## CHAUTAUQUA COUNTY BOARD OF ELECTIONS 2024 ELECTION INSPECTOR TRAINING GUIDE



**TONY & RUTH 2024** 

### **I-9 FORM**

### **TRAINING PAYMENT- \$\$\$\$**

## ALL NEW INSPECTORS MUST COMPLETE THE FORM!

*QUESTION: WILL I RECEIVE A 1099 FORM? DO I HAVE TO REPORT ON MY TAXES?* 

ANSWER: Only if your pay is over **\$600.00!** Talk to your tax expert to see if you need to

report!

APPLICANTS WHO PASS THE EXAM AT TRAINING & **REMAIN AVAILABLE** TO WORK AT THE 2024 GENERAL ELECTION on NOVEMBER 5, 2024 WILL RECEIVE \$35.00 WITH YOUR GENERAL ELECTION PAY IN DECEMBER.

EVERYONE WHO ATTENDS TRAINING AND IS AVAILABLE TO WORK ON ELECTION DAY WILL BE SCHEDULED!

## **Election Day Morning Meeting**

Your POLL SITE COORDINATOR (PSC) will meet with all inspectors to assign you to one of three **Bi-Partisan** teams. As teams are assigned, the PSC will give you instructions for the proper setup of your station and issue any bags needed.

# Floor Team Table Team Machine Team

Bi-Partisan –

"Of, relating to, or involving all election work involving members of both Political Parties; *specifically* involving cooperation, agreement, **respect** and compromise to properly conduct the election with both political parties being involved in each and every Election Day task."



**Mutual respect** is **defined** as a proper regard for the dignity of each other.

When dealing with the public we need to keep our **OPINIONS** to ourselves. We are all entitled to our beliefs but as employees of the Chautauqua County Board of Elections, Election Day is not the time to share them.

### THIS ALSO PERTAINS TO CLOTHING, NOTHING IN REGARDS TO POLITICS AND SOCIAL ISSUES SHOULD BE DISPLAYED

- 1. When asked, only answer specific election procedure questions.
- 2. Humor plays an important role in our lives but we need to know there is a time and a place. What we perceive as being humorous may be offensive to others.
- Cell phones are a valuable tool in today's society but again there is a time and place! CELL PHONES ARE NOT TO BE IN USE WHILE VOTERS ARE IN THE BUILDING!
- 4. Be respectful but remember; **LIMITED** Socializing keep lines moving.

# NO VOTER TURNED AWAY!



## No voter is to be turned away from a poll site. Voters can:

1.Vote on the machine **IF** so instructed by the Electronic Poll Book in the Voter Eligibility box. Follow the instructions in the Electronic Poll Book.

2. Vote by provisional **AFFIDAVIT BALLOT** if instructed by the Electronic Poll Book in the Voter Eligibility box. If the voter's name is not found in the Electronic Poll Book, follow the instructions!

3. Be issued a **REFERRAL** form to the proper location if they are in the wrong poll site.

FOLLOW THE INSTRUCTIONS GIVEN BY THE ELECTRONIC POLL BOOK!

# POLL SITE COORDINATOR & CHOCOLATE BAGS



## **BLACK ELECTRONIC POLL BOOK BAG**



# CHOCOLATE BAG & RASPBERRY SUPPLIES

#### **CHOCOLATE BAG START OF DAY**

#### **RED KEY BAG**

- a) Ibutton(s)
- b) Machine Keys
- c) Scissors
- d) Pen
- e) Ballot Box Door Seal

#### **BLUE AFFIDAVIT BALLOT BAG**

- a) Used for the safe storage of Absentee Ballots dropped off to the Poll Site on Election Day.
- b) Completed Provisional Affidavit Ballot Envelopes.
- c) Court Orders received during the day.
- d) One Bag per Site (EXCEPTION IN LARGE DISTRICTS)

#### BLACK BAG

- a) Void/Spoiled Election Day Ballots.
- b) One Bag per DISTRICT.

#### **BURGUNDY BAG**

- a) Write-In Ballots from machine on Election Day.
- b) One for each voting machine

#### **PURPLE BAG**

- a) Un-Scanned Ballots collected from machines at close of polls.
- b) Tally Sheets one per district.

#### **OLIVE BAG**

- a) Abandoned Ballots found in the Poll Site.
- b) One per site.

#### TABLE SUPPLIES

RASPBERRY INSPECTOR NOTE BOOK



# TABLE TEAM

### **Remove from the Machine:**

- Optical Scan Ballots
- <u>Affidavit Ballots</u>
  (open only if needed)
- Privacy Sleeves

In multiple districts, sort optical scan ballots according to Ballot ID Number.

One booklet on each individual district registration table. Extra ballot boxes under the table.

Match the Ballot ID Number on the Transmittal Report.

Provisional Affidavit Ballots – (ORANGE COVER) Remove the Transmittal Report(s) from the Raspberry.

### **Check Header:**

Identification: Verify Election Date Check Town/City/Ward E.D. Check Poll Site

## **TRANSMITTAL REPORT**

### Match Ballot ID Number to the Transmittal Report(s)

- a. Ballot ID Number is printed on the form by BOE Staff.
- b. Record the number of booklets received by inspectors.
- c. <u>Record the Start # received by Inspectors.</u>
- d. Record the End # received by Inspectors.
- e. Fill in the shaded areas.

Both Inspectors completing the report must sign on appropriate party line.

