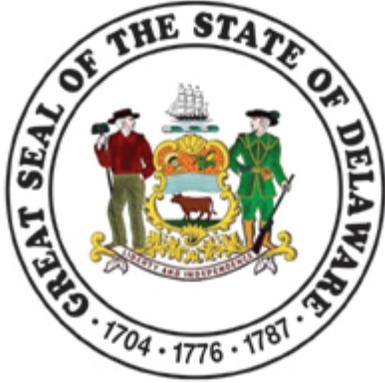


Name: _____



New Castle County does it right!

ELECTION OFFICER CHECKLISTS

2014 GENERAL ELECTION

November 4, 2014

You will not compromise this election if you –

Read a step

Do the step

Check the box!

DEPARTMENT OF ELECTIONS FOR NEW CASTLE COUNTY
820 N FRENCH ST SUITE 400
WILMINGTON DE 19801

700201-0914-DOE0031

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II. VOTING DISTRICTS

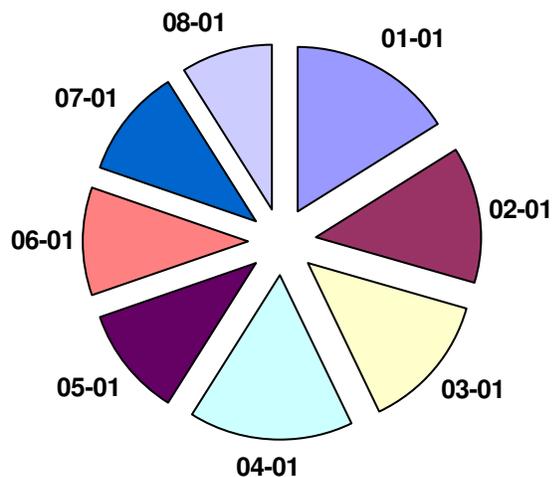
An Election District (ED) is:

- The smallest unit in Delaware's electoral system
- An area within a single Representative District, a single Senate District, a single County Council District (and a single City Council District if in Wilmington)
- In its own polling place, but two or more ED's may be in the same building
- Referred to by number of the Election District and the Representative District (ED-RD)

A Combined Election District:

- Is a small mandated district with fewer than 300 registered voters
- Has its own voting machines and documents
- Voters **must** be directed to the correct machine for their ED.
- Is assigned a Clerk for each voting machine, but is overseen by the Inspector and 2 Judges from another ED in the same building

Representative District 01 (RD 01)



III. ELECTION OFFICERS ARRIVE

A. Get there at 6 a.m.

- Bring the manual, these checklists, food, and any other things that you are supposed to have.

- Let one representative from each **party** on the ballot, with signed authorization, observe the opening process

B. Set up the cell phone

- Plug in the phone immediately and turn it on so the Department can contact you.

- Put the ringer on high so you can hear it.

- Make sure the person who will be using the phone knows how to make and answer calls.

C. Administer the Oath of Office

- The Inspector gives the OATH OF OFFICE and all Election Officers sign the form before doing anything else. **§4903 , §4904**

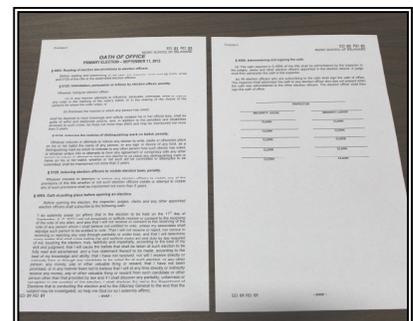
- One of the sworn Judges then gives the Oath of Office to the Inspector. **§4909**

- Put the OATH OF OFFICE form in the gray OTHER DOCUMENTS envelope.

- Call the Voting Machine Desk 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.

- If a worker arrives late, the Inspector gives the OATH and the worker signs it before doing anything.



IV. SET UP MACHINES

Do this checklist for each machine.

Set up and use all assigned machines.

A. Make sure you have the right machines.

- Check the Destination Card for each machine.
- Check the serial numbers against the list mailed to the Inspector.

B. Position machines

Leave enough room between the Officers Table and the machines so a wheelchair can maneuver after the curtain is installed.

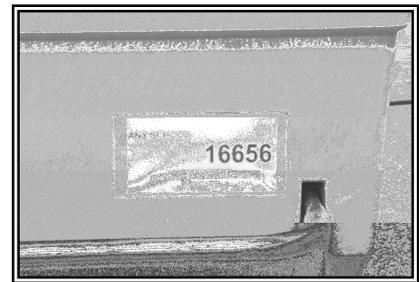
The handle is at the voting end and the wheels are at the back.

Leave room on each side so people can get to the back.

Make sure the floor is smooth and clear so the handle can extend freely.

- Two people 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.

- If one machine has a problem, set up the other one(s).
- Then, immediately report the problem to the Voting Machine Desk.
- There may be other districts in your building. Only open the ones for your district.



- Call the Voting Machine Desk if there are any problems.
- Do not walk behind machines unless necessary. Be aware of tripping hazards if you do.
- Do not drop the voting machine while lowering it to the horizontal position.



- Two Election Officers grab the handle and slowly lower it to the floor (horizontal position).

C. Open machines

- Cut and remove the seal at the back of the machine with wire cutters.

- Put the seal on the Officers Table.

- Undo the two black latches at the back of the machine and slowly lift the lid until it latches.

- Get the DOCUMENTS ENVELOPE out of the lowest numbered voting machine and take out the two (2) VOTING MACHINE CERTIFICATES.

- If the machine serial numbers and the serial numbers on the VOTING MACHINE CERTIFICATES match, go to the next step.

- Make sure that the case seals are the same as on the VOTING MACHINE CERTIFICATES.

- Put the cut seals in the trash.



- This seal sometimes breaks in transit. If missing or broken, note that on the VOTING MACHINE CERTIFICATES.
- **Make sure no one is standing in front of the machine while the lid is being lifted.**
- **Call the Voting Machine Desk if the numbers do not match.**
 - If any number does not agree with the VOTING MACHINE CERTIFICATES:
 - Strike through the incorrect number on the VOTING MACHINE CERTIFICATES.
 - Put the correct number on both copies and Inspector and one other worker initials.

Election Officer Checklists- 2014 General Election

- ❑ 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 center top of the Ballot Box while gently opening the doors.

- ❑ 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 in the base of the machine
- ❑ Make sure that the printer door is closed and sealed.

- ❑ Make sure there are unnumbered seals on the OPEN and CLOSE POLLS Buttons.

- ❑ Compare the numbers on the printer door seal with the corresponding numbers on the VOTING MACHINE CERTIFICATES.

- ❑ Compare the numbers on the Protective Counter with the corresponding numbers on the VOTING MACHINE CERTIFICATES.

- ❑ Plug the voting machine into a wall outlet. (Use the 3-prong adapter if the wall outlet only accepts a 2-prong plug).

- ❑ Plug a machine into the side of another machine if there are not enough wall outlets

- **CLOSE the WRITE-IN window if it is open!**



- If they are different, call the Voting Machine Desk.



- If any seal is broken or missing, call the Voting Machine Desk **after** you have all other voting machines ready.
- If the numbers are different, call the Voting Machine Desk.
- If the numbers are different, call the Voting Machine Desk.
- **Do not plug anything into the outlet on the side of a machine except another machine.**

Voter Information Center: 577-8300 (live)

RAIS-automated inquiry: 577-3464

Voting Machine Desk: 577-5060

online: <http://ivote.de.gov>

D. Set up ADAM

Put ADAM on one machine for use by visually impaired voters. You also use this machine all day. Only activate **ADAM** when a voter asks to use it.

