



# ***ELECTION OFFICER CHECKLISTS***

**2010 General Election**

**November 2, 2010**

## **IMPORTANT**

1. Read this manual before Election Day.
2. Take this manual with you on Election Day.

***Department of Elections for New Castle County***

820 N. French Street, Suite 400

Wilmington, Delaware 19801

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## II. CHECKLIST INSTRUCTIONS

Use the checklists on Election Day. Follow them step by step. Check the box after you complete a step. Use the *Election Officer Manual* or other instructions when necessary.

Legal citations in this document (i.e. §1111) are from Delaware Code, Title 15.

Checklist sequence:

- Checklist V - *Arrive at the Polling Place at 6 a.m.*

These checklists may be done at the same time by different election officers:

- Checklist VI – *Set up the Voting Machine(s).*
- Checklist VII - *Set up the Polling Place.*

There are steps on the *Set Up the Voting Machines* checklist that all Election Officers must do.

Do Checklist VIII - *Processing Voters* and Checklist IX – *Voting* for each voter. Election Officers may process several voters at the same time.

Checklist X – *Address and Name Update* and Checklist XI – *Provisional Voting* are used at the Update Table to handle specific voter issues.

Do Checklist XII - *Close the Voting Machine(s)* after the last person has voted, but not before 8 p.m.

Do Checklist XIII - *Close the Polling Place* after finishing Checklist XII.

There are four topical checklists at the end of the document.

- Checklist XIV tells how to troubleshoot some problems.
- Checklist XV tells how to lower a voting machine for voters who need it.
- Checklist XVI tells how to handle some error conditions, and
- Checklist XVII tells what to do when necessary to evacuate a building.

Call the Voting Machine Desk at 577-5060 if you have any questions.

### III. ELECTION DISTRICTS

- The smallest unit in Delaware's Electoral System is the Election District (ED). Each Election District encompasses an area within a single Representative District, a single Senate District, a single County Council District and a single City District when the Election District is in Wilmington. It has its own Polling Place, although two or more Election Districts may vote in the same building. Election Districts are referred to by the combination of the number of the Election District and the Representative District. This is known as the ED-RD. The 4<sup>th</sup> Election District in the 6<sup>th</sup> Representative District would be ED-RD 04-06.
- Combined Election Districts are entities where two or more Election Districts are administered by the same group of Election Officers. One or more of the components will be small mandated districts with less than 300 registered voters. Each entity with a unique ballot will have its own voting machines and documents. Persons must vote in the machines for the Election District to which they are assigned. There is an additional training class for all Election Officers assigned to work in a Combined Election District.

#### IV. DOCUMENTS, MATERIALS AND SUPPLIES

- All election supplies are packed inside one or more of the voting machines except for the materials that the Inspector brings to the Polling Place.
- Items marked "UP" are for the *Update Table*.

**UP** - *Eligibility Affidavits*

**UP** - #10 Envelopes for *Eligibility Affidavits*

**UP** - *Street Districting Book (white binder)*

**UP** - Provisional Ballot Pouch (red)

Provisional Ballots

*Provisional Ballot Log Sheets*

Provisional Ballot Pouch seals

**UP** - *Provisional Ballot Envelopes*

**UP** - *Official Envelopes*

**UP** - *Provisional Voter Information Sheets*

*Election Documents Envelope*

*Voting Machine Certificate* – 2 copies

*List of Polling Places* - (1 for the Officers Table and 1 for the Update Table)

*Sample Ballot* – 2 copies

*Developments poster* – 3 copies

*Write-In Vote Tally Sheet* – 2 copies

*Department of Elections envelope #1 (manila)*

*Other Documents envelope #2 (gray)*

*Prothonotary envelope #3 (manila)*

*Update Return envelope (white)*

*Election Officer Pay Voucher*

*Election Day Issues Log*

*Declared Write-In Candidate list* – 2 copies

*Sign Plan*

*Sign Plan Verification Form*

*Oath of Office* – an extra copy

Badges - Inspector, Majority and 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 (1 or more blue binders)

**UP** - One (1) labeled “UPDATE TABLE” (one or more black binders)

*Alphabetic dividers (1 set for Officers Table Poll List)*

*Permission to Vote cards*

Representative District Map

Posters

**UP** - *Eligibility Affidavit* with instructions

**UP** – “Important” Sign to direct voters to the Update Table

*POLLING PLACE* poster – 2 copies

*POLLING PLACE* poster with ED-RD

Directional arrow posters – 10 copies

*State of Delaware Voter Information* poster – 1 copy

*Advice to Challengers* – 2 copies

Handicapped symbols – 10 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 Information* and two spring clips

*Sample Ballot*

*Instructions for Voting Machine Operator's Card* (green card stock)

*Voting on Delaware's Electronic Voting Machine*

3-prong electrical adapter

*Making a Write-In Vote* instructional poster

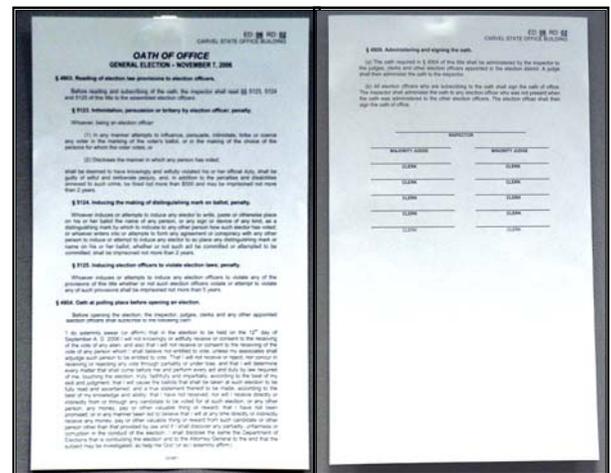
**V. GET TO THE POLLING PLACE AT 6 A.M.**

**A. GET THERE AT 6 A.M.**

- Get to the Polling Place at **6 a.m.** with the manual, checklists, food, and any other things that you are supposed to have.
- Call the Voting Machine Desk at 577-5060 if the building is not open.
- If the **Inspector** is not there by **6:15 a.m.**, an Election Officer calls the Voting Machine Desk.
- Let in one representative, with signed authorization, from each party on the ballot to observe the opening process.

**B. ADMINISTER THE OATH OF OFFICE.**

- The Inspector gives the *Oath of Office* and each Election Officer signs the form before setting up the voting machine(s) and preparing the Polling Place. **§3141**
- If an Election Officer is late, the Inspector gives him/her the oath and signs the *Oath of Office* before he/she does anything.
- Put the *Oath of Office* form in the gray *Other Documents* envelope #2.



**C. SET UP THE CELL TELEPHONE.**

- The Inspector uses his/her personal cell phone during the election.
- If your phone doesn't work in the voting area, go to another part of the building or outside to make calls.
- Plug the phone in and turn it on so the Department can contact you.
- If the Inspector's phone stops working, use another Election Officer's phone. Call 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 one machine has a problem, set up the other one(s) before reporting the problem(s).

**WARNING: Election Officers shall set up, open and use every assigned voting machine!**

### A. MAKE SURE YOU HAVE THE RIGHT VOTING MACHINES.

**WARNING: There may be more than one Election District in a building. Make sure that you only open the voting machines assigned to your district.**

- Check the *Destination Card* for each machine.
- Check the serial numbers against the list mailed to the Inspector.
- Call the Voting Machine Desk at 577-5060 if there are any problems.



### B. SET UP THE VOTING MACHINES.

- The handle is at the front (voting end) and the wheels are at the back.
- Leave room on each side of the voting machine so people can easily get to the OCP on the back. Also, leave enough room between the Officers' Table and the machines to let a wheelchair pass.
- Make sure that the floor at the front (handle end) is smooth and clear so the handle can extend freely.

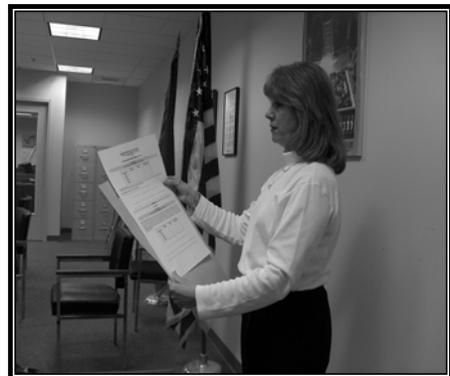
**WARNING: Do not walk behind voting machines unless necessary. Do not trip over any cords if you must walk behind the machines.**

**WARNING: Do not drop the voting machine while lowering it to the horizontal position.**

- Move (by tipping and rolling) the closed machine to the right place.
- Put the voting machine close to a power outlet or use an extension cord.