#### THIS MUST BE COMPLETED FOR EACH TRANSMITTAL REPORT(S), IF YOU HAVE MULTIPLE DISTRICTS!

**REPORT ANY IRREGULARITIES TO YOUR POLL SITE COORDINATOR IMMEDIATELY!!!** 

## **TRANSMITTAL REPORT START OF DAY**

#### CHAUTAUQUA COUNTY BOARD OF ELECTIONS BALLOT TRANSMITTAL REPORT

Election Date	
Town/City/Ward/E.D.	
Poll Site	

		S	TART OF DA	1 <i>Y</i>			
	Ballot I.D.	Booklets Sent By B.O.E.	Booklets Received by Inspectors	Start # Sent By B.O.E.	Start # Received by Inspectors	End # Sent By B.O.E.	End # Received by Inspectors
Optical Scan Ballots							
Affidavit Ballots							
Packed at BOE by: Received at Site by:		Democrat	ic Signature		Republican	n Signature	
		Democrati	ic signature		Kepublicai	i Signature	

**IMPORTANT NOTE!** 

### **READ THE SCREEN!**

## FOLLOW THE INSTRUCTIONS ON THE ELECTRONIC POLL BOOK.

# SIMPLE STEPS TO ELECTION DAY SUCCESS!

## LOGGING ON THE ELECTRONIC POLL BOOK **SHOULD BE COMPLETED BY 5:45 AM**



# LOG ON ELECTRONIC POLL BOOK

- 1. On COUNTY SEAL screen touch green START button.
- 2. For Logging in purposes use **Tony Pope** for the DEM and **Ruth Eckstrom** for the REP.
- 3. Log in entering Dem's first and last name. Touch **CONTINUE.**
- 4. Log in entering Rep's first and last name. Touch **CONTINUE.**
- 5. Enter your Passwords: DEM\*\*\* REP\*\*\* Touch UNLOCK **DEVICE**
- 6. You should now be logged in.



This is the "HOME PAGE", after every completed check in you will arrive back at this screen to process the next voter.

# **RELIEVING POLL WORKERS**



### 2. CHOOSE LOG OUT



# **RELIEVING POLL WORKERS**

### **3. LOG OUT TEMPORARILY**

### 4. TOUCH START & LOG IN



# **PROCESSING THE VOTER**

- 1. To begin the process touch the green "**VOTER SEARCH BOX**". The screen will default to the "**FIND VOTER SCREEN**.
- 2. Ask the voter for their last and first names. Using the 3 & 3 RULE, type in the first 3 letters of the voter's last name in the last name field and the first 3 letters of the voters first name in the first name field. Tap the green search tab.
- 3. If only one voter matches the criteria, the "VOTER ELIGIBILITY" screen will appear.
- Verify the voter's address by asking the voter, DO YOU STILL LIVE AT? Read the address on the screen to the voter. If the answer is yes, continue processing the voter by tapping "GET VOTER SIGNATURE".
- If the voter is an eligible voter, the screen will display a green "Voter is eligible to vote" message. To process the voter tap the green GET VOTER SIGNATURE box.
- 6. When the Signature Box appears, flip the tablet, issue the voter a stylus and ask them for their signature. When the voter completes their signature ask them to tap Done. Flip the tablet towards yourself.

## **PROCESSING THE VOTER (CONTINUED)**

- 7. If the signature is a match, tap **ISSUE BALLOT.** To complete the process a "Pop Up" will appear for one poll worker to initial. Press **DONE.**
- 8. If Signatures are not a match and we want the voter to sign again, **TAP SIGN AGAIN**.
- 9. If the signature is a match, tap **ISSUE BALLOT**. To complete the process a "Pop Up" will appear for one Poll Worker to initial and press **DONE**.
- 10. The next screen will instruct you to issue a ballot. Bi-partisan you must confirm the Ballot ID number you are giving the voter!
- 11. After you have verified the Ballot ID number, touch Green Box to **COMPLETE THE CHECK IN.**
- 12. Touch **PROCESS NEXT VOTER.** This will return you to the HOME PAGE.

## **PROCESSING MULTIPLE LIKE NAMES**

Processing multiple like names:

- 1. Enter the Voter's name.
- 2. When working with **LIKE** names, ask for the voters:

ADDRESSBecause of duplicate names, WE ARE ALLOWED to ask<br/>the voter for their address.

### DATE OF BIRTH Only If Needed

2. Tap CONTINUE and Complete the process.

#### Make sure to check the:

- 1. Correct spelling of full name
- 2. Correct address
- 3. Correct Date Of Birth, If Needed If you are dealing with TWINS – Check the Middle Initial

## **REMEMBER: Absentee Ballot Changes**

## Voters who <u>REQUEST</u> an Absentee Ballot, regardless if they return it or not, are no longer eligible to vote on the voting machine.

## These voters <u>CAN ONLY</u> vote via a Provisional Affidavit Ballot.



## PROCESSING ASSISTANCE REQUIRED WHILE SIGNING IN VOTER

- 1. ONCE YOU HAVE FOUND THE VOTER, SELECT MORE OPTIONS.
- 2. "REQUEST ASSISTANCE" IS THE VOTER REQUESTING ASSISTANCE, IF SO YES.
- 3. GREEN BOX ON THE BOTTOM "PROCESS ASSISTANCE".
- 4. FOLLOW PROMPTS ON THE SCREEN IN THIS CASE THEY BROUGHT ASSISTANCE.
- 5. ENTER THE NAME OF THE PERSON OFFERING ASSISTANCE. **DAVID SMITH** AND CONTINUE.
- 6. PERSON PROVIDING ASSISTANCE MUST SIGN.
- 7. COMPLETE THE VOTER PROCESS BY GETTING VOTER SIGNATURE.
- 8. COMPLETE THE PAPER CHALLENGE REPORT.

## PROCESSING ASSISTANCE REQUIRED WHILE SIGNING IN VOTER

	Voter Eligibility	11:20 AM 79%
ВАСК НОМЕ		4
Name		
Artificas 2 J	Precinct / Ballot Style Jamestown City 005002 / 1063	
$\oslash$	Voter is eligible to vote.	
	Update Voter Info	
WRONG VOTER,		GET VOTER SIGNATURE

## PROCESSING ASSISTANCE REQUIRED AFTER THE FACT

After the voter has been issued the ballot and the voter needs assistance:

- 1. At the HOME PAGE select the drop down menu.
- 2. Enter the Voter's name.
- 3. Select the Voter

Ted Henry is requesting help and has already signed in, PROCESS requesting assistance.

