Board of Elections in the City of New York

BASIC POLL WORKER MANUAL

2026 CERTIFICATION PERIOD

072026

YOU MUST BRING THIS MANUAL WITH YOU TO WORK

IN CASE OF EMERGENCY:
In case of an emergency evacuation, follow the instructions of the Police Officer and Coordinator and go to the emergency meeting place posted at Poll Site entrances.

Thank You!
FOR YOUR SERVICE
TO THE VOTERS OF
THE CITY OF NEW YORK
VOTE
NYC

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SOCIAL MEDIA POLICY

Social media is defined as any form of online publication or presence that allows interactive communication, including social networks, blogs, internet websites, and forums. We recognize that employees use social media such as Facebook, Twitter, Instagram, LinkedIn, YouTube, and other forms of user-generated media.

This policy was developed to help employees identify and avoid potential issues and provide guidance to employees in the use of social media in their personal capacities.

Poll Workers

Poll workers are subject to this Social Media Policy, as well as the Cell Phone Policy set forth in the Election Day Information and Rules section of the Poll Worker Manual, for all days they are working. Additionally, Poll Workers shall not use social media to report any issues with work assignments or conditions at poll sites, and must use the Board's mandated reporting procedures. **Failure to adhere to this policy can subject Poll Workers to dismissal.**

Separate Personal and Professional Roles

Employees should never use their BOE e-mail addresses when participating in social media.

Employees may use social media during business hours, subject to the limitations set forth in the BOE's Personal Cell Phone Usage and Telephone policy.

Be aware that the BOE monitors employee internet use. Employees have no right to privacy with respect to any information transmitted, received, created, accessed, obtained, viewed, stored, or otherwise found at any time on the BOE's computer system.

Some social media services, such as LinkedIn, allow participants to write recommendations or referrals. If you provide a reference or referral using one of these services, you must indicate that you are providing only your views and not the views of the BOE.

Do not use the BOE's logo in any postings and do not link to the BOE's website or post any agency material on a social media site without the express permission of the BOE's Communications Director.

Be Aware of Your BOE Position

If you identify yourself as an employee of the BOE or hold a position with the BOE that is known to the general public, make sure that your profile, comments, and other postings are consistent with how you want to present yourself publicly.

Make it clear through the use of a disclaimer that the statements and views expressed are yours and do not reflect the views of the BOE. Managers and others with leadership responsibilities must, in particular, consider whether their personal thoughts and views may be misconstrued by virtue of their position as expressing the BOE's view.

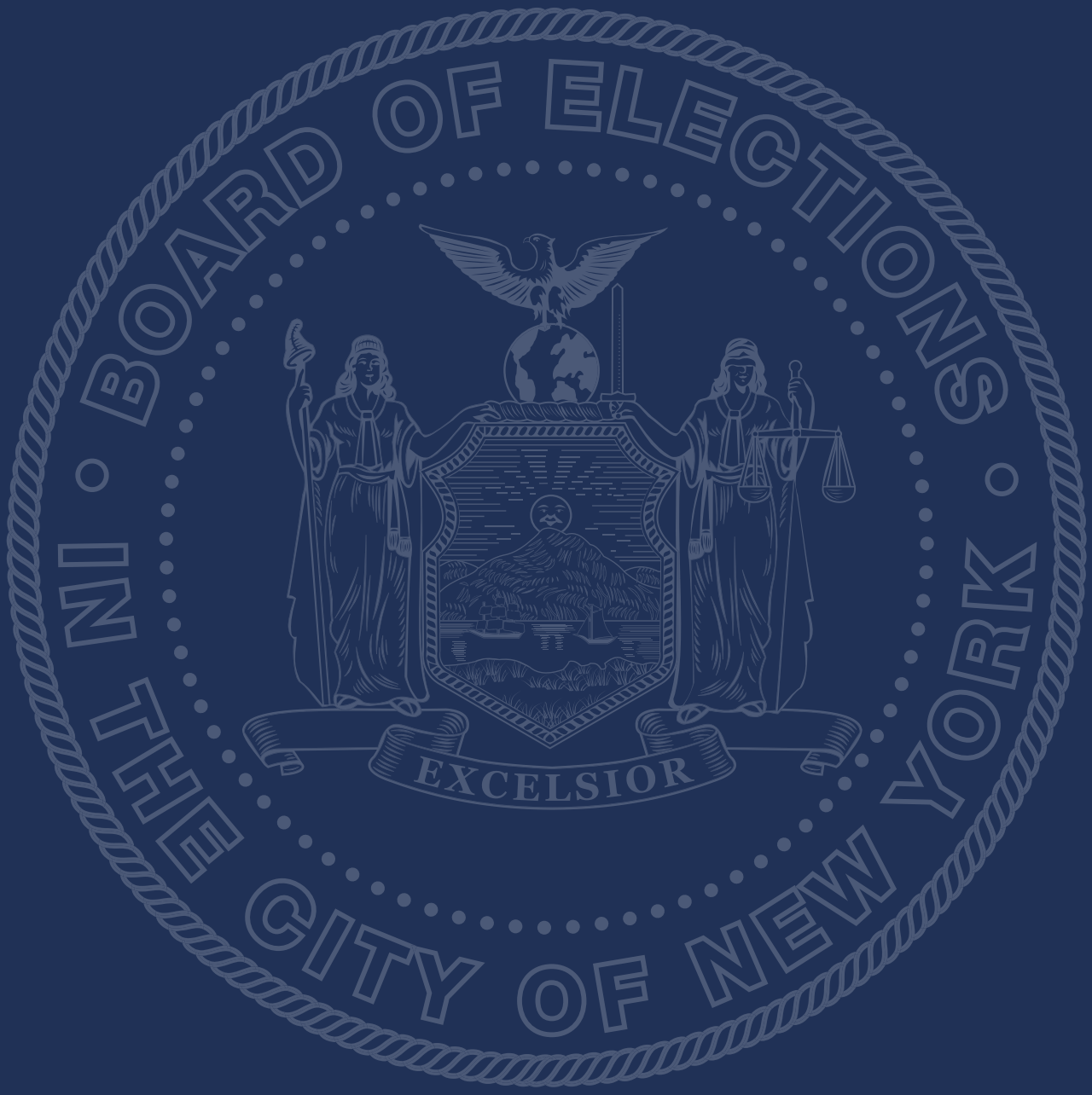
Understand Your Personal Responsibility

You are responsible for what you write or post on social media. Do not use any social media tool unless you understand how it works. Whether you intend it to be private or not, what you write and post will be available on the web for a long time and may spread to large audiences, even if it was not your intent. Before posting, it is a good idea to think about whether you will be embarrassed if your supervisor or other employees see your post. If the content of your post would not be acceptable in a face-to-face conversation, it is probably not acceptable content for a post. Also, it is not advisable to disclose personal or contact information or post photographs or "tag" photographs of coworkers without their prior permission.

Employees participating in social media are subject to the BOE's Code of Conduct and procedures even when engaging in social media while off duty. For example, be aware that being uncivil or discourteous or engaging in conduct tending to bring the BOE into disgrace, or engaging in harassing or discriminatory conduct is prohibited by the Code of Conduct as detailed in our policies and procedures.

Engaging in such behavior online, even in a personal capacity, may subject an employee to disciplinary action.

PREPARING FOR ELECTION DAY



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Schedule of Elections

General Elections in 2026 will be:

OCTOBER 24–NOVEMBER 1, 2026	Early Voting
NOVEMBER 3, 2026	General Election

Primary Elections in 2027 will be:

JUNE 12–20, 2027	Early Voting
JUNE 22, 2027	Primary Election

Please note you may not be called to work every election.

Early Voting requires a separate training.

TRAINING OPPORTUNITIES:

Working at the Polls requires attention to detail. However, with time between elections, it is possible to forget exactly what you are to do, or your duties may be changed. There are several options for improving your understanding of the process immediately after training and/or before a specific election:

Manual

Become comfortable with using this manual. There is a detailed table of contents, an index, and a glossary to define election terms.

The manual is your best tool before and on Election Day. Take it with you on Election Day.

Online

nyc.electiondayworker.com – you will need to log on and register

www.vote.nyc to view:

- Basic Poll Worker Manual
- Accessibility videos also available on YouTube
- Scanner Opening and Closing Videos

IF YOU HAVE QUESTIONS:

There are people ready to help. Before Election Day, call your Borough Office directly. On Election Day, advise your Coordinator of any problems and the Coordinator will call the Borough Office if necessary. All phone numbers are on back of manual.

Customer Service

POLL WORKER MISSION

- Take care of every voter according to procedure.
- Treat every voter and visitor with dignity, respect and courtesy to ensure that all voters and visitors have a positive experience at the polls.
- Follow procedures in this manual to be sure no voter is denied the right to vote.
- Remain calm and neutral in all circumstances.

All voters deserve to be treated equally, regardless of race, color, ethnicity, gender, and physical or language ability.

Voters may have different physical and/or language abilities that may require your assistance.

Throughout this manual there is additional information on how to provide this service in specific situations.

BASIC GUIDELINES

Greet every voter with a smile and eye contact. A friendly greeting will help the voter feel welcome and comfortable.

- Listen carefully and be patient.
- Make reasonable accommodations to assist voters.
- Poll Workers should not discuss: Candidates or issues on the ballot; topics related to the ethnicity, culture, religion and gender of a Poll Worker, voter, or any other person at the Poll Site.
- Please note that you may discuss the specific needs of a voter who needs additional support or assistance.
- Poll Workers can discuss how to accommodate voters.
- Keep the Poll Site peaceful and quiet – loud talking and other noises make it difficult for voters to concentrate.

LANGUAGE ASSISTANCE GUIDELINES

When a large number of voters require assistance in a specific language, an interpreter will be assigned to that Poll Site to assist the voter with any part of the process. Interpreters perform their duties alone.

Assistance is currently provided in Spanish, Chinese (Mandarin and Cantonese), Korean, Hindi, Bengali and Punjabi depending on the needs of a Poll Site.

Every BMD (Ballot Marking Device) automatically offers the ballot in English and Spanish. Additionally, if the Poll Site is designated for Chinese, Korean, or Bengali, the voter can press the language button on the BMD welcome screen to change the language.

Poll Workers who speak one of the above languages will have that information printed on their badge. If an Interpreter is not available, two Poll Workers speaking the language and representing different parties may assist the voter upon request.

REMEMBER THAT EVERYONE YOU WORK WITH IS ALSO A CUSTOMER. SHOW EVERYONE YOU WORK WITH THE SAME COURTESY AND RESPECT THAT YOU WOULD LIKE TO RECEIVE YOURSELF.

Disability Awareness

Never assume that a voter requires assistance.

Most voters with disabilities will ask for assistance if needed. If you think a voter needs assistance, ask how you can be helpful. Listen to and respect the voter's answers. Remember, not all voters need or want assistance.

General Guidelines

If a voter asks for your assistance, listen to or ask for instructions as to how best to assist.

Relax. Don't be afraid to ask questions when you are unsure of what to do.

If a voter is assisted by an aide, make eye contact and speak directly to the voter, not the aide or anyone else.

Be patient. Take as much time as is necessary.

Voters who are Deaf or Hard of Hearing

If you do not understand something, do not pretend that you did.

Make eye contact and speak directly to the voter (not his/her companion), speak clearly and use short, simple sentences. Don't shout. Ask the voter to repeat and then repeat it back to make sure you understand correctly.

Rephrase; don't repeat your statements. Sometimes different words are heard and understood better than others.

Have a pad of paper and pen handy for written communication.

Keep your hands and other objects away from your mouth and do not chew gum.

Voters with Speech Disabilities

If you do not understand something, do not pretend that you did. Ask the voter to repeat and then repeat it back to be sure you understand correctly. Ask questions that require a short answer or nod of the head.

Do your best to understand the voter but if you continue to have difficulty, ask if the voter can suggest another option for communicating. The voter may offer to write the question but do not assume this is what the voter should do. Do not become impatient or finish sentences for the voter.

Voters with Limited Mobility

Try to place yourself at eye level. Do not hover over the voter. Do not lean on a wheelchair or other assistive device – these objects are considered personal space.

Do not assume a voter in a wheelchair wants to be pushed. Poll Workers may push wheelchair if requested by the voter.

Keep the Poll Site free of clutter or barriers in the path of voters.

Voters with Visual Impairments

Identify yourself to the voter (e.g., your name, role, how you can assist the voter). Verbalize what you are doing: e.g. "I am locating your name on the Voter List."

Let the voter locate you by the sound of your voice; do not touch the voter unless asked.

Offer all instructions and assistance verbally. Tell the voter of any obstacles in his or her path. For example, "The voting booths are located ten feet to your right."

Notify the voter when you are leaving him/her alone.

Disability Awareness (continued)

Voters who are Deaf-Blind

Do not touch the voter unless asked.

Do not shout.

Allow support service provider, co-navigator, or aide to assist the Deaf-Blind voter. Be patient and allow the aide adequate time to relay the information. Pause and wait for a response.

Gesturing in small spaces may be a good way to communicate. Other methods of communication, such as speech to text or other features on smart phones, may be useful.

Voters with Cognitive Disabilities

Some voters will have with cognitive, intellectual and/or mental disabilities that may affect their processes of perception, memory, judgment, or reasoning.

Be patient, flexible, and supportive. Take time to understand the voter and make sure the voter understands you. You may have to repeat yourself.

Do not try to finish the voter's sentences.

Try to limit distractions and keep things simple – take one task at a time.

Offer assistance completing forms or understanding written instructions and provide extra time for decision-making.

Service Animals

A **service animal** is a dog (any breed) which provides a specific task to help mitigate the person's disability, such as opening a door. An **emotional support animal** is an animal that provides comfort. **Service animals are the only animals permitted in poll sites.**

Many people use service animals for reasons that may not be visible or apparent. If a voter brings a dog into the poll site, the poll worker should ask two questions: (1) "is the dog a service animal required because of a disability?" and (2) "what work or task has the dog been trained to perform?"

Do not ask about the person's disability or medical diagnosis. Do not ask that the dog demonstrate its ability to perform the work or task.

In New York State, a service dog must be in a harness or on a leash but does not need to be muzzled.

Service animals are NOT required to "wear" identification such as a vest or bandana. The voter must always maintain control over their service animal. Do not touch or interact with any service animal – it is busy working!

Election Day Information and Rules

Poll Hours

Poll Workers must arrive at the Poll Site by 5:00 a.m. Polls must open at 6:00 a.m. and close at 9:00 p.m. Every voter in line at 9:00 p.m. must be allowed to vote.

Legal

You must administer the election impartially and in accordance with the law. (See inside back cover for more details.)

Number of Poll Workers

Bipartisan teams work at Scanners, BMDs, and ED Tables. If there are shortages, the Coordinator should call the Borough Office.

Pay

You must complete the Time Sheet with information contained on your Notice to Work Card. You will be paid for your training class and for working on Election Day. You can expect to be paid in 6–8 weeks. Please do not call before that time. Also be sure to check in using the tablet to speed up the payroll process. ***You must work one election day in order to be paid for this training class.**

Meals and Breaks

You are allowed 2 hours total for breaks and meals. The Coordinator will schedule times. Do not exceed your time as it will affect other workers or voters. Do not leave your station without notifying the Coordinator.

You may not have time to leave the Poll Site and purchase food, so pack snacks and meals that do not require refrigeration.

Do not place food or drinks on work tables or carts. Do not eat while serving voters.

No Smoking or E-Cigarettes

No smoking is allowed at the Poll Site or within 100 feet of a school.

Cell Phones

Cell phone use inside the Poll Site is only for official business. If you have a cell phone, it must be silenced. If you need to make a call or text, you must do so on your break and outside of the room where voting takes place. **NO HEADPHONES OR EARBUDS.**

Politics

Poll Workers and voters are not allowed to have political conversations while at or near the Poll Site. Personal reading material is fine as long as it is not political in nature.

Dress Code

As representatives of the Board of Elections, Poll Workers should dress in a clean and professional manner. Attention to personal hygiene and grooming is also expected. Clothing should be tasteful and in good condition. T-shirts, shorts, and buttons with improper or political slogans, graphics, photos, midriff baring tops and ripped, torn or oversized pants are examples of inappropriate attire. No hats or head coverings are permitted unless they are for religious observance. **Note: For your own safety, and to prevent injury around equipment, wear closed-toed shoes. No flip-flops.**

Children and Pets

Poll Workers are not allowed to bring children to the Poll Site. However, voters may bring children.

Only service animals are allowed at the Poll Site.

Poll Worker Voting

If you are not working at your home Poll Site, as a Poll Worker you can request a ballot using a Special Ballot Application prior to the election. (See Appendix). **Due to a change in NY State Election Law, once you have applied for a poll worker special ballot, you cannot vote on a scanner ballot in the poll site.**

Place your special ballot into the Official Ballot Box at the Information Table on Election Day.

Election Day Team

Many team members work at a Poll Site on Election Day – rely on each other for success!

Coordinator	• Poll Site Supervisor and must be respected as such. • Places any necessary calls to the Borough Office. • Reassigns Poll Workers as needed to ensure procedures are followed. • Oversees set up of Poll Site and distribution of supplies to all other Poll Workers. • Is responsible for safety in the Poll Site. • Takes attendance, signs and validates accuracy of Time Sheets. • Confirms Scanners are opened, closed and Results Tapes are printed after close of polls. • Confirms ED Tables have completed the Return of Canvass accounting for all ballots. • Maintains ADA Complaint Log and ADA Checklist. • Oversees all final closing procedures.
Police Officer (or designee)	• Delivers Police Poll Site Envelope to Coordinator (contains all keys). • On duty at Poll Site until polls close and closes door at 9:00 p.m. • Returns scanner PMDs to counting center (Round #1). • Returns paper ballots and large return bag (Round #2).
ED Table Chairperson Rep at even # ED Dem at odd # ED	• Organizes layout, manages work activity. • Completes the ED Forms Booklet and confirms accuracy of other documents. • Performs same duties as other Inspectors for the table.
ED Table Inspectors 2 per table: One Rep/ One Dem	• At opening, set up the table and supplies and record ballots received. • Obtain voter signatures on the E-Poll Book, making sure voters are in the correct ED/AD. • Give voter the proper ballot and privacy sleeve. • Assist voters in special situations such as using an Affidavit Ballot, Court Order, or when challenged. • At closing, account for ballots, pack materials, and secure critical items.

Election Day Team (continued)

Scanner Inspectors 2 per scanner: One Rep/ One Dem	• Make sure Scanners are in the location shown on Floor Plan. • Set up/open Scanners; print Zero/Configuration tapes. • Place Scanner "Wait Here" sign. • Stand 5 feet from the Scanner, ready to assist voters if necessary but not looking at the ballot. • Troubleshoot Scanner as necessary. • Perform closing duties including printing tapes and sealing equipment.
BMD/Privacy Booth Inspectors One Rep/ One Dem	• Turns on BMD and mediately upon opening. Cradlepoint must be on in order for E-Poll Books to function. • Make sure Privacy Booths and the BMD are placed according to the Floor Plan. • Check booth lights, make sure magnifying sheet is in each booth and lock the feet of each booth. Check booths during the day to remove any electioneering material. • Ready to assist voters in using the BMD or its accessories. • Close the BMD and stack the booths.
Information Clerk	• Posts inside signage. • Greets & welcomes voters as they enter the Poll Site. • Directs voters to correct ED/AD Table or to correct Poll Site as necessary. • Hands out Poll Worker Applications to encourage voters to work at the Poll Site. • Assists in closing activities as needed.
Accessibility Clerk **Note: Accessibility Clerk cannot be reassigned.**	• Posts signage outside before polls open including Sidewalk Arrows. • Installs doorbell at alternate accessible door (if needed). • Makes sure ramps, cones and mats are in place. • Monitors alternate accessible entrance to open door as needed. • Conducts periodic inspections of path of travel if requested by Coordinator. • Assists, but does not provide physical help to voters with disabilities. • Removes and packages all outside signage and doorbell when the Poll Site closes.

Election Day Team (continued)

Interpreter(s) **Note: Interpreters cannot be reassigned to another position.**	• Assist non-English speaking voters by translating information and the ballot in a designated language and translating between Poll Worker and voter. • Maintains the Interpreter Journal. • Gives completed Journal pages (in Return Envelope) to Coordinator.
AD Monitors	• Bipartisan teams of two sent out from each Borough Office to provide assistance and troubleshooting to a group of Poll Sites within an Assembly District. • There may also be monitors sent from the General Office.
Standbys	• Poll Workers who have been trained but not pre-assigned to a Poll Site. • Can be sent to Poll Sites to fill vacancies and perform various duties. • Standbys are sent to poll sites when there are shortages of workers. They can be ED Table Inspectors, Scanner Inspectors, BMD Inspectors, Information Clerks or Relief Clerks.
Relief Workers	• Poll Workers who have been trained and assigned to a Poll Site to provide relief to other workers during breaks. • Can be moved around as needed as ED Table Inspectors, BMD/Privacy Booth Inspectors, Scanner Inspectors or Information Clerks.
Line Management Clerk **Note: Line Management Clerks cannot be reassigned to another position.**	• Assigned to work the line of voters by looking up ED/AD information. • Announces frequently that voters dropping off mail ballots should go to the front of the line. • Reminds voters to have their Fast Pass Tag or Card ready for check-in.

Poll Watchers, Observers and Media

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

ALL Poll Watchers and observers inside the room where voting takes place **MUST** sign the Visitor Log and show proper certificates, authorization letters or identification.

Role of a Poll Watcher:

Observe elections at the Poll Site. Report any observed irregularities to the Poll Site Coordinator or Inspector, Police Officer, and/or the Borough Office.

Poll Watcher qualifications:

Each Poll Watcher must be certified in writing by one of the following: a candidate, a chairperson of a political committee, or a chairperson of an independent body. Each Poll Watcher **must show a certificate** for **each** Election District to the Poll Site Coordinator or Chairperson.

At any time, there are to be no more than three Poll Watchers per ED per candidate, political committee or independent body. Only one of the three is allowed within close proximity to the ED Table.

POLL WATCHER'S CERTIFICATE

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

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

_____
Name of Individual (Print)

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

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

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

How to interact with Poll Watchers:

- Welcome them. Introduce yourself with your name and position. The Coordinator should ask to see the Poll Watcher's Certificate and ask them to sign the Visitor Log.
- If Poll Watchers have questions about what they can or cannot do, the Coordinator should show them the Poll Watcher rules on the poster at the entrance.
- Be familiar with what Poll Watchers CAN and CANNOT do.

Poll Watchers, Observers and Media (continued)

Poll Watchers CAN:

- Arrive at 5:00 a.m. before the unlocking and examination of any voting machine to verify no votes have been cast and that the ballot boxes and Ballot Bin Liner case are empty.
- Compare ballot to Sample Ballot Poster.
- Examine the E-Poll Book as long as they do not interfere with the Inspectors or election proceedings.

  If a poll watcher presents a Poll Watcher certificate for your ED and wants to view who voted, and there are no voters in line:

  - Press the MENU button on the top left of the E-Poll Book to get to the HOME screen
  - Press Summary Report on the HOME screen
  - Press CHECK-INS at the top of the screen
  - The poll watcher may then scroll through the names of voters who have checked in at the ED
  - If a voter arrives, the poll watcher must stop scrolling and allow the voter to vote
  - Press HOME and GET STARTED to go back to checking in voters
- Observe the closing of the polls and the Return of Canvass.
- Challenge individual voters on the basis of signature authenticity, residence, multiple voting, or qualification to vote. See "Voter is Challenged" in the Special Situations charts for ED Inspector Serving the Voters.
- Report possible violations to the Coordinator, Inspector, Police Officer, or Borough Office.

Poll Watchers CANNOT:

- Interfere with the election process.
- Electioneer in any manner within 100 feet of any Poll Site entrance. This includes soliciting votes or distributing, wearing or carrying political literature, posters, banners or buttons, or showing a candidate or party's name.
- Tamper with election materials including any posted official signs and/or results tape.
- Protest a vote ruling.
- Accompany a voter to the Privacy Booth, BMD, or Scanner.

Examples of "Interfering with the election process":

- Talking to Poll Workers while voters are present
- Talking to voters who are voting
- Carrying on any conversation that may create a distraction or disturbance
- Electioneering

Poll Watchers, Observers and Media (continued)

If a Poll Watcher Breaks a Rule:

- Show them the rules posted at the entrance of the Poll Site and remind them of the specific rule they are violating.
- If the Poll Watcher refuses to comply with the rules, the Coordinator should call the Borough Office.
- If necessary the Police Officer can be asked for assistance.

Poll Watcher's Guide

Overview

The Role of the Poll Watcher

Poll Watcher Qualifications

Number of Poll Watchers

Poll Watcher Rights

Poll Watcher Limitations

If You See A Violation

IMPORTANT

Do not tamper with the Results Report Tapes posted on the wall. Tampering may result in criminal prosecution or civil liability.

Observers

There may be observers visiting your Poll Site on Election Day. You may have several observers or you may have none. All are required to have proper authorization. Some examples of observers who may be present include:

- **Federal Observers** are interested in making sure the Voting Rights Act is being followed, meaning no voter is faced with discrimination on the basis of race, color or language. They are also observing whether language assistance is being provided as required. They **do not require** written authorization, but **must show proper identification.**
- **HAVA Observers** and other groups are making sure the Poll Site is accessible and that voters with disabilities are able to vote. They **must present a letter** from the Board of Elections or identification.
- **Board of Elections Observers** are looking to see that policies and procedures are being followed, and to identify areas in need of improvement. They **must show a Board of Elections ID or identification.**

Media/Press

Media/Press are allowed to be inside the Poll Site if they have **written authorization** from the Board of Elections. They are allowed to film or take pictures of individuals with the individual's permission. You may choose not to be photographed. They are also allowed to take pictures of equipment and booths as long as voters are not present.

Exit Polls

Exit polls attempt to find out how voters have voted and are allowed outside the Poll Site beyond 100 feet of any Poll Site entrance. They cannot ask voters how they will vote before they enter the Poll Site.

Pre-Election Checklist

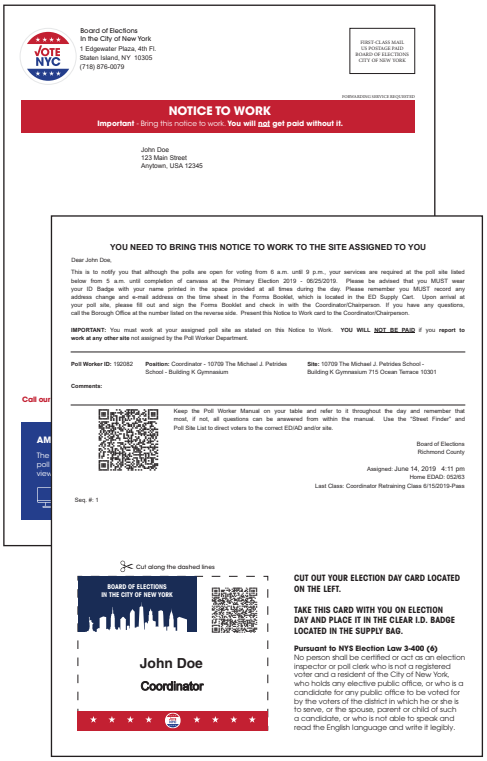
Use this checklist to ensure you are well prepared for Election Day

1. Receive your Notice to Work in the mail – check all information carefully. This will also serve as your badge on Election Day. It provides the date of the election, your Poll Worker Number, location of your assigned Poll Site, and job position to which you are assigned. **Note: Coordinators can move certain workers to another position if necessary.**

   If you have not received your Notice to Work by 7 days prior to the election, call the Borough Office or check online at nyc.electiondayworker.com.

   If you are not working at the Poll Site where you are assigned to vote, you can request and vote using a Special Ballot. You should have received an application and returned it at training. If not, contact the Borough Office.

   Your ballot will be mailed to you before the election. If you do not receive your special ballot, you can visit your borough office to receive one. **Do not return your voted ballot by mail.** Bring it to the poll site where you are working on Election Day and place it in the Official Ballot Box located at the information table.


Board of Elections
In the City of New York
1 Edgewater Plaza, 4th Fl.
Staten Island, NY 10305
(718) 876-0079

FIRST-CLASS MAIL
US POSTAGE PAID
BOARD OF ELECTIONS
CITY OF NEW YORK

NOTICE TO WORK
Important - Bring this notice to work. **You will not get paid without it.**

John Doe
123 Main Street
Anytown, USA 12345

YOU NEED TO BRING THIS NOTICE TO WORK TO THE SITE ASSIGNED TO YOU

Dear John Doe,

This is to notify you that although the polls are open for voting from 6 a.m. until 9 p.m., your services are required at the poll site listed below from 5 a.m. until completion of canvass at the Primary Election 2019 - 06/25/2019. Please be advised that you MUST wear your ID Badge with your name printed in the space provided at all times during the day. Please remember you MUST record any address change and e-mail address on the time sheet in the Forms Booklet, which is located in the ED Supply Cart. Upon arrival at your poll site, please fill out and sign the Forms Booklet and check in with the Coordinator/Chairperson. If you have any questions, call the Borough Office at the number listed on the reverse side. Present this Notice to Work card to the Coordinator/Chairperson.

IMPORTANT: You must work at your assigned poll site as stated on this Notice to Work. **YOU WILL NOT BE PAID** if you **report to work at any other site** not assigned by the Poll Worker Department.

Poll Worker ID: 192082 **Position:** Coordinator - 10709 The Michael J. Petrides School - Building K Gymnasium **Site:** 10709 The Michael J. Petrides School - Building K Gymnasium 715 Ocean Terrace 10301

Comments:

Keep the Poll Worker Manual on your table and refer to it throughout the day and remember that most, if not, all questions can be answered from within the manual. Use the "Street Finder" and Poll Site List to direct voters to the correct ED/AD and/or site.

Board of Elections
Richmond County

Assigned: June 14, 2019 4:11 pm
Home EDAD: 05283
Last Class: Coordinator Retraining Class 6/15/2019-Pass

Seq. #: 1

Cut along the dashed lines

BOARD OF ELECTIONS IN THE CITY OF NEW YORK

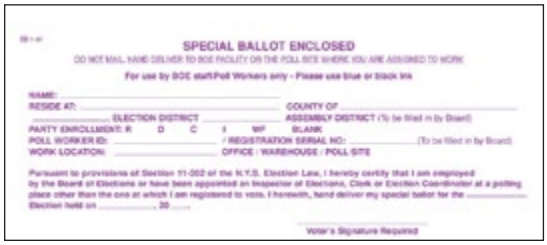
John Doe
Coordinator

CUT OUT YOUR ELECTION DAY CARD LOCATED ON THE LEFT.

TAKE THIS CARD WITH YOU ON ELECTION DAY AND PLACE IT IN THE CLEAR I.D. BADGE LOCATED IN THE SUPPLY BAG.

Pursuant to NYS Election Law 3-400 (6)
No person shall be certified or act as an election inspector or poll clerk who is not a registered voter and a resident of the City of New York, who holds any elective public office, or who is a candidate for any public office to be voted for by the voters of the district in which he or she is to serve, or the spouse, parent or child of such a candidate, or who is not able to speak and read the English language and write it legibly.

2. Review your manual and any guides received at training or go online to refresh your mind as to how to perform your assigned duties. Review the Election Day Information and Rules in this manual and your legal duties/responsibilities on the inside back cover.


SPECIAL BALLOT ENCLOSED
DO NOT MAIL, HAND DELIVER TO BOE FACILITY OR THE POLL SITE WHERE YOU ARE ASSIGNED TO WORK
For use by BOE staff/Poll Workers only - Please use blue or black ink

NAME:
RESIDE AT: COUNTY OF
ELECTION DISTRICT ASSEMBLY DISTRICT (To be filled in by Board)
PARTY ENROLLMENT: R D C I WF BLANK
POLL WORKER ID: / REGISTRATION SERIAL NO: (To be filled in by Board)
WORK LOCATION: OFFICE / WAREHOUSE / POLL SITE

Pursuant to provisions of Section 11-302 of the N.Y.S. Election Law, I hereby certify that I am employed by the Board of Elections or have been appointed an Inspector of Elections, Clerk or Election Coordinator at a polling place other than the one at which I am registered to vote. I herewith, hand deliver my special ballot for the Election held on , 20

Voter's Signature Required

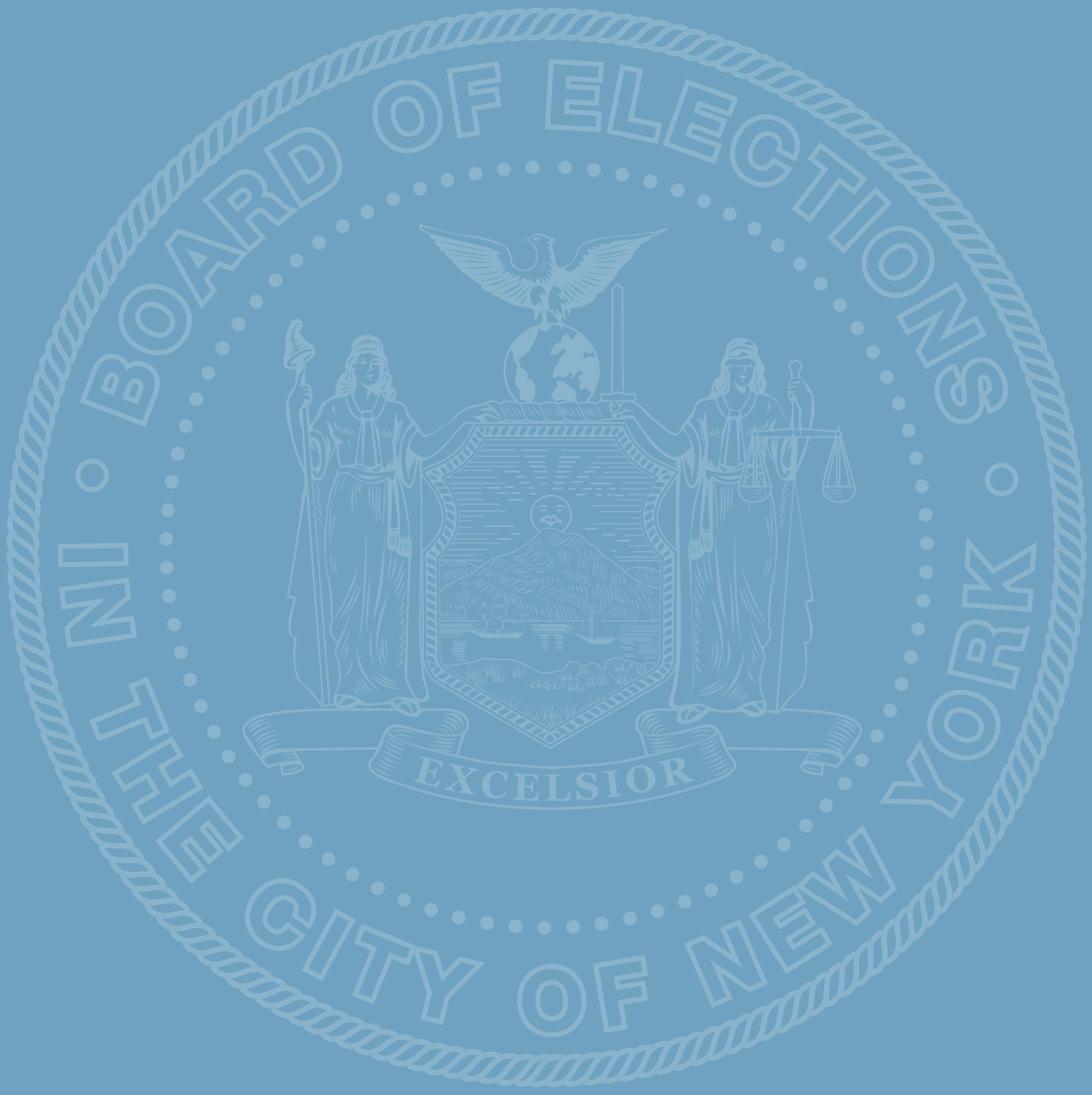
3. Make arrangements to arrive at the Poll Site NO LATER THAN 5:00 A.M. If arranging transportation pickup at end of night, schedule it for after 9:30 p.m.

