ELECTION OFFICER CHECKLISTS

2008 General Election
September 29, 2008

IMPORTANT

1. Read this manual before Election Day.

2. Take this manual with you on Election Day.

Department of Elections for New Castle County
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700201-0908-DOE0031

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☎ VOTER INFORMATION CENTER: 577-8300
☎ VOTING MACHINE DESK

    - Badges - Inspector, Majority Judge, Minority Judge, Clerks, and Challengers
- Disposable headsets for use with ADAM
- *Election Officer Manual* and *Election Officer Checklists*
- *Supplemental Instructions* and *Special Instructions* (if any)
- *Memory Cartridge Pouch* (black canvas) with seals
- *Poll Lists* – 2 copies
    - One (1) for the Officers Table
    - **UP** - One (1) stamped "UPDATE TABLE" for use at the Update Table
- *Signature Card Box*(*es*)
    - Unsigned and blank Signature Cards
    - Alphabetic dividers (2 sets)
    - *Voted by Absentee Ballot* divider
    - *Update* divider
    - *Not Permitted to Vote* divider
    - *Problems* divider

- Representative District Map
- Posters
    - **UP** - *Eligibility Affidavit* with instructions
    - **UP** - "Important" Sign to direct voters to the Update Table
    - Properly Completed Blank Signature Card – 2 copies
    - POLLING PLACE poster – 2 copies
    - POLLING PLACE poster with ED-RD
    - Directional arrow posters – 8 copies
    - *State of Delaware Voter Information* poster – 1 copy
    - *Advice to Challengers* – 2 copies
    - Handicapped symbols – 8 copies
    - *Voting on Delaware's Electronic Voting Machine*
    - *No Cell Phone* Poster

- Supply Bag
  - Pens – 15 (5 for the Update Table)
  - Paper clips and rubber bands
  - Bribery Oaths
  - Fifty-foot string
  - *Affidavits of Affirmation of Voter Identity*
  - DOE "Business Cards"
  - Signature Guide
  - Scissors
  - Black marker
  - Masking tape

- American Flag
- Pad of paper
- **In each voting machine**:
  - Voting machine curtain
  - Blue bag with ADA Device (ADAM)
  - Voting machine seals (in envelope)
  - *Additional Voter Instructions* and two spring clips
  - *Sample Ballot*
  - *Instructions for Voting Machine Operator* - green cardstock
  - *Voting on Delaware's Electronic Voting Machine*
  - *Making a Write-In Vote* instructional poster
  - 3-prong adapter

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V. ARRIVE AT THE POLLING PLACE AT 6 A.M.

A. ARRIVE PROMPTLY AT 6 A.M.

- ❑ Arrive at the Polling Place at **6 a.m.** with the manual, checklists, food, and any other materials that you are supposed to have with you.

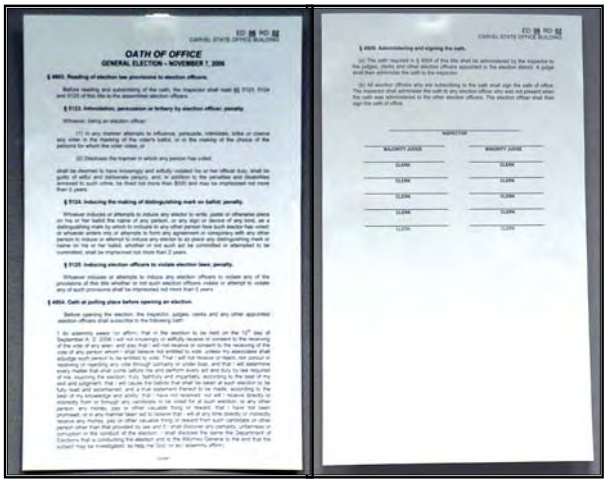
- ❑ The Inspector shall call the Voting Machine Desk at 577-5060 if the Polling Place is locked**.**

- ❑ An Election Officer **shall immediately** call the Voting Machine Desk at 577-5060 if the **Inspector** is not at the Polling Place by **6:15 a.m.**

- ❑ Let one representative with a signed authorization from each party on the ballot into the Polling Place to observe the setting up of the voting machines and Polling Place.

B. ADMINISTER THE OATH OF OFFICE.

- ❑ The Election Officers shall take the *Oath of Office* and sign the form before setting up the voting machines and preparing the Polling Place. **§3141**


OATH OF OFFICE
GENERAL ELECTION - NOVEMBER 7, 2006

- ❑ If an Election Officer arrives late, that Election Officer shall take and subscribe to the *Oath of Office* and sign the *Oath of Office* before performing any duties.

- ❑ Put the signed *Oath of Office* form in the gray *Other Documents* envelope #2 and discard the other copy.

C. SET UP THE CELLULAR TELEPHONE.

- ❑ The Inspector will use his/her personal cell phone during the election.

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- ❑ If there is static or you are unable to complete a call from within the voting area, go to another part of the building or outside to make your call.

- ❑ Leave the phone plugged in and turned on at all times so the Department may contact you if necessary.

- ❑ If at any time the Inspector's phone ceases to operate and another Election Officer's phone is being used, notify the Voting Machine Desk at 577-5060 with the replacement phone number.

VI. SET UP THE VOTING MACHINES

- Do this checklist for each voting machine assigned to the Election District.
- If you have a problem setting up a voting machine, continue the set-up process with the other machine(s) before reporting problem(s).

WARNING: EVERY VOTING MACHINE IN THE POLLING PLACE *SHALL* BE SET UP, OPENED, USED AND CLOSED!

A. FIND THE VOTING MACHINES FOR THE ELECTION DISTRICT.

WARNING: THERE IS OFTEN MORE THAN ONE ELECTION DISTRICT IN A BUILDING. MAKE SURE THAT YOU ONLY OPEN THE VOTING MACHINES ASSIGNED TO YOUR ELECTION DISTRICT.

- ❑ Use the list mailed to the Inspector to find the voting machines assigned to your Election District.
- ❑ If you cannot find those voting machines, immediately call the Voting Machine Desk at 577-5060.
- ❑ Call the Voting Machine Desk at 577-5060 if there are any other problems with the voting machines in the building.

B. SET UP THE VOTING MACHINES.

- Repeat the steps in this section for every voting machine assigned to the Election District.
- The handle is at the front (voting end) of the voting machine and the wheels are at the back of the voting machine.
- Leave enough space on each side of the voting machine so that people can easily get to the OFFICERS CONTROL PANEL that is located on the back of the voting machine.
- Make sure that the floor at the front (handle end) of the voting machine is smooth and clear of obstructions so that the handle can extend without interference.

WARNING: BE CAREFUL NOT TO TRIP OVER POWER CORDS OR EXTENSION CORDS. USE CAUTION IF YOU MUST WALK BEHIND OR BETWEEN MACHINES THAT ARE CHAINED TOGETHER.

WARNING: DO NOT DROP THE VOTING MACHINE WHILE LOWERING IT TO THE HORIZONTAL POSITION. THIS COULD SERIOUSLY INJURE A BYSTANDER AND/OR DAMAGE THE VOTING MACHINE.

- ❑ Move (by tipping and rolling) the closed voting machine to the right place in the voting area.
- ❑ If the voting machine is more than ten feet from an AC power outlet, move it closer to the outlet or use an extension cord.

- ❑ Two Election Officers take hold of the handle of a voting machine and slowly lower it to the floor (horizontal position).

- ❑ Cut the voting machine case seal at the back of the voting machine with wire cutters, remove the cut seal from the voting machine and put it on the Officers Table.

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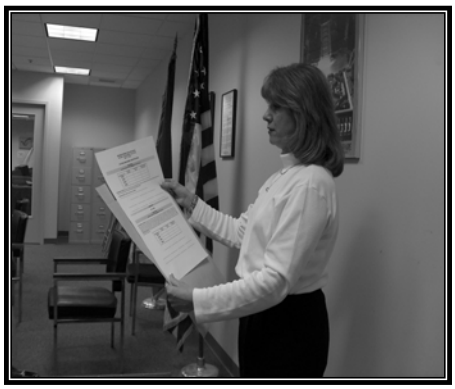
- Make certain no one is standing in front of the machine while you are lifting the lid.

❑ Undo the two black latches at the back of the voting machine and then slowly lift the lid to the open (vertical) position until it latches.

- If any seal or counter number does not agree with the corresponding number on the *Voting Machine Certificates*:
  - Strike through the incorrect number on the *Voting Machine Certificates*.
  - Write the correct number on the *Voting Machine Certificates*.
  - The Inspector and one other Election Officer shall initial each correction.
  - Report the problems to the Voting Machine Desk by calling 577-5060.

❑ Take the *Documents Envelope* out of the lowest numbered voting machine and remove the two (2) *Voting Machine Certificates*.

❑ If the serial numbers on the voting machines and the serial numbers on the *Voting Machine Certificates* match, continue with the next step. Otherwise, immediately call the Voting Machine Desk at 577-5060.



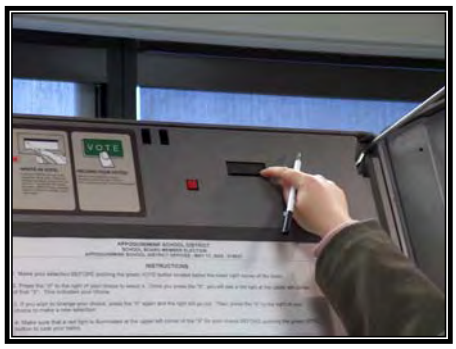
- The case seal sometimes breaks in transit. If the other seals are intact and the numbers are the same as on the *Voting Machine Certificates,* write that the case seal is missing or broken on the *Voting Machine Certificates* and go to the next step. If other seals are missing, immediately call the Voting Machine Desk at 577-5060.

❑ Make sure that the voting machine case seal number(s) are the same as on the *Voting Machine Certificates*. Put the cut seals in the trash.

❑ Take hold of the top of Ballot Box with one hand and of the bottom with the other hand and then slowly rotate it to the operating position.

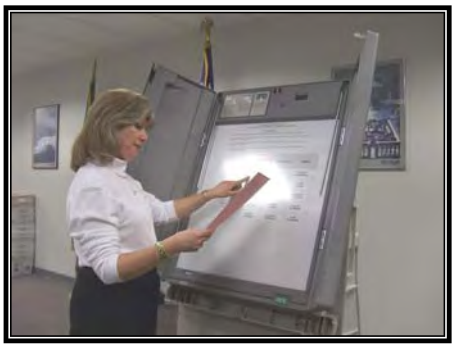
❑ While standing at the front of the voting machine, press the latch on the top of the Ballot Box as you gently pull the Ballot Box doors open.

❑ Pull the WRITE-IN window closed if it is open.

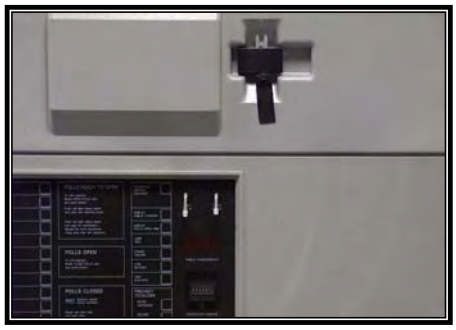


❑ Compare the voting machine serial number with the ballot number visible in the window below the lower left corner of the transparent ballot cover and printed at the top of the ballot. If the numbers are different, immediately call the Voting Machine Desk at 577-5060.

❑ Compare the ballot in the voting machine with a *Sample Ballot*. If the offices and/or candidates are different, immediately call the Voting Machine Desk at 577-5060.

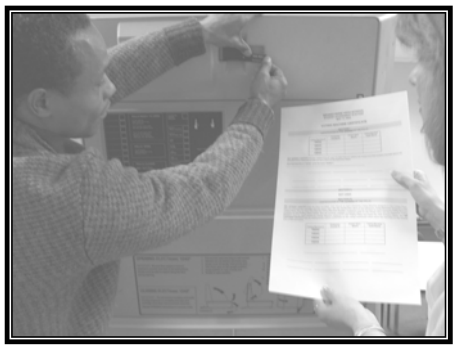


- ❑ At the back of the voting machine, make sure that the printer door is closed and sealed. If this seal is broken or missing, immediately call the Voting Machine Desk at 577-5060 **after** you have finished this checklist for all assigned voting machines.



- ❑ Make sure that there are unnumbered seals on the Open and Close Polls Buttons.

- ❑ Compare the printer door seal number and the number on the PROTECTIVE COUNTER with the numbers on the *Voting Machine Certificates*. If the numbers are not the same, immediately call the Voting Machine Desk at 577-5060.



- ❑ Plug the voting machine power cord into a standard 110v outlet. There is a 3-prong adapter in the base of the machine to use if the wall outlet will only accept a 2-prong plug. You may also plug one machine into the side of another machine if there are not enough conveniently located outlets.

WARNING: DO NOT PLUG ANYTHING INTO THE OUTLET ON THE SIDE OF A MACHINE EXCEPT ANOTHER VOTING MACHINE.

- Prepare the right-most voting machine for use by a visually impaired voter. This machine shall also be used throughout the day by voters who do not need an audio ballot. You will only activate **ADAM** when necessary.

- ❑ Remove **ADAM** from the blue padded bag that is in the base of the voting machine.

- ❑ Attach the interface cable from the device to the back of the right-most machine. There is a port to the right of the OCP below the clear plastic Emergency Evacuation pouch. Make sure the

connector is properly oriented – the colored dot up.