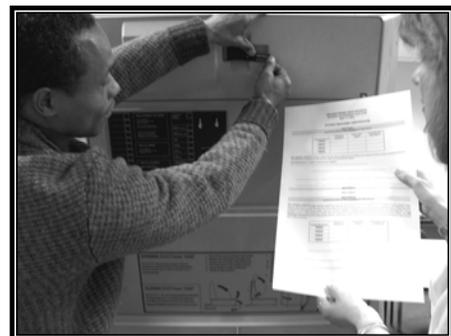
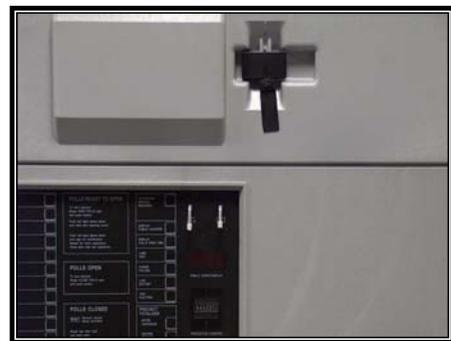
- Two Election Officers grab the handle and slowly lower it to the floor (horizontal position).
- Cut and remove the seal at the back of the machine with wire cutters. Put the seal on the Officers Table. NOTE: This seal sometimes breaks in transit. If missing or broken, state that on the *Voting Machine Certificates*.
- Make sure no one is standing in front of the machine while the lid is being lifted.
- Undo the two black latches at the back of the machine and slowly lift the lid until it latches.
- Take the *Documents Envelope* out of the lowest numbered voting machine and take the two (2) *Voting Machine Certificates* from it.
- If the machine serial numbers and the serial numbers on the *Voting Machine Certificates* match, go to the next step. Otherwise, call the Voting Machine Desk.
- 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.
- Make sure that the case seal number(s) are the same as on the *Voting Machine Certificates*. Put the cut seals in the trash.



- Grab the Ballot Box at the top and bottom and slowly rotate it to the operating position.
- From the front of the machine, push down the button on the top of the Ballot Box while gently opening the Ballot Box doors.
- Close the WRITE-IN window if it is open.
- Compare the machine serial number with the number in the window below the ballot's lower left corner.
- Compare the voting machine ballot with the Sample Ballot. If they are different, call the Voting Machine Desk.



- Make sure that the printer door is closed and sealed. If this seal is broken or missing, call the Voting Machine Desk **after** you have finished this checklist for all assigned voting machines.
- Make sure there are unnumbered seals on the OPEN and CLOSE POLLS Buttons.
- Compare the numbers on the printer door seal and the Protective Counter with the corresponding numbers on the Voting Machine Certificate. If the numbers are different, call the Voting Machine Desk.



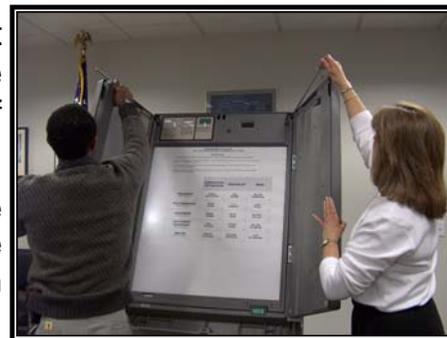
- Plug the voting machine into a wall outlet. Use the 3-prong adapter if the wall outlet only accepts a 2-prong plug. You can plug a machine into the side of another machine if there are not enough outlets.

**WARNING: Do not plug anything into the outlet on the side of a machine except another machine.**

- Set up the right most voting machine for visually impaired voters. You can use the machine for voters who do not need an audio ballot. Only activate **ADAM** when needed.
- Remove **ADAM** from the blue padded bag in the base of the machine.
- Attach the cable to the port to the right of the OCP below the clear plastic Emergency Evacuation pouch. Make sure the connector is oriented with the colored dot up. Gently tighten the thumbscrews to prevent the cable from falling out during use.
- Put the unit, without a headset attached, on the back shelf of the voting machine until it is needed.
- Once ADAM is installed on a machine, set up the rest of the machines without ADAM.



- 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, lift both curtain rods and put them in the notches in the brackets at the top of each door.
- It may be easier for some people to put the curtain on with the voting machine in the kneeling position. Follow the instructions in Checklist XV.



- Take the curtain from the voting machine, and unwrap it.
- Unfold the curtain's right side (facing the voting machine) and slide the right end onto the right curtain rod, and then do the same thing for the left side.



- If you accidentally lower the left curtain rod and power is removed from the voting machine:
- Wait 5 seconds. Then lift the left curtain rod and put it back in the notch in the support bracket at the top of the left Ballot Box door.
- Put 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 curtain to the Ballot Box door by attaching the two Velcro patches on the curtain to the Velcro dots on the door.
- Repeat the above three steps and attach the curtain to the left Ballot Box door.



- Clip the *Additional Voter Information* poster to the right side of the curtain with spring clips.
- If you lowered the voting machine to the kneeling position, raise it back up.



- 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 **push** the OPEN POLLS button.



- At the front of the voting machine, **push** the blinking red button to the left of the WRITE-IN window to open the window.
- Compare the number on the paper tape with the serial number in the window at the left corner of the ballot.
- After the tape advances, all Election Officers observe the “ALL COUNTERS = ZERO” statement.



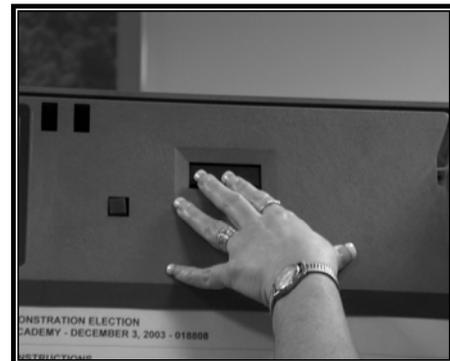
- It may be easier for Election Officers to sign the tape if the machine is in the kneeling position.

- Push** the blinking red button at the left of the WRITE-IN window. The Inspector signs the tape. Repeat the step of pushing the blinking red button and signing the tape for each Election Officer.

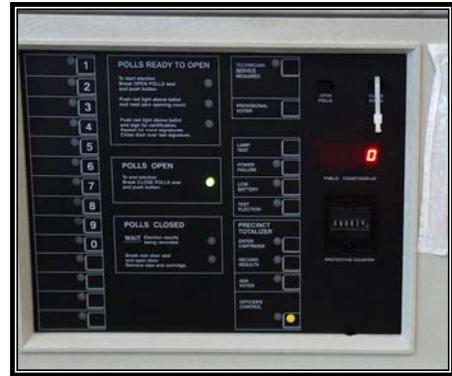


**WARNING: Do not try to re-open the write-in window after you close it.**

- After the **last** Election Officer signed the tape, the **Inspector** closes the WRITE-IN window. Put the voting machine in the upright position if necessary.



- At the back of the voting machine, make sure that the green light in the POLLS OPEN box is lit and that the number on the PUBLIC COUNT/DISPLAY is zero. The polls are now open.
- Report any problems to the Voting Machine Desk by calling 577-5060 **before** letting anyone vote.



## VII. SET UP THE POLLING PLACE

- Arrange the tables and chairs to maximize the flow of people through the voting process. See the drawing of a typical Polling Place in the *Election Officer Manual*.
- Put a trashcan near the entrance to the room so 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 behind the Officers' Table. It should be close enough so that Challengers can hear the voters say their names.
- Keep doorways clear and leave room for people to move around.
- Put two to three chairs near the Officers' Table and Update Table for disabled and elderly voters waiting to be processed.



### B. DISTRIBUTE MATERIALS AND SUPPLIES.

- Put the following items on the Officers' Table:
  - *Poll List* in blue binders and the *Supplemental Poll List* pages.
  - *Polling Place Absentee Report*.
  - *List of Polling Places* (one copy).
  - *Declared Write-in Candidate List* (one copy).
  - Supply bag.
  - *Advice to Challengers*.
  - *Department of Elections* envelope #1 (manila).
  - *Other Documents* envelope #2 (gray).
  - *Prothonotary* envelope #3 (manila).
  - *Update Return* envelope.
  - Pad of paper.
  - Department business cards with contact information.
  - *Election Day Issues Log*.

