	Coming Back	090741	_____

Seal Count: 14

Inspector: _____ Date: _____

Inspector: _____ Date: _____

(i) *If the seals match, sign your initials in the last column on the Seals Report, if they do not match, call the Borough Office.*

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20. Verify the seal number on the Screen on the Scanner (Green Paper Seal) matches with the seal number on the Seals Report provided in the Scanner Police Envelope

21. Use the black barrel key to unlock the screen and remove the key

22. Tear the Screen seal and lift up the LCD screen (the screen automatically turns on). You should hear a beep sound.

23. While the Scanner is booting up, please perform the following steps:

☐ Cut the Emergency Ballot Box Door seal (Green Plastic Numbered Seal)

Emergency Ballot Box Seal

Ballot Box Seal

Backup Door

Screen

Release Lock
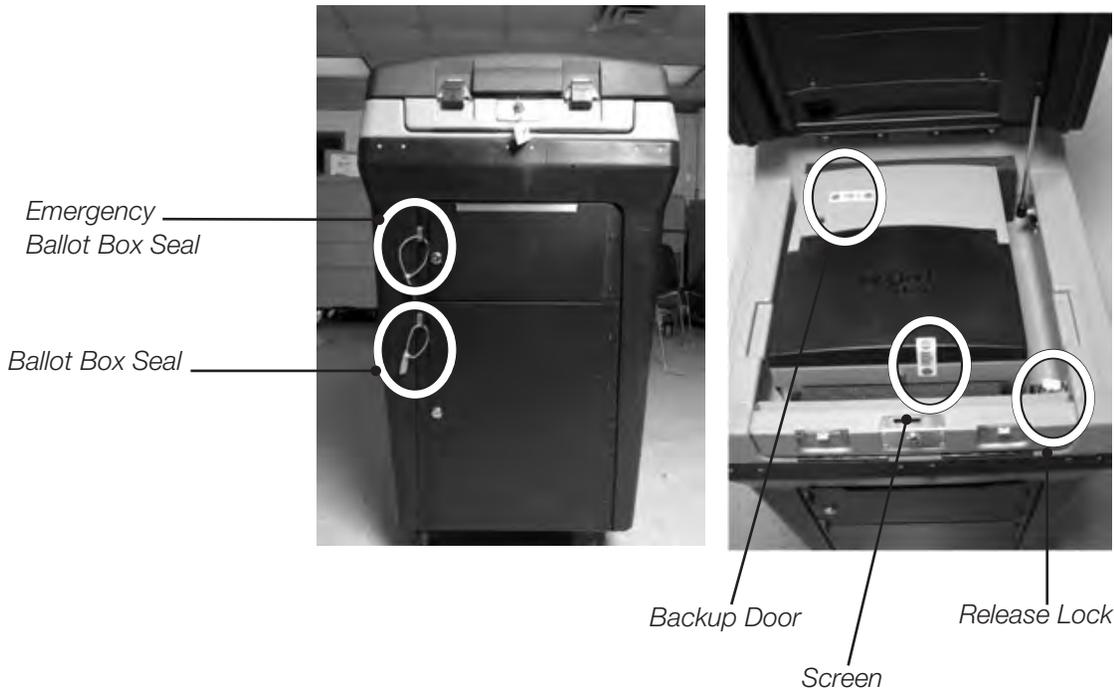
☐ Verify the Emergency Ballot Box is empty (by opening the upper compartment) with the silver key and then lock again

✓ If you find anything in the Emergency Ballot Box, remove it and place it in the Return Envelope at the lowest ED of the lowest AD

☐ Reseal the Emergency Ballot Box Door with a Yellow Plastic Numbered Seal (find the seal that matches in the Scanner Police Envelope) and verify the seal number on the Seals Report provided in the Scanner Police Envelope

☐ Cut the Ballot Box Door seal (Green Plastic Numbered Seal)

☐ Unlock the Ballot Box with the silver key and perform the following checks for the Ballot Bin Liner Case:

✓ Verify the Ballot Bin Liner Case is inside the Ballot Box, is unlocked and is empty

✓ If you find anything in the Ballot Box or Ballot Bin Liner Case, remove it and place it in the Return Envelope at the lowest ED of the lowest AD

✓ Ensure both lids are OPEN to expose the inside of the Ballot Bin Liner Case. The lids should rest on the inside of the Box

ⓘ ***Both Lids must be opened fully in order for Scanner Cast Ballots to properly fall and stack inside the Ballot Bin Liner Case.***

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☐ Lock the Ballot Box with the silver key

☐ Place both keys (the silver key and the black barrel key) into the Scanner Key Envelope

☐ Put this Envelope in the Scanner Police Envelope

☐ Put the Scanner Police Envelope into the Voter Card Envelope at the back of the Scanner

☐ Take a Yellow Plastic Numbered Seal from the Scanner Police Envelope

☐ Reseal the Ballot Box Door with a Yellow Plastic Numbered Seal (find the seal that matches in the Scanner Police Envelope) and verify the seal number on the Seals Report provided in the Scanner Police Envelope

☐ Put up the Privacy Screens

Scanner setup is incomplete without the scanner privacy screens (see picture with correct setup on the right)

Privacy Screens
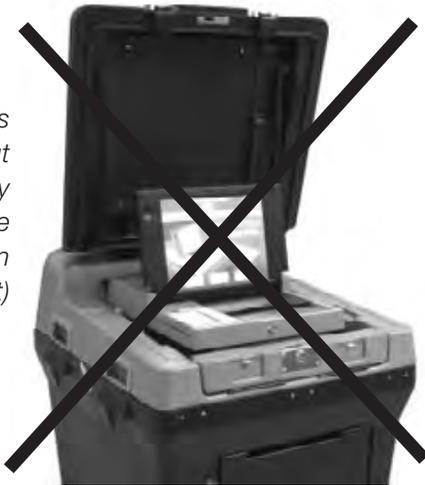
24. Once the Scanner is ready, enter the Election Security Code provided to you in the Scanner Police Envelope

25. The Scanner will automatically print the Configuration Report Tape. Do not tear this report tape until after the Zero Report Tape is printed
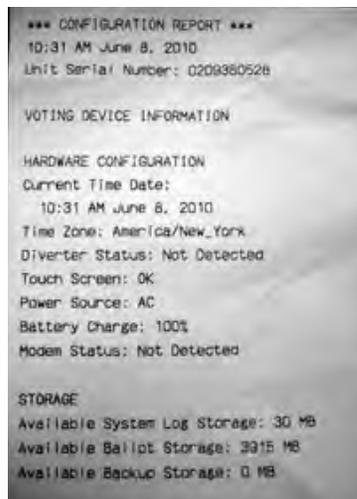
26. The screen will display the Poll Site name and address. Ensure that the information is correct by checking against the Scanner Police Envelope; if it is incorrect, call the Borough Office immediately

27. The screen will also display a check mark that will indicate that the Scanner is plugged in correctly (see picture below)

28. Touch the Green "OPEN POLL" button on the screen to open the polls (see picture below)

> • *The 'OPEN POLL' button should be pressed before 6:00AM to allow the necessary opening Reports Tapes to print.*
>
> • *The 'GO TO VOTING MODE' button should NOT be pressed until 6:00AM to allow voters to begin voting on the Scanner.*

29. The Zero Report Tape will print automatically. **Make sure all the vote totals are ZERO**. If the Zero Report Tape does not print or if the vote totals are not zero, do not use the Scanner and call the Borough Office immediately. Poll Watchers can request to view this report
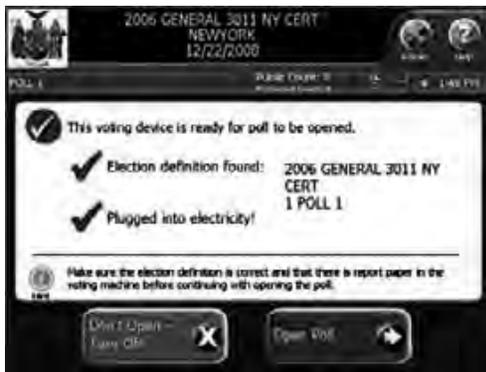

```
        ***ZERO TOTALS REPORT***
          5:30 AM November 2, 2009
      Unit Serial Number: 0209380623

2009 General Election
2009 General Election
1675 Q0149
Election Date: November 2, 2009
Poll Opened Date: November 2, 2009
Poll Opened Time: 5:30 AM
Poll Closed Date: No
Poll Closed Time: No
Public Count: 0

Poll Voting Report

Total Ballots: 0

WE, THE UNDERSIGNED, DO HEREBY
CERTIFY THAT ALL COUNTERS WERE
ZERO (0) WHEN THE POLLS OPENED AND
THAT THE ELECTION IS BEING HELD IN
ACCORDANCE WITH THE LAWS OF THE
STATE.

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _
```

> *Poll Watchers have a right to observe when the Zero Report Tapes are printed and when the Ballot Boxes are opened and verified to be empty.*

30. Both Scanner Inspectors sign the Zero Report Tape

31. Place the Zero Report Tape (including the Configuration Report Tape) in the Small Yellow Scanner Pouch

32. Place the Small Yellow Scanner Pouch on the open flap of the power cord compartment at the back of the Scanner

33. **At 6:00 AM**, touch the Green "GO TO VOTING MODE" button on the touch screen to begin using the Scanner

34. The "Welcome, Insert Ballot" message should appear on the touch screen and system is ready for voting

---

DO NOT INSERT ANY TEST BALLOTS INTO THE SCANNER.

---

35. Verify the PUBLIC COUNT and PROTECTED COUNT (for opening of polls) displayed on the Scanner screen. Make sure the PUBLIC COUNT is **ZERO**

36. Enter the PUBLIC COUNT and PROTECTED COUNT (for opening of polls) displayed on the Scanner screen in Public/Protected Count Work Sheet in the Scanner Booklet (see below)

37. Setup the "Wait here for Scanner" sign 5 feet in front of the Scanner Area based on the Poll Site Schematic (Floor Plan). Use the "Wait Here for Scanner Sign – Setup Steps" laminated card provided in the black bag to assemble the sign

Public/Protected Count Work Sheet

Date of the Election ___*Sept 5 2009*___   Scanner Letter ___*A*___

Opening

Opening Public Count Number _____*0*_____

Opening Protected Count Number _____*0*_____

Closing

Closing Public Count Number _____

Closing Protected Count Number _____

38. Display the Step 3 (Scanner) Sign near the Scanners on the wall

39. Confirm the Scanner letter sign is placed on the front of the Scanner in the sleeve

40. Sign the Timesheet in the Forms Booklet at one of the ED/AD Tables for the morning

If your Scanner screen has not loaded, ensure the power cord is attached to the Scanner and is plugged into a working outlet. If you still cannot resolve this issue, immediately call the emergency number on the Scanner.

INSPECTOR – SCANNER – SERVING THE VOTER

1. Direct the first voter in line to an available Scanner

2. Collect the Voter Card from the voter and hold
    on to it until the voter casts their Ballot

3. Direct the voter to put the Ballot in the
    Scanner. Instruct the voter:

    ☐ DO NOT FOLD THE BALLOT

    ☐ Ballot can be fed into the Scanner in any direction

    ☐ Do NOT insert the Privacy Sleeve into the Scanner
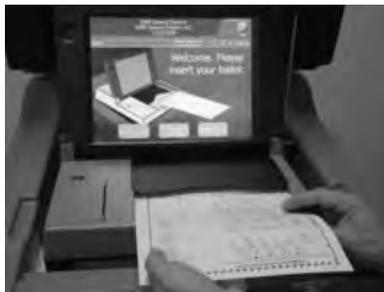
4. Circle the Scanner letter on the Voter Card after the voter casts their Ballot and ensure the
    PUBLIC COUNT on the Scanner screen has increased by 1

VOTER CARD
Registered Voter

ED _22___   AD _2____   DATE _9/10/2008_

Voter's Name: _Theodore Roberts___   Voter # _122_

Stub#1 _55_____   Stub#2 _____   Stub#3 _____

*After all 3 stub lines are used, Voter **must** get a **court order** for another Ballot.

⬇**This Section to be used by the Scanner Inspector Only** ⬇

Letter of Scanner Used
(Circle One)

A Ⓑ C   D   E   F   G   H   I   J

Check this box if this is an **Emergency** Ballot ☐
BOARD OF ELECTIONS IN THE CITY OF NEW YORK

---

*Voter Card
Envelope*

5. Place the Voter Card in the Voter Card Envelope attached
    to the back of the Scanner

6. Collect the Privacy Sleeves from the voters and return them periodically to the ED/AD Tables
    throughout the day

7. Please remain near the Scanner, but ensure that the voters have privacy when they are
    scanning their Ballot

8. **In an Emergency Break Down situation (all Scanners at the Poll Site are not
    working):**

    ☐ Cut the Yellow seal on the Emergency Ballot Box at Scanner A, put the metal flap down
       and reseal the Emergency Ballot Box Door with a Yellow Plastic Numbered Seal and
       verify the seal number on the Seals Report provided in the Scanner Police Envelope

    ☐ Direct voters to cast their Ballot in the Emergency Ballot Box at Scanner A and place the
       Voter Card in the Voter Card Envelope attached to the back of Scanner A

9. During the day, if a voter abandons a Ballot and Voter Card near the Scanner, put the
    abandoned Ballot into the Emergency Ballot Box on Scanner A and place the voter's Voter
    Card in the Voter Card Envelope attached to the back of Scanner A

- **Do NOT allow the voter to scan their Ballot if they do not present a Voter Card.**
- **Ensure that Affidavit voters do not attempt to scan their Affidavit Ballot at the Scanner.**

A Scanner Inspector may approach a voter after 3 minutes at the Scanner to offer assistance.