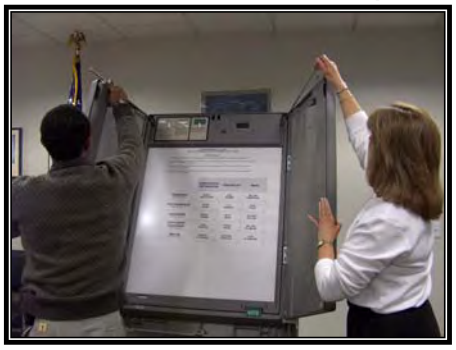
- ❑ Gently tighten the connector thumbscrews to prevent the cable from falling out during use.

- ❑ Place the unit, without a headset attached, on the back shelf of the voting machine until it is needed for a visually impaired voter.

- ❑ Once ADAM is installed on one machine, continue with the following procedures for all machines

- The left curtain rod is the on/off switch. Do not lower it unless you are told to do so by a checklist, a technician, or someone at the Voting Machine Desk.

- ❑ At the front of the voting machine, raise both curtain rods and put each one in the notch of the support bracket at the top of each ballot box door.



- It may be easier for some people to put the curtain on with the voting machine in the kneeling position. See Checklist XV for instructions.

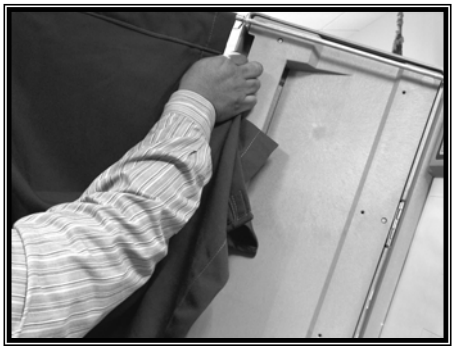
- Install the curtain as follows:

❑ Take the curtain from the base of the voting machine, and unwrap the curtain from around the folded curtain rods.

❑ Unfold the right side (facing the voting machine) of the curtain and slide the right flared end of the rod onto the right support rod, and then unfold the left side of the curtain and slide the left flared end of the rod onto the left support rod.

❑ If the left support rod is accidentally lowered and the voting machine is turned off, do the following:

- WAIT FIVE SECONDS;
- Lift the left curtain support rod and put it back in the notch in the support bracket at the top of the left Ballot Box door.



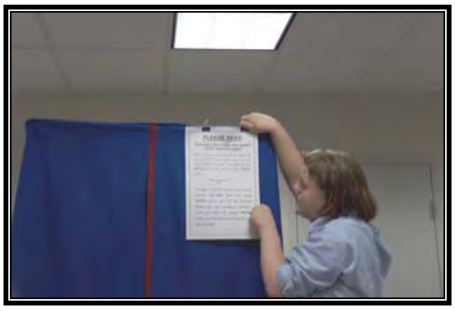
❑ Insert the bottom of the curtain's right roped edge into the slot at the top of the right Ballot Box door.

❑ Gently pull the roped edge down the slot while feeding the remaining curtain in at the top, until tight.

❑ Fasten the bottom edge of the curtain to the Ballot Box door by attaching the two Velcro patches on the curtain to the corresponding Velcro dots on the Ballot Box door.

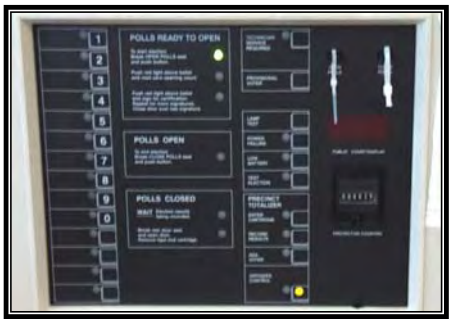
❑ Repeat the above three steps and attach the curtain to the left Ballot Box door.

- ❑ Attach the *Additional Voter Instructions* poster to the front right side of the curtain with spring clips.



- ❑ If you lowered the voting machine to the kneeling position, return it to the upright position.

- ❑ At the back of the voting machine, make sure that the green light is in the top position of the **POLLS READY TO OPEN** box.



- ❑ Cut the seal on the OPEN POLLS button with wire cutters and then **press** the OPEN POLLS button.

- ❑ At the front of the voting machine, **press** the blinking red button to the left of the WRITE-IN window. The window opens and you see the paper tape.

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- ❑ Compare the numbers that are printed on the paper tape with the ballot serial number located in the window at the lower left corner of the ballot frame or that is printed at the top of the ballot. If the numbers are different immediately call the Voting Machine Desk.

- ❑ After the tape advances, all Election Officers shall look at the "ALL COUNTERS = ZERO" statement.

- ❑ **Press** the blinking red button at the left of the WRITE-IN window. The Inspector signs the tape. Repeat pressing the blinking red button and signing the tape for each Election Officer in the Polling Place who looked at the "ALL COUNTERS = ZERO" statement.

- ❑ After the **<u>last</u>** Election Officer present has signed the tape, the Inspector shall pull the WRITE-IN window closed. **DO NOT** press the blinking red button after the last Election Officer has signed the tape.

- ❑ At the back of the voting machine, make sure that the green light in the POLLS OPEN box is illuminated and that the number on the PUBLIC COUNT/DISPLAY is zero. The voting machine polls are now open.

- ❑ Report any problems to the Voting Machine Desk by calling 577-5060 **before** you permit anyone to vote.

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VII. SET UP THE POLLING PLACE

- Arrange the tables and chairs to make the flow of people through the voting process as efficient as possible. See the drawing of a typical Polling Place in the *Election Officer Manual*.

- Put a trash can near the entrance to the room so that voters can throw away political literature.

A. ARRANGE THE TABLES AND CHAIRS.

❑ Put the Officers' Table facing the front of the voting machines.

❑ Put the Update Table near the entrance to the voting area.

❑ Put the Challengers Table near the Officers' Table. The Challengers Table is generally behind the Officers' Table and should be close enough to the Officers' Table so that Challengers can hear the voters say their names and addresses to the Election Officers.

❑ Keep doorways clear and leave enough space for people to move through the voting process without running into barriers.

❑ Put two to three chairs near the Officers' Table for disabled and elderly persons waiting to be processed.

B. DISTRIBUTE MATERIALS AND SUPPLIES.

❑ Put the following items on the Officers' Table:

- *Signature Card Box* (es).
- *Poll List* and *Supplemental Poll List*.
- *Polling Place Absentee Report.*
- *List of Polling Places* (one copy).
- Supply bags.
- *Advice to Challengers*.

- *Prothonotary* envelope #3 (manila).
- *Department of Elections* envelope #1 (manila).
- *Other Documents* envelope #2 (gray).
- *Properly Completed Blank Signature Card* poster.
- *Update Return* envelope (white).
- Pad of paper.
- Department business cards with contact information.
- *Election Day Issues Log*.

❑ Put the following items on the Update Table:

- Update and Provisional Voting materials.
- *Poll List* and *Supplemental Poll List* stamped "UPDATE TABLE".
- *List of Polling Place*s (one copy).
- *New Castle County Street Districting Book*

❑ Give each Election Officer his/her badge.

❑ Make sure each Election Officer prints his/her first and last name on their badge and puts the badge on their clothing in a visible location. Badges are to be worn at all times while the polls are open.

❑ Use the Voting on Delaware's Electronic Voting Machine poster, Instructions to Voting Machine Operators card, Sample Ballot, and How to Make a Write-In Vote sheet stored in each voting machine, to instruct voters on using the Voting Machine.

C. CHECK THE PROVISIONAL BALLOT POUCH AT THE UPDATE TABLE.

❑ The red *Provisional Ballot Pouch* was not sealed when packed into the voting machine. Make sure that the *Provisional Ballot Pouch* is at the right Election District.

❑ If not, call the Voting Machine Desk at 577-5060.

D. PUT UP POSTERS AND SIGNS.

- ❑ Tape the following items at eye level (about 5 feet from the floor) on a wall where voters can read them:
  - *Election District* poster.
  - Representative District Map.
  - *State of Delaware Voter Information* poster with a *Sample Ballot* attached.
  - The American flag (blue field at upper left) **unless** an American Flag is prominently displayed in the room.

- ❑ Tape a *POLLING PLACE* poster, *ELECTION DISTRICT* poster and a *DEVELOPMENTS* poster at eye level near each entrance used by voters.

- ❑ Tape Directional Arrow posters at eye level (about 5 feet from the floor) to direct people from the building's entrance(s) to the Polling Place. Tape a Handicapped Symbol below each Directional Arrow along the accessible route.

E. MAKE SURE THAT THE POLLING PLACE IS ACCESSIBLE.

- ❑ Make sure that the Handicapped Entrance is unlocked.

- ❑ If the Handicapped Entrance **<u>is</u>** locked, the Inspector shall request that the custodian unlock it.

- ❑ If the custodian does not unlock the Handicapped Entrance, the Inspector shall call the Voting Machine Desk at **577-5060**.

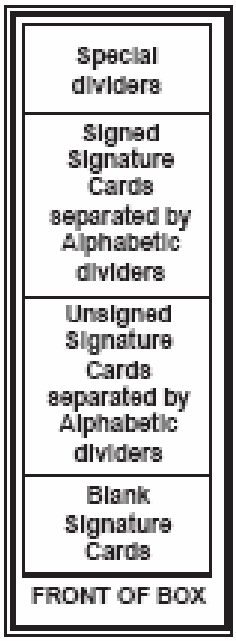
- ❑ Make sure the exterior signs and traffic cones have been put out according to the *Sign Plan*. If not, put them where they should be.

- ❑ Complete Section I of the *Sign Plan Verification Form*. If the custodian or other facility employee put out the signs, have him/her complete Federal W-9 form printed on the back. If an Election

Officer put out the signs, write "Done by an Election Officer" across Section I and do not complete the W-9.

F. SET UP THE SIGNATURE CARD BOX(ES).

- ❑ Use one set of alphabetic dividers to separate the unsigned signature cards into alphabetic sections.
- ❑ Find the blank signature cards at the back of the signature card deck and put them in front of the unsigned signature card section.
- ❑ Put the second set of alphabetic dividers behind the unsigned signature card section for use in filing signed signature cards.
- ❑ Put the dividers for special situations behind the signed signature card section.
- ❑ If you received a second box for signature cards, divide the alphabet between the 2 boxes.



G. PROCESS SIGNATURE CARDS FOR ABSENTEE VOTERS.

- Use the *Polling Place Absentee Report* the Inspector picked up from the Department of Elections for the following steps.

- ❑ Pull the signature card for each voter identified on the *Polling Place Absentee Report* as "VOTED BY ABS BALLOT"
- ❑ Print "AB" on the card and file back in **with the unsigned cards**. Do not permit the person to vote if he/she appears in the Polling Place. His/her ballot has already been included in the Central Count process. It cannot be voided in the Polling Place.
- ❑ Find the voter's name on the *Poll List* or *Supplemental Poll List,* circle the name and print "AB" in the margin to the left of the name.
- ❑ For those people on the list shown as "CALL DOE AT 577-5102", pull the signature card and write "CALL DOE". Re-file the card alphabetically **with the unsigned cards**.

- ❑ Circle the name on the *Poll List* or *Supplemental Poll List* and write "CALL DOE" in the margin to the left of the name. If the voter appears in the Polling Place, call the Department BEFORE processing the voter. Further instructions are in Chapter VIII, *Processing Voters*.

H. POSITION THE GREETER.

- ❑ If you have a Greeter, make sure that he/she knows the geographic area covered by each Election District voting in the building.
- ❑ Put Greeters so that they can help voters get to the right Election District. Coordinate this with the other Inspector(s) in the building.

I. OPEN THE POLLS AT 7 A.M.

- ❑ Let voters and Challengers into the Polling Place at 7 a.m.

J. EVACUATION RESPONSIBILITIES.

- ❑ Complete this paragraph after the Polling Place is ready for voters.
- ❑ The Inspector shall assign Election Officers to do the following things if it is necessary to evacuate the Polling Place:
  - Assign an Election Officer to take the *Signature Card Box* and *Poll Lists* with them when they evacuate.
  - Assign one Election Officer per machine to close each voting machine in accordance with the procedures on the *Emergency Evacuation Card* that is in the envelope attached to the back of the voting machine to the right of the Officers Control Panel.
  - Assign an Election Officer to make sure that everyone has evacuated. This person and the Inspector should be the last people to evacuate.
  - Assign an Election Officer to escort any voters and Challengers from the Polling Place.
- ❑ The Inspector shall establish a gathering point at least 100 feet away from the entrance to the building. In the event of an emergency, responding police, fire or other persons may tell you to move farther away. Follow their instructions!

- ❑ Discuss what to do in the event that evacuation is necessary.
- ❑ Call the Voting Machine Desk at 577-5060 if there are any questions about Evacuation Procedures.

VIII. PROCESSING VOTERS

- **Never send a person away without first calling the Department!**

- A person appearing to vote shall present reasonable identification or complete an *Affidavit of Affirmation of Voter Identity* before being permitted to vote. Reasonable proof of **identity** may include:
  - A State of Delaware driver's license,
  - A State of Delaware automobile registration card,
  - A State of Delaware ID card,
  - A work ID with photo and address,
  - A credit card with photograph and signature,
  - A signed Social Security card,
  - A signed Polling Place Card, or
  - A similar document that identifies the person by photograph *or* signature.

- The possession of a *Polling Place Card* does not mean that a person is currently registered to vote or is registered to vote at the address listed on the *Polling Place Card*. While it may be used as a form of identification, it **shall not** be used as proof that a person is registered to vote or as proof of address.