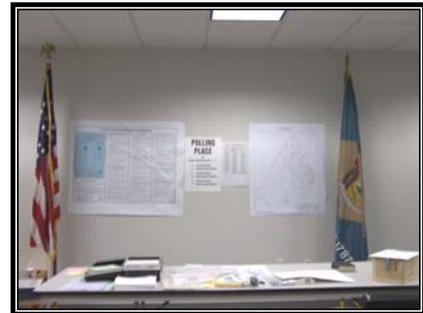
- Put the following items on the Update Table:
  - Update and Provisional Voting materials.
  - *Poll List* and *Supplemental Poll List* black binder/s labeled "UPDATE TABLE" .
  - *List of Polling Places* (one copy).
  - *Street Districting Book* (white binder).
- Give each Election Officer a badge. They are in the large manila *Documents Envelope*.
- Tell the Election Officers to print his/her first and last name on their badge and attach it to their clothing.
- Use the *Voting on Delaware's Electronic Voting Machine* poster, *Instructions to Voting Machine Operators* card, *How to Make a Write-In Vote* sheet and *Sample Ballot* to help voters use the voting machine.

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

- The *Provisional Ballot Pouch* was **not** sealed when packed in the voting machine. Make sure 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.
  - *Declared Write-In Candidate List* near the *Sample Ballot*
  - The American flag (blue field at upper left) unless an American Flag is already in the room.



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

- Tape Directional Arrow posters to direct people to the Polling Place. On the route from the accessible entrance, tape a Handicapped Symbol below each Directional Arrow poster.



#### E. CHECK ACCESSIBILITY.

- Make sure that the Handicapped Entrance is unlocked.
- If it is locked, ask the custodian to unlock it.
- If the custodian does not unlock the Handicapped Entrance, call the Voting Machine Desk.
- Check that the exterior signs and traffic cones are where they should be. If not, put them where they should be.
- Complete Section I of the *Sign Plan Verification Form*.

#### F. SET UP THE POLL LIST.

- Use the alphabetic dividers to separate the pages.
- Insert the *Supplemental Poll List* pages on top of the *Poll List* page in the Officers Table binders where the first name on the Supplemental page would occur.

#### G. UPDATE THE POLL LIST FOR ABSENTEE VOTERS.

- When the Poll Lists were printed about 3 weeks before the election, some information on absentee voters was known and is pre-printed. Use the *Polling Place Absentee Report* that the Inspector picked up to update the *Poll List*.
- For voters on the report shown as “Voted Absentee”, find his/her name on the *Poll List* and write “AB” in the signature block. Do not let the person vote if he/she comes to the Polling Place. His/her ballot has been processed and cannot be voided.
- For voters shown as “CALL 577-5102”, find the voter’s name on the *Poll List* and write “Call DOE” in the signature block. If the voter appears in the Polling Place, call the Department at 577-5102 before processing the voter. Additional instructions are in Chapter VIII, *Processing Voters*.

**H. EVACUATION RESPONSIBILITIES.**

- Complete this paragraph after the Polling Place is ready for voters.
- The Inspector assigns Election Officers to do the following things if you have to evacuate and there is time to:
  - Take the *Poll Lists*.
  - Close the voting machines using the procedures on the *Emergency Evacuation Card* in the envelope on the back of the voting machine.
  - Make sure that everyone has evacuated. This person and the Inspector should be the last ones to leave.
  - Escort any voters and Challengers from the Polling Place.
  - The Inspector designates a gathering point at least 100 feet away from the building. Follow all orders from police, fire or other officials.
  - Talk about what to do if you have to evacuate.
  - Call the Voting Machine Desk at 577-5060 if you have any questions about Evacuation Procedures.

**I. POSITION THE GREETER.**

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

**J. OPEN THE POLLS AT 7 A.M.**

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

### VIII. PROCESSING VOTERS

- Call the Department before sending anyone away!
- Make sure all Election Officers know which Election Districts are voting in the building.
- WRITE-IN votes **are** permitted in General Elections.
- A voter must show reasonable proof of identity **or** complete an *Affidavit of Affirmation of Voter Identity* before he/she can 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.
- Having a *Polling Place Card* does not mean that a person is currently registered to vote or is registered to vote at the address printed on the card. While it is form of identification, it is **not** proof that the person is registered to vote.
- Call the Voter Information Center at 577-8300 to resolve voter eligibility issues and to find where a person votes.
- A person that you don't let vote can appeal that decision to a judge in Superior Court. Call the Voter Information Center at 577-8300 to start the appeal process.
- Help a voter if he/she asks for it. If a voter looks as if he/she needs help, politely ask if you can help.
- If a person is unhappy with anything, give him/her a Department business card and ask the person to contact the Department after the election.
- Write either "Voted" or "Did not Vote" on every completed *Eligibility Affidavit*.

#### A. PROCESSING THE VOTER.

- Refer to the paragraphs B through K below as appropriate if:
  - The person is not permitted to vote in the election (paragraph B below).
  - The person has a #10 envelope with a 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).
  - The voter's name and/or address is different than listed on the *Poll List* or *Supplemental Poll List* (paragraph F below).
  - There is an error on the *Poll List* or *Supplemental Poll List* (paragraph G below)
  - The voter's *Poll List* or *Supplemental Poll List* entry has the phrase "ID Required" printed in the signature block (paragraph H below).
  - The person is permitted to vote by a Court Order (paragraph I below).
  - The voter's *Poll List* or *Supplemental Poll List* entry has "CALL 577-5012" written on it (paragraph J below).
  - The voter tells you that his/her parent, child or spouse has died or moved out of state (paragraph K below).
  - The voter's *Poll List* or *Supplemental Poll List* entry has "GET ADDRESS" written on it (paragraph L below).
- Ask the voter for his/her name, address and proof of identity.
- The voter says his/her name and address and then gives the Election Officer proof of identity.
- Find the voter's name on the *Poll List* or the *Supplemental Poll List*.

GENERAL ELECTION 2010			STATE OF DELAWARE VOTER SIGNATURE LIST		02-01	
LN#	VOTER NAME	RESIDENCE ADDRESS	SIGNATURE	LN#	PRTY	VOTER-ID
1	DUCK DAISY D 05/15/1929	111 POND AVE WILMINGTON		1	D	
2	DUCK DONALD M 02/23/1938	111 POND AVE WILMINGTON	<i>Donald M. Duck</i>	2	R	
3	DUCK M K 12/05/1983	141 DUCKPOND AVE WILMINGTON	<i>M. K. Duck</i> ID REQUIRED 02-183-516	3	R	
4	MOUSE JUDY K 05/09/1966	757 CAT HOLLOW WILMINGTON	<i>Judy M. Mouse</i>	4	D	
5	MOUSE MICKY E JR 07/14/1971	757 CAT HOLLOW WILMINGTON	VOTED BY ABSENTEE	5	D	
6	MOUSE MICKY E SR 04/04/1948	757 CAT HOLLOW WILMINGTON		9	D	
7	SPANIEL COCKER D 07/19/1951	605 N 135TH ST WILMINGTON	<i>Charles Spaniel</i>	7	D	
8	SPANIEL SPRINGER C 09/02/1961	606 W 135TH ST WILMINGTON	CALL 577-5012	8	D	
9	WALRUS DAISY M 08/01/1958	12456 OCEAN ST WILMINGTON	<i>Daisy M. Walrus</i>	6	R	
10	WALRUS MICHAEL D 06/18/1950	456 N 66TH ST WILMINGTON	<i>Michael D. Walrus</i>	10	D	
LN#	VOTER NAME	RESIDENCE ADDRESS	SIGNATURE	LN#	PRTY	VOTER-ID

**Sample Poll List**

- Point to the correct signature block and have the voter sign.
- Give the ID back to the voter.
- Print the person's first and last name on the back of the *Permission to Vote* card. At the top of the card or under a previous name printed on the card.
- Give the voter the *Permission to Vote* card and send him/her to the end of the voting machine line.

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

- Tell the person why he/she is 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, send the person to the Update Table to vote by Provisional Ballot.

**C. THE PERSON HAS A #10 ENVELOPE.**

- Make sure that the person is at the right Election District. You may have to use the materials at the Update Table. If not at the right place, call the Voter Information Center to find the voter's correct Election District.