- 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 keep the cable from falling off.
- Put the unit, without a headset attached, on the shelf above the curtain storage area until someone needs to use it.



- Once ADAM is installed on a machine, set up the rest of the machines without ADAM.

E. Turn the power on

The left curtain rod is the on/off switch.

- 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.

- Do not lower the left curtain rod unless you are told to do so by a checklist, a technician, or someone at the Voting Machine Desk

Election Officer Checklists- 2014 General Election

- ❑ Cut the seal on the OPEN POLLS button with wire cutters.

- ❑ Firmly push the OPEN POLLS button.

H. Sign the tapes

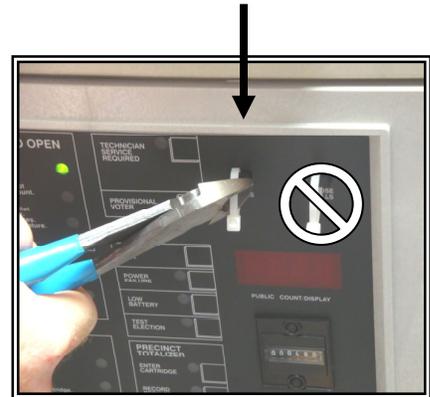
- ❑ At the front of the machine, **push** the blinking red button to the left of the WRITE-IN window so it opens.

- ❑ 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.

- ❑ **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.



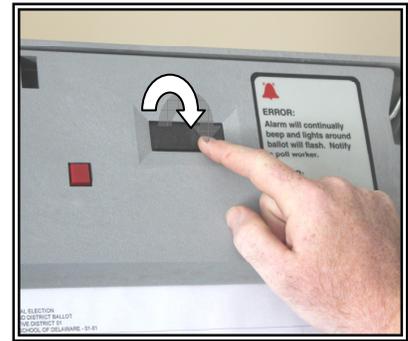
- Green light drops to next position.



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

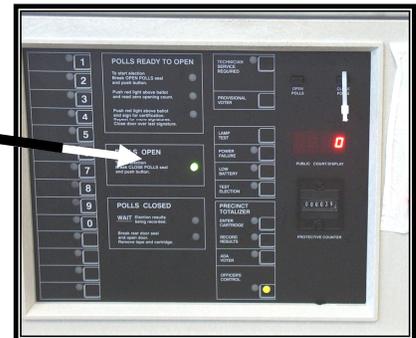
Election Officer Checklists- 2014 General Election

- ❑ After the **last** Election Officer signs the tape, the **Inspector** closes the WRITE-IN window.



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

- ❑ 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.



- ❑ All Election Officers sign the top portion of both copies of the VOTING MACHINE CERTIFICATE.
- ❑ Clip the ADDITIONAL VOTER INSTRUCTIONS poster to the right side of the curtain with spring clips.
- ❑ Report a machine problem to the Voting Machine Desk by calling 577-5060 **before** letting anyone vote on the machine.



V. INVENTORY AND MATERIALS

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 for the **Officer's Table** are in the lowest numbered machine:

ELECTION DOCUMENTS Envelope

- VOTING MACHINE CERTIFICATE – 2 copies
 - WRITE-IN VOTE TALLY SHEET – 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
 - DEPARTMENT OF ELECTIONS envelope #1 (manila)
 - OTHER DOCUMENTS envelope #2 (gray)
 - PROTHONOTARY envelope #3 (manila)
 - DECLARED WRITE-IN CANDIDATE LIST – 2 copies
 - ELECTION OFFICER PAY VOUCHER
 - ELECTION DAY ISSUES log
 - SIGN PLAN
 - SIGN PLAN VERIFICATION form
 - OATH OF OFFICE – an extra copy
 - Badges - Inspector, Majority and Minority Judge, Clerks, and Challengers
 - Totem Pole documents in a clear plastic bag
-
- 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* – for the Officers Table (1 or more blue binders)
 - Alphabetic dividers (1 set for Officers Table *Poll List*)



Election Officer Checklists- 2014 General Election

- Pad of paper
- Incident/Injury procedures envelope
- Posters (in lowest numbered machine)
 - Representative District Map
 - POLLING PLACE poster – 2 copies
 - POLLING PLACE poster with ED-RD
 - Directional arrow posters – 10 copies
 - ADVICE TO CHALLENGERS – 2 copies
 - Handicapped symbols – 10 copies
- Supply Bag
 - AFFIDAVITS OF AFFIRMATION OF VOTER IDENTITY (goldenrod)
 - Black marker
 - BRIBERY OATHS (pink)
 - DOE Business Cards
 - Fifty-foot string
 - Masking tape
 - Paper clips
 - Pens – 15 (5 for the Update Table)
 - rubber bands
 - Scissors
 - Signature Guide



In each voting machine:

- ADDITIONAL VOTER INSTRUCTIONS and two spring clips
- Blue bag with ADA Device (ADAM)
- INSTRUCTIONS FOR VOTING MACHINE OPERATORS card (green card stock)
- machine curtain
- List of DECLARED WRITE-INS

Election Officer Checklists- 2014 General Election

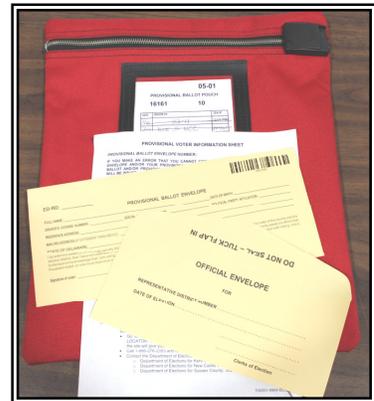
- machine seals (in envelope)
- MAKING A WRITE-IN VOTE instructional poster
- PERMISSION TO VOTE cards (in cubby with spring clips & 3-prong adapter))
- SAMPLE BALLOT
- VOTING ON DELAWARE'S ELECTRONIC VOTING MACHINE poster
- 3-prong electrical adapter

Items marked "UP" are for the **Update Table** and are packed in the second machine.

- UP** – ELIGIBILITY AFFIDAVITS
 - Use these for an address, name, or party affiliation change
- UP** - #10 Envelopes for ELIGIBILITY AFFIDAVITS
- UP** – UPDATE RETURN envelope (large white)
- UP** – *New Castle County Street Districting Book* (white binder)
- UP** - PROVISIONAL BALLOT pouch (red) containing:
 - PROVISIONAL BALLOTS
 - PROVISIONAL BALLOT LOG sheet
 - Pouch seals
- UP** - PROVISIONAL BALLOT envelopes
- UP** - OFFICIAL ENVELOPES
- UP** - PROVISIONAL VOTER INFORMATION sheets
- UP** – *Poll List* labeled UPDATE TABLE (one or more black binders)
- UP** – Poster - ELIGIBILITY AFFIDAVIT with instructions
- UP** – Poster - Sign to direct voters to the Update Table

Pouch is not sealed. Make sure it is at the right Election District.

If not, call the Voting Machine Desk.



VI. SET UP THE POLLING PLACE

Put a trash can 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.

- Keep doorways clear and leave room for people to move around.
- Put two to three chairs near the Officers' Table for disabled and elderly voters waiting to be processed.

B. Distribute materials and supplies

- Put these items on the **Officers' Table**:
 - ADVICE TO CHALLENGERS – one copy
 - Blue Poll List binder/s and the *Supplemental Poll List*.(blue 3-hole punch paper Inspector picked up)
 - POLLING PLACE ABSENTEE REPORT that Inspector picked up.
 - LIST OF POLLING PLACES (one copy).
 - DECLARED WRITE-IN CANDIDATE LIST (one copy)
 - Supply bag.
 - DEPARTMENT OF ELECTIONS envelope #1.
 - OTHER DOCUMENTS envelope #2.
 - PROTHONOTARY envelope #3

- A sample room layout is on the last page of the Manual.
- Arrange room so people can move easily through the voting process. See the drawing of a typical Polling Place in the Manual.