- If you cannot decide whether a person is eligible to vote **and/or** where he/she votes, call the Voter Information Center at 577-8300.

- The unsigned *Signature Cards* are in alphabetical order.

- A person who was not permitted to vote may appeal that decision by appearing before a judge in Superior Court. A person wishing to make such an appeal shall call the Voter Information Center at 577-83000.

- Help people who ask for assistance. If a voter looks as if he/she needs assistance, politely ask him/her if you can help.

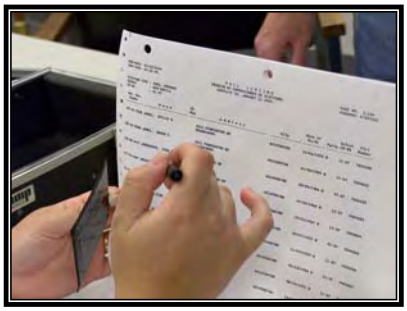
- If a person is unhappy with anything, give him/her one of the Department business cards so that he/she can contact the Department about their issues following the election.

A. PROCESSING THE VOTER.

- Refer to the paragraphs B through L below as appropriate if:
  - The person is not eligible to vote in the election (paragraph B below).
  - The person presents a #10 envelope with completed *Eligibility Affidavit* from another polling place (paragraph C below).
  - The voter does not have proof of identity (paragraph D below).
  - You cannot find the voter's name on the *Poll List* or the *Supplemental Poll List* (paragraph E below).
  - You cannot find the voter's *Signature Card* (paragraph F below).
  - The voter's name and/or address is different than that shown on the *Poll List*, the *Supplemental Poll List* and/or *Signature Card* (paragraph G below).
  - There is an error on the *Signature Card* (paragraph H below).
  - The voter's *Signature Card* has the phrase "ID Required" printed on it (paragraph I below).
  - The person is permitted to vote by a Court Order (paragraph J below).
  - The voter's *Signature Card* has "CALL DOE" hand written on it (paragraph K below).
  - The voter tells you that his/her parent, child or spouse has died or moved out of state (paragraph L below).

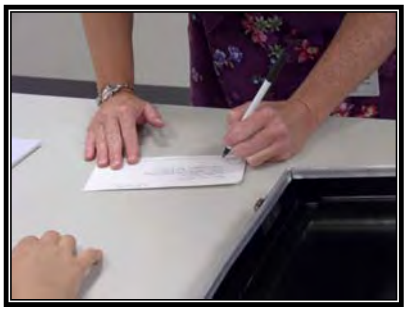
❑ Ask the voter for his/her name, address and proof of identity.

❑ The voter shall say his/her name and address and then give the Election Officer proof of identity.



❑ Find the voter's name on the *Poll List* or the *Supplemental Poll List* and circle it.

❑ Give the voter's proof of identity back to him/her.

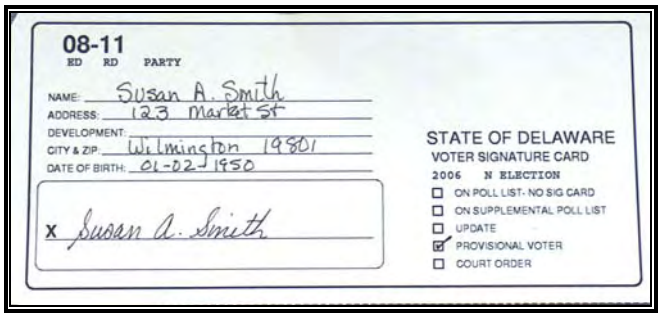


❑ Find the voter's *Signature Card* and have him/her sign it. If the voter is unable to sign, the Election Officer shall sign the voter's name and the Election Officer's name and write "the voter is unable to personally sign".

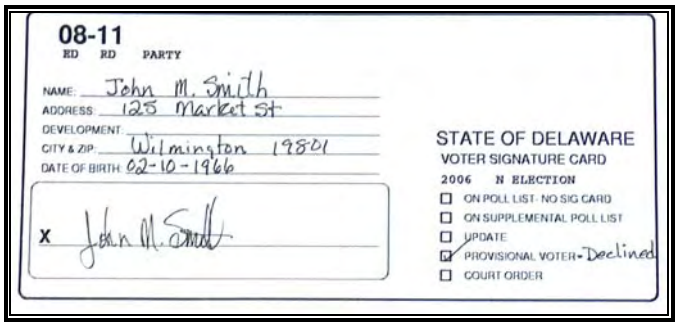
- ❑ Give the voter the signed *Signature Card* and send him/her to the end of the line of people waiting to use a voting machine.

B. THE PERSON IS NOT PERMITTED TO VOTE IN THE ELECTION.

- ❑ Tell the person why he/she was not permitted to vote.
- ❑ Tell the person that he/she can appeal the decision to Superior Court.
- ❑ If the person does not appeal to Superior Court or if that appeal is denied, let the person vote by Provisional Ballot. Send the person with his/her *Signature Card* to the UPDATE TABLE if he/she wants to vote by Provisional Ballot.
- ❑ If the person votes by Provisional Ballot, place a checkmark in the "Provisional Voter" box on the *Signature Card* and put it behind the "PROBLEMS" divider in the *Signature Card Box*.



- ❑ If the person is told that he/she may vote by Provisional Ballot and does not do so, place a checkmark in the "Provisional Voter" box on the *Signature Card,* write "Declined" next to it, and put it behind the "PROBLEMS" divider in the *Signature Card Box*.



C. THE PERSON HAS A #10 ENVELOPE.

- ❑ Make sure that the person is at the right Election District even if an Election Officer needs to verify by using materials at the Update Table. If not at the correct location, call the Voter Information Center at 577-8300 to determine the person's correct Election District.

USE WHEN SENDING VOTER TO ANOTHER POLLING PLACE

WITH A COMPLETED ELIGIBILITY AFFIDAVIT

NEW ED-RD: _____

BUILDING NAME: _____

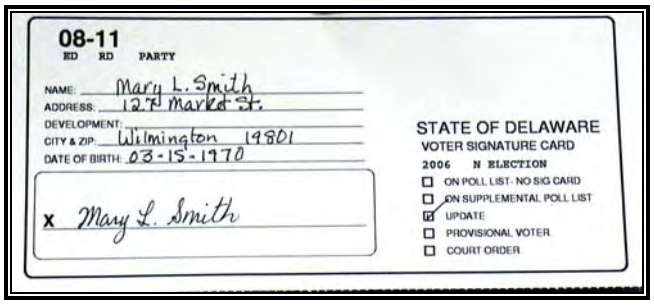
ADDRESS: _____

SAMPLE OF #10 ENVELOPE

- ❑ Make sure that the *Eligibility Affidavit* inside the #10 envelope is complete and that the voter has signed it. (See a sample of this document on the last page of these Checklists.)
- ❑ If the *Agency Representative Signature* is missing on the *Eligibility Affidavit* an Election Officer shall sign it.
- ❑ Ask the person for his/her name, address and proof of identity.
- ❑ Check the person's name and address against the proof of identity. If the name is not the same, ask the Inspector for help. If the address is not the same, make sure that the address on the *Eligibility Affidavit* is correct.
- ❑ If the person's name is on the *Poll List* or the *Supplemental Poll List,* circle it.
- ❑ Give the person's proof of identity back to him/her.

- ❑ If there is a *Signature Card* for the person, have him/her sign it.

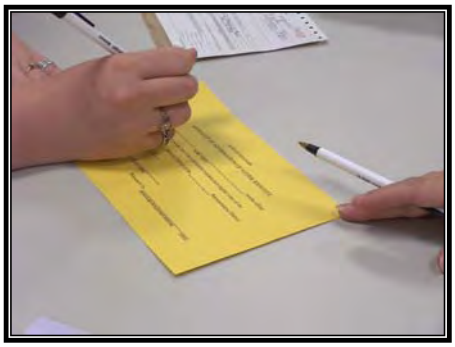
- ❑ If there is no *Signature Card* for the person, get a blank one. Place a checkmark in the "UPDATE," box and print the person's name, complete address, and date of birth on it. Have the person sign the card and print his/her Social Security Number below the signature.



- ❑ Give the voter the signed *Signature Card* and send him/her to the end of the line of people waiting to use a voting machine.

- ❑ Put the #10 envelope with the completed *Eligibility Affidavit* into the *Update Return* envelope.

D. THE VOTER DOES NOT HAVE PROOF OF IDENTITY.



- ❑ If the voter's name is on the *Poll List* or *Supplemental Poll List* or there is a pre-printed *Signature Card,* have the person complete an *Affidavit of Affirmation of Voter Identity*. (Found in the Supply Bag.)

- ❑ If the person refuses to complete the *Affidavit of Affirmation of Voter Identity,* <u>he/she shall not be permitted to vote in a machine</u> but may vote by Provisional Ballot (see Checklist XI). Send the voter to the Update Table.

- ❑ Put the completed *Affidavit of Affirmation of Voter Identity* into the gray *Other Documents* envelope.

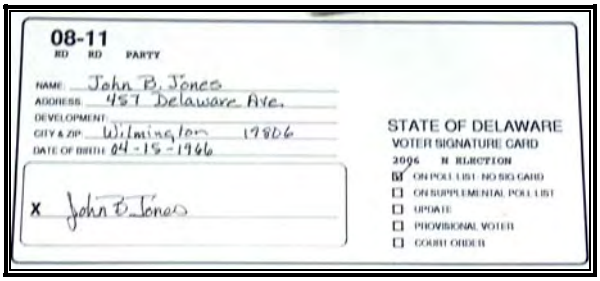
- ❑ Go back to the appropriate step in paragraph "A" above and continue.

E. THE PERSON'S NAME IS NOT ON THE *POLL LIST* OR *SUPPLEMENTAL POLL LIST*.

- ❑ Send the person to the Update Table.

F. YOU CAN'T FIND A PERSON'S *SIGNATURE CARD*.

- ❑ Get a blank *Signature Card* and place a checkmark in the "ON POLL LIST-NO SIG CARD" box and print the person's name, complete address and date of birth on it. Add the Social Security Number below the signature.



- ❑ Have the person sign the *Signature Card*.
- ❑ Go back to the appropriate step in paragraph "A" above and continue.

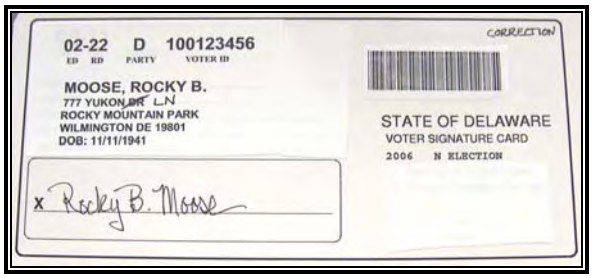
G. THE NAME OR ADDRESS ON THE *POLL LIST* AND/OR *SIGNATURE CARD* IS DIFFERENT THAN THE PERSON'S CURRENT NAME OR ADDRESS.

- ❑ Send the person to the Update Table.

H. THERE IS AN ERROR ON THE *SIGNATURE CARD*.

- A change of name or address, to include a different apartment number, **is not** an error. Handle such changes as Updates.

- ❑ Correct any error such as a misspelling by striking through the erroneous information on the *Signature Card* and then writing the correct information on the card.
- ❑ Write the word CORRECTION on the upper right corner of the card.



- ❑ File behind the "PROBLEMS" divider in the *Signature Card Box*.

- ❑ Go back to the appropriate step in paragraph "A" above and continue.

I. THE VOTER'S SIGNATURE CARD STATES "ID REQUIRED."

- Federal law requires that persons who registered to vote by mail after January 1, 2003, and who did not submit a copy of required identification with the application, must show a required form of identification before being permitted to vote. Persons who did not submit a copy of the required ID and who do not present the required ID on the day of election shall vote by Provisional Ballot.
- Signature Cards for the voters who must show ID before being permitted to vote will have the phrase "ID REQUIRED" printed on the card.

- ❑ When the words "ID REQUIRED" are printed on a voter's *Signature Card*, ask the voter to present one of the following forms of identification:
  - Current and valid photo identification; or
  - A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the voter's name and address.

- ❑ If the voter shows the required identification, write the type of ID presented on the *Signature Card*, such as the person's Delaware Drivers License number (i.e. DL1234567), Delmarva bill, Comcast bill, Work ID with picture and name, pay check (includes a pay advice/statement), or State ID Card number.

- ❑ If the voter does not show one of the required forms of identification, send the voter to the Update Table, because he/she must vote by Provisional Ballot.

J. PERMITTED TO VOTE BY COURT ORDER.

- ❑ If you are given a *Court Order* or are told by the Voting Machine Desk or Voter Information Center that a *Court Order* permits a person to vote, do the following:

- ❑ Have the person complete an *Eligibility Affidavit*.

- ❑ Have the person print his/her name, complete address, date of birth and Social Security number on a blank signature card, check the "COURT ORDER" block and then sign it.

- ❑ Attach the *Court Order* and the completed *Eligibility Affidavit* to the back of the *Signature Card*.

- ❑ Give the *Signature Card* to the person and send him/her to the end of the line of people waiting to vote.

- ❑ After the person has voted, put the *Signature Card* with the attached Court Order and *Eligibility Affidavit* behind the "PROBLEMS" divider in the *Signature Card Box*.

K. THE SIGNATURE CARD HAS "AB" OR "CALL DOE" HAND WRITTEN ON IT.

- ❑ If signature card indicates "AB", tell the voter that the Department has received their Absentee Ballot and they have already voted in this election. Do not permit the individual to vote.