WARNING – DO NOT LOOK AT OR HANDLE VOTER'S BALLOT UNLESS VOTER REQUESTS ASSISTANCE

INSPECTOR – SCANNER – SPECIAL SITUATIONS

As you serve voters, you may encounter Special Situations that require you to follow different steps than the ones outlined above so that the voter can vote.

If you encounter one of these Special Situations, be sure to follow the steps below:

If a voter needs assistance with Scanner messages, see the situations below:

INSPECTOR – SCANNER – SPECIAL SITUATION #1

If The Scanner Displays A Message "Your Ballot Is Blank"

1. Inform the voter, the Ballot can be cast "as is" and will be counted as marked by the voter

2. Voter may choose to re-review the Ballot, eject the Ballot and go back to the Privacy Booth or BMD to mark their choices
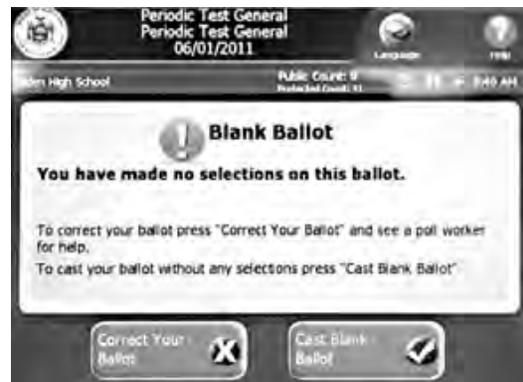
If the voter or poll worker accidentally presses <u>Cast Blank Ballot</u> instead of <u>Correct your Ballot</u> when prompted with this warning, the voter would need to seek a Court Order to vote again.

INSPECTOR – SCANNER – SPECIAL SITUATION #2

If The Scanner Displays
An Over Vote Message

1. Tell the voter "you have selected a greater number of candidates than vacancies to be filled. If you choose to cast your Ballot, your Ballot will be void for the public office or party position listed"

2. Voter may choose to either cast or return the Ballot

3. If the voter chooses to void the Ballot, write "VOID" across the back of the Ballot and fold it

4. Give the voter back their Voter Card and direct them back to the ED/AD Table with their Void Ballot to be exchanged for a new Ballot
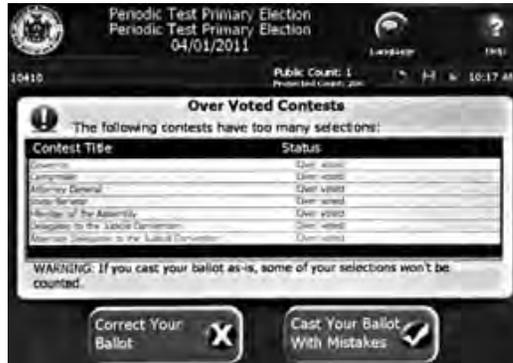
> *If the voter or poll worker accidentally presses* <u>*Cast Your Ballot With Mistakes*</u> *instead of* <u>*Correct your Ballot*</u> *when prompted with this warning, the voter would need to seek a Court Order to vote again.*

INSPECTOR – SCANNER – SPECIAL SITUATION #3

If The Voter Wants To Change His or Her Choice On The Ballot

1. Write "VOID" on the back of the Ballot and fold it

2. Give the voter back their Voter Card and direct him or her back to the ED/AD Table with his or her Void Ballot to be exchanged for a new Ballot

INSPECTOR – SCANNER – SPECIAL SITUATION #4

If Scanner(s) Stop Working

1. If a Scanner stops working:

   ☐ Direct the voter to the next available working Scanner

   ☐ Call the emergency number on the Scanner to report the problem

2. If ALL Scanners stop working:

   ☐ Call the emergency number on the Scanner to report the problem

   ☐ Notify the ED/AD Tables of the Scanner break down

   ☐ Cut the Yellow seal on the Emergency Ballot Box at Scanner A

   ☐ Put the metal flap down

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☐ Reseal the Emergency Ballot Box Door with a Yellow Plastic Numbered Seal (find the seal that matches in the Scanner Police Envelope) and verify the seal number on the Seals Report provided in the Scanner Police Envelope

☐ Direct all voters to cast their Ballot in the Emergency Ballot Box at Scanner A. If the Emergency Ballot Box at Scanner A becomes full, open the Emergency Ballot Box at Scanner B (following the same procedures)

☐ Process the voters at Scanner A using Emergency procedures:

✔ Check the checkbox for Emergency Ballot on the Voter Card, if it is not already done

✔ Have the voters put their marked Ballot in the Emergency Ballot Box on the Scanner

✔ Place the Voter Card in the Voter Card Envelope attached to the back of the Scanner

INSPECTOR – SCANNER – SPECIAL SITUATION #5

If A Voter's Ballot Cannot Be Scanned And Voter Refuses To Remake A Ballot

1. Direct the voter to cast their Ballot in the Emergency Ballot Box at Scanner A

2. Process the voter at Scanner A using Emergency procedures:

☐ Check the checkbox for Emergency Ballot on the Voter Card

☐ Have the voters put his or her marked Ballot in the Emergency Ballot Box on the Scanner

INSPECTOR – SCANNER – SPECIAL SITUATION #6

If The Voter Does Not Present A Voter Card

1. Direct the voter back to the Privacy Booth area to search for their Voter Card

2. If they cannot find their Voter Card, direct them back to the ED/AD Table for further instructions

Do not allow a voter to vote without a Voter Card

INSPECTOR – SCANNER – SPECIAL SITUATION #7

If The Scanner Says "Not Plugged Into Electricity" Or Shows A Battery Icon

1. Check all of your power cords

2. Start from the back of the Scanner and make sure every connection is secure including the transformer and any extension cords

3. If any extension cords have been used, ensure they are plugged in properly

4. If you are still having a problem, check to see the outlet is working by plugging in a different electrical device. If the outlet is not working, use a different outlet

5. Call the Borough Office if the issue remains unresolved
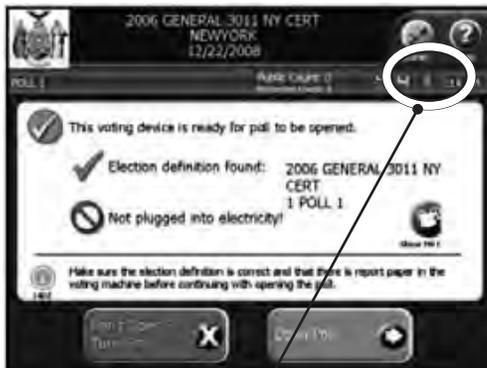
*The battery status indicator appears next to the time.
A "Not Plugged into Electricity" message appears if the power is not connected.*

INSPECTOR – SCANNER – SPECIAL SITUATION #8

If The Reports Are Printing, But No Text Is Visible On The Paper Or The Paper Is Not Moving

1. The Paper Roll has been inserted incorrectly

2. Below are the instructions for replacing the Paper Roll:

☐ Take your black barrel key and open the Access Door

☐ Click the Blue Latch to lift up the Paper Compartment Door

☐ Remove the Paper Roll

☐ Re-insert the Paper Roll (shiny side down)

☐ Close the Paper Compartment Door

☐ Close the Access Door and turn the key to re-lock

☐ Go to "Report Options" and reprint the Report that has not been printed (Zero Report Tape at Opening or Results Report Tape at Closing)

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INSPECTOR – SCANNER – SPECIAL SITUATION #9

If The Scanner Does Not Automatically Power Up After the LCD Screen Is Opened (DO NOT POWER UP THE SCANNER WITH THE POWER BUTTON)

1. First close the LCD screen into the down position

2. Check all of the power connections at the back of the Scanner, including the extension cord and the wall power outlet

3. If a power connection is established to the Scanner a beeping sound will be heard

4. Re-open the LCD screen and wait approximately 30 seconds for the Scanner to power on

5. If the Scanner does not power on, attempt to find a different power source. DO NOT PUSH THE POWER BUTTON

6. If the Scanner still does not power on call the Borough Office immediately and direct the voters to an available working Scanner

7. If none of the Scanners are working in your Poll Site, refer to the Emergency Ballot Procedures in your Poll Worker Manual

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ⓘ • *For additional Scanner troubleshooting support, please refer to the "Additional Scanner Troubleshooting" section in the Appendix.*

  • *If any other problems occur or you are unsure of what you should do, call the emergency number located on the top of the Scanner*

INSPECTOR – SCANNER – CLOSING THE POLLS

1. Read and follow any special instructions in the Special Instruction Envelope (which is delivered in the Scanner Police Envelope)

2. At each Scanner, cut the Yellow Plastic Numbered seal on the Emergency Ballot Box and remove the Ballots

3. Reseal the Emergency Ballot Box Door with a Red Plastic Numbered Seal (find the seal that matches in the Scanner Police Envelope) and verify the seal number on the Seals Report provided in the Scanner Police Envelope

4. **If your Scanner had any Emergency Ballots, please follow the procedures at the end of this section (Page 138) before completing the steps below**

5. Rubberband Voter Cards by ED and hand them over to the appropriate ED/AD Table Inspectors

BOARD OF ELECTIONS IN THE CITY OF NEW YORK PRINTED AS OF: 6/13/2011 1:38:38PM		SEAL PACK REPORT General Election 2010 - 11/02/2010 RH		TENTATIVE SUBJECT TO CHANGE	

Scanner Seal Pack ID: 6500, Assigned To: RH0115

Location	Type	Color	When Used	Number	Insp Init
Ballot Box Door	Plastic	Green	Going Out	1719252	_____
Ballot Box Door	Plastic	Yellow	During Day	1745001	_____
Ballot Box Door	Plastic	Red	Coming Back	2842004	_____
Emergency Ballot Box Door	Plastic	Red	Coming Back	2842003	_____
Emergency Ballot Box Door	Plastic	Yellow	During Day	1745010	_____
Emergency Ballot Box Door	Plastic	Green	Going Out	1719271	_____
Top Lid	Plastic	Green	Going Out	1719251	_____
Top Lid	Plastic	Red	Coming Back	2842002	_____
Release Lock	Wire	Red	Permanent	058729	_____
Screen	Paper Label	Green	Going Out	01808928	_____
Backup PMD	Wire	Red		ty19357	_____
Backup Door	Paper Label	Red	Permanent	01942414	_____
Ballot Bin Liner Case	Plastic	Red	Coming Back	2842001	_____
Small Yellow Scanner Pouch	Tab Insert	Yellow	Coming Back	090741	_____

Seal Count: 14

Inspector: _____ Date: _____

Inspector: _____ Date: _____

6. In order to close the polls on the Scanner:

☐ Use the black barrel key to unlock the Access Door on the Scanner

☐ There are two buttons, the CLOSE POLL button and the POWER button

CLOSE POLL Button

PMD (Portable Memory Device)
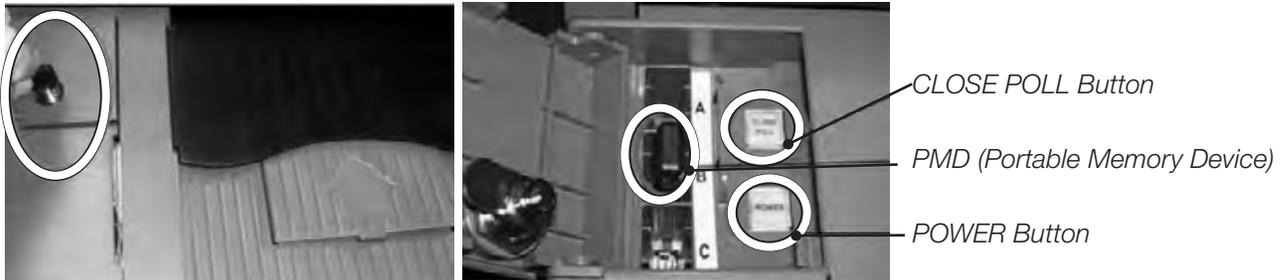
POWER Button

☐ Press and hold down the CLOSE POLL button, located above the POWER button

✓ The CLOSE POLL button will turn red when you first press it. Hold the button until the red light turns off

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 WARNING—Do NOT press the POWER button