- It should be close enough to the Officers' Table so that Challengers can hear the voters say their names.

- Labeled "Officers"

- Pad of paper.
- Department business cards with contact information.
- ELECTION DAY ISSUES LOG
- Put 1 copy of ADVICE TO CHALLENGERS on the **Challenger Table**
- Put these items on the **Update Table**:
 - Update materials.
 - UPDATE RETURN envelope (white).
 - Provisional Voting materials.
 - *Poll List* (black binder/s) and *Supplemental Poll List* labeled "UPDATE TABLE".
 - LIST OF POLLING PLACES (one copy).
 - *New Castle County Street Districting Book* (white binder)
- Give each Election Officer a badge.
- 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 and SAMPLE BALLOT to help voters use the voting machine.

C. Put up posters, signs and totem pole

- Tape the Representative District Map (about 5 feet from the floor) on a wall where voters can read them:
- Put a POLLING PLACE SIGN, ED-RD poster and DEVELOPMENTS list on the entrance to the building
- Put the following items in the pockets of the Totem Pole:

- The badges are in the large Documents Envelope and sometimes stick to the back of one of the papers.

- Badge must be visible to voters.

- It is helpful if there is space for this near the Update Table.

- This was delivered with machines and outdoor signs.

The below items are in the clear plastic bag in the Documents Envelope

- ED-RD poster (top center panel)
 - SAMPLE BALLOT (left side of 2nd center panel)
 - DEVELOPMENTS poster (the 3rd center panel)
- Put these items in the correct spots before standing the totem Pole up. This is easiest to do with the Totem Pole laid down flat on a table.
- Put the Totem Pole near the entrance to the voting room but not obstructing the flow of traffic. Voters can see the information before they go to the Officers Table. See suggested location in the Manual's "Typical Polling Place" layout
- Note: Since there is a U.S. flag printed on the Totem Pole, we no longer pack one in the base of a voting machine.
- Put up DIRECTIONAL ARROW posters along the route from the accessible entrance. Tape a HANDICAPPED SYMBOL below each DIRECTIONAL ARROW poster only along an accessible route.

D. Check accessibility

- Make sure that the Handicapped Entrance is unlocked.
- Check that the exterior signs and traffic cones are where they should be.
- Make sure there are no obstacles on the route from parking area to voting room.

1: ED-RD Poster

2 - Sample Ballot



3. Developments Poster

- In buildings with multiple ED's, make sure your totem pole is close to your group so voters go to the correct ED.



- If it is locked, ask the custodian to unlock it.
- If the custodian does not unlock the Handicapped Entrance, call the Voting Machine Desk.

If not, put signs where they belong.

- Complete Section I of the *Sign Plan Verification Form*.

E. Set up the *Poll List*

- Use the alphabetic dividers to separate the pages.
- Add blue *Supplemental Poll List* pages to the correct alphabetic divider location.

F. Update the *Poll List* for absentee voters

- When the *Poll Lists* were printed, some information on absentee voters was known and is pre-printed. For absentee transactions after printing, follow steps below to update the lists.
- Use the POLLING PLACE ABSENTEE REPORT that the Inspector picked up:
 - For voters shown as “Voted Absentee”, find his/her name on the *Poll List* and write “AB” in the signature block.
 - For voters shown as “CALL 577-5102”, find the voter’s name on the *Poll List* and write “Call 577-5102” in the signature block.

G. Evacuation responsibilities.

- Complete this paragraph after the Polling Place is ready for voters.
- The Inspector assigns Election Officers to do these things if you have to evacuate and there is time:
 - One Election Officer to take the *Poll Lists*.
 - One Election Officer per machine to close it using the procedures on the EMERGENCY EVACUATION CARD in the envelope on the back of each machine.

- **Make sure you check the blue pages if you can’t find a voter on the white pages.**

- Do not let a person vote if he/she comes to the Polling Place. His/her ballot has already been included in the Central Count process and cannot be voided.
- 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*.

- **Follow all orders from police, fire or other officials.**

Election Officer Checklists- 2014 General Election

- One Election Officer to make sure that everyone has evacuated. This person and the Inspector should be the last 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.
- ☐ Talk about what to do if you have to evacuate.
- ☐ Call the Voting Machine Desk if you have any questions about Evacuation Procedures.

H. 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.

I. Open the polls at 7 a.m.

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

- Coordinate this with any other Inspector(s) in your building.

- **Nobody votes before 7 a.m. but make sure you are ready to begin promptly at 7 a.m.!**

VII. PROCESS VOTERS

- Make sure all Election Officers know what other Election Districts are in the building, if any.
 - 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 POLLING PLACE CARD, or
 - A similar document that identifies the person by photograph or signature.
 - If a person uses a Polling Place Card as proof of identity and is not on the *Poll List* or *Supplemental Poll List*, call the Department to verify where he/she should vote.
 - A person that you don't let vote can appeal that decision to a judge in Superior Court. Call the Voter Information Center 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.
- **Call the Department before sending anyone away!**
 - If you cannot decide to let a person vote and/or where he/she votes, call the Voter Information Center.

A. The voter arrives at Officer's Table

- Ask the voter's name, address and proof of identity.

- Find the voter's name on the *Poll List* or the *Supplemental Poll List*.

- Point to the correct signature block and have the voter sign.

- Print the voter's name on the back of a PERMISSION TO VOTE card.

- Give the ID back to the voter.

- Give the PERMISSION TO VOTE card to the voter and send him/her to the end of the voting machine line.

B. Voter is not on the *Poll List*

- If the voter's name is not on the *Poll List* or *Supplemental Poll List*, find out why. Ask:
 - if the voter has moved
 - if the voter's name has changed
 - if the voter is registered
- If not registered, 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. Voter does not have ID

- Have the person fill out a goldenrod *Affidavit of Affirmation of Voter Identity*. (Found in the Supply Bag.)

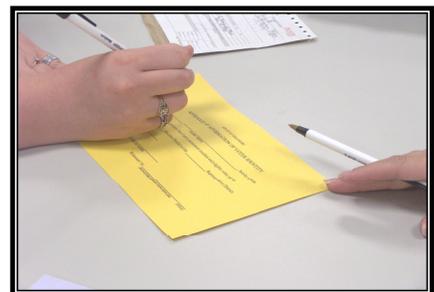
- If no ID but on the *Poll List*, voter completes AFFIDAVIT OF AFFIRMATION OF VOTER IDENTITY.(goldenrod ½ sheet) Put it in the gray OTHER DOCUMENTS envelope.

- If you can't find a name on the *Poll List*, check the page before and after the page where you had expected to find the name.

- Offer the signature guide if voter is having difficulty.

- You reuse these cards and should be able to get at least 10 names on it.

- If name or address has changed, send voter to Update Table.



Election Officer Checklists- 2014 General Election

- Put the completed AFFIDAVIT OF AFFIRMATION OF VOTER IDENTITY in the gray OTHER DOCUMENTS envelope.
- Go back to paragraph "A" above and continue.

D. Voter arrives with a #10 envelope

- Make sure the person is at the right Election District.
- Make sure that the ELIGIBILITY AFFIDAVIT inside the #10 envelope is complete and that the voter has signed it.
- 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 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 name on the back of the PERMISSION TO VOTE card.
- Give the voter a PERMISSION TO VOTE card and send him/her to the end of the voting machine line.
 - On the top right corner of the ELIGIBILITY AFFIDAVIT in the Remarks section, write "Voted".
- Put the #10 envelope with the completed ELIGIBILITY AFFIDAVIT into the UPDATE RETURN envelope.