- ❑ If "CALL DOE" is hand-written on the *Signature Card*, call the Department at 577-5102 for further instructions. Do not permit the

individual to vote in a machine unless instructed to do so by Department staff.

L. THE VOTER TELLS YOU THAT HIS/HER PARENT, CHILD OR SPOUSE HAS DIED OR MOVED OUT OF STATE.

- ❑ Locate the *Signature Card* for the relative.
- ❑ Have the voter print the appropriate status (deceased, moved out of state) and his/her relationship (mother, father, son, daughter) to the relative on the *Signature Card*.
- ❑ Have the voter sign and date the *Signature Card* and put it behind the "PROBLEMS" divider in the *Signature Card Box*.

M. AT 7:30 P.M. ANNOUNCE THAT THE POLLS WILL CLOSE AT 8 P.M.

- ❑ At 7:30 p.m., the Inspector has an Election Officer announce inside and outside of the Polling Place that the Polls will close at 8 p.m.

N. AT 8 P.M. ANNOUNCE THAT THE POLLS ARE CLOSED.

- ❑ At 8 p.m. the Inspector has an Election Officer announce that the Polls are closed both inside and outside of the Polling Place.
- ❑ Close, and if possible, lock the door to the Polling Place at 8 p.m.
- ❑ Let anyone waiting in line at 8 p.m. vote regardless of how long it takes.
- ❑ If the line extends past the door to the Polling Place at 8 p.m., put an Election Officer at the end of the line. This Election Officer shall tell all persons who attempt to join the line behind him/her that the Polls are closed and that they shall not be permitted to vote.
- ❑ After the last person has voted and if the OFFICERS CONTROL button on the OFFICERS CONTROL PANEL is lit**,** press the OFFICERS CONTROL button on the OFFICERS CONTROL PANEL to deactivate the voting machine.
- ❑ If the OFFICERS CONTROL button on the OFFICERS CONTROL PANEL will not deactivate when pushed**:**

- DO NOT press the green “VOTE” button!
- The Inspector and an Election Officer with a different political party affiliation shall go behind the curtain and deselect any active selections.
- An Inspector or an Election Officer shall then press the OFFICERS CONTROL button to deactivate the voting machine.

IX. VOTING

- The Inspector shall make sure that each Election Officer operating a voting machine knows that:
    - He/she has the *Sample Ballot* and the six-step *Voting on Delaware's Electronic Voting Machine* poster to use to show people how to use the voting machine.
    - He/she shall fill in the appropriate blanks on the *Voting Machine Operator Card* to explain how many possible selections the voter may make.
    - He/she shall make sure that each *Signature Card* handed to him/her is signed.
    - He/she shall explain to each person how to use the voting machine and point out the location of the green VOTE button to him/her.
    - He/she shall say the person's name before the person goes behind the curtain. **DO NOT ANNOUNCE THE VOTER'S POLITICAL PARTY AFFILIATION.**
    - He/she must push the OFFICERS CONTROL button to activate the voting machine for each voter.
    - He/she must make sure that each person completes the voting process.
    - He/she shall write the last digit of the voting machine serial number in the lower right corner of the *Signature Card*.
    - He/she knows the proper procedure to follow when a person leaves the voting machine and did not push the green VOTE button.
    - He/she shall put the voting machine in the kneeling position to help voters in a wheelchair or voters who may be able to more easily vote with the voting machine in the lowered position. Put the voting machine back into the upright position after the voter leaves the voting area.
- A person with a physical disability may take one (1) or (2) persons **of their choice** into the voting machine to assist him/her in voting. These persons **SHALL NOT** be the voter's employer, agents of the voter's employer or agents of the voter's union. Two (2) Election Officers with different political party affiliations shall assist the voter if a person of his/her choice is not present.

- A person who is blind or visually impaired may use ADAM to vote independently by hearing the ballot. See paragraph C below.

- Any voter may take children age 17 or younger into the voting machine with him/her. **Strongly suggest** that the voter keep the children on his/her left to reduce the chance that the child/ren will push the green VOTE button before the person has made all of his/her selections. There are no second chances if a child pushes the VOTE button!

- If a voter inside the curtain needs help, try to help the person without going behind the curtain. If that is not possible, two Election Officers with different political party affiliations shall go behind the curtain and help the voter, but not influence the person's choice(s). The Election Officers shall leave the curtained area before the person casts his/her ballot.

- Distribute voters equally among all the voting machines.

A. VOTING.

- If you encounter an error code during this procedure:
  - Press the Technician Service Required button.
  - Follow the procedure for correcting this situation in the *Error Codes* checklist (Checklist XVI) before continuing, **or** call the Voting Machine Desk at 577-5060.

❑ Tell the voter how to operate the voting machine (use the green *Voting Machine Operator Card*) and point out the green VOTE button.

❑ Take the *Signature Card* from the person and make sure that he/she has signed it. If not, have him/her sign it.

❑ Say the person's name loud enough so that the Challengers can hear the information**.**

❑ Press the OFFICERS CONTROL button on the OFFICERS CONTROL PANEL to activate the voting machine for the voter.

❑ Tell the voter to go behind the curtain, make his/her selections and to push the green VOTE button to cast his/her

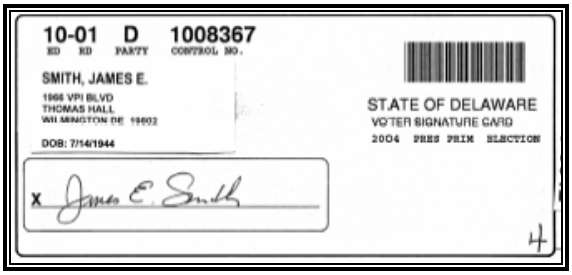
ballot.

- If the voter is inside the booth and asks how to make a write-in vote, tell them the instructions are printed on the machine just above the ballot. Ask the voter to use a regular pen, not a pencil or heavy marker, and hand them a pen if necessary. You may need to place the machine in the kneeling position for a voter to reach the write-in window.

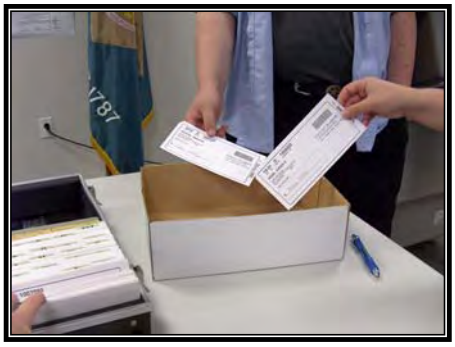
❑ The voter makes his/her selections, pushes the green VOTE button to cast his/her ballot and then walks out from behind the curtain.

- A person must select at least one candidate in order to cast his/her ballot.
- After the person pushes the green VOTE button, the lights on the ballot face and Ballot Box door go out, a bell sounds, and both the PUBLIC COUNT/DISPLAY and PROTECTIVE COUNTER on the OFFICERS CONTROL PANEL advance one count. If the voter leaves without pushing the green VOTE button, follow the procedure in paragraph B below.

❑ Write the last number of the Voting Machine Serial number in the lower right corner of the *Signature Card*.



❑ If there were any problems with the voting machine or voter, write the details on the back of the person's *Signature Card* and put the card behind the "PROBLEMS" divider at the back of the *Signature Card Box*.



❑ Put the person's *Signature Card* into a small cardboard box until it can be filed or put the person's *Signature Card* behind the right alphabetic code in the "Voted" section of the *Signature Card Box*. **If there is a note or correction on the card and/or the card is handwritten**, put it behind the appropriate divider in the special situation section of the *Signature Card Box*. If you

cannot decide where to file the card, put it behind the "PROBLEMS" divider.

B. THE PERSON DOES NOT PUSH THE GREEN VOTE BUTTON!

- ❑ Stop the person and tell him/her to go back to the voting machine, check the selections and push the green VOTE button to cast his/her ballot.

- ❑ After the person has cast his/her ballot, put the *Signature Card* behind the right alphabetic code in the "Voted" section of the *Signature Card Box.* **If there is any annotation on the card and/or the card is handwritten**, file it behind the appropriate divider in the special situation section of the *Signature Card Box*. If you cannot decide where to file the card, file it behind the "PROBLEMS" divider.

- ❑ If you cannot stop him/her:
  - **DO NOT** press the green "VOTE" button for the person.
  - Two Election Officers with different political party affiliations enter the curtained area and deselect any selection(s) made by the voter.
  - An Election Officer goes to the rear of the voting machine and presses the OFFICERS CONTROL button on the OFFICERS CONTROL PANEL.
  - An Election Officer writes **"**Left Without Voting" on the *Signature Card.*
  - Put the person's *Signature Card* behind the *"Left Without Voting*" divider at the back of the *Signature Card Box.*

C. ACTIVATE ADAM FOR THE BLIND OR VISUALLY IMPAIRED VOTER.

- Once a voter has started to use **ADAM** you cannot stop the process and de-activate the machine. If the voter becomes frustrated with the amount of time it takes and requests to proceed without **ADAM**, direct the voter to another machine. Put **ADAM** on the back shelf of the machine and allow it to time-out, approximately 4-5 minutes, and use the instructions for an E006 error condition in Checklist XVI, paragraph A to reset the machine.

- ❑ Take the *Signature Card* from the person and make sure that he/she has signed it. If not, have him/her sign it.

- ❑ Announce the voter's name. DO NOT announce party affiliation.

- ❑ If there is no challenge, instruct the voter to enter the booth.

- The voting process with ADAM may take 20 minutes or more. Offer to place a chair within the curtained area for the voter's use.
- For sanitation reasons, we do not re-use headphones. Do not open a new headphone package until the ADA voter is at the machine.

- ❑ The voter may use his/her personal headphones. If he/she did not bring headphones, tell the ADA voter that you are opening a new headphone package and attaching it to ADAM.

- ❑ Ask the voter if he/she needs assistance in putting on headphones.

- ❑ Tell the ADA voter you are handing him/her a device that has headphones attached. The voter should hold the unit with the cables at the top.

- Explain that once you activate the machine the audio instructions telling the voter how to use ADAM and guiding the voter through the process will begin **immediately**.

- Make sure the voter has headphones on; that they are connected to **ADAM** and that the voter is ready to begin **before** you press the ADA VOTER button and OFFICERS CONTROL button.

- ❑ When the voter is ready, push the ADA VOTER button located directly above the OFFICERS CONTROL button on the OCP.

- ❑ Push the OFFICERS CONTROL button on the OCP. Audio instructions will begin immediately.

- ❑ The voter follows audio directions, casts his/her ballot and then exits the machine.

- ❑ If the voter uses his/her personal headphones, unplug them from ADAM and give them back to him/her.

- ❑ Otherwise, unplug the headphones from ADAM and throw them away.

- ❑ Write the last number of the Voting Machine Serial number and "ADAM" in the lower right corner of the Signature Card.

- ❑ File the Signature Card behind the PROBLEMS divider in the Signature Card Box.

- ❑ Call the Department at 577-5060 to report that an ADA voter has finished and relay any problems or comments with the process. Also record this situation on *Election Day Issues Log*.

D. THE ADA VOTER LEAVES WITHOUT COMPLETING THE VOTING PROCESS.

- If the voter does not make a selection or proceed to the next announced step in 10 seconds, the machine will prompt the voter to continue. After 4 attempts with no voter action being taken, the machine will time-out. When this happens, several rows of red lights outline the face of the ballot, the machine chimes, and an E-505 error code appears in the Public Count/Display area of the OCP. Use the instructions for an E006 error condition in Checklist XVI, paragraph A to reset the machine.

- ❑ Stop him/her and tell him/her to return to the voting machine to complete the process. This may involve resetting the machine using E006 instructions from Checklist XVI, paragraph A if the machine has timed out.

- ❑ If you cannot stop him/her, write ADAM and LEFT WITHOUT VOTING on the *Signature Card*.

- ❑ File the *Signature Card* behind the "LEFT WITHOUT VOTING" divider tab in the *Signature Card Box*.

X. ADDRESS AND NAME UPDATE

- The Update Table handles Address and Name updates and Provisional Voting.
- Registered voters who changed their name and/or address without having updated their voter registration record must be processed at the Update Table. The Election Officers at the Update Table will determine the Election District in which the voter lives and the Polling Place at which he/she must vote, give the voter documents to complete and then send the voter to the right Polling Place.
- Send persons who arrive at the Update Table with a completed #10 envelope containing an *Eligibility Affidavit* to the end of the line of persons waiting at the Officers' Table.
- Send persons who are registered to vote in the Election District and do not have to update their voter registration record to the end of the line of persons waiting at the Officers' Table.

A. PROCESSING VOTERS AT THE UPDATE TABLE.

❑ Ask the person if he/she is registered to vote.

❑ If the person says that he/she is not registered to vote, tell him/her that since they know that they are not registered to vote that they cannot vote in this election and that they should call the Department of Elections at 577-3464 the week following the election in order to obtain an application to register to vote. Politely tell the person to leave the Polling Place. This is not a Provisional Ballot situation since the voter knows that he/she is not registered to vote. If you have a question about this step, call the Voting Machine Desk at 577-5060.

❑ If the person says he/she is registered to vote or that he/she is not sure, give the person an *Eligibility Affidavit* and tell him/her to complete it as shown on the *Eligibility Affidavit Instructional Poster* and then give the completed document back to you.

❑ When a person gives you a completed *Eligibility Affidavit*, make sure that the person properly completed it.