4. Plan to dress comfortably, but professionally. It is best to bring a warm layer (like a jacket) you can wear during cooler times of day.

5. You will be at the Poll Site for more than 16 hours and may not have time to travel outside the Poll Site for meals. Pack snacks and food that do not require refrigeration or re-heating.

6. **Bring your manual, Notice to Work, and Special Ballot with you to the Poll Site on Election Day. If you fail to bring the Notice to Work, you may not be allowed to work. You must report to the Poll Site where you are assigned or this will result in not being paid.**

OPENING THE POLL SITE



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Overview of Opening the Poll Site

1. Everyone arrives at the Poll Site NO LATER THAN 5:00 a.m. The custodian or contact person provides access to the Poll Site.
2. The Police Officer delivers keys and other items to the Coordinator for Scanners, ED Supply Carts, and BMD. The Coordinator signs the Police Officer Receipt in the Police Poll Site Envelope, returns it to the Police Officer and distributes the keys to the Inspectors.
3. The Coordinator takes attendance on Site Coverage Report, assigns workers to their positions, and oversees all procedures. **Note: If there is no Accessibility Clerk or Information Clerk, the Coordinator will assign duties to another Poll Worker.**
4. Workers receive supplies from the Coordinator, who gets them from the lowest numbered ED of the lowest numbered AD Supply Cart. Once they are received, they proceed to set up the room according to the Floor Plan on top of each ED Supply Cart.
5. Scanner Inspectors open Scanners, produce Configuration/Zero Report Tapes and set up the "Wait Here" sign.
6. BMD/Privacy Booth Inspectors open the BMD, plug in the Cradlepoint and set up the BMD and place and inspect all Privacy Booths.
7. Information Clerks set up their table near the main entrance and post all inside signage.
8. Interpreters set up the table and prepare Interpreter Journal pages.
9. Accessibility Clerk and Line Management Clerk post all outside signage, making sure path of travel is clear and ramps are installed if required, and installs the door bells, cones and mats if required.
10. ED Inspectors set up the ED Table and Supply Cart with materials needed to issue ballots and set up ED/AD Sign.
11. Open the E-Poll Book and power on.
12. Just before opening of the Poll Site all Poll Workers must sign the Time Sheets **in the Forms Book.** All Poll Workers must attach their badge, and Poll Site must be ready to open at 6:00 a.m.
13. **YOU MUST SIGN THE FORMS BOOKLET IN ORDER TO BE PAID.**

Meet the Equipment

Ballot Scanner

The Scanner is a portable electronic voting system that uses an optical Scanner to read marked paper ballots and tally the results.

This system allows for paper ballots to be immediately tabulated at the Poll Site.

E-Poll Book

The E-Poll Book assists the Poll Worker to look up voters in issuing the correct ballot.

Meet the Equipment (continued)

Ballot Marking Device (BMD)

The electronic voting system also includes a Ballot Marking Device (BMD), which is an electronic device that assists voters in marking a paper ballot on Election Day. All voters, including voters with disabilities, can use the BMD to mark a ballot privately and independently at their Poll Site.

Note: BMD does not count ballots or print reports.

Poll Site Interior Set Up

You will find a Floor Plan for your specific Poll Site on top of each ED Supply Cart. The Floor Plan has been designed to meet legal requirements as well as for maximum efficiency. It is important to set up the Poll Site according to your actual Floor Plan to ensure accessibility for all voters and avoid legal challenges. If there are any problems with this Floor Plan, inform the Coordinator.

There is a tape measure in the Coordinator's Supply Envelope for measuring.

Privacy Booth Placement

- Privacy booths must be placed according to the diagram found on the top of each supply cart.

ADA Booth Placement

- ADA Privacy Booth (lower writing surface) is placed nearest to the BMD with the voter's back to the wall.
- This booth must have 5 feet of clearance (use tape measure) on two sides to allow a voter in a wheelchair easy access.

Ballot Marking Device (BMD) Placement and Cradlepoint

- The BMD is placed 5 feet from the wall, with the doors open, with the Voter's back to the wall (use tape measure).
- The BMD must be near to and plugged into a working outlet.
- The power cord should run on one side of the machine with the mat covering the cord and taped down if necessary.
- When the BMD is plugged in, the orange cord for the Cradlepoint should be threaded according to the picture on page 23. Plug in the Cradlepoint immediately.
- The other side should have 5 feet of clearance for the voter to access the machine.

Information Table/Interpreter Table Placement

- Tables should be near the entrance to the room with information table visible as a first stop.

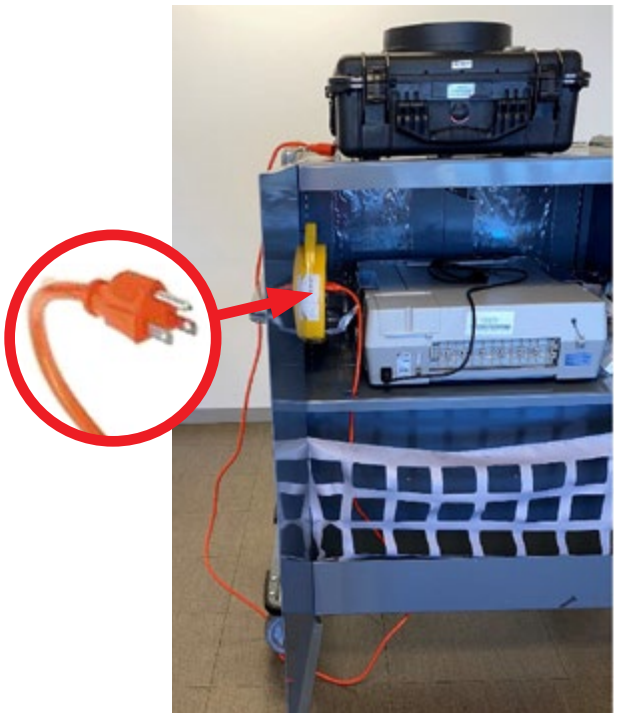
ED Table Supply Cart Placement

- Supply Cart should be placed on the side or behind the table as space allows. Doors should not be accessible to the voters.

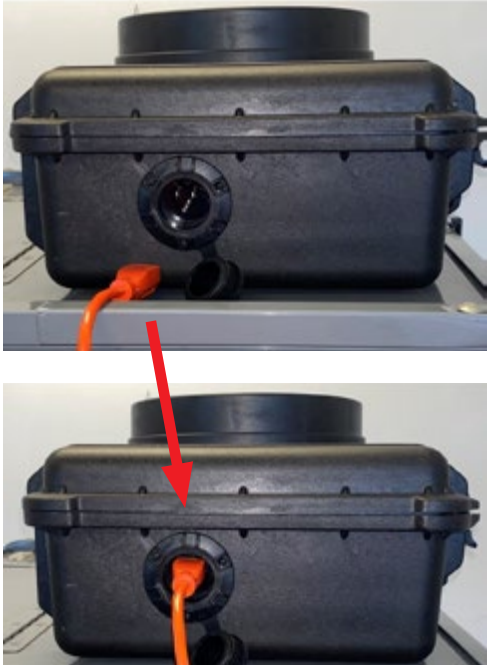
IMPORTANT: Plugging in the Cradlepoint

The Cradlepoint and BMD are set up prior to Election Day. Follow the instructions below in the event they are not already set up.

1. Open the back of the BMD cart, locate the orange or yellow extension cord. Plug one end into the yellow extension wheel inside the BMD cart as shown.
2. Run the extension cord through the holes in the shelves of the BMD cart and feed the cable along the side of the BMD cart, to the top where the Cradlepoint is located.



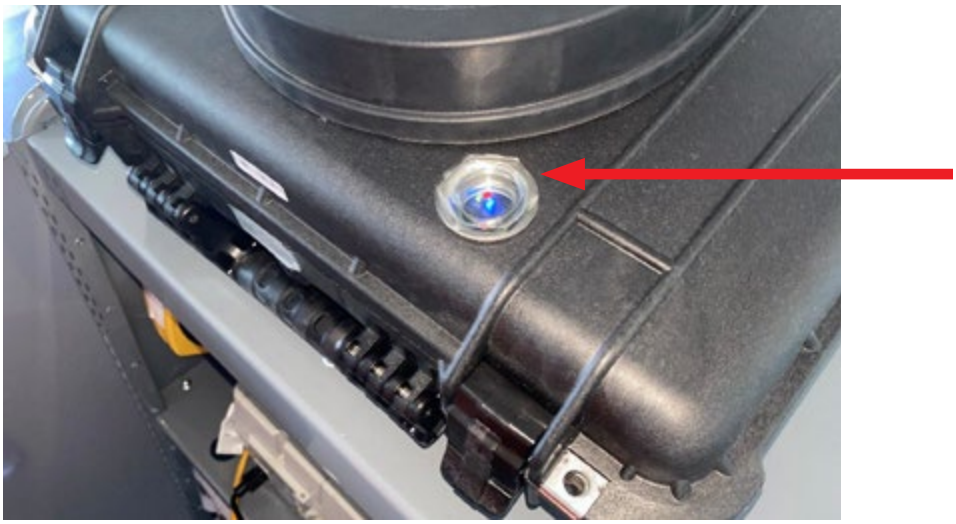
3. While looking at the side of the Cradlepoint case, uncap the electrical port to plug in the other end of the extension cord.



IMPORTANT: Plugging in the Cradlepoint (continued)

4. Feed the yellow extension cord from the wheel through the holes in the shelves of the BMD cart, and run the cord on the side of the BMD cart to an electrical wall outlet. Close the doors.
BMD AND CRADLEPOINT MUST REMAIN PLUGGED IN AT ALL TIMES.

5. On the top lid of the Cradlepoint case, there is a circular plastic viewfinder. Check that blue lights are visible through the viewfinder to confirm the Cradlepoint is powered on. If the lights are red or not on, tell the Coordinator.

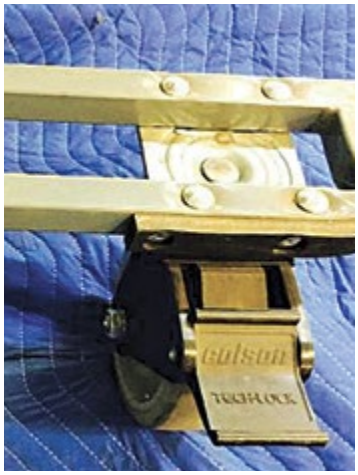


BMD/Privacy Booth Inspector Job: Opening the Poll Site

The BMD/Privacy Booth Inspector's job when opening is to set up all Privacy Booths and the BMD(s). All procedures from this manual for opening, serving the voter and closing are on a BMD laminated Open/Close Card on the outside of the BMD.

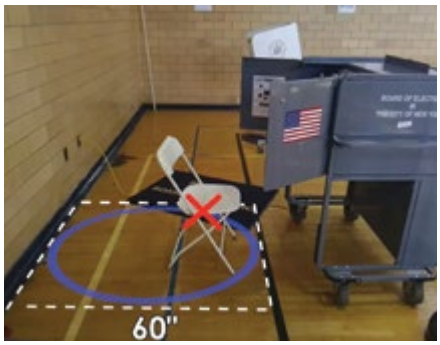
ARRIVE NO LATER THAN 5:00 A.M.

- If your Poll Site is locked, ring the bell or knock loudly on door/windows to alert the custodian of your presence.
- If you are still unable to enter, call the Borough Office (number on back of manual). If the Coordinator is present, he or she should make the call.



Locate the Coordinator and introduce yourself.

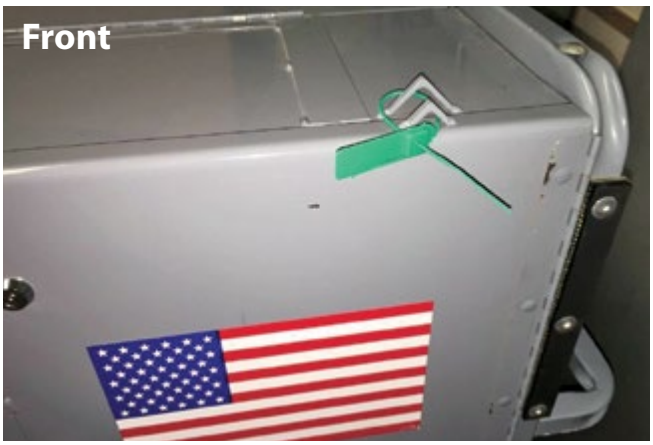
1. The Coordinator will meet you at the BMD to give you the BMD Police Envelope. Remove the plastic cover from the cart. Store cover in bottom of BMD Cart.
2. If Privacy Booths or BMD are not already in place, move them to the correct location, which is shown on the Floor Plan on top of each ED Supply Cart.
3. Be sure to lock the wheels on all Privacy Booths and BMD by pressing down firmly on the lever with your foot. You may have to move the BMD slightly so the lever faces out. Caution: Do not do this with open-toed shoes.
4. **BMD** is placed with the screen facing the wall and voter's back to the wall. Leave the doors open. The BMD must be 5 feet from the wall and have clearance on one side of 5 feet, measured from the open door (use tape measure).
5. Check the contents of the BMD Police Envelope: Seals Report, Seals, and Keys. If key(s) is missing see Troubleshooting/ Special Situations.



BMD/Privacy Booth Inspector Job: Opening the Poll Site

(continued)

6. Compare the two green seal numbers on the BMD Cart with the numbers on the Seals Report. **If correct,** initial the report and proceed. **If not,** notify the Coordinator.



7. Break the two green seals and put them in the BMD Police Envelope.
Caution: Do not break any other seals, numbered or otherwise, on the actual BMD.

8. Using the silver barrel key from the BMD Key Envelope, open the front and back of the BMD Cart. Inside you should have a **BMD Supply Package**, extension cord, black floor mat, and BMD sign.

(Items a – c are in a Ziploc bag)
a. ☐ Headphones
b. ☐ Sip & Puff Device
c. ☐ Rocker Paddle
d. ☐ Stylus
e. ☐ Headphone Covers (5 pair)
f. ☐ Sip & Puff Straws (5)
g. ☐ Alcohol Wipes (10)
h. ☐ Gloves
i. ☐ Operators Manual

BMD/Privacy Booth Inspector Job: Opening the Poll Site

(continued)

9. Pull out the extension cord and feed it through the shelf holes on the back of the BMD then plug it into the power cord. Be sure the power cord is plugged into the BMD. Rewind the extension cord to remove slack and plug into the outlet on the wall. **Note: Run the extension cord out of the back, along the side of the cart to the outlet.**

10. Please see pages 23 to 24 for images of the cradlepoint on the top of the BMD.

11. Cover the extension cord with the black mat. The cord and mat **should not be placed in front of the cart.** Have a chair readily available if a voter requests it, but do not place chair in front of the BMD screen. It is important that the area in front of the BMD screen is free of any obstacles.

12. Set up the BMD sign (located inside the BMD in a net bag) behind and close to the BMD.

13. Insert the gold key into the BMD and turn to the ON position (middle).

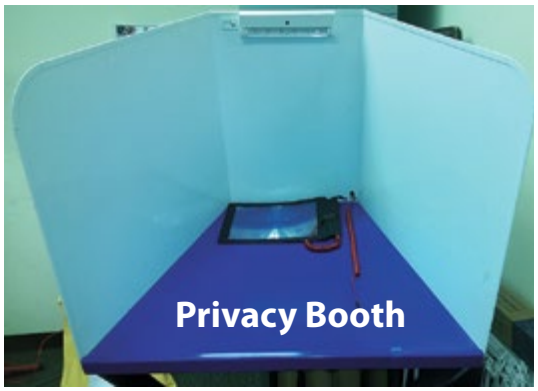
14. The ON light should be green. If it is yellow it is only running on battery. Make sure the power cords are plugged in correctly. If still yellow, continue setting up but tell the Coordinator immediately.

BMD/Privacy Booth Inspector Job: Opening the Poll Site

(continued)

15. Fold back the metal top of the BMD Cart. Open the touchscreen by moving the plastic lid latches towards the outer edges, lifting the lid and pulling up on the screen from the back. **Note: it takes a little strength to pull up the screen.**

16. Open the ballot feed tray that is in the front of the BMD, by pulling up on the top and then outward away from the BMD.
17. Close the metal top of the cart that you folded back in Step 15. Lock the cart.
18. Put the keys and the Seals Report back in the BMD Police Envelope. Put this envelope in the plastic sleeve at the back of the machine. If there is no sleeve, put it behind the screen.
19. Remove accessories from the Ziploc bag and place on the right side of the screen. Place empty supply bags in the back of the BMD.

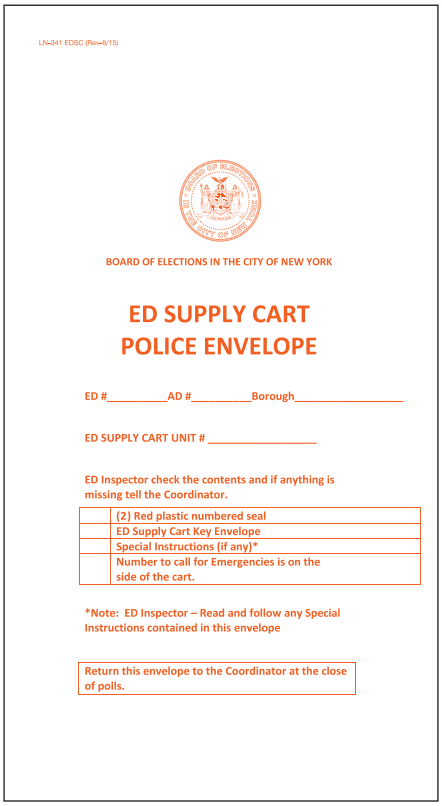


20. **PRIVACY BOOTHS** must be placed according to the diagram found on the top of each supply cart. The lowest booth with the accessibility logo is the Accessibility Privacy Booth.
    - The Accessibility Privacy Booth is to be placed with 5 feet of clearance between the wall and the booth and 5 feet on one side for wheelchair access (use tape measure).
    - Check each booth to be sure it contains a magnifying sheet. Turn on the light before the Poll Site opens. Rotate the light down onto the writing surface. If the light does not work tell the Coordinator.
21. Insert your badge from the Notice to Work Card into the badge holder and put on your badge. Put the remaining portion of the Notice to Work card in the Notice to Work Envelope at the ED Table.
22. Go to ED Table assigned on the Notice to Work and complete the Time Sheet. **If you don't do this before you start, you must do it during the day. You need to sign the book in order to be paid.**
23. You are now ready to serve the voters.

ED Table Inspector Job: Opening the Poll Site

There should be at least two inspectors at each table, one Democrat and one Republican. One will be designated as the Chairperson. Work together to be ready for first voter at 6:00 a.m.

1. **ARRIVE NO LATER THAN 5:00 A.M.**
   - If your Poll Site door is locked, ring the bell or knock loudly on door/windows to alert the custodian of your presence.
   - If you are still unable to enter, call the Borough Office (number on back of manual). If there is a Coordinator assigned to your Poll Site, he or she should make the call.
2. Locate the Coordinator and introduce yourself.
3. Receive the ED Police Envelope from the Coordinator who checks that the Supply Cart number on the ED Police Envelope is the same as the number on the Supply Cart (on the top or side of the cart). If there are any problems, notify the Coordinator.
4. Your Supply Cart and table may already be in place. But if not, check by looking at the Floor Plan located on top of any ED Supply Cart. Speak with Coordinator and move as necessary to match the Floor Plan. Be sure to lock the wheels once the Supply Cart is in place.
5. Check contents of ED Police Envelope using the checklist on the envelope. Tell the Coordinator if anything is missing. If there are any special instructions, they will be in this envelope.



LN-341 EDSC (Rev-6/15)

BOARD OF ELECTIONS IN THE CITY OF NEW YORK

ED SUPPLY CART
POLICE ENVELOPE

ED #_____AD #_____Borough_____

ED SUPPLY CART UNIT # _____

ED Inspector check the contents and if anything is missing tell the Coordinator.

	(2) Red plastic numbered seal
	ED Supply Cart Key Envelope
	Special Instructions (if any)*
	Number to call for Emergencies is on the side of the cart.

*Note: ED Inspector – Read and follow any Special Instructions contained in this envelope

Return this envelope to the Coordinator at the close of polls.

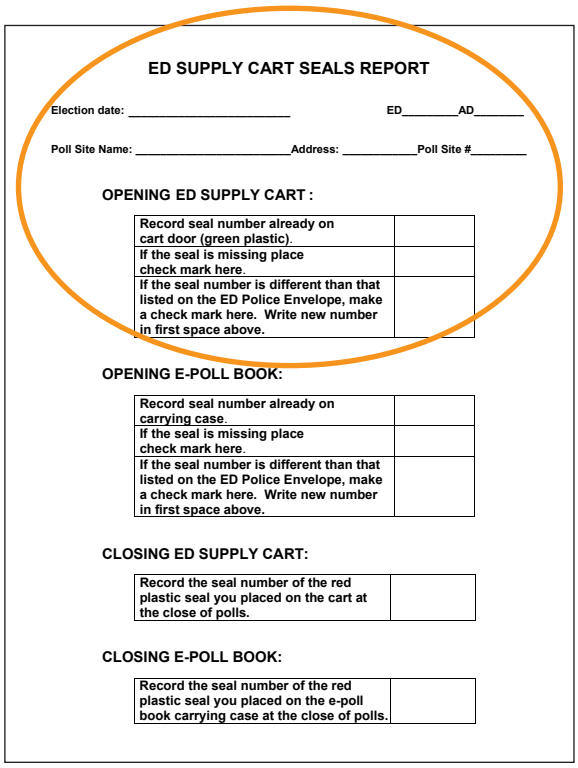
ED Table Inspector Job: Opening the Poll Site (continued)

6. Check to be sure the green seal on the front doors of the Supply Cart has not been tampered with and that it matches the number on the ED Police Envelope. If it is missing or tampered with or not the same number, tell the Coordinator but still write the number of the tampered seal on the Seals Report in your ED Forms Booklet.

Continue with Set Up:

- Break the seal and put it in the ED Police Envelope. Remove the key.
- Open the Supply Cart doors, put the key back in the envelope, and put the envelope in the plastic sleeve on the inside door of the cart.

- Record the green seal number on the ED Seals Report.
- If the seal is missing, note this on the second line.
- If the seal number is different, check the box on the seals report and record the actual seal number in the first space above.
- Remove lime green case containing E-Poll Book. Break the green seal and note the seal number on the ED Seals Report.



ED SUPPLY CART SEALS REPORT

Election date: _____ ED_____AD_____

Poll Site Name: _____Address: _____Poll Site #_____

OPENING ED SUPPLY CART :

Record seal number already on cart door (green plastic).	
If the seal is missing place check mark here.	
If the seal number is different than that listed on the ED Police Envelope, make a check mark here. Write new number in first space above.	

OPENING E-POLL BOOK:

Record seal number already on carrying case.	
If the seal is missing place check mark here.	
If the seal number is different than that listed on the ED Police Envelope, make a check mark here. Write new number in first space above.	

CLOSING ED SUPPLY CART:

Record the seal number of the red plastic seal you placed on the cart at the close of polls.	

CLOSING E-POLL BOOK:

Record the seal number of the red plastic seal you placed on the e-poll book carrying case at the close of polls.	

ED Table Inspector Job: Opening the Poll Site (continued)

7. Remove items from the Supply Cart. You should have everything listed below. If items are missing, tell the Coordinator. **Note: If you are the lowest numbered ED in the lowest AD, your Supply Cart will have additional supplies.**

WHAT IS IN EACH ED SUPPLY CART	How it is packaged
ED Supply Envelope (content listed on next page)	Manila paper envelope
Grey Transport Bag (content listed on next page)	Canvas bag
Orange Return Bag (empty)	Canvas bag
Scannable Ballots	Multiple packages of ballots – each package is shrink wrapped with the Ballot Transmittal Sheet on top of the first package.
Affidavit Ballots (unscannable)	Shrink wrapped bundle with red sticker or packages in a box. This may vary by election.
Sample Ballot Poster(s)	Loose
(1) ED/AD Sign	Mesh bag
(1) Court Order Certificate pad	Loose
(1) Blue table display	Shrink wrapped with forms inside
Red striped border privacy sleeves (Affidavit Ballot)	Shrink wrapped
Black striped privacy sleeves	Shrink wrapped
E-Poll Book	Lime green case

ED Table Inspector Job: Opening the Poll Site (continued)

8. Check that you have everything listed for the ED Supply Envelope and the Grey Transport Bag, telling the Coordinator if anything is missing. Lay the items out on the table or Supply Cart as you check them off.

WHAT IS IN THE ED SUPPLY ENVELOPE

- ☐ Basic Poll Worker Manual
- ☐ ED Forms Booklet (contains Notice to Work Envelope)
- ☐ Magnifying Sheet
- ☐ Void Ballot Envelope
- ☐ Large "A" Envelope
- ☐ Excess Ballot Envelope
- ☐ Valid Emergency Ballots Envelope
- ☐ Partially Used Ballot Package Envelope
- ☐ Completed Challenge and Assist Oath Envelope
- ☐ Small plastic envelope with: (4) badge holders, language badge holders, tape, (4) pens, (1) pad of white paper seals, white plastic ties for Grey Transport Bag and Orange ED Return Bag, (5) rubber bands, (1) roll of tape, (1) small writing pad
- ☐ Affidavit Tent Card
- ☐ "I Voted" stickers and Future Voter stickers
- ☐ Extra Affidavit Ballot Envelopes
- ☐ Voter Assistance Oath Pad
- ☐ Affidavit Oath Card

WHAT IS IN THE GREY TRANSPORT BAG

- ☐ Return of Canvass forms (2) – place one copy on the ED Table to track ballots given out

Note: Actual bag has ED/AD number.

ED Table Inspector Job: Opening the Poll Site (continued)

9. **If you are in the lowest numbered ED in the lowest numbered AD you will also have extra paper rolls for the Scanners plus the following supplies for other Poll Workers:**

SCANNER INSPECTOR GETS THESE ITEMS FROM LOWEST ED/AD:

Item	Packaging
Extension Cord(s)	Rolled
Black Scanner Privacy Panels (2 for each scanner)	Loose
"Wait Here" sign (instructions included)	Black canvas bag
Small Yellow Canvas Scanner Pouch (inside is pink Ziploc bag, white paper seal, and one yellow two pronged plastic seal – two seals if Scanner A).	Loose

COORDINATOR GETS THESE ITEMS FROM LOWEST ED/AD AND GIVES TO THE POLL WORKERS:

Item	Packaging
Scanner Supply Envelope(s)	Manila envelope
Interpreter Supply Envelope(s)	Manila envelope
Information Clerk Supply Envelope(s)	Manila envelope
Accessibility Clerk Supply Envelope	Manila envelope
Outside Signage Bag	Bag with handle
Inside Signage Envelope	Manila envelope
Tablet (battery pack, charger)	Black case

THESE ITEMS ARE FOR THE COORDINATOR FROM THE LOWEST ED/AD:

Item	Packaging
Coordinator Supply Envelope	Manila envelope
Purple Coordinator Bag*	Canvas bag
Blue Poll Site Return Bag*	Canvas bag
Large Yellow Scanner Voting Records Bag*	Canvas bag with straps
Return of Canvass Envelope*	Manila envelope
Additional Orange ED Return Bag for Mail Ballots*	Canvas Bag
Mail Ballot Return Envelope*	Outside Signage Bag

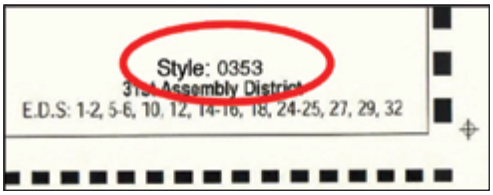
*Coordinator may choose to leave in Supply Cart until close of polls.

ED Table Inspector Job: Opening the Poll Site (continued)

10. Lay the items for your table out on the table or Supply Cart according to the diagrams in these procedures. Only one package of ballots is unwrapped and placed on the table at a time. Leave other packages (wrapped) in the Supply Cart, out of reach of the public. **Note: In a Primary Election, you will put one package for each party on the table.**

    Do you have the right ED ballots? Notice the style number is on the back of the ballot in the lower right corner above the list of ED/ADs. If wrong ED/AD, tell the Coordinator.

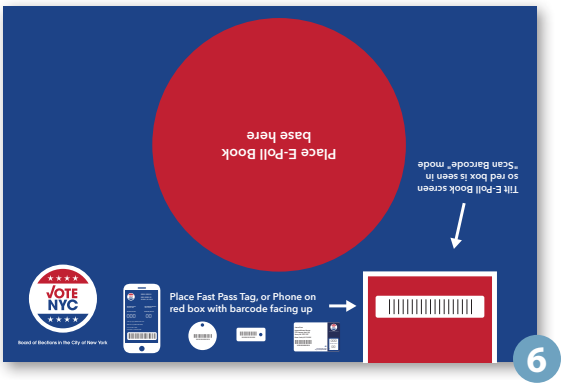
    Code on Scanner Tape

    The Borough of Queens has special procedures for placing, distributing, and recording Tri-Lingual Ballots. See the Appendix for these procedures.

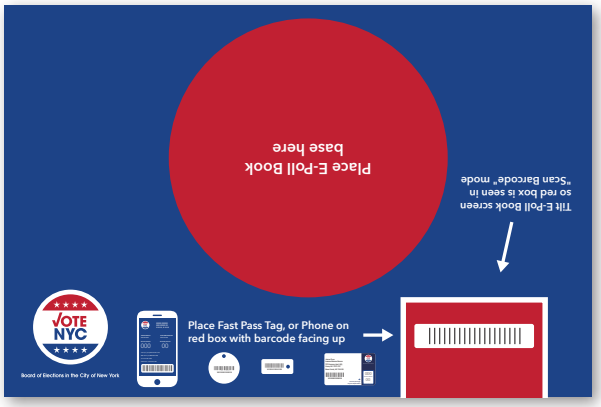
11. Remove the Lime Green E-Poll Book Case in the supply cart. Open the case and set up the E-Poll Book according to the instruction manual in the case, and place mat. Remove green seal and place in ED Police Envelope. Confirm ED/AD is loaded onto the E-Poll Book.

Meet the E-Poll Book



1. Power Button
2. Poll Book & Plastic Shell
3. Stand Arm
4. Poll Book Base
5. Camera
6. Desk Pad

6



1. Green Case
2. Poll Book
3. Stand Base
4. Type C Cable to Type C Adapter
5. (2) Stylus
6. Desk Pad
7. Screen Cloth
8. Black Power Bank

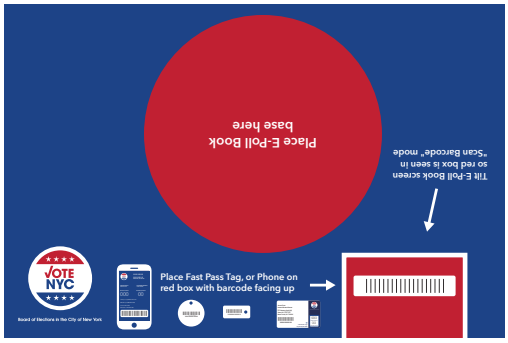
Opening Procedure: E-Poll Book Setup

1. Stand Arm

To attach the stand arm to the poll book shell, press the buttons on the side of the arm and place in circular opening. Release buttons and rotate the arm until you hear a click.

2. Connect Arm to Base

Take stand arm and place into poll book base. Once attached, rotate poll book, making sure the camera is on top, oriented in a landscape position.



3. Desk Pad for E-Poll Book

After E-Poll Book is on the stand, place the round base of the E-Poll Book on the red circle where indicated on the Desk Pad.

Opening Procedure: E-Poll Book Setup (continued)

4. Power On Poll Book

Press the power button on the top left edge of the unit until you see the Apple icon, then release. The poll book will power on, and the poll book application with launch automatically.

Note: Poll book will power on if connected to AC power.