E. Voter's name or address is different

- Send the person to the Update Table.

- **If the person refuses to fill out the AFFIDAVIT, do not let him/her vote.**

- If not at the right place, call the Voter Information Center to find the voter's correct Election District
- You may have to use the materials at the Update Table
- See a sample of this on the last page of these *Checklists*.

- If the name is not the same, ask the Inspector for help.

- **The Department must know if the person voted.**

Voter Information Center: 577-8300 (live)

RAIS-automated inquiry: 577-3464

Voting Machine Desk: 577-5060

online: <http://ivote.de.gov>

F. Error on *Poll List* or *Supplemental List*

- Correct any error such as a misspelling by striking through the erroneous information on the *Poll List* and then **neatly** writing the correct information. Election Officer initials any corrections or changes made.

G. Entry says “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.
 - *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.
 - Write the 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.

- A change of name or address, to include a different apartment number, **is not** an error. It must be handled as an Update.

- **Without ID, he/she only votes by PROVISIONAL BALLOT at the Update Table.**

- **If the voter does not show the required identification, send the voter to the Update Table to vote by PROVISIONAL BALLOT.**

H. Voter has a Court Order

If you get a COURT ORDER from a voter, or the Voting Machine Desk or Voter Information Center tells you that a COURT ORDER has been granted, do the following:

- Send the voter to the Update Table.
- Have the person complete an ELIGIBILITY AFFIDAVIT.
- Print “COURT ORDER” in the Remarks portion at the bottom of the ELIGIBILITY AFFIDAVIT.

Election Officer Checklists- 2014 General Election

- If the voter has the COURT ORDER, attach it to the completed ELIGIBILITY AFFIDAVIT.
- Print name on the back of a PERMISSION TO VOTE card.
- Give the voter 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".
- After the person has voted, put the COURT ORDER and ELIGIBILITY AFFIDAVIT in the UPDATE envelope.

I. Absentee status

- 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.
- If "CALL 577-5102" is written in the signature block, call for further instructions.

J. Poll List shows "get address"

- Send voter to Update Table to fill out an ELIGIBILITY AFFIDAVIT before he/she votes.
- Put the filled out application in the UPDATE RETURN envelope.

K. Voter says a relative has died or moved

- Ask the voter to go to the Update table after voting.
- The voter fills 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.

- **Do not let the person vote in a machine!**

- **Do not let the person vote unless instructed to do so by Department staff at the 577-5102 number.**

- This happens if DOE mailed something to a voter and it was returned by Post Office.

- Without a signature, DOE cannot complete the transaction.

VIII. VOTING

The Inspector makes sure that each Election Officer operating a machine knows:

- There is a SAMPLE BALLOT, six-step VOTING ON DELAWARE'S ELECTRONIC VOTING MACHINE poster, and a LIST OF DECLARED WRITE-INS 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 machine and point out the green VOTE button.
 - To say the voter's name before the person goes behind the curtain.
 - 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 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 disability may have one (1) or (2) persons of his/her choice help him/her vote. Two (2) Election Officers with different political party affiliations help if the voter asks.
 - Any voter may take children age 17 or younger into the voting machine.
 - If a voter needs help, try to do so without going behind the curtain.
- **DO NOT announce political party affiliation in a General Election.**
 - **Helpers SHALL NOT be the voter's employer, an agent of the voter's employer or an agent of the voter's union.**
 - 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.

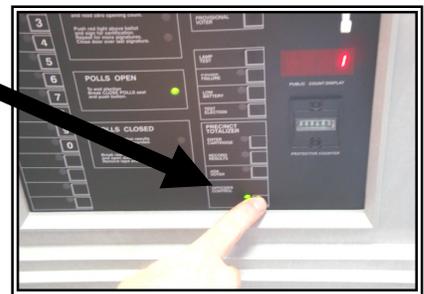
Election Officer Checklists- 2014 General Election

- 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.
- Try to distribute voters equally among the voting machines.

A. At the machine

- 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's name if it's not written on the back.
- Say the person's name loud enough so that Challengers can hear.
- Push the Officers Control button on the OCP to activate the machine for the person.
- 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.
- 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.
- Hand the PERMISSION TO VOTE card to a Challenger if present. If none, draw a line through the voter's name and put it on the Officers Table for re-use.

- Give the voter a pen if he/she wants to do a Write-in.



- **Make sure to fully depress the button and look to see that the light stays on.**
- Voter must select at least one candidate in order to cast his/her ballot.
- 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.

- After every voter, look inside the machine to see if any marks were made on the ballot and remove them before another voter is permitted to enter the booth.

B. Voter did not push 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** 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 OCP.
- An Election Officer writes "Left Without Voting" on the *Poll List* by the signature and initial it.

C. Using ADAM

- 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.
- Tell the voter that audio instructions begin as soon as you start the machine. Then tell voter how to use ADAM.
- Voting with ADAM does take longer. Offer to put a chair behind the curtain, and encourage the voter to take their time.
- Announce the voter's name.



- Put ADAM on the back shelf of the machine and allow it to time-out. This takes about 4-5 minutes.
- Use the steps for the E006 error in Checklist XVI.
- We do not re-use headphones. Do not open a new headphone package until the ADA voter is at the machine.
- **DO NOT announce political party affiliation.**

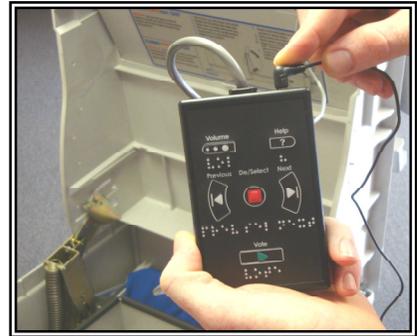
- If there is no challenge, instruct the voter to enter the booth.
- Tell the voter that you are opening a new headphone package and attaching it to ADAM. The voter may use his/her personal headphones.
- Ask the voter if he/she needs help putting on headphones.
- Tell the voter you are handing him/her a device with headphones attached. The voter should hold the unit with the cables at the top.
- 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.
- 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.

D. The ADA voter leaves before finishing

- 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.



Make sure the voter:

- Is holding ADAM with cables at the top,
- Has headphones connected to ADAM on, and
- Is ready to start voting.

- Audio instructions begin immediately.

- Report any ADAM problems to the Voting Machine Desk and write what happened on ELECTION DAY ISSUES log.

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.

- 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 reset instructions from Checklist XIV, paragraph A (page 53) 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*.

E. Write-in Votes

- There is an instructional sheet in the base of every voting machine for making a Write-in vote. If the voter asks for a pen, provide one.
 - If the voter tells the machine operator that he/she has accidentally pushed the write-in button, there are two options:
 1. Voter writes in the name of the candidate on the ballot, continues any other selections, and presses the VOTE button
 2. If the voter has not pushed the green “VOTE” button,
 - Voter deselects all choices made
 - The machine operator presses the Officer’s Control Button to deactivate the machine, and then
 - The machine operator presses the Officer’s Control Button again to re-active the machine
- The write-in gets added to the WRITE-IN VOTE TALLY SHEET at the end of the night.
 - The words “WRITE-IN CANCELLED” will appear on the Record Copy of the tape at the end of the night (See page 46 for a sample.)