### FOLLOW THE PROMPTING ON THE SCREEN.

## PROCESSING ASSISTANCE REQUIRED AFTER THE FACT



### PROCESSING ELIGIBLE VOTER – UPDATING VOTER NAME CHANGE

- 1. ENTER THE VOTER'S NAME SCREEN WILL READ NO VOTER FOUND.
- 2. HAVE YOU CHANGED YOUR NAME RECENTLY? YES, MY LAST NAME USED TO BE DIFFERENT
- 3. GO BACK TO HOME PAGE & ENTER OLD NAME.
- 4. CONFIRM ADDRESS.
- 5. TAP YELLOW BOX -"MORE OPTIONS".
- 6. TAP "UPDATE VOTER INFO".
- 7. TO THE RIGHT OF THE VOTER'S NAME, TAP THE BLUE "EDIT BOX" AND ENTER THE NEW NAME.
- 8. ON THE VOTER UPDATE SCREEN CONFIRM THE INFORMATION, FLIP THE SCREEN TO THE VOTER, AND ASK THE VOTER TO CONFIRM THE NEW INFORMATION.
- 9. CONTINUE ON THE VOTE ELIGIBILITY SCREEN AND GET VOTER SIGNATURE. OLD NAME FIRST, NEW NAME ABOVE, TAP DONE.

### 10. BEFORE ISSUING THE BALLOT COMPLETE THE "CHALLENGE REPORT" AND HAVE THE VOTER SIGN THE PAPER CHALLENGE REPORT.

- 11. CONTINUE PROCESSING THE VOTER BY ISSUING THE BALLOT.
- 12. THANK THE VOTER FOR THEIR PATIENCE.

### **PROCESSING ELIGIBLE VOTER – UPDATING VOTER NAME CHANGE**

TRAINING	Voter Eligibility	79% 🛜 11:20 AM
BACK HOME	Birthdate Voter ID Precinct / Ballot Style Pa Jamestown City 005002 / 1063	rty Status A
	Voter is eligible to vote.	
Q WRONG VOTER, SEARCH AGAIN	Update Voter Info Request Assistance	OTER SIGNATURE

# PAPER CHALLENGE REPORT SIGNATURE - NAME CHANGE ONLY

We need to record the voter's **NEW** signature on the "Paper Challenge Report".

This is the only time a voter has to sign the paper challenge report!



### VOTER UPDATE ADDRESS CHANGE <u>IN DISTRICT</u>



### VOTER UPDATE ADDRESS CHANGE <u>IN DISTRICT</u>

- 1. ENTER THE VOTERS NAME.
- 2. CONFIRM ADDRESS, IF ADDRESS HAS CHANGED CONTINUE TO STEP 3.
- 3. TAP YELLOW BOX -"MORE OPTIONS".
- 4. TAP "UPDATE VOTER INFO"
- 5. TO THE RIGHT OF THE VOTER'S ADDRESS, TAP THE BLUE "EDIT BOX" AND ENTER THE NEW ADDRESS.
- 6. ON THE VOTER UPDATE SCREEN CONFIRM THE INFORMATION AND CONTINUE AND FLIP THE SCREEN ASK THE VOTER TO CONFIRM.
- 7. CONTINUE ON THE VOTER ELIGIBILITY SCREEN AND GET VOTER SIGNATURE. TAP DONE.
- 8. BEFORE ISSUING THE BALLOT COMPLETE THE "CHALLENGE REPORT".
- 9. CONTINUE PROCESSING THE VOTER BY ISSUING THE BALLOT.
- 10. THANK THE VOTER FOR THEIR PATIENCE.

### VOTER UPDATE ADDRESS CHANGE <u>OUT OF DISTRICT</u> <u>(CORRECT POLL SITE</u>)

### PROCESS THE VOTER USING AN AFFIDAVIT BALLOT.

- 1. TAP the GREEN BOX "PROCESS AFFIDAVIT"
- 2. CHECK THE BALLOT ID NUMBER **COMPLETE THE BOTTOM OF THE ENVELOPE** AND ISSUE THE AFFIDAVIT ENVELOPE TO THE VOTER.
- 3. INSTRUCT THE VOTER TO RETURN THE COMPLETED ENVELOPE TO THE POLL SITE COORDINATOR OR THE AFFIDAVIT TABLE FOR ISSUING OF BALLOT.
- 4. COMPLETE THE PAPER CHALLENGE REPORT. NO SIGNATURE REQUIRED ON CHALLENGE REPORT!
- 5. PSC will review the envelope for accuracy prior to issuing the ballot.
- 6. The voter will be asked to fill out the ballot, sign and seal the envelope and return to the PSC or Affidavit table for review. PSC will review and initial.

## **VOTER ADDRESS CHANGE - AFFIDAVITT**



### VOTER UPDATE ADDRESS CHANGE AFFIDAVIT

After you have updated information, you will continue to this screen instructing you to process the affidavit ballot.



## **TIPS FOR FILLING OUT AFFIDAVIT ENVELOPE**





### **VOTER UPDATE NOT IN THE SYSTEM – AFFIDAVIT BALLOT**

### VOTER COULD NOT BE FOUND, ASK:

- DID YOU CHANGE YOUR NAME?
- DID YOU MOVE?
- ARE YOU REGISTERED IN CHAUTAUQUA COUNTY?

### IF THE VOTER ANSWERS NO TO ALL, CONTINUE:

- 1. TAP RED BOX "NO VOTER FOUND"
- 2. ENTER ALL THE INFORMATION ON THE SCREEN. THIS IS THE ONLY TIME YOU WILL ENTER FULL NAMES AND ADDRESSES!
- 3. KEEP FOLLOWING THE PROMPTS ON THE SCREEN.
- 4. ASK THE VOTER TO CONFIRM.
- 5. PROCESS AND ISSUE AN AFFIDAVIT BALLOT.
- 6. COMPLETE THE PAPER CHALLENGE REPORT.
### AFFIDAVIT PROCEDURE REVIEW **2 INITIALS ONLY!**

After you have determined that the voter's name is NOT in the poll book and the voter IS in the correct poll site. The voter is issued a Provisional Affidavit Envelope that must be completed by the voter.

- 1. Issue the <u>Notice to Voter</u> Statement that outlines the voter's legal options. The Election Inspector will answer any questions the voter may have.
- 2. Based on the information in the Electronic Poll book record in the rectangle at the bottom of the envelope the: Town/City and the Ward/Election District that the voter currently resides and Ballot Id. number. Give the voter the Provisional Affidavit Envelope and have the voter complete the ENTIRE front side of the envelope. You may assist the individual if necessary.
- When the voter returns the Provisional Affidavit Envelope, check to make sure it is properly filled out.
   a. If it is a Primary, verify the voter's affiliated party and issue the correct matching ballot style.
- 4. Using the information provided by the voter the Inspector will issue the correctballot.
- 5. The Election Inspector:
  - a. Issues the appropriate Provisional Affidavit Ballot in a privacy sleeve.
  - b. Next instruct the voter to proceed to the privacy area to fill out their Provisional Affidavit Ballot. Ask the voter to insert the <u>COMPLETED</u> Provisional Affidavit Ballot into the Provisional Affidavit Envelope, seal and return the completed Provisional Affidavit Envelope to the table from where it was issued.