5. Home Screen Checklist

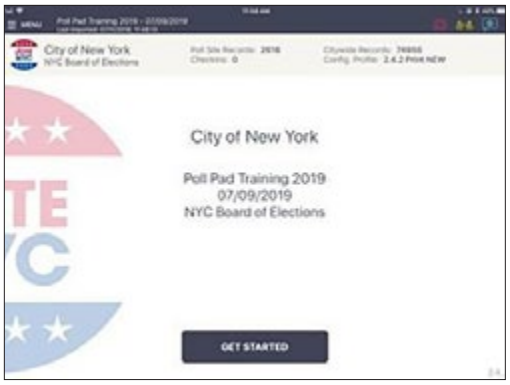
- Name of Borough
- Election Name and Date
- Polling Place Location is Correct (Most Important)
- Check-in Count = 0 (If count is not 0 contact the Coordinator)
- Battery Life is Close to Full (90% or greater)

Note: When battery life is 50% connect the poll book to the black power bank located in your green case.

6. Stylus

The stylus in the E-Poll Book case is for poll worker use only. Stylus pens are provided for voters to take with them to mark their ballots. They will keep them for sanitary reasons.

Opening Procedures: Poll Book Icons & Sleep/Wake



Cloud Sync Icons & Colors

Poll book is currently connected and synchronizing with the Cradlepoint.

Poll book is in the process of connecting to the Cradlepoint.

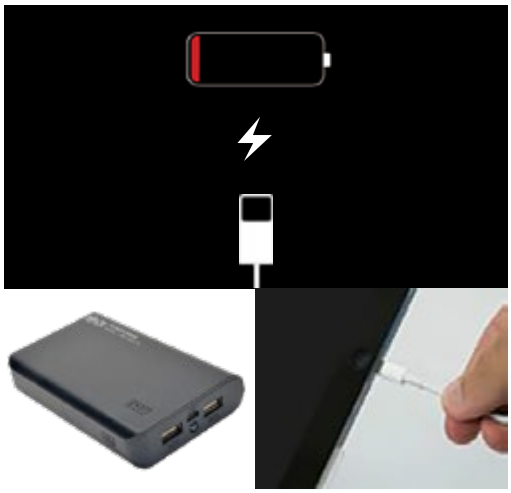
The poll book is currently disconnected and not synchronizing with the Cradlepoint. Poll book will continue to work and check in voters. Contact the Coordinator.

Sleep/Wake

If your poll book screen goes dark after inactivity, press the **Home** button to wake.

Early Voting – the poll book screen will not go dark unless it is done manually.

Troubleshooting



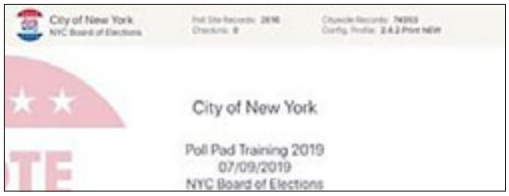
Charging Poll Book (50%)

1. Take the black power bank and USB charging cable out of the green case
2. Plug USB end of power cable into the black power bank.
3. Plug power cable into Lightning Connector on poll book.
4. Press the button on the side of the power bank to turn it on.
5. Resume normal operations.

Note: To confirm your unit is charging, verify battery icon is green and lightning bolt is displayed.

Opening Poll Book

1. If application does not automatically launch when powered on, touch the poll book App at the bottom of the Home Screen.
2. Verify the correct homepage displays on-screen.

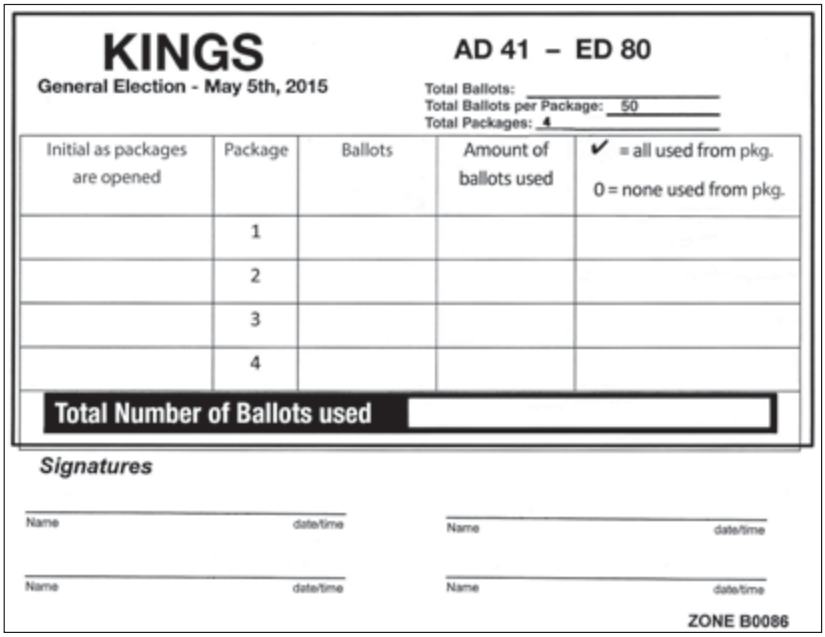


Poll Book Screen Is Unresponsive

Contact the Coordinator.

ED Table Inspector Job: Opening the Poll Site (continued)

12. Complete the **Ballot Transmittal Sheet** (packaged on top of the first package of scannable ballots). **Note: If it is a Primary Election there will be a separate Ballot Transmittal Sheet and separate ballots for each party. If there is only one package of ballots, there is no Ballot Transmittal sheet.**



KINGS

General Election - May 5th, 2015

AD 41 – ED 80

Total Ballots: _____
Total Ballots per Package: 50
Total Packages: 4

Initial as packages are opened	Package	Ballots	Amount of ballots used	✔ = all used from pkg. 0 = none used from pkg.
	1			
	2			
	3			
	4			

Total Number of Ballots used

Signatures

Name date/time Name date/time

Name date/time Name date/time

ZONE B0086

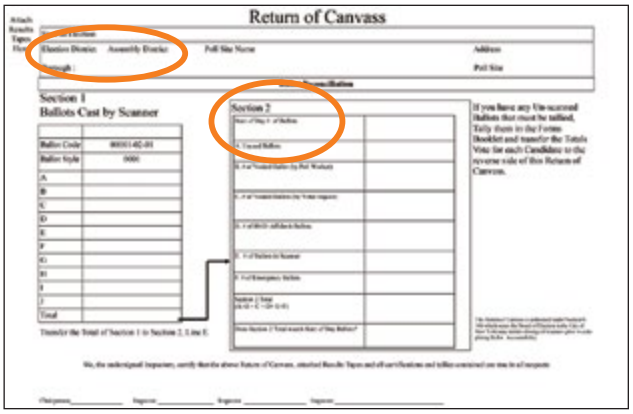
Remove strip marked "PULL TO OPEN" and lift the wrapping. Ballots will stay in the package and can be removed one at a time.

- Count packages without unwrapping and multiply by 50 which is the amount in each package. Enter total on Total Ballots line above.
- Initial next to Package #1 and put the form back in the sleeve on the inside door of the cart with extra ballots. You do not have to use a form for the Affidavit Ballots.
- Use this form and initial each time you remove a package of ballots from the cart throughout the day.

ED Table Inspector Job: Opening the Poll Site (continued)

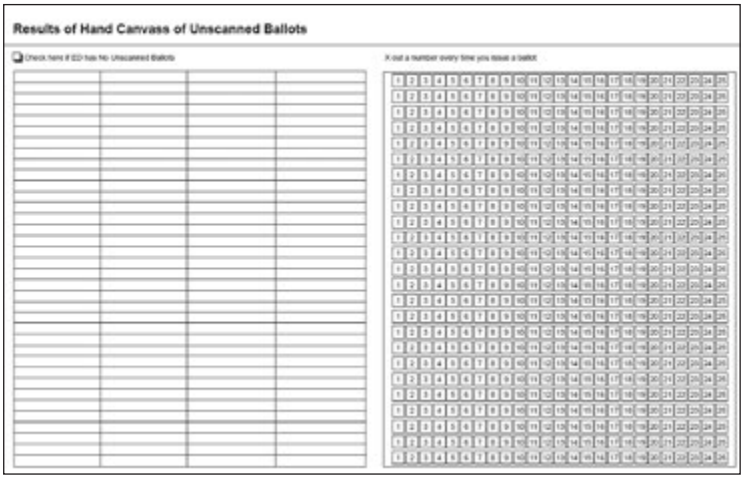
13. Complete the **Return of Canvass** (2 forms found in the Grey Transport Bag). Check that the pre-printed ED/AD on the form is correct and if not, tell the Coordinator. Record the total number of ballots you started with in the space marked "START OF DAY TOTAL."

    Please turn over the **Return of Canvass** and fold it in half. On the right side of the back of the page, there are horizontal rows numbered 1–25 and 26–50. There are 50 ballots in each package. **Note: You must keep this sheet on the ED Table and current so that we can do ballot accountability during the day.**



14. Check the **Sample Ballot Poster** to be sure it matches the real ballots and that the same language(s) appear on both documents. If not, tell the Coordinator. There may be two posters if the ballot continues to the back side or it is a Primary Election with different ballots.

15. Set up the **ED/AD Sign** (directions in the bag), attach the Sample Ballot Poster(s) to the pole, and place the sign on the side of the table. **Do not** place behind the table.



16. Position the Supply Cart behind or to the side of your table, but be sure the public cannot reach the ballots.

17. Complete the opening section of the ED Seals Report in the ED Forms Booklet.

18. Sign the Time Sheet in the ED Forms Booklet before you start. If this cannot be done, please be certain to sign sometime during the day.

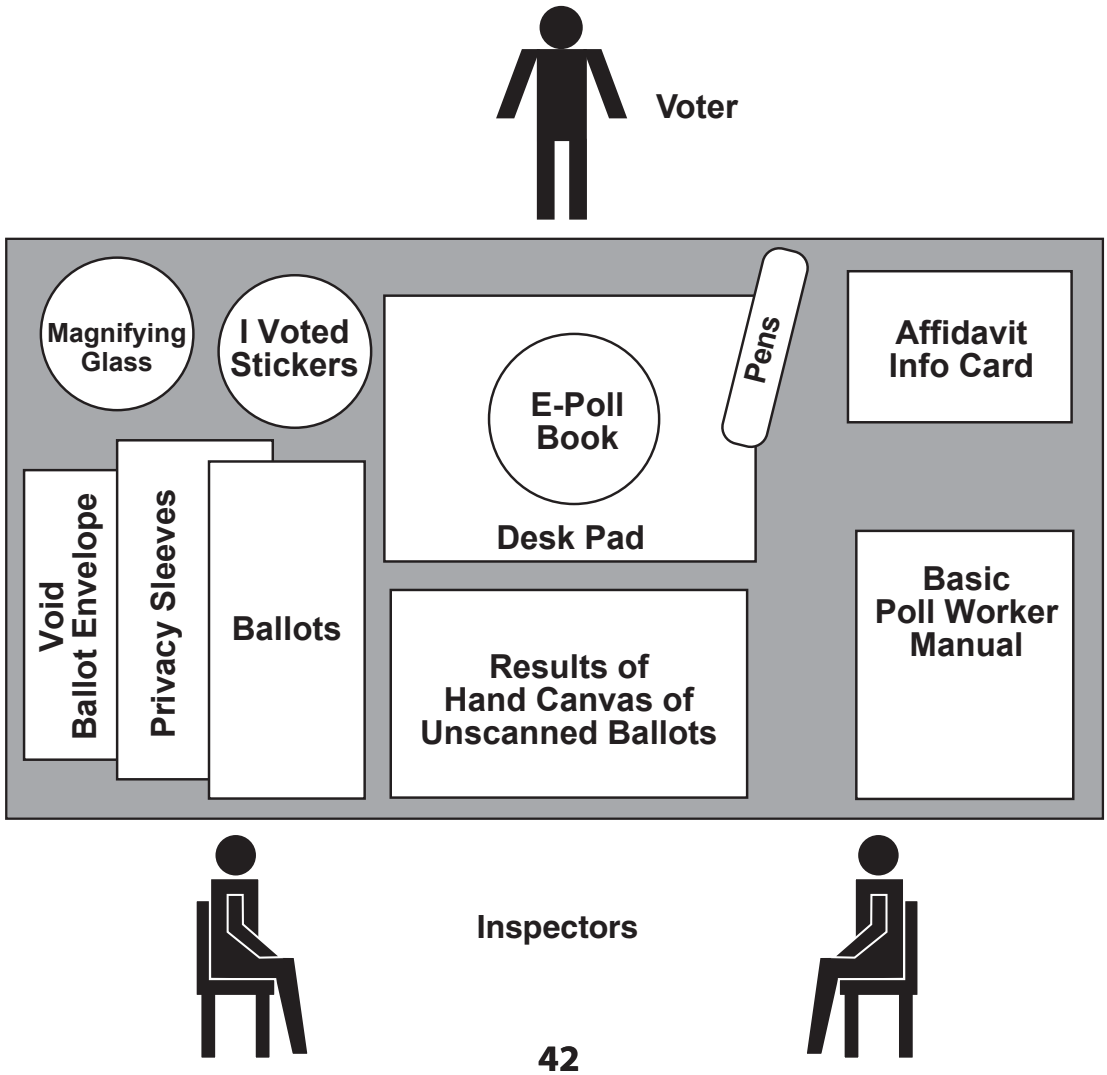
19. Insert your badge from the Notice to Work Card into the badge holder and put on your badge. Put the remaining portion of the Notice to Work Card in the Notice to Work Envelope stapled inside the ED Forms Booklet and sign the Time Sheets in the **Forms Booklet**.

20. You are now ready to serve the voters.

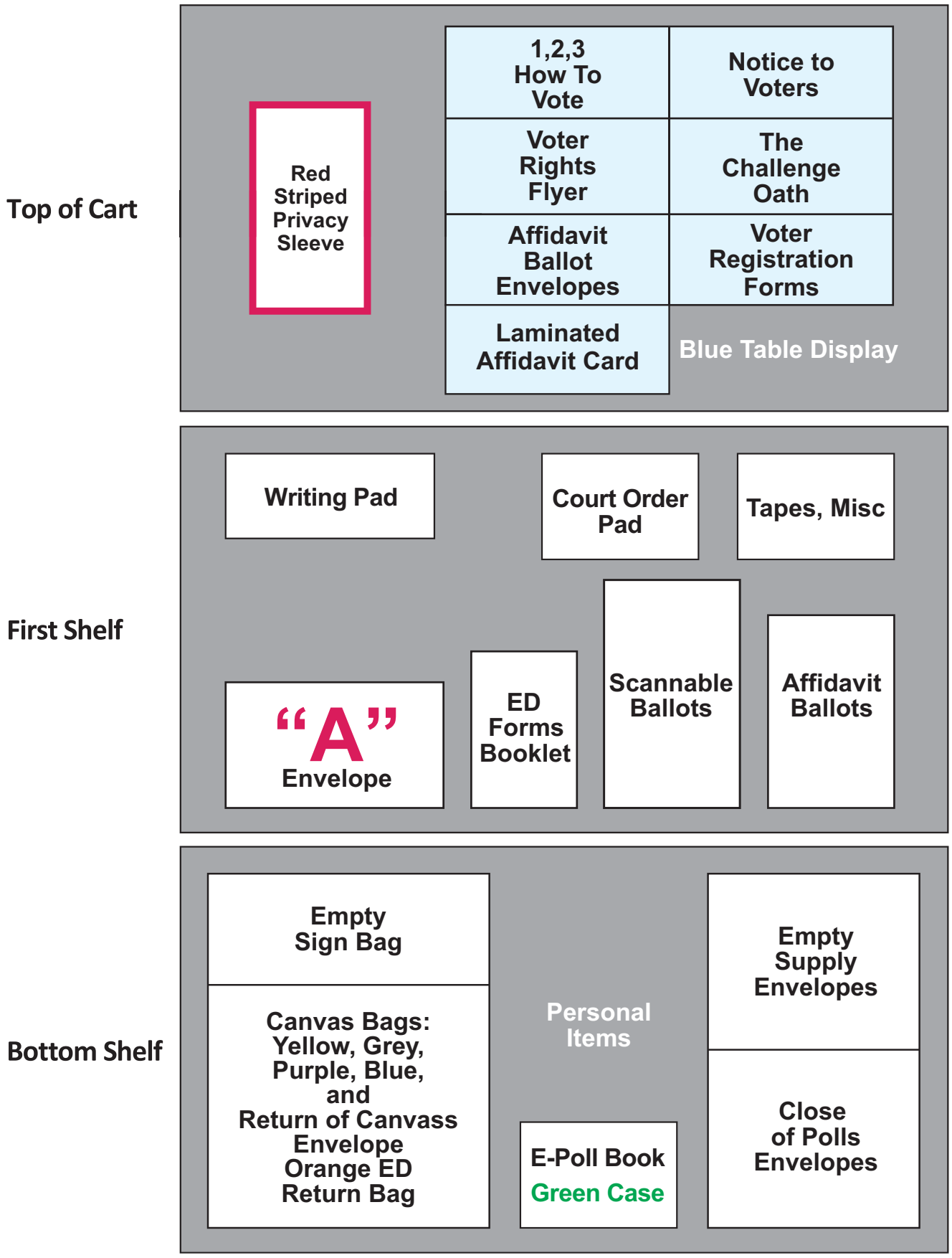
CAUTION: DO NOT LET ANY BALLOTS OUT OF YOUR SIGHT at any time.
You are accountable for every ballot (used and unused) at the close of polls.

ED Table Layout

- It is important to keep the table neat and organized. Only items most often used should be on the table. Items that are not used as often are to be placed on or in the Supply Cart.
- The Inspector Affidavit tent card contains information on one side for the Inspector, listing reasons for an Affidavit.
- All supplies for voting an Affidavit Ballot are in the Blue Table Display on the top of and first shelf of the Supply Cart.
- Special Situations are listed in the Basic Poll Worker Manual with procedures on how to handle each situation. Keep the manual open to these pages when serving the voters.
- The manual also contains a procedure page for Using an Affidavit Ballot and for Using a Court Order.
- The E-Poll Book in your supply cart contains voter information for the ED/AD at your table. E-Poll Books are specific to one ED Table. All ED Tables at the Poll Site must open all lime green cases and use designated E-Poll Books. The top left corner of the E-Poll Book screen will display 5 digits by the Poll Site name. The first 2 digits are the AD. The last 3 digits are the ED. (For example: 24012 indicates the E-Poll Book is designated for ED Table 012/24.)



ED Supply Cart Layout



Scanner Inspector Job: Opening the Poll Site

Each Poll Site has a minimum of two Scanners. Two bipartisan Scanner Inspectors oversee the setup, use, and closing of each Scanner. You will find Scanner Opening and Closing Instruction Cards on the outside of the Scanner. **All Scanners must be opened.**

ARRIVE NO LATER THAN 5:00 A.M.

- If your Poll Site door is locked, ring the bell or knock loudly on door/windows to alert the custodian of your presence.
- If you are still unable to enter, call the Borough Office (number on back of manual). If the Coordinator is present, he or she should make the call.

Locate the Coordinator and introduce yourself.

1. Go to the lowest numbered ED of the lowest AD Supply Cart to get your supplies which include: Scanner Supply Envelope; extension cord(s), Privacy Panels, Small Yellow Pouch and "Wait Here" Scanner sign (black canvas bag).

Extension Cord(s)

Privacy Panels

Small Yellow Pouch

Scanner Supply Envelope

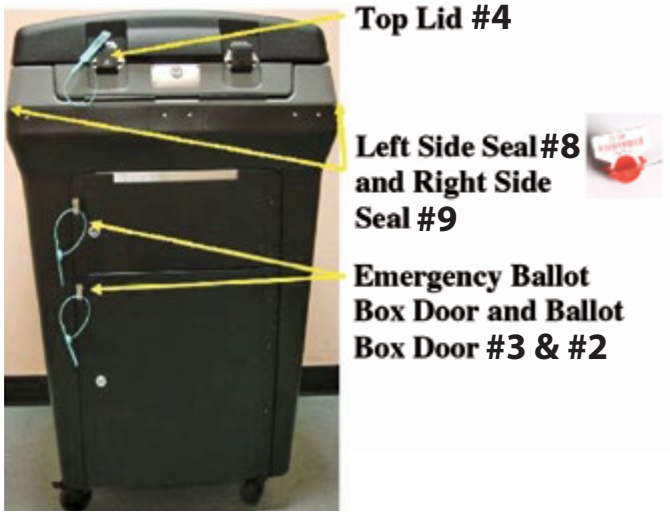
Wait Here Sign found in Black Canvas Bag

2. Meet the Coordinator at the Scanner to receive the Scanner Police Envelope. The Inspector will check that the Scanner unit number is correct. If not, he/she will notify the Coordinator who will call the Borough Office.
3. Confirm contents of **Scanner Police Envelope** using checklist on the envelope. The envelope contains the Seals Report, seals, Election Security Code, Key Envelope and Special Instruction Envelope (if any). If you are assigned to Scanner A, you will have additional seals for emergency use. **Note: Any seals that are removed are to be placed inside this envelope.**
4. Confirm the contents of the **Scanner Supply Envelope** using the checklist on the envelope and if anything is missing, tell the Coordinator.

Scanner Inspector Job: Opening the Poll Site (continued)

5. If the Scanner is not already in place, position it as shown on the Poll Site Floor Plan which is on top of each ED Supply Cart. Turn the Scanner so you can see the lock. Step down on the lever – **do not use hands or step with open toed shoes** to prevent injury. Place back of Scanner towards the wall. Be sure privacy panels are in place. "Wait Here" sign is 5 feet in front of the Scanners (use tape measure).

6. Remove the Seals Report from the Scanner Police Envelope. Check that the seal numbers on the report match the seal numbers on the outside of the Scanner and initial the report by the seal numbers. There are five seals. The red seals on the left and the right sides are permanent. If a seal does not match, ask the Coordinator to call the Borough Office to report it and write the number on the report.



BOARD OF ELECTIONS
IN THE CITY OF NEW YORK
PRINTED AS OF:
6/11/2015 11:01:41AM

SEAL PACK REPORT
Primary Election 2015 - 09/10/2015
KG
INSPECTOR COPY

TENTATIVE
SUBJECT TO CHANGE

Scanner Seal Pack ID: 68872, Assigned To: KG0135

Location	Type	Color	When Used	Number	Insp Init
1. PMD/Printer Compartment Door	Paper Label	Yellow	During Day	01941233	_____
2. Ballot Box Door	Plastic	Green	Opening	15580322	_____
3. Emergency Ballot Box Door	Plastic	Green	Opening	15580323	_____
4. Top Lid	Plastic	Green	Opening	15580324	_____
2. Ballot Box Door	Plastic	Yellow	During Day	12961864	_____
3. Emergency Ballot Box Door	Plastic	Yellow	During Day	13577526	_____
2. Ballot Box Door	Plastic	Red	Closing	17730461	_____
3. Emergency Ballot Box Door	Plastic	Red	Closing	17730462	_____
4. Top Lid	Plastic	Red	Closing	17730463	_____
5. Ballot Bin Liner Case	Plastic	Red	Closing	17730464	_____
6. Screen	Paper Label	Green	Opening	3228550	_____
7. Backup Door	Paper Label	Red	Permanent	01941222	_____
Small Yellow Scanner Pouch	Tab Insert	Yellow	Closing	3344531	_____
Existing Seals on KG0135					
Left Side Seal	Wire	Red	Permanent	_____	_____
Right Side Seal	Wire	Red	Permanent	_____	_____

Inspector: _____ Date: _____

Inspector: _____ Date: _____

Scanner Inspector Job: Opening the Poll Site (continued)

7. Remove keys from the Scanner Key Envelope found in the Scanner Police Envelope. Using the silver key, open the power cord compartment at the back of the Scanner. Unwrap the cord and plug into the extension cord, then into the wall outlet. **Note: Connect no more than two Scanners to each extension cord. DO NOT use the BMD extension cord for the Scanners.** If you are missing an extension cord, please ask your Coordinator to request more.

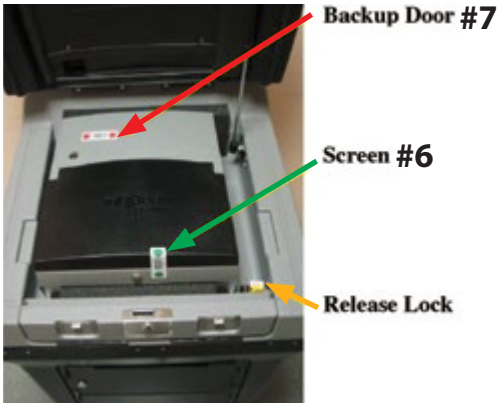
8. You should hear a faint beep. If not, check that the plug is connected to the black power converter in the back of the Scanner.

9. Check that the metal bar in the power cord compartment is held in place by the white clip and if not, push to close it. Leave the compartment door open.

Ensure the white clip is closed and leave power cord compartment open.

10. Remove the green seal from Top Lid (Location #4) and put it in the Scanner Police Envelope. Use the **silver** key to unlock the lid – turn left and remove key. Unlock latches on the lid and lift.

11. Use the Seals Report to check the following seals on the interior of the Scanner. If they match, initial the report. If they do not match, tell the Coordinator.
    - Release lock (yellow) – listed on report – **DO NOT REMOVE SEAL**
    - Backup door (red) – Location #7 – **DO NOT REMOVE SEAL**
    - Screen seal (green) – Location #6 – **TAKE OFF THE SEAL** and put in Scanner Police Envelope



12. Use the black barrel key to unlock the screen. Lift the screen up from the front and you should hear a beep as the screen automatically turns on. If not, check the power cord and if there is still a problem, tell the Coordinator. Return key to Scanner Key Envelope and place into Scanner Police Envelope.

13. Check the yellow paper seal at the PMD compartment (location #1) matches the Seals Report, and if so, initial where indicated.

14. While the Scanner is booting up, remove the green seal from the Emergency Ballot Box door (location #3). Open the door with the silver key and make sure the box is **empty**. **Note: Make sure the emergency slot is closed.** If yes, close and re-lock the door. If not tell the Coordinator.

15. Reseal the door with the yellow plastic numbered seal designated for that purpose in the Seals Report and initial the report.

16. Remove the green seal from the Ballot Box (location #2) and put it in Scanner Police Envelope. Use the silver key to open the door. Remove the Ballot Bin Liner case. Check the inside of the box and the bin liner to be sure they are **empty**. If not tell the Coordinator. If empty, put the Ballot Bin Liner case back inside and make sure the lids/flaps are up so the bin can receive ballots.

Scanner Inspector Job: Opening the Poll Site (continued)

17. Close and lock the ballot box door. Reseal the door with the yellow plastic numbered seal shown on the Seals Report for that purpose. Initial the report where indicated.

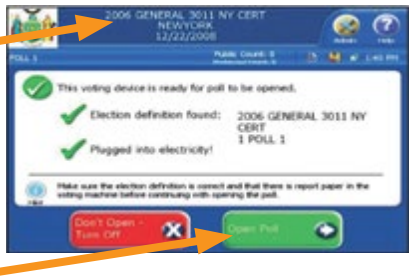
18. Return keys to the Scanner Police Envelope. Place the envelope into the plastic pouch on the back of the Scanner until the close of polls.

19. Put up the privacy panels with the logo facing out.

20. Enter the Election Security Code provided to you in the Police Envelope and press **"Accept."** Scanner will print a Configuration Report Tape. **DO NOT TEAR OFF TAPE YET.** If not printing, tell the Coordinator immediately.

21. Screen will display Poll Site name and address. Make sure they are correct and if not, tell the Coordinator who will call the Borough Office **IMMEDIATELY.**

22. Look at the screen to check power to be sure the Scanner is plugged in correctly. Green indicates the Scanner is receiving electricity. Red means the Scanner is using the battery.



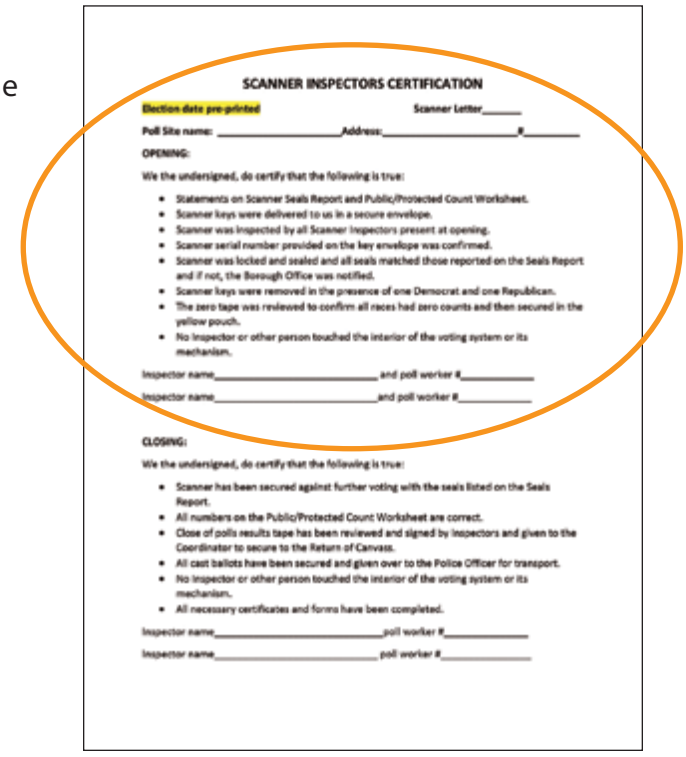
Press **green "OPEN POLL"** button and Scanner will print a Zero Report Tape. Make sure all vote totals for every candidate or proposal are zero.

23. Tear off the tape containing both the Configuration and Zero Report Tape. Write the Scanner letter on the tape and both Scanner Inspectors sign the report tape. **Note: Poll Watchers are allowed to see this tape before it goes in the pouch.** Put the tape in the small Yellow Scanner Pouch, and put the pouch in the clear plastic sleeve on the back of the Scanner or on open door until close of polls.

Scanner Inspector Job: Opening the Poll Site (continued)

24. If tape is pink, you need to replace the paper roll. See instructions in Scanner: Troubleshooting.
25. Set up the "Wait Here" sign five feet in front of the Scanners. Instructions for how to set up are in the bag.
    - Put the empty supply envelopes and sign bag out of the way.
26. Be sure the "Do Not Tamper" sign is posted near the Scanners.
27. **At 6:00 a.m.** press the green **"GO TO VOTING MODE"** button. The Coordinator will announce the time.
28. The "Insert your ballot" screen appears on the screen and the system is ready for voting.
29. Make sure the Public Count is Zero. If not tell the Coordinator.
30. Enter the Public Count and Protected Count in the Public/Protected Count Work Sheet found in the Scanner Booklet. Fill in the Scanner letter from the front of the Scanner.
31. Fill in the Poll Site and Scanner information on the cover and inside forms of the Scanner Booklet.
32. Both Scanner Inspectors must sign the Scanner Inspectors Certification for Opening in the Scanner Booklet.

You are now ready to serve the voters.



SCANNER INSPECTORS CERTIFICATION

Election date pre-printed Scanner Letter_____

Poll Site name: _____Address:_____#_____

OPENING:

We the undersigned, do certify that the following is true:

- Statements on Scanner Seals Report and Public/Protected Count Worksheet.
- Scanner keys were delivered to us in a secure envelope.
- Scanner was inspected by all Scanner Inspectors present at opening.
- Scanner serial number provided on the key envelope was confirmed.
- Scanner was locked and sealed and all seals matched those reported on the Seals Report and if not, the Borough Office was notified.
- Scanner keys were removed in the presence of one Democrat and one Republican.
- The zero tape was reviewed to confirm all races had zero counts and then secured in the yellow pouch.
- No Inspector or other person touched the interior of the voting system or its mechanism.

Inspector name_____ and poll worker #_____

Inspector name_____and poll worker #_____

CLOSING:

We the undersigned, do certify that the following is true:

- Scanner has been secured against further voting with the seals listed on the Seals Report.
- All numbers on the Public/Protected Count Worksheet are correct.
- Close of polls results tape has been reviewed and signed by inspectors and given to the Coordinator to secure to the Return of Canvass.
- All cast ballots have been secured and given over to the Police Officer for transport.
- No inspector or other person touched the interior of the voting system or its mechanism.
- All necessary certificates and forms have been completed.

Inspector name_____poll worker #_____

Inspector name_____ poll worker #_____

Example of Seals and Seals Report

The Seals, Seals Report and the Security Code come inside the Scanner Police Envelope. The Seals Report shows:

1. Seal numbers are pre-printed on the report.
2. When checking seals already on the Scanner, find that seal on the report. Seals are listed by description, location and type of seal – paper or plastic.
3. The report will tell you when during the day the seal is used. For example: Ballot Box Door is Location #2 but that door uses three different seals at different times. If opening the Scanner, you would look at the #2 for "opening."
4. Once you find the correct seal and when it is used, check that the numbers are the same. If so, initial on the line. If different, tell the Coordinator before proceeding and write down the number on the report.
5. At the close of polls both Scanner Inspectors must sign the Seals Report.

- **Note: green seals are on the Scanner at opening and will be replaced, yellow seals are used as replacement seals, and red seals are not to be removed.**
- Seals that are already on the Scanner: **green** if to be removed and **red** if they are not to be removed.
- Seals to be put on the machine during the day or potential replacement: **yellow**.
- Seals to be put on at close of polls: **red**.