IX. THE UPDATE TABLE

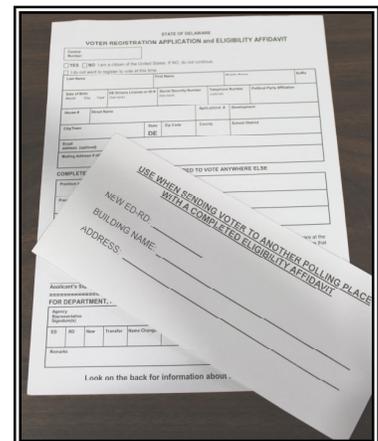
- Registered voters who changed their name and/or address without updating their voter registration record must be processed at the Update Table. The Election Officers at the Update Table will find the new Election District and Polling Place where he/she must vote, give the voter documents to fill out 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. Voter arrives

- 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.
- If the person says yes, give them an ELIGIBILITY AFFIDAVIT to fill out and give back to you when done.
- When you get it back, make sure that it has been properly completed.
- One Election Officer signs the *Agency Representative* block in the area below the applicant signature.
- Use the *New Castle County Districting Book* to find the new Election District for the person's address.
- 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 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.
- Do paragraphs B, C, D or E below as appropriate.

- See F below for how to use the voter portal at <http://ivote.de.gov>.

- 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.



B. Voter is registered and lives in same ED

- Write "Voted" in the upper right corner of the ELIGIBILITY AFFIDAVIT
- Give the completed ELIGIBILITY AFFIDAVIT to the person and send him/her to the end of the line at the Officers' Table.

C. Voter is registered but lives in a different ED

- Use the LIST OF POLLING PLACES to find the Polling Place for the new ED.
- Write the Name and Address of the 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.

D. Voter is not registered in ED but lives in it

- Get the person's Social Security number, full name and date of birth.
- Call the Voter Information Center or RAIS (the automated inquiry system) to find out if he/she is registered to vote.
 - If the person is registered to vote:
- Put 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.
- An Election Officer signs in the Agency Representative Signature space on the ELIGIBILITY AFFIDAVIT.

Voter Information Center: 577-8300 (live)

RAIS-automated inquiry: 577-3464

Voting Machine Desk: 577-5060

online: <http://ivote.de.gov>

District	Address	Zip Code
REPRESENTATIVE DISTRICT 11	COMBINED WITH 15-01	01-21
	COMBINED WITH 15-02	01-21
	WILSON WILSON CHURCH, 1500 WILSON RD	01-21
	WILSON WILSON CHURCH, 1500 WILSON RD	01-21
	CAMPBELL ELEMENTARY SCHOOL, 1500 WILSON RD	01-21
	CONCORD PRESBYTERIAN CHURCH, 1500 WILSON RD	01-21
	FIRST LUTHERAN CHURCH, 1500 WILSON RD	01-21
	ADVENTIST METHODIST CHURCH, 1500 WILSON RD	01-21
	COMBINED WITH 15-01	01-21
	COMBINED WITH 15-02	01-21
REPRESENTATIVE DISTRICT 12	COMBINED WITH 15-01	01-22
	WALTON CHURCH OF GOD, 2400 NEWPORT GAP PIKE	01-22
	WALTON CHURCH OF GOD, 2400 NEWPORT GAP PIKE	01-22
	COMBINED WITH 15-01	01-22
	COMBINED WITH 15-02	01-22
	COMBINED WITH 15-03	01-22
	COMBINED WITH 15-04	01-22
	COMBINED WITH 15-05	01-22
	COMBINED WITH 15-06	01-22
	COMBINED WITH 15-07	01-22
REPRESENTATIVE DISTRICT 13	COMBINED WITH 15-01	01-23
	COMBINED WITH 15-02	01-23
	COMBINED WITH 15-03	01-23
	COMBINED WITH 15-04	01-23
	COMBINED WITH 15-05	01-23
	COMBINED WITH 15-06	01-23
	COMBINED WITH 15-07	01-23
	COMBINED WITH 15-08	01-23
	COMBINED WITH 15-09	01-23
	COMBINED WITH 15-10	01-23

- This may be in the same building where you are.
- If the voter does not give you his/her Social Security number, call without it.
- See F below for how to use the voter portal at <http://ivote.de.gov>.
- If you use the automated system, print "RAIS" in the "Remarks" block.
- If you verified eligibility at <http://ivote.de.gov> put "voter portal" in "Remarks" block.

Election Officer Checklists- 2014 General Election

- Write "Voted" in the upper right corner of 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:
- 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.

E. Voter is not in the right location

- 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 the Election District, permit him/her to vote by Provisional Ballot.

F. Using <http://ivote.de.gov> to verify eligibility

- Go to <http://ivote.de.gov>
- Select the second item under "Voter Portal"
- Enter the person's first name, last name, date of birth and zip code (use the zip code where the person is registered)

- Write "Did not Vote" in upper right corner of affidavit.

- If the person insists that he/she is registered to vote, permit him/her to vote by PROVISIONAL BALLOT.

- Call the Voter Information Center to obtain the necessary information for the voter.

Election Officer Checklists- 2014 General Election

- The person's information should appear if he/she is registered, or you will get a list
- If you get a list, choose the right person
- If the person's information appears, have the person verify that it is him/her
- If the person lives at a different address have him/her complete a *Voter Registration Application and Eligibility Affidavit*. If the person is at the right polling place let him/her vote. If not, send him/her to the right polling place

Note: The Department reimburses one person for use of a cell phone, not multiple people for multiple devices.

- **If you can't find the person, call the Voter Information Center at 577-8300.**

X. PROVISIONAL VOTING

- The Update Table also handles Provisional Voting.
- 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.**

A. Start the process

- Check that the person's name is not on the *Poll List* or *Supplemental Poll List* for your Polling Place or any other Polling Place in your building.
- .Call the Voter Information Center to check the person's registration status.
- Determine the correct Polling Place for the person's address.
- If voter is at the wrong location, advise the voter that a voted PROVISIONAL BALLOT will not be counted.

B. Voter chooses a provisional ballot

- Give the person:
 - 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.

- **Provisional Ballots are a controlled item. Never give a ballot to anyone for any reason other than the person who is voting by Provisional Ballot.**

- **You must let the person vote a provisional ballot if:**
 - The person insists that he/she is registered at your Polling Place, or
 - The person wants to vote at your location and you cannot confirm that he/she is eligible to vote at your Polling Place.

Election Officer Checklists- 2014 General Election

- Make sure that the affidavit is properly 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 BALLOT ENVELOPE.
 - Complete the Election Officer part of the affidavit: day, month, year and your signature.
 - Ask the person to show you proof of identity.
 - Use the information the voter put on the PROVISIONAL BALLOT ENVELOPE to find the correct Polling Place for the person's address.
 - 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 stays, give him/her:
 - completed PROVISIONAL BALLOT ENVELOPE,
 - his/her PROVISIONAL BALLOT,
 - a pen to mark the ballot, and
 - a manila OFFICIAL ENVELOPE.
 - Tell the voter to:
 - Mark the PROVISIONAL BALLOT;
- If not, tell the person to complete the items that were not completed.
 - **If the person had already signed it, have him/her sign it again below the first signature.**
 - If the person does not show you ID, write "NO IDENTIFICATION" across the top of the PROVISIONAL BALLOT ENVELOPE.
 - If the person is at the wrong Polling Place, tell him/her where his/her correct Polling Place is located.
 - If the voter spoils his or her ballot and/or envelope, get the spoiled part back before giving a replacement.

Election Officer Checklists- 2014 General Election

- 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
 - Give the sealed PROVISIONAL BALLOT ENVELOPE and pen back to you
-
- 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 the ballot was counted by following the instructions of the INFORMATION SHEET about 30 days after the election.

C. *Poll List* says “ID required” and voter has none

- Complete the process in paragraph B above.
- Put the sealed PROVISIONAL BALLOT ENVELOPE into the PROVISIONAL BALLOT Pouch.