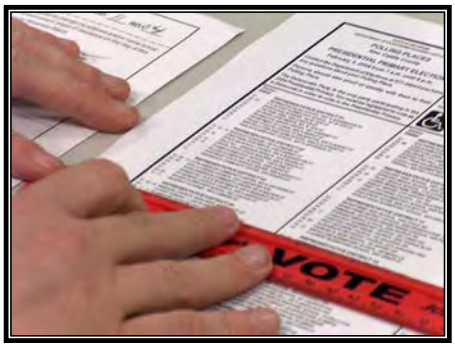
- ❑ One Election Officer signs in the *Agency Representative* block in the area below the applicant's signature.
- ❑ Use the *New Castle County Districting Book* to find the Election District in which the person's address is located.
- ❑ If the person is registered at another Election District, write the new Election District in which the person's address is located on the "NEW ELECTION DISTRICT" line at the tope of the #10 envelope.
- ❑ Use the *Poll List* and *Supplemental Poll List* to find whether the person is registered to vote in the Election District.
- ❑ Accomplish paragraphs B, C, D or E below as appropriate.

B. THE PERSON IS REGISTERED IN THE ELECTION DISTRICT AND LIVES IN THE ELECTION DISTRICT.

- ❑ Give the completed *Eligibility Affidavit* to the person and send him/her to the ***end*** of the line of persons waiting at the Officers' Table.

C. THE PERSON IS REGISTERED IN THE ELECTION DISTRICT BUT LIVES IN A DIFFERENT ELECTION DISTRICT.

- ❑ Use the *List of Polling Places* to find the Polling Place for the new Election District.
- ❑ Write the Building Name and address for the person's new Polling Place on the #10 envelope.



- ❑ Put the completed *Eligibility Affidavit* into the #10 enveloped and seal it.

- ❑ Give the envelope to the person and send him/her to the Polling Place for the Election District in which he/she now lives. **NOTE:** This may be in the same building as your Election District.

D. THE PERSON IS NOT REGISTERED IN THE ELECTION DISTRICT BUT LIVES IN THE ELECTION DISTRICT.

- Before calling the Voter Information Center, make sure that you have the person's Social Security number, full name and date of birth. If the voter does not give you his/her Social Security number, make the call without it.

  - ❑ Call the Voter Information Center at 577-8300 or the Registration automated inquiry system at 577-3464 to determine whether the person is registered to vote.

- If the person **is registered to vote**, do the following:

  - ❑ Write the name of the person at the Voter Information Center who authorized the person to vote in the "remarks" block at the bottom of the *Eligibility Affidavit*. If you use the Registration Automated Inquiry System, print the phrase "RAIS" in this block.

  - ❑ One Election Officer signs in the Agency Representative Signature space on the *Eligibility Affidavit*.

  - ❑ Give the *Eligibility Affidavit* to the person and send the person to the **end** of the line of persons waiting at the Officer's Table.

- If the person **is not registered to vote**, do the following:

  - ❑ Write "**Not Eligible**" in the "Remarks" section on the bottom of the *Eligibility Affidavit***.**

  - ❑ One Election Officer signs in the Agency Representative Signature space on the *Eligibility Affidavit*.

  - ❑ Put the Eligibility Affidavit into the white Update Return Envelope**.**

  - ❑ Tell the person that he/she is not eligible to vote in the election, and that his/her application to register to vote or to update his/her voter

registration will be processed effective the first business day following the election.

- ❑ If the person insists that he/she is registered to vote, permit him/her to vote by Provisional Ballot.

E. THE PERSON IS NOT REGISTERED IN THE ELECTION DISTRICT AND HE/SHE LIVES IN ANOTHER ELECTION DISTRICT.

- ❑ Use the *New Castle County Street Districting Book* and the *List of Polling Places* to determine where the person votes and send him/her to the right Election District.
- ❑ If the person insists that he/she is registered to vote in the Election District, permit him/her to vote by Provisional Ballot.
- ❑ Call the Voter Information Center at 577-8300 to obtain the necessary information for the voter.

XI. PROVISIONAL VOTING

- The Update Table will handle Provisional Voting as well as Address and Name Updates.
- Only Federal Offices are on Delaware's Provisional Ballots.
- Election Officers in the Polling Place shall, using the material available to them and to the best of their ability, tell a person who wants to vote a Provisional Ballot the location of his/her correct Polling Place and warn him/her that his/her ballot shall not be counted if he/she is not registered to vote or votes at the wrong Polling Place.
- Election Officers shall give whatever assistance is requested by a voter who is voting by Provisional Ballot. When that assistance includes marking or assisting in marking the person's Provisional Ballot, two Election Officers with different political party affiliations shall give that assistance.
- A voter who spoils his or her Provisional Ballot and/or Provisional Ballot Envelope shall, upon request, be given a replacement Provisional Ballot and/or Provisional Ballot Envelope after giving back the spoiled Provisional Ballot and/or Provisional Ballot Envelope.
- A person who can vote by voting machine or has voted by Absentee Ballot SHALL NOT be permitted to vote by Provisional Ballot.
- Provisional Ballots are a controlled item. Under no circumstances shall Provisional Ballots be given to any person for any reason other than to a person voting by Provisional Ballot.
- You will find that the red *Provisional Ballot Pouch* is closed but not sealed. If you have no voted Provisional Ballots at the end of the election, **the Inspector must still return the red pouch to the drop-off point** but does not need to seal it.

IMPORTANT!

DO NOT PERMIT A PERSON TO VOTE BY PROVISIONAL BALLOT UNTIL YOU HAVE:

1. Verified that the person's name is not on the *Poll List* or *Supplemental Poll List* for your Polling Place **or any other Polling Places in your building**.
2. Contacted the Voter Information Center regarding the person's registration status.
3. Determined the correct Polling Place for the person's address.
4. Advised the voter that he/she is at the wrong Polling Place if you have determined that he/she is at the wrong Polling Place.

YOU MUST PERMIT THE PERSON TO VOTE BY PROVISIONAL BALLOT IF:

1. The person insists that he/she is registered to vote at your Polling Place.
2. The person wants to vote at your Polling Place even though you cannot confirm that he/she is eligible to vote at your Polling Place.

A. PROCESSING A PROVISIONAL VOTER.

❑ Give the person the following documents:

- A *Provisional Ballot Envelope* after writing the Election District number on it.
- A *Provisional Voter Information Sheet* after writing the number from the upper right corner of the *Provisional Ballot Envelope* on it.
- A blank signature card after you write "Provisional Voter" on the upper right side.

❑ Tell the person to:

- Read the *Provisional Voter Information Sheet;*
- Complete the affidavit on the *Provisional Ballot Envelope (*except for his/her signature),
- Print his/her Social Security number, name and address on the *Signature Card;* and then
- Give the completed documents back to you.

❑ Make sure that the affidavit and *Signature Card* are properly completed. If not, tell the person to complete the items that were incorrect or missing.

- ❑ Print the number from the *Provisional Ballot Envelope* and the Provisional voter's name on the *Provisional Ballot Log*.

- ❑ Tell the person to sign the *Signature Card* and the affidavit on the *Provisional Voter Envelope.*

- ❑ If the person has already signed the affidavit on the *Provisional Ballot Envelope* before giving it back to you, have him/her re-sign it in front of you below the first signature.

- ❑ Complete the Election Officer part of the affidavit by filling in the date and then signing the affidavit.

- ❑ Ask the person to show you proof of identity. If the person does not show you proof of identity, write "NO IDENTIFICATION" across the top of the *Provisional Ballot Envelope.*

- ❑ Using the information on the *Provisional Ballot Envelope,* find the correct Polling Place for the person's address.

- ❑ If the person is at the wrong Polling Place, tell him/her where his/her correct Polling Place is located.

- ❑ If the person decides to go to the right Polling Place, write "VOID – WRONG POLLING PLACE" across the top of the *Provisional Ballot Envelope* and beside the person's name on the *Provisional Voting Log.* Put the *Provisional Ballot Envelope* into the *Provisional Ballot Pouch*.

- ❑ If the person insists on voting at your Election District, continue with this procedure.

- ❑ Give the person his/her *Provisional Ballot Envelope*, his/her Provisional Ballot and a manila *Official Envelope*.

- ❑ Tell the person to:
  - Mark the Provisional Ballot;
  - Fold the marked Provisional Ballot;
  - Put the marked ballot into the *Official Envelope;*
  - Put the *Official Envelope* into the *Provisional Ballot Envelope;*

- Seal the *Provisional Ballot Envelope*; and
- Then give the sealed *Provisional Ballot Envelope* back to you.

❑ Give the person who spoils his or her Provisional Ballot and/or *Provisional Ballot Envelope* a replacement Provisional Ballot and/or *Provisional Ballot Envelope* after the person surrenders the spoiled Provisional Ballot and/or envelope.

❑ If you give a person a replacement *Provisional Ballot Envelope,* correct the numbers that had been written on the Provisional Voter's *Provisional Voter Information Sheet* and beside the Provisional Voter's name on the *Provisional Ballot Log*.

❑ Write the word "spoiled" across the face of the spoiled Provisional Ballot and/or *Provisional Ballot Envelope* and put it/them into the red *Provisional Ballot Pouch*.

❑ Put the sealed Provisional Ballot Envelope into the red *Provisional Ballot Pouch*.

❑ Tell the person that they will be able to determine whether or not their Provisional Ballot was counted and, if not, the reason it was not counted by following the instructions of the *Provisional Voter Information Sheet* approximately 30 days following the election.

B. PROCESS TO FOLLOW IF THE VOTING HOURS ARE EXTENDED BY A COURT.

❑ Draw a line below the last name on the *Provisional Ballot Log* and print the words "The following persons voted during extended voting hours ordered by a court."

❑ Process the voter through the *Poll List* and *Signature Card* steps, then continue with this procedure for each voter.

❑ Tell the person to:

- Read the *Provisional Voter Information Sheet;*
- Complete the affidavit on the *Provisional Ballot Envelope (*except for his/her signature),
- Print his/her Social Security number, name and address on the *Signature Card;* and then

- Give the completed documents back to you.

❑ Make sure that the affidavit and *Signature Card* are properly completed. If not, tell the person to complete the items that were incorrect or missing.

❑ Print the number from the *Provisional Ballot Envelope* and the Provisional Voter's name on the *Provisional Ballot Log*.

❑ Tell the person to sign the *Signature Card* and the affidavit on the *Provisional Voter Envelope.*

❑ If the person has already signed the affidavit on the *Provisional Ballot Envelope* before giving it back to you, have him/her sign it in front of you below the first signature.

❑ Complete the Election Officer part of the affidavit by filling in the date and then signing the affidavit.

❑ Ask the person to show you proof of identity. If the person does not show you proof of identity, write "NO IDENTIFICATION" across the top of the *Provisional Ballot Envelope.*

❑ Using the information on the *Provisional Ballot Envelope,* find the correct Polling Place for the person's address.

❑ If the person is at the wrong Polling Place, tell him/her where his/her correct Polling Place is located.

❑ If the person decides to go to the right Polling Place, write "VOID – WRONG POLLING PLACE" across the top of the *Provisional Ballot Envelope* and beside the person's name on the *Provisional Voting Log.* Put the *Provisional Ballot Envelope* into the red *Provisional Ballot Pouch*.

❑ If the person insists on voting at the Election District, continue with this procedure.

❑ Give the person his/her *Provisional Ballot Envelope*, his/her Provisional Ballot and a manila *Official Envelope*.

- ❑ Tell the person to:
  - Mark the Provisional Ballot;
  - Fold the marked Provisional Ballot;
  - Put the marked ballot into the *Official Envelope;*
  - Put the *Official Envelope* into the *Provisional Ballot Envelope;*
  - Seal the *Provisional Ballot Envelope*; and
  - Then give the sealed *Provisional Ballot Envelope* back to you.

- ❑ Give the person who spoils his or her Provisional Ballot and/or *Provisional Ballot Envelope* a replacement Provisional Ballot and/or *Provisional Ballot Envelope* after the person surrenders the spoiled Provisional Ballot and/or envelope.

- ❑ If you give a person a replacement *Provisional Ballot Envelope,* correct the numbers that had been written on the Provisional Voter's *Provisional Voter Information Sheet* and beside the Provisional Voter's name on the *Provisional Ballot Log*.

- ❑ Write the word "spoiled" across the face of the spoiled Provisional Ballot and/or *Provisional Ballot Envelope* and put it/them into the red *Provisional Ballot Pouch*.

- ❑ When the voter returns the sealed *Provisional Ballot Envelope* to you, keep it separate from those voted during the normal voting hours.

- ❑ Tell the voter that he/she will be able to determine whether or not their Provisional Ballot was counted and, if not, the reason it was not counted by following the instructions of the *Provisional Voter Information Sheet* approximately 30 days following the election.

- ❑ After the Polls have closed, put a rubber band around the Provisional Ballots voted during the extended hours, put them into the red *Provisional Ballot Pouch* and complete the procedures detailed in paragraph "D" below.

C. PROCEDURE WHEN A VOTER'S SIGNATURE CARD STATES "ID REQUIRED" AND THE VOTER DOES NOT SHOW THE REQUIRED IDENTIFICATION.

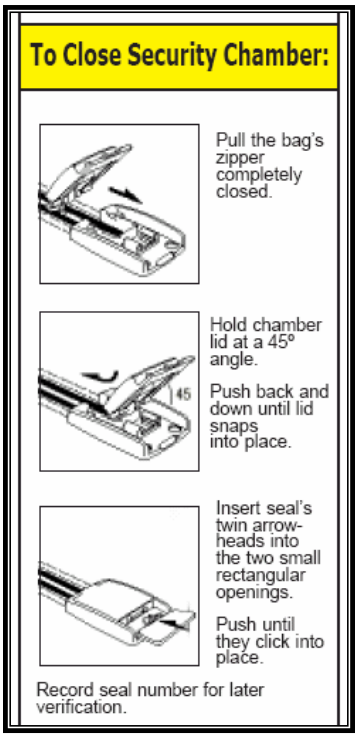
- ❑ Complete the process in paragraph "B" above except for the first and last steps.
- ❑ Put the sealed *Provisional Ballot Envelope* into the red *Provisional Ballot Pouch*.