BOARD OF ELECTIONS
IN THE CITY OF NEW YORK
PRINTED AS OF:
6/11/2015 11:01:41AM

SEAL PACK REPORT
Primary Election 2015 - 06/10/2015
KG
INSPECTOR COPY

TENTATIVE
SUBJECT TO CHANGE

Scanner Seal Pack ID: 68872, Assigned To: KG0135

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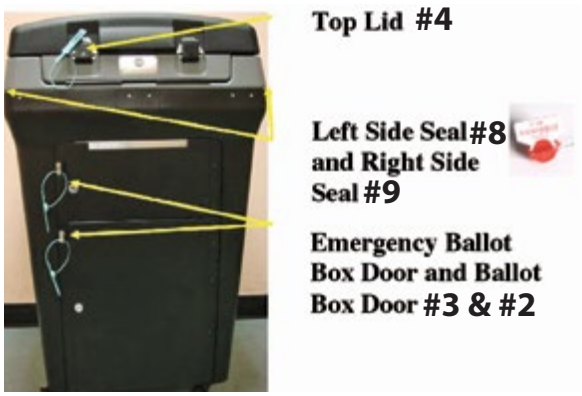
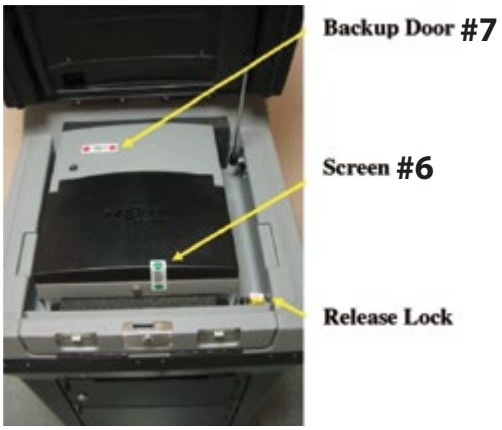
Small Yellow Scanner Pouch	Tab Insert	Yellow	Closing	3344531	_____
Existing Seals on KG0135					
Left Side Seal	Wire	Red	Permanent	_____	_____
Right Side Seal	Wire	Red	Permanent	_____	_____

Inspector: _____ Date: _____

Inspector: _____ Date: _____

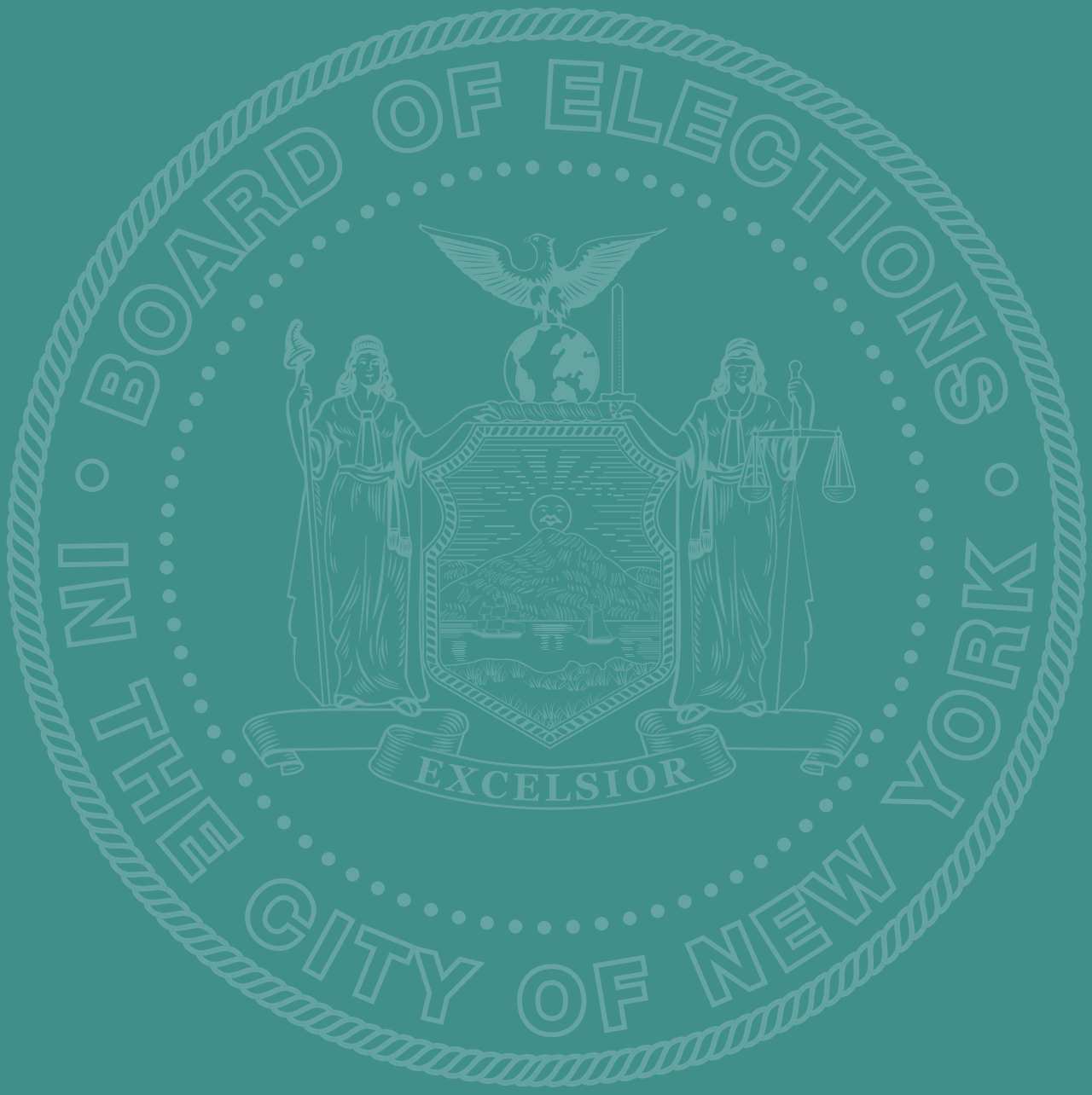
Example of Seals and Seals Report (continued)





PMD Compartment #1

SERVING THE VOTERS



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Overview of the Voting Process

A voter will follow three simple steps to cast his or her vote at the Poll Site.

STEP 1
GET YOUR BALLOT

- Voters who do not know their ED/AD number should stop at the Information Table first for directions.
- The voter then goes to his or her ED/AD Table to sign in on the E-Poll Book.
- After signing the E-Poll Book, the Inspector at the ED/AD Table will issue a paper ballot inside a black striped privacy sleeve which has instructions on how to mark the ballot.
- Special situations including affidavit ballot and court order are addressed in the manual.

STEP 2
MARK YOUR BALLOT

- After marking their scannable ballot, the voter places it in the privacy sleeve and takes it to a Scanner. The Scanner Inspector will instruct the voter on which Scanner to use.
- Affidavit Ballots are returned in the sealed envelope to the ED Table.

STEP 3
SCAN
YOUR BALLOT

- The voter waits in a single line behind the "Wait Here" Scanner sign for the next available Scanner.
- The voter removes the ballot from the privacy sleeve, inserts the ballot into the Scanner to cast his or her vote, and returns the sleeve to the Scanner Inspector.
- Scanner Inspectors are stationed 5 feet away from the Scanner and ready to assist upon request.
- The voter receives an "I Voted" sticker.

ED Table Inspector Job: Serving the Voters

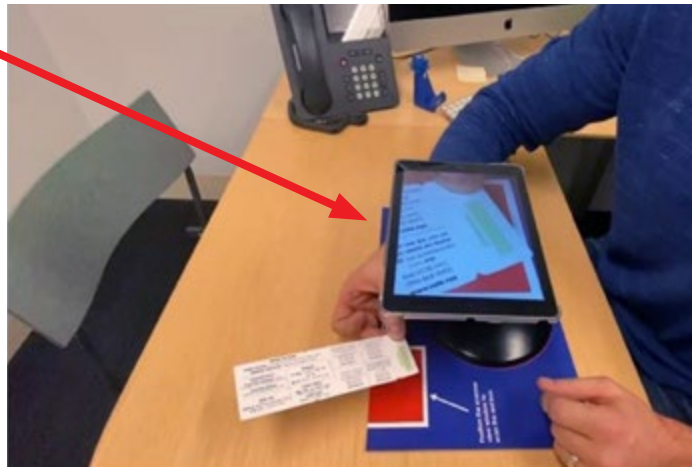
Greet the voter with a smile and welcome.

1. Voter appears at ED Table and announces name and address to Inspector #1. If you are unsure of the name, ask for it to be repeated, spelled out, or written on a piece of paper.
2. Inspector #1 finds the voter in the E-Poll Book. Follow the prompts on your E-Poll Book.

- **DO NOT ASK THE VOTER FOR ID UNLESS "ID REQUIRED" IS NEXT TO THEIR NAME IN THEIR VOTER RECORD.**

- Voters receive a Fast Pass Tag yearly.
- The Fast Pass Tag comes in many versions. It can be a rectangle, a circle or digital.
- The digital version would be on the voter's cell phone.
- If a voter provides a Fast Pass Tag, you may scan it to find the voter's record, using the correct graphic on the Poll Pad Mat.

- Tilt the screen so that red box is seen in "Scan Barcode" mode.
- Place the Fast Pass Tag or Card on the red rectangle as shown on the right.
- The bar code must be facing up for the E-Poll Book to scan the Fast Pass Tag or Card.



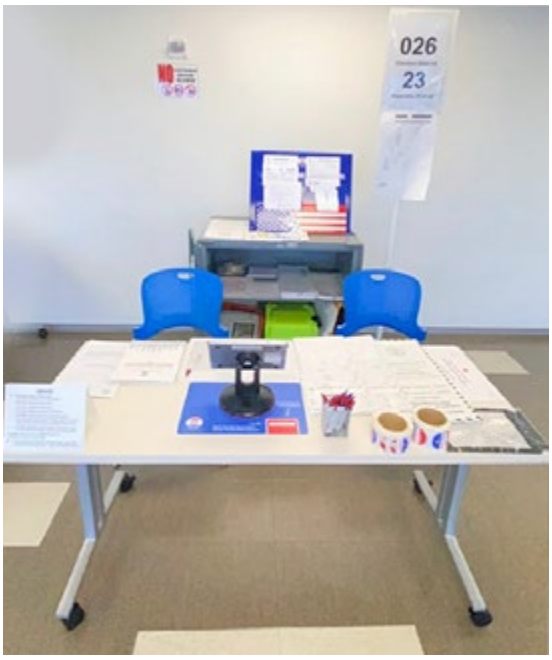
ED Table Inspector Job: Serving the Voters (continued)

3. IF IT IS A PRIMARY ELECTION, Inspector(s) must confirm party enrollment.

4. When you open a package and hand out ballots, start with the first row. X the number 1 on the manual tally sheet on the back of the Return of Canvass, then number 2 and continue until you X both rows ending with 50. When you get to 50 your package will be empty. Continue this process with each package of ballots. **Note: You must keep this sheet on the ED Table and current so that we can do ballot accountability during the day.**

5. Inspector #2 places the ballot inside the black striped privacy sleeve and reminds the voter that the sleeve contains voting instructions. The voter is directed to the Privacy Booths. **Note: Privacy sleeves MUST be given to every voter.**

6. Give the voter an "I Voted" sticker. If there are children with the voter, offer them a Future Voter sticker.



Processing Voters: Search by Manual Entry

1. Search by Name

Press **Manual Entry** to locate the voter by using his or her first and last name.

2. Enter Voter's Name

Use the on-screen keyboard to enter the first three (3) letters of the voter's last and first name, then press **SEARCH**.

3. Select Voter's Record

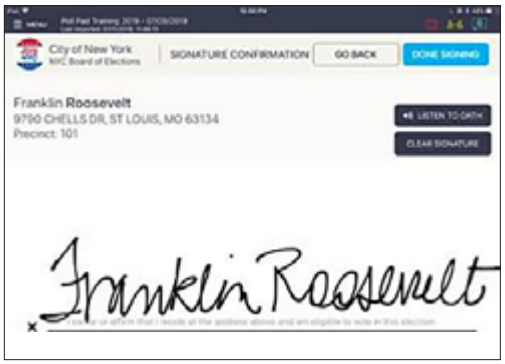
Records matching the search criteria display on screen. Locate the voter's record and verify all information is correct. Then select the voter by touching his or her record.

Note: Search results show both in-poll site and out-of-poll site voters. Out-of-poll site voters display in gray with an indicator that reads "Wrong Location."

Processing Voters: Search by Manual Entry (continued)

4. Voter Confirmation

Screen displays voter's information. Verify information; if all is correct, press **ACCEPT**.



5. Voter Signature

Rotate the poll book to the voter to complete their oath and capture signature. Once complete, rotate back and press **DONE SIGNING**.

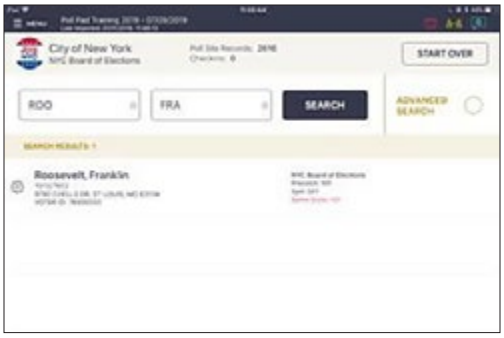
6. Poll Worker Confirmation

Poll worker confirmation screen will appear. Poll worker verifies signature and confirms all information is correct. If correct, initial and press **SUBMIT**.

7. Processed Voter

Good Job! You successfully processed the voter.

Processing Voters: ID Required



1. Look Up Voter

Records matching the search criteria display on screen. Locate the voter's record and verify all information is correct. Then select the voter by touching his or her record.

2. Follow Prompt

Press the button for the form of valid ID the voter presents. (If voter cannot or refuses to produce ID, offer an Affidavit Ballot.)

Early Voting – Refer voter to Affidavit Table. If voter refuses Affidavit Ballot, they can request Court Order. See Court Order for final processing.

3. Voter Confirmation

Screen displays voter's information. Verify information; if all is correct, press **ACCEPT**.

Processing Voters: ID Required (continued)

4. Voter Signature

Rotate screen to capture voter signature. Once complete, rotate back and press **DONE SIGNING**.

5. Poll Worker Confirmation

Poll worker confirmation screen will appear.

Poll worker verifies signature and confirms all information is correct. If correct, initial in provided field, then press **SUBMIT**.

6. Processed Voter

Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.

Processing Voters: Affidavit Ballot

1. Look Up Voter

Look up the voter's record using either Scan Barcode or Manual Entry instructions.

2. Locate Voter's Record and Read Prompt

A prompt will appear. Follow written instructions to process by Affidavit Ballot. Press **ISSUE AFFIDAVIT BALLOT**.

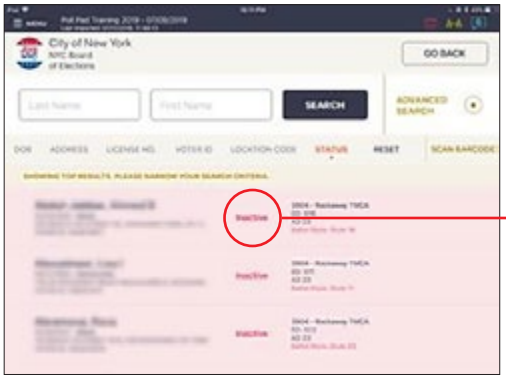
3. Follow Prompt

An affidavit banner will appear across the top of the screen. Verify voter information and complete check-in process.

Processing Voters: Inactive Voter

1. Look Up Voter

Look up the voter's record using either Scan Barcode or Manual Entry instructions.



2. Locate Voter's Record and Read Prompt

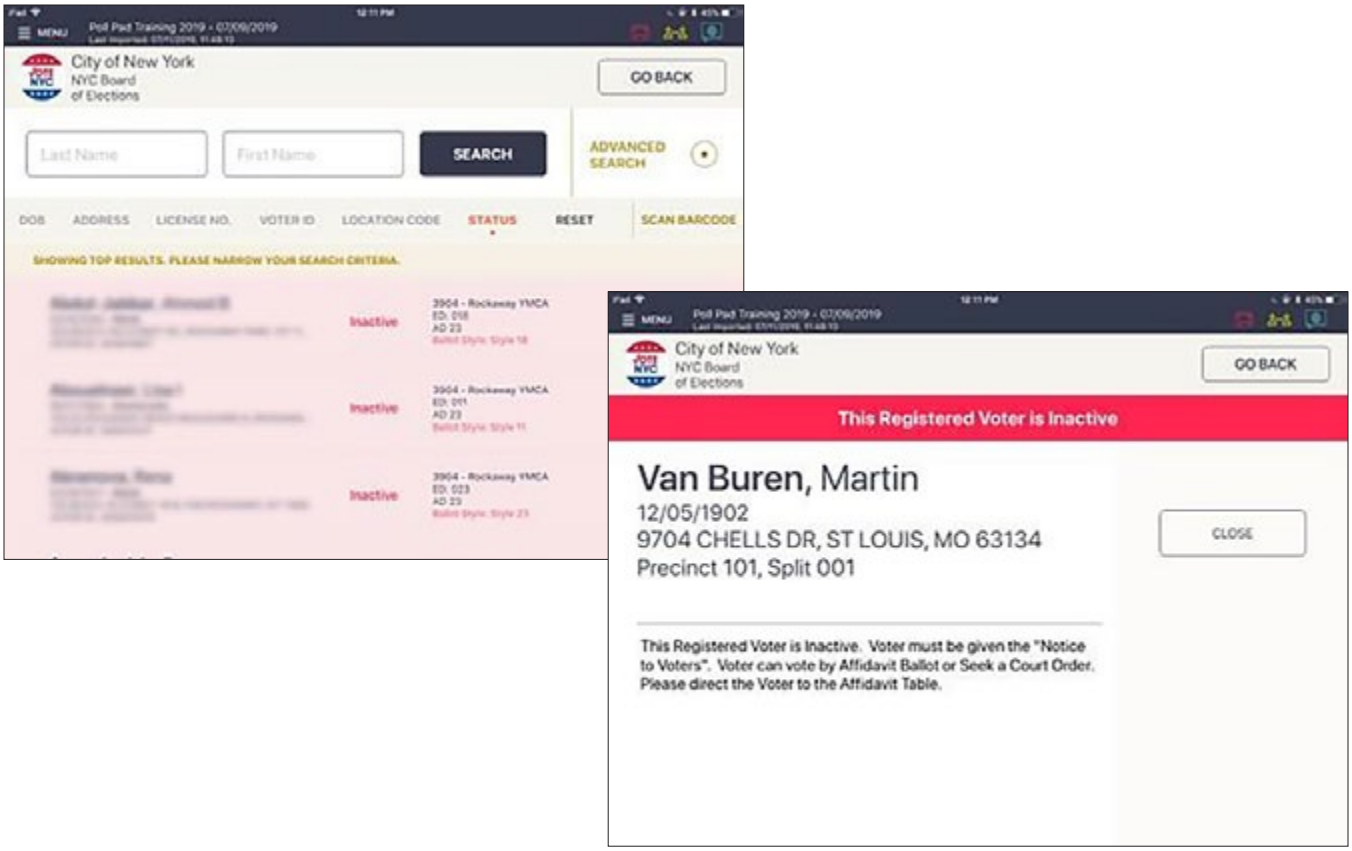
Locate the voter's record. You'll notice their record contains a status that reads "Inactive." Press **VOTER RECORD**.

Inactive

3. Follow Prompt

Read the instructions on the prompt and offer the voter an Affidavit Ballot.

Processing Voters: Inactive Voter (continued)



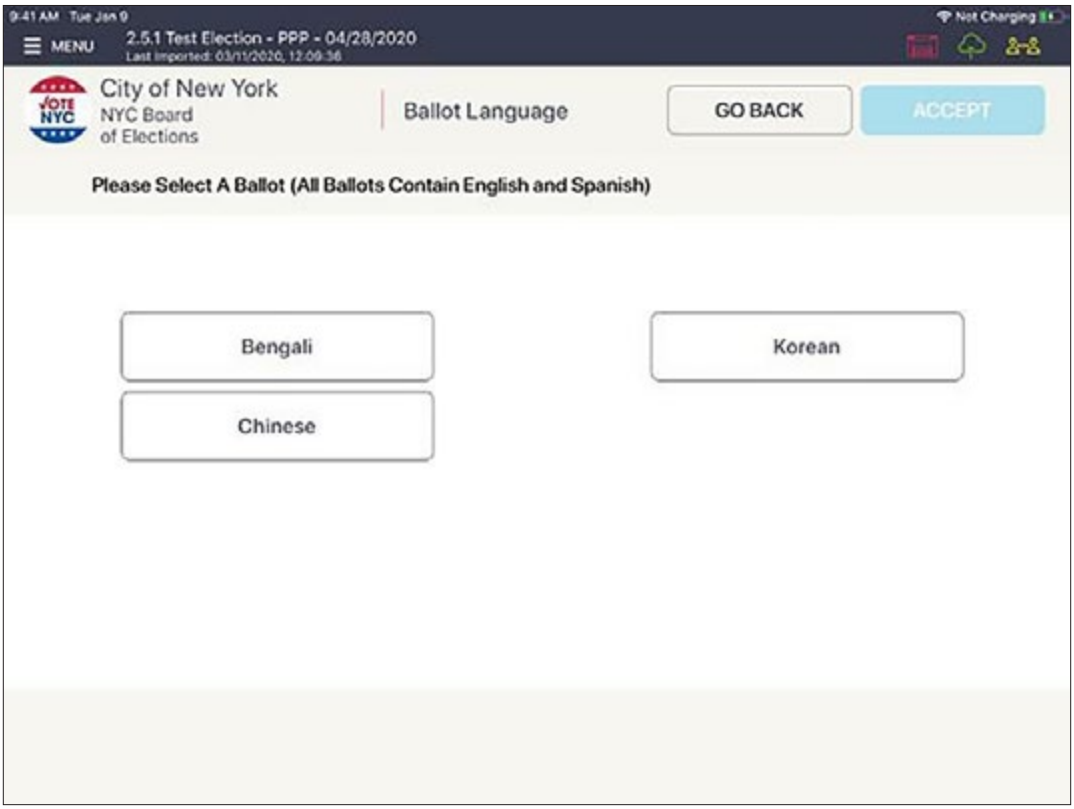
Election Day and Affidavit Table for Early Voting

Inactive voters are included in the Poll Pad. Their record is shaded red and contains a status that reads "Inactive." Read the instructions on the prompt displayed after selecting the voter record, hand the voter a copy of the "Notice to Voters" and offer the voter an Affidavit Ballot.

Early Voting – Ballot Station Check-In Table

Inactive voters are included in the Poll Pad. Their record is shaded red and contains a status that reads "Inactive." Read the instructions on the prompt displayed after selecting the voter record and hand the voter a copy of the "Notice to Voters" and direct them to the Affidavit Table.

Processing Voters: Queens Only

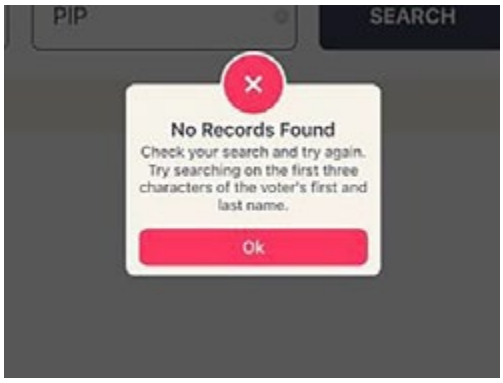


Language Selection

When processing voters in ED/AD combinations that have multiple language ballots available (Queens only), a screen will present itself before the voter signs to select the voter's preferred ballot language. Instruct the voter to select the correct ballot from the provided printed list on the table and then select the appropriate option on the Poll Pad. (*Please randomize language selections for voters who don't have a language preference. All ballot styles contain English and Spanish.)

Receiving multiple ballot packages labeled as (version 1 / version 2 / version 3) refers to trilingual ballots to be issued at the ED Table.

Processing Voters: Advanced Search

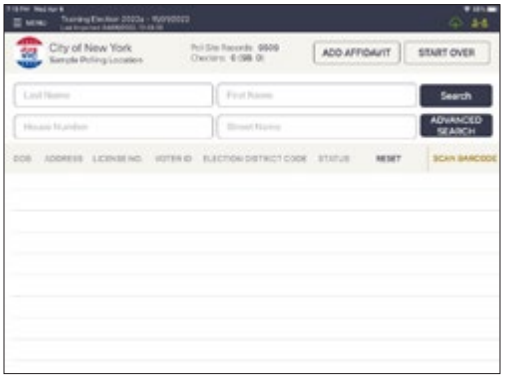


1. Voter Not Found

If Manual Entry has been used to search for a voter by name and address, and they are still not found, a pop-up will appear reading, **No Records Found**. Press **OK** to go back to Voter Lookup.

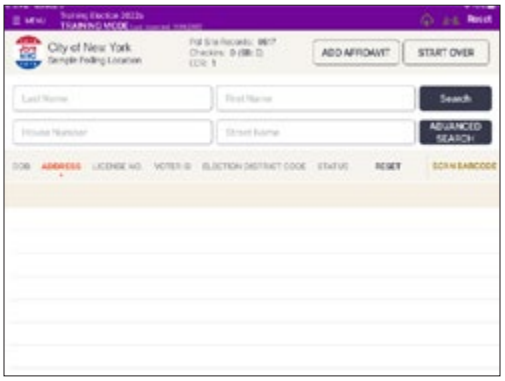
2. Advanced Search

Once back on the Voter Lookup Screen, press **ADVANCED SEARCH** and then tap **RESET**.



3. Search By

Look up voter by using **DATE OF BIRTH (DOB)**. All voters with that DATE OF BIRTH (DOB) will appear in alphabetical order. If Voter is found, process voter. If you are still not able to find the voter you can try one last advanced search filter. Tap on the "OK" option on the pop-up, and tap on "Reset" option. Tap on the "Address" filter option. Then enter the voter's street name from their address. Scroll down until you find voter's complete address on the list. Tap on the correct address. IF you still are not able to find the voter after attempting **ADVANCED SEARCH**, go to Step 4.



4. Voter Not Found

If the voter agrees to vote by affidavit, tap on the **ADD AFFIDAVIT** option to begin adding the affidavit voter to the E-Poll Book. Follow the prompts.

Note: If voter refuses Affidavit Ballot, offer voter a court order certification.

Processing Voters: Voter Requires Assistance/Challenge

1. Voter Assistance/Challenge

If a voter requires assistance or is challenged, press either the Assistance Required box or Challenge Voter box found on the Poll Worker Confirmation page.

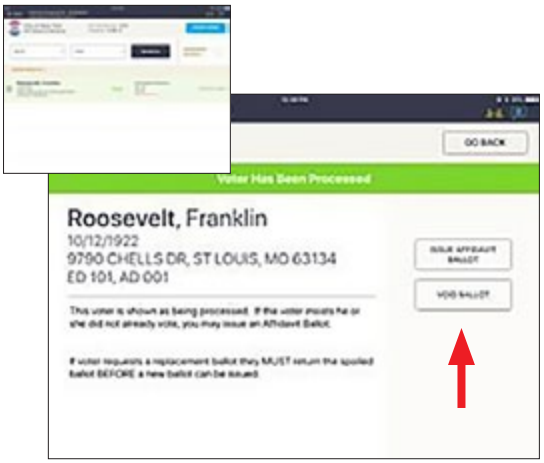
Note: For Challenge Voter, go to Step 2.

☐ Challenge Voter ☐ Assistance Required

2. Voter Is Challenged

Issue the paper Challenged/Assistance Oath to the voter and/or assistant. The Challenge Reason drop down box will appear on the screen. Choose the reason for the Challenge and press **CONTINUE**. Poll worker completes voter check-in process.

Processing Voters: Already Voted/Voiding a Ballot



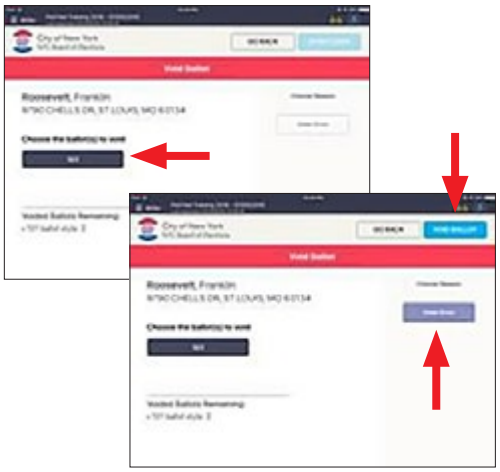
1. Look Up Voter

Look up the voter's record. Once located you will notice the record is shaded green and is marked as Voted. Press the record and read the prompt in its entirety.

2. Issue Affidavit Ballot

This voter is shown as being processed. If the voter insists he or she did not already vote, you may issue an Affidavit Ballot or Court Order.

Early Voting – Refer voter to Affidavit Table. If voter refuses Affidavit Ballot, offer Court Order request.



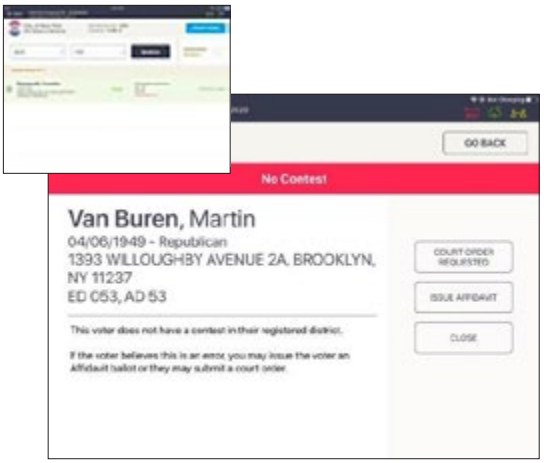
3. Void Ballot

If voter requests a replacement ballot they **MUST** return their spoiled ballot BEFORE a new ballot can be issued.

To void ballot, press **VOID BALLOT**. Banner will read Void Ballot. Choose the ballot style number of the spoiled ballot. Choose reason to void (e.g., Voter Error). Press **VOID BALLOT** to complete process.

Note: You will notice Voided Ballots Remaining Count will decrease for each ballot that is voided. Maximum number is 3.

Processing Voters: No Contest



1. Look Up Voter

Voter has no PRIMARY ELECTION in their district. If the voter insists on voting, they may vote by Affidavit Ballot or request a Court Order.

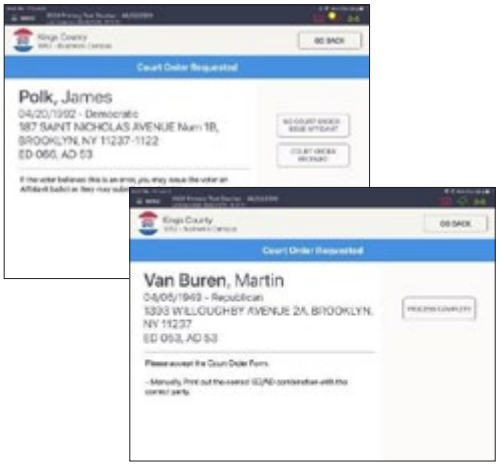
If the voter accepts that there is no contest, click the close button.

Early Voting – If voter insists on voting, refer them to the Affidavit Table.

2. Verify Voter's Info

If the voter chooses to vote by Affidavit Ballot, click **PROCESS COMPLETE**.

Early Voting – manually print the Affidavit Ballot for the voter's correct ED/AD.



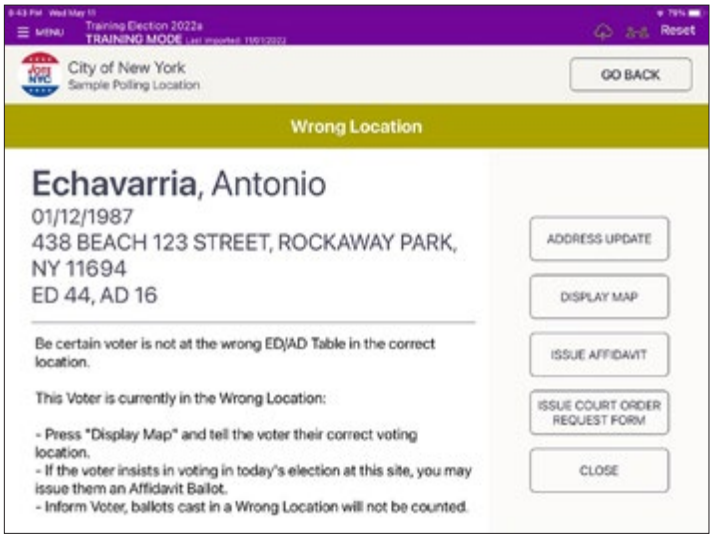
3. Court Order Request

If voter chooses to request a Court Order, when they return with the Court Order, click **COURT ORDER RECEIVED**.

After issuing the voter the correct ballot, press **PROCESS COMPLETE**.

This procedure is the same for Early Voting and Election Day.

Processing Voters: Voter in Wrong Location



1. Voter Is in Wrong Location

Press **DISPLAY MAP** to get the correct location. The voter may visit the Information Table to receive a referral slip.

If voter insists on voting in this location, offer voter an Affidavit Ballot. Inform voter that votes cast in the wrong location will not be counted.

2. Early Voting

If voter insists on voting, refer them to the Affidavit Table. Follow procedures in E-Poll Book for option to issue an Affidavit Ballot.

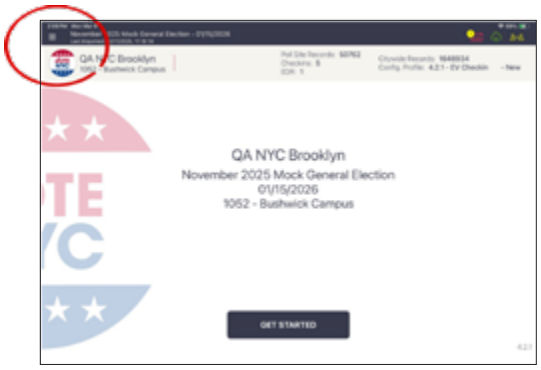
Processing Voters: Voter with Court Order

Voter Returns with Court Order

1. Voter's name will be highlighted in pink and will indicate Court Order Requested.

2. Click on **COURT ORDER RECEIVED** and issue correct ballot to voter.

Processing Voters: Poll Watchers/Summary Report

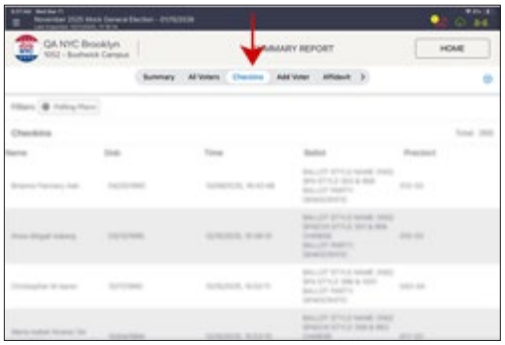


1. Menu

Press **MENU** in the top, left corner of screen.