☐ The following screen will appear:
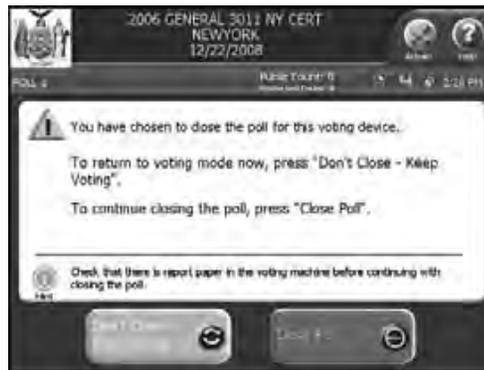
☐ On the screen, press the CLOSE POLL button (Red button)

□ The following screen will appear. The Scanner will begin to print out three (3) copies of the Results Report Tape:

✓ First copy to be posted on the wall for Poll Watchers [At the end of the night, this copy will be taken down and be placed in the Scanner Police Envelope]

✓ Second copy to be transported with the PMD (Portable Memory Device) in the Small Yellow Scanner Pouch

✓ Last to be cut for each ED and given to the Inspectors at the ED/AD Table

7. Label **all** copies of the Results Report Tape with the Scanner letter

8. Both Scanner Inspectors sign **all** copies of the Results Report Tape

9. Post the first copy of the Results Report Tape on the wall for Poll Watchers

10. Put the second copy of the Results Report Tape in the Small Yellow Scanner Pouch

11. Hang the "Do Not Tamper" Sign on the wall next to the posted Results Report Tapes

12. Take the third copy of the Results Report Tape and cut it for each ED

13. Write the Scanner letter and serial number on each cut section of the Results Report Tape per ED. Ensure that you DO NOT write over any information on the Report

14. Give the appropriate ED section of the Results Report Tape to the Inspectors at the ED/AD Table

15. Enter the PUBLIC COUNT and PROTECTED COUNT (for closing of polls) displayed on the Scanner screen in Public/Protected Count Work Sheet in the Scanner Booklet

16. When the Scanner has finished printing **all** the Results Report Tapes, the following screen will appear:
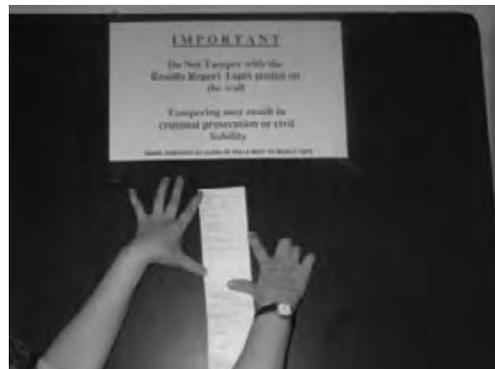
Press Finished – Turn Off (Red button)

17. The Scanner will begin power down. It takes a few seconds for the Scanner to power down/turn off. The POWER button will stay lit until the Scanner is completely turned off

Public/Protected Count Work Sheet

Date of the Election   Sept 5 2009   Scanner Letter   A

Opening

Opening Public Count Number   0

Opening Protected Count Number   0

Closing

Closing Public Count Number   452

Closing Protected Count Number   452

133
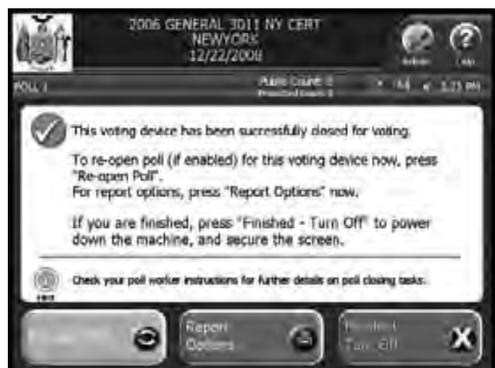
18. Once the light on the POWER button goes out, remove the PMD from the Access Door

19. Place PMD in a zip lock bag, seal the bag with a paper seal (from the white paper seal pad) and sign the paper seal (both Scanner Inspectors sign the paper seal)

20. Put the zip lock bag (containing the PMD) into the Small Yellow Scanner Pouch with the items listed below:

☐ One complete Zero Report Tape from Scanner

☐ One signed Results Report Tape from Scanner

✋ ***WARNING—DO NOT remove the PMD until the POWER button light is off, otherwise the PMD may become damaged***

---

21. Provide the Small Yellow Scanner Pouch and the two-prong Yellow Plastic Numbered seal (from the Scanner Police Envelope) to the Coordinator

22. **Inspectors at Scanner A Only:** Remove the other two-prong Yellow Plastic Numbered seal from the Scanner Police Envelope (for Scanner A). Hand this two-prong Yellow Plastic Numbered seal to the Coordinator. The Coordinator will use this seal to seal the Large Scanner Voting Records Bag

23. Wait briefly while the Coordinator verifies the contents of the pouch (Coordinator will write seal numbers on the Election Night PMD Return Form and seal the pouch) and then return to the Scanners to continue with closing

24. At each Scanner, cut the Ballot Box Door seal (Yellow Plastic Numbered Seal) and unlock the Ballot Box with the silver key

25. Perform the following steps to remove the Ballot Bin Liner Case:

ⓘ • ***The Ballot Bin Liner Case must be closed and locked before it is removed from the Ballot Box to prevent the Ballots from falling out.***

• ***The Scanner silver key is used to lock the Ballot Bin Liner Case.***

☐ Start closing the Ballot Bin Liner Case by closing the lid on the right side first, then close the left side

☐ Once both lids are closed and while the Ballot Bin Liner Case is still inside the Ballot Box, lock the Top Front Lock

☐ Using the Strap Handle on the Ballot Bin Liner Case, pull the Bin out enough to leave the back of the Bin still in the Ballot Box

CAUTION:

✓ **Do not pull the Ballot Bin Liner Case out completely as this will drop the back of the Bin onto the ground. This action could result in cracking and/or breaking the back wheels**

✓ **Do not lift up the Retractable Handle as this could result in bending of the Handle to where it would not retract correctly**

☐ Once the back of the Ballot Bin Liner Case is visible, lock the Top Back Lock

☐ After both locks have been locked, lift the Ballot Bin Liner Case out of the Ballot Box by holding the Strap Handle and the edge on the back of the Bin

☐ While holding the Strap Handle, tilt the Ballot Bin Liner Case back slightly so that the Retractable Handle can be lifted up

☐ Seal the Ballot Bin Liner Case with a Red Plastic Numbered Seal (find the seal that matches in the Scanner Police Envelope) and verify the seal number on the Seals Report provided in the Scanner Police Envelope

26. Hand the sealed Ballot Bin Liner Case to the Police Officer/Peace Officer and have him or her sign the Scanner Inspector's Receipt in the Scanner Booklet

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SCANNER INSPECTOR'S RECEIPT *(Coordinator/Chairperson & Police Officer sign this receipt)*

Date of Election: _____ Scanner #: _____ Scanner letter: _____

Poll Site Address: _____

INSTRUCTIONS

1. FILL IN the information above.

2. The **Coordinator/Chairperson** signs this receipt after getting the following items from the Scanner Inspector:

    [ ] Small Yellow Scanner Pouch
          1 Sealed PMD (in a signed Zip Lock Bag)
          1 Signed Configuration & Zero Report Tape
          1 Signed Results Report Tape

    [ ] Completed Scanner Booklet

    Signature of **Coordinator/Chairperson**: _____

    Poll Worker ID Number: _____

3. The **Police Officer** signs this receipt after getting the following items from the Scanner Inspector:

    [ ] Ballot Bin Liner Case

    Signature of **Police Officer**: _____

    Shield Number: _____ Precinct: _____

4. The Scanner Inspector keeps this receipt as proof of delivery of these items.

    DETACH ONLY THIS PAGE FROM THE SCANNER BOOKLET AND KEEP IT FOR RECORDS. THE REST OF THE SCANNER BOOKLET GOES TO THE COORDINATOR/CHAIRPERSON.

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27. Close the Scanner LCD Screen and lock the screen with the black barrel key

28. Close the Scanner lid, latch and lock the lid

29. Seal the Top Lid of the Scanner with a Red Plastic Numbered Seal (find the seal that matches in the Scanner Police Envelope) and verify the seal number on the Seals Report provided in the Scanner Police Envelope

30. Verify that the Ballot Box is empty, lock the Ballot Box and seal it with a Red Plastic Numbered Seal (find the seal that matches in the Scanner Police Envelope) and verify the seal number on the Seals Report provided in the Scanner Police Envelope

31. Sign the Seals Report and place the Seals Report back in the Scanner Police Envelope

32. Place the Scanner Keys in the Scanner Key Envelope and place the Scanner Key Envelope into the Scanner Police Envelope

33. Take down the first copy of the Results Report Tape from the wall and place it in the Scanner Police Envelope

34. Provide the Scanner Police Envelope to the Coordinator

35. Sign the Certification (back of Scanner Booklet) and then ensure that the Coordinator signs the Scanner Inspector's receipt at the back of the Scanner Booklet

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SCANNER INSPECTOR'S RECEIPT *(Coordinator/Chairperson & Police Officer sign this receipt)*

Date of Election: _____ Scanner #: _____ Scanner letter: _____

Poll Site Address: _____

INSTRUCTIONS

1. FILL IN the information above.

2. The **Coordinator/Chairperson** signs this receipt after getting the following items from the Scanner Inspector:

     [ ] Small Yellow Scanner Pouch
         1 Sealed PMD (in a signed Zip Lock Bag)
         1 Signed Configuration & Zero Report Tape
         1 Signed Results Report Tape

     [ ] Completed Scanner Booklet

Signature of **Coordinator/Chairperson**: _____

Poll Worker ID Number: _____

3. The **Police Officer** signs this receipt after getting the following items from the Scanner Inspector:

     [ ] Ballot Bin Liner Case

Signature of **Police Officer**: _____

Shield Number: _____ Precinct: _____

4. The Scanner Inspector keeps this receipt as proof of delivery of these items.

     DETACH ONLY THIS PAGE FROM THE SCANNER BOOKLET AND KEEP IT FOR RECORDS. THE REST OF THE SCANNER BOOKLET GOES TO THE COORDINATOR/CHAIRPERSON.

---

36. Repack your Scanner supplies and return them to the ED Supply Cart at the lowest ED of the lowest AD:

☐ Scanner Bag:

    ✓ 1 Step 3 (Scanner) Sign

    ✓ 2 Pens

    ✓ Rubber Bands (if any remain)

    ✓ 2 Plastic Badge Holders

    ✓ 1 Scanner Seal Quick Reference Guide Laminated Card

☐ Wait Here for Scanner Sign(s) (disassemble and repack in black canvas bag)

☐ Scanner Privacy Screens (2 for each Scanner)

☐ Extension Cord(s) for Scanners

☐ Do Not Tamper Sign

37. Report to your assigned ED/AD Table to assist with the reconciliation and closing

38. Sign your Timesheet before you leave

INSPECTOR – SCANNER – CLOSING WITH EMERGENCY BALLOTS

E1. During an Emergency Break Down situation since all voters have been directed to Scanner A, the following steps should be performed by the Inspectors at Scanner A:

☐ Sort the Emergency Ballots by ED, count them and write the number on the Scanner Emergency Ballot Reconciliation Sheet in the Scanner Booklet

☐ Remove the Voter Cards from Voter Card Envelope (taped to the back of the Scanner), separate the Cards by ED and write the number on the Scanner Emergency Ballot Reconciliation Sheet in the Scanner Booklet

☐ Separate the Voter Cards for each ED that have the Emergency Ballot checkbox marked and write the number Emergency Voter Cards on the Scanner Emergency Ballot Reconciliation Sheet in the Scanner Booklet

Scanner Emergency Ballot Reconciliation Sheet

Date of the Election: _____ Scanner # _____ Scanner Letter _____

ED/AD	Number of Ballots in Emergency Ballot Box	Total Number of Voter Cards	Number of Emergency Voter Cards	Does Col #2 match Col #4? (Yes or No)	Number of Excess Ballots Removed
#1	#2	#3	#4	#5	#6

☐ For each ED, count and verify the total number of Emergency Ballots in the Emergency Ballot Box matches the total number of Emergency Voter Cards

✓ If these numbers do not match, recount your Emergency Ballots and Voter Cards for verification

✓ If there is an excess number of Emergency Ballots, place all Emergency Ballots face down (DO NOT UNFOLD ANY BALLOTS IF THEY ARE FOLDED)

✓ Mix the Ballots thoroughly and one of the Inspectors shall (with his or her back to the Ballots) publicly remove the number of excess Ballots

✓ Write the Scanner Letter and the word 'EXCESS' on the back of each excess Ballot

✓ Rubberband the excess Ballots for each ED and hand them over to the appropriate ED/AD Table Inspectors

E2. Scan the Emergency Ballots removed from the Emergency Ballot Box (excluding the excess Ballots) into the Scanner

E3. If any message appears while scanning, reject the Emergency Ballot (These Ballots are the Unscannable Emergency Ballots)

E4. Write the Scanner letter on the back of the Unscannable Emergency Ballot and put it aside until all Ballots are scanned

E5. Once all Ballots are scanned, sort the Unscannable Emergency Ballots by ED, rubberband them together by ED and hand them over to the appropriate ED/AD Table

E6. **Once completed with these steps go back to complete the rest of your Scanner closing steps continuing at Step #5 on page 131**