When the envelope is returned check the following:

- a. That the envelope is COMPLETELY FILLED OUT
- b. That the envelope is **SEALED**
- c. That the envelope is <u>SIGNED</u>
- d. Bi-Partisan initials in the rectangular box on the front of the envelope verifying the envelope was properly completed.
- e. Complete the Challenge Report.
- f. Place completed envelope into the BLUE AFFIDAVIT BALLOT BAG.
- g. Notation in the Inspector Notebook is NOT NECESSARY.

# WHAT HAPPENS TO MY BALLOT?

The number one question asked when a voter completes a Provisional Affidavit Ballot is, WHAT HAPPENS TO MY BALLOT?

# NOW WHAT?

"The affidavit envelope is reviewed by members of both political parties at the Board of Elections to update the voter's record and determine if the ballot can be counted. We research all aspects of the voter's history and do everything possible to allow the voter an opportunity to have their ballot added to the election day totals". BA/LT

## PROCESSING THE VOTER "ID REQUIRED"

- 1. VOTER ELIGIBILITY SCREEN: *ID REQUIRED*.
- 2. TAP GREEN "RECORD ID" BOX.
- 3. SELECT THE TYPE OF ID PROVIDED AND RECORD INFORMATION IN THE INSPECTOR NOTEBOOK.
- 4. IF NO ID PROVIDED TAP "NOT PROVIDED" AND SYSTEM AUTOMATICALLY PROCEEDS TO PROCESS AFFIDAVIT BALLOT.

# **INACTIVE VOTERS**

Inactive Voters cannot vote on the Election Day machine and will vote via Provisional Affidavit Ballot.

### VOTERS WITH EXTENDED NAMES – HOW DO YOU LOOK THEM UP?

Voters with multiple last names (or hyphenated names) should be searched using the first last name.

First Last 1 Last 2 (Search Last 1)

# **SPOILING A BALLOT**

1. Tap Drop Down Menu on the Home Page and select "SPOIL BALLOT"



# **SPOILING A BALLOT**

- 1. ENTER THE VOTER'S NAME AND TAP SEARCH.
- 2. TAP THE CORRECT VOTER'S NAME ON THE SCREEN AND SELECT "SPOIL".
- 3. SELECT THE REASON FOR SPOILING THE BALLOT AND ARE YOU REPLACING THE BALLOT? TAP CONTINUE.
- 4. YOU WILL BE ASKED IF YOU ARE SURE YOU WANT TO SPOIL THE BALLOT? YES
- 5. FLIP THE SCREEN AND ASK THE VOTER FOR THEIR SIGNATURE AND HAVE THEM TAP "DONE".
- 6. FLIP THE SCREEN BACK TO YOU AND TAP "ISSUE BALLOT", INITIAL AND DONE.
- 7. COMPLETE THE CHECK IN PROCESS.

#### **BE SURE VOTER RETURNS VOIDED BALLOT BEFORE ISSUING A NEW ONE.**

# SCAN VOTER ID CARD

WE DO NOT ASK FOR IDENTIFICATION TO SIGN IN A VOTER!!!

#### IF A VOTER OFFERS YOU THEIR YELLOW VOTER ID CARD:

- 1. ON THE HOME SCREEN SELECT SCAN VOTER ID CARD.
- 2. PLACE THE BAR CODE INSIDE THE GREEN BOX.
- 3. PROCESS THE VOTER.

#### IF A VOTER OFFERS YOU THEIR DRIVER'S LICENSE:

- 1. ON THE HOME PAGE SELECT SCAN VOTER ID CARD.
- 2. ON THE BOTTOM LEFT CORNER OF THE SCREEN SELECT" SCAN DRIVER'S LICENSE.
- 3. PLACE THE BAR CODE INSIDE THE GREEN BOX.
- 4. PROCESS THE VOTER

**DO NOT AUTOMATICALLY GO TO PROVISIONAL AFFIDAVIT BALLOT!** 

MANUALLY LOOK UP THE VOTER TO CONFIRM THEY ARE NOT REGISTERED BEFORE CONTINUING TO PROVISIONAL AFFIDAVIT BALLOT

- 1. TAP the "DROP DOWN MENU" UPPER RIGHT HAND CORNER OF THE SCREEN
- 2. SELECT LOG OUT





3.SELECT YELLC	W CLOSE THE ELECTION
ter Search	CLOSE THE ELECTION
Search	Are you fing the election or just log ing out temporarily?
Deverse ID D D D D D D D D D D D D D D D D D D	March 09 09:38:30 AM BOE 953 Vitiwes OPIELARZ Q 1,028 Q 0 000

### 4.WARNING SCREEN WILL APPEAR, SELECT YES.



#### 5. ENTER PASSWORDS THEN TAP LOCK DEVICE



6.YOU MUST NOW WAIT UNTIL TRANSACTIONS PENDING IN THE UPPER LEFT HAND CORNER IN RED TURNS TO GREEN DEVICE LOCKED. IF IT REMAINS RED CALL AREA DIRECTOR!

\$	Dev	ice Lock	ed	-	DEI	
BACK HOME					PEI	ND.
4 Transactions	Pendina					
Rollot Style	Asset ID	Ballot Type	Regular	Affiann	opon	101
1100	109	Air Ballot	з	0	0	3
	Total for:			0	0	3
1101	109	Air Ballot	1	0	0	1
	Total for:	1101	1	0	0	1
1102	109	Air Ballot	2	0	0	2
	Total for:	1102	2	0	0	-
1104	100	Air Ballot	2	0	0	-
1105	Total for:	1104	2	0	0	2
	109	Air Ballot	ч	0	0	1

٥	Dev	rice Lock	ked			LO
BACK HOME			_			
DEVICE LOCKED	110	RESYNC	ALLOW LOGI	NAGAIN	This Location	This Device
Ballot Style	Asset ID	Ballat Type	Resular 36	Affodavit O	SJOON O	38
101	104	Air Ballot	20	0	1	30
1102	105	Air Ballot	14	0	0	14
HOI	Total for:	1101	79	0	1	80
1102	103	Air Ballot	22	0	2	24
1102	10.4	Air Ballot	21	0	0	21
1102	105	Air Ballot	10	0	0	10
	Total for:	1102	53	0	2	55
1103	103	Air Ballot	26	0	0	26

#### 7. TAP THE HOME BUTTON RAPIDLY TWICE



8. A SCREEN WITH A SMALL "POP UP" SCREEN WILL APPEAR, SWIPE THE SMALL SCREEN IN THE UPPER RIGHT HAND CORNER UP OFF THE SCREEN.