D. AFTER THE POLLS HAVE CLOSED.

- **If you have no voted Provisional Ballots**, make sure the unused *Provisional Voter Information Sheets* and envelopes are placed in the base of the machine, and **the Inspector returns all the ballots in the closed red *Provisional Ballot Pouch* at the end of the night**.
- If you **do have voted Provisional Ballots**, make sure they are placed in the red *Provisional Ballot Pouch* and that the pouch is sealed as instructed below.

  - ❑ Print "Last Entry" on the line immediately below the last name on the *Provisional Ballot Log*.
  - ❑ Put the *Provisional Ballot Log* into the red *Provisional Ballot Pouch*.
  - ❑ Put the unused Provisional Ballots into the *Provisional Ballot Pouch*.
  - ❑ Take a seal from the Seal Envelope inside the red *Provisional Ballot Pouch*.
  - ❑ Take the transmittal card from the red *Provisional Ballot Pouch*.
  - ❑ Print the date in the "Date" block, write "DOE for NCC" in the "Deliver To" block and write the seal number in the "Seal #" block.
  - ❑ Put the transmittal card back into the place from which you removed it with the side on which you wrote facing out.

- ❑ Pull the bag's zipper completely closed.
- ❑ Hold the plastic cover that you used to close the zipper at a 45 degree angle, insert the ends under the corners of the pouch closure device, and then gently push down until the plastic cover (lid) snaps into place.
- ❑ Insert the seal's twin-arrowheads into the small rectangular openings located on the right side of the closure device. Push the seal until it clicks into place.
- ❑ In the event you break the seal, you must repeat the sealing process with another seal. Make sure that you enter the correct seal number on the transmittal card **before** you seal the red *Provisional Ballot Pouch*.



- ❑ Give the sealed red *Provisional Ballot Pouch* to the Inspector for return to the Drop-Off point.
- ❑ Neatly put all remaining Provisional Voting materials (unused envelopes and *Provisional Voter Information Sheets)* back into a voting machine.

XII. CLOSE THE VOTING MACHINES

- DO NOT close any voting machine until after the Polls have closed and the last person has voted.
- Do this checklist for every voting machine assigned to the Polling Place.

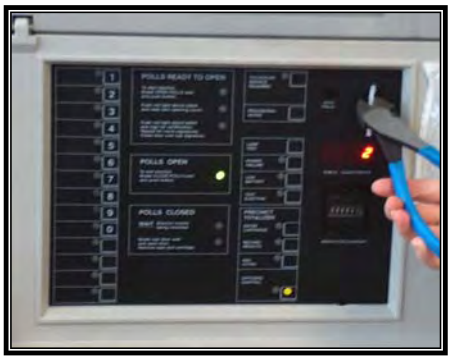
A. ADMIT AUTHORIZED OBSERVERS.

❑ Let in any candidate on the ballot or authorized Challenger for a party on the ballot who wants to watch the closing of the voting machines and Polling Place.

B. CLOSE THE VOTING MACHINE.

WARNING: THE STEPS IN THIS PARAGRAPH MUST BE COMPLETED IN SEQUENCE FOR EVERY VOTING MACHINE IN THE POLLING PLACE. IF THESE STEPS ARE NOT FOLLOWED, THE VOTING MACHINES WILL NOT BE CLOSED AND YOU WILL NOT RECEIVE A RESULTS TAPE.

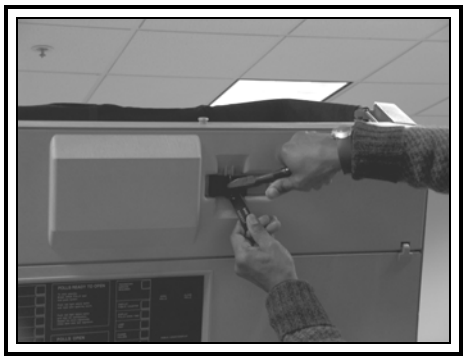
❑ Cut the seal on the CLOSE POLLS button with wire cutters.

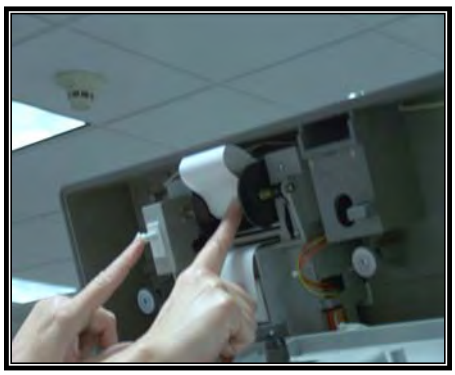


❑ **Press** the CLOSE POLLS button and watch as the light in the POLLS OPEN box moves to the top position in the POLLS CLOSED box.

❑ **WAIT** for approximately **two minutes** while the voting machine prints the results.

- ❑ **After** the light in the POLLS CLOSED box has dropped to the bottom most position, cut the seal on the PRINTER DOOR with wire cutters and open the PRINTER DOOR.





- ❑ Hold the paper tape take-up spool in position with your right index finger while pressing the white switch to the left of the printer. A loop of paper tape is formed.

- ❑ Tear the paper tape at the loop created by performing the above step.

- ❑ Gently pull the paper tape off the take-up spool and examine it.

- ❑ If there are no results printed on the tape, follow the procedure for this situation on the *Error Codes* checklist (Checklist XVI) **or** call the Voting Machine Desk at 577-5060 immediately before continuing.

- ❑ Put the tape on the Officers' Table.

- ❑

- It may be easier for some people to remove the Memory Cartridge with the voting machine in the kneeling position.

- ❑ Pull the Memory Cartridge <u>straight up</u> from the voting machine and put it in the black canvas *Memory Cartridge Pouch*. You may need to use two hands - the cartridge is tight and should not be moved from side to side.

WARNING: ONLY CUT VOTING MACHINE TAPES AT ***CUT HERE* LINES**.

- ❑ Remove the *Extra Copy 3* tape from each voting machine tape and put them in the *Memory Cartridge Pouch* by cutting or tearing the tape at the "CUT HERE" line immediately above the beginning of the *Extra Copy 3* tape.

- ❑ All the Elections Officers sign the *Extra Copy 3* tapes.

- ❑ Report problems to the Voting Machine Desk at 577-5060 before continuing.

C. DISPATCH THE MEMORY CARTRIDGE POUCH.

- ❑ Make sure that the Memory Cartridges and the *Extra Copy 3* tapes from every assigned voting machine are in the *Memory Cartridge Pouch*.

- ❑ The Inspector shall do the following:
  - Remove a seal from the *Memory Cartridge Pouch;*
  - Remove the small white log from the *Memory Cartridge Pouch;*

- Print the date, his/her last name and the seal # in the spaces provided on the log;
- Put the log back into the *Memory Cartridge Pouch* so that it shows through the **large** clear plastic window where cartridges are visible. **Do not** insert the log into the pocket containing the pre-printed "Return to" Card. This destination card showing the zone, number of machines, machine serial number and ED-RD MUST be visible through the clear pocket. Individuals receiving the pouch must be able to determine that it is at the correct location without unsealing it.

- ❑ Seal the black canvas *Memory Cartridge Pouch* with the seal that corresponds to the number written on the small white log.
- ❑ Make sure that the Clerk assigned to deliver the *Memory Cartridge Pouch* to the Zone Reporting Station completed and signed the Cartridge Clerk line of the *Election Officer Pay Voucher*.
- ❑ Print the time and the name of the Clerk assigned to deliver the black canvas *Memory Cartridge Pouch* to the Zone Reporting Station in Section II of the *Voting Machine Certificates.*
- ❑ The Clerk assigned to deliver the black canvas *Memory Cartridge Pouch* to the Zone Reporting Station signs Section II of the *Voting Machine Certificates.*

SECTION II
CERTIFICATION BY ELECTION OFFICER TAKING THE MEMORY CARTRIDGE(S) TO THE REPORTING ZONE

I HEREBY CERTIFY that I have in my possession the sealed *Memory Cartridge Envelope* containing the memory cartridge(s) from each voting machine assigned to this Polling Place and shall immediately go to the Zone Reporting Station listed on the *Memory Cartridge Envelope.* ***I FURTHER CERTIFY*** that I will personally deliver the aforesaid *Memory Cartridge Envelope* to the representative of the Commissioner of Elections or the Department of Elections at the Zone Reporting Station listed on the aforesaid *Memory Cartridge Envelope.*

October 30, 2001	8:15 p.m.	Phillip Green	Phillip Green
Date	Time	Printed Name	Signature

- ❑ Give the black canvas *Memory Cartridge Pouch* to the Clerk assigned to deliver it to the Zone Reporting Station and direct them to take it directly to the Zone Reporting Station indicated under the words "Return To:" on the white label located on the front of the black canvas *Memory Cartridge Pouch.*

❑ Send the Cartridge Clerk to the Zone Reporting Station.

D. READ THE TAPES.

WARNING: ONLY CUT VOTING MACHINE TAPES AT ***CUT HERE* LINES**.

❑ Remove the *Extra Copy 2* tape from each voting machine tape by cutting at the "CUT HERE" line immediately above the beginning of the *Extra Copy 2* tape.

❑ All remaining Elections Officers sign each copy of the *Extra Copy 2* tape.

❑ An Election Officer reads the results from each *Extra Copy 2* tape to any candidate or authorized Challenger in the Polling Place.

❑ The Election Officer then goes outside the main entrance used by voters and reads the results from each *Extra Copy 2* tape to anyone who is waiting.

❑ The Election Officer then tapes the *Extra Copy 2* tapes to the door of the building.

- Several minutes after the memory cartridges and voting machine tapes have been removed from the voting machines, certain error conditions may occur such as E-014, E-071, or E-072. If the machine is chirping, push the Technician Service Required button to stop the chirping. Disregard the errors codes and go to the next step. Call the Voting Machine Desk at 577-5060 if you have any questions about this situation.

❑ Go to Checklist XIII - *Close the Polling Place*.

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XIII. CLOSE THE POLLING PLACE

- **The *RECORD TAPE* is <u>all</u> of a voting machine tape above the "CUT HERE" line that is immediately above the phrase "*Extra Copy 1*".** This tape contains some pre-election tests, the INITIAL VOTE COUNT section, the opening signatures, the information between the opening signatures and the FINAL VOTE COUNT **including any Write-In votes**, FINAL VOTE COUNT section and the closing signatures.

- If the Memory Cartridges have not been sent to the Zone Reporting Station by 9:30 p.m. or if you are not ready to depart the Polling Place by 9:45 p.m. call the Voting Machine Desk at 577-5060.

A. SIGN THE RECORD AND EXTRA COPY 1 TAPES.

WARNING: ONLY CUT VOTING MACHINE TAPES AT ***CUT HERE* LINES**.

❑ Remove the *Extra Copy 1* tape from each voting machine tape by cutting at the "CUT HERE" line immediately above the beginning of the *Extra Copy 1* tape.

❑ Every Election Officer remaining in the Polling Place signs the closing section of the *RECORD TAPE* and the *Extra Copy 1* tapes from every voting machine assigned to the Polling Place.

❑ Neatly fold and put the ***Extra Copy 1*** tapes from each assigned voting machine into the manila ***Department of Elections*** envelope.

B. TALLY THE WRITE IN VOTES.

❑ Election Officers without a specified role in reading or tallying the Write-in votes shall observe the process.

- Write-in votes between two succeeding "==========" are cast by one voter. If the term "CANCEL WRITE-IN" appears between two "==========" *do not* count any of the Write-in votes between the two "==========" (See Example 2 below). A write-in vote is cancelled only if a voter leaves the booth without pressing the green "VOTE" button.

❑ Get both copies of the *Write-in Vote Tally Sheet* from the Documents Envelope.

- ❑ The Inspector reads the Write-in votes from each *Record Tape* and the Minority Judge verifies what the Inspector reads.

- Examples of Write-In votes.

❑

EXAMPLE 1	EXAMPLE 2
You would count one (1) vote for James E. Smith for Governor and one (1) vote for John Jones for City Council at Large in this example.	You would not count any write-in votes in this example.
----------	----------
POLLS OPEN	**POLLS OPEN**
==========	==========
James E. Smith	**James E. Smith**
GOVERNOR	**GOVERNOR**
----------	----------
John Jones	**John Jones**
CITY CNCL AT LARGE	**CITY CNCL AT LARGE**
==========	---------- ---
	**********
	*** WRITE-IN CANCELLED***
	**********
	==========

❑ Two Clerks, each from a different political party, record the information read by the Inspector onto separate copies of the *Write-in Vote Tally Sheet* as shown below:

WRITE-IN VOTE TALLY SHEET						**Election District 05** **Representative District 07**
FOR *Governor*						
James E. Smith	III					3
FOR *City Council At Large*						
John Jones	~~IIII~~					5
FOR						

- ❑ After the reading of the Write-in votes from the *Record Tapes* from all voting machines assigned to the Election District is complete, the clerks recording the Write-in votes shall compare the two *Write-in Vote Tally Sheets*.