INSPECTOR – SCANNER – BROKEN SCANNER REPLACEMENT PROCEDURES

If a Scanner is broken, call the Emergency Breakdown Number (provided to you in the Scanner Police Envelope) and set the Scanner aside for the Technician

1. **Procedure for Replacing Broken Scanners with No Votes Cast:**

   ☐ In this case, a Technician will bring a new Scanner to the Poll Site so that voting can commence on this Scanner

   ☐ The broken Scanner is set aside and never used

2. **Procedure for Replacing Broken Scanners with Votes Already Cast:**

   ☐ In this case, a Technician will bring two Scanners to the Poll Site:

   1) A Replacement Scanner

   2) A Holding Scanner

   ☐ Replacement Scanner:

   ✓ In this case, a Technician will bring a new **Replacement Scanner** to the Poll Site so that voting can commence on this Scanner

   ✓ This replacement scanner will have its own Small Yellow Pouch, the Plastic Voter Card Envelope and Ballot Bin Liner Case

   ☐ Holding Scanner:

   ✓ A Technician will also bring a second Scanner to the Poll Site that will serve as a Holding Scanner only to be used to print the zero tape from the broken Scanner at the end of the night

   ✓ The PMD from broken Scanner will be placed inside the Holding Scanner

   ✓ Tech. will not move any items from the broken scanner to the Holding scanner. The Small Yellow Pouch, the Plastic Voter Card Envelope and the Ballot Bin Liner Case (with ballots inside) all remain with the broken Scanner

   ✓ ***The Holding Scanner is not used for voting for the rest of the day. The Holding scanner is only to be used to print the close of poll results tape at the end of the night***

   ✓ The Holding and the broken Scanners are set aside and voting does **NOT CONTINUE** on either machine for the rest of Election Day

   ✓ Voting will continue on the Replacement Scanner and any other working Scanners at the Poll Site

   ✓ If there are no other working Scanners at the Poll Site, the Emergency Ballots procedures will be followed as detailed in the Poll Worker's Manual

   ☐ At the end of the night to close polls on Holding Scanner:

   ✓ Print results tape from Holding Scanner

   ✓ Power down scanner

   ✓ Remove PMD from Holding Scanner and place in Small Yellow Voting Records Pouch from the Broken scanner

   ✓ Remove the Voter Cards from the Broken Scanner and take to the ED Table (normal closing procedures)

✓ Remove the Ballot Bin Liner Case from the broken Scanner. Lock and seal the Ballot Bin Liner Case and provide to the police officer

✓ The broken Scanner unit will be left at the Poll Site to be picked up by the truckers with the rest of the equipment

✓ Close all other Scanners at the poll site using regular procedures

3. **Reconciling Ballots for Broken Scanners:**

☐ At the end of the night, ED Inspectors should get the Voter Cards for their ED from the broken Scanner to account for the Ballots during canvas

Election Day Procedures by Role in the Poll Site

Inspector / Poll Clerk

Election Day Procedures by Role in the Poll Site
Inspector/Poll Clerk

The purpose of this section is to familiarize you with your job, and let you know what to expect on Election Day

INSPECTOR / POLL CLERK – OPENING THE POLLS

1. Arrive at the Poll Site no later than 5:00 AM on Election Day

2. Introduce yourself to your Coordinator or Chairperson and sign your Timesheet

3. Tear off your name tag from your Notice to Work and wear it

4. Assist with opening as directed by your Coordinator or Chairperson

INSPECTOR / POLL CLERK – GENERAL RESPONSIBILITIES

1. Familiarize yourself with the responsibilities of the Inspectors at each station

2. Provide assistance at any station as directed by your Coordinator or your Chairperson

3. Provide relief for Inspectors on meal breaks

4. Provide specific assistance to the Scanner Inspectors throughout the day by helping to collect the Privacy Sleeves from their station and return them periodically to the ED/AD Tables

INSPECTOR / POLL CLERK – CLOSING THE POLLS ON ELECTION DAY

1. Assist with closing as directed by your Coordinator or Chairperson

2. Check with your Coordinator or Chairperson before you leave for the day. Inspectors must remain at the Poll Site until the polls are closed and Election results have been recorded

3. Sign your Timesheet before you leave

Election Day Procedures by Role in the Poll Site
AD/Poll Site Monitor

Election Day Procedures by Role in the Poll Site
AD/Poll Site Monitor

The purpose of this section is to familiarize you with your job, and let you know what to expect on Election Day.

### AD/POLL SITE MONITOR – OPENING THE POLLS

1. Arrive at your Borough Office and pick up Cell Phone, Gaffer Tape and AD Monitor Team Package with your site assignments prior to Election Day (Pick up time is at Borough Office discretion)

2. Make sure your Election Day Car is packed with Poll Site Supplies. Go to your first assigned Poll Site

3. Introduce yourself to the Coordinator or Chairperson

AD/POLL SITE MONITOR – GENERAL RESPONSIBILITIES

1. Check signage, supplies, attendance and placement of ramps at the alternate entrance

2. Fill out a report for each Poll Site

3. Contact Borough Office for missing supplies or Poll Workers

4. Ensure Poll Site is properly setup according to the Poll Site Schematic (Floor Plan) and opened properly

5. Troubleshoot problems as directed by the Borough Office

6. Report any issues and resolutions back to the Borough Office

7. Use Gaffer Tape, if needed, to tape down any cords at the Scanner to prevent voters from tripping

8. Continue to visit each assigned Poll Site and repeat the above steps

9. Remind Coordinators and Inspectors that results for each candidate must be entered and totaled on the Return of Canvass

AD/POLL SITE MONITOR – CLOSING THE POLLS

1. Assist with closing at the Poll Site you select with Borough Office guidance

2. Report back to the Borough Office and return your Cell Phone, Gaffer Tape, completed Problem Report and Timesheet
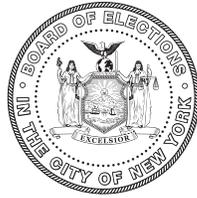
Poll Worker's Manual

Final Closing Steps – Did You...?

FINAL CLOSING STEPS – DID YOU...?

1. For ALL Poll Workers – ensure that you have signed the Time Sheet

2. For the Coordinator, Chairperson, and Scanner Inspectors – ensure that the Police Officer/ Peace Officer took the following items from the Poll Site:

☐ Yellow Large Scanner Voting Records Bag (One per Poll Site)

☐ Unused Ballot Return Bag(s) (One or two per Poll Site)

☐ Return Envelope (One per ED)

☐ Police Return of Canvass Envelope (One per Poll Site)

Police Return of Canvass Envelope
County: QUEENS
Date of Election: NOV. 2, 2010
Zone: 4
Police Pct. :
Poll Site HASNO#: 00055
List of EDs: 4/29, 6/29, 71/29
Poll Site Address: 20-90 170 St., Jamaica, NY
Coordinator/Chairperson Signature:
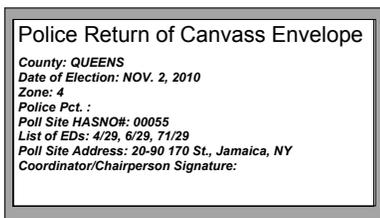
☐ Ballot Bin Liner Case (One per Scanner)

It is imperative that the Police Officer/Peace Officer takes these important items securely to the Police Precinct. Make sure you give all the items listed above to the Police Officer/Peace Officer before you leave the Poll Site.
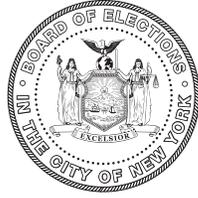
Poll Worker's Manual

Glossary

Glossary

This section contains the meaning of words that are found in the Poll Worker's Manual.

A

Accessibility	A poll site is accessible when all voters can enter the site, travel to the voting area and vote without obstacles.
Affidavit Ballot	Used when a voter's registration cannot be verified by the Voter Registration List. Voter signs a sworn statement that s/he is eligible to vote and votes on a paper ballot.
Affidavit Ballot Envelope	Envelope in which the Affidavit Ballot is placed. These are not opened at the poll site. They are returned to the Board of Elections where the voter's eligibility is checked.
Affidavit Ballot Instruction Card	A tent card listing the situations when an Affidavit Ballot should be given to a voter. Must be displayed on the table where voters can see it.
Alternate Accessible Entrance	At poll sites where there are obstacles to voters with disabilities at the main entrance. The alternate entrance either is already accessible or is made accessible by use of a ramp or other device.
Assembly District (AD)	Area represented by a member of the state Assembly. An AD is composed of numerous Election Districts (EDs).
Assistance Oath	A statement that is made by a voter that permits a person to assist a voter in marking their ballot.

B

Ballot Bin Liner Case	A blue plastic case with two flaps and a black handle that is located inside the Ballot Box of the Scanner to collect and securely store Ballots on Election Day.
Ballot Box	This compartment is located on the bottom front of the Scanner. Used to store the blue Ballot Bin Liner Case which securely stores the Ballots on Election Day.
Ballot Face Card	Large poster showing a sample ballot. The Ballot Face Card shows exactly what is on the ballot and must be hung up where voters can read it before they vote.
Ballot Marking Device (BMD)	Device used to mark paper ballots.

Ballot Proposals	Used during the General election only, these are samples of the many proposals that are on the ballot that can be given out to voters.
Ballot Transmittal Sheet	The sheet that comes with the Ballots to identify the number of ballots received per ED. It is filled in by the Inspectors to identify the number of used and unused ballots.
Blue Table Display	Cardboard table top display that contains many useful election day handouts. Should be displayed on the ED supply cart.
BMD Affidavit Stamp	This stamp is used to stamp the Ballot for BMD Affidavit Voters only. (See your Coordinator for the stamp)
BMD Ballot	Paper ballot for use with the BMD.
BMD Police Envelope	Envelope used to store supplies/keys needed for the BMD. Provided to the Inspectors by the Police Officer on Election Day.
BMD Poll Clerk	Poll Clerk responsible for assisting voters as needed with the BMD.
BMD Supply Bag	A supply bag found in the back of the BMD cart. All supplies used for the BMD will be placed in this bag.

C

Candidate	An individual who is running for public office or party position.
Certificate to Work	Certificate given to a standby worker who is sent to work at a poll site on Election Day.
Certification	A statement signed by the Inspectors verifying that various procedures have been followed.
Chairperson	The Inspector at each ED who is responsible for the smooth operation of that ED.
Chairperson's Receipt	Receipt signed by the Police Officer and given to the Chairperson after receiving all closing materials.
Challenge Oath	Statement signed by a voter who has been challenged, saying that s/he is eligible to vote. After signing the oath, the voter may vote using the scanner.

Challenge Report	Report in the back of the Voter Registration List where voter's names are written in who have voted by affidavit, court order and/or been challenged.
Commissioners' Program for Poll Worker Non-Compliance	A program adopted by the Board of Elections' Commissioners to ensure that policies and procedures are correctly followed by poll workers.
Configuration Report Tape	Report containing the Scanner settings, including the date, time, ED, AD, and Scanner serial number.
Coordinator	A poll worker who is responsible for the management and smooth operation of the poll site by supervising it and acting as the link between the poll workers and the Board of Elections.
Coordinator / Poll Site Supply Bag	Large bag containing supplies needed for the Poll Site and/or Coordinator. This bag is located in the ED Supply Cart at the lowest ED of the lowest AD.
Court Order	An order signed by a Supreme Court judge on Election Day allowing a voter to vote using the scanner.
Court Order Certificate	Certificate requesting a court order to allow a voter to vote on the voting machine when s/he would otherwise not be allowed to do so. Filled out by the Inspector and given by the voter to a Supreme Court judge.
Court Order Certificate Pad	A book of Court Order Certificates. This pad is found in each ED Supply Cart.

D

Door Clerk	The poll worker who ensures that the alternate accessible entrance to a poll site is accessible throughout the day. The Door Clerk may perform other duties to assist voters with disabilities, if needed.

E

ED Supply Bag	A supply bag found in the ED Supply Cart, located at each ED/AD Table containing supplies for the ED.
ED Supply Cart	A metal cart used to store Election Day supplies for each ED on Election Day.
ED Supply Cart Police Envelope	Envelope used to store supplies/keys needed for the ED Supply Cart. Provided to the Inspectors by the Police Officer on Election Day.

Election Day Team	The Poll Workers and Police Officer who work together at a poll site on Election Day.
Election District (ED)	The smallest political unit. Larger political units are composed of many Election Districts.
Election Security Code	The password used to open the polls on the Scanner (provided in the Police Envelope).
Electioneering	Electioneering includes distributing, wearing or carrying political literature, posters, banners or buttons or soliciting votes. Electioneering is prohibited in the polling place and for a 100-foot radius from the entrance to the polling place.
Emergency Ballot Box	First compartment located on the bottom of the Scanner. Used when the Scanner breaks down. During Emergency procedures, the Ballots are placed in this compartment by voters.
Emergency Ballot Procedures	Procedures Poll Workers should follow on Election Day (at opening, during the day and/or closing) when all of the Scanners at a Poll Site break down and they had Emergency Ballots at the Poll Site.
Enrolled Voter	A registered voter who has chosen to affiliate with a particular political party. An enrolled voter may vote in the primary elections of the party in which s/he is enrolled.
Excess Ballot	Extra Ballots that are left over at the end of the counting of Ballots during the Emergency Ballot Procedures.
Excess Ballot Envelope	Envelope used to store the Excess Ballots when performing closing procedures.