2. Summary Report

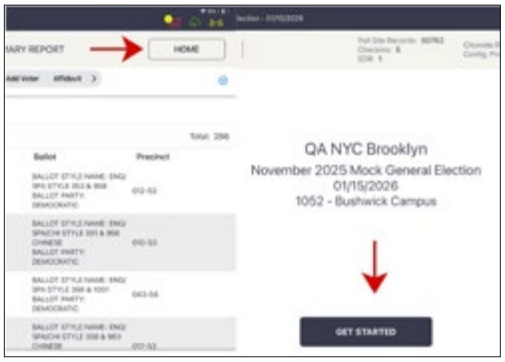
Press **SUMMARY REPORT**.



3. Checked In Voters

Press **CHECKED IN VOTERS**.

Voters who have been processed will show on screen. You can use the stylus to scroll up/down the list.



4. Continue Processing Voters

Press **HOME** button and **GET STARTED** button to resume checking in voters.

ED Table Inspector Job: Serving the Voters (continued)

Special Situations

Use this list to find procedures on the following pages:

TABLE OF CONTENTS

	Affidavit or Challenge		
1	A	CANNOT FIND NAME IN E-POLL BOOK	p. 71
2	A	E-POLL BOOK SHOWS NO OR WRONG SIGNATURE	p. 72
3	A	VOTER QUESTIONS PARTY ENROLLMENT IN A PRIMARY ELECTION	p. 72
4	A	E-POLL BOOK SAYS "ID REQ." & ID CANNOT BE PRODUCED	p. 73
5	A	VOTER WANTS A NEW BALLOT – AFFIDAVIT BALLOT	p. 73
6	A	VOTER IS AT WRONG POLL SITE– INSISTS ON VOTING	p. 73
7	A	VOTER SIGNS IN WRONG PLACE /VOTER LISTED IN E-POLL BOOK AS ALREADY VOTED	p. 73
8	A	VOTER IS INACTIVE	p. 74
9	A	VOTER HAS NO CONTEST IN THIS ELECTION	p. 74
10	A	VOTER HAS BEEN ISSUED AN ABSENTEE/EARLY MAIL BALLOT	p. 74
11	C	VOTER CANNOT SIGN BUT MAKES A MARK	p. 74
12	C	VOTER IS CHALLENGED	p. 75
13	C	VOTER'S AGE IS IN QUESTION	p. 75
14		i. VOTER HAS MOVED INTO DIFFERENT ED/AD ii. VOTER HAS MOVED WITHIN SAME ED/AD – OR – VOTER HAS CHANGED NAME	p. 75 p. 76
15		VOTER NEEDS ASSISTANCE OF INTERPRETER	p. 76
16		VOTER NEEDS ASSISTANCE – OTHER	p. 76
17		VOTER WANTS A NEW BALLOT – SCANNABLE	p. 77
18		EMERGENCY BALLOTS	p. 77
19		SMALLER PARTY PRIMARY	p. 77
20		ABSENTEE, EARLY MAIL BALLOTS AND POLL WORKER SPECIAL BALLOTS DELIVERED TO THE POLL SITE	p. 77

ED Table Inspector Job: Serving the Voters (continued)

Special Situations

Most voters will fall into the "perfect" category. However, it is when things do not go perfectly that you need to find help quickly. Use the chart below to find the problem and the solution. Do not try to commit this to memory – there are too many variables and some of these situations happen very rarely. **Remember to be patient and listen carefully.**

IF	THEN
USING AFFIDAVIT BALLOT	COMPLETE INSTRUCTIONS ON Pages 78–80.
USING A COURT ORDER	COMPLETE INSTRUCTIONS ON Page 81.
1. YOU CANNOT FIND NAME IN E-POLL BOOK	• Confirm the spelling of the name. • Check that the first and last names have not been reversed. If the voter's name does not appear, tap on gray X in each name box to delete name. • Enter voter's address in the space below the name – a drop down of possible addresses will appear. • If the voter still does not appear, clear the address boxes by tapping on the gray X in each box. • Tap on Advanced Search on E-Poll Book. Press Reset button. Go to DOB and ask for the voter's date of birth. Fill in the 2 digit month, 2 digit date and 4 digit year. All voters with that date of birth will appear alphabetically. If the voter is listed, and all information is correct, you can continue with the check-in process. • If you still cannot locate the voter's name, offer them an Affidavit Ballot if they insist on voting, or offer a Court Order Certificate. • If the voter agrees to vote by affidavit, tap the "Add Affidavit" option to begin adding the affidavit voter into the E-Poll Book. • Enter the voter's last name, first name and date of birth – then ask the voter what party they claim to be enrolled in. • Tap on the "Next" option to go to step 2. • Enter the voter's house number and street name. While you enter the street name, a list of possible address matches will appear. Select the correct address and it will autofill the city, state and zip fields. • Tap on the "Next" option to go to step 3.

ED Table Inspector Job: Serving the Voters (continued)

1. YOU CANNOT FIND NAME IN E-POLL BOOK (continued)	• Confirm the voter's ED/AD which should match the ED/AD of your table. **If the voter is in the wrong poll site, a "Wrong Location" pop-up will appear. Remind the voter that a ballot cast in the wrong location may not be counted. • Enter the password on the next screen – 3242 – same as the void ballot. Tap on "Next." • The final step asks the ED Table Inspector to confirm the information typed into the E-Poll Book. Confirm this information with the voter and the Inspector initials in the poll worker box. Tap "Submit" to finish adding the voter to the E-Poll Book. • Tap "Accept" and continue with the process for an affidavit ballot. • **Note: In a Primary, ask the voter if they are registered in one of the parties conducting a Primary Election. If their party is not holding an election, their name will be on the list as No Contest. If the voter insists on voting, issue an Affidavit Ballot.**
2. E-POLL BOOK SHOWS NO OR WRONG SIGNATURE	• Inform voter that he/she must vote an Affidavit Ballot. • Use the "Add Affidavit" procedure. – Tap Start Over – Tap Search – Tap Add Affidavit • If the voter refuses to vote the Affidavit Ballot, offer the voter a Court Order Certificate. • **Note: A wrong signature is one that is not the same name. If a signature is for the same name but does not match, that becomes a challenge and they are offered the Challenge Oath.**
3. VOTER QUESTIONS PARTY ENROLLMENT IN A PRIMARY ELECTION	• If it is a Primary Election and the voter says he/she is registered to a different party than what is shown on the E-Poll Book, the voter must vote by Affidavit Ballot. • Use the "Add Affidavit" procedure. – Tap Go Back – Tap Search – Tap Add Affidavit

ED Table Inspector Job: Serving the Voters (continued)

4. E-POLL BOOK SAYS "ID REQ"	• The voter must show one of the IDs listed next to their name in the E-Poll Book. Check the box for the ID presented in the E-Poll Book. • Tap the box for the form of ID shown by the voter. • If the voter **does not have ID or refuses to show ID**, offer the voter an Affidavit Ballot or Court Order Certificate.
5. VOTER WANTS A NEW AFFIDAVIT BALLOT	• Enter the voter's name to bring up their record and tap on Void Ballot. • Give the voter another ballot. • Voter is entitled to up to 3 ballots. After that, they must request a court order. • Fold ballot and write "Void" on the back. Mark "V" if reason is voter and "P" if reason is Poll Worker. • Look up the voter's name in the E-Poll Book. – Tap void ballot – Enter password 3242 to void ballot • Give the voter a new ballot. • Place the Void Ballot in the Void Ballot Envelope.
6. VOTER IS AT WRONG POLL SITE BUT INSISTS ON VOTING	• Issue the voter an Affidavit Ballot. • **Note: If voter is listed as wrong location in the E-Poll Book, press "Display Map" and check their ED/AD in the record to determine if they are at the wrong ED/AD table in the poll site.**
7. VOTER SIGNS IN WRONG PLACE / VOTER LISTED IN E-POLL BOOK AS ALREADY VOTED	• Issue the voter an Affidavit Ballot.

ED Table Inspector Job: Serving the Voters (continued)

8. VOTER IS INACTIVE IN THE E-POLL BOOK	• Immediately hand the voter a copy of the "Notice to Voters" found in the Blue Table Display. • If the voter address is the same as it is in the E-Poll Book, issue the voter an Affidavit Ballot. • If the voter address is different, use the Street Finder in the E-Poll Book to determine if the voter is in the correct location. • If the voter is in the correct location, click the "Update Address" button and enter the correct address information. • If the voter is not in the correct poll site, the Information Clerk will provide a referral slip to the correct poll site. If the voter comes back and insists on voting, issue an Affidavit Ballot. • If the voter refuses an Affidavit Ballot, offer them a Court Order Request.
9. VOTER HAS NO CONTEST IN THIS ELECTION (PRIMARY)	• Inform the voter they have no contest in this election. • If the voter insists on voting, issue an Affidavit Ballot. • Use the "Add Affidavit" procedure. – Tap Go Back – Tap Search – Tap Add Affidavit • If the voter refuses an Affidavit Ballot, offer them a Court Order Request.
10. VOTER HAS BEEN ISSUED AN ABSENTEE OR EARLY VOTE BY MAIL BALLOT	• Inform the voter that their record states they have applied for an absentee or early vote by mail ballot. • If the voter still wishes to vote and they are in the correct poll site, issue an affidavit ballot. • If they are not in the correct poll site, inform the voter that an affidavit ballot cast in the wrong poll site may not count. Direct them to the Information Table for a referral slip to their correct poll site. • Voters who have applied for an absentee or early vote by mail ballot are not eligible to receive a court order.
11. VOTER CANNOT SIGN BUT MAKES A MARK	• Issue a Challenge Oath and the voter can make a mark on the oath. • Issue the voter a scannable ballot. • If it is a permanent disability, give the voter a new voter registration form.

ED Table Inspector Job: Serving the Voters (continued)

12. VOTER IS CHALLENGED	A voter may be challenged by anyone allowed in the Poll Site. • Explain to the voter that they may only vote if they sign the "Challenge Oath." • Give the voter the paper Challenge Oath to complete. If the voter does not sign the oath, they may not vote but they can seek a Court Order.
13. VOTER'S AGE IS IN QUESTION	• The E-Poll Book contains the voter's age. If there is a clear and dramatic difference you should challenge the voter.
14. VOTER HAS MOVED	i. Voter moved into different ED/AD: • Use the Street Finder in in the E-Poll Book to confirm the voter is in the correct Poll Site. Tap on "Menu" in the upper left corner of the screen, then on the blue bubble marked "Street Locator." • Enter the voter's new address and use the drop down menu for the voter's mode of transportation. • If the voter's new address is in a different ED/AD at a **different Poll Site**, direct voter to the Information Table for a referral slip. • If the voter's new address is in a different ED/AD at the **same Poll Site**, direct voter to their new ED Table. • At the voter's new ED Table, tap on "Update Address" in the voter record in the E-Poll Book. Follow the prompts to enter the new address information. • Complete address update and process affidavit voter check-in. Issue an Affidavit Ballot. ii. Voter moved within same ED/AD: • Use the Street Finder in in the E-Poll Book to confirm the voter is in the correct Poll Site. Tap on "Menu" in the upper left corner of the screen, then on the blue bubble marked "Street Locator." • Enter the voter's new address and use the drop down menu for the voter's mode of transportation. • If the voter's new address is within the same ED/AD, tap on "Update Address" in the voter record in the E-Poll Book. Follow the prompts to enter the new address information. • Complete address update and process voter check-in. Issue a scannable ballot.

ED Table Inspector Job: Serving the Voters (continued)

14. OR VOTER HAS CHANGED NAME	• If the voter has had a name change, have the voter sign the name that is in the E-Poll Book on the signature line, then sign their new name above that signature. Complete voter check-in. • Use the Voter Information Correction Form in the back of the ED Forms Booklet by entering the voter name as it appears in the E-Poll Book in the second column, and the new name in the column next to it. • Issue a scannable ballot.
15. VOTER NEEDS ASSISTANCE OF INTERPRETER	Ask Interpreter for assistance if one is at the site. Tips to follow: • Talk to the voter not the Interpreter. • Speak clearly. Use short sentences. Speak slowly, not loudly. • Pause after each thought is complete. • Watch that Interpreter is keeping up with you and don't interrupt the Interpreter unless necessary. • Avoid excessive body gestures or body language. • If no Interpreter is available, the voter can mark their ballot on the BMD (screen shows required languages) or a bipartisan team of Inspectors speaking the required language can assist. • Offer a piece of paper and pen for alternate method of communication.
16. VOTER NEEDS ASSISTANCE – OTHER	If a voter requests assistance in marking his/her ballot, it can be provided by: • Bipartisan team of Poll Site Inspectors • Poll Site Interpreter • Any person the voter requests, EXCEPT their employer, union representative, poll watcher or candidate • Click the Assist Oath box on the E-Poll Book. Have the voter and the assistant complete the Assistance Oath (found in the ED Supply Bag). Place the completed Oath in the Completed Challenge and Assist Oath Envelope. **Note: If the voter is assisted by anyone other than a Poll Worker, the Assisted Oath must be sworn to and signed by the person assisting the voter.**

ED Table Inspector Job: Serving the Voters (continued)

17. VOTER WANTS A NEW SCANNABLE BALLOT

A voter is allowed up to three ballots. Void the first ballot before giving the voter a new one. After three attempts the voter must get a Court Order in order to get another ballot. **Note: If the Poll Worker damages a ballot, mark it "VOID – P" and put it in the Void Ballot Envelope.** This does not count as one of the three ballots the voter is allowed. Do not record Poll Worker voids in the E-Poll Book.

- Fold ballot and write "Void" on the back. Mark "V" if reason is voter and "P" if reason is Poll Worker.
- Look up the voter's name in the E-Poll Book.
  - Tap void ballot
  - Enter password 3242 to void ballot
  - Tap on ballot style number of voided ballot
  - Tap on Voter Error as reason
  - Tap on Void Ballot
- Give the voter a new ballot.
- Place the Void Ballot in the Void Ballot Envelope.

18. EMERGENCY BALLOTS

There is a box on the E-Poll Book for checking "Emergency Ballot." This is when ALL Scanners are not working. The Coordinator will tell you when to use these procedures.

- Voter signs the E-Poll Book.
- Tap the Emergency Ballot box in the E-Poll Book.
- Give the voter a scannable ballot.

19. SMALLER PARTY PRIMARY

- In an election where only a handful of voters may vote at your ED Table and the privacy of the voter may be compromised, you will receive special instructions.
- Such voters do not put their marked ballot into the Scanner and instead return it to the ED Table in a sealed envelope.

20. ABSENTEE/ EARLY MAIL BALLOTS AND POLL WORKER SPECIAL BALLOTS DELIVERED TO THE POLL SITE

- All Absentee Ballots, Early Vote by Mail Ballots and Poll Worker Special Ballots must be placed in the Official Ballot Box located at the Information Table in the poll site.

Using an Affidavit Ballot

Under the Help America Vote Act (HAVA) a voter must be offered an Affidavit Ballot even if the Inspector believes the voter is ineligible to vote in the election or is in the wrong Poll Site. Before issuing an Affidavit Ballot, inform voters that they have the right to request a Court Order to allow them to vote on an Election Day ballot.

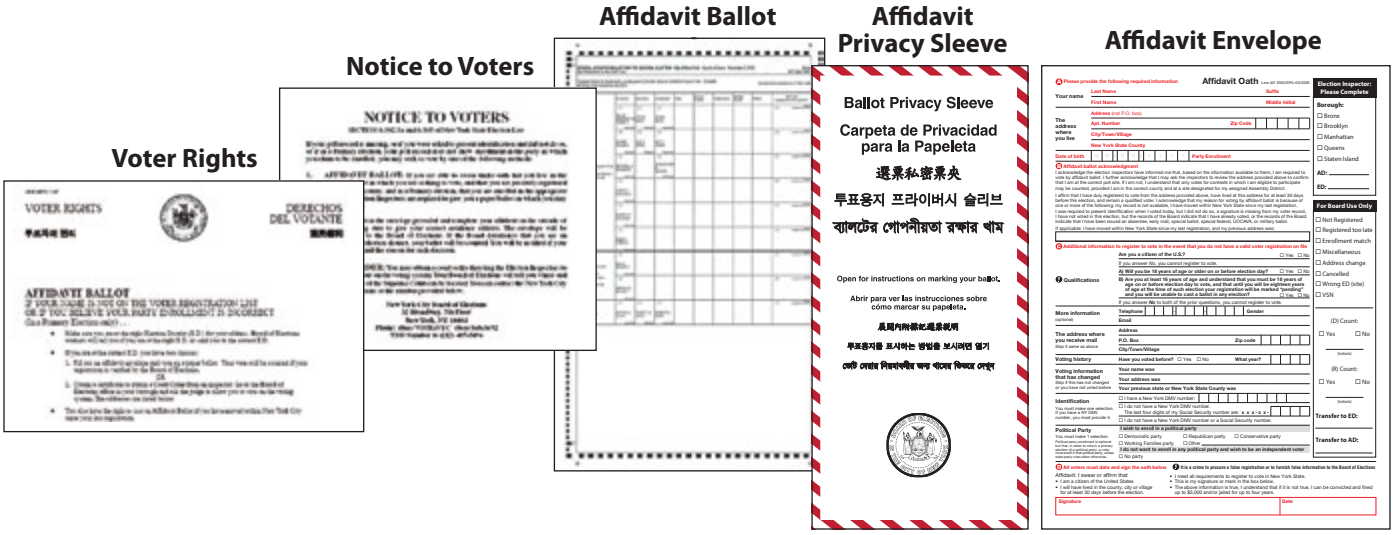
Note: Affidavit Ballots are returned inside an Affidavit Ballot Oath Envelope and researched prior to determining eligibility to be counted. The ballots are in separate shrink wrapped packages and have Affidavit printed on the back of them. They cannot be fed into the Scanners. If an Affidavit voter requests to use the BMD, no extra steps are required as the BMD will accept the Affidavit Ballots.

1. If the voter is listed in the E-Poll Book, **the voter does not sign the E-Poll Book**. The Inspector checks the Affidavit Box. Refer to Special Situations on pages 70–77. Complete affidavit voter check-in.
2. If voter is not listed in the E-Poll Book, tap the "Add Affidavit" option on the voter search screen.

- 1st screen – enter the voter name, date of birth and party (primary only).
- 2nd screen – type in the house number and click on "Street Name." A scroll down menu will appear for you to choose the correct address. Enter the "Unit Type" from the scroll down menu, then enter the Unit Number (apartment number).
- Tap "Next" for the ED/AD screen. If the voter is in the wrong poll site, the "Wrong Location" pop-up will appear. Remind voter that ballots cast in the wrong location will not be counted. Direct them to the Information Table for a referral slip to the correct poll site.
- **Only if the voter insists on voting at the wrong location, tap "Allow" on the pop-up. An "Enter Password" pop-up will appear. Enter 3242 to continue. Complete affidavit voter check-in and issue the voter an Affidavit Ballot.**
- If the voter is in the correct poll site, there will be no pop-up. Complete affidavit voter check-in and issue the voter an Affidavit Ballot.

Using an Affidavit Ballot (continued)

3. Place the following items in the red striped Affidavit Privacy Sleeve and direct the voter to a Privacy Booth or BMD.



4. The voter marks the ballot, completes the information on the envelope, places the ballot in the envelope and seals it, and returns the envelope and empty privacy sleeve to the Inspector.

5. It is your responsibility to complete the Inspector portion of the Affidavit Envelope at the bottom of Section D. Use the laminated card as a guide.

6. Place the sealed Affidavit Ballot Envelope in the Large "A" Envelope in your Supply Cart.

7. If the voter uses an Affidavit Ballot and they are not currently registered to vote, the Affidavit Envelope will serve as a Voter Registration form. They do not need to fill out a separate Voter Registration form.

A laminated copy of this sample will be available at your ED Table.
Example of Affidavit Ballot Envelope filled out correctly:

All yellow highlighted areas must be filled in by the voter.

All blue highlighted areas must be filled in by the Inspector.

Section highlighted in gray is optional unless voter is registering to vote or changing voter registration information.

VOTE NYC

Board of Elections in the City of New York

Serving The Voters

INSPECTOR MUST COMPLETE

Election Inspector: Please Complete

Borough:
- ☐ Bronx
- ☐ Brooklyn
- ☐ Manhattan
- ☐ Queens
- ☐ Staten Island

AD: AD#

ED: ED#

A Please provide the following required information

Affidavit Oath

Line 401 ENG/SPA r03/2026

Your name
- Last Name: DOE
- Suffix:
- First Name: JOHN
- Middle Initial: A

The address where you live
- Address (not P.O. box): 123 ANY STREET
- Apt. Number: 1A
- Zip Code: 0 0 0 0 0
- City/Town/Village: CITY WHERE VOTER LIVES
- New York State County: BOROUGH WHERE VOTER LIVES

Date of birth: 0 0 / 0 0 / 2 0 2 5 **Party Enrollment:** POLITICAL PARTY

B Affidavit ballot acknowledgment

I acknowledge the election inspectors have informed me that, based on the information available to them, I am required to vote by affidavit ballot. I further acknowledge that I may ask the inspectors to review the address provided above to confirm that I am at the correct poll site. If I am not, I understand that only votes for contests in which I am eligible to participate may be counted, provided I am in the correct county and at a site designated for my assigned Assembly District.

I affirm that I have duly registered to vote from the address provided above, have lived at this address for at least 30 days before this election, and remain a qualified voter. I acknowledge that my reason for voting by affidavit ballot is because of one or more of the following: my record is not available, I have moved within New York State since my last registration, I was required to present identification when I voted today, but I did not do so, a signature is missing from my voter record, I have not voted in this election, but the records of the Board indicate that I have already voted, or the records of the Board indicate that I have been issued an absentee, early mail, special ballot, special federal, UOCAVA, or military ballot.

If applicable: I have moved within New York State since my last registration, and my previous address was:

C Additional information to register to vote in the event that you do not have a valid voter registration on file

ONE MUST BE CHECKED

Qualifications
- Are you a citizen of the U.S.? ☒ Yes ☐ No
  - If you answer *No*, you cannot register to vote.
- A) Will you be 18 years of age or older on or before election day? ☒ Yes ☐ No
- B) Are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote, and that until you will be eighteen years of age at the time of such election your registration will be marked "pending" and you will be unable to cast a ballot in any election? ☒ Yes ☐ No
  - If you answer ***No*** to both of the prior questions, you cannot register to vote.

More information (optional)
- Telephone: 5 5 5 - 5 5 5 - 5 5 5 5
- Gender:
- Email: name@email.com

The address where you receive mail Skip if same as above
- Address: 456 ANY STREET
- P.O. Box: 456
- Zip code: 0 0 0 0 0
- City/Town/Village: CITY WHERE VOTER LIVES

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

Voting information that has changed Skip if this has not changed or you have not voted before
- Your name was: PREVIOUS NAME
- Your address was: PREVIOUS ADDRESS
- Your previous state or New York State County was

COMPLETE ONE

Identification You must make one selection. If you have a NY DMV number, you must provide it.
- ☐ I have a New York DMV number:
- ☐ I do not have a New York DMV number. The last four digits of my Social Security number are: x x x - x x -
- ☐ I do not have a New York DMV number or a Social Security number.

COMPLETE ONE

Political Party You must make 1 selection

Political party enrollment is optional but that, in order to vote in a primary election of a political party, a voter must enroll in that political party, unless state party rules allow otherwise.

I wish to enroll in a political party
- ☐ Democratic party ☐ Republican party ☐ Conservative party
- ☐ Working Families party ☐ Other

I do not want to enroll in any political party and wish to be an independent voter
- ☐ No party

For Board Use Only
- ☐ Not Registered
- ☐ Registered too late
- ☐ Enrollment match
- ☐ Miscellaneous
- ☐ Address change
- ☐ Cancelled
- ☐ Wrong ED (site)
- ☐ VSN

(D) Count: ☐ Yes ☐ No (Initials)

(R) Count: ☐ Yes ☐ No (Initials)

Transfer to ED:

Transfer to AD:

D All voters must date and sign the oath below

Affidavit: I swear or affirm that
- I am a citizen of the United States
- I will have lived in the county, city or village for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.
- This is my signature or mark in the box below.
- The above information is true, I understand that if it is not true, I can be convicted and fined up to $5,000 and/or jailed for up to four years.

It is a crime to procure a false registration or to furnish false information to the Board of Elections

Signature: John Doe **Date:** 01/01/0000

06/2026

SAMPLE

Voting with a Court Order

If a voter chooses not to use an Affidavit Ballot, they have the option of getting a Court Order to vote a scannable ballot.

Issuing a Court Order Certificate:

- Offer the voter a Certificate to Request a Court Order.
- Inspector must fill out the Certificate for the voter and direct the voter to the Borough Office or additional location where a judge may be available. **Note: Court Order is filled out in duplicate. Carbon copy remains in Court Order Book and original is given to the voter.**
- Both Inspectors must sign – one from each party.
- If the voter refuses both an Affidavit Ballot and a Court Order, there is no other option available for the person to vote.

Receiving a Court Order:

- If the voter returns with a Court Order and **is not in the E-Poll Book**, place court order in the grey transport bag.
- Issue a regular scannable ballot.
- Ensure that voter writes their name and Voter Serial Number (VSN – if any) on the top page of the Court Order.

BMD/Privacy Booth Inspector Job: Serving the Voters

BMD/Privacy Booth Inspectors play a critical role by allowing voters with disabilities to vote unassisted. However, **ANY** voter may choose to use the BMD. The BMD is a device that serves many needs and it is your job to be familiar with the features and be able to assist voters to use this machine. The following pages show ways to use the BMD.

- **Note: anyone can use the ADA Privacy Booth and Poll Workers should not be attempting to diagnose disabilities. If someone has an obvious disability and there is a line at the ADA booth, they should be moved to the front of the line.**

You can help those not using the BMD by directing them to an empty Privacy Booth and ensuring that each booth is properly supplied. A voter is not required to use the Privacy Booth as long as they do not disrupt other voters.

IF THE SITE IS BUSY AND VOTERS ARE WAITING IN LINE FOR A BOOTH – a bipartisan team of Inspectors may approach a voter after five minutes to offer assistance. If a voter has problems reading the ballot, remind them that they can use the magnifying sheet as well as the BMD to enlarge the font.

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1. You should stand in a position that allows you to direct voters from all ED Tables to an empty Privacy Booth.
2. If the voter wishes to use the BMD, connect any accessories as needed. If the voter chooses to black out the screen, have them press the blue diamond button to provide privacy. Do your best to provide assistance without viewing how the voter is voting. **Note: A voter may use his/her own device (accessory) and you should point out the plug in port.**
3. If voters request assistance while using the BMD or a Privacy Booth, that assistance is to be provided by a bipartisan team – one Democrat and one Republican. Or, the voter may choose anyone (including interpreters), except their union representative, employer, Poll Watchers or candidates.
4. If the voter has an obvious physical disability and is not using the BMD, offer to direct the voter to the Accessible Privacy Booth.

- Do not force the voter to move into different place to cast their ballot.

5. When the voter has finished marking his/her ballot, look at the privacy sleeve.

- If the privacy sleeve has a black stripe, direct the voter to the Scanner.
- If the privacy sleeve has a red stripe, direct the voter to the ED Table

Note: A red striped privacy sleeve is for Affidavit Ballots which do not get scanned.
An Affidavit Ballot voter also receives an Affidavit Ballot Envelope inside the red striped privacy sleeve, and they must return the ballot, envelope and privacy sleeve to the ED/AD Table that issued the Affidavit Ballot.

BMD/Privacy Booth Inspector Job: Serving the Voters

(continued)

However, if a scannable (Election Day) ballot is mistakenly given out in a red striped privacy sleeve, that voter is to be directed to the ED Table for the correct sleeve.

6. If a voter has a problem and needs another ballot, direct the voter back to the ED Table. Voters are allowed up to 3 ballots and after that they must get a Court Order to receive another one. **If a ballot is spoiled by a Poll Worker, it does not count towards the three ballots.**
7. The voter will go to any available Privacy Booth, ADA Privacy Booth, or a Ballot Marking Device (BMD) to mark their ballot.
8. During the day, inspect all Privacy Booths, remove any electioneering material and throw away.

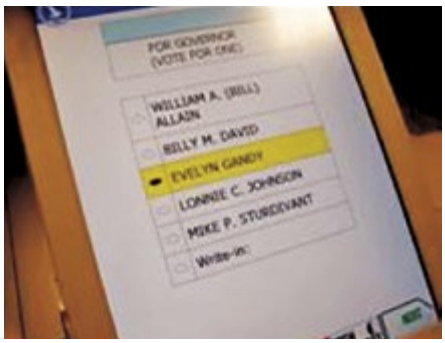
- Remove any signs of electioneering – put in trash.
- If any ballots, Affidavit Envelopes, or privacy sleeves are in the booth, take them to the ED Table. Ballots will be voided. You will find the ED number on the lower back side of the ballot under the style number.
- Be sure lights are working – if not tell the Coordinator.
- Be sure that magnifying sheets are in each Privacy Booth and replace if needed.

Reasons to Use the BMD:	How the BMD Helps:
Voter wants to see a ballot with larger type	The ballot shows on the screen in larger font.
Voter is unable to mark ballot with a pen	Choices can be made using either the touchscreen or keypad.
Voter wants to see the ballot in a different language or an Interpreter is unavailable	The ballot appears in any language mandated for the Poll Site.
Voter has visual disabilities	Headphones allow voter to listen to the ballot and mark it using a keypad.
Voter has mobility disabilities	Accessories such as Sip & Puff and Rocker Paddle assist in marking the ballot.
Voter needs language assistance	Interpreter may accompany voter to BMD.

BMD/Privacy Booth Inspector Job: Serving the Voters

(continued)

Ways to Use the BMD and Accessories:



Touchscreen
Make selections and move through the ballot by touching the screen or using the stylus.

Keypad
Make selections by using the key pad:

- Up/down to move through the current screen
- Back/forward to move from one contest screen to the next
- Select what is "highlighted" Make adjustments:
- Turn screen on/off (diamond) for added privacy
- Repeat the audio
- Adjust the speed of audio
- Adjust the volume of audio

Front Plug In for All Devices
Used to plug in all devices.

Note: The Sip & Puff and Rocker Paddle use the same port so they cannot be plugged in at the same time.

Headset
When plugged into the front of the BMD, a synthesized voice reads the ballot instructions and ballot to you. You can adjust the volume on the keypad.

You can then make choices using the touchscreen, keypad, or Sip & Puff and Rocker Paddle.

BMD/Privacy Booth Inspector Job: Serving the Voters

(continued)

Ways to Use the BMD and Accessories:

Sip & Puff

Puff when:

- Selecting and marking a screen
- Choosing the highlighted selection on the screen
- Wanting to advance to the next contest
- "NEXT" button appears and you want to move to the next contest

Sip when:

- Wanting to advance a screen
- Wanting to skip to next screen
- Wanting to scroll to "NEXT" button

The instruction must be attached in each BMD.

Rocker Paddles

Using only yes/no you can move through all screens and make choices. You must press Yes to activate any screen.

- Press Yes to choose a highlighted selection and NO to move to the next selection.
- Press NO to skip a contest without casting a vote.
- After voting on a contest, you can use NO to scroll to "NEXT."
- Pressing Yes on "NEXT" will move to the next contest (screen).
- The Rocker Paddle may be used by hands or feet and with or without the audio headphones.

Stylus

- Voters may choose to use the stylus to mark their ballot on the touch screen.

BMD/Privacy Booth Inspector Job: Serving the Voters

(continued)

Troubleshooting / Special Situations

No key to open the BMD cart or device	**Ask the Coordinator to contact the Borough Office and wait for a technician.**
No green light when powered on	• Check the power cord and extension cord connections. • Check the outlet to see if it has power by plugging in something else. • If outlet is not working, try moving the cord to the closest working outlet, being careful to keep a 3 foot clear path of travel and 5 by 5 foot clearance in front of the BMD's opened doors for the voter.
Preserving the voter's privacy while troubleshooting	• Ask the voter to press the top right diamond button on the keypad to turn off the screen while a Poll Worker is troubleshooting. • You can also use this button to turn off the screen when approaching the BMD from behind.
Paper jam **Expired voter session with ballot still in the machine** **Voter abandons ballot**	• Bipartisan team of inspectors will insert gold key and turn to "test." • Press "Eject Ballot." The ballot will be returned, unmarked. • Turn key back to "on" position. • Determine if ballot has been damaged – try inspecting ballot from the back so as not to see how the voter voted. • If ballot is okay, allow the voter to reinsert and continue voting. • If damaged, voter must return the damaged ballot to the ED Table, where it is voided and a new ballot issued. • If the voter has left the site, take the ballot to the ED Table.
BMD not accepting a ballot	• Have voter try inserting the ballot in a different direction. • Have voter try re-feeding the ballot, being careful to insert it as straight as possible. • Check the ballot to be sure there is no damage. If damaged, the voter must return the damaged ballot to the ED Table, where it is voided and a new ballot issued.

BMD/Privacy Booth Inspector Job: Serving the Voters

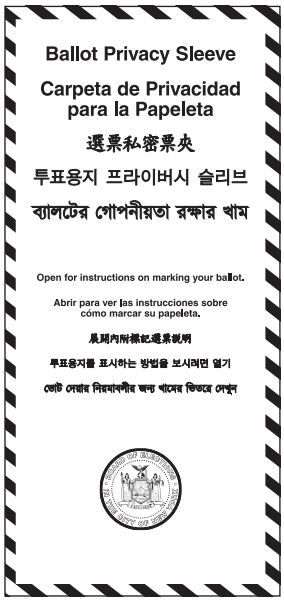
(continued)

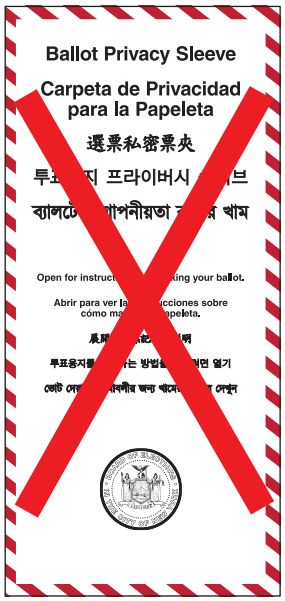
BMD breaks down	If this happens and you are not able to fix the problem, tell the Coordinator. The voter has three options if this happens: • Wait until BMD is repaired. • Return to Poll Site later after repair is completed. • Vote with assistance from a bipartisan team of Inspectors.
For further assistance	Call the emergency breakdown number on the side of the BMD.