- ❑ If the names and numbers on the two *Write-in Vote Tally Sheets* agree, skip the next step.

- ❑ If the names and numbers on the two *Write-in Vote Tally Sheets* do not agree, repeat the reading of the tapes and tallying of the votes until the names and numbers do agree.

- ❑ When the reading of the tapes is complete, the Inspector neatly folds and puts the ***Record Tapes*** into the ***Prothonotary*** envelope.

- ❑ The remaining Election Officers sign both copies of *the Write-in Vote Tally Sheet.*

- ❑ The Inspector then puts one copy of the *Write-In Vote Tally Sheet* into the *Prothonotary* envelope and the other copy into the *Department of Elections* envelope.

C. COMPLETE THE VOTING MACHINE CERTIFICATES.

- Complete this procedure for every voting machine assigned to the Election District.

- ❑ Copy the Protective Counter Number located on the OFFICERS CONTROL PANEL of a voting machine into the respective block in Section III of each copy of the *Voting Machine Certificate*.

- ❑ Close and latch the Printer Door.
- ❑ Take a black numbered seal from the seal envelope and put it on the Printer Door.
- ❑ Record the number on the seal that was put on the Printer Door in the correct block in Section III of each copy of the *Voting Machine Certificate*.
- ❑ Take a red seal for the machine case from the seal envelope for each assigned voting machine and put it on the Officers' Table.

D. LOAD MATERIALS INTO THE VOTING MACHINES.

- ❑ Remove and fold the curtain and put it in the plastic storage bag.
- ❑ Put the curtain into the curtain storage area in the base of the voting machine.

- ❑ Disconnect **ADAM** from the back of the machine. Put the ADAM into the padded blue bag, zip the padded blue bag closed

and then put it in the base of the voting machine.

WARNING: MATERIALS PUT IN VOTING MACHINES SHALL NOT BE PILED SO THAT THEY ARE ABOVE THE BLACK RUBBER GASKETS AROUND THE BASE OF THE VOTING MACHINE STORAGE AREA. IF ANYTHING IS HIGHER THAN THE GASKETS, THE VOTING MACHINE CANNOT BE CLOSED AND LATCHED.

WARNING: <u>DO NOT</u> PUT THE FOLLOWING ITEMS IN ANY VOTING MACHINE: THE *PROVISIONAL BALLOT POUCH*, THE *PROTHONOTARY* ENVELOPE, THE *DEPARTMENT OF ELECTIONS* ENVELOPE, OR THE *OTHER DOCUMENTS* ENVELOPE.

❑ Close the *Signature Card Box(es*) and put it/them into the base of one of the voting machines.

❑ Put the following listed materials into the base of one (1) or more of the voting machines assigned to the Election District.

- *Signature Card Box(es)* with all the *Signature Cards*.
- Empty manila *Documents Envelope*.
- Posters - in good condition.
- Supply Bag (with scissors, marker, masking tape, signature guide, business cards and unused supplies).
- Pad of paper.
- American Flag.
- Voting machine seal envelope (*in each* voting machine*).*
- Voting machine curtain *(in each* voting machine*).*
- Padded Blue bag (*in each* voting machine*)*
- Unused disposable headsets.
- Wire cutters.
- Materials and unused supplies from the Update Table.
- **NEW: Both copies** of the *Poll List* and *Supplemental Poll List*. (Officers Table and Update Table copies)

- Provisional voting materials not returned in the red *Provisional Ballot Pouch,*
- Anything else that the Inspector does not have to take to a Drop-off Point!

Right way to pack.

Wrong way to pack.

❑ Lower the left and right curtain support rods.

❑ Gently close the left and right Ballot Box doors.

WARNING: THE BALLOT BOX IS SPRING BALANCED. USE TWO (2) HANDS TO ROTATE THE BALLOT BOX AND HOLD IT FIRMLY TO PREVENT IT FROM SWINGING OUT OF CONTROL TO THE VERTICAL POSITION.

WARNING: GRASPING THE BALLOT BOX ON THE SIDE OR GRASPING THE FRAME TO WHICH THE BALLOT BOX IS ATTACHED WHILE ROTATING THE BALLOT BOX MAY RESULT IN SERIOUS INJURY TO YOUR FINGERS OR HANDS.

❑ Take hold of the Ballot Box at the top with one hand and at the bottom with the other had and s*lowly* rotate it towards the rear until it is in the vertical position.

WARNING: IF ADAM IS STILL PLUGGED IN, OR IF SUPPLIES AND MATERIALS ARE PACKED SO THAT THEY ARE ABOVE THE BLACK RUBBER GASKETS, THE MACHINE WILL NOT CLOSE. REPACK THE SUPPLIES AND MATERIALS SO THAT THE MACHINE DOES CLOSE. DO NOT FORCE THE MACHINE CLOSED.

- ❑ Unplug the voting machine power cord from the outlet, and let it ***slowly*** retract into the base of the voting machine. If a 3-prong plug was used, remove it and put in the base of the machine.

- ❑ Before closing the lid and sealing any voting machine make sure the items that the Inspector must return to a Drop-off point are grouped together on the Officers' Table and are not in a machine. These are the:
  - ***Department of Elections*** envelope #1. (manila)
  - ***Other Documents*** envelope #2. (gray)
  - ***Prothonotary*** envelope #3. (manila)
  - ***Update Return*** envelope.(white)
  - **Red *Provisional Ballot Pouch (even if no ballots were voted!)*.**

- ❑ Lower the lid to within **4** inches of the closed position and then remove your hands and allow the voting machine to close shut. If the lid does not close by itself, gently push it closed.

- ❑ Close the two black latches at the back of the voting machine.

- ❑ Put a numbered red case seal on the back of the voting machine, and record the case seal number in the correct block in Section III of each copy of the *Voting Machine Certificate*.

- ❑ Two Election Officers take hold of the handle of the voting machine, lift the voting machine to the upright position, and then position it against the wall.

- ❑ All Election Officers present sign Section III of each copy of the *Voting Machine Certificate.*

- ❑ Fold the *Voting Machine Certificates* in half (top to bottom) and put one copy into the manila *Prothonotary* envelope and the other copy into the manila *Department of Elections* envelope.

E. EXTERIOR SIGNS AND TRAFFIC CONES.

- ❑ Make sure that all the exterior signs and traffic cones have been put near the voting machines.
- ❑ If not, send one or more Election Officers to get them.
- ❑ Complete the bottom portion of the *Sign Plan Verification Form* and have the custodian or facility employee, if different from opener, fill in the W-9.
- ❑ Put the completed *Sign Plan Verification Form* in the gray *Other Documents* envelope #2.

F. REMAINING MATERIALS AND DOCUMENTS.

- ❑ Check that the following items are in the manila *Prothonotary* envelope #3:
  - The *Record Copy* tapes from each assigned voting machine.
  - One copy of the *Voting Machine Certificate.*
  - One copy of the *Write-In Vote Tally Sheet*.
- ❑ Seal the *Prothonotary* envelope when all the required items are in it. If items are missing, put them into the envelope before sealing it.
- ❑ Check that the following items are in the manila *Department of Elections* envelope #1:
  - The *Extra Copy 1 tapes* from each assigned voting machine.
  - One copy of the *Voting Machine Certificate.*
  - One copy of the *Write-In Vote Tally Sheet*.
- ❑ Seal the *Department of Elections* envelope #1 when all the required items are in it. If items are missing, put them into the envelope before sealing it.
- ❑ Every remaining Election Officer prints their name and Social Security number to the right of their position on the *Election Officer Pay Voucher* and then signs it. NOTE: If you hired a replacement

Election Officer, make sure that the person's name, address, Social Security Number, and **phone number** is neatly printed on the back of the *Election Officer Pay Voucher.*

- ❑ Put the completed *Election Officer Pay Voucher* into the gray *Other Documents* envelope #2.
- ❑ Put completed *Bribery Oaths* into the gray *Other Documents* envelope #2.
- ❑ Put any completed Affidavits of Affirmation of Voter Identity into the gray Other Documents #2 envelope.
- ❑ Check that the following documents are in the gray *Other Documents* envelope #2.
  - *Election Officer Pay Voucher*.
  - *Oath of Office* form.
  - Any signed *Bribery* oaths.
  - Any completed *Affidavits of Affirmation of Voter Identity.*
  - *Polling Place Absentee Report*.
  - *Sign Plan Verification Form.*
  - *Election Day Issues Log*.
- ❑ Seal the gray *Other Documents* envelope #2 if all the above listed documents are in it.
- ❑ Put any completed *Eligibility Affidavits* into the white *Update Return* envelope.
- ❑ Seal the white *Update Return* envelope.

G. PACK UP THE INSPECTOR CELL TELEPHONE.

- ❑ Keep the cell phone on until you reach the materials drop-off location so the Department may contact you if necessary.

H. DOCUMENTS AND MATERIALS TO BE RETURNED BY THE INSPECTOR.

- ❑ The items listed below are the items that the Inspector **shall** return to a Drop-off Point:

- Red *Provisional Ballot Pouch*, **(even if no Provisional Ballots were voted!)**
- Manila *Department of Elections* envelope #1;
- Gray *Other Documents* envelope #2;
- Manila *Prothonotary* envelope #3;
- White *Update Return* envelope, and
- Any other item(s) listed in the *Supplemental Instructions* that the Inspector must return to the Drop-Off point on election night.

I. PREPARE TO LEAVE THE POLLING PLACE.

❑ Pick up trash and put it in a trashcan.

❑ Put chairs under the tables.

❑ Leave the Polling Place clean and orderly.

❑ Make sure the doors are closed and the building is locked before you depart. The Inspector should have coordinated this with the custodian or building administrator before or on Election Day.

❑ The Inspector designates one or more Election Officers to assist in carrying the materials that the Inspector must take to the Drop-off Point to the Inspector's vehicle.

❑ The Inspector sends the Election Officers home after he/she is ready to go to the Drop-off Point.

J. THE INSPECTOR GOES TO A DROP-OFF POINT.

- Representatives from the Prothonotary and the Department of Elections must take possession and account for all the materials listed in paragraph H above on the night of the election.
- Drop-off points:
  - Brandywine High School Parking Lot, 1400 Foulk Rd, North Wilmington.
  - Carvel State Office Building, 820 N. French St, Wilmington.
  - Department of Elections Warehouse, 200-1B Lisa Dr, New Castle.
  - Dickinson High School Parking Lot, 1801 Milltown Rd, Pike Creek.
  - Glasgow High School Parking Lot, 1901 S. College Ave, Newark.
  - Middletown High School Parking Lot, 120 Silver Lake Rd, Middletown.

❑ The Inspector shall immediately go to a Drop-off point without stopping at any other place.

❑ If the Inspector has an emergency in route to a Drop-off point, he/she shall report the problem to the Voting Machine Desk at 577-5060.

❑ Upon arriving at a Drop-off point the Inspector shall give the *Prothonotary* envelope to the Prothonotary's representative.

❑ The Inspector shall give all other items listed in paragraph H above to Department of Elections personnel.

❑ If the Inspector does not arrive at a Drop-off Point by 10:00 p.m., he/she shall call the Elections Operations Unit at 577-5060 and take the items listed in paragraph H above to either:

- The Department of Elections Warehouse, 200-1B Lisa Dr, New Castle.
- Department of Elections for New Castle County, Carvel State Office Building, 4th Floor, 820 N. French St, Wilmington.

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XIV. VOTING MACHINE TROUBLESHOOTING

This chapter describes procedures that Election Officers must follow in the event of a problem with a voting machine.

- At anytime the Inspector believes that a situation threatens the safety of the people in the Polling Place and warrants evacuation, call 911 and perform the Emergency Evacuation procedures in Checklist XVII. The Emergency Evacuation procedures have been coordinated with the State Fire Marshal's Office. Make sure that you take the cell telephone with you so that you can call the Voting Machine Desk at 577-5060 after you have evacuated.

A. IF YOU SMELL AN ELECTRICAL OVERHEAT OR SEE SMOKE COMING FROM THE VOTING MACHINE…

- ❑ Detach the curtain from the left Ballot Box door.
- ❑ Lower the left curtain support rod.
- ❑ Unplug the voting machine from the wall socket.
- ❑ Immediately report the situation to the Voting Machine Desk at 577-5060.

B. IF YOUR POWER FAILS…

- The voting machine will operate on power from a rechargeable battery for up to 16 hours if there is no power in the building or you experience a power failure. Voters may continue to vote when the voting machine is operating on battery power.
- If the voting machine is operating on battery, the Ballot Box door lights will not operate and the PUBLIC COUNT/DISPLAY on the OCP will be blank.
- When the voting machine is operating on battery, you can see the Public Count by pressing the DISPLAY PUBLIC COUNTER button on the OCP.
- If the LOW BATTERY light on the OCP is lit, there is approximately one hour of power left on the battery.

C. IF THE VOTING MACHINE BELL BEGINS TO RING REPEATEDLY…

- ❑ Go to the rear of the voting machine and look at the OCP.

- ❑ Press the button at the right of TECHNICIAN SERVICE REQUIRED light, the LOW BATTERY light or the POWER FAILURE light, whichever is illuminated, and the ringing will stop.

- ❑ If the TECHNICIAN SERVICE REQUIRED light on the OCP is lit, write down the error code shown on the PUBLIC COUNT/DISPLAY and call the Voting Machine Desk at 577-5060.

- ❑ If the LOW BATTERY light is illuminated, immediately call the Voting Machine Desk at 577-5060.

- ❑ If the POWER FAILURE light on the OCP is lit, plug the voting machine into the receptacle and/or extension cord if it is disconnected. If this does not correct the problem call the Voting Machine Desk at 577-5060.

