Board Of Elections In The City Of New York

BASIC POLL WORKER MANUAL
2016/2017 CERTIFICATION PERIOD

v. 2016A

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.

Note From The Board Of Elections

Dear Poll Workers,

Protecting the right to vote and offering voting opportunities in your community would not be possible without the thousands of concerned registered voters who serve as poll workers on Election Day. We want to thank you for your interest and participation in the electoral system of New York City.

We know that working a day at the polling place is not easy. It requires long hours, training, and a dedication to customer service. The Board of Elections is constantly looking for ways to make your job a little easier. For that reason the training for 2016/2017 has undergone significant change. The purpose of this change was to improve the way information was presented, to offer more visual interest and hands on segments, and to make the training more dynamic and engaging. We have shortened the classes, added visual interest with PowerPoint and videos, and more time for hands on exercises. We have added more online training information and are in the process of developing an online training program that is interactive and can be used at any time to answer questions and serve as a refresher.

We heard your suggestions for improvement to the manual and have added a full table of contents, updated the glossary for consistent language, and included an index. We hope that these changes will better help you understand how to perform your duties on Election Day and make the job of being a poll worker a little easier. We have also expanded the use of color-coding to improve closing procedures.

Throughout this manual and in training classes we will be focusing on customer service – how we can best serve the voter. You are the frontline of the voting process on Election Day, representing the entire Board of Elections for New York City. It is up to you to treat voters with courtesy and respect and to conduct yourself in a professional manner that ensures fair and impartial elections. We also want to emphasize the importance of accessibility – making sure that all voters have the ability to cast a ballot, regardless of any limitations. We have confidence that you will do your best to make this happen.

We hope that Election Day will be a positive and rewarding experience and once again, want to say THANK YOU!

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Schedule of Elections for 2016/2017 Certification

JUNE 28, 2016   Federal Primary

SEPTEMBER 13, 2016   State Primary

NOVEMBER 8, 2016   General Election

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

TRAINING OPPORTUNITIES:

Working at the Polls requires attention to detail, and 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 – 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

vote.nyc.ny.us to view:

Basic Poll Worker Manual

Video of opening and closing the Scanner

Video of opening, using, and closing the BMD

Interactive online training under development

IF YOU HAVE QUESTIONS:

Before the election or on Election Day, there are people ready to help. Before Election Day you can call your Borough Office directly. On Election Day you should advise your Coordinator of any problems and the Coordinator will call the Borough Office if necessary (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 polling place, or any disability that a voter may have (unless necessary to discuss in order to provide assistance).

- Keep the polling place 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 – not in teams of two.

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, Hindi, 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, even though they appear to have different abilities than the average person.

If you think a voter needs special assistance, ask specific questions about how you can be helpful, and listen to and respect the voter's answers.

General Guidelines

If a voter asks for your help, 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.

Hearing Impairment

Make eye contact and speak directly to the voter (not his/her companion), speak clearly and use short simple sentences. Don't shout.

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.

Speech Impairment

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. Try to 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.

Limited Mobility

Try to place yourself at eye level but do not hover over them.

Do not lean on a wheelchair or other assistive device.

Do not assume a voter in a wheelchair wants to be pushed. Poll workers are not to push wheelchairs or physically help voters.

Keep the poll site free of clutter or barriers in the path of voters.

Visual Impairment

Identify yourself to the voter (your name, role, and how you can assist the voter). Verbalize what you are doing to help: 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.

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 if you are leaving him/her alone.

Disability Awareness

Service Animals

Many people use service animals for reasons that may not be visible or apparent. Dogs are permitted to serve as service animals in New York State.

Service animals are NOT required to "wear" identification such as a vest or bandana. If a voter says an animal is a service animal, it is permitted into the polling place. Do not touch or interact with any service animal.

Cognitive

Mental 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. 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.

Election Day Information and Rules

Poll Hours

Poll workers must arrive at the polls 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, BMD's, 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.

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.

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, buttons or hats with improper or political slogans, graphics, photos, midriff baring tops and ripped, torn or oversized pants are examples of inappropriate dress. 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 polls. 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.)