F
Forms Booklet	A booklet containing all of the forms each ED will need to complete on Election Day. It will be shrink-wrapped with the Poll Worker's Manual and found in the ED Supply Bag.

G
General Election	An election held to elect individuals to public office. Any registered voter may vote in a General Election. (See "Registered Voter" and "Primary Election")
Grey Transport Bag	A grey, plastic-sealed bag containing the Voter Registration List.

151

H

HAVA
Help America Vote Act.

How To Mark a Ballot Flyer
A flyer showing how to correctly fill out a paper ballot. Must be (marigold) given to every voter who votes on a paper ballot.

I

I.D. Requirements
Must be shown by voters who register by mail and have not provided I.D. prior to appearing to vote for the first time.

Information Clerk
Uses the Street finder and Poll Site List to direct voters to their correct ED/AD and poll site.

Inspector – ED/AD Table
The poll workers at each ED who are responsible for the operation of the ED.

Inspector – Privacy Booths / Ballot Marking Device (BMD)
Directs voters to the Privacy Booths and BMD and assists voters in this area during the day if necessary.

Inspector – Relief
Relieves any Poll Worker at other stations in the Poll Site for breaks or as directed by the Coordinator.

Inspector – Scanner
Ensures the Scanners are set up as per the Poll Site Schematic (Floor Plan), along with other Scanner supplies, signs and accessories

Interpreter
Assists non-English speaking voters by translating information provided by other poll workers, instructing the voter in using the voting machine and translating the ballot. The federal Voting Rights Act mandates interpreters in Spanish, Chinese and Korean. The Board of Elections Commissioners may authorize interpreters in other languages where needed.

Interpreter Journal
A document used by Interpreters to record how many voters he/she assisted during the Election Day and any problems that may have occurred.

L

Large "A" Envelope
Large red and white envelope that the sealed individual affidavit envelopes are put into at closing.

M

Marigold flyer
See "How to Mark a Ballot Flyer"

Media Representative
A reporter, photographer, cameraman, etc. from a newspaper, radio or television station.

N

No Electioneering Sign — A sign to be posted 100 feet from the entrance to the Poll Site prohibiting electioneering between there and the entrance.

Notice to Voters Flyer — Given to the voter in addition to the Affidavit Ballot and the Affidavit Ballot Envelope.

Notice to Work — Contain specific assignment for the Poll Worker on Election Day.

NYS Voter Bill of Rights Sign — A sign which details the rights that a person is entitled to as a register voter.

O

Over Vote — If a Voter chooses a greater number of candidates than is indicated for selection on the ballot, the Scanner displays an Over Vote message on the screen.

P

Police Officer/Peace Officer — The main function of the Police Officer is to maintain law and order at the poll site, taking direction from the Coordinator or Inspectors.

Police Officer Receipt — Receipt that is signed by Police Officer stating that he/she has received all election materials at the close of the polls.

Police Poll Site Envelope — Envelope delivered by the Police Officer in the morning to the Poll Site containing all of the equipment, Police Envelopes for the ED Supply Cart(s), BMD(s) and Scanner(s).

Poll Clerk Privacy Booth / Ballot Marketing Device (BDM) — Directs voters to the Privacy Booths and BMD and assists voters in this area during the day if necessary.

Poll Clerk Relief — Relieves any Poll Worker at other stations in the Poll Site for breaks or as directed by the Coordinator.

Poll Clerk Scanner — Ensures the Scanners are set up as per the Poll Site Schematic (Floor Plan), along with other Scanner supplies, signs and accessories.

Poll Site — A building or other location where one or more EDs are located and where elections are held.

Poll Site List — A directory of EDs in a borough, grouped by AD. It shows the name and address of the Poll Ste for each ED/AD.

Poll Site Schematic (Floor Plan)	A diagram showing how the voting systems and equipment are to be set-up in the polling area and contains instructions and requirements for the making sure the site is accessible to all voters.
Poll Watcher	A representative of a candidate, political party or independent group who observes the election to make sure it is conducted fairly and impartially. See Poll Watcher's Guide.
Poll Watcher's Guide	A flyer explaining the responsibilities and rights of Poll Watchers. Each ED has a supply of these and a copy must be given to each Poll Watcher.
Polling Area	A designated area in the Poll Site containing the Scanners, BMD, tables and chairs for each ED.
Portable Memory Device (PMD)	Flash drive that is placed inside of the Scanner. Used to store Election information and results.
Primary Election	An election held by a political party to choose its candidates for the General Election and elect individuals to party positions. Only registered voters who are enrolled in the party may vote in this election. (See Enrolled Voter.)
Privacy Booth	Metal booths that are used by the voter to ensure privacy while filling out their ballot. Accessible privacy booths are also available at the Poll Sites.
Privacy Screen	Black shields placed on each side of the Scanner screen to ensure voter privacy while at the Scanner.
Privacy Sleeve	Manila folder use to place the voter's ballot in to help ensure voter privacy while in the Poll Site.
Protected Count	Located on the LCD screen of the Scanner, this counter shows the total number of votes that have been cast on the Scanner since it was first used.
Public Count	Located on the LCD screen of the Scanner, this counter shows the total number of votes that have been cast on the Scanner in a particular election.

R

Referral Slip	A form filled out by any Poll Worker who sends a voter to a different Poll Site.
Registered Voter	A person who is entitled to vote because s/he has filed a registration form with the Board of Elections.

Results Report Tape	A paper report printed during the closing of the }Scanner that details the Election results from that particular Scanner.
Return of Canvass	Sheet on which tallies are recorded at the end of the day. In a Primary Election you will have to write in the names of the candidates. In a General Election the names will be pre-printed on the sheet.

S

Scannable Paper Ballot	Paper ballots used by voters to mark the candidates they wish to vote for. Voters can use the privacy booth or BMD to mark this ballot.
Scanner	Voting system used to record and tally the votes.
Scanner Booklet	A booklet containing all of the forms each Scanner Inspector team will need to complete on Election Day. It will be provided in the Scanner Supply Bag.
Scanner Supply Bag	Supplies used for the Scanner will be placed in this bag. This bag is found in the ED Supply Cart at the lowest ED of the lowest AD.
Scanner Police Envelope	Envelope used to store supplies/keys needed for the Scanner. Provided to the Inspectors by the Police Officer on Election Day.
Service Animal	Service animals are used by individuals with disabilities to perform certain functions and tasks. A type of service animal you may be familiar with is the seeing eye dog, but other animals may also be used.
Smaller Party	A political party other than the Democratic or Republican Party. Also commonly referred to as Third Party. Because of the small number of individuals who vote in the primary elections of these parties, special procedures have been developed to protect their privacy.
Special Ballot	Ballot for inspectors so that they may vote without having to return to their home Poll Site.
Special Ballot Application	Purple and white application that the inspector fills out prior to the election when s/he will not be able to return to their his or her Poll Site to vote

Special Ballot Envelope	Purple and white envelope that inspectors place their Special Ballot into at closing
Special Instructions	Found in the Police Envelope. Contains any last minute changes in procedure or other important notices for Poll Workers.
Standby Poll Worker	A Poll Worker who does not have a specific assignment for Election Day. On the morning of Election Day, the borough office sends the worker to a site to fill in where an assigned worker has not reported to work.
Street Finder	A directory of every address in a borough showing the political subdivisions (ED, AD, CD, etc.) to which each address belongs. It is ordered first by street name and then lists each house number on that street in odd and even groups.
Street Locator	A list of Addresses broken up by the assigned ED/AD table located in the Grey Transport Bag.
Stub Number	Number used to kept track of the number of ballots used during the day. This number may differ from the Voter Number.
Summary Guide	A quick reference (visual aid) manual used as part of Poll Worker Training.
Supply Cart	Cart where your Election Day supplies are found, 1 per ED.

T

Tally	A record of votes cast.
Time Sheet	The sheet on which you record your attendance. The time sheet will be found in your Forms Booklet.

U

Unused Ballot Return Bag	Extra large blue bag on wheels that is used at the end of the night to store and transport the unused Ballots along with the Ballot Transmittal Sheet. This bag is found in the ED Supply Cart of the lowest ED of the lowest AD.
Used Stub Envelope	Envelope for returning the used Ballot Stubs and partially used Ballot Books to the Board of Elections.
Used Voter Card Envelope	Envelope for returning used Voter Cards to the Board of Elections.

V

Valid Emergency Ballot Envelope

Envelope used to return Unscannable ballots cast that could not be scanned at the end of the night.

Void Paper Ballot

A paper ballot on which a voter has made a mistake.

Void Ballot Envelope

Envelope used to return Void Paper Ballots to the Board of Elections.

Vote Here Sign

A sign placed at the entrance to the Poll Site telling voters that voting is conducted there.

Voter Card

Card filled out for each voter before s/he votes. It has the voter's name, ED and AD numbers, date of the election, Scanner, etc. These cards are color coded per party in Primary Election.

Voter Number

Number used to keep track of how many voters have signed the Voter Registration List and cast their ballot at the Scanners

Voter Record

Section in the Voter Registration List containing identifying information for each voter, the signature and a place for the voter to sign the record.

Voter Registration List

Contains each eligible voter in an ED with identifying information and shows each voter's signature. There is space for the voter to sign and for the Inspector to make various required entries.

Voter Rights Flyer

A flyer explaining various rights the voter has in different situations. A copy of this flyer and marigold flyer must be given to every voter who votes on an Affidavit ballot. It is available in the Blue Table Display.

Voting Rights Act

A federal law that makes it illegal to discriminate against voters or candidates on the basis of race, color or language. The act also provides for language assistance to ensure that voters who do not speak English can vote. Federal Observers may visit polling places to make sure this law is being followed.

W

Wait Here for Scanner Sign

Black plastic pole with white sign attached to it that indicates where the line begins for the voters waiting for an available Scanners. This sign is stored in the ED Supply Cart of the lowest ED of the lowest AD in a black bag.

Wait Here for Scanner Sign Setup Steps Card	Laminated card that shows the steps on how the "WAIT HERE FOR SCANNER" sign should be assembled.
Poll Watcher's Certificate	A certificate that is given by the candidate which permits a designated person to monitor the Election Day process within that ED.
Work Sheet "A" (ED Supply Cart Seals Report)	Found in the Forms Booklet. This form is used during the day to record information about the ED Supply Cart.
Work Sheet "B" (ED/AD Ballot Control Sheet)	Found in the Forms Booklet. This form is used during the day to record information about accounting for all types of Ballots.
Write-in Vote	A vote cast on the paper ballot for a candidate other than those on the printed on the ballot.

Y

Yellow Large Scanner Voting Records Bag	Large yellow bag that is provided to the Chairperson/ Coordinator for a Poll Site. This bag is used to store Scanner items at the end of the night to be provided to the Police Officer.
Yellow Small Scanner Voting Records Pouch	Small yellow pouch with a clear plastic window that is provided for each Scanner. This pouch is used to store Scanner items at opening and closing on Election Day. This pouch is provided to the Coordinator.