- ❑ Call the Voting Machine Desk at **577-5060** if there is a problem that is not covered in this document.

XV. LOWERING THE VOTING MACHINE TO ACCOMMODATE VOTERS

- Election Officers can lower the voting machine to the "kneeling" position to accommodate voters who have difficulty reaching the ballot when the voting machine is in the upright position.
- A person in a wheelchair can extend his/her vertical reach by turning the wheelchair sideways.
- *Do not* place food or liquids in the base of a voting machine. They will spill when the voting machine is lowered.

WARNING: DO NOT PERMIT ANYONE TO STAND WITHIN SIX FEET OF THE FRONT OF A VOTING MACHINE THAT IS BEING LOWERED TO THE KNEELING POSITION.

❑ Stand at the front of the voting machine and grasp the top middle of the Ballot Box.

❑ Extend the stabilizer handle by hooking your heel inside the handle and then pulling outward with that foot.

❑ Slowly pull the voting machine forward until the Ballot Box is vertical.

❑ When the person finishes voting, return the voting machine to the upright position by grasping the top middle of the voting machine and slowly pushing it back to the upright position.

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XVI. ERROR CODES

- Election Officers may use this checklist to handle simple error situations – the E006 or E505 error code during an election (paragraph A below), and when you find there are no results printed on the voting machine tape after they close down the voting machine (paragraph B below).

- Many Election Officers will be comfortable following these checklists, some will not. If you are not comfortable following these procedures or you encounter other problems, call the Voting Machine Desk at 577-5060 for assistance.

- The voting machine reset does not result in any votes being lost. The machine is returned to the same status as it was before the error occurred.

A. VOTING MACHINE RESET – WHILE VOTING.

- Do these steps if an E006 or an E505 error condition occurs while a person is voting or when activating the voting machine for a person waiting to vote.
- Send the voter to another voting machine to vote or wait until the voting machine has been reset.
- If at any time you need assistance with this procedure, contact the Voting Machine Desk at 577-5060.

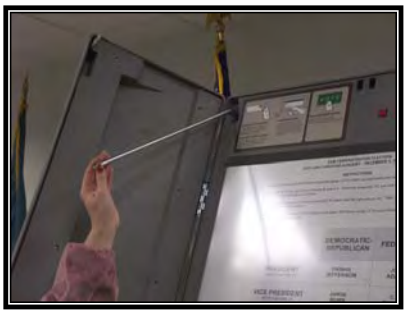
❑ If the bell is ringing, press the TECHNICIAN SERVICE REQUIRED button.

❑ Remove the curtain from the left curtain rod and lower the left curtain rod all the way.

❑ Wait 10 seconds.

❑ Lift the left rod up all the way.

❑ After approximately 15 seconds, the red button located to the left of the WRITE-IN window on the front of the voting machine will begin to flash.



- ❑ Press the flashing red button and the WRITE-IN window will go up.
- ❑ Write the word "Reset" on the paper tape in the WRITE-IN window and then gently pull the WRITE-IN window closed.
- ❑ After a few seconds, the status light on the back of the voting machine will be in the POLLS OPEN box and the PUBLIC COUNT will be shown.
- ❑ Put the curtain back on. Make sure that it is properly attached to both Ballot Box doors.
- ❑ If this does not correct the problem, call the Voting Machine Desk at 577-5060.

B. NO RESULTS TAPE PRINTED.

- Follow these steps if the results were not printed on the paper tape that you removed from the voting machine.
- If at any time you need help, call Voting Machine Desk at 577-5060.

- ❑ If the bell is ringing, press the TECHNICIAN SERVICE REQUIRED button.
- ❑ Insert the Memory Cartridge back into the voting machine.
- ❑ Very gently pull out the white switch located to the left of the printer. It will pull out approximately 3/16 of an inch.

- ❑ **Wait** for approximately 20 seconds while the voting machine reboots.
- ❑ After the voting machine reboots, the status light on the OFFICERS CONTROL PANEL will be in the bottom middle position in the POLLS READY TO OPEN box.
- ❑ Go to the front of the voting machine and **press** the flashing red button located to the left of the WRITE-IN window.

- ❑ The WRITE-IN window will go up.
- ❑ Write the word “Reset” on the paper tape in the WRITE-IN window and then gently pull the WRITE-IN window closed.
- ❑ After a few seconds, the status light on the back of the voting machine will be in the POLLS OPEN box and the PUBLIC COUNT will be displayed.
- ❑ If the above indications do not occur, immediately call the Voting Machine Desk at 577-5060.
- ❑ Cut the seal on the CLOSE POLLS button unless it has already been cut.
- ❑ Press the CLOSE POLLS button for three seconds.
- ❑ Wait approximately 10 seconds.
- ❑ If the light in the POLLS OPEN box **has not** moved to the upper position in the POLLS CLOSED box return to paragraph B of the *Close the Voting Machines* checklist (Checklist XII) and continue the closing procedure from that point.
- ❑ If the light in the POLLS OPEN box has moved to the upper position in the POLLS CLOSED box, return to the third step in paragraph C of the *Close the Voting Machines* checklist (Checklist XII) and continue the closing procedure from that point.

XVII. POLLING PLACE EMERGENCY

- The Department of Elections for New Castle County reviewed these procedures with the State Fire Marshal's Office.
- Various circumstances may require that the Polling Place be evacuated. It is essential that the Election Officers be prepared to evacuate the Polling Place in a calm, orderly and efficient manner.

A. UNUSUAL OR SUSPICIOUS ACTIVITY.

- Report any suspicious activity, occurrence, etc. by calling the Voting Machine Desk at 577-5060.

B. BOMB THREATS.

- In the event you receive a bomb threat or you are notified of a bomb threat to the building, do the following:

  - ❑ Report the threat by calling 911.
  - ❑ Get as much information as possible from the person making or reporting the threat.
  - ❑ The Inspector shall order the evacuation of the Polling Place and initiate the *Emergency Evacuation Procedures*.
  - ❑ After evacuating the building, write down as much information as you can about the person or telephone call that reported the bomb threat.

C. EVACUATION PROCEDURES.

- If at any time the Inspector determines that danger is so imminent and that there is no time to complete the Evacuation Procedures, he/she shall order that everyone immediately take their personal possessions and go to the gathering point.

  - ❑ Tell any one who is voting to finish voting and to take their personal possessions and leave the building.
  - ❑ Tell any one waiting to vote to take their personal possessions, leave the building and to return when the situation has been resolved.

- The Election Officer assigned to escort persons waiting to vote to the gathering point shall:

  - ❑ Calmly tell those people that they must leave the building due to an emergency situation and that they may return after the situation has been resolved. NOTE: Some people waiting to vote may choose to go to their car and leave the area instead of going to the gathering point.

- The Election Officer or Officers assigned to take the *Signature Card Boxes, Poll Lists,* and *Polling Place Absentee Report* with them when they evacuate shall:

  - ❑ Put the Poll List, Supplemental Poll List and Polling place Absentee Report into a Signature Card Box (if possible), close and latch the Signature Card Box(es) and then go to the gathering point. If Poll Lists do not fit into the Signature Card Box(es) take them with you.

  - ❑ Take the *Signature Card Box(es), Poll Lists, Polling Place Absentee Report* and his/her personal possessions to the gathering point.

- One Election Officer per machine shall be assigned to close up each voting machine. No Election Officer shall close up more than one voting machine except where absolutely necessary.

- The Election Officers assigned to close up the voting machines shall:

  - ❑ Open the clear envelope to the right of the Officers' Control Panel and remove the red seal and the *Emergency Procedures Card*.

  - ❑ Write the Public Count and Protective Counter number on the card.

  - ❑ Unscrew the ADAM interface cable from the machine and place unit in base of machine.

  - ❑ Take the curtain off the voting machine and lay it on the Officers' Table.

  - ❑ Lower the left and right curtain support rods on each voting machine.

  - ❑ Gently close the left and right Ballot Box doors on each voting machine.

WARNING: THE BALLOT BOX IS SPRING BALANCED. USE TWO (2) HANDS TO ROTATE

THE BALLOT BOX AND HOLD IT FIRMLY TO PREVENT IT FROM SWINGING OUT OF CONTROL TO THE VERTICAL POSITION.

WARNING: GRASPING THE BALLOT BOX ON THE SIDE OR GRASPING THE FRAME TO WHICH THE BALLOT BOX IS ATTACHED WHILE ROTATING THE BALLOT BOX MAY RESULT IN SERIOUS INJURY TO YOUR FINGERS OR HANDS.

- ❑ Take hold of the top of the Ballot Box with one hand and bottom with another hand and s*lowly* rotate it towards the rear until it is in the vertical position.
- ❑ Take hold of the lid and lower it to within **4** inches of the closed position. Then, remove your hands and allow the voting machine to close shut. If it does not close, gently push down on the lid until it is closed.
- ❑ Close the two black latches at the back of each voting machine.
- ❑ Install a numbered red case seal on the voting machine.
- ❑ Take the *Emergency Procedures Card* and your personal possessions and go to the gathering point.
- ❑ Give the *Emergency Procedures Card* to the Inspector at the gathering point.

- The Election Officer assigned to make sure that everyone has evacuated shall:
  - ❑ Assist people who are evacuating and give directions to the gathering point.
  - ❑ Take his/her personal possessions when going to the gathering point.
- The Inspector shall:
  - ❑ Make sure that the evacuation goes smoothly and assist where necessary.
  - ❑ Take the cell phone, wire cutters and list of assigned Election Officers with him/her to the gathering point.

- ❑ The Inspector shall call the Voting Machine Desk at 577-5060 after he/she has arrived at the gathering point to report the situation.

- All Election Officers shall stay at the gathering point.

  - ❑ The Inspector shall provide updates on the situation to the Voting Machine Desk by calling 577-5060 at least once every 15 minutes.

D. AFTER YOU RETURN TO THE POLLING PLACE.

- ❑ The Inspector shall notify the Voting Machine Desk at 577-5060 when told that the Election Officers may reenter the building.

- ❑ Check that the seal numbers at the back of each voting machine are intact and the same as written on the *Emergency Evacuation Card*. If not, immediately call the Voting Machine Desk at 577-5060.

- ❑ Cut the case seals on each voting machine with wire cutters and remove it/them.

- ❑ Release the two black latches at the back end of each voting machine case.

- ❑ Slowly raise the voting machine cover on each voting machine to the open (vertical) position.

- ❑ Take hold of the top of the Ballot Box with one hand and the bottom with the other hand and then slowly rotate it to the operating position.

- ❑ Push the Ballot Box door latch down (on top of the Ballot Box) while gently pulling each Ballot Box door open.

- ❑ Verify that the WRITE-IN window is closed. If open, gently pull it closed.

- ❑ Compare the number on *Protective Counter* against the number written on the *Emergency Evacuation Card*.

- ❑ If any of the numbers are different, call the Voting Machine Desk at 577-5060.

- ❑ Re-attach ADAM interface cable on the ADAM designated machine.
- ❑ Raise the left and right curtain rods on each voting machine.
- ❑ Install the curtain on each voting machine.
- ❑ Press the flashing red light at the left of the WRITE-IN window on each voting machine.
- ❑ If the light is not flashing, call the Voting Machine Desk at 577-5060.
- ❑ Write "REOPEN" and your initials on the paper in the WRITE-IN window.
- ❑ After a few seconds, a bell will sound, the door lights will extinguish, the green light on the OCP will move to the POLLS OPEN box and the PUBLIC COUNT/DISPLAY will display the Public Count.
- ❑ Compare the number in the PUBLIC COUNT/DISPLAY against the number written on the *Emergency Evacuation Card*.
- ❑ If any of the numbers are different, call the Voting Machine Desk at 577-5060. If not, put the *Emergency Evacuation Cards* in the Gray *Other Documents* envelope #2
- ❑ Begin voting as soon as possible.
- ❑ Call the Voting Machine Desk at 577-5060 when the Polling Place is ready for voters.

STATE OF DELAWARE

VOTER REGISTRATION APPLICATION and ELIGIBILITY AFFIDAVIT

Control Number:

☐ YES ☐ NO I am a citizen of the United States. If NO, do not continue.

☐ I do not want to register to vote at this time.

Last Name	First Name	Middle Name	Suffix

Date of Birth Month Day Year	DE Drivers License or ID # (See back)	Social Security Number (See back)	Telephone Number (optional)	Political Party Affiliation

House #	Street Name	Apt/Lot/Unit #	Development

City/Town	State	Zip Code	County	School District
	DE			

Email address (optional)

Mailing Address if different than above

COMPLETE THIS SECTION IF YOU ARE REGISTERED TO VOTE ANYWHERE ELSE

Previous name/maiden name

Previous Address

Previous City, County, State, Zip Code

OATH

I hereby swear or affirm that I am a citizen of the United States, I am a permanent resident of the State of Delaware at the address given above, I am or will be 18 years of age on or before Election Day and all of the information given above that was provided by me is true and correct to best of my knowledge, I hereby authorize cancellation of any previous registration.

_____ _____

Applicant's Signature Date Completed

==========

FOR DEPARTMENT, AGENCY, OR POLLING PLACE USE ONLY

Agency Representative Signature(s)

ED	RD	New	Transfer	Name Change	Party Change	Other County	Source	Application Date

Remarks

Look on the back for information about registering to vote.

☎ **VOTER INFORMATION CENTER: 577-8300**
☎ **VOTING MACHINE DESK: 577-5060**
☎ **REGISTRATION automated inquiry: 577-3464**