Election Day Team

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

Coordinator

1-6 EDs at site:

- 1 Coordinator

7-12 EDs at site:

- 2 Coordinators

13 or more EDs:

- 3 Coordinators

- 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.
- 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)

One per site

- Delivers Police Poll Site Envelope to Coordinator (contains all keys).
- On duty at 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 odd # ED and Dem at even # ED

- Selected by Inspectors at the table or assigned by Coordinator.
- 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 Voter Registration List, 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.

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.

Election Day Team

BMD/Privacy Booth Inspectors

One Rep/One Dem

- Make sure privacy booths and the BMD are placed according to the floor plan.
- Check booth lights, make sure magnifying sheet and pen are in each booth and lock the feet of each booth. Check booths during the day to remove any electioneering material and to see if a replacement pen is needed.
- Set up the BMD.
- Ready to assist voters in using the BMD or its accessories.
- Close the BMD and stack the booths.

Information Clerk

One for 3 to 6 ED's
Two for 7 or more ED's

- 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 polls.
- Assists in closing activities as needed.

Accessibility Clerk

One or more at a site as needed. Note: Accessibility Clerk cannot be reassigned.

- Posts signage outside before polls open.
- Installs doorbell at alternate accessible door (if needed).
- Makes sure ramps 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 site closes.

Interpreter(s)

Note: Interpreters cannot be reassigned to another position.

- Assists 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.

Relief Workers

- Poll workers who have been trained and assigned to a poll site to provide relief to other workers during breaks, etc.

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 polling sites. 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 Primary, General or Special Election to be held on _____

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

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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

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 cases are empty.

- Compare ballot to sample ballot poster.

- Examine the Voter Registration List as long as they do not interfere with the Inspectors or election proceedings.

- 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 IF/THEN charts for ED Inspector Serving the Voters.

- Report possible violations to the Coordinator, Inspector, Police Officer, or Board of Elections.

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, etc. 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

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.
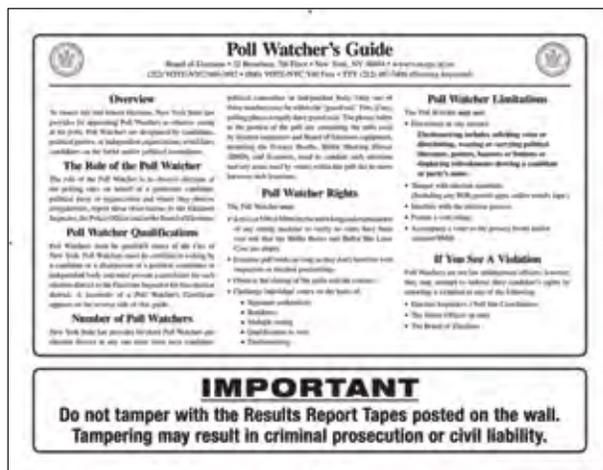
Poll Watchers, Observers and Media

Observers

There may be observers visiting your polling place 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

They are allowed to be inside the 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 polls.

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 polling 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 on 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 two weeks before the election. **Do not return your voted ballot by mail.** Bring it to the poll site where you are working on Election Day and give it to the inspector at any ED table. Be sure the inspector signs the back of the envelope.

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.
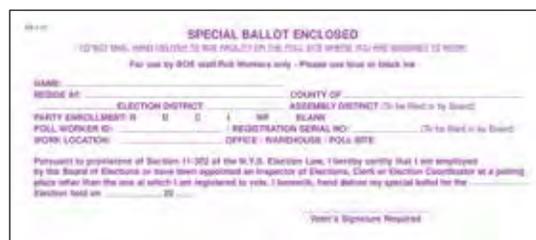
3. Make arrangements to arrive at the polling site NO LATER THAN 5:OO A.M.!!! If arranging transportation pickup at end of night, schedule it for <u>after</u> 9:30 p.m.

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 food, so you might want to bring meals accordingly; 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 site where you are assigned or this will result in not being paid.**

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 entrance to the 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 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 and place and inspect all privacy booths.