Z

Zero Report Tape	A paper report printed during the opening of the Scanner that details the zero counts of the Scanner (to show that no voting has taken place on Election Day yet).
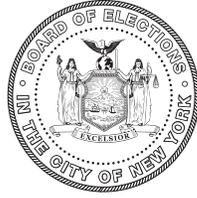
Poll Worker's Manual

Appendix

Appendix

Using the BMD Devices

If The Voter Wants To Vote Using The Touch Screen

1. The voter will insert an unmarked Ballot into the Ballot Feed Tray

2. The voter may select a language available at their Poll Site

3. The voter may use these buttons at the bottom of the screen to view display options and move around the Ballot

☐ The ZOOM IN/OUT button will change the size of the display to meet the individual voter's needs

☐ In any instance where the contest extends off the screen, a blue navigation bar with white arrows will be displayed allowing the voter to scroll up and down to see the entire content of the contest
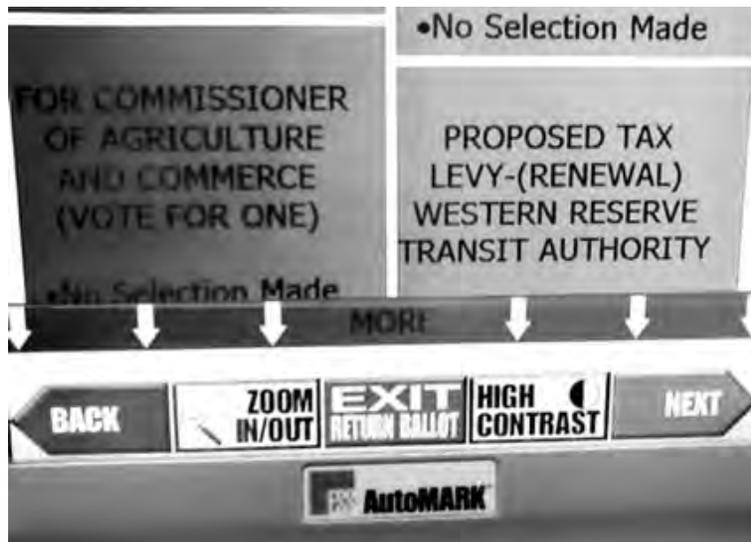
☐ The EXIT RETURN BALLOT button will return the voter's Ballot unmarked

☐ The HIGH CONTRAST button will change the display between the normal full color view and a high contrast Black & White view (White text on a black background)

☐ The NEXT and BACK buttons are used to proceed to the NEXT contest and go BACK to a previous contest

4. The voter will press NEXT to proceed and continue voting the Ballot using the Touch Screen

5. The voter will select a candidate or contest choice by touching the oval/arrow or anywhere on the line. The selection will be highlighted in yellow, and the oval/arrow will be filled

6. In a "Vote for ONE" contest, if the voter wishes to change their selection, simply touch the new choice. The previous selection will be de-selected and the new selection will be highlighted with the oval/arrow filled

If The Voter Wants To Write-In A Candidate Using The Touch Screen

1. On the Contest Screen, select Write-In

ⓘ *Press the CANCEL button to close the Write-in Screen without entering a candidate and return to the contest screen for candidate selection*

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2. On the Write-In Screen, enter the name of the person for the write-in using the Keyboard

3. Confirm the write-in text on the top of the screen

4. Press OK to accept the write in and return to the previous screen. The Write-in line will be highlighted in yellow, the oval/arrow will be filled in and the write-in text will be displayed. The voter may then continue voting

5. In a "Multiple Vote For" contest,

☐ If the voter has selected the maximum number of choices and attempts to select an additional choice, a message will be displayed indicating that they have over voted

☐ If the voter wishes to change a selection, they must first de-select a previous choice and then they may make a new selection

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6. An "Alert Under-Votes" message is displayed if the voter forgets to, or chooses not to make a selection in a contest. They may either return to the contest and make a selection, or continue to the next contest without making a selection

7. When the voter has completed making their selections in each contest the Summary of Selections screen is displayed for review

   ☐ Any Under-Voted contests will be displayed in RED

   ☐ If the voter wishes to re-visit a contest to change a selection, touch the contest on the Review screen and that contest will be displayed

   ☐ After making any changes, press the NEXT button and the voter will be returned to the Summary screen

8. When the voter is done reviewing, press the NEXT button to continue

9. If the voter is ready to have the Ballot marked, press the MARK BALLOT button. The Ballot will be marked and returned to the voter
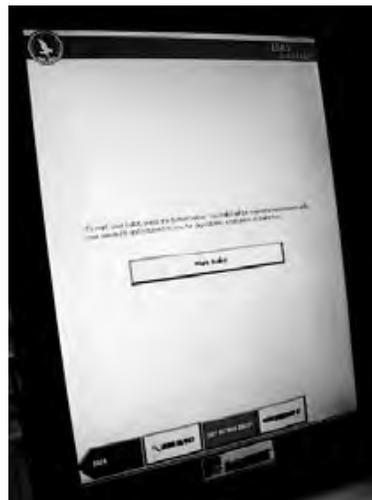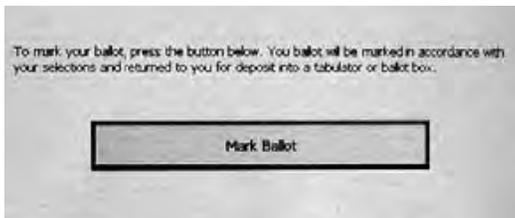
10. The voter will remove the marked Ballot, proceed to the Scanners and insert their Ballot into the next available Scanner. If the voter has a Privacy Sleeve, the voter may place the Ballot in the Privacy Sleeve before heading to the Scanner

11. Assistance is provided to voter at the Scanner, if requested by the voter

If The Voter Wants To Vote Using The Keypad

1. Voters can use the Keypad to maneuver through the Ballot and make choices. Typically the Keypad is used by the visually impaired and Headphones should be used to hear Ballot instructions and prompts
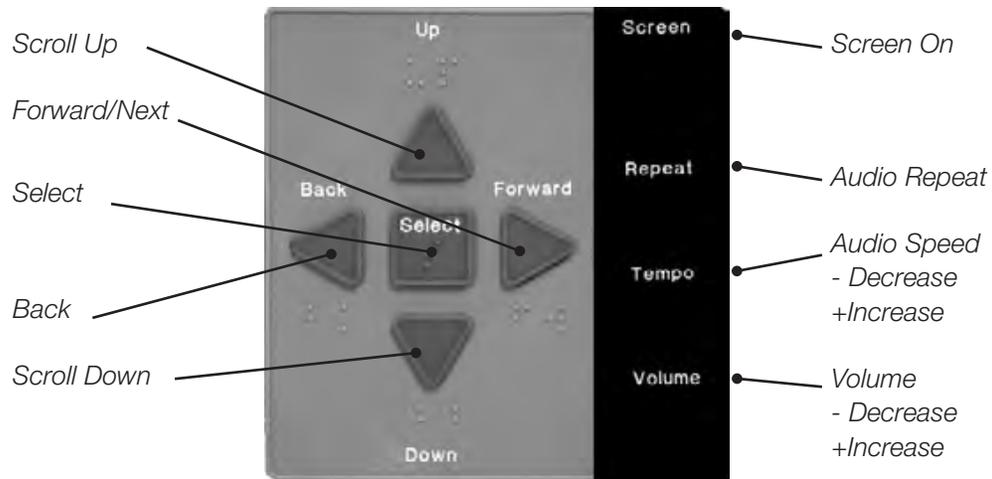
2. The voter will insert an unmarked Ballot into the Ballot Feed Tray

3. Use the DOWN arrow key to scroll through languages. Use the square SELECT key to select a language (see picture above)

4. The Ballot will be identified and the Voting Instructions will be on the screen and/or read to the voter if they are using the audio Headphones. The use of the Keypad keys will be explained

5. Press the RIGHT arrow key to proceed to the first contest. The contest name, the quantity available to vote for, and the number of choices available for selection, will be identified

   ☐ Use the round REPEAT key to have the last spoken phrase repeated

   ☐ Use the TEMPO key to adjust the speed at which the voice reads the text. Each time TEMPO is pressed the current phrase will be re-started at the newly selected speed

   ☐ Use the VOLUME key to adjust the speech to the voters personal comfort level

   ☐ Use the diamond shaped SCREEN key to turn the Monitor Screen on and off for privacy while voting the audio Ballot

6. Press the DOWN arrow key to scroll through the choices within a contest. Use the SELECT key to select a choice once it has been read. If the voter wishes to change their selection in a "Vote for ONE" contest, scroll to the new choice and press the SELECT key. The new selection will override the previous selection

If The Voter Wants To Write-In A Candidate Using The Keypad

1. On the Contest Screen, select Write-In

> ℹ️ ***Press the LEFT arrow key on the Keypad to close the Write-in Screen without entering a candidate and return to the Contest screen***

2. On the Write-In Screen, use the UP and DOWN arrow keys on the Keypad to scroll through each letter or option being read. Once the voter hears the letter or option they want, press SELECT

3. The BMD audio feature will describe the use of the keypad to vote a write-in choice. Confirm the write-in text as it is being read or on the top of the write-in

4. Press the Right Arrow key to accept the write-in and return to the previous screen. The write-in will be read to you again

5. Press the Right Arrow key to proceed to the next contest

6. If the voter attempts to over vote a "Vote for Multiple" contest, an Alert message directs them to de-select a choice before making a new choice

7. An "Alert Under-Votes" message is displayed if the voter forgets to, or chooses not to make a selection in a contest. They may either return to the contest and make a selection, or continue to the next contest without making a selection

8. Once all contests are voted, the Summary of Selections allows the voter to scroll through all of the contests and verify selections. If they are satisfied with their selections, press the RIGHT arrow key

9. If the voter is ready to have the Ballot marked, press the SELECT key. The Ballot will be marked and then returned to the voter

10. The voter will remove marked Ballot, proceed to the Scanners and insert their Ballot into the next available Scanner. If the voter has a Privacy Sleeve, the voter may place the Ballot in the Privacy Sleeve before heading to the Scanner

11. Assistance is provided to voter at the Scanner, if requested by the voter

If The Voter Wants To Vote Using The Audio Feature

1. The BMD allows the voter to use the audio feature with any of the methods to mark the Ballot (Touch Screen, Keypad, Sip & Puff, or Rocker Paddle)

2. Headphones are provided with the equipment; however, the Audio Panel has various options for plugging in Headphones brought by the voter

3. The voter will plug in the Headphones and listen to the synthesized voice read the choices. The voter can control the speed of the voice through the TEMPO key on the Keypad as well as the volume of the sound. The Keypad also provides a Repeat feature where the last statement can be re-read to the user

> ⓘ *The audio volume is initially very low. If the voter says there is no audio, suggest the volume be turned up*

Headphones

Disability Accessories

If The Voter Wants To Vote Using The Sip & Puff Device

Sip & Puff refers to the device commonly used by persons with disabilities, generally in a wheelchair, using their mouth on a straw to send inputs to the BMD. The voter sips or puffs on the straw to move around the Ballot and make selections.

1. Plug the Sip & Puff device into the front of the BMD in the Access Panel

2. Retrieve the Plastic Bag with Sip & Puff mouthpiece and gloves. Put gloves on and connect mouthpiece to Sip & Puff device. (The voter may choose to bring their own straw or device)

3. Using only sips and puffs of air, the voter can move around all screens. When the voter arrives at any screen, they use a puff of air to choose to use that screen or suck in air (sip) to bypass the screen

4. If they choose the screen, then the first selection on that screen will be highlighted. They then choose that selection by puffing into the straw. To continue to the next selection they will sip into the straw. This moves them to the next selection where they'll either choose the selection (puff) or continue to the next selection (sip)

5. Now the voter sips to move to the bottom of the list and highlights the NEXT button. If the voter sips again, the highlight will move left along the navigation buttons at the bottom of the screen. If they continue to sip, the highlight will cycle back to the first selection option

6. To select the NEXT button, the voter will puff when the button is highlighted to select NEXT and move forward in the Ballot

7. The voter will continue in this manner to complete their Ballot choices, then puff (select) the MARK BALLOT button when it is highlighted to complete the marking of the Ballot

8. The Ballot will be marked and then returned to the voter

9. The voter will remove marked Ballot, proceed to the Scanners and insert their Ballot into the next available Scanner. If the voter has a Privacy Sleeve, the voter may place the Ballot in the Privacy Sleeve before heading to the Scanner

10. Assistance is provided to voter at the Scanner, if requested by the voter

If The Voter Wants To Vote Using The Rocker Paddle Device

Rocker Paddle refers to the interface device commonly used by persons with disabilities using his or her hands or feet to make selections instead of pressing the touch screen or using the Keypad area. The voter uses the paddle to indicate YES or NO.

1. Plug the Rocker Paddle device into the front of the BMD in the Access Panel

2. Using only YES/NO, the voter can negotiate all screens. When the voter arrives at any screen, they choose YES to use that screen or NO to bypass the screen

3. If they choose YES then the first selection on that screen will be highlighted. They then choose YES to make that selection or NO to move to the next selection

4. For example, if there is a contest screen with two candidates the user selects YES when they arrive at the screen to indicate they want to vote in this race. (NO would skip the race). The first candidate will be highlighted in yellow. If they say YES then the first candidate will be selected and the highlight will move to the next candidate

5. Now the voter selects NO to move to the bottom of the list and highlights the NEXT button. If the voter says NO again, the highlight will move left along the navigation buttons at the bottom of the screen. If they continue to choose NO, the highlight will cycle back to the first selection option

6. The Ballot will be marked and then returned to the voter

7. The voter will remove marked Ballot, proceed to the Scanners and insert their Ballot into the next available Scanner. If the voter has a Privacy Sleeve, the voter may place the Ballot in the Privacy Sleeve before heading to the Scanner

8. Assistance is provided to voter at the Scanner, if requested by the voter

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BMD SETUP	BMD CLOSING

BMD SETUP

Step 1— Position BMD according to Poll Site Schematic and lock wheels.

Step 2— Retrieve your white BMD Police Envelope from the Police Officer.

Step 3— Verify the seal numbers on the BMD Cart match the numbers on the Seals Report in the BMD Police Envelope.

Step 4— Remove the scissors from the white BMD Police Envelope and cut the Green external seals on the BMD cart. Use Silver Key from the BMD Key Envelope to open the front and back of the BMD Cart.

Step 5— Remove the supply bag and the mat. Take the disability accessories from the zip lock bag and make them available on the right hand side for plug in by voter.

Step 6— Plug power cord into the extension cord. Make sure the extension cord runs through the two holes in the BMD Cart and along the side of the cart to the outlet.

Step 7— Lock the back of the cart and return Silver Key to BMD Key Envelope.

Step 8— Cover the extension cord with mat (do not place mat in front of the cart.) Place chair in front of the cart.