9. HOLD POWER BUTTON ON THE TOP LEFT OF THE SCREEN UNTIL THE SCREEN IN STEP 10 APPEARS.



10. TO COMPLETE THE POWER DOWN, SLIDE THE ICON TO THE RIGHT OFF THE SCREEN TO POWER OFF, UNPLUG THE ELECTRONIC POLL BOOK, FOLD AND RETURN TO CARRYING CASE.



## TABLE TEAM

We cannot stress enough the **IMPORTANCE** of asking the voter for their name:

### **REGARDLESS OF THEIR RELATIONSHIP TO YOU, ASK THE VOTER FOR THEIR NAME**

**OUR TIP:** Let your close friend, the voter, know that you have to ask everyone their name.

This will also save you the embarrassment when you can't remember your friend's name!

## TABLE TEAM - END OF DAY

**Chautauqua County Board of Elections Ballot Collection Report** 

Election Date:	
Town/City:	
Polling Site:	31

**BI-PARTISAN TEAM COLLECTS BALLOTS FROM EACH MACHINE AT CLOSE OF POLLS** 

STEP 1 COMPLETE UN-SCANNED TALLY REPORTS (IF APPLICABLE) LOCATED IN PURPLE BAG

**STEP 2** PLACE UN-SCANNED BALLOTS INTO THE PURPLE BAG ALONG W/ TALLY SHEET

STEP 3 PLACE WRITE-IN BALLOTS INTO CORRESPONDING BURGUNDY BAG(S)

	Number of
Machine Number(s)	Write-In Ballots
1.	
Total	

Number of Un-Scanned Ballots In Emergency Slot(s)

WE DO ATTEST THAT WE REMOVED ALL WRITE-IN BALLOTS AND ANY UN-SCANNED BALLOTS FROM ABOVE LISTED MACHINE(S) AND PLACED THEM IN APPROPRIATE BAGS PROVIDED. THE BAGS WERE THEN RETURNED TO THE CHOCOLATE BAG FOR TRANSFER TO MAYVILLE.

SIGN AND DATE BELOW	
Democratic Election Inspector	
Republican Election Inspector	

## TALLY SHEETIF YOU HAVE UN-SCANNED BALLOTS, THIS FORM MUST BE COMPLETED.

TOTAL N BALLOTS	UMBER OF	BALLOT ID NUMBER			
	BEST ICE CREAM FLAVOR				
		VOTE FOR ANY TWO			
		TALLY	TOTAL		
1A	Vanilla				
1B	Chocolate				
1C	Strawberry				
1D	Neapolitan				
1E	Tiger Tail				
1F	Chocolate Chip				
1G	Butter Pecan				
2A	Mint Moose Tracks				
2B	Cotton Candy				
2C	Black Cherry				
2D	Capuccino Crunch				
2E	Rocky Road				
2F	Tin Roof				
2G	Peanut Butter Cup				
BLANK					
VOID					
WRITE-IN					

TOTAL N BALLOTS	UMBER OF		BALLOT ID NUMBER	
		BEST SEASON		
		VOTE FOR ONE		
			TALLY	TOTALS
4A	Spring			
4B	Summer			
4C	Fall			
4D	Winter			
BLANK				
VOID				
WRITE-IN				

TOTAL N	TOTAL NUMBER OF BALLOTS BALLOT ID NUMBER					
	BEST SEARCH ENGINE					
	VOTE FOR ONE					
			TALLY	TOTAL		
3A	Google					
3B	Yahoo					
3C	Bing					
BLANK						
VOID						
WRITE-IN						

TOTAL N	TOTAL NUMBER OF BALLOTS BALLOT ID NUMBER					
	BEST DAY OF THE WEEK					
	VOTE FOR ONE					
			TALLY		TOTALS	
5A	Sunday					
5B	Monday					
5C	Tuesday					
5D	Wednesday					
5E	Thursday					
5F	Friday					
5G	Saturday					
BLANK						
VOID						
WRITE-IN						

### <u>SIGNATURES BY BI-PARTISAN TEAM</u> <u>REQUIRED!</u>

## TRANSMITTAL REPORT END OF DAY

END OF DAY	Optical Scan	Affidavit
Last Optical Scan Ballot Number Issued Today?		
Next Available Ballot Number in Optical Scan Ballot Booklets?		
Number of Void Ballots in the Void Ballot Bag?		
Number of Unscanned Ballots in the Unscanned Ballot Bag?		
Number of Affidavit Ballots Issued and Being Returned In Individual Affidavit Ballot Bag Today?		
Number of Absentee Ballots Dropped at Polls Today?		

Form Completed by: (After 9 PM)	Democratic Signature	Republican Signature
BOE AUDIT OF FORM BY: (After Election)	Democratic BOE Signature	Republican BOE Signature

### RETURNING CHOCOLATE BAG – END OF DAY

It is <u>MANDATORY</u> that these supplies are RETURNED to the Chocolate Bag at the end of the night and are returned Election night to the Board of Elections!