7. Information Clerks set up the table near the entrance and post all inside signage.

8. Interpreters set up the table and prepare journal pages.

9. Accessibility Clerk posts all outside signage, making sure path of travel is clear, and installs the door bell (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. Just before opening of the polls all poll workers must sign the time sheets **in the Forms Booklet.** All poll workers must attach their badge, and polls must be ready to open at 6:00 a.m. **YOU MUST SIGN THE FORMS BOOKLET IN ORDER TO BE PAID.**

TIME SHEET

POLL WORKER CERTIFICATION OATH
Y CERTIFY THAT THE FOLLOWING SERVICES WERE RENDERED

Michael J Annarumma

R Inspector-Scanner

Borough:_____   Date of Election:_____

on's Signature   Coordinator's Signature

OATH OF OFFICE FOR POLL WORKERS

ar (or affirm) that I will support the Constitution of the United States and the State of New York; and that I will faithfully discharge the City of New York according to the best of my ability, that I am a registered voter and resident of the City of New York. am not a candidate for any office to be voted for by the voters of this Election District, or the spouse, parent or child of such oved or otherwise disqualified and am able to speak and read the English language and write it legibly. I further swear (or affirm) I will not in any manner Receipt or seek to persuade or induce any voter to vote any particular ticket or for any particular candidate; and that I will not keep or make any memoranda or entry of anything occurring within the booth and that I will not, directly or indirectly, reveal to any person the name of any candidate voted for by any voter or which ticket he has voted, or anything occurring within the voting booth, except I may be called upon to testify in a judicial proceeding for a violation of the election law. I further swear (or affirm) that I will treat all voters equally and with respect, honor the candidate and other ballot choices of all voters who receive assistance in marking their ballots and avoid making any statement or allowing any person to make any communication within or near the polls to influence any voter's ballot choice, allow voters required assistance to choose a person to assist them, consistent with Section 2108 of the Voting Rights Act, and offer affidavit ballots to voters who are entitled to such ballots under New York law and HAVA.

POLL WORKER TIME SHEETS

CHAIRPERSON ED Table	PARTY:	DOB:	TIME OF ARRIVAL	TIME OF DEPARTURE	OFFICE USE
Name:			AM PM	AM PM	
Address:		Zip:	APT#:		Transferred to:
Telephone Home: ( ) Cell: ( )		Work: ( )			
Signature:		Poll Worker #:			Position
E-Mail Address:					ED AD

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Overview of Scanner and Ballot Marking Device

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.

The electronic poll site voting system replaced the lever machines in all poll sites throughout the City.

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. It allows the voters to:

- view the ballot in larger print by adjusting the print size on an adjustable touch screen.

- listen to the choices for candidates and propositions through audio headphones

- mark the ballot using the touch screen, Braille-embossed keypad, sip and puff device or rocker paddle.

- view the ballot in English and Spanish. If the poll site is designated for additional languages, those will also be available on the BMD.

NOTE: BMD does not count ballots or print reports.