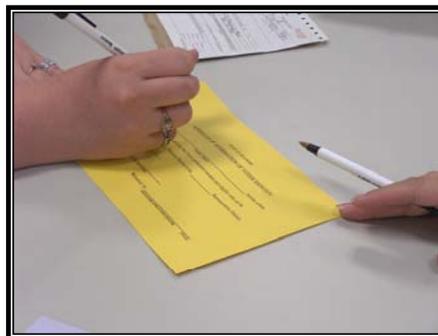
<p><b><u>USE WHEN SENDING VOTER TO ANOTHER POLLING PLACE</u></b></p> <p><b><u>WITH A COMPLETED ELIGIBILITY AFFIDAVIT</u></b></p> <p><b>NEW ED-RD:</b> _____</p> <p><b>BUILDING NAME:</b> _____</p> <p><b>ADDRESS:</b> _____</p>
---

**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 on the last page of these Checklists.)
- If the *Agency Representative Signature* is missing on the *Eligibility Affidavit*, an Election Officer signs it.
- Ask the person for his/her name, address and identification.
- Check the name and address against the ID. 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 name is on the *Poll List* or the *Supplemental Poll List*, have the voter sign in the block.
- Give the ID back to the person.
- Print the voter's first and last name on the back of a *Permission to Vote* card and send him/her to the end of the voting machine line.
- On the **upper right corner** of the *Eligibility Affidavit*, write "**Voted**" or "**Did Not Vote**" as appropriate.
- Put the #10 envelope with the completed *Eligibility Affidavit* into the *Update Return* envelope.

**D. THE VOTER DOES NOT HAVE ID.**

- Have the person fill out an *Affidavit of Affirmation of Voter Identity*. (Found in the Supply Bag.)
- If the person refuses to fill out the *Affidavit of Affirmation of Voter Identity*, do not let him/her vote.
- Put the completed *Affidavit of Affirmation of Voter Identity* into the Other Documents envelope.
- Go back to 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. THE NAME OR ADDRESS ON THE POLL LIST IS DIFFERENT FROM THE PERSON'S CURRENT NAME OR ADDRESS.**

- Send the person to the Update Table.

**G. THERE IS AN ERROR ON THE POLL LIST OR SUPPLEMENTAL POLL LIST.**

- A change of name or address, to include a different apartment number, **is not** an error. It must be handled as an Update.
- Correct any error such as a misspelling by striking through the erroneous information on the *Poll List* and then **neatly** writing the correct information.
- Go back to paragraph “A” above and continue.

**H. THE VOTER'S POLL LIST ENTRY STATES “ID REQUIRED.”**

- People who registered to vote by mail and did not submit a copy of required identification with the application must show ID before voting. Without ID, he/she only votes by Provisional Ballot.
- Poll Lists for the voters who must show ID before being permitted to vote will have the phrase “ID REQUIRED” printed in the signature block.
- When the words “ID REQUIRED” are printed in a voter’s Poll List signature block, 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 ID, write the type of ID on the Poll List, such as the person's Delaware Drivers License number (ie. DL1234567), Delmarva bill, Comcast bill, Work ID with picture and name, Lease, pay check (includes a pay advice/statement), or State ID Card number.

If the voter does not show the required identification, send the voter to the Update Table to vote by Provisional Ballot.

#### **I. PERMITTED TO VOTE BY COURT ORDER.**

If you are given a *Court Order* by a voter, or are told by the Voting Machine Desk or Voter Information Center that a *Court Order* has been granted, do the following:

Have the person complete an *Eligibility Affidavit*.

Print "COURT ORDER" in the Remarks portion at the bottom of the *Eligibility Affidavit*.

If the voter has the Court Order, attach it to the completed *Eligibility Affidavit*.

Print the voter's name on the back of a *Permission to Vote* card and send him/her with the card to the end of the voting machine line.

On the **upper right corner** of the *Eligibility Affidavit*, write "**Voted**".

After the person has voted, put the Court Order and *Eligibility Affidavit* in the Update envelope.

#### **J. THE POLL LIST SHOWS "VOTED ABSENTEE", OR "CALL 577-5102".**

If the signature block says "Voted Absentee" or "AB", tell the voter that the Department has received their Absentee Ballot and they have already voted in this election. Do not let the person vote.

If "CALL 577-5012" is written in the signature block, call the Department at 577-5102 for further instructions. Do not let the person vote unless instructed by Department staff to do so.

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

Ask the voter to go to the Update table after voting.

- Have the voter fill out an *Eligibility Affidavit* with the name, address, date of birth and Voter ID (from *Poll List*) of the relative whose information is being updated.
- Have the voter put the appropriate status (deceased, moved out of state) and his/her relationship (mother, father, son, daughter) to the relative in the Remarks section on the Affidavit.
- Have the voter sign and date the *Affidavit* and put it in the Update envelope.

**L. THE POLL LIST SHOWS “GET ADDRESS”.**

- This usually occurs if the Department mailed something to the voter and it was either returned as undeliverable, or no required response was received from the voter.
- Have the voter fill out an *Eligibility Affidavit* with his/her correct address before he/she votes.
- Write “Voted” in the upper right corner of the *Eligibility Affidavit*.
- Put the filled out application in the *Update Return* envelope.

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

- At 7:30 p.m., announce inside and outside that the Polls will close at 8 p.m.

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

- At 8 p.m., announce inside and outside that the Polls are closed.
- Put an Election Officer at the end of any line to keep late comers from getting in line.
- Permit any authorized Challenger to observe the closing process.
- Close, and if possible, lock the door to the Polling Place at 8 p.m.
- Let anyone in line at 8 p.m. vote, no matter how long it takes.
- After the last person has voted, make sure that the Officers Control button on the OCP is not lit. If it is, push the button to deactivate the voting machine.
- If the Officers Control button on the OCP does not deactivate when pushed:
  - DO NOT press the green “VOTE” button!

- The Inspector and an Election Officer with a different political party affiliation deselect any active selections.
- An Inspector or an Election Officer then pushes the Officers Control button to deactivate the voting machine.

## IX. VOTING

- The Inspector makes sure that each Election Officer operating a voting machine knows:
- There is a Sample Ballot, How to Make a Write-In Vote sheet, and six-step Voting on Delaware's Electronic Voting Machine poster to show voters how to use the machine.
- To fill in the blanks on the *Instructions for Voting Machine Operators Card* and use it to explain how many possible selections the voter has.
- That each voter must present a *Permission to Vote* card.
- To explain how to use the voting machine and point out the green VOTE button to him/her.
- To say the voter's name only, **NO POLITICAL PARTY AFFILIATION**, before the person goes behind the curtain.
- To push the Officers Control button to activate the voting machine for each voter.
- To make sure that each person completes the voting process.
- What to do if a person leaves the voting machine before pushing the green VOTE button.
- To put the voting machine in the kneeling position for a voter in a wheelchair or a voter who may more easily vote with it lowered.
- A person with a physical disability may have one (1) or (2) persons **of his/her choice** help him/her vote, except that helpers **SHALL NOT** be the voter's employer, an agent of the voter's employer or an agent of the voter's union. Two (2) Election Officers with different political party affiliations help if the voter asks.
- A person who is blind or visually impaired may use ADAM to vote by hearing the ballot. See paragraph C below.
- Any voter may take children age 17 or younger into the voting machine. Tell the voter to keep the children on his/her left. This keeps a child from pushing the green VOTE button before the voter has made all of his/her selections.
- If a voter needs help, try to do so without going behind the curtain.
- If a voter inside the curtain needs help, two Election Officers with different political party affiliations may go behind the curtain and help the voter without influencing the person's choice(s). The Election Officers go outside the curtain before the person casts his/her ballot.
- To distribute voters equally among all the voting machines.

**A. VOTING.**

- If you encounter an error:
  - Press the Technician Service Required button.
  - Follow Checklist XVI-*Error Codes*, or call the Voting Machine Desk at 577-5060.
- Use the *Instructions to Voting Machine Operator Card* and point out the green VOTE button.
- Take the *Permission to Vote* card from the person and ask the voter his/her name.
- Say the person's name loud enough so that Challengers can hear. **DO NOT ANNOUNCE PARTY AFFILIATION.**
- Push the Officers Control button on the OCP to activate the voting machine for the person.
 

**WARNING: Make sure to fully depress the button and look to see that the light stays on.**
- If there is no challenge, tell the voter to go behind the curtain and vote.
- The voter makes his/her selections, pushes the green VOTE button to cast his/her ballot and then walks out from behind the curtain.
  - Voter must select at least one candidate in order to cast his/her ballot.
  - After the voter 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 OCP advance one count. If the voter leaves without pushing the green VOTE button, follow the procedure in paragraph B below.
- If there were any problems with the voting machine or voter, write the details on the *Election Day Issues Log*.
- Strike through the voter's name on the back of the *Permission to Vote* card.
- Put the *Permission to Vote* card on the Officers Table for re-use.