### STAFF AT THE BOARD CAN NOT START PROCEDURES FOR CERTIFICATION IN THE MORNING WITHOUT THESE SUPPLIES – <u>IT IS A MUST!</u>

CHOCOLATE BAG - CONTAINS LISTED BAGS AND SUPPLIES

- RED KEY BAG
- BLUE ABSENTEE/AFFIDAVIT BALLOT BAG
- BLACK VOID/SPOILED BALLOT BAG
- OLIVE ABANDONED BALLOT BAG
- PURPLE UN-SCANNED BALLOT BAG (With Tallied Un-Scanned Ballots and Tally Sheet)
- BURGUNDY WRITE- IN BALLOT BAG

THE FOLLOWING TABLE SUPPLIES ALSO GO INTO THE CHOCOLATE BAG

## ELECTRONIC POLL BOOK - <u>A MUST ELECTION NIGHT!</u> <u>IF BLACK BAG PROVIDED PLACE ELECTRONIC POLL BOOK INSIDE</u>

- RASPBERRY FOLDER <u>A MUST ELECTION NIGHT!</u>
  - Inspector Notebook

**REFER TO PICTURE IN THE BAG FOR FURTHER REFERENCE** 

# Machine Team

### To ensure a "<u>Successful Voting Experience",</u> the Machine Team will:

- Make sure the voter can easily identify the location of the machine and create a flow of easy access.
- ✓ <u>REMEMBER: OUR JOB IS TO</u> <u>ASSIST BUT NOT INTRUDE.</u>
- ✓ Be ready to assist with any ballot difficulties.
- ✓ Ask the voter to stay at the machine until the process is complete.

### The PSC will issue the Red Key Bag which contains the following:

- ✓ Ibutton(s) Used to change functions of the machine.
- ✓ Machine Keys Unlocks and locks the Ballot Box door.
- ✓ Pen Used for recording seal numbers on the Seal Report.
- ✓ Scissors Used to cut the seal on the Ballot Box door.
- ✓ Seal(s) Used to re-seal the Ballot Box door.

Chautauqua County Board of Elections

Election Date: \_\_/\_\_/20\_

#### **Dominion ICE Security Seals/Tags**

County Town/City/AD #6 Ballot Box Serial Number	Chautauqua County E	Board of Elections	Election Voting Ma #2 Scanner Se	District achine ID rial Number	
Polls Op	en Report		l 🗌 🗌 🗌	Polls Close Re	port
Seal/Tag Location (Required)	Installed Seal/Tag Number	Opening Seal/Tag Number	Daytime Replacement Seal/Tag Number	Poll Closed Seal/Tag Number	
#1 Thermal Printer					
#3 AUX Power					
#4 Light Pole					
#5 Emergency Ballot Box Door					
#7 AVS Door					
#8 Ports Door					
#9 Poll Worker Card Seal (CF02)					
#10 Adminstrator Card Seal (CF01)					
#11 Ballot Box Door					
#12 Scanner Lock Front					
#13 Smart Card Reader					
#14 Scanner Lock Back					
Blue Ballot Bag Seal					
Chocolate Bag Seal					
Absentee/Affidavit Bag Seal					
Blue Speed Bag Seal					
	Total Cast			<b></b>	Total Cast
P	Protective Counter		Inspector Initial - at least two (2) -	P	rotective Counter
Inspector Signature - at least two	(2) - one from each	party	one from each party	Inspector Signature - at le	east two (2) - one from each party
Print Name (D) Date	Signature			Print Name (D) Date	Signature

Date Signature

Print Name (R) Date Signature

# **OPENING**

#### 1. SCREEN MAIN MENU TOUCH OPEN POLL



#### 2. SCREEN POLL MANAGEMENT – OPEN POLL TOUCH POLL STATUS – OPEN



# **OPENING**

3. SCREEN OPEN POLL CONFIRMATION YOU HAVE CHOSEN TO OPEN POLL. ARE YOU SURE YOU WISH TO CONTINUE? TOUCH OK



4. PRINTING IN PROGRESS, WHEN COMPLETED SCREEN WILL ASK IF YOU WANT ANOTHER COPY? TOUCH NO.



# **OPENING**

# 5. MAIN MENU - TOUCH STANDARD VOTING DEMONSTRATION BALLOT Main Menu Welco Close Poll Standard Voting Accessible Voting

6. SCREEN WILL READ STANDARD VOTING SESSION - <u>TOUCH START</u> – SCREEN WILL READ – STANDARD VOTING SESSION CONFIRMATION TOUCH <u>OK.</u>

A DESCRIPTION OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER	
Poll Management	- Standard Voting
Standard Voting Session	Start
Ballot Review	Change

quillo		
Start Voting	Session Confirma	ation
You have chosen to start a standard	yoting session. Do you wish to d	ontinue?
		Cancel
	OK	Cancer

# SYSTEM READY

The "Standard Voting" screen will appear and the unit is now ready to scan the



Once a ballot is scanned, the screen displays **Valid Ballot** and then **Casting Ballot Please Wait** messages. Once the ballot has been cast successfully, **there will be audible sound**, the **System Ready** screen appears and the **Ballot Counter** will increase by (1).

## **BLANK BALLOT**

If a <u>blank ballot</u> is scanned, the tabulator will display instructions on how to proceed. The voter can choose to return the ballot by selecting the **Return** (1) button and have it remarked or can choose to cast the ballot by selecting the **Cast** (2) button.



## OVER VOTE

If an <u>over vote</u> ballot is scanned, the tabulator will display instructions on how to proceed. The voter can choose to return the ballot by selecting the **Return** (1) button and have a new ballot issued or can choose to cast the ballot by selecting the **Cast** (2) button.

auqua County Prim	nary Election Day
arning	Warning - Overvote
I Voters	Voting issues were found: Overvote
007	You filled in too many ovals in this many contests: 3 These votes will not count
·	CITY COUNCIL AT LARGE You chose 4 You are allowed 1
ETURN	CITY COUNCIL WARD 1 You chose 2 You are allowed 1
CAST	Next Page (2/2)

## **AMBIGUOUS MARKS**

If an <u>ambiguous marks</u> ballot is scanned, the tabulator will display instructions on how to proceed.



# BALLOT MISREAD/ INVALID BALLOT

If a ballot is inserted that cannot be read by the machine you will see the following:



### BALLOT DOUBLE VOTE – CROSSED ENDORSED



### **CONFIRMATION REQUIRED**

### AFTER THE VOTER HAS SELECTED RETURN/CAST, THE VOTER WILL BE ASKED TO CONFIRM ACTION TAKEN:

irmation required	1		
	Ballot casting		
You are at counted. T	out to cast a ballot with overvoted contests. Vo to other correct contests will be counted, Are v	tes in those contests will not be OU SURE YOU want to continue?	
		No.	1

# **MACHINE FAILURE**

- 1. Guide voters to a second machine (if available).
- 2. Open the Emergency Slot on the back of the machine that is not functioning.
- 3. PSC call your Area Director for assistance **IMMEDIATELY!**
- We should never have people standing in line to cast a ballot!
- Assure voters that a bi-partisan team will insert ballots when the unit is back in operation.