Step 9— Insert the Gold Key into the BMD and turn to the ON position (middle) and return key to BMD Key Envelope.

Step 10—The ON light should be green. If it is yellow, ensure the BMD is plugged in correctly. If it is still yellow, contact the Coordinator or Borough Office.

Step 11—Open the Touch Screen by moving the lid latches towards the outer edges and pull up the Ballot Tray.

Step 12—Place the BMD Police Envelope in sleeve at the back of the BMD until close of polls.

BMD CLOSING

Step 1— Insert the Gold Key and turn to the OFF position. Remove the key and place it in the BMD Key Envelope.

Step 2— Close the Touch Screen and Ballot Tray.

Step 3— Replace the disability accessories in the zip lock bag. Roll up the mat and unplug the cord. Return all to the back of the cart. Close and lock all cart doors using the Silver Key.

Step 4— Place the Silver Key in the BMD Key Envelope along with the Gold Key.

Step 5— Remove your two Red seals from the BMD Police Envelope and use them to seal the top of the BMD Cart at the front and back.

Step 6— Cover the BMD with the clear plastic cover.

Step 7— Put the BMD Key Envelope in the BMD Police Envelope.

Step 8— Give the BMD Police Envelope to the Coordinator.

* Please note: Do not cut any seals, numbered or otherwise, on the actual BMD.

VOTER GUIDE TO BMD ACCESSORIES

BMD DISABILITY ACCESSORIES	PLUGGING IN THE DISABILITY ACCESSORIES	USING THE KEYPAD

Plug in the disability accessory to be used in the Audio Panel or the Access Panel.

HEADPHONES

The audio headphones can be used if you want the ballot and instructions to be read to you. You can make your choices through the Touch Screen, Keypad, Sip & Puff or Rocker Paddle.

SIP & PUFF

You can use Sips of air or Puffs of air to move through the ballot screens and make your choices. The audio headphones can be used along with the Sip & Puff device.

ROCKER PADDLE

You may use the Rocker Paddle to move through the ballot screens by a series of YES/SELECT and NO/SCROLL actions. The Rocker Paddle can be used by hands or feet and with or without the audio headphones.

If you wish to use your own device, please see photos to the right for accessory plug-in instructions.

Decide which accessory device to use and plug it into the equipment. The accessories should be available for your use.

All accessories should be found inside the cart to the right of the BMD.

Audio Headphones

Sip & Puff Device

Rocker Paddle

NOTE: The Sip & Puff device and the Rocker Paddle use the same port, so they cannot be plugged in at the same time.

Up/Down allow you to move through the current screen.

Back/Forward allow you to move from one contest to the next.

Select chooses what is highlighted.

Turn Screen On/Off

Repeat Audio

Audio Speed

Audio Volume

BMD Paper Jam Guide

Problem: **The ballot is jammed inside the BMD**.

Quick Fix:

Step 1— Insert the gold key and turn it to the TEST position.

Step 2— Once the Main Menu appears, press the EJECT BALLOT button.

                If the paper jam still is not cleared, follow the steps below.

Step 3— Tilt the Touch Screen Monitor forward and lift the lid to the open position.

Step 4— Locate the two tabs on the right and left side of the Top Cleanout tray.

Step 5— While pushing the tabs inward, lift up to remove the Top Cleanout tray

Step 6— Remove ballot or paper jam being careful to not rip the paper.

Step 7— To re-install the tray, align the two front pins with the guides on the BMD.

Step 8— Lower the Top Cleanout tray and press into place.

Step 9— Return the gold key to the "on" position and remove it from the BMD.

Step 10—If ballot appears undamaged, voter should try to insert the ballot into the feed tray again.

Top Cleanout Tray

Lid

Tabs

Pins

Touch Screen Monitor
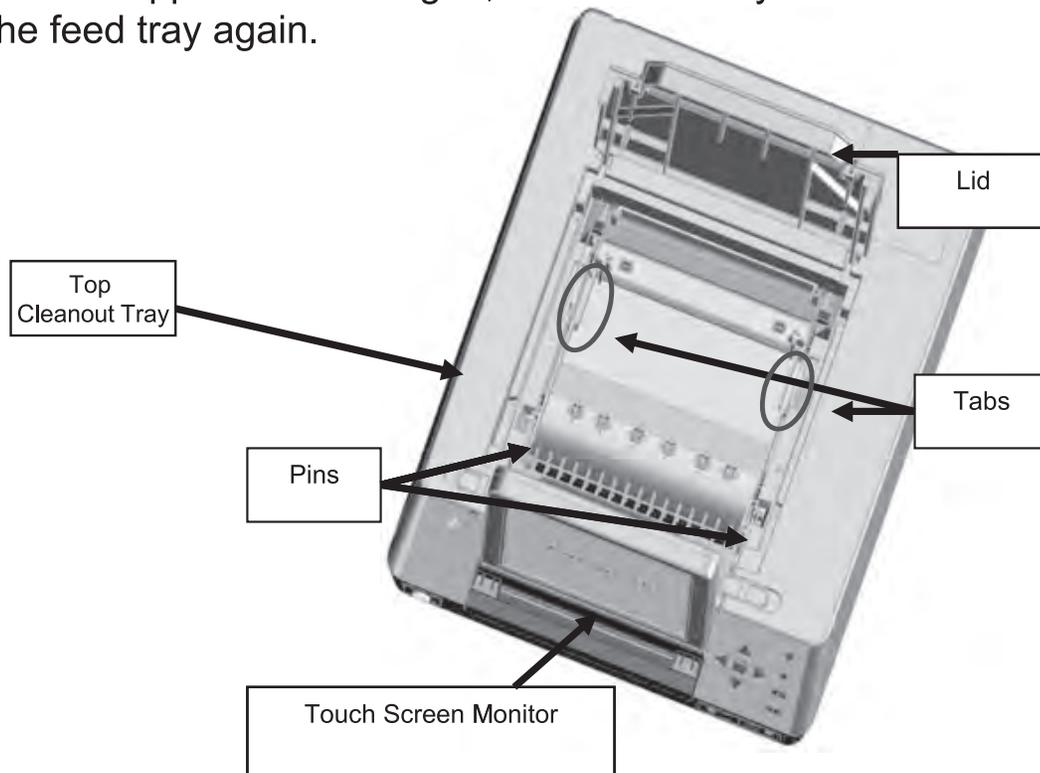
Note: If you find there is no visible ballot in the Top Cleanout tray, **call the Emergency Breakdown Number posted on the side of the BMD cart**

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SCANNER OPENING

Step 1 – Get your Scanner Police Envelope (which includes Scanner Key Envelope) from the Police Officer and sign receipt.

Step 2 – Verify that the Scanner Unit Number on the card on top of the Scanner matches the number on the Scanner Police Envelope to ensure you have the correct Scanner.

Step 3 – Retrieve all Scanner supplies from the ED Supply Cart at the lowest ED of the lowest AD and remove the Scanner Booklet. Be sure to display the Step 3 (Scanner) sign on the wall near the Scanners.

Step 4 – Position Scanner according to Poll Site Schematic (Floor Plan) and lock wheels.

Step 5 – Verify all external seal numbers on the Seals Report provided in the Scanner Police Envelope.

Top Lid

Left Side Seal and Right Side Seal

Ballot Box Door and Emergency Ballot Box Door

Step 6 – Using silver key, open power cord compartment. Unwrap the cord, plug into extension cord. Plug the extension cord into the wall. You will hear a beep.

Step 7 – Check that the metal bar in the power cord compartment is in the unlocked (down) position.

Ensure the white clip is closed and leave power cord compartment open.

Step 8 – On the front of the Scanner, cut Green Top Lid seal. Insert silver key into lock on the front of lid, turn to the left to unlock and remove key. Unlock latches on the lid and lift lid.

Put all cut seals in the Scanner Police Envelope

Backup Door

Screen

Release Lock

Step 9 – Verify the Red Release Lock seal number on the Seals Report. **DO NOT CUT.**

Step 10 – Verify the Red Backup Door seal number on the Seals Report. **DO NOT CUT.**

Step 11 – Verify the Green Screen seal number on the Seals Report. **Take off the seal.**
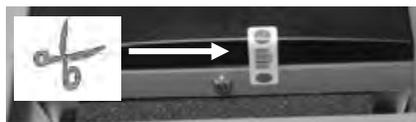
Step 12 – Use the black barrel key to unlock the screen and remove key.

Step 13 – Lift up the LCD screen up. You should hear a beep. (the screen automatically turns on)

Step 14 – While the Scanner is booting up, cut the Green Emergency Ballot Box door seal.

Step 15 – Open the door and make sure the Emergency Ballot Box is empty. Close and re-lock the door.

Step 16 – Reseal the Emergency Ballot Box Door with a Yellow Plastic Numbered Seal (find the seal that matches in the Scanner Police Envelope). Verify the Yellow seal number on the Seals Report.

SCANNER OPENING (continued)

Step 17 – Cut the Green Ballot Box Door seal.

Step 18 – Make sure the Ballot Bin Liner Case inside is empty and the lids are **open** to receive ballots.

Step 19 – Lock the Ballot Box Door with the silver key. Reseal with a Yellow Plastic Numbered Seal (find the seal that matches in the Scanner Police Envelope). Verify the Yellow seal number on the Seals Report.

Step 20 – Place both keys (silver key and black barrel key) into the Scanner Key Envelope and put this envelope in the Scanner Police Envelope.

Step 21 – Put the Scanner Police Envelope into the Voter Card Envelope at the back of the Scanner until the close of polls.

Step 22 – Put up the Privacy Screens.

Step 23 – Enter the Election Security Code provided to you in the Scanner Police Envelope. Scanner will print Configuration Report Tape. **DO NOT TEAR OFF.**

Step 24 – Screen will display Poll Site name, address and the list of EDs at the Poll Site. Make sure they are correct. **If they are not, immediately call your Borough Office.**

The Screen will also display a check mark that will indicate that the Scanner is plugged in correctly.

Step 25 – Touch Green "OPEN POLL" button. Scanner will print Zero Report Tape. **Make sure all the vote totals are ZERO.** Tear off the tape. Both Scanner Inspectors sign this report and put it in the Small Yellow Scanner Pouch.

Step 26 – Place the Small Yellow Scanner Pouch on the open flap of the power cord compartment at the back of the Scanner.

Step 27 – **AT 6:00 A.M**. touch Green "GO TO VOTING MODE" button.
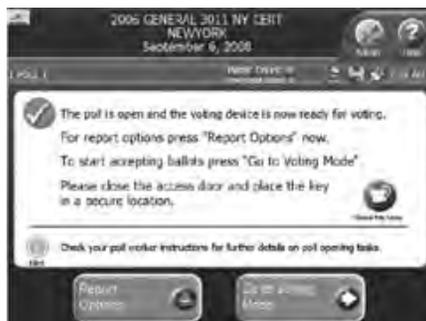
Step 28 – "Welcome, Insert Ballot" message will appear on the touch screen and system is ready for voting.

Step 29 – Make sure the PUBLIC COUNT is **ZERO**. Enter the PUBLIC COUNT and PROTECTED COUNT in the Public/Protected Counter Work Sheet in the Scanner Booklet.

Detailed Instructions on opening the Scanner can be found in the Poll Worker Manual

SCANNER CLOSING

Step 1 – If all the Scanners stopped working and you switched to Emergency procedures, *STOP using this card* and instead refer to the Poll Worker Manual for emergency closing procedures.

Step 2 – Cut the Yellow Emergency Ballot Box seal, re-seal with a Red Plastic Numbered Seal (find the seal that matches in the Scanner Police Envelope), and verify the Red seal number on the Seals Report.

Step 3 – Sort Voter Cards by ED and place a rubber band around each set. Give them to the appropriate ED/AD Table Inspectors.

Step 4 – Using the black barrel key, unlock the access door on the Scanner.

Step 5 – Press CLOSE POLL button, located above the POWER button.

Step 6 – On the screen, press CLOSE POLL button.

Step 7 – The Scanner will begin to print out three (3) copies of the Results Report Tape. Label **all** copies of the Results Report Tape with the identifying Scanner letter. Both Scanner Inspectors sign **all** copies of the Results Report Tape.
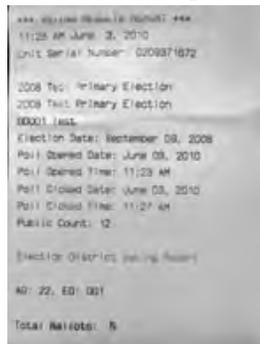
Step 8 – Post the first copy of the Results Report Tape on the wall for Poll Watcher inspection.

Step 9 – Put the second copy of the Results Report Tape in the Small Yellow Scanner Pouch.

Step 10 – Note: The third copy of Results Report Tape will be cut **later** for each ED and given to the Inspectors at the appropriate ED/AD Table.