**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.

If you cannot stop him/her:

- **DO NOT** push 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 back of the voting machine and pushes the OFFICERS CONTROL button on the OCP.
- An Election Officer writes “Left Without Voting” on the *Poll List* by the voter’s signature.

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

- Tell the voter that audio instructions begin as soon as you start the machine. Then tell voter how to use **ADAM**.
  - Voting with **ADAM** takes longer. Offer to put a chair behind the curtain.
  - Once you start **ADAM**, you cannot stop it. If the voter becomes frustrated and asks to vote without **ADAM**, send the voter to another machine.
    - Put **ADAM** on the back shelf of the machine and allow it to time-out. This takes about 4-5 minutes, then
    - Use the steps for the E006 error in Checklist XVI, paragraph A to reset the machine.
  - We do not re-use headphones. Do not open a new headphone package until the ADA voter is at the machine.
- Announce the voter’s name.
- If there is no challenge, instruct the voter to enter the booth.
- Tell the ADA voter that you are opening a new headphone package and attaching it to **ADAM**. The voter may use his/her personal headphones.
- Ask the voter if he/she needs help putting on headphones.
- Tell the ADA voter you are handing him/her a device with headphones attached. The voter should hold the unit with the cables at the top.
- Make sure the voter:
    - Is holding **ADAM** with cables at the top,
    - Has headphones connected to **ADAM** on, and
    - Is ready to start voting.
- 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 begin immediately.
- The voter follows audio directions, casts his/her ballot and then exits the machine.
- If the voter uses his/her personal headphones, give them back to him/her.
- Otherwise, unplug the headphones from **ADAM** and throw them away.
- Report any problems to the Voting Machine Desk and write what happened on *Election Day Issues Log*.

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

- If the voter does not act in 10 seconds, **ADAM** will tell the voter to continue. **ADAM** times out if the voter does not move ahead after 4 prompts. When it times out,
  - several rows of red lights outline the ballot,
  - the machine chimes, and
  - E-505 shows in the Public Count/Display area of the OCP.
- Reset the machine for an E006 error using Checklist XVI, paragraph A.
- Tell the voter he/she can try again with **ADAM** or vote without using **ADAM**.
- After resetting the machine, let the voter choose how to vote – with or without **ADAM**.
- 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 in the signature block of the *Poll List*.

## 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 updating their voter registration record are processed at the Update Table. The Election Officers at the Update Table will find the Election District and Polling Place where he/she must vote, give the voter documents to fill out and then send the voter to the right Polling Place.
- Send a voter who arrives at the Update Table with a completed #10 envelope and an *Eligibility Affidavit* to the end of the line at the Officers' Table.

### A. PROCESSING VOTERS.

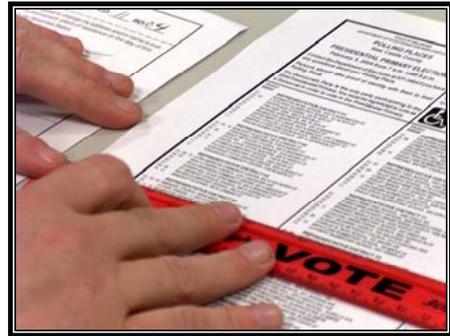
- Ask the person if he/she is registered to vote.
- If the person says no, tell him/her to call the Department of Elections at 577-3464 to register to vote. Politely tell the person to leave the Polling Place. This is not a Provisional Ballot situation. If you have a question about this step, call the Voting Machine Desk at 577-5060.
- Give the person an *Eligibility Affidavit*, tell him/her to fill it out, and then give it back to you.
- When a person gives you an *Eligibility Affidavit* make sure that it has been properly completed.
- One Election Officer signs the *Agency Representative* block in the area below the applicant signature of the *Eligibility Affidavit*.
- Use the *Street Districting Book* to find the Election District for the person's address.
- If the person is registered at another Election District, write the Election District in which the person's address is located on the "NEW ELECTION DISTRICT" line at the top 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 *Eligibility Affidavit* to the person and send him/her to the **end** of the line 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 Name and Address for the person's new Polling Place on the #10 Envelope.
- Put the completed *Eligibility Affidavit* into the #10 Envelope and seal it.
- Give the #10 envelope to the person and send him/her to the new Polling Place. **NOTE:** This may be in the same building where you are.



**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 if he/she 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.
  - An Election Officer signs in the Agency Representative Signature space on the *Eligibility Affidavit*.
  - Give the *Eligibility Affidavit* to the person and send him/her to the **end** of the line at the Officers' 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*.
  - An Election Officer signs in the Agency Representative Signature space on the *Eligibility Affidavit*.
  - Put the Eligibility Affidavit into the *Update Return* envelope.

- Tell the person that he/she is not eligible to vote in the election, and that his/her application will be processed after 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 *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 handles Provisional Voting and Updates.
- Provisional ballots only have federal offices.
- Election Officers in the Polling Place shall tell a person who wants to vote a Provisional Ballot the location of his/her correct Polling Place. Tell him/her that his/her votes will not be counted if he/she is not registered to vote or votes at the wrong Polling Place.
- Election Officers shall give whatever help the voter asks for. If that includes helping to mark the person's Provisional Ballot, two Election Officers with different political party affiliations shall help.
- If a voter spoils his or her Provisional Ballot or *Envelope* and asks for a replacement, get back the spoiled portion before giving out a replacement.
- 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 anyone for any reason other than to a person voting by Provisional Ballot.
- The red *Provisional Ballot Pouch* is closed but not sealed. If no one votes by Provisional Ballot, **the Inspector must still return the closed Pouch but does not need to seal it.**

### IMPORTANT!

#### DO NOT LET A PERSON 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.

#### YOU MUST LET THE PERSON VOTE BY PROVISIONAL BALLOT IF:

1. The person insists that he/she is registered 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.
- Tell the person to read the *Provisional Voter Information Sheet* and then fill in the affidavit on the *Provisional Ballot Envelope* – except for signature; and then bring the completed documents back to you.
  - Make sure that the affidavit is properly completed. If not, tell the person to complete the items that were not completed.
  - 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 affidavit on the *Provisional Voter Envelope*.
  - If the person had signed the affidavit on the *Provisional Ballot Envelope* before giving it back to you, have him/her sign it again below the first signature.
  - Complete the Election Officer part of the affidavit: day, month, year and your signature.
  - Ask the person to show you proof of identity. If the person does not show you ID, 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 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 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.
  - Keep the *Provisional Voter Information Sheet*.
- Give the person who spoils his or her Provisional Ballot and/or *Provisional Ballot Envelope* a replacement **after** the person gives back 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 he/she will be able to find out if his/her Provisional Ballot was counted and, if not, the reason by following the instructions of the *Provisional Voter Information Sheet* about 30 days after 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* step, then continue with this procedure for each voter.
- Tell the person to read the *Provisional Voter Information Sheet* and then fill in the affidavit on the *Provisional Ballot Envelope* – except for signature; and then bring the completed documents back to you.

- Make sure that the affidavit is properly completed. If not, tell the person what items to fill in.
- 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 affidavit on the *Provisional Voter Envelope*.
- If the person had signed the affidavit before giving it back to you, have him/her sign it again below the first signature.
- Complete the Election Officer part of the affidavit: day, month, year and your signature.
- Ask the person to show you proof of identity. If the person does not show you ID, 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 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, and then put them into the **red *Provisional Ballot Pouch*** and complete the procedures detailed in paragraph "D" below.