Scanner Inspector Job: Serving the Voters

Voters approach the Scanners and wait in line at the "Wait Here for Scanner" sign. When a Scanner is available, direct the voter to the next available Scanner. When finished scanning the ballot, the voter returns the privacy sleeve to the Scanner Inspector. Provide assistance if requested and help resolve Scanner problems.

1. **STAND 5 FEET FROM THE SCANNER** to make sure voters have privacy when scanning their ballots.
2. Do not look at the voter's ballot. The ballot should be in a **black** striped privacy sleeve.
3. If a voter approaches with a **red** striped privacy sleeve, it may be an Affidavit Ballot and they are not to be scanned. Ask if the voter has an Affidavit Ballot Envelope and if so, direct them back to the ED Table. If not, allow voter to scan the ballot. **Note: Affidavit Ballots will be rejected by the Scanner.**
4. Remind the voter to remove the ballot from the sleeve and that the ballot can go into the Scanner in any direction.
5. Avoid looking at or touching the voter's ballot. Offer verbal assistance. If the voter has a problem, look directly at the screen, not the ballot. Assistance is to be provided by a bipartisan team.
6. When the voter is finished scanning his/her ballot, they should return the privacy sleeve to you.
7. When you have a few privacy sleeves, return them to the ED Tables.





IMPORTANT: Be sure to rotate the use of the scanners. The first voter goes to Scanner A, the next one to Scanner B, the next one to Scanner C, etc., until all scanners are used, then start over with Scanner A.

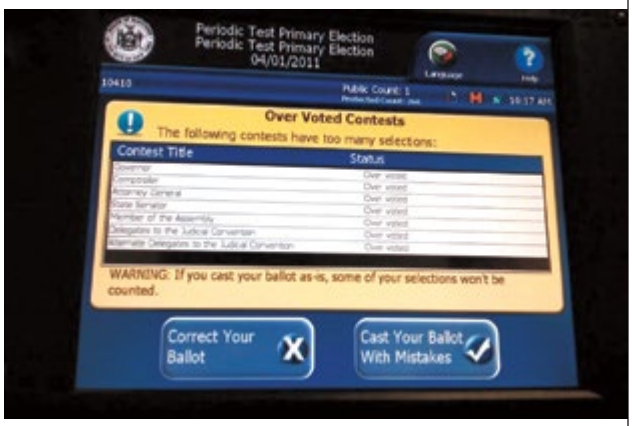
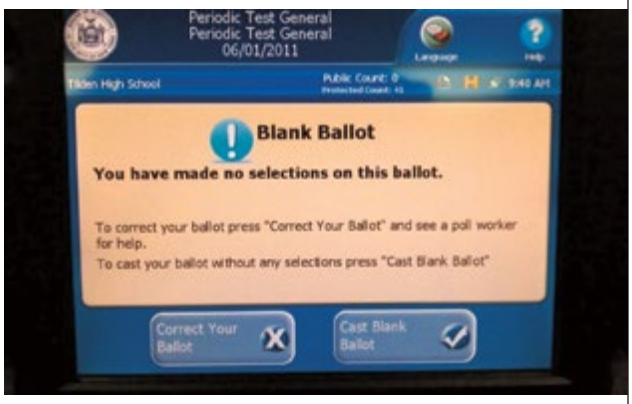
****If there is a two-sheet ballot, tell the Coordinator when the public counter reaches 500****

Scanner Inspector Job: Serving the Voters (continued)

Scanner Troubleshooting and Special Situations:

Key(s) missing	Borrow key from another Scanner and tell the Coordinator.
Power problems	Check all power cords, including extension cords and connections. Check the outlet on the wall and if needed move to another outlet. Do not use the BMD extension cords for the Scanners. If there is still a problem, report it to the Coordinator.
Scanner turns black	Scanner screen may turn black if scanner is not used for an extended period of time. Touch the screen. If it does not come back on, follow the instructions for power problems.
Scanner jams	Report it to the Coordinator. Direct voters to another Scanner until a technician arrives to fix the Scanner.
Scanner breaks down (Coordinator has complete procedures for broken Scanner replacement)	Direct voters to the next available working Scanner, and tell the Coordinator to report the problem. Wait for the technician to come and fix the problem.
Tape shows pink color	Tape is running out. See instructions on page 126.
Reports are printing but no text is visible or tape not moving	The paper roll is not put in correctly. See instructions at end of page 126.

Scanner Inspector Job: Serving the Voters (continued)

Over vote screen appears  	An over vote happens when a voter marks the ballot for more candidates in a race than the number of vacancies to be filled or the candidate is running in more than one party. The voter has the choice to either: Cast the ballot they have – tell them that the over voted contest will not be counted, OR Remove the ballot, take it back to the ED Table and get a new ballot.
Blank Ballot screen appears  	This screen appears when a voter's marks on a ballot cannot be read by the Scanner or the voter does not make a mark. The voter has the choice to either cast the ballot they have or remove it and remark the blank ballot.
Voter wants to change his/her choice on the ballot BEFORE it is scanned	Voter must return ballot to the ED Table and get a new one.
Ballot is not scanning	Check to be sure it is not folded or a piece of the ballot torn off. If folded or bent ask voter to straighten it out. If torn, voter should return to the ED Table to get a new ballot.
Voter's ballot cannot be scanned and voter refuses to get a new ballot **OR** **Voter abandons a ballot at the Scanner**	A bipartisan team of Inspectors should attempt to scan the ballot. If it cannot be scanned, put it in the Emergency slot until the end of the day. Tell the Coordinator.

Scanner Inspector Job: Serving the Voters (continued)

All Scanners break down	Notify the Coordinator immediately, who will call the Borough Office. **WAIT for the Coordinator to tell you to begin Emergency Procedures. THEN:** a. Break the yellow seal on the Emergency Ballot Box at Scanner A, Location #3, and open door. b. Put the metal flap down and close the Emergency Ballot Box door. c. Reseal the door with a yellow plastic numbered seal from the Police Envelope. d. Direct all voters to place their ballots in the Emergency Ballot Box of Scanner A. If Scanner A becomes full, prepare and use Scanner B following the same procedures. e. At the close of polls, if Scanners have been fixed, ALL Emergency Ballots must be scanned into Scanner A. If they have not been fixed, the Coordinator will collect and distribute the Emergency Ballots to the ED Tables for tally.
Who to call for help	Coordinator – The number to call for breakdowns is on the side of each Scanner.

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CLOSING THE POLL SITE

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Overview of Closing the Poll Site

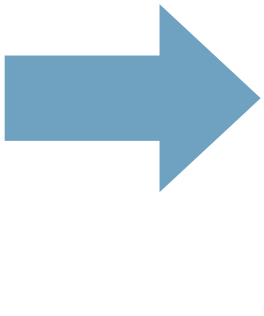
Polls close at 9:00 p.m. However, any voter in line by 9:00 p.m. is still entitled to vote. If you have a line at your door, the Police Officer will make sure no one else joins the line after 9:00 p.m.

1. When the "Voting Results Report" screen appears and it says "Safe to Remove Election Media" you can remove the PMD. This can be done while the tape is printing. The first item of importance is for the scanners to start printing election results and for the Portable Memory Device (PMD) to be removed, uploaded by the Coordinator and given to the Police Officer or AD Monitor Team for Round #1 pick up.

Police Round #1 Pick Up:

Large Yellow Scanner Voting Record Bag

Election Night PMD Return Form (ENR Form)



2. All Poll Workers have assigned duties for closing the polls. When you have completed your duties, ask the Coordinator if you may be of assistance elsewhere.

3. The Coordinator will make sure that all final items are prepared and packed for the Police Officer Round #2 pick up. All other supplies are returned to the ED/AD Supply Carts. BMD supplies are returned to BMD Cart.

Police Round #2 Pick Up:

Blue Ballot Bin Liner

Blue Police Poll Site Return Bag

4. After everyone has finished their closing procedures and signed the Time Sheets, the Coordinator will dismiss Poll Workers. YOU ARE NOT TO LEAVE until the Coordinator dismisses you.

BMD/Privacy Booth Inspector Job: Closing the Poll Site

Polls close at 9:00 p.m. However, any voter in line by 9:00 p.m. is still entitled to vote.
Do not begin any closing activities until the polls close and the last voter has voted.

1. Close down Privacy Booths. **Turn off lights.** Unlock the wheels and stack the booths in an area designated by the Coordinator.
2. Please do not close the BMD before the Coordinator indicates it's safe to do so. Close down the BMD following the steps below or use the laminated card.
3. Retrieve the BMD Police Envelope from the back of the BMD Cart and remove the keys.
4. Use the gold key to turn the BMD to the off position.
5. Close the touchscreen, ballot tray, and cart top (reverse of what you did in morning).
6. Use the silver key to open the back of the BMD Cart. Replace all accessories in the Ziploc bag. Place this bag and miscellaneous supplies in the same BMD Supply Package in which they were received and put back inside the cart.
7. Unplug the orange extension cord from the side of the Cradlepoint and unplug it from the yellow power wheel. Place it in the back of the BMD.
8. Unplug the power cord from the extension cord. Put the extension cord inside the cart and pull the machine power cord back inside the two holes. Fold the black mat and place inside the cart.
9. Lock the back and front doors using the silver key from the BMD Key Envelope. Put the keys back in the BMD Police Envelope.
10. Remove two red seals from the BMD Police Envelope and use them to seal the cart at the front and back. No need to mark seals report.
11. Put the laminated instruction card back on the BMD and cover the BMD with the clear plastic cover that was stored in the bottom of the BMD cart.
12. Make sure the BMD Police Envelope contains the keys and Seals Report and return it to the Coordinator.
13. Go to the ED Table where you signed in and sign the Time Sheet. Put your Notice to Work inside the Notice to Work Envelope if you have not already done so.
14. Assist with other closing tasks as requested by the Coordinator.
15. **DO NOT LEAVE THE POLL SITE UNTIL DISMISSED BY THE COORDINATOR.**

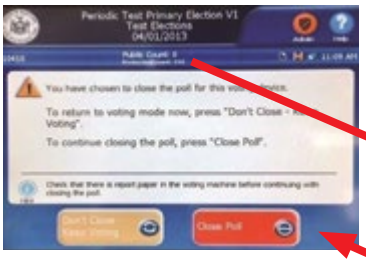
Scanner Inspector Job: Closing the Poll Site

Polls close at 9:00 p.m. However, any voter in line by 9:00 p.m. is still entitled to vote.
Before closing the Scanners, be sure that ALL voters have finished voting and scanned their ballot. Remove closing card from side of Scanner and follow instructions.

1. Remove the privacy panels and set aside.
2. Break the yellow seal on the Emergency Ballot Box (location #3) and put it in the Scanner Police Envelope. Remove any ballots. **Note: If there are any ballots, contact the Coordinator.**
   - **If no ballots,** find the red plastic numbered seal in the envelope that matches the one listed on the Seals Report for this location. Initial the report and re-seal the Emergency Ballot Box with the red seal.
   - **If there are ballots** – **STOP.** Sort the ballots by ED and use the Scanner Emergency Ballot Reconciliation Sheet in the Scanner Booklet to record the number of ballots by ED/AD. Scan the ballots at Scanner A. If an error message appears, write the Scanner letter on the ballot. Give these ballots to the ED Table for a manual tally (using the Unscannable Emergency Ballots page in the Forms Booklet). **Note: If no scanners have been fixed, all ballots will be hand tallied.**
   - **If all Scanners have broken down** and emergency ballot procedures used, the ballots are considered emergency ballots. Sort the ballots by ED and use the Scanner Emergency Ballot Reconciliation Sheet in the Scanner Booklet to record the number of ballots by ED/AD. Scan the ballots at Scanner A. If an error message appears, write Scanner letter on ballot. Give these ballots to the ED Table for a manual tally. **Note: If no Scanners have been fixed, all ballots will be hand tallied.**
3. Remove black barrel key from the Scanner Police Envelope in back of Scanner. Remove the yellow paper seal from the PMD compartment door (location #1) and unlock the door.
4. **Caution: DO NOT press the POWER button and DO NOT remove the PMD.** Press CLOSE POLL button. Afterwards the "CLOSING POLL" screen appears.

Scanner Inspector Job: Closing the Poll Site (continued)

5. Enter the PUBLIC COUNT and PROTECTED COUNT displayed at the top of the screen on the Public/Protected Count Work Sheet in the Scanner Booklet.



6. Touch the SCREEN where it says "Close Poll."

7. When the "Voting Results Report" screen appears and it says "Safe to Remove Election Media" you can remove the PMD. This can be done while tape is printing.

At this time, hand the PMD to the Coordinator to upload the results into the tablet. After this is done, the Coordinator will give the PMD back to you. Continue with the next step.

8. Place the PMD inside the pink Ziploc bag that was in the Small Yellow Pouch. Seal the bag with a white paper seal. If seal is not in your Police Envelope get one from any ED Table. Both Scanner Inspectors sign the seal.

9. Put the Ziploc bag into the Small Yellow Scanner Pouch (which already contains the Zero Report Tape from the morning).

10. Take the Scanner Booklet and the small yellow pouch, along with one yellow 2-pronged seal from the Scanner Police Envelope, to the Coordinator.

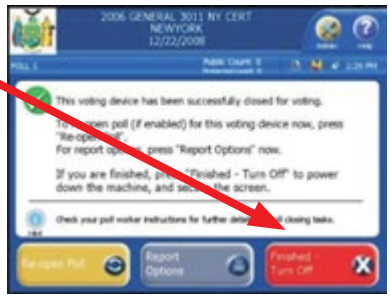
Note: Scanner A will have two yellow 2-pronged seals.
The Coordinator will check the contents and mark the Scanner Receipt in the booklet. Take the booklet back to the Scanner.

11. The Scanner will print out TWO Results Reports Tapes. Separate the tapes at the second set of stars. Label both tapes with the identifying Scanner letter from the front of the Scanner. Both Inspectors must sign both Results Reports Tapes.

12. Results Report Tape #1 – This is the ONLY tape showing **style numbers** in the Ballots for Code section needed by ED Inspectors to complete the Return of Canvass. Post this first tape on the wall closest to the ED Tables. This tape is also the one the Coordinator will attach to the Return of Canvass forms from ED Tables.

13. Results Report Tape #2 – Post this tape on the wall under the "Do Not Tamper" sign. This tape is for Poll Watchers. It is also the tape the Coordinator will remove later and return in the 2nd Results Tape envelope.

Scanner Inspector Job: Closing the Poll Site (continued)



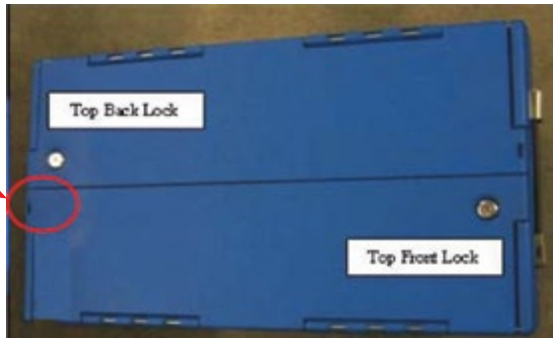
14. When finished, press the red FINISHED – TURN OFF button and wait for the Scanner to automatically power off.

15. Ensure the power button light turns off then close and lock the PMD compartment door (Location #1 on Scanner) with black barrel key – no seal needed.

16. Break the yellow plastic numbered seal on the ballot box door (Location #2 on Scanner) and unlock the box with the silver key. Close the lids/flaps before removing the Ballot Bin Liner case.

17. Once the Ballot Bin Liner case has been removed, check inside the Scanner for any ballots. If there are any ballots, a bipartisan team will put them back in the liner case.

18. Close the Ballot Bin Liner case and lock both locks with the silver key. Seal one of the locks with the red plastic numbered seal from the Scanner Police Envelope. Be sure it is the seal shown on the Seals Report for this purpose. Initial the report.



19. Lock the Ballot Box Door (Location #2) and seal with the red plastic numbered seal shown on the Seals Report for this purpose then initial report.

20. Close the Scanner lid, latch and lock the lid with the silver key. Seal the lid with the red plastic numbered seal shown on the Seals Report for this purpose then initial report.

21. Close the Scanner screen and lock the screen with the black barrel key. If there is no seal on the release lock, attach a red plastic numbered seal as shown on the Seals Report and then initial the report.

22. Unplug the Scanner, wrap the cord and return it to the back compartment. Lock the compartment with the silver key.

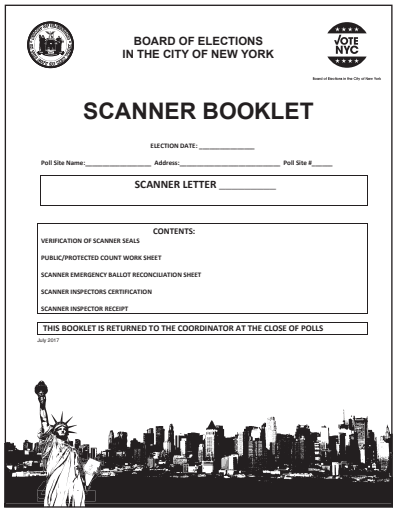
23. Place keys in the Scanner Key Envelope and replace plastic cover on the Scanner.

Scanner Inspector Job: Closing the Poll Site (continued)

24. Sign the closing portion of the Scanner Inspectors Certification found in the Scanner Booklet. Both Scanner Inspectors must sign. Fill in the top portion of the Scanner Inspector's Receipt in the Booklet.

25. Take the following items to the Coordinator:
    - Completed Scanner Booklet
    - Ballot Bin Liner Case
    - Scanner Police Envelope (Seals Report, keys, used seals included)

Scanner Inspector Documents



Scanner Booklet

Blue Ballot Bin Liner

Scanner Police Envelope

26. The **Coordinator** will sign for receipt of the Ballot Bin Liner Case, Scanner Booklet, Scanner Police Envelope and the Yellow Pouch from earlier in the closing. The **Scanner Inspector** detaches the receipt form from the Scanner Booklet and keeps it for his/her records. **Note: The second Inspector may take a picture of the receipt if he/she wants a copy.**

27. Return to the Scanner and pack up any remaining supplies that were listed on the Scanner Supply Envelope.

28. Pack the "Wait Here" sign in the black canvas bag.

29. Put the Scanner Closing card back in the sleeve on outside of the Scanner.

Scanner Inspector Job: Closing the Poll Site (continued)

30. Take the following items back to the lowest ED of the lowest AD Supply Cart where you found them in the morning:
    - Scanner Supply Envelope
    - Extension cord
    - Privacy panels
    - "Wait Here" sign

31. The Coordinator may ask you to help with additional tasks.
32. Go to the ED Table where you signed in to sign the Time Sheet. **Be sure you have signed the Time Sheet.**
33. **DO NOT LEAVE THE POLL SITE UNTIL DISMISSED BY THE COORDINATOR.**

ED Supply Cart

ED Table Inspector Job: Closing the Poll Site

Polls close at 9:00 p.m. However, any voter in line by 9:00 p.m. is still entitled to vote.

1. Just before 9:00 p.m. make sure you have the following items ready at, or near, your ED Table:

ENVELOPES	OTHER
Void Ballot Envelope	ED Forms Booklet
Valid Emergency Ballots	Return of Canvass Forms
Partially Used Ballot Packages	Ballot Transmittal Sheet
Affidavit Ballots Only (Large "A")	Orange ED Return Bag
ED Police (contains seals)	Grey Transport Bag
Excess Emergency Ballots	Pad of white paper seals – fill in and sign before using

2. Complete the Ballot Transmittal Sheet AFTER the last voter has voted.
Queens – see pages 118–120 of appendix for special instructions.

KINGS
General Election - May 5th, 2015

AD 41 – ED 80

Total Ballots: 200
Total Ballots per Package: 50
Total Packages: 4

Initial as packages are opened	Package	Ballots	Amount of ballots used Step 1	✔ = all used from pkg. 0 = none used from pkg.
DE	1		50	Step 2 ✔
DE	2		50	✔
DE	3		15	
	4		0	Step 3 0
Total Number of Ballots used			Step 4 115	

Step 1 Fill in number of ballots used from each package.

Step 2 Put a check mark for any package completely used.

Step 3 Put a "0" for any package not used.

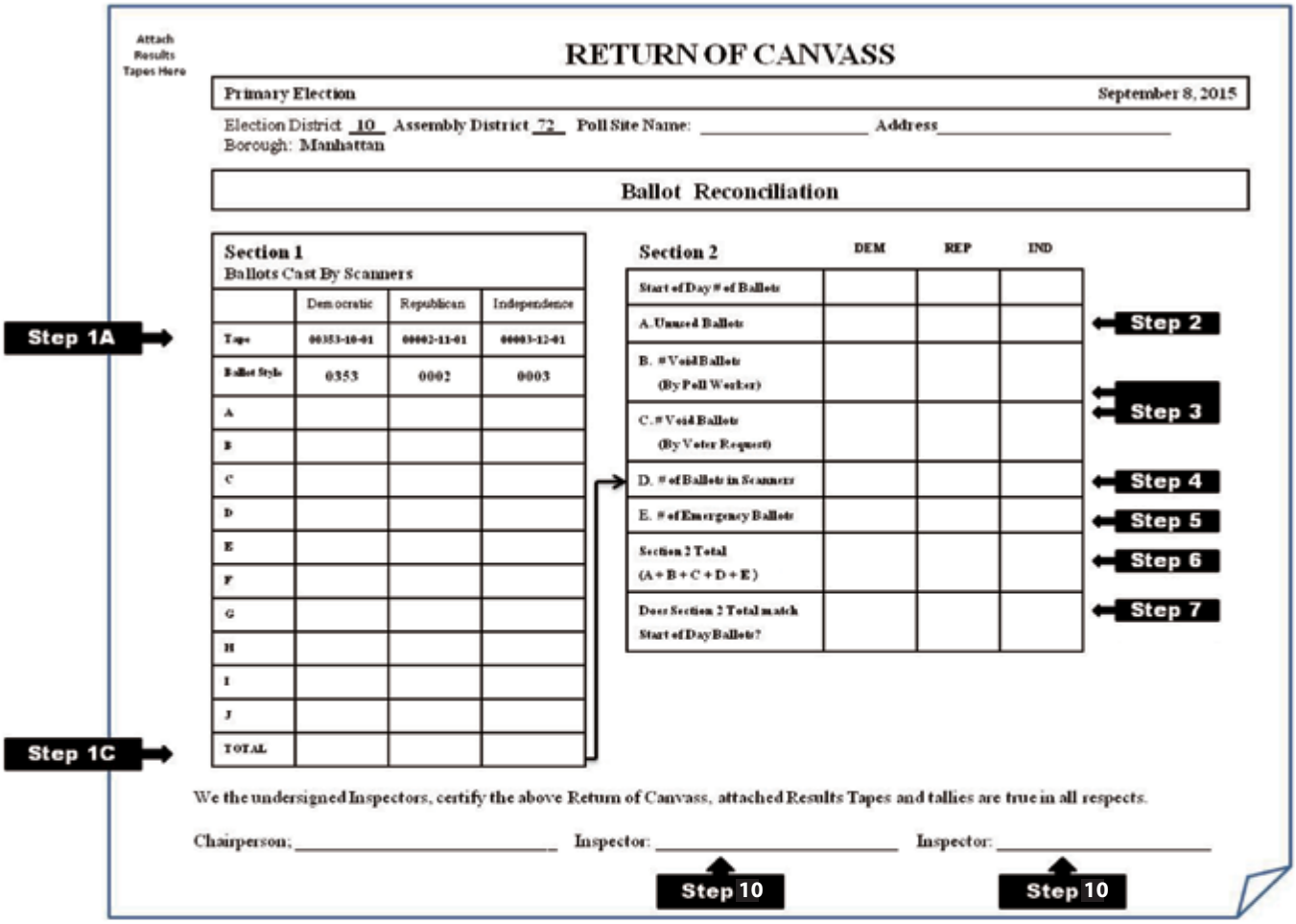
Step 4 Add up the total number of ballots used.

- **Note: Subtract the number of ballots used from the total received to get the number of unused ballots needed for the Return of Canvass forms later. In this example that number is 115.**

ED Table Inspector Job: Closing the Poll Site (continued)

- When finished, sign and put Ballot Transmittal Form in the Grey Transport Bag. Put ALL shrink-wrapped unused scannable ballots and ALL unused Affidavit Ballots in the ED Supply Cart.
- **Note: Packages of scannable ballots with any ballots removed go into the Partially Used Ballot Envelope.**

3. **Complete the Return of Canvass** forms (2 copies) from the Grey Transport Bag. You are accounting for scannable ballots only. All party ballots are on the same Return of Canvass Form. **Note: You must repeat the same figures on both forms.**



Attach Results Tapes Here

RETURN OF CANVASS

Primary Election — September 8, 2015

Election District 10 Assembly District 72 Poll Site Name: _____ Address _____
Borough: Manhattan

Ballot Reconciliation

Section 1
Ballots Cast By Scanners

	Democratic	Republican	Independence
Tape	00353-10-01	00002-11-01	00003-12-01
Ballot Style	0353	0002	0003
A			
B			
C			
D			
E			
F			
G			
H			
I			
J			
TOTAL			

Section 2

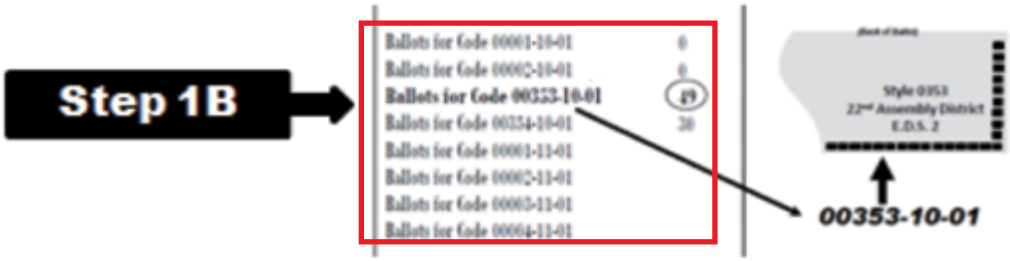
	DEM	REP	IND
Start of Day # of Ballots			
A. Unused Ballots			
B. # Void Ballots (By Poll Worker)			
C. # Void Ballots (By Voter Request)			
D. # of Ballots in Scanner			
E. # of Emergency Ballots			
Section 2 Total (A + B + C + D + E)			
Does Section 2 Total match Start of Day Ballots?			

Step 1A
Step 1C
Step 2
Step 3
Step 4
Step 5
Step 6
Step 7
Step 10
Step 10

We the undersigned Inspectors, certify the above Return of Canvass, attached Results Tapes and tallies are true in all respects.

Chairperson: _____ Inspector: _____ Inspector: _____

See Example on Page 105



See Enlarged Example on Page 104

ED Table Inspector Job: Closing the Poll Site (continued)

A

*** BALLOT STATUS ACCOUNTING REPORT ***
12:35 PM June 25, 2018
Unit Serial Number: 0209350649

Test Elections
Periodic Test Primary Election V1
0001 10410
Election Date: April 01, 2018
Poll Opened Date: June 25, 2018
Poll Opened Time: 12:23 PM
Poll Closed Date: June 25, 2018
Poll Closed Time: 12:35 PM
Public Count: 199

Poll Voting Report

Master Accounting:
Total Blank: 0
Total Overvote: 0
Total Undervote: 38

Ballot Counts Per Party

NONPARTISAN	0
Democratic	165
Republican	34

Total Paper Sheets: 199

Ballots for Code	00353-10-01	31
Ballots for Code	00002-10-01	47
Ballots for Code	00003-10-01	54
Ballots for Code	00004-10-01	83
Ballots for Code	00001-11-01	14
Ballots for Code	00002-11-01	7
Ballots for Code	00003-11-01	9
Ballots for Code	00004-11-01	4

0001 10410
Unit Serial Number: 0209350649

*** END OF REPORT ***

****
****

*** VOTING RESULTS REPORT ***
12:35 PM June 25, 2018
Unit Serial Number: 0209350649

Test Elections
Periodic Test Primary Election V1
0001 10410
Election Date: April 01, 2018
Poll Opened Date: June 25, 2018
Poll Opened Time: 12:23 PM
Poll Closed Date: June 25, 2018
Poll Closed Time: 12:35 PM
Public Count: 199

B

*** BALLOT STATUS ACCOUNTING REPORT ***
12:35 PM June 25, 2018
Unit Serial Number: 0209350644

Test Elections
Periodic Test Primary Election V1
0001 10410
Election Date: April 01, 2018
Poll Opened Date: June 25, 2018
Poll Opened Time: 12:23 PM
Poll Closed Date: June 25, 2018
Poll Closed Time: 12:35 PM
Public Count: 160

Poll Voting Report

Master Accounting:
Total Blank: 0
Total Overvote: 0
Total Undervote: 38

Ballot Counts Per Party

NONPARTISAN	0
Democratic	125
Republican	35

Total Paper Sheets: 160

Ballots for Code	00353-10-01	23
Ballots for Code	00002-10-01	38
Ballots for Code	00003-10-01	45
Ballots for Code	00004-10-01	21
Ballots for Code	00001-11-01	8
Ballots for Code	00002-11-01	5
Ballots for Code	00003-11-01	18
Ballots for Code	00004-11-01	9

0001 10410
Unit Serial Number: 0209350644

*** END OF REPORT ***

****
****

*** VOTING RESULTS REPORT ***
12:35 PM June 25, 2018
Unit Serial Number: 0209350644

Test Elections
Periodic Test Primary Election V1
0001 10410
Election Date: April 01, 2018
Poll Opened Date: June 25, 2018
Poll Opened Time: 12:23 PM
Poll Closed Date: June 25, 2018
Poll Closed Time: 12:35 PM
Public Count: 160

C

*** BALLOT STATUS ACCOUNTING REPORT ***
12:35 PM June 25, 2018
Unit Serial Number: 0209350646

Test Elections
Periodic Test Primary Election V1
0001 10410
Election Date: April 01, 2018
Poll Opened Date: June 25, 2018
Poll Opened Time: 12:23 PM
Poll Closed Date: June 25, 2018
Poll Closed Time: 12:35 PM
Public Count: 69

Poll Voting Report

Master Accounting:
Total Blank: 0
Total Overvote: 0
Total Undervote: 0

Ballot Counts Per Party

NONPARTISAN	0
Democratic	60
Republican	19

Total Paper Sheets: 69

Ballots for Code	00353-10-01	4
Ballots for Code	00002-10-01	18
Ballots for Code	00003-10-01	27
Ballots for Code	00004-10-01	11
Ballots for Code	00001-11-01	5
Ballots for Code	00002-11-01	1
Ballots for Code	00003-11-01	7
Ballots for Code	00004-11-01	6

0001 10410
Unit Serial Number: 0209350646

*** END OF REPORT ***

****
****

*** VOTING RESULTS REPORT ***
12:35 PM June 25, 2018
Unit Serial Number: 0209350646

Test Elections
Periodic Test Primary Election V1
0001 10410
Election Date: April 01, 2018
Poll Opened Date: June 25, 2018
Poll Opened Time: 12:23 PM
Poll Closed Date: June 25, 2018
Poll Closed Time: 12:35 PM
Public Count: 69

Attach Results Tapes Here

Return of Canvass

Primary Election — June 25, 2019

Election District: 006 Assembly District: 65 Poll Site Name: Southbridge Tower II Address: 66 Frankfort Street

Borough: New York Zone: 08 65006 Poll Site #: 11399

Ballot Reconciliation

Section 1
Ballots Cast by Scanner

	Democratic	Republican	Independence
Tape	00353-10-01	00002-11-01	00003-12-01
Ballot Style	0353	0002	0003
A			
B			
C			
D			
E			
F			
G			
H			
I			
J			
Total			

Transfer the Total of Section 1 to Section 2, Line D

Section 2

	Democratic	Republican	Independence
Start of Day # of Ballots			
A. Unused Ballots			
B. # of Voided Ballots (by Poll Worker)			
C. # of Voided Ballots (by Voter request)			
D. # of Ballots in Scanner			
E. # of Emergency Ballots			
Section 2 Total (A+B+C+D+E)			
Does Section 2 Total match Start of Day Ballots?			

If you have any Unscanned Ballots that must be tallied, tally them in the Forms Booklet and transfer the Total Votes for each Candidate to the Reverse side of this Return of Canvass.

This Return of Canvass is authorized under Section 9-106 which states the Board of Elections in the City of New York may initiate closing of Scanners prior to completing Ballot Accountability.

We, the undersigned Inspectors, certify that the above Return of Canvass, attached Results Tapes and all certifications and tallies contained herein are true in all respects.

Chairperson_____ Inspector_____ Inspector_____ Inspector_____

There are no party affiliation columns for a General Election.

ED Table Inspector Job: Closing the Poll Site (continued)

Follow these steps to complete the Return of Canvass, using the examples on the following pages.