D. Court extends voting hours

- If ordered by a Court to allow voting past 8 pm, do not use any voting machines unless the Court Order tells you to. All voting during extended hours must be done by PROVISIONAL BALLOTS.
- Draw a line below the last name on the PROVISIONAL BALLOT LOG and print these words: “The following persons voted during extended voting hours ordered by a court.”

- If you give a person a replacement BALLOT ENVELOPE, correct the numbers that you put on the Voter’s Information Sheet and beside the Voter’s name on the Log.
- Write “spoiled” across the face of any spoiled material and put it into the red PROVISIONAL BALLOT pouch.
- The Voter must refer to the number from the envelope that was put on the sheet to get results.

- Process the voter through the regular procedures up to the *Poll List* step, then continue with the steps in B above for each voter **except:**
- When the voter returns the sealed PROVISIONAL BALLOT ENVELOPE to you, keep it separate from those voted during the normal voting hours.
- After the Polls have closed, put a rubber band around the PROVISIONAL BALLOTS voted during the extended hours, and then put them into the PROVISIONAL BALLOT POUCH and complete the procedures detailed in paragraph “F” below.

E. After the Polls close – no voted ballots

- Put the red PROVISIONAL BALLOT POUCH on the Officers Table **for the Inspector to return with other materials.**

F. After the Polls close –with voted ballots

- Print “Last Entry” on the line immediately below the last name on the PROVISIONAL BALLOT LOG.
- Put the PROVISIONAL BALLOT LOG into the PROVISIONAL BALLOT POUCH.
- Put the unused PROVISIONAL BALLOTS into the PROVISIONAL BALLOT POUCH.

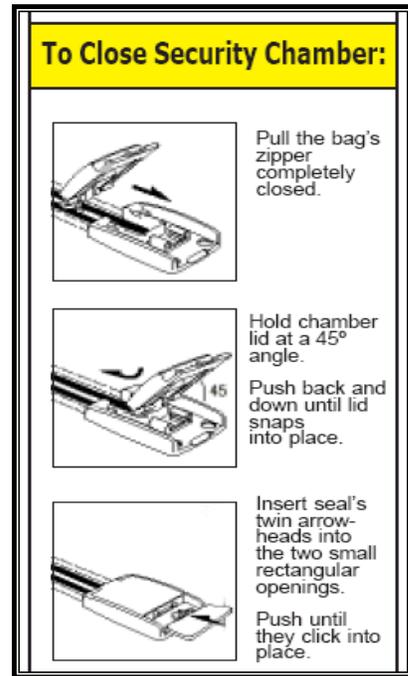
G. Sealing the pouch

- Take a seal from the Seal Envelope inside the PROVISIONAL BALLOT POUCH.
- Take the transmittal card from the 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.

- **You do not need to seal the pouch but it must be returned to the drop off zone.**

- 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,
- 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.
- If you break the seal, put the new seal number on the transmittal card.
- Repeat the sealing process with the new seal.



- Make sure that you enter the correct seal number on the transmittal card **before** you seal the *Provisional Ballot Pouch*

- Give the sealed PROVISIONAL BALLOT POUCH to the Inspector for return to the Drop-Off point
- Neatly stack all remaining provisional Voting materials (unused envelopes and Information Sheets) back into a voting machine.

XI. CLOSE THE MACHINES AT THE END OF THE NIGHT

- At 7:30 p.m. announce inside and outside that the Polls will close at 8 p.m.
 - At 8 p.m. announce inside and outside that the Polls are closed.
 - 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.
- Put an Election Officer at the end of any line to keep late comers from getting in line.
 - **DO NOT start to close any voting machine until after 8 pm and the last person has voted.**

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 machines and Polling Place.

B. Close the machines

- 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** until the light in the POLLS CLOSED box drops to the bottom most position after results have printed.

- Do the steps in order for every voting machine.



- If you try to hurry now, you'll end up waiting much longer for a tech to come and correct an error code.
- This is the most common problem occurring at the end of the night and totally avoidable if you wait for the machine to indicate it's ready for printer door to open.

- 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 (top) spool and examine it.



- Put the tape on the Officers' Table.

- Use two hands to pull the Memory Cartridge straight up from the machine and put it in the *Memory Cartridge Pouch*.

- Several minutes after the memory cartridges and tapes have been removed, 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.
- Cut the *Extra Copy 3* piece from each tape.
- All the Elections Officers sign the *Extra Copy 3* tapes.
- Put the signed Extra Copy 3 tape from each machine into the black MEMORY CARTRIDGE pouch.

C. Prepare the MEMORY CARTRIDGE pouch

- Make sure that the cartridge and the signed EXTRA COPY 3 tape from every machine are in the MEMORY CARTRIDGE pouch.

The Inspector does the following:

- Removes a seal from the black MEMORY CARTRIDGE pouch;
- Removes the small white log from the pouch;
- Prints the date, his/her last name and the seal # on the next blank line on the log.

- If no results printed, follow the steps in Checklist XIV - *Error Codes* or call the Voting Machine Desk before continuing.
- Put the voting machine in the kneeling position if you can't reach the cartridge.



- Disregard these errors and go to the next step.



Election Officer Checklists- 2014 General Election

- Puts the log back into the MEMORY CARTRIDGE pouch so that it shows through the large clear plastic window on the back of the case.
- Makes sure the destination card showing the machine serial numbers and polling place location is visible through the clear pocket.
- Seals the black canvas *Memory Cartridge Pouch* using the seal with the number written on the log.

D. Before the cartridge clerk leaves

- 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.

- Do not put the log in the pocket that has the pre-printed "Return to" Card.
- People at the zone must be able to see the location without unsealing the Pouch.



SECTION II			
CERTIFICATION BY ELECTION OFFICER TAKING THE MEMORY CARTRIDGE(S) TO THE REPORTING ZONE			
<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> .			
<u>October 30, 2001</u> Date	<u>8:15</u> Time	<u>p.m.</u>	<u>Phillip Green</u> Printed Name
			<u><i>Phillip Green</i></u> Signature

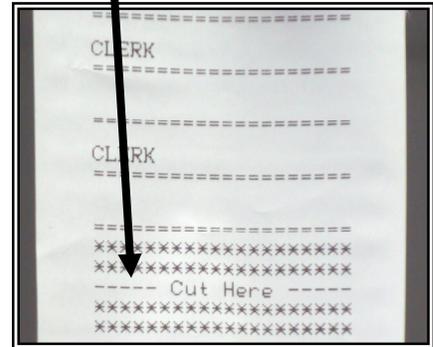
- The Inspector sends the clerk with the pouch to the Zone Reporting Station indicated on the front of the pouch.

- The Clerk goes **DIRECTLY** to the drop off site. The address is on the white label and is the **ONLY** place the cartridge can be received.
- Call the Voting Machine Desk if the cartridges are still there at 8:30 p.m.

E. Read the tapes

- 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 so they can be read from outside.

- Only cut voting machine tapes at the *****cut here***** lines.

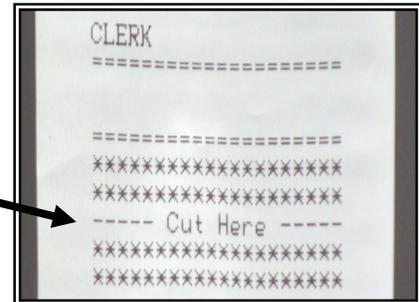


XII. CLOSE THE POLLING PLACE

- If you are not ready to leave the Polling Place by 9 p.m. call the Voting Machine Desk.

A. Sign the EXTRA COPY 1 tapes

- Every Election Officer remaining in the Polling Place signs the closing section of the EXTRA COPY 1 tape from every machine assigned to the Polling Place.
- Cut each tape at the “----CUT HERE ----” line.
- Neatly fold and put the EXTRA COPY 1 tape from each machine into the manila DEPARTMENT OF ELECTIONS envelope



B. Sign the RECORD COPY tapes

- Every Election Officer remaining in the Polling Place signs the closing section of the RECORD TAPE from every machine assigned to the Polling Place.