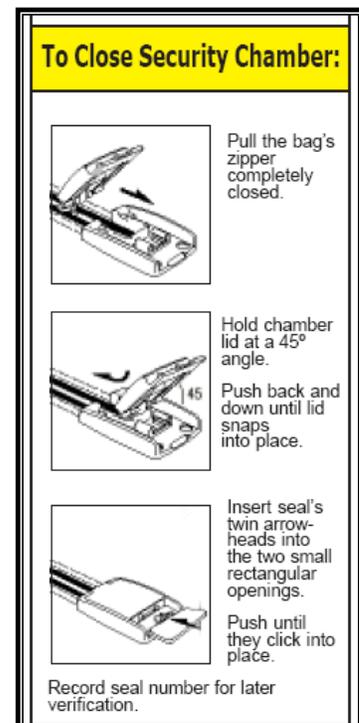
**C. PROCEDURE WHEN A VOTER'S POLL LIST ENTRY STATES "ID REQUIRED" AND THE VOTER DOES NOT SHOW THE REQUIRED IDENTIFICATION.**

- 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.
- The Inspector returns all Provisional ballots in the closed Pouch at the end of the night.
- If you have voted Provisional Ballots, makes sure they are in the red *Provisional Ballot Pouch* and that the Pouch is sealed.
- 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 red **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. Make sure the side you wrote on is 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 stack all remaining Provisional Voting materials (unused envelopes and *Provisional Voter Information Sheets*) back into a voting machine.



## XII. CLOSE THE VOTING MACHINES

- DO NOT start to close any voting machine until after 8 pm and the last person has voted.
- Do the steps for every voting machine.

### A. ADMIT AUTHORIZED OBSERVERS.

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

### B. CLOSE THE VOTING MACHINE.

**WARNING: Do the steps in this paragraph for every voting machine. If you do not follow the steps in order, the voting machines will not print a results tape.**

- Make sure the light on the Officer's Control button is off.
- Cut the seal on the CLOSE POLLS button with wire cutters.

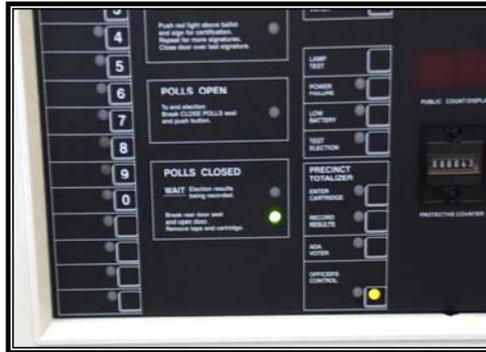


- Push** the CLOSE POLLS button and the light in the POLLS OPEN box moves to the top position in the POLLS CLOSED box.



- WAIT** for about **two minutes** while the voting machine prints the results.
- The light in the POLLS CLOSED box drops to the bottom most position after the results have printed.

- Then, cut the seal on the PRINTER DOOR with wire cutters and open the PRINTER DOOR.



- Hold the tape on the take-up spool with your right index finger while pushing the white switch to the left of the printer. A loop of paper tape is formed.
- Tear the paper tape at the loop created while doing the above step.
- Pull the paper tape off the take-up spool and examine it.
- If no results printed, follow the steps in Checklist XVI - *Error Codes* or call the Voting Machine Desk at 577-5060 before continuing.
- Put the tape on the Officers' Table.
- Put the voting machine in the kneeling position if you can't reach the cartridge.
- Remove the Memory Cartridge from the voting machine and put it in the *Memory Cartridge Pouch*.



- Several minutes after the memory cartridges and voting machine tapes have been removed from a machine, 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 these errors and go to the next step.

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

- Cut the *Extra Copy 3* piece from each tape.
- All the Elections Officers sign the *Extra Copy 3* tapes.
- Put all the signed *Extra Copy 3* tapes into the *Memory Cartridge Pouch*.



### C. DISPATCH THE MEMORY CARTRIDGE POUCH.

- Make sure that the Memory Cartridge and the signed *Extra Copy 3* tape from every voting machine are in the *Memory Cartridge Pouch*.
- The Inspector does the following:
  - Removes a seal from the *Memory Cartridge Pouch*;
  - Removes the small white log from the *Memory Cartridge Pouch*;
  - Prints the date, his/her last name and the seal # on the next blank line on the log.
  - Put the log back into the *Memory Cartridge Pouch* so that it shows through the **large clear plastic window** on the back of the case. **Do not** put the log in the pocket that has the pre-printed "Return to" Card. The destination card showing the machine serial numbers and polling place location **MUST** be visible through the clear pocket. People at the zone must be able to see the location without unsealing the Pouch.
- Seal the black canvas *Memory Cartridge Pouch* using the seal with the number written on the log.
- The Clerk delivering the *Memory Cartridge Pouch*:
- Fills out the Cartridge Clerk line of the *Election Officer Pay Voucher*.
- Prints his/her name and the time in Section II of the *Voting Machine Certificates*.



- Signs Section II of the Voting Machine Certificates.

SECTION II			
CERTIFICATION BY ELECTION OFFICER TAKING THE MEMORY CARTRIDGE(S) TO THE REPORTING ZONE			
<p><i>I HEREBY CERTIFY</i> that I have in my possession the sealed <i>Memory Cartridge Envelope</i> 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 <i>Memory Cartridge Envelope</i>. <i>I FURTHER CERTIFY</i> that I will personally deliver the aforesaid <i>Memory Cartridge Envelope</i> to the representative of the Commissioner of Elections or the Department of Elections at the Zone Reporting Station listed on the aforesaid <i>Memory Cartridge Envelope</i>.</p>			
October 30, 2001	8:15	p.m.	Phillip Green
Date	Time		Printed Name
			Phillip Green
			Signature

- Give the black canvas *Memory Cartridge Pouch* to the Clerk and tell him/her to take it directly to the Zone Reporting Station. The address is under the words "Return To:" on the white label on the front side of the *Memory Cartridge Pouch*.
- Send the Clerk to the Zone Reporting Station.

#### D. READ THE TAPES.

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

- Cut the *Extra Copy 2* piece from each tape.
- All remaining Elections Officers sign the *Extra Copy 2* tapes.
- Read the results from each *Extra Copy 2* tape to any candidate or authorized Challenger in the Polling Place.
- Read the results from each *Extra Copy 2* tape to anyone waiting outside the main entrance used by voters.
- Tape the *Extra Copy 2* tapes to the door of the building.

### XIII. CLOSE THE POLLING PLACE

- The *RECORD TAPE* is all of a voting machine tape above the "CUT HERE" line located immediately above the phrase *Extra Copy 1*. This tape has
- all the tests before the section labeled INITIAL VOTE COUNT,
- the section labeled INITIAL VOTE COUNT,
- the opening signatures,
- the information between the opening signatures and the FINAL VOTE COUNT **including any Write-In votes**,
- the section labeled FINAL VOTE COUNT, and
- the closing signatures.
- If you have not sent the clerk with the Memory Cartridges by 8:30 p.m. or if you are not ready to depart the Polling Place by 9:00 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 where it says  
-----CUT HERE-----.**

- Every Election Officer remaining in the Polling Place signs the closing section of the *RECORD TAPE* and Extra Copy 1 tape from every voting machine assigned to the Polling Place.
- Cut each tape where it says "-----CUT HERE -----".
- Neatly fold and put the Extra Copy 1 tape from each machine into the manila *Department of Elections* envelope.

#### B. TALLY THE WRITE IN VOTES

- Election Offices 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
<p>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.</p>	<p>You would not count any write-in votes in this example.</p>
<p>-----  <b>POLLS OPEN</b>                      =====</p>	<p>-----  <b>POLLS OPEN</b>                      =====</p>
<p><b>James E. Smith</b>                      GOVERNOR</p>	<p><b>James E. Smith</b>                      GOVERNOR</p>
<p>-----  <i>John Jones</i>                      CITY CNCL AT LARGE                      =====</p>	<p>-----  <i>John Jones</i>                      CITY CNCL AT LARGE                      -----</p>
	<p>-----                      *****                      * WRITE-IN                      CANCELLED*                      *****                      =====</p>

- 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:

<b>WRITE-IN VOTE TALLY SHEET</b>							Election District <b><u>05</u></b>
							Representative District <b><u>07</u></b>
<b>FOR</b> <i>Governor</i>							
James E. Smith	III						3
<b>FOR</b> <i>City Council At Large</i>							
John Jones	III						5
<b>FOR</b>							

- 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 the following steps for every voting machine in the Election District.
- Copy the Protective Counter Number located on the OCP 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 seal number 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. If a headset is plugged in unplug it and throw it away. Put the **ADAM** into the padded blue bag, zip it closed and then put it in the base of the voting machine.