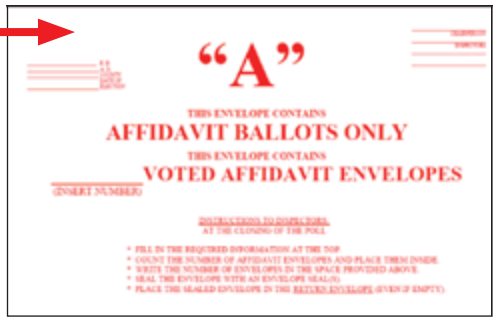
Step 1	A. Locate your ballot style in the Ballots for Code section and tape number (pre-printed in left column of **Section 1**). B. Go to the posted Results Tape #1 for EACH Scanner. Look for and write down the ballot count for your style and tape number in **Section 1**. C. Add **Total** of all Scanner counts in Section 1 and transfer this total to **Section 2, Line "D."**
Step 2	Count all unused ballots and enter **Total** in **Section 2, Line "A."** **This includes: Unopened shrink wrapped packages and ballots still in packages or on the table.**
Step 3	**Empty the Void Paper Ballot Envelope** and separate the void Affidavit Ballots from the void scannable ballots. Count the number of scannable ballots and enter the number on the front of the envelope. **In Section 2, Line "B" (Void by Poll Worker) & Line "C" (Void by Voter Request).** Replace all the ballots in the envelope and seal with a signed white paper seal. Set the envelope aside.
Step 4	Make sure you have transferred the correct amount from **Section 1 Totals** onto **Section 2, Line "D."**
Step 5	**Empty the Valid Emergency Ballot Envelope** and count the number of valid ballots, if any. Write the total on the envelope and set aside to be hand tallied. (Step 8) **These are ballots that were in the Emergency Ballot Box that for whatever reason could not be scanned and were returned to the ED Table by the Scanner Inspector.** Enter **Total** in **Section 2, Line "E."**
Step 6	Add lines **"A"** through **"E"** and enter **Total** for **Section 2**. This total should match the **"Start of Day Total."** If not, add one more time and check each individual total for accuracy.
Step 7	Answer **"Yes"** or **"No," "Does Section 2 Total match Start of Day Total?"** – Last box of Section 2

ED Table Inspector Job: Closing the Poll Site (continued)

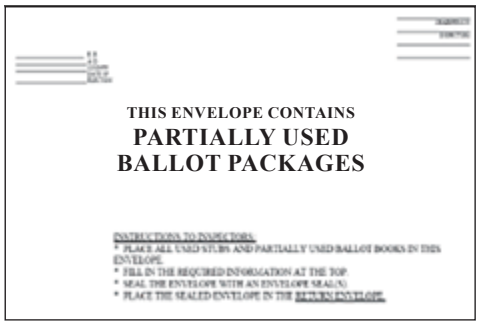
Step 8	Hand tally the ballots from Step 5 (if any) following the instructions in the ED Forms Booklet. Transfer the **totals** from the booklet to the back of each Return of Canvass Form. Replace the ballots in the Valid Emergency Ballot Envelope, and seal with a signed white paper seal and set aside.
Step 9	Enter the same numbers to complete the second Return of Canvass Form.
Step 10	Two Inspectors (a bipartisan team) must sign the Return of Canvass Forms, and then **give to your Coordinator**.

4. **The Return of Canvass Form is complete.** All ED Inspectors MUST sign the front of both forms.
5. **Empty the Affidavit Ballots Only** envelope (Large "A") and count the number of sealed envelopes.

- Enter the number of Ballot envelopes on the front of the Large "A" envelope
- Fill in information at top of envelope.
- Put all the Ballot envelopes back in the Large "A" envelope, and seal with white paper seal. Set the envelope aside.



6. **Place used ballot packages** into the Partially Used Ballot Package envelope and seal with a white paper seal. Set the envelope aside.



ED Table Inspector Job: Closing the Poll Site (continued)

7. Put the following items in the **Grey Transport Bag:**
   - Signed Court Orders
   - Completed Voter Registration Forms
   - Ballot Transmittal Sheet
   - Referrals (brought in by voters coming from another Poll Site)
   - Completed Challenge and Assist Oath Envelope
   - Close Grey Transport Bag with white plastic tie

8. The following items go into the **Orange ED Return Bag** and will be marked with an orange sticker or orange printing.
   - Valid Emergency Ballots Envelope
   - Excess Ballots Envelope
   - Void Paper Ballots Envelope
   - Affidavit Ballots (Large "A") Envelope
   - Used Ballot Packages Envelope
   - Grey Transport Bag
   - Close Orange ED Return Bag with white plastic tie

9. **Set aside** the Return of Canvass Forms, Orange ED Return Bag, ED Forms Booklet, and ED Police envelope.

10. **Re-pack all remaining supplies** (except those in #9 above) and place in Supply Cart. This will include: ED Supply Envelope, unused ballots, Blue Table Display, Sample Ballot Poster(s), ED/AD Sign (in mesh bag).

    Note: If you are the lowest numbered ED/AD Supply Cart, you will be receiving supplies back from other Poll Worker positions. Do not close until given the okay from the Coordinator.

11. Pack up the E-Poll Book into the lime green case the same way it was when you found it in the morning. Be sure there are 2 styluses as well as the charging cord for the E-Poll Book. Place the red seal from the ED Police Envelope on the case and record the red seal number on the ED Supply Cart Seals Report.

Closing Procedures: Secure Poll Book Supplies

Fold Stand Arm

After disconnecting hardware from the poll book, place components back in carrying case. Once the stand arm has been removed from the poll book and stand base, fold the stand arm backwards to fit in the case.

Note: Keep poll book powered ON.

Power Off Poll Book

Turn off poll book by pressing the power button once until the screen goes black. Place poll book in the green case.

Closing Procedures: Secure Poll Book Supplies (continued)

Fold Stand Arm

After disconnecting hardware from the poll book, place components back in carrying case. Once the stand arm has been removed from the poll book and stand base, fold the stand arm backwards to fit in the case.

Note: Keep poll book powered ON.

ED Table Inspector Job: Closing the Poll Site (continued)

12. When everything is packed in the Supply Cart, **lock and seal the cart** with the red plastic numbered seal from the ED Police Envelope. Write the seal number on the **Seals Report** in the ED Forms Booklet.

13. Put key back in ED Police Envelope. All Notice To Work forms are put into the Notice To Work envelope from your ED Forms Booklet.

14. All ED Inspectors complete the **Time Shee**t in ED Forms Booklet. If you are the lowest ED/AD other Poll Workers will be signing in your booklet.

15. ED Inspectors MUST sign the **Certification** in the ED Forms Booklet.

16. Take the following to the Coordinator:

    - Orange ED Return Bag
    - ED Forms Booklet – Coordinator will sign receipt in booklet and Inspector removes and keeps it.
    - ED Police Envelope
    - Both copies of the Return of Canvass
    - Notice to Work Envelope

17. **DO NOT LEAVE THE POLL SITE UNTIL DISMISSED BY THE COORDINATOR.**

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APPENDIX

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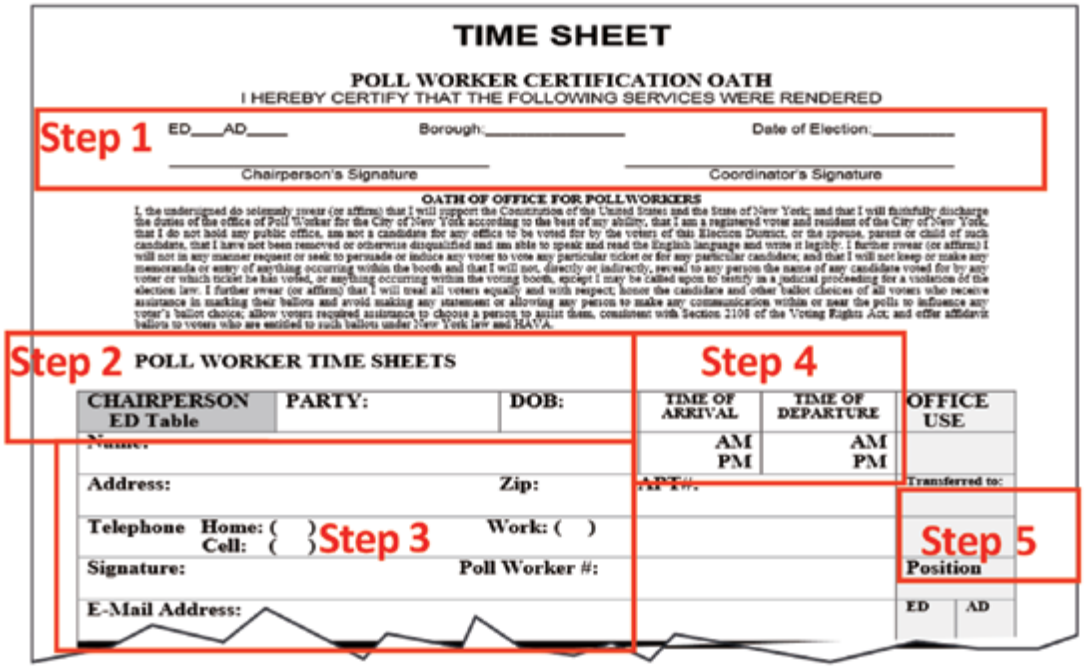
Appendix 1: Time Sheet Instructions

Where to find the Time Sheet:

Every ED Supply Envelope contains a Forms Booklet with a Time Sheet. Accessibility Clerks, Line Management Clerks, Information Clerks and Interpreters sign at the lowest ED/AD Table. Other workers sign at the ED Table assigned on Notice to Work – unless the Coordinator reassigns to another ED. The Time Sheet remains in the ED Forms Booklet; **under no circumstance** is the Time Sheet removed from the booklet. **Remember to sign out (regardless of how long you worked) on the same Time Sheet where you signed in.**



How to fill it out:

1. The ED Chairperson will complete the top of the Time Sheet.
2. Locate your position on the Time Sheet. Standby Poll Workers complete the Time Sheet according to the position they are assigned.
3. Printing legibly, enter your party, date of birth, name, address, phone number and Poll Worker Number, and sign. Your Poll Worker Number is on the Notice to Work that you received in the mail. Be sure to fill in your email address. If you receive your mail at a post office box, include it with your address. If your address changes, be sure to notify your Borough Office.
4. Be sure to enter arrival time in the morning and departure time prior to departure and circle AM or PM.
5. If your assigned position changes during the day, you should still complete the Time Sheet for your original assignment. However, the Coordinator should note your new position under the "transferred to" section.
6. The Coordinator will confirm the accuracy of Time Sheet entries and sign/co-sign to validate it.

Appendix 1: Time Sheet Instructions (continued)

BEFORE BEING PAID, you must pass the exam at your training class, work an election, and complete the Time Sheet.

- **You will receive a full day's pay only if you work a full day.** If you work less, your pay will be pro-rated based on actual hours worked.
- **Poll Workers whose Time Sheets are incomplete, inaccurate or not given to the Coordinator, may not receive their checks on time. You must sign the Forms Booklet in order to be paid.**
- **It is a violation of law to falsely enter information on time sheets.** Poll Workers who submit false information will not be eligible to work for the Board of Elections in the future. The information may be referred for legal action.
- **Please note the most efficient way to receive your check is via direct deposit. Forms are available at training or from your borough office. Please be sure to check in using the tablet at your poll site.**

Appendix 2: Special Ballot Application Instructions

IF you are assigned to work at the Poll Site where you would normally vote, you can vote at your site on Election Day. **Note: At the time of training you do not know for certain where you will be assigned, so you should NOT fill out the Special Ballot Application Form that is available at your training class.** If you require a Special Ballot, mail the completed application or take it to the Borough Office.

- **You must fill out an application for EACH Election.**
- Your ballot will be mailed to you before the election. If you have not received your ballot, call your Borough Office Absentee Department.
- **DO NOT MAIL** your ballot back to the Borough Office. Place your ballot into the Official Ballot Box located at the Information Table at the poll site where you are working. If you choose, you can drop off your ballot at the borough office before the election.
- Place your Special Ballot into the Official Ballot Box located at the Information Table in the poll site.
- **REMINDER – Due to changes in NY State Election Law, once you have applied for a poll worker special ballot, you cannot vote on a scanner ballot in the poll site.**

Appendix 3: Special Ballot Application

BOARD USE ONLY:
Town/City/Ward/Dist:
_____
Registration No: _____
Party: _____
Enrollment: _____

New York State Special Ballot Application for Poll Workers

Please print clearly.

1. For use at this year's ☐ Primary Election ☐ General Election ☐ Special Election (please check one)

2. last name or surname | first name | middle initial | suffix

3. date of birth _____/_____/_____

4. county where you live

5. address where you live (residence) street | apt | city | state **NY** | zip code

6. I am a registered (and for primary, enrolled) voter in this county, and I am unable to vote in person at my designated polling place, for the following reason:

☐ Election Law Section 11-302: My duties as a Board of Elections Employee, election inspector, poll clerk, election coordinator, or voting machine custodian/technician require me to be elsewhere. (Ballot to be cast and returned in person or by mail not later than close of polls on election day.)

☐ Deliver to me in person at the board of elections. (Delivery method available for all special ballot types.)

☐ Please mail to me. (Please provide mailing address. Delivery by mail only applies to Special Ballots for Poll Workers.)

_____
Street Address | Apt. Number | City | State | Zip Code

Applicant Must Sign Below

7. _____ **Date** ____/____/____
Signature or Mark of Voter

_____ **Date** ____/____/____
Signature of Witness to Mark

_____
Address of Witness to Mark

SAMPLE

Appendix 4: Tri-Lingual Ballot Procedures (for Queens)

Checking the ballots and completing the paperwork

- Check that you have the right ballots for your ED and begin the Ballot Transmittal Sheet that is shrink-wrapped with the first set of ballots.
- Place one pad of ballots for each language on the table as shown below.
- Ballots should be placed on the table in alphabetical order, from left to right as follows: BENGALI, CHINESE, and KOREAN.
- Please know that your ED may not have ballots in all three languages.

Ballot Transmittal Sheet

Queens | General Election | 11/04/14

AD 22 | ED 2

Total Ballots: 75
Total Ballots per Booklet: 25
Total Booklets: 15

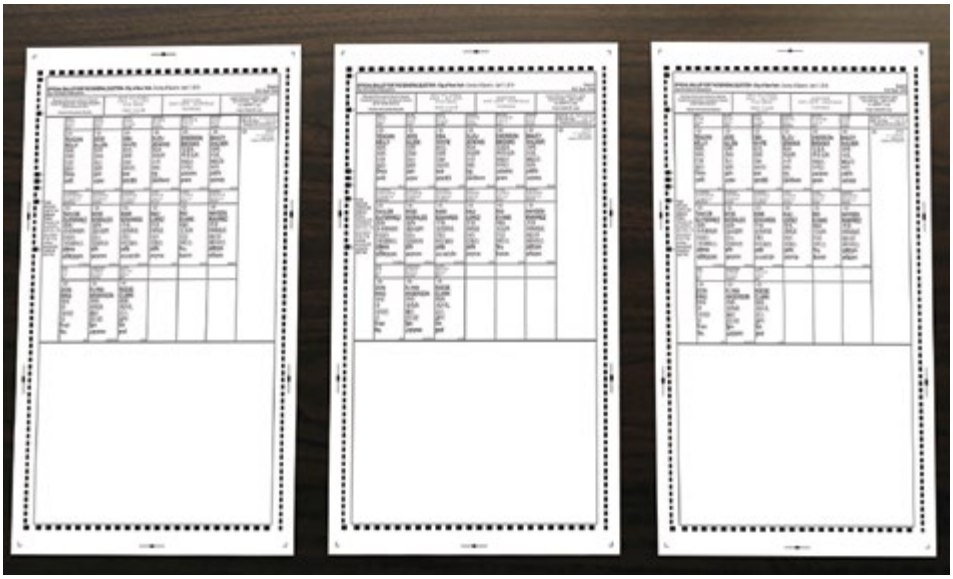
Initial	Pad	Language	Numbered Sequence	Amount of Ballots Used	✓ = all used from pad; 0 = none used from pad
	1	Bengali	1 – 25	25	✓
	1	Chinese	1 – 25	25	✓
	1	Korean	1 – 25	25	✓
	2	Bengali	26 – 50	25	✓
	2	Chinese	26 – 50	25	✓
	2	Korean	26 – 50	25	✓
	3	Bengali	51 – 75	25	✓
	3	Chinese	51 – 75	25	✓
	3	Korean	51 – 75	25	✓
	4	Bengali	76 – 100	11	
	4	Chinese	76 – 100	12	
	4	Korean	76 – 100	11	
	5	Bengali	101 – 125	0	0
	5	Chinese	101 – 125	0	0
	5	Korean	101 – 125	0	0

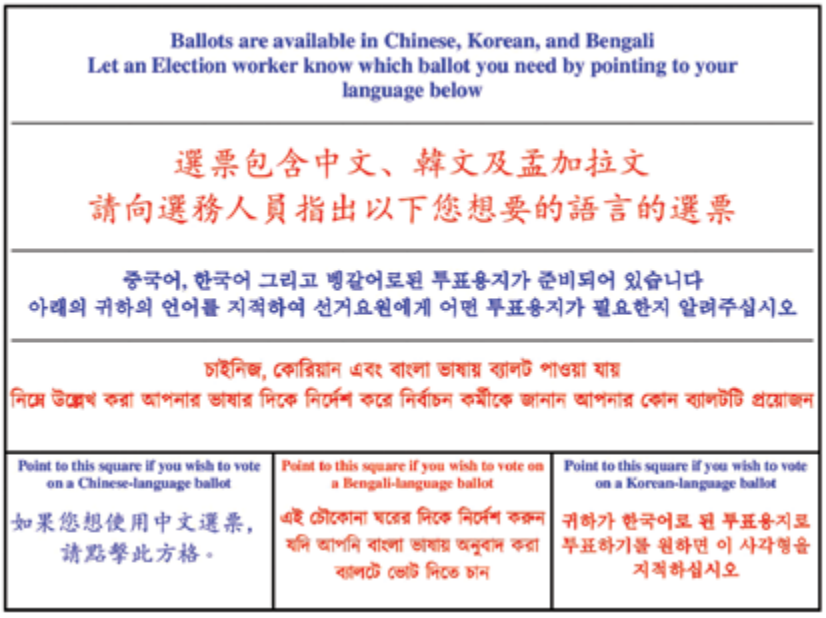
Total Number of Ballots Used

Signatures

Inspector Date/Time Inspector Date/Time

Chairperson Date/Time Inspector Date/Time





Ballots are available in Chinese, Korean, and Bengali
Let an Election worker know which ballot you need by pointing to your language below

選票包含中文、韓文及孟加拉文
請向選務人員指出以下您想要的語言的選票

중국어, 한국어 그리고 벵갈어로된 투표용지가 준비되어 있습니다
아래의 귀하의 언어를 지적하여 선거요원에게 어떤 투표용지가 필요한지 알려주십시오

চাইনিজ, কোরিয়ান এবং বাংলা ভাষায় ব্যালট পাওয়া যায়
নিম্নে উল্লেখ করা আপনার ভাষার দিকে নির্দেশ করে নির্বাচন কর্মীকে জানান আপনার কোন ব্যালটটি প্রয়োজন

Point to this square if you wish to vote on a Chinese-language ballot	Point to this square if you wish to vote on a Bengali-language ballot	Point to this square if you wish to vote on a Korean-language ballot
如果您想使用中文選票，請點擊此方格。	এই চৌকোনা ঘরের দিকে নির্দেশ করুন যদি আপনি বাংলা ভাষায় অনুবাদ করা ব্যালটে ভোট দিতে চান	귀하가 한국어로 된 투표용지로 투표하기를 원하면 이 사각형을 지적하십시오

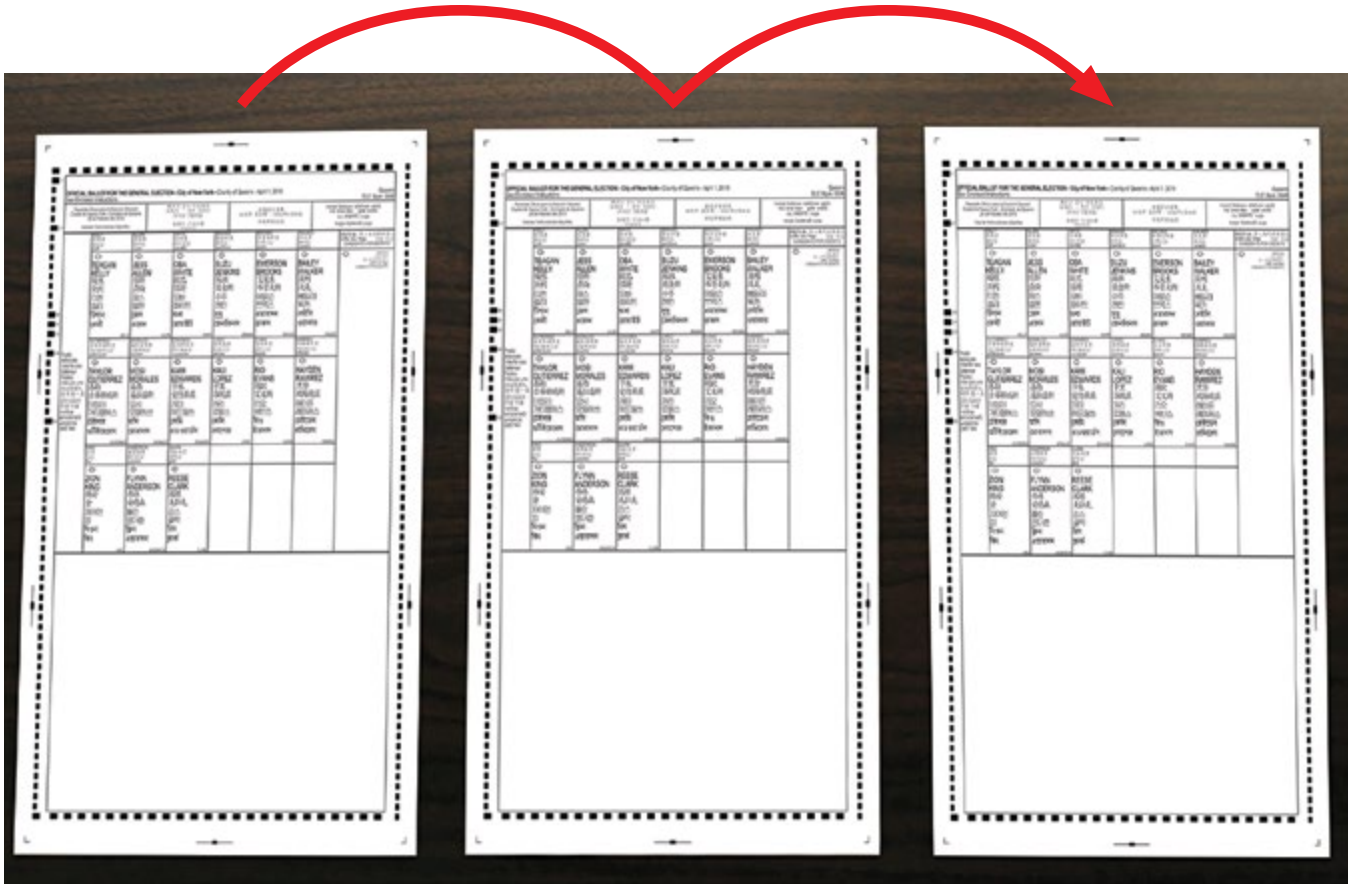
Appendix 4: Tri-Lingual Ballot Procedures (for Queens)

(continued)

Handing out the ballots

- Ballots will be handed out one at a time from left to right, unless a voter makes a request for a specific language. This is to make sure you keep an equal number of ballots on each package.
- A sheet is packed with the ballots to be placed on the table on which voters may point to their language to request a ballot in a specific language.

For example: assume you have an equal number of ballots in each package and you hand out a Bengali ballot from the left first. Then the next five voters request Korean ballots. You will then hand out ballots from the Bengali package and the Chinese package until you have an equal number of ballots in each package. The goal is to keep the number of ballots in each package as equal as possible. See picture below.



Appendix 4: Tri-Lingual Ballot Procedures (for Queens)

(continued)

Example of Ballot Transmittal Sheet

Ballot Transmittal Sheet

Queens **General Election** **11/3/20**

AD 22 **ED 2**

Total Ballots:
Total Ballots per Package: 50
Total Booklets: 15

Initial	Pad	Language	Ballots	Amount of Ballots Used	✓ = all used from pad 0 = none used from pad
	1	Bengali		50	✓
	1	Chinese		50	✓
	1	Korean		50	✓
	2	Bengali		50	✓
	2	Chinese		50	✓
	2	Korean		50	✓
	3	Bengali		50	✓
	3	Chinese		50	✓
	3	Korean		50	✓
	4	Bengali		11	
	4	Chinese		12	
	4	Korean		11	
	5	Bengali		0	0
	5	Chinese		0	0
	5	Korean		0	0

Total Number of Ballots Used	

Signatures

Inspector Date/Time Inspector Date/Time

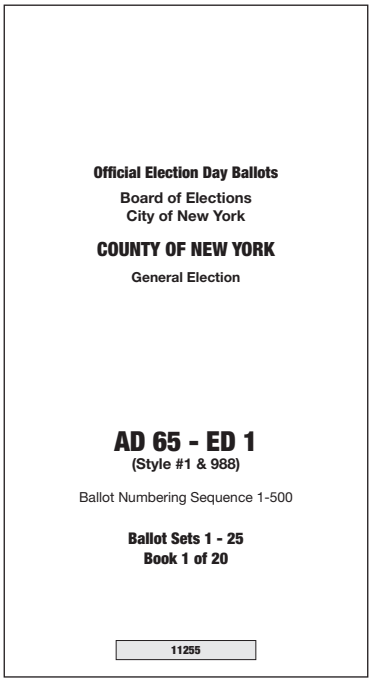
Chairperson Date/Time Inspector Date/Time

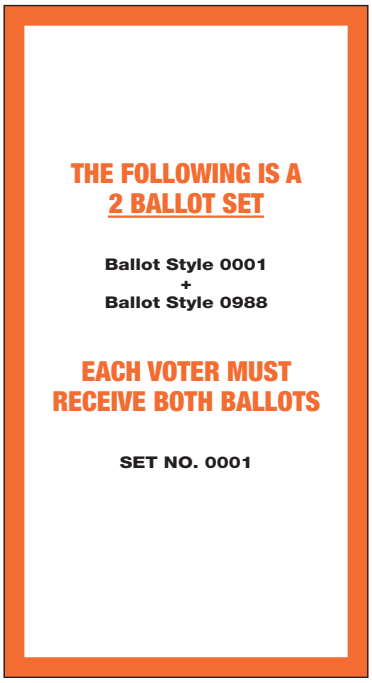
Appendix 5: Two-Sheet Ballot

Two-Sheet Ballot

If there is a two-sheet ballot:

- Be certain each voter receives both sheets of the ballot
- The two-sheet ballots will be packed with separators between each set of two sheets
- A recycling envelope will be included to store the separator sheets

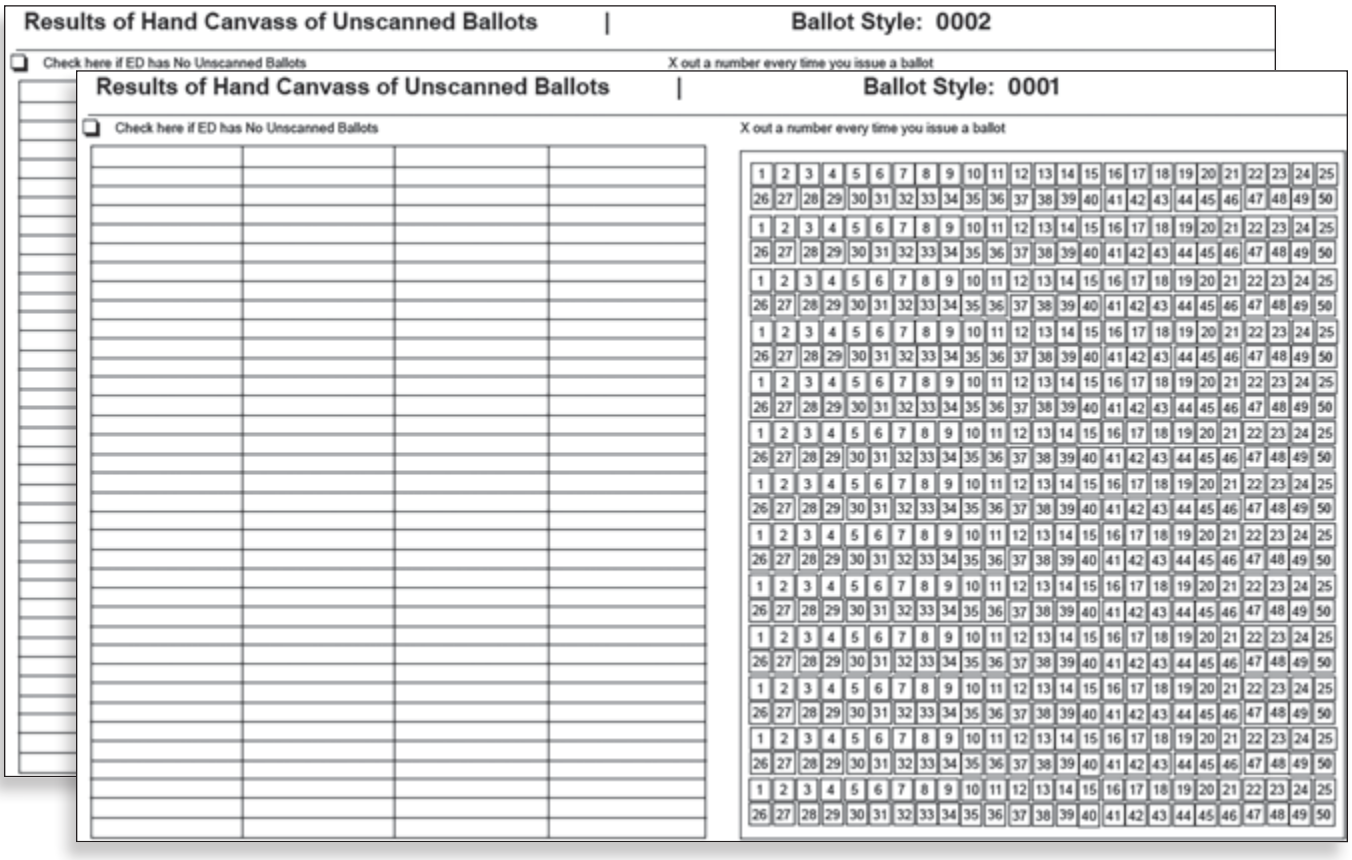




Appendix 5: Two-Sheet Ballot (continued)

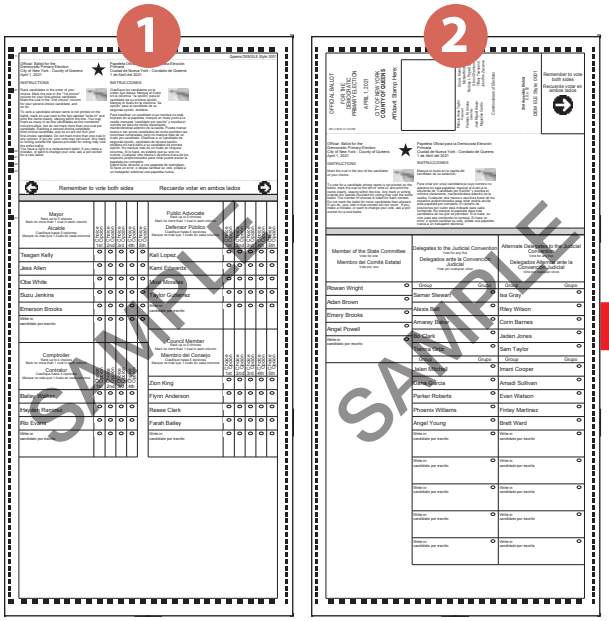
If there is a two-sheet ballot:

- Each sheet of the ballot will have its own style number
- You will have 2 tick sheets – one for each style number
- Be certain both tick sheets are on the ED table and that you mark both of them for each ballot

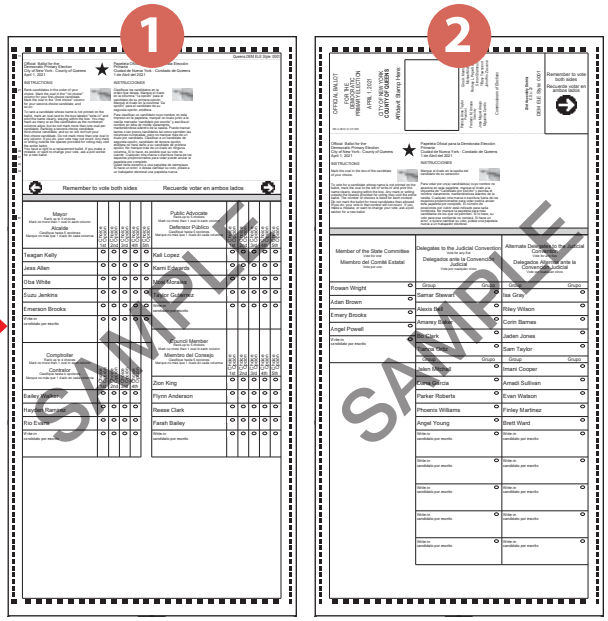


Appendix 5: Two-Sheet Ballot (continued)

Voiding a two-sheet ballot – both sheets returned



Voter returns with both sheets of the ballot. ED Table Inspector will void both sheets.