- You will use the RECORD TAPES for the Write-In vote tally process

C. Tally the Write-in votes

- 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.

- Election Officers without a specified role in reading or tallying the Write-in Votes shall observe the process
- If there is a write-in for a name that is not pre-printed on the tally sheet, it gets counted as “Other”, unless it is for a name on the ballot. Add that office/candidate in the section below “Other”.

Examples of Write-In votes.

<p>EXAMPLE 1</p> <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>-----</p> <p>POLLS OPEN</p> <p>=====</p> <p>James E. Smith GOVERNOR</p> <p>-----</p> <p><i>John Jones</i></p> <p>CITY CNCL AT LARGE</p> <p>=====</p>	<p>EXAMPLE 2</p> <p>You would not count any write-in votes in this example.</p> <p>-----</p> <p>POLLS OPEN</p> <p>=====</p> <p>James E. Smith GOVERNOR</p> <p>-----</p> <p><i>John Jones</i></p> <p>CITY CNCL AT LARGE</p> <p>-----</p> <p>---</p> <p>*****</p> <p>* WRITE-IN CANCELLED*</p> <p>*****</p> <p>=====</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:

WRITE-IN VOTE TALLY SHEET						Election District <u>05</u>
						Representative District <u>07</u>
FOR <i>Governor</i>						
James E. Smith	III					3
FOR <i>City Council At Large</i>						
John Jones	III					5
FOR OTHER						
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, 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.
- If the names and numbers on the two sheets do not agree, repeat the process until the names and numbers do agree

- The Inspector puts one copy of the WRITE-IN VOTE TALLY SHEET into the PROTHONOTARY envelope
- The Inspector puts the other copy into the DEPARTMENT OF ELECTIONS envelope.

D. Complete the Voting Machine Certificates

- 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 machine and put it on the Officers' Table

E. 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 machine.
- Disconnect ADAM from the back of the machine. If a headset is plugged in, unplug it and throw it away.
- Put ADAM into the padded blue bag, zip it closed and then put it in the base of the machine.
 - Put the following items in a machine
- All Poll Lists in Binders

- Sign and return both copies of the WRITE-IN VOTE TALLY SHEET even if there are no write-in votes!



Election Officer Checklists- 2014 General Election

- New Castle County Street Book*
- Empty DOCUMENTS envelope
- Posters - in good condition
- Supply Bag (with scissors, marker, masking tape, signature guide and unused supplies)
- Wire cutters
- Materials and unused supplies from the Update Table, including the *Poll List* stamped UPDATE TABLE
- 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!
 - Make sure every machine has:
 - Voting machine seal envelope.
 - Voting machine curtain.
 - Padded Blue bag with ADAM.
- Lower the left and right curtain support rods.
- Gently close the left and right Ballot Box doors.

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

- Unplug the machine from the outlet, and let the cord ***slowly*** retract into the 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



Right way to pack



Wrong way to pack

- **Do not hold the ballot box on the side or by the frame while rotating it. You may hurt your fingers or hands if you do so.**

- **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.**

- Unplug the 3-prong adapter, if used, and put it in the base of machine

- **Do not force the machine closed.**

Voter Information Center: 577-8300 (live)

RAIS-automated inquiry: 577-3464

Voting Machine Desk: 577-5060

online: <http://ivote.de.gov>

Election Officer Checklists- 2014 General Election

- Close the two black latches at the back of the voting machine.
- Write the case seal number in the correct block in Section III of each copy of the VOTING MACHINE CERTIFICATE.
- All Election Officers present sign Section III of both copies of the VOTING MACHINE CERTIFICATE.
- Fold the “envelope #1” copy of the VOTING MACHINE CERTIFICATE in half (top to bottom) and put it in the DEPARTMENT OF ELECTIONS envelope #1.
- Fold the “envelope #3” copy and put it in the manila PROTHONOTARY envelope #3.

F. Outside signs, traffic cones and totem pole

- If the outside signs and cones have not been collected, one or more Election Officers get them.
- Fill out the bottom portion of the SIGN PLAN VERIFICATION form.
- Put the completed form in the gray OTHER DOCUMENTS envelope #2.
- Collapse totem pole and place with voting machines and outside signs for movers to return to the warehouse.

G. Pack up remaining materials

- All Election Officers print their name and Social Security number to the right of their position on the ELECTION OFFICER PAY VOUCHER and then sign it.
- 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 (goldenrod) into the gray OTHER DOCUMENTS envelope #2.

- Red case seals are in a small envelope in the base of each machine.

- Leave all items in the totem pole pockets.

- If an election officer has moved, attach a completed Eligibility Affidavit to the pay voucher so check can go to the correct address.
- If you forget to sign the pay voucher, there will be a delay in being paid.

- **Check that these documents are in the gray OTHER DOCUMENTS envelope #2.**

- ELECTION OFFICER PAY VOUCHER
- ELECTION DAY ISSUES LOG
- The signed OATH OF OFFICE form
- SIGN PLAN VERIFICATION form
- POLLING PLACE ABSENTEE REPORT
- Any signed BRIBERY OATHS
- Any completed AFFIDAVITS OF AFFIRMATION OF VOTER IDENTITY

- Seal the **OTHER DOCUMENTS** envelope after all the above listed documents are in it.

- **Check that these items are in the manila DEPARTMENT OF ELECTIONS envelope #1:**

- The EXTRA COPY 1 tape from each assigned voting machine.
- One copy of the signed VOTING MACHINE CERTIFICATE designated for envelope #1.
- One copy of the WRITE-IN VOTE TALLY SHEET designated for envelope #1.

- Seal the DEPARTMENT OF ELECTIONS envelope.
- Every remaining Election Officer signs their name across the back flap of the sealed DEPARTMENT OF ELECTIONS envelope.

- **Do not seal an envelope until all the required items are in it. If items are missing, put them into the appropriate envelope(s) before sealing it/them.**

- **Check that these items are in the manila PROTHONOTARY envelope #3:**

- The RECORD COPY tapes from each machine
- One copy of the VOTING MACHINE CERTIFICATE designated for envelope #3
- One copy of the WRITE-IN VOTE TALLY SHEET designated for envelope #3
- Seal the **PROTHONOTARY** envelope #3.
- Every remaining Election Officer signs their name across the back flap of the sealed PROTHONOTARY envelope.
- Put the #10 envelopes with completed ELIGIBILITY AFFIDAVITS into the white **UPDATE RETURN** envelope.

H. Pack up the cell phone

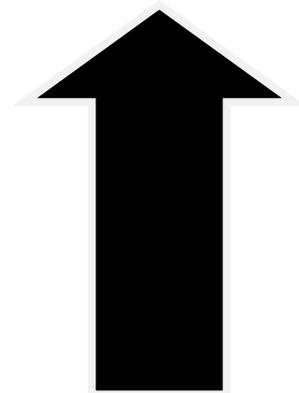
- Keep the cell phone on until you reach the drop-off location so the Department may contact you if necessary.
- Make sure you have the charger unit before you leave.

I. Materials the Inspector takes

- Put the following items that the Inspector takes to a **Drop-off Point on the Officers' Table:**
- PROVISIONAL BALLOT Pouch (red).
- 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.

- **This tape contains the Write-In votes!**

- **Return this to drop-off point even if you had no provisional voters.**



J. Get ready to leave

- **Now that all documents are in the correct envelopes, and everything is organized for the Inspector to take,**
- Seal the back of the machine with the red numbered case seal you recorded on the VOTING MACHINE CERTIFICATES.