Example of Poll Site Schematic: Outside

The schematic (diagram) for your poll site will be in the Coordinator Supply Envelope and Accessibility Clerk Supply Envelope. The schematic shows the building, path of travel, alternate accessible entrance, and room in which voting will take place. It is used by the Coordinator to make sure the site meets ADA requirements and the Accessibility Clerk to locate entrances and post outside signage and set up doorbell.
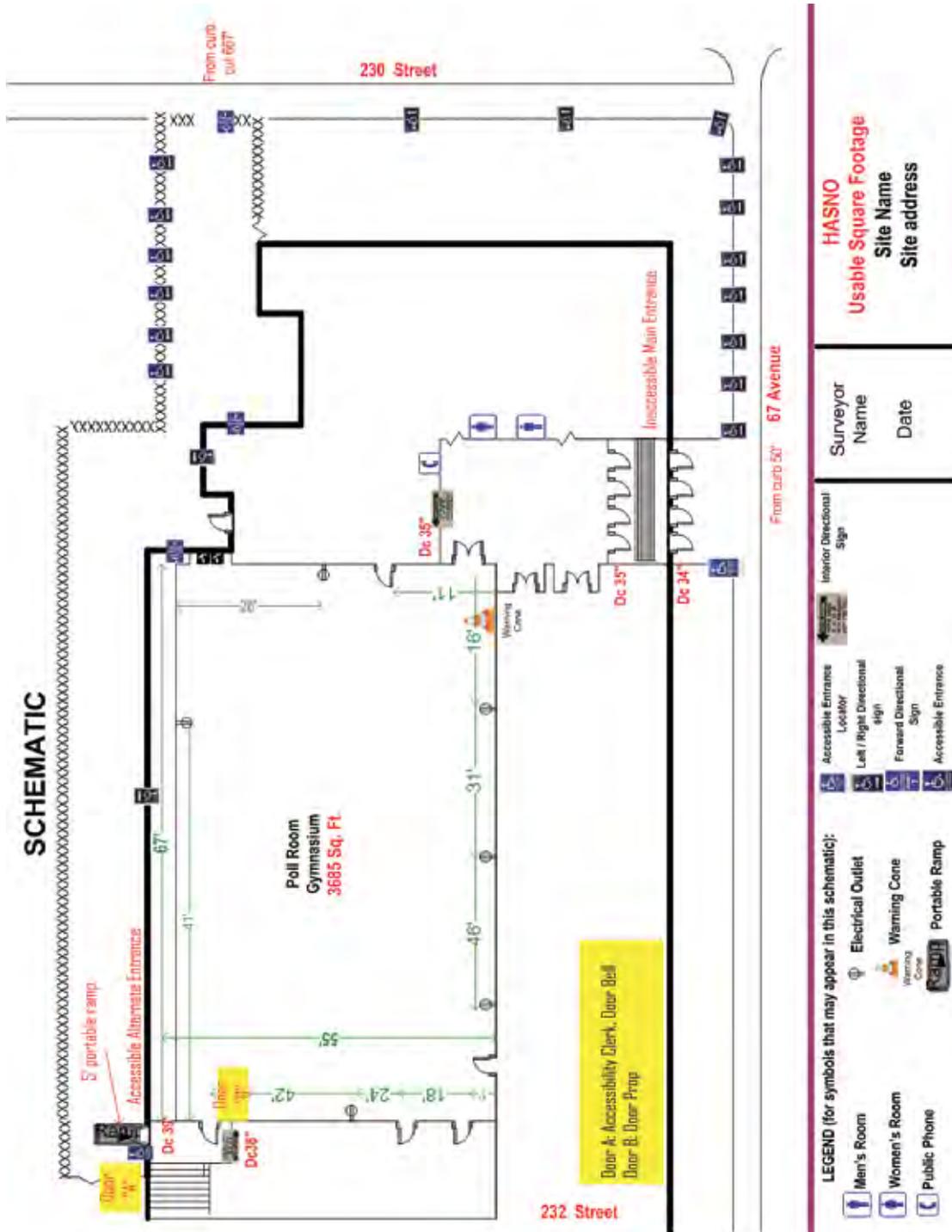
Poll Site Interior Set Up

Following is an example of a floor plan showing placement of equipment and furniture. The floor plan for your specific poll site is on top of each ED supply cart. The 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 in order to avoid legal challenges. If there are any problems with this floor plan, inform the Coordinator.

There is a 5 foot chain or tape measure in the Coordinator's Supply Envelope for measuring.

Privacy Booth Placement

- Privacy booths are placed with the voter's back to the wall and 3-1/2 feet from the wall.

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 on two sides to allow a voter in a wheelchair easy access (use 5 foot chain or tape measure).

BMD Placement

- The BMD is placed 5 feet from the wall with the voter's back to the wall (use 5 foot chain or 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.

- 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, but doors should not be accessible to the voters.

Scanner Placement

- 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 5 foot chain or tape measure).

Example of Poll Site Floor Plan: Inside

Floor Plan

-HASno-
Poll Site Name
Poll Site Address
Borough, State
Usable Square Footage
[Surveyor Name]
[Survey Date]
[Scale]

REQUIRED EQUIPMENT:
# of EDs:
LARGE INFO TABLES: 2
SMALL INFO TABLES:
ED/AD TABLES:
SUPPLY CARTS:
PRIVACY BOOTHS: 21
ADA BOOTHS: 1
BMDs: 1
SCANNERS: 4

Voter Entrance

Exit doors not used

17