**WARNING: Pack items in voting machines so they are not above the black rubber strips around the storage area. If items are above the black strips, you can't close and latch the voting machine.**

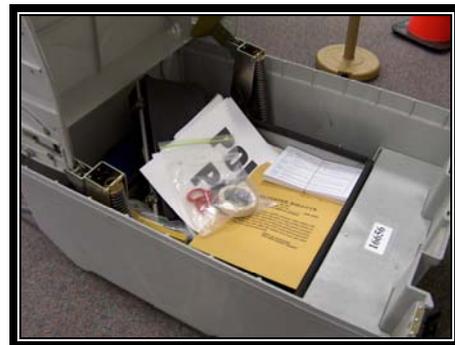
**WARNING: Do not pack anything that the Inspector takes to the drop-off point in a voting machine.**

Put the following items in a voting machine:

- All *Poll Lists* in Binders.
- *Street Districting Book*
- Empty *Documents Envelope*.
- Posters - in good condition.
- Supply Bag (with scissors, marker, masking tape, signature guide and unused supplies).
- American Flag.
- Wire cutters.
- Unused disposable headsets.
- Materials and unused supplies from the Update Table, including the *Poll List* binders.
- Provisional voting materials not returned in the *Provisional Ballot Pouch*.
- Anything else that the Inspector does not have to take to a Drop-off Point!
- In **each** voting machine:
  - Voting machine seal envelope.
  - Voting machine curtain.
  - Padded Blue bag with **ADAM**.



**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 it. Hold it firmly so it**

doesn't swing out of control to the vertical position.

**WARNING: Do not hold the ballot box on the side or by the frame to which the ballot box is attached while rotating it. You may hurt your fingers or hands if you do so.**

- Hold the Ballot Box at the top and bottom with the other hand and *slowly* rotate it to the rear until it is vertical.

**WARNING: Do not force the machine closed.**

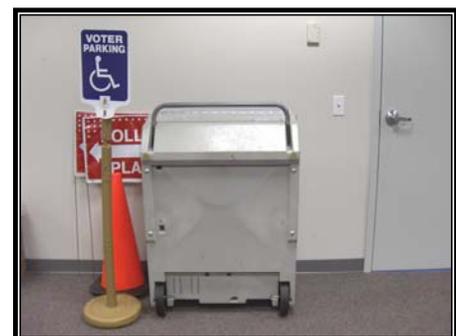
- Unplug the machine from the outlet, and let it *slowly* retract into the machine. Unplug the 3-prong adapter, if used, and put it in the base of machine.
- Grab the top of the lid and lower it to within 4 inches of the closed position. Then, remove your hands and let the lid shut.
- Close the two black latches at the back of the voting machine.

**WARNING: Before sealing any machine, make sure the Department of Elections envelope, Prothonotary Envelope, Other Documents envelope, Update envelope and RED PROVISIONAL BALLOT POUCH with the correct contents are not inside any machine.**

- Seal the back of the machine with a red numbered case seal. Then write the case seal number in the correct block in Section III of each copy of the *Voting Machine Certificate*.
- Two Election Officers lift the machine by the handle and then roll it against the wall.
- All Election Officers present sign Section III of both copies of the *Voting Machine Certificate*.
- Fold the *Voting Machine Certificate* (designated "envelope #1") in half (top to bottom) and put it in the *Department of Elections Envelope #1* and the copy designated "envelope #3" in the manila *Prothonotary Envelope #3*.

#### E. EXTERIOR SIGNS AND TRAFFIC CONES.

- If the outside signs and cones have not been collected, send one or more Election Officers to get them.



- Fill out the bottom portion of the *Sign Plan Verification Form*.
- Put the completed *Sign Plan Verification Form* in the gray *Other Documents* envelope #2.

**F. MAKE SURE THE RIGHT DOCUMENTS ARE IN RIGHT ENVELOPES.**

- 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 #3 when all the required items are in it. If items are missing, put them into the envelope before sealing it.
- Every remaining Election Officer signs their name across the back flap of the sealed *Prothonotary* envelope #3.
- 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 signs their name across the back flap of the sealed *Department of Elections* envelope #1.
- 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.
- Check that the following documents are in the gray ***Other Documents envelope #2***.
  - *Election Officer Pay Voucher*.
  - Any signed *Bribery* oaths.
  - Any completed *Affidavits of Affirmation of Voter Identity*.
  - The signed *Oath of Office* form.
  - *Sign Plan Verification Form*.

- *Polling Place Absentee Report.*
  - *Election Day Issues Log.*
- Seal the *Other Documents* envelope after all the above listed documents are in it.
- Put the #10 envelopes with completed *Eligibility Affidavits* into the ***Update Return*** envelope.
- Seal the *Update Return* envelope.

#### **G. PACK UP THE INSPECTOR CELL TELEPHONE.**

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

#### **H. DOCUMENTS AND MATERIALS FOR THE INSPECTOR.**

- Put the following items that the Inspector takes to a Drop-off Point on the Officers' Table:
- *Provisional Ballot Pouch* (red). Return this to drop-off point **even if you had no provisional voters.**
  - *Department of Elections* envelope #1 (manila)
  - *Other Documents* envelope #2 (gray)
  - *Prothonotary* Envelope #3 (manila)
  - *Update Return* envelope (white).
  - Any other item(s) the *Supplemental Instructions* tell the Inspector to take to the Drop-Off Point.

#### **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 must coordinate this with the custodian or building administrator either before or on Election Day.
- The Inspector asks one or more Election Officers to help carry the materials to the Inspector's car.
- The Inspector tells the Election Officers that they can leave.

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

- The Department of Elections must account for all the materials listed below as soon as possible after the Inspector departs the Polling Place.
  - *Provisional Ballot Pouch* (red) even if no ballots were voted!
  - *Department of Elections* envelope #1 (manila.)
  - *Other Documents* envelope #2 (gray).
  - *Prothonotary* envelope #3 (manila)
  - *Update Return* envelope (white).
  - Any other item(s) listed in the *Supplemental Instructions*.
- If the Inspector has an Emergency in route, call the Voting Machine Desk at 577-5060 for instructions.
- The Inspector goes directly to one of the *Drop-off Points* designated below:
  - 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 gives the *Prothonotary* envelope #3 to the Prothonotary Office's representative.
- The Inspector gives all other items listed above to the Department of Elections representative at the Drop-off Point.
- If the Inspector arrives at a Drop-off Point after 10:00 p.m., he/she shall take the items listed to either:
  - The Department of Elections Warehouse, 200-1B Lisa Dr, New Castle.
  - Department of Elections for New Castle County, Carvel State Office Building, 4<sup>th</sup> Floor, 820 N. French St, Wilmington.

#### XIV. VOTING MACHINE TROUBLESHOOTING

This chapter tells you what to do for problems not covered in Checklist XVI – Error Codes.

##### A. IF YOU SMELL SOMETHING BURNING OR SEE SMOKE

- take the curtain off the left Ballot Box door.
- Lower the left curtain support rod.
- Unplug the machine.
- Immediately** call the Voting Machine Desk at 577-5060.

##### B. IF YOUR POWER FAILS...

- The machines have rechargeable batteries that last about 16 hours. Voters may vote on battery power, but:
  - the Ballot Box door lights do not light, and
  - the Public Count/Display on the OCP will be blank.
- You can see the Public Count by pushing the Display Public Counter button on the OCP.
- The Low Battery light turns on when the battery will last about an hour.
- Call the Voting Machine Desk at 577-5060 if you lose power.

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

- Go to the back of the voting machine and look at the OCP.
- Stop the chirping by pushing the button beside the Technician Service Required, Low Battery or Power Failure light.
- If the Technician Service light is on, write down the error code on the Public Count/Display on the *Election Day Issues Log* and call the Voting Machine Desk at 577-5060.
- If the Low Battery light is on, call the Voting Machine Desk.
- If the Power Failure light is on, make sure the machine is plugged in. If this does not fix the problem, call the Voting Machine Desk.

**XV. LOWERING THE VOTING MACHINE TO ACCOMMODATE VOTERS**

- Lower machine to help voters who cannot reach the ballot when the machine is upright.
- Tell a voter in a wheelchair that it is easier to reach the ballot if the wheelchair is sideways.
- **Do not** put food or liquids in the base of a voting machine. They **will** spill when you lower the voting machine.

**WARNING: Do not let anyone to stand within six feet of the front of a machine that you are lowering.**

- Stand at the front of the voting machine.
- Grab the top middle of the Ballot Box.
- Hook your heel inside the handle.
- Slowly pull the machine forward until the Ballot Box is vertical.
- When the voter finishes, grab the top middle of the Ballot Box and slowly push it back until it is upright.