Step 11 – Enter the PUBLIC COUNT and PROTECTED COUNT (for closing of polls) displayed on the Scanner screen in Public/Protected Count Work Sheet in the Scanner Booklet

Step 12 – Press the Finished – Turn Off button.
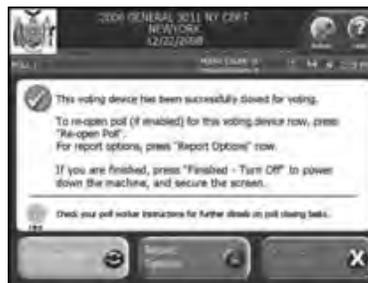
Step 13 – Scanner will power off automatically.

Step 14 – Remove the PMD (Portable Memory Device). **DO NOT remove the PMD until the POWER button light is off, otherwise the PMD may become damaged.**

Step 15 – Place PMD in a zip lock bag, seal the bag with a white paper seal, and both Scanner Inspectors sign the seal.

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SCANNER CLOSING (continued)

Step 16 – Put the zip lock bag (containing the PMD) into the Small Yellow Scanner Pouch (which already contains the Zero Report Tape and Results Report Tape).

Step 17 – Give the Small Yellow Scanner Pouch to the Coordinator along with the two-prong Yellow Plastic Numbered seal (from the Scanner Police Envelope).

Step 18 – Wait briefly while the Coordinator verifies the contents of the Small Yellow Scanner Pouch (Coordinator will write the seal numbers on the Election Night PMD Return Form and seal the Pouch) and then return to the Scanners to continue with closing.

Step 19 – Cut the third copy of Results Report Tape for each ED. Write the Scanner letter on each cut section and give the appropriate ED section to the Inspectors at the appropriate ED/AD Table.

Step 20 – Cut the Ballot Box Door Yellow Plastic Numbered seal and unlock the Ballot Box with the silver key.

Step 21 – Close the Ballot Bin Liner Case and lock the Top Front Lock.

Using the Strap Handle, pull the Bin out enough to lock the Top Back Lock.

Step 22 – Lift the Ballot Bin Liner Case out of the Ballot Box by holding the Strap Handle and the edge on the back of the Bin.

While holding the Strap Handle, tilt the Ballot Bin Liner Case back slightly so that the Retractable Handle can be lifted up.

Step 23 – Seal the Ballot Bin Liner Case with a Red Plastic Numbered seal (find the seal that matches in the Scanner Police Envelope) and verify the Red seal number on the Seals Report.

Step 24 – Hand the sealed Ballot Bin Liner Case to the Police Officer and have him or her sign the Scanner Inspector's Receipt in the Scanner Booklet.

Step 25 – Close the Scanner LCD Screen and lock the screen with the barrel key. Close the Scanner lid, latch and lock the lid.

Step 26 – Seal the Top Lid of the Scanner with a Red Plastic Numbered seal (find the seal that matches in the Scanner Police Envelope) and verify the Red seal number on the Seals Report.

Step 27 – Verify that the Ballot Box is empty, lock the Ballot Box Door and seal it with a Red Plastic Numbered seal find the seal that matches in the Scanner Police Envelope). Verify the Red seal number on the Seals Report.

Step 28 – Unplug the Scanner, wrap the cord in the power cord compartment and lock it with the silver key.

Step 29 – Sign the Seals Report and place it back in the Scanner Police Envelope.

Step 30 – Place the Scanner Keys in the Scanner Key Envelope. Place the Scanner Key Envelope into the Scanner Police Envelope.

Step 31 – Retrieve the posted copy of the Results Report Tape from the wall, place it in the Scanner Police Envelope and give the Scanner Police Envelope to the Coordinator.

Step 32 – Give the completed Scanner Booklet to Coordinator/Chairperson and ensure that he/she signs the Scanner Inspector's receipt at the back of the Scanner Booklet.

Step 33 – Return all supplies to the ED Supply Cart at the lowest ED of the lowest AD.

Detailed Instructions on closing the Scanner can be found in the Poll Worker Manual.

ADDITIONAL SCANNER TROUBLESHOOTING

(1) During opening, the Scanner prompts to enter the Override Code

Override Message Issue

1. When Scanner prompts to enter the Override Code during Opening, it is an indication that the Scanner was not properly reset and results were not cleared out during testing

2. Call the Scanner troubleshooting number immediately, a technician will be sent to reset the Scanner

(2) Scanner Election Security Code is entered incorrectly

Election Security Code Issue

1. The Election Security Code is provided in lower case letters. Do NOT use the shift key when you are entering the code

2. The touch screen takes a few seconds to register when you type the code, do not press the same key repeatedly if you do not see a response immediately, wait for a few seconds

3. After three failed attempts at entering the security code, the machine locks up and needs to be restarted

4. If it fails again, call the borough office and a technician will be dispatched

(3) Scanner Printer Jams or Ran Out of Paper

Zero Report Tape and Results Report Tape Issues

1. Ensure the paper roll is inserted correctly (shiny side down; this side leaves a mark when you scratch it)

2. If it is not inserted properly or if the Scanner runs out of paper, below are the instructions for replacing the Paper Roll:

   ☐ Take your black barrel key and open the Access Door

   ☐ Click the Blue Latch to lift up the Paper Compartment Door

   ☐ Remove the Paper Roll

   ☐ Re-insert the Paper Roll (shiny side down)

   ☐ Close the Paper Compartment Door

   ☐ Close the Access Door and turn the key to re-lock

   ☐ Go to "Report Options" and reprint the Report that has not been printed (Zero Report Tape at Opening or Results Report Tape at Closing)

(4) Scanner is Operating on Battery Power

Scanner Screen turns Black

1. If a Scanner is not plugged into a power outlet or the outlet is not working, the Scanner screen will go black when the unit is idle

2. This is to conserve power and to alert the Poll Workers that the unit is operating on battery power

3. If the screen goes black, the Poll Workers should check to see if the Scanner is properly plugged into a power outlet and the power outlet is working

4. If power is not available at the Poll Site, the Poll Worker should call the borough office and a battery cart will be sent out to the Poll Site

(5) Simple Steps to Prevent Ballot Jams:

At opening:

1. Ensure silver metal bar in the Scanner power cord compartment is in the down position

2. Ensure flaps on the ballot bin liner case are open

During the day:

1. Check to see if ballot bin liner case is full and ballots are not properly stacking, If more than 1400 votes are cast on a Scanner and a paper jam occurs

2. Look into window in the power cord compartment to confirm nothing is obstructing the ballot path when ballot jam occurs. Call the technician if you see an obstruction

3. Ensure voters are not inserting their ballot until the previous voter's ballot is processed and the "Insert Your Ballot" welcome screen is displayed

4. Ensure ballots are separated from the ballot stub properly. Ripped or torn edges can cause problems with the flow of the ballot through the Scanner and the BMD

5. Ensure you hand out correct ballots to the voter. Do NOT hand out Stand by ballots to regular voters. Stand by ballots are for Affidavit Voter use only

6. Ensure Affidavit voters do NOT feed their ballots into the Scanner. Affidavit ballots are wider than regular Election Day ballots and should NOT be fed into the Scanner

7. Instruct the voters to NOT fold their ballots

(6) How to Handle Specific Ballot Jam Errors

Situation 1: 3013006: System Error – Contact Election Official

1. Occurs if voter feeds ballot into Scanner that has voter notification (over vote etc.) and voter selects to have ballot returned

2. If ballot gets jammed while being returned to the voter, this message is displayed

3. In this situation, ballot will not be counted

4. Pressing OK will not clear the jam or return the ballot to voter

5. Do not allow another voter to insert another ballot until ballot jam is cleared

6. Call the Scanner troubleshooting number and a technician will be sent to clear the ballot jam
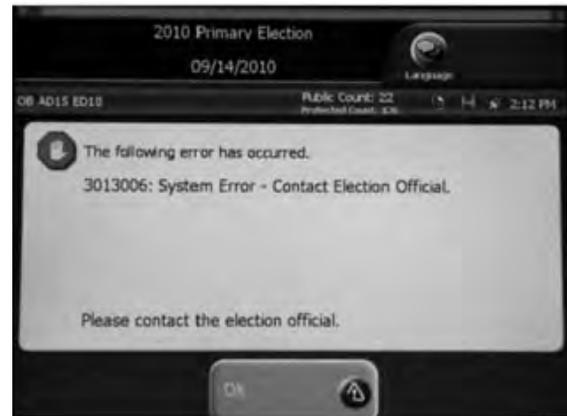
Situation 2: 3013007: Ballot Jam: Check the ballot bin or diverter

1. Occurs when voter feeds ballot into Scanner and there is an obstruction in the feed path, blocking the ballot from dropping into ballot box

2. In this situation, ballot will not be counted

3. Press OK and the Scanner will return ballot to the voter

4. If the ballot is returned torn or wrinkled, ballot must be voided and a new ballot issued to voter

5. If the ballot gets jammed while being returned to voter, call the Scanner troubleshooting number and a technician will be sent to clear the ballot jam
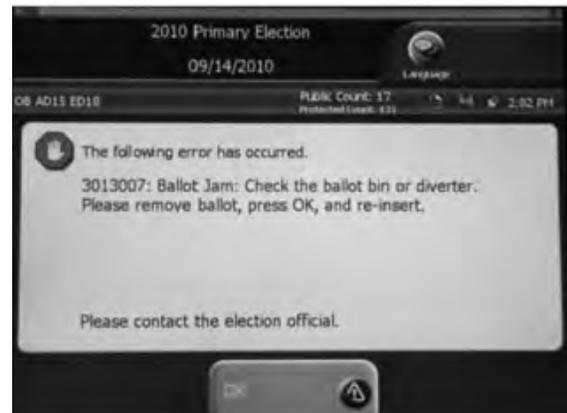
Situation 3: 3013006: System Error: Contact Election Official. Your ballot has been counted. The following error occurred when dropping the ballot into the ballot box

1. Occurs when Scanner has detected ballot jam and the ballot has been counted

2. Call the Scanner troubleshooting number and a technician will be sent to clear the ballot jam

3. After the technician retrieves the ballot, the bi-partisan team of Scanner Inspectors (with police officer overseeing) place this ballot in the ballot box

4. After the ballot is removed, do not return the ballot to the voter or rescan the ballot as this ballot has been counted

Situation 4: 3013004: Ballot Jam. Please check the paper path

1. Occurs when second voter feeds a ballot into the scanner before the "Thank You for Voting screen" is displayed for the first voter

2. Ballot for first voter is counted and ballot for second voter is NOT counted

3. Call the Scanner troubleshooting number and a technician will be sent to clear the ballot jam

4. After the technician retrieves the ballots, the bi-partisan team of Scanner Inspectors (with police officer overseeing) place the first voter's ballot in the ballot box and re-scan the second voter's ballot

5. If the re-scan of the second voter's ballot brings up a notification on the screen, treat it as an emergency ballot
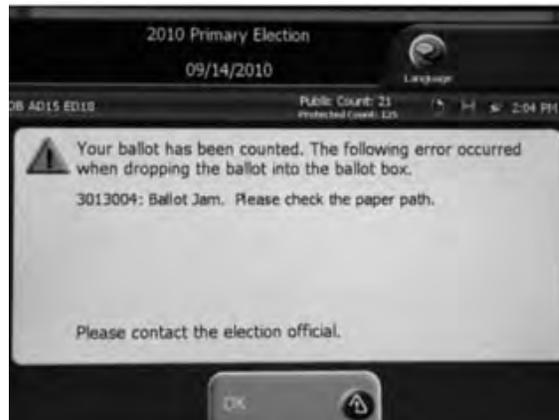
Poll Worker's Manual

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Index

Board of Elections Employee or Poll Worker
(Ballots to be cast at the Board of Elections Office or at your assigned Poll Site)
Special Ballot Application

Date of Election: _____ 20 _____

Type of Election: ☒ **Primary** ❏ **General** ❏ **Special**

Political Party in which you are enrolled: _____

Registration Serial No: _____ (To be filled in by Board) PW# _____

To the Board of Elections in the city on New York:

I, _____ , Date of Birth _____ state as follows: _____

I reside at: _____ in the County of: _____

State of New York, am a registered (For Primary; and enrolled) voter of the City of New York.

I am unable to appear at the polling place for my Election District on the day of election because my duties as a Board of Elections employee or as an inspector or clerk at a polling place other thank my own require me to be elsewhere.

_____
(Signature/Mark of Voter)

Date: _____   _____
(Signature and Address of Witness to Mark)

A voter unable to vote at his/her own polling place because of his/her Board of Elections employment or because (s)he was appointed to serve as an elections inspector or clerk at a polling place other than his/her own may cast a special ballot at the office of the Board of Elections (beginning two (2) weeks before the election or on the day of election not later than the close of the polls) or deliver the ballot to the Board's inspectors at the poll site where (s)he is assigned to work on the day of the Election (Election Law 11-302).

Borough Office of the Board of Elections
Manhattan:	200 Varick Street, New York, NY 10014	(212) 886-2100
Bronx:	1780 Grand Concourse, Bronx NY 10457	(718) 299-9017
Brooklyn:	345 Adams Street, Brooklyn, NY 11201	(718) 797-8800
Queens:	126-06 Queens Boulevard, Kew Gardens NY 11415	(718) 730-6730
Staten Island:	One Edgewater Plaza, Staten Island, NY 10305	(718) 876-0079

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