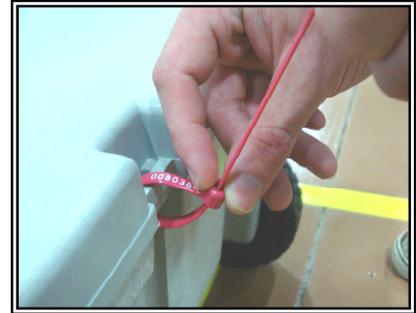
- Two Election Officers lift the machine by the handle and then roll it against the wall.

- Pick up trash and put it in a trashcan.
- Put chairs under the tables.

- Make sure the doors are closed and the building is locked before you leave.

- 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.



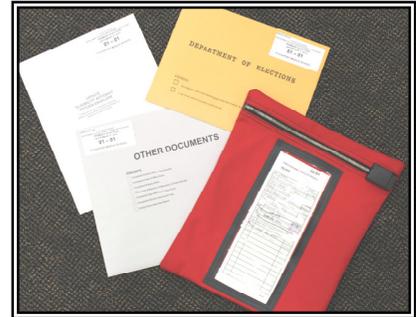
- Leave the Polling Place clean and orderly.

- The Inspector coordinates this with the facility staff before the end of the day.

K. The Inspector goes to a drop-off point

- ❑ The Inspector takes the 5 items listed in “I” above and goes **directly** to one of these *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, 220 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 all the items to the Department of Elections representative at the Drop-off Point.

- If the Inspector has an Emergency in route, call the Voting Machine Desk.



- After 10 p.m., if nobody is there, take the items to the Warehouse or the 4th floor of the Carvel Building.

XIII. MACHINE PROBLEMS

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.
- Check to see if the power plug has come out of the wall outlet.
- If it is unplugged, plug it back in.
- 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.

C. If the machine begins to chirp...

- Go to the back of the voting machine and look at the OCP.
- Push the button beside the Technician Service Required, Low Battery or Power Failure light to stop the chirping.
- If the Technician Service light is on, write down the error code that's on the Public Count/Display. Call it in to the Voting Machine Desk.

- Call the Voting Machine Desk if you lose power.

- Call the voting machine desk as soon as this light comes on so a technician can be sent.

- Put the machine serial number, error code and time on the Election Day Issues Log.

XIV. ERROR CODES

- 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.

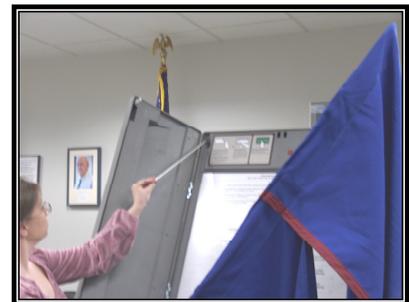
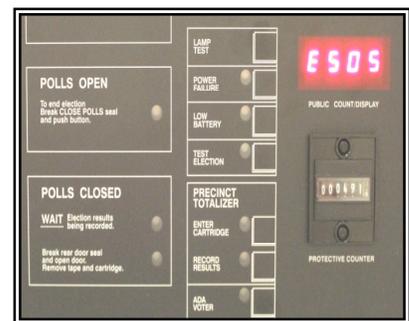
A. Codes E006, E505 – machine reset needed

- Send the voter to another machine to vote.
-
- If the machine is chirping, push the TECHNICIAN SERVICE REQUIRED button to stop the sound.
 - 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.
 - 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.

B. No results printed on tape

- If the machine is chirping, push the TECHNICIAN SERVICE REQUIRED button.
- Put the Memory Cartridge back into the voting machine.

- If you need help, call the Voting Machine Desk.



- If this does not fix the problem, call the Voting Machine Desk.

- Make sure the cartridge is fully seated.

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- Very gently pull out the white switch that is to the left of the printer.
- 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.
- 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 XI) 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 XI) and continue the closing procedure from that point.

C. Other error codes, E014, E071

- If you removed the cartridge and you have all the results tape and they are readable, ignore these codes.
- On the OCP, push the button next to the light to stop the chirping.
- Continue closing the machine.

- It will pull out about 3/16 of an inch.

- If this did not happen, call the Voting Machine Desk.

XV. PUT MACHINE IN KNEELING POSITION

Use this method to:

- help voters who cannot reach the ballot when the machine is upright,
 - install and remove the curtain if your reach is limited, and
 - remove the cartridge.
- Stand at the front of the voting machine.
- Grab the top middle of the Ballot Box.
- Put the side of your foot against the inside of the handle.
- Slowly pull the machine forward until it stops.
- After the curtain is installed, (or the voter is finished) grab the top middle of the Ballot Box and slowly push it back until it is upright. Keep foot away from handle.

- **NEVER** put food or liquids in the base of a voting machine. **They will spill.**
- **Do not let anyone stand within six feet of the front of a machine that you are lowering.**
- If you have trouble reaching the top, carefully reach around the right door to the back.



- A voter in a wheelchair may find that it is easier to reach the ballot if the wheelchair is sideways.

XVI. 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.

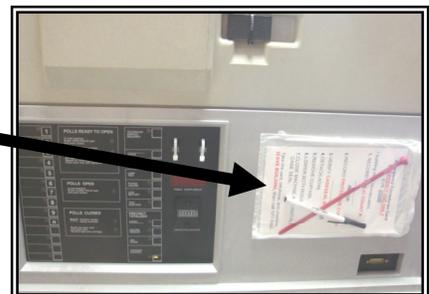
B. Bomb threats

- If you get a bomb threat, or are told of a bomb threat to the building,
 - Call 911. If you are in a school, also tell the Principal.
 - The Inspector orders the polling place 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 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 to follow an Election Officer to the gathering point.
 - An Election Officer tells people that because of an emergency, they must follow him/her to the gathering point. They can return after the situation has been resolved.
 - 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.

- Some people may choose to leave and come back later.



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- Unscrew 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.

 - 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 closed position. Then, let the machine close.
 - 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 from 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.
- **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.**
 - **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.**
 - If it does not close, gently push down on the lid.

D. When you return to the voting room

- **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.

- 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.
- Re-attach ADAM cable
- Lift the left and right curtain rods.
- Put the curtain back on.
- Press the blinking red light to the left of the WRITE-IN window.
- Inspector writes "REOPEN" and initials the paper in the WRITE-IN window.

- **After a few seconds,**

- the machine chirps,
- the door lights go out,

- **If not, call the Voting Machine Desk.**

- **If the number is different, call the Voting Machine Desk.**

- **If the light is not blinking, call the Voting Machine Desk.**

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- the green 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.
 - 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.
- **If the number is different, call the Voting Machine Desk.**

E. Building needs to be locked down

- If the building needs 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>Ann</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 (See back) <i>111-11-1111</i>	Telephone Number (Sp. area) <i>555-1212</i>	Political Party Affiliation <i>Republican</i>
House # <i>27</i>	Street Name <i>Pemberley Ln</i>		Apt./Lot/Unit #	Development	
City/Town <i>Wilmington</i>		State <i>DE</i>	Zip Code <i>19807</i>	County <i>NC</i>	School District
Email address (optional) <i>austenfan@ipc.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 A. Bennet</i>
Previous Address <i>9 Longhorn Dr</i>
Previous City, County, State, Zip Code <i>Townsend, New Castle, DE 19734</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 A. Darcy *7/4/12*
 Applicant's Signature Date Completed

FOR DEPARTMENT, AGENCY, OR POLLING PLACE USE ONLY

Agency Representative Signature(s) <i>Mary Pollock</i>									
FD	RD	New	Transfer	Name Change	Party Change	Other County	Source	Application Date	
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Remarks <i>RAIS</i>									

Look on the back for information about registering to vote.