## XVI. ERROR CODES

- Use this checklist to correct an E006 or E505 error code (paragraph A below), or when results tapes were not printed when closing down the voting machine (paragraph B below).
- If you are not comfortable following a procedure or you encounter other problems, call the Voting Machine Desk.
- Resetting the machine does not lose any votes. The machine goes back to the same status as it was before the error occurred.

### A. VOTING MACHINE RESET – WHILE VOTING.

- Send the voter to another machine to vote.
- If you need help, call the Voting Machine Desk.
- If the machine is chirping, push the **TECHNICIAN SERVICE REQUIRED** button.
- Lower the left curtain rod all the way. You may have to remove the curtain from the left rod to do this.
- Wait 10 seconds.
- Lift the left rod up all the way. Put the curtain back on if you removed it. Make sure it is reattached to the ballot box doors.
- After about 15 seconds, the red button to the left of the **WRITE-IN** window begins to blink.
- Push the blinking red button and the **WRITE-IN** window goes up.
- Write the word “Reset” on the tape in the **WRITE-IN** window and then gently pull the window closed.
- After a few seconds, the status light on the back of the machine moves to the **POLLS OPEN** box and machine shows the **PUBLIC COUNT**.
- If this does not fix the problem, call the Voting Machine Desk.



**B. RESULTS TAPE DID NOT PRINT.**

- If you need help, call Voting Machine Desk.
- If the machine is chirping, push the **TECHNICIAN SERVICE REQUIRED** button.
- Put the Memory Cartridge back into the voting machine.
- Very gently pull out the white switch that is to the left of the printer. It will pull out about 3/16 of an inch.
- Wait** about 20 seconds while the voting machine reboots.
- After it reboots, the status light on the OCP will be in the bottom middle position in the **POLLS READY TO OPEN** box.
- Go to the front of the voting machine and **push** the blinking red button that is to the left of the **WRITE-IN** window.
- The **WRITE-IN** window opens.
- Write the word "Reset" on the tape in the **WRITE-IN** window and then gently pull it closed.
- After a few seconds, the status light on the back of the machine moves to the **POLLS OPEN** box and the **PUBLIC COUNT** is displayed.
- If the above indications don't occur, call the Voting Machine Desk.
- Cut the seal on the **CLOSE POLLS** button if it is still there.
- Push and hold 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 Machine* checklist (Checklist XII) and continue the closing procedure from that point.
- If the light in the **POLLS OPEN** box moves to the upper position in the **POLLS CLOSED** box, go to the third step in paragraph C of the *Close the Voting Machine(s)* checklist (Checklist XII) and continue the closing procedure from that point.



**XVII. POLLING PLACE EMERGENCY**

- Be prepared to evacuate the Polling Place in a calm and orderly manner.

**A. SUSPICIOUS ACTIVITY.**

- Report situation to the Voting Machine Desk.

**B. BOMB THREATS.**

- If you get a bomb threat, or are told of a bomb threat to the building,
  - Call 911. If you are in a school, tell the Principal
  - The Inspector orders the evacuation.
  - Once outside, write down all you can about the person or telephone call that made the bomb threat.

**C. EVACUATION PROCEDURES.**

- If the Inspector decides that there is not enough time to complete these Evacuation Procedures, he/she shall tell everyone to go to the gathering point.
  - Tell anyone voting to finish, take their things, and leave the building.
  - Tell anyone waiting to vote follow an Election Officer to the gathering point.
  - An Election Officer tells people that because of an emergency that they must follow him/her to the gathering point. They can return after the situation has been resolved. Some people may choose to leave and come back later.
  - An Election Officer takes the *Poll List* and *Supplemental Poll List(s)* to the gathering point.
  - Close up the voting machines:
    - Open the clear envelope to the right of the OCP and take out the red seal and the *Emergency Procedures Card*.
    - Write the Public Count and Protective Counter number from the OPC on the card.
    - Unscrew the ADAM and place it in base of machine.
    - Take the curtain off and put it on the Officers' Table.
    - Lower both curtain rods.

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

**WARNING: The ballot box is spring balanced. Use two (2) hands to rotate it vertical. Hold it firmly to keep it from swinging out of control.**

**WARNING: DON'T hold the ballot box on the side, or hold the frame while rotating it. This could cause serious injury to your fingers or hands.**

- Put one hand on top and the other on the bottom of the Ballot Box and *slowly* rotate it to the rear until it is vertical.
- Lower the lid to within 4 inches of the position. Then, let the machine close. If it does not close, gently push down on the lid.
- Close the two black latches at the back of each voting machine.
- Install the numbered red case seal on the back of the machine.
- Take the *Emergency Procedures Card* and your things to the gathering point.
- Give the *Emergency Procedures Card* to the Inspector.
- An Election Officer makes sure everyone has evacuated, gives directions to the gathering point, and takes his/her things and goes there.
- The Inspector makes sure that the evacuation goes smoothly and assists as necessary.
- Takes the cell phone, wire cutters and list of Election Officers with him/her;
- Calls the Voting Machine Desk after he/she has arrived at the gathering point; and
- Updates the Voting Machine Desk at least once every 15 minutes.
- All Election Officers shall stay at the gathering point until the emergency is over.

**D. AFTER YOU RETURN TO THE POLLING PLACE.**

- The Inspector calls the Voting Machine Desk when the emergency is over.

- Makes sure the seal on each machine is intact and number is the same as on the *Emergency Evacuation Card*. If not, call the Voting Machine Desk.
- Cut the case seal with wire cutters and remove it.
- Open the two black latches.
- Slowly lift the voting machine lid until it is vertical.
- Put one hand on the top and one on the bottom of the Ballot Box and slowly rotate it to the operating position.
- Push down on top of the Ballot Box door latch while gently pulling the Ballot Box doors open.
- Make sure that the WRITE-IN window is closed. If open, gently pull it closed.
- Compare the *Protective Counter* number on the OCP with the number written on the *Emergency Evacuation Card*.
- If the number is different, call the Voting Machine Desk.
- Re-attach ADAM cable.
- Lift the left and right curtain rods.
- Put the curtain on.
- Press the blinking red light to the left of the WRITE-IN window.
- If the light is not blinking, call the Voting Machine Desk.
- Write "REOPEN" and your initials on the paper in the WRITE-IN window.
- After a few seconds, the machine chirps, the door lights go out, the red light on the OCP moves to the POLLS OPEN box, and the PUBLIC COUNT/DISPLAY displays the Public Count.
- Compare the number in the PUBLIC COUNT/DISPLAY against the number written on the *Emergency Evacuation Card*.
- If the number is different, call the Voting Machine Desk.
- Begin voting as soon as possible.
- Call the Voting Machine Desk when the Polling Place is ready for voters.

- Put the Emergency Evacuation Cards in the gray Other Documents envelope.

**E. EMERGENCY REQUIRING BUILDING TO BE LOCKED DOWN.**

- If the emergency requires the building to be locked down for the safety of its occupants, call the Voting Machine Desk for instructions.

STATE OF DELAWARE  
**VOTER REGISTRATION APPLICATION and ELIGIBILITY AFFIDAVIT**

"Voted" or  
 "Did not vote"

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 <i>Darcy</i>		First Name <i>Elizabeth</i>		Middle Name <i>J.</i>	Suffix
Date of Birth Month Day Year <i>7/4/76</i>	DE Drivers License or ID # (See back) <i>DE 123456</i>	Social Security Number (9-1-1-1) <i>111-11-1111</i>	Telephone Number (optional) <i>555-1212</i>	Political Party Affiliation <i>Republican</i>	
House # <i>27</i>	Street Name <i>Country Lane</i>		Apt/Lnd/Unit #	Development	
City/Town <i>Wilmington</i>		State <i>DE</i>	Zip Code <i>19807</i>	County	School District
Email address (optional) <i>austenfarra@iop.com</i>					
Mailing Address if different than above					

**COMPLETE THIS SECTION IF YOU ARE REGISTERED TO VOTE ANYWHERE ELSE**

Previous name/maiden name <i>Elizabeth J. Bennett</i>
Previous Address <i>2312 Main St.</i>
Previous City, County, State Zip Code <i>Newark DE 19711</i>

**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.

*Elizabeth J. Darcy* \_\_\_\_\_ *9-14-10* \_\_\_\_\_  
 Applicant's Signature Date Completed

**FOR DEPARTMENT, AGENCY, OR POLLING PLACE USE ONLY**

Agency Representative Signature(s) <i>Mary Ballwork</i>								
ED	RD	New	Transfer	Name Change	Party Change	Other County	Source	Application Date
Remarks <i>RAIS</i>								