# PAPER JAM – PSC IMMEDIATELY

Confirmation	n required						۲
	STATES AND STATES						<b>—</b>
		ł	nformation			1	
				Mitta Langue			
	Error casting ballot. Pr IMPORTANT: The re	ress OK to retry th sults have already	he paper jam resol been recorded wi	ution procedure. hen the error condition	on occurred		
	Error casting ballot. Pi IMPORTANT: The re	ress OK to retry th sults have already	ne paper jam resol I been recorded wi	ution procedure. hen the error condition	on occurred		
	Error casting ballot. Pr IMPORTANT: The re	ress OK to retry th sults have already	ne paper jam resol been recorded wi	ution procedure. hen the error condition	on occurred		
	Error casting ballot. Pi IMPORTANT: The re	ress OK to retry th sults have already	ne paper jam resol I been recorded wi	ution procedure. hen the error conditi	on occurred		
	Error casting ballot. Pr IMPORTANT: The re	ress OK to retry th sults have already	he paper jam resol been recorded wi	ution procedure. hen the error condition	on occurred		

# PAPER JAM - PSC IMMEDIATELY

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	Confirmatio	on required	۲
		Information	
4		please try removing it by hand. Press OK to retry the paper jam resolution procedure.	
		ОК	
			1000
4	₽ Type here to search	🧏 🛱 🖸 🖉 🖉 🗮 📓	^ ▲ ₩ // 44 10/56 AM 11/28/2022

## MACHINE CLOSING – GONE IN FIVE

### **DURING THE DAY**

**PSC Will Review With Staff the Following:** 

- Closing Seals
- Un-Scanned Ballots?

#### **GONE IN FIVE**

- ✓ Machine closed and data cards on way to Mayville 5 minutes after the polls close.
- ✓ Letter from Data Disc team signed and placed in the RASPBERRY. <u>THE LETTER</u> FROM THE DATA DISC TEAM MUST BE SIGNED AND RETURNED TO THE RASPBERRY!
- > END OF THE NIGHT PACKING What goes where?

### MACHINE CLOSING – GONE IN FIVE

### 1. TOUCH IBUTTON TO THE SIDE OF THE MACHINE.



#### 2. MAIN MENU TOUCH CLOSE POLL.

### UNSTRATION BALLOT Main Menu Welcome to the ICE Poll-Worker Menu Close Poll Standard Voting Accessible Voting Utilities Location: Board of Elections Firmware: 4.14.25 Sta 🞯 🔐 🔶

### MACHINE CLOSING – GONE IN FIVE

#### 3. POLL STATUS IS OPEN - TOUCH CLOSE

	Poli Management - Close Poll	
)T		
)T		۲
	Poll Management - Close Poll	
Poll Status Poll is Open		Close
Print Results Tape		Change

### 4. CLOSE POLL CONFIRMATION – TOUCH OK

irmation required

You have chosen to close the poll. Are you sure you wish to continue?

**Close Poll Confirmation** 

OK Cancel
## MACHINE CLOSING – GONE IN FIVE

5.PRINTING IN PROGRESS, WHEN COMPLETE UNIT WILL ASK IF YOU WANT MORE COPIES? TOUCH : NO 6.POWER DOWN BY TOUCHING POWER SWITCH IN THE UPPER RIGHT HAND CORNER!



### 7. CONFIRM POWER DOWN. TOUCH SHUT DOWN



## MACHINE CLOSING – GONE IN FIVE

#### 8. FOLD PRIVACY SCREEN



## MACHINE CLOSING – GONE IN FIVE

9. REMOVE SEAL FROM POLL WORKER DOOR(CF2) AND REMOVE DATA DISC CARD



## ALL BALLOTS RETURNED AT THE END OF THE DAY!

We must repeat that it is very important at the end of the day the following supplies are packed in the BLUE BALLOT BAG and returned to Mayville that night to allow BOE staff to start reconciling ballots Wednesday morning!



- All Optical Scanned Ballots that were recorded by the machine.
- All **USED** Ballot Booklet Stubs
- ALL OPENED and SEALED Ballot Packages

### SIMPLY PUT – ALL BALLOTS RETURNED TO MAYVILLE!

# **RED POLL SITE COORDINATOR BAG**

Supplies returned in the Red Poll Site Coordinator Bag to the machine at the end of the night!

- Open/Close Procedures
- ADA BOOTH Light(s) please remove batteries.
- Street Finder (when Used)
- Marking Pens
- Flashlight
- Blue Tape
- Inspector Binder
- Supply Boxes
- EMERGENCY BAGS (Black Garbage Bags)
- Affidavit Envelopes

#### REFER TO PICTURE IN THE BAG FOR FURTHER REFERENCE

## **PROCESSING VOTER - SUMMARY**

- 1. Enter first 3 letters of last and first name.
- 2. Tap green search box.
- 3. Check results of voter eligibility box.
- 4. Ask the voter "Do you still live at"?
- 5. Tap green Get Voter Signature box.

- 6. Flip the tablet toward the voter and using a stylus ask them to sign the tablet.
- 7. After signing ask the voter to tap DONE.
- 8. Flip the tablet to you, compare the signature, if acceptable tap "ISSUE
  BALLOT" REMEMBEER A REASONABLE
  FACSIMILIE.
- 9. Initial poll worker popup box, tap DONE
- 10. ISSUE THE BALLOT, confirm ballot ID number and ask the voter to return the stylus.