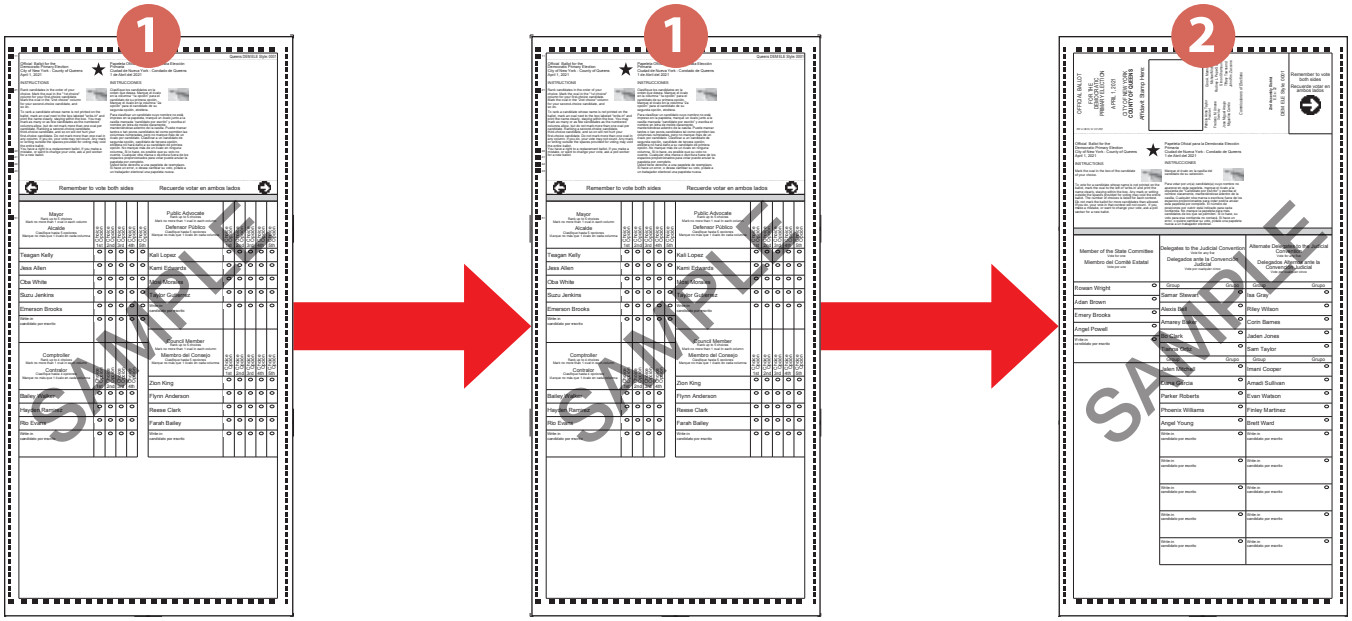


ED Table Inspector will issue new copy of two-sheet ballot from package.

Appendix

Appendix 5: Two-Sheet Ballot (continued)

Voiding a two-sheet ballot – only sheet 1 is returned

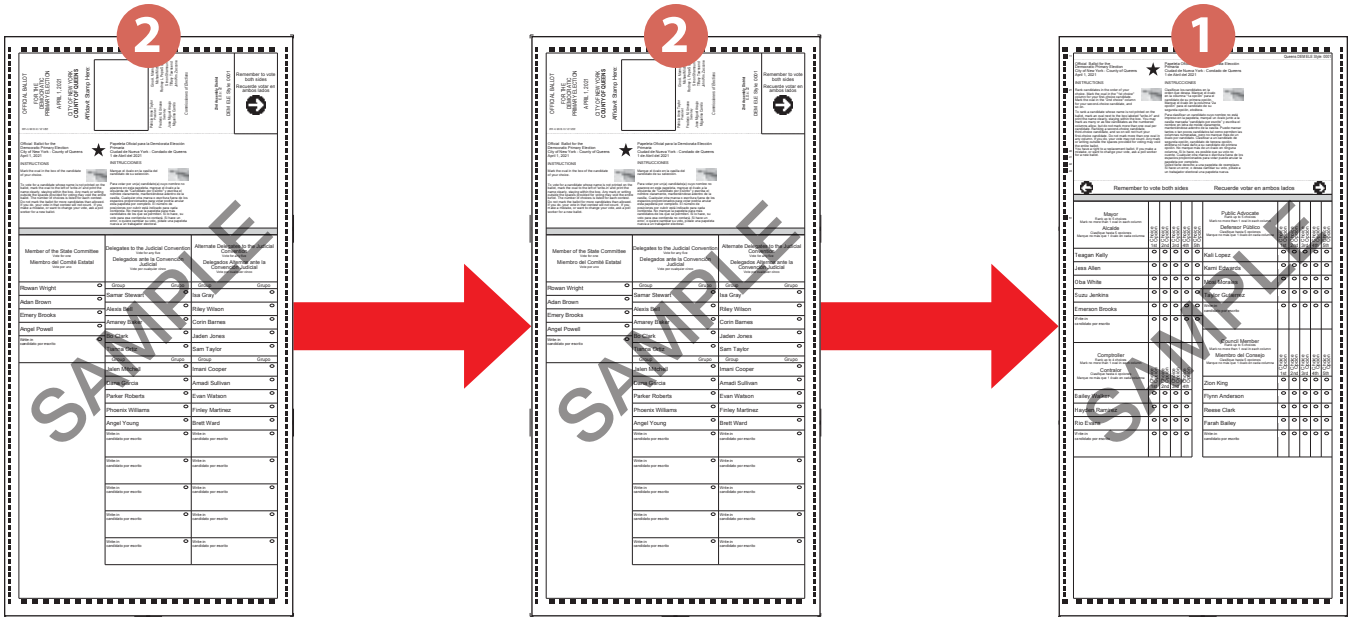


1. ED Table Inspector will void the returned sheet 1.
2. ED Table Inspector will issue only sheet 1 from a new two-sheet ballot.
3. ED Table Inspector will void sheet 2 from the new two-sheet ballot.

*Be sure the style number of the replacement sheet matches the sheet that was returned.

Appendix 5: Two-Sheet Ballot (continued)

Voiding a two-sheet ballot – only sheet 2 is returned



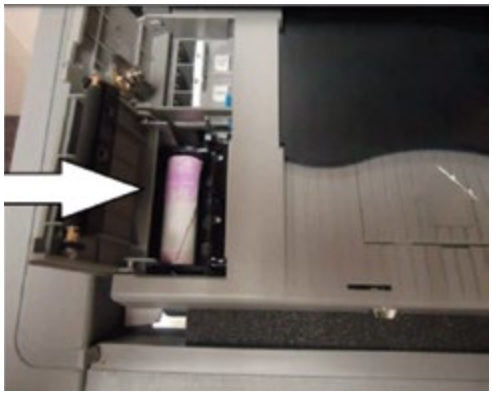
1. ED Table Inspector will void the returned sheet 2.
2. ED Table Inspector will issue only sheet 2 from a new two-sheet ballot.
3. ED Table Inspector will void sheet 1 from the new two-sheet ballot.

*Be sure the style number of the replacement sheet matches the sheet that was returned.

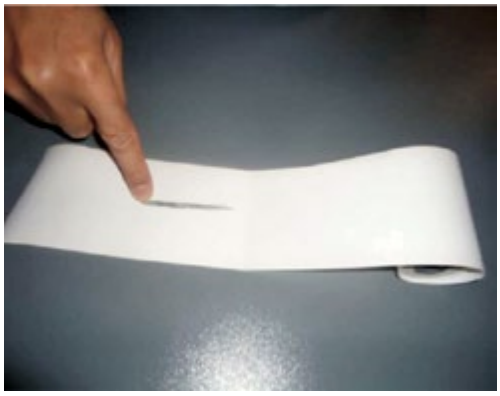
Appendix 6: Troubleshooting – Changing the Paper Roll

1. Break the yellow seal and open PMD Compartment Door (Location #1) with barrel key from Scanner Police Envelope.

2. Click the blue latch to lift up the paper compartment door.



3. Remove the paper roll from the compartment (pink shows when paper is running low).

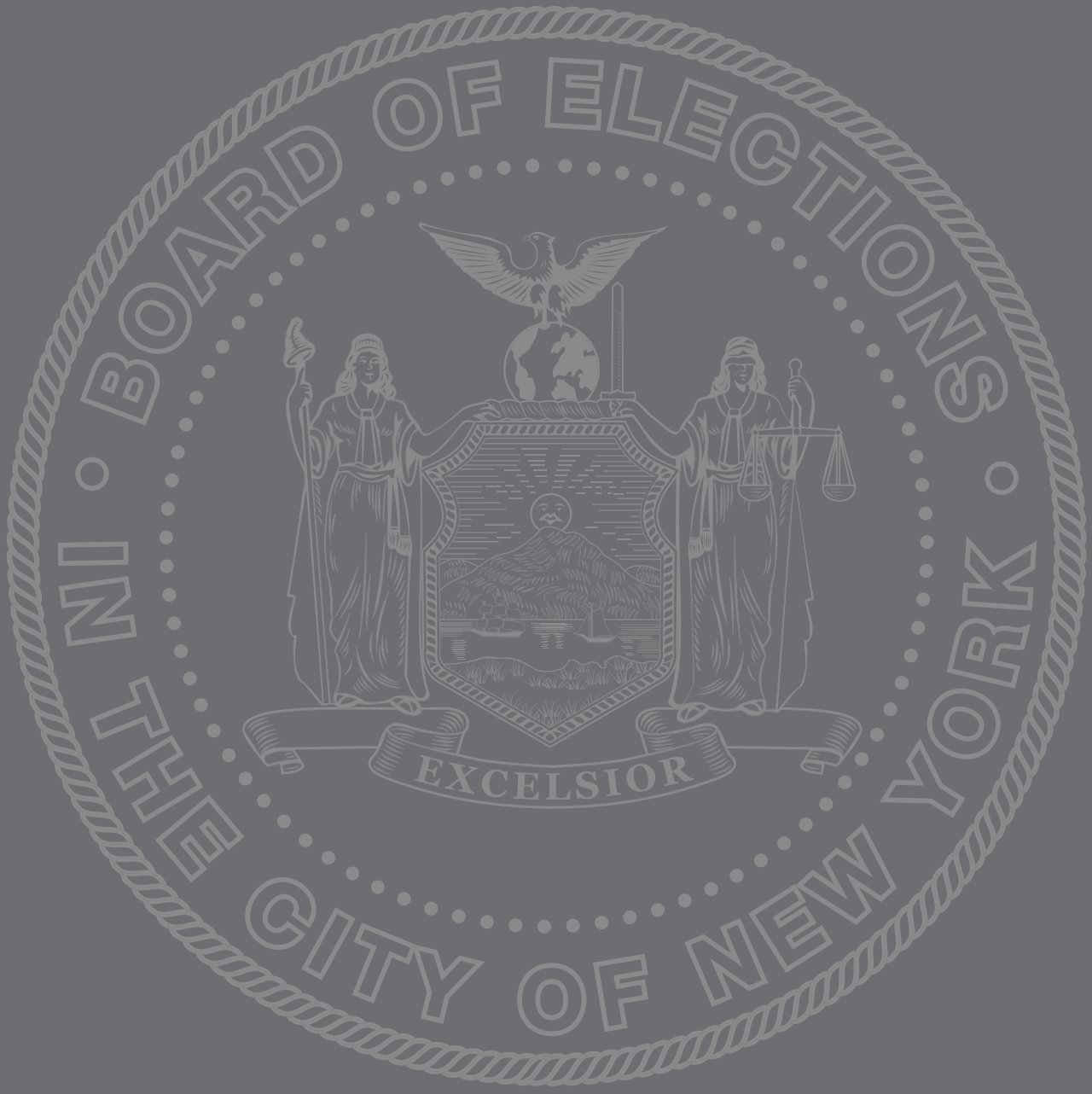


4. Get new paper roll from the side of the Scanner and scratch the paper to see which side makes a mark.

5. Put the new paper roll (side with scratch mark) down.

6. Close the paper compartment door and turn the key to lock. Do not place a new seal on door.

REFERENCE



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Glossary

The world of elections has its own language. This glossary defines the most common election terms you may encounter.

A

Abandoned Ballots – BMD: see Page 83. Scanner: see Page 90

Accessible Privacy Booth – voting booth accessible by wheelchair.

Accessibility – a Poll Site is accessible when all voters can enter, travel to the voting area, and vote without obstacles.

Accessibility Clerk – Poll Worker who ensures the alternate accessible entrance to a Poll Site is accessible throughout the day and performs other duties to assist voters with disabilities.

Accessibility Clerk Manual – instructions on how to perform duties. Located in Accessibility Clerk Envelope which is located in lowest ED/AD Supply Cart.

Accessibility Clerk Supply Envelope – contains supplies including Manual, Poll Site Schematic, Badge Holders, and Tape Measure. Located in lowest ED/AD Supply Cart.

AD (Assembly District) – area represented by a member of the State Assembly. An AD is composed of numerous election districts (ED).

ADA – Americans with Disabilities Act. Federal Law requires an accessible voting process in Poll Sites that are accessible to everyone, including voters with disabilities.

ADA Check List – form completed every two hours verifying accessibility. Located in Coordinator Supply Envelope.

ADA Complaint Log – used to record problems with accessibility.

Affidavit Ballot – used when a voter's registration cannot be verified by the E-Poll Book. This ballot cannot be scanned at the Poll Site. Located in the ED Supply Cart.

Affidavit Ballot Envelope – voter fills out information on envelope and puts voted Affidavit Ballot inside. Not counted at the Poll Site. Located in Blue Table Display; extras in ED Supply Envelope.

Affidavit Privacy Sleeve – red bordered manila folder with ballot marking instructions that is given to voters with the Affidavit Ballot. Located in ED Supply Cart.

Alternate Accessible Entrance – at Poll Sites where the main entrance may not be accessible to everyone. For example, stairs. The alternate entrance is either already accessible or is made accessible by use of a ramp or other device. Located on Poll Site Schematic.

Assistance Oath – both the voter and any outside individual the voter chooses must take the oath in order to assist a voter in marking his/her ballot.

Assisted Voter – a voter who chooses someone to help them mark their ballot. A voter may be assisted by anyone they choose except for their employer, union representative or a person with a political affiliation (e.g., Candidate, Poll Watcher). If a voter requests Poll Worker assistance, it must be conducted by a bipartisan team.

B

Badge Holders – plastic holders for Poll Worker IDs. Located in Supply Envelopes.

Ballot – a paper used to record the votes for contests to be decided at an election. They arrive in ED Supply Cart.

Ballot Bin Liner Case – a blue plastic case located inside the metal ballot box of the Scanner used to collect and securely store ballots on Election Day.

Ballot Box – compartment in bottom of Scanner into which the Ballot Bin Liner case fits.

Ballot Face Card – renamed to Sample Ballot Poster. Located in lowest numbered ED/AD Supply Cart.

Ballot Package – ballots packed in groups of 50 referred to as packages. Located in ED Supply Cart.

Ballot Proposal – voted on in addition to candidates and given out at General Election only. Located on back of the Ballot.

Ballot Reconciliation – the ballot reconciliation is part of the Return of Canvass form. Located in the Grey Transport Bag.

Ballot Transmittal Sheet – contains the number of ballots each table received in the morning and is used to record the number of used and unused ballots at closing of polls. It is placed on top of the first package of shrink-wrapped scannable ballot pads. Located on the top of Ballot package in the ED Supply Cart.

Blank Ballot – a message that appears on the Scanner screen if an inserted ballot has no selections made.

Blue Table Display – cardboard table top display containing useful Election Day Handouts. Located in and displayed on the top of the ED Supply Cart.

BMD (Ballot Marking Device) – machine that assists voters with marking their selections on the scannable paper ballot. It also offers viewing the ballot in different languages or font sizes. It is available for any voter who requests to use it whether or not they have a disability.

BMD Laminated Instruction Card – contains procedures and is found in sleeve on BMD.

BMD Police Envelope – delivered by Police Officer and contains two red plastic seals, seals report, special instructions and Key Envelope for BMD. Located in Police Poll Site Envelope.

BMD/Privacy Booth Inspector – directs voters to Privacy Booths or BMD. BMD/Privacy Booth Inspector is responsible for the upkeep of the privacy booths and BMD throughout the day.

BMD Supply Envelope – contains supplies for operating the BMD. It arrives inside the BMD rear compartment.

BOE – Board of Elections.

Borough – New York City is composed of five Boroughs – each a part of the Board of Elections: the Bronx, Brooklyn, Manhattan, Queens and Staten Island.

C

Candidate – an individual running for public office or party position.

Certificate to Work – given to a standby worker sent by the Borough to work at a Poll Site.

Certification – statement signed by the Inspectors or Coordinator verifying procedures have been followed. Located in various forms, booklets and in back of E-Poll Book.

Chairperson – one Inspector at each ED Table designated to be responsible for operations.

Challenge – a claim that a voter is unqualified to vote. Anyone can challenge a voter's eligibility to vote.

Challenge Oath – statement signed by a challenged voter stating that he/she is eligible to vote. Challenge Oaths are located in the Blue Table Display.

Commissioners' Program for Poll Worker Non-Compliance – program adopted by the Board of Elections' Commissioners to ensure that policies and procedures are correctly followed by Poll Workers.

Cones – used for ADA compliance to indicate obstacles in the voter's pathway. Delivered with ramps.

Configuration Report Tape – contains Scanner settings and serial number. This is the first tape printed by the Scanner during the opening process.

Coordinator – Poll Worker who is responsible for the management of a Poll Site with multiple EDs and is the link between the Poll Site and the Board of Elections.

Coordinator Journal – used by Coordinator to log visitors, monitor accessibility, and record problems and resolutions. It is sent by mail to Coordinators.

Coordinator Manual – specific job instructions for Coordinator. Located in the Coordinator Envelope which is in the lowest numbered ED/AD Supply Cart.

Coordinator Poll Site Supply Bag – contains supplies needed for the site and/or Coordinator. Located in the lowest numbered ED/AD Supply Cart.

Coordinator Receipt – signed by Police at close of polls for Round #1 and Round #2 pickups and kept by the Coordinator.

Coordinator Return Bag – purple canvas bag containing specific items that is packed in the large blue NYPD Poll Site Return Bag at close of polls. Located in lowest numbered ED/AD Supply Cart.

Court Order – an order signed by a New York State Court Judge on Election Day allowing a voter to vote using the Scanner.

Court Order Certificate (Certificate to Request a Court Order) – filled in by the Inspector and given to a voter to take to the judge. When signed by a judge, it is returned by the voter to the Poll Site. Located in the ED Supply Cart.

D

Door Bell – installed by Accessibility Clerk. It is at the alternate entrance so they are notified if a voter needs the door opened. Located in lowest numbered ED/AD Supply Cart.

Door Clerk – see Accessibility Clerk.

Door Prop – plastic or wood wedge for propping open a door. Located in the lowest numbered ED/AD Supply Cart.

E

ED (Election District) – a group of eligible voters within a specific geographic area. Several Election Districts make up one Assembly District (AD).

ED Forms Booklet – contains forms, Certification Receipts and Notice to Work Envelope. Located in ED Supply Envelope.

ED Receipt – signed by Coordinator/ Chairperson at close after receiving required items and given back to the ED Inspector/ Chairperson. Located in ED Forms Booklet.

ED/AD Sign – placed at the side of each ED Table to help the voter find their ED. Located in ED Supply Cart.

ED Return Bag – orange canvas bag used by ED Table to return items at the close of polls. Located in ED Supply Cart.

ED Supply Cart – large metal cart for each ED Table containing all supplies and materials.

ED Supply Cart Police Envelope – delivered by Police Officer and contains one red plastic numbered seal, ED Supply Cart Key Envelope and special instructions, if any. Located in Police Poll Site Envelope.

ED Supply Envelope – large manila envelope containing supplies. Located in ED Supply Cart.

ED Table – table where voter signs E-Poll Book and is issued a ballot.

ED Table Inspector – Poll Worker working at the ED Table.

Election Day Ballot – the paper scannable ballots that voters use to cast their vote. Located in ED Supply Cart.

Election Day Team – consists of all the Poll Workers, police, AD Monitors, and others working together to ensure voters' rights to vote.

Electioneering – efforts to encourage voters to vote a certain way and includes distributing, wearing or carrying political literature, posters, banners or buttons or soliciting votes. Electioneering is prohibited within 100 feet of the Poll Site entrance.

ENR (Election Night Reporting) – Coordinator uploads PMDs into tablet to transmit results to Board of Elections.

Election Security Code – password used to open the polls on the Scanner. Located in Scanner Police Envelope.

Emergency Ballot Procedure – goes into effect when all of the Scanners at a Poll Site break down. Voters place their scannable ballots into the Scanner's Emergency Ballot Box slot. Special procedures are used on how to handle these ballots at closing.

E-Poll Book – Electronic tablet used by Inspectors to check in voters.

Excess Emergency Ballot – extra ballots that are left over at the end of counting during Emergency Ballot procedures.

Exit Polls – voters are asked how they voted AFTER exiting the polls.

F

Floor Plan – (see Poll Site Floor Plan).

G

General Election – any registered voter may vote in this election regardless of party.

Grey Transport Bag – canvas bag containing Return of Canvass and Street Locator by ED. At closing, secure election documents are returned in this bag. Located in ED Supply Cart.

H

Hand Tally – a hand count of votes cast.

HAVA (Help America Vote Act) – Federal law that addresses accessibility of the voting process.

HAVA ID Codes – are listed on the front of the E-Poll Book. Indicates the code an Inspector must enter in the registration list when a voter is required to provide ID.

I

ID Requirements – ONLY voters with "ID REQ." next to their name on the E-Poll Book are required to show ID when voting for the first time.

Information Clerk – Poll Worker who greets voters at entrance and directing them to the correct ED Table or Poll Site.

Information Clerk Envelope – contains supplies and instructions. Located in the lowest numbered ED/AD Supply Cart.

Information Clerk Handbook – contains job procedures and comes in Information Clerk Supply Envelope. Located in the lowest numbered ED/AD Supply Cart.

Inside Signage – posted in Poll Site by Information Clerk. Located in Inside Signage Supply Envelope in the lowest numbered ED/AD Supply Cart.

Interpreter – Poll Worker who assists non-English speakers by translating information provided by other Poll Workers, or on the ballot, in mandated languages.

Interpreter Journal – contains forms used to tally the number of voters assisted during the day and record other questions. Located in the Interpreter Supply Envelope.

Interpreter Journal Return Envelope – used to return all journal pages to the Coordinator at close of polls. Located in the Interpreter Journal.

Interpreter Manual – contains specific job procedures. Located in the Interpreter Supply Envelope.

Interpreter Supply Envelope – contains supplies, manual and journal. Located in the lowest numbered ED/AD Supply Cart.

L

Large "A" Envelope – white envelope with red text where completed and sealed Affidavit Envelopes are placed throughout the day. Located in the ED Supply Envelope in the ED Supply Cart.

M

Media Representative – a reporter, photographer, cameraman, etc. from a newspaper, radio or television station.

N

No Electioneering Sign – posted 100 feet from the entrance to the Poll Site prohibiting electioneering between the sign and the entrance. Located in the Outside Signage Supply Bag in the lowest numbered ED/AD Supply Cart.

Notice to Voters Flyer – given to voters along with the Affidavit Ballot. Located in the Blue Table Display.

Notice to Work – mailed to Poll Workers prior to the election giving their specific job assignment and Poll Worker Number. It also has Poll Worker's name tag attached which has to be separated and worn on Election Day.

Notice to Work Envelope – used to collect Notice to Work Forms from Poll Workers. Located in ED Forms Booklet.

NYS Voter Bill of Rights Sign – sign posted at the entrance detailing the rights of the registered voter. Located in the Inside Signage Supply Envelope.

O

Official Ballot Box – a metal cart located at the Information Table where you place all Absentee, Early Mail, and Special Ballots.

Orange ED Return Bag – canvas bag used by each ED Table to return items to the Coordinator. Located in each ED Supply Cart.

Outside Signage – posted by Accessibility Clerk. Located in the Outside Signage Supply Bag. Located in the lowest numbered ED/AD Supply Cart.

Over Vote – when a voter chooses a greater number of candidates than is indicated for selection on the ballot, the Scanner displays this message on the screen and the voter can choose to have the ballot returned to them. The voter can then return to the ED Table for a replacement Ballot. If a voter does not request the ballot to be returned, their vote for this one race only will not be counted.

P

Partially Used Ballot Package Envelope – used for returning the partially used ballot packages. Located in ED Supply Envelope.

PMD – portable memory device, sometimes referred to as a memory stick or flash drive, placed inside the Scanner to store election results. Scanner screen refers to this as "Election Media."

PMD Report – sometimes called Election Night Return (ENR) is completed by the Coordinator and returned to the Police Officer in Round #1 pickup.

Police Officer/Peace Officer – present during Election Day to maintain law and order at the Poll Site.

Police Officer Receipt – signed by the Coordinator and given to the Police Officer at the opening of the polls stating that all police envelopes were received.

Police Poll Site Envelope – contains Police Envelopes for ED Supply Carts, BMDs, Scanners, special instructions and a receipt for the Coordinator to sign and return to the Police Officer. Delivered by Police Officer at 5:00 a.m.

Polling Area – a designated area in the Poll Site where voting takes place.

Poll Site – a building in which a polling area is located.

Poll Site Floor Plan – shows how the voting room should be set up. Located on the top of each ED Supply Cart and in Coordinator Supply Envelope.

Poll Site List – a Borough directory grouped by AD number, showing name and address of the Poll Site for each ED/AD. Used by Information Clerk. Located in the Information Clerk Supply Envelope.

Poll Site Return Bag – large blue canvas bag in which Orange ED, Purple Coordinator Return Bags and Return of Canvass are placed before being given to Police Officer at close of polls. Located in the lowest numbered ED/AD Supply Cart.

Poll Site Schematic – shows path of travel and entrances for accessibility from outside sidewalk to the polling area. Located in Coordinator Supply Envelope and Accessibility Clerk Supply Envelope.

Poll Watcher – representative of a candidate, political party or independent group who observes the election to make sure it is conducted fairly and impartially.

Poll Watcher Certificate – given by the candidate permitting a designated person to monitor the Election Day process within specified EDs.

Poll Watcher Poster – posted near entrance to voting room explaining Poll Watcher's rights and responsibilities. Located in the Inside Signage Supply Envelope.

Primary Election – held by a political party to choose its candidates for the General Election and elect individuals to party positions. Only registered voters enrolled in the party may vote in this election.

Privacy Booth – metal booths with lights, magnifying sheets and pens used by the voter to mark a ballot in privacy. An Accessible Privacy Booth is also available at each Poll Site.

Privacy Panels – black shields (screens) placed on each side of the Scanner screen to ensure voter privacy. Located in the lowest numbered ED/AD Supply Cart.

Privacy Sleeves – manila folders with black border for scannable ballots or red border for Affidavit Ballots. Ballot marking instructions are printed on the cover.

Protected Count – the total number of votes that have been cast on the Scanner since its first use. Located in the middle of the Scanner screen.

Public Count – located on screen of the Scanner showing the total number of votes that have been cast on the scanner in a particular election.

Public/Protected Count Worksheet – used to record counts in the morning and at close of polls. Located in the Scanner Booklet.

Purple Coordinator Return Bag – used by the Coordinator for items returned at close of polls and put inside large blue Poll Site Return Bag. Located in lowest numbered ED/AD Supply Cart.

R

Referral Slip – form filled out by any Poll Worker sending a voter to a different Poll Site. Located in the Information Clerk Supply Envelope.

Registered Voter – a person who is entitled to vote after registering with the Board of Elections.

Results Report Tape – paper report printed during the closing of the Scanner that details the election results from that particular Scanner.

Return of Canvass – a ballot reconciliation sheet, in which all scannable ballots that were used, voided or unused are accounted for at the end of the day. Vote totals from any hand tally are recorded on the back. Located in the Grey Transport Bag.

Return of Canvass Envelope – used to place all Return of Canvass forms from each ED Table. Located in lowest numbered ED/AD Supply Cart

S

Sample Ballot Poster (formerly called Ballot Face Poster) – large poster showing a sample ballot. Hung at each ED Table allowing voters to look at voting options. Located in the lowest numbered ED Supply Cart.

Scanner Forms Booklet – contains forms, certifications, and receipts. It is turned in to the Coordinator at close of polls. Located in Scanner Supply Envelope.

Scanner Laminated Opening & Closing Cards – specific job procedures for the Scanner Inspector. It comes in a sleeve on the Scanner. Also located in Scanner Supply Envelope.

Scanner Police Envelope – delivered by Police Officer and contains seals report, security codes, yellow numbered plastic seals, red numbered plastic seals, one 2-pronged yellow numbered plastic seal for Small Yellow Pouch. Scanner "A" envelope contains two 2-pronged yellow seals, special instructions, Key Envelope for Scanner. Located in Poll Site Envelope.

Scanner Receipt – is in back of Scanner Booklet and is signed by Coordinator as items are delivered and then kept by the Scanner Inspector.

Scanner Seals Report – comes in Scanner Police Envelope and lists all seals on, or to be placed on the Scanner and checked/initialed by the Inspector.

Scanner Supply Envelope – contains supplies and is found in lowest numbered ED/AD Supply Cart.

Schematic – (see Poll Site Schematic).

Second Results Tape – posted on wall under DO NOT TAMPER sign, removed at close of polls by Coordinator and placed in 2nd Results Tape envelope.

Site Coverage Report – report that Coordinator uses to take attendance and monitor personnel. Lists names and positions of all workers at Poll Site.

Smaller Party – a political party other than Democratic or Republican, also commonly referred to as Third Party.

Special Ballot – one that is available to Poll Workers or Board of Election employees who cannot vote at their home Poll Site on Election Day. It can be voted at the Borough Office or received by mail and returned on Election Day to the Poll Site where the Poll Worker is working.

Special Ballot Application – purple and white form filled out prior to an election by a Poll Worker to allow them to receive a ballot by mail. Applications are available at training classes.

Special Ballot Envelope – purple and white envelope where voted Special Ballots are placed. Located in ED Supply Envelope.

Special Instructions – contain any last minute changes in procedure or other important notices for Poll Workers, and are often delivered in Police Envelopes.

Standby Poll Worker – trained Poll Worker dispatched from the Borough Office to fill in where an assigned worker has not reported to work.

Street Finder (by Borough) – directory of every address in a borough showing the political subdivisions by Election District (ED), Assembly District (AD), ZIP code, Congressional District (CD), Senatorial District (SD), Municipal District (MC), and Council District (CO). Located in Information Clerk Supply Envelope.

Street Locator (by Poll Site) – similar to Street Finder by Borough but specific to the Poll Site. Located in the Grey Transport Bag.

Style Number – can be found on the back of the ballot in the lower right corner above the list of ED/ADs. Used to account for ballots on the Scanner Results Tape.

T

Tally Sheet – used at ED Tables to record hand tallies of unscannable Emergency Ballots. Located in the ED Forms Booklet.

Time Sheet – used to record Poll Workers' attendance, hours, and assigned position. Located in ED Forms Booklet.

U

Under vote – only appears on the screen on the BMD when a voter did not choose all the candidates they possibly could have in a particular race.

Unused Ballots – any unmarked ballot that has not been given to a voter. Located in ED Supply Cart.

V

Valid Emergency Ballot Envelope – used to hold Emergency Ballots that could not be scanned. Located in the ED Supply Envelope.

Visitor Log – used to record all visitors to the Poll Site. Located in the Coordinator Journal.

Void Ballot Envelope – used to collect void ballots throughout the day. At the close of polls, all void paper ballots are returned to the Board of Elections in this envelope. Located in the ED Supply Envelope.

Void Paper Ballot – a paper ballot on which a voter has made a mistake (marked "void v") or Poll Worker has damaged the ballot (marked "void p").

Voter Record – section in the E-Poll Book containing identifying information for each voter, the signature and place for the voter to sign the record.

Voter Rights Act – Federal law that makes it illegal to discriminate against voters or candidate on the basis of race, color, or language. It also provides for language assistance to ensure that voters who do not speak English can vote. Located in Blue Table Display.

Voter Rights Flyer – given to every voter who votes by Affidavit Ballot, explaining their rights. Located in the Blue Table Display.

W

Wait Here for Scanner Sign – black plastic pole/metal base with white sign indicating where the line begins (at least 5 feet from Scanners) for voters waiting for an available scanner. Found in lowest numbered ED/AD Supply Cart.

White Paper Seal Pad – used to seal all envelopes and signed by designated Poll Workers. Located in the ED Supply Envelope.

Write-in Vote – a vote cast on the paper ballot for a candidate other than those pre-printed on the ballot.

Y

Yellow Large Scanner Voting Records Bag – used by Coordinator to secure small Scanner pouches from Scanners at end of the night and provided to Police on first round pick up. Located in the lowest numbered ED/AD Cart.

Yellow Small Scanner Voting Records Pouch – Scanner Inspectors place Configuration Report, Zero Report Tape and PMD in the Yellow Small Scanner Pouch and give it to Coordinator who places it in the Large Yellow Scanner Voting Records Bag. Located in the lowest numbered ED/AD Supply Cart.

Z

Zero Report Tape – a paper report printed during the opening of the Scanner that shows vote totals are zero at opening of the polls and is then put in the small yellow Scanner pouch.

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Notes

Notes

Notes

Board of Elections in the City of New York

THANK YOU FOR YOUR SERVICE TO THE VOTERS OF THE CITY OF NEW YORK

Legal Notices

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

- Discriminate against voters or candidates on the basis of race, gender or language.
- Administer the Election on different terms for different racial groups, even without the intention to discriminate.

Prohibited Practices:

Under New York State Election Law, it is a felony punishable by fine, imprisonment or both for a poll worker to:

1. Destroy, remove or alter any ballots.
2. Mark a ballot unless voter requests assistance.
3. Campaign, distribute campaign literature, knowingly and willfully permit campaign literature to be present or electioneering at the polls.
4. Threaten or intimidate voters.
5. Knowingly permit an unqualified voter to vote, or permit someone to vote more than once.
6. Intentionally make or attempt to make a false canvass of the ballots or falsify the results of the canvass.
7. Communicate with others regarding anyone's vote.
8. Go to a privacy booth, BMD or Scanner with a voter, unless the voter requests assistance.
9. Destroy or alter the Registered Voters List, Challenges or Affidavits.
10. Deface or destroy the List of Candidates, Voter Instruction Cards, or other supplies at the polling site.
11. When helping a voter who has requested assistance in voting, induce the voter to vote in a certain way, reveal a vote, or keep a record of anything at a privacy booth, BMD or Scanner.
12. Knowingly deny a qualified voter the right to cast his or her ballot.

Commissioner's Program for Poll Worker Non-Compliance

If you engage in any of the above prohibited practices you may be required to attend a remedial training class. Anyone who fails to attend such class will not be allowed to work until that requirement is satisfied. There will be no pay for attending this class. If it is determined that your behavior toward voters or other poll workers is unacceptable or you fail to follow the directions of the Coordinator or Board of Elections personnel, your name will be submitted to the Commissioners for consideration of dismissal.

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

1. Zero Report Tape, Results Report Tape and Portable Memory Device (in small yellow scanner pouch).
2. Completed Return of Canvass forms.

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QUEENS COUNTY
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