## **PROCESSING "LIKE NAMES" SUMMARY**

- 1. Enter Voters name.
- 2. Like names appear.
- 3. Ask the voter for their address?
- 4. If needed ask date of birth, Sr., Jr?
- 5. After finding the correct voter in the tablet, tap the correct name on the screen, highlighting the name.
- 6. Follow the screen and complete checking in the voter

### **UPDATING VOTER NAME CHANGE SUMMARY**

- USING 3 x 3 enter the voter's name. Screen reads – NO VOTER FOUND.
- 2. Ask the voter, have you recently moved or changed your name?
- 3. If it is a name change ask the voter what name they used the last time they voted?
- Now, go back and using 3 x 3 enter the voter's old name. if this is the correct voter you must update the voter's information.
- 5. Tap yellow "MORE OPTIONS" box on bottom of the screen and tap "Update Voter Information"

6. On the voter update screen tap the BLUE EDIT box next to the voters name and enter the voter's new name and tap continue. Using a stylus ask the voter to confirm the new information and if correct tap "CORRECT"

7. Confirm the information one more time and ask for the voter's signature. Ask the voter to sign their old name by the X and new name directly above. Confirm the old signature with signature in the signature box, complete the challenge report and complete the process.

### 8. VOTER MUST SIGN THE CHALLENGE REPORT!

### UPDATING VOTER ADDRESS CHANGE SUMMARY IN DISTRICT

1.You ask the voter "Do you still live at?" and the answer is no, you must now update the voter's address.

- 2. As in name change tap the yellow more options box.
- 3. Select update voter info.
- 4. Select the blue edit box next to the voter's address and tap green continue box.
- 5. Enter the voter's new address and touch continue.
- 6. Flip the screen towards the voter and ask them to confirm the address.

7. Follow the directions on the tablet. If the voter moved within the district it will tell you the voter is eligible to vote on the machine.

- 8. Complete the Challenge Report, the voter does not need to sign the Challenge Report.
- 9. Complete the process as per the screen and issue the voter a ballot.

### UPDATING VOTER ADDRESS CHANGE SUMMARY OUT OF DISTRICT

- 1. Follow Steps 1 thru 6 of in district address change.
- 2. After you have entered the new address and the screen will tell you, "Voter can not vote on the machine, he moved into district".
- 3. Tap GREEN PROCESS AFFIDAVIT box.
- 4. You must fill out the bottom of the affidavit envelope based on the information on the tablet: City or Township, Ward, Election District, Ballot ID number.
- 5. Have the voter complete the envelope and take it to the Affidavit Table or the Poll Site Coordinator to finish the Process.

# **ASSISTING THE VOTER SUMMARY**

- 1. After you have found the voter's name and they ask for assistance: On the voter eligibility screen tap the MORE OPTIONS BOX.
- 2. Blue box appears and select request assistance. Follow the screen and tap green box Process Assistance.
- 3. Enter the name of the person providing assistance and tap green continue box.
- 4. Flip the tablet for the person providing assistance to sign the oath. Ask them to touch "DONE" when they have finished.
- 5. After the person providing assistance has signed the oath continue processing the voter.

#### **ASSISTING AFTER THE FACT**

- 1. After the ballot is issued and voter has assistance, on the **<u>Home</u>** Page tap the drop down menu.
- 2. Select Requests assistance. Type in the voter's name and search.
- 3. Select the name and continue the process on the screen.

## **VOTER NOT FOUND SUMMARY**

1. If a voter can not be found, ask: Did you change your name? Have you moved? Are you registered in Chautauqua County?

2. No to all, tap the red No voter Found box in the lower left hand corner.

3. Complete all the information on the screen. Enter full name, date of birth, select party and tap green continue box.

4. Complete the address on the screen, complete the house number, Street name. Tap search, select the street name and continue.

5. The next screen will ask if there is a unit number, if so tap yes and complete the screen, if no continue to the next screen.

6. Please ask the voter to verify the information on the screen.

7. The flipped screen will allow the voter to read the information. If the information is correct the voter will tap the Correct Button.

8. If the information is incorrect the voter will tap incorrect and you will have to make corrections.

9. Because there is no information in the data base in Chautauqua County the screen will read

"NOT ELIGIBLE FOR MACHINE, MUST VOTE PROVISIONAL AFFIDAVIT BALLOT. NOT IN THE DATA BASE, PROCESS AFFIDAVIT!"

# **SPOILING A BALLOT SUMMARY**

#### **1. NEVER ISSUE A PROVISIONAL AFFIDAVIT BALLOT FOR A SPOILED BALLOT!**

- 2. On the Home Page tap the Drop Menu.
- 3. Tap Spoil Ballot
- 4. On the Spoil Ballot Screen enter the voter's name and tap the green search box. Highlight the voter's name.
- 5. Next screen, Reason for Spoil? Voter Requested.
- 6. Are you issuing a replacement ballot? YES
- 7. The next screen will ask to confirm you are spoiling the ballot, YES.
- 8. Have the voter sign the poll book.
- 9. Initial the popup poll worker box and complete the process.
- 10. Ask the voter to mark his/her returning ballot spoiled and place in the spoiled bag.
- 11. DO NOT issue the new ballot until the spoiled is returned.

## SCAN VOTER ID CARD SUMMARY

- 1. If a voter presents you with their Mail Check Card(yellow card).
- 2. On the Home Page tap the yellow **Scan Voter ID card**.
- 3. Capture the bar code on the camera on the left rear of the tablet. When you have successfully captured the bar code the voter information will show in the screen.
- 4. Process the voter, confirm the signature and issue the ballot.
- 5. If the bar code does not work try manually entering the vote ID number from the front of the card. If there is still a problem, enter the voter's name.

#### SCAN DRIVER'S LICENSE

- 1. If voter presents you with a driver's license.
- 2. On the Home Page tap the yellow Scan Voter ID card.
- 3. With your stylus tap the blue box in the lower left hand corner and scan the license.
- 4. Capture the bar code on the camera on the left rear of the tablet. When you have successfully captured the bar code the voter information will show on the screen.
- 5. Process the voter, confirm the signature and issue the ballot.
- 6. If the bar code does not work try manually entering the voter's name.

# **ID REQUIRED SUMMARY**

When you enter a voter's name and the screen reads: Voter needs to show ID.

- 1. Ask the voter to present some form of Identification. In your black binder you will find a sheet that lists acceptable identifications.
- 2. If the voter has ID touch the green Record ID box.
- 3. Choose the form of ID the voter is presenting.
- 4. Record the ID in the inspector notebook and finish processing the voter.

### NO ID

- 1. On the identification screen note NOT PROVIDED.
- 2. Follow the prompting in the tablet and voter must vote by way of Provisional Affidavit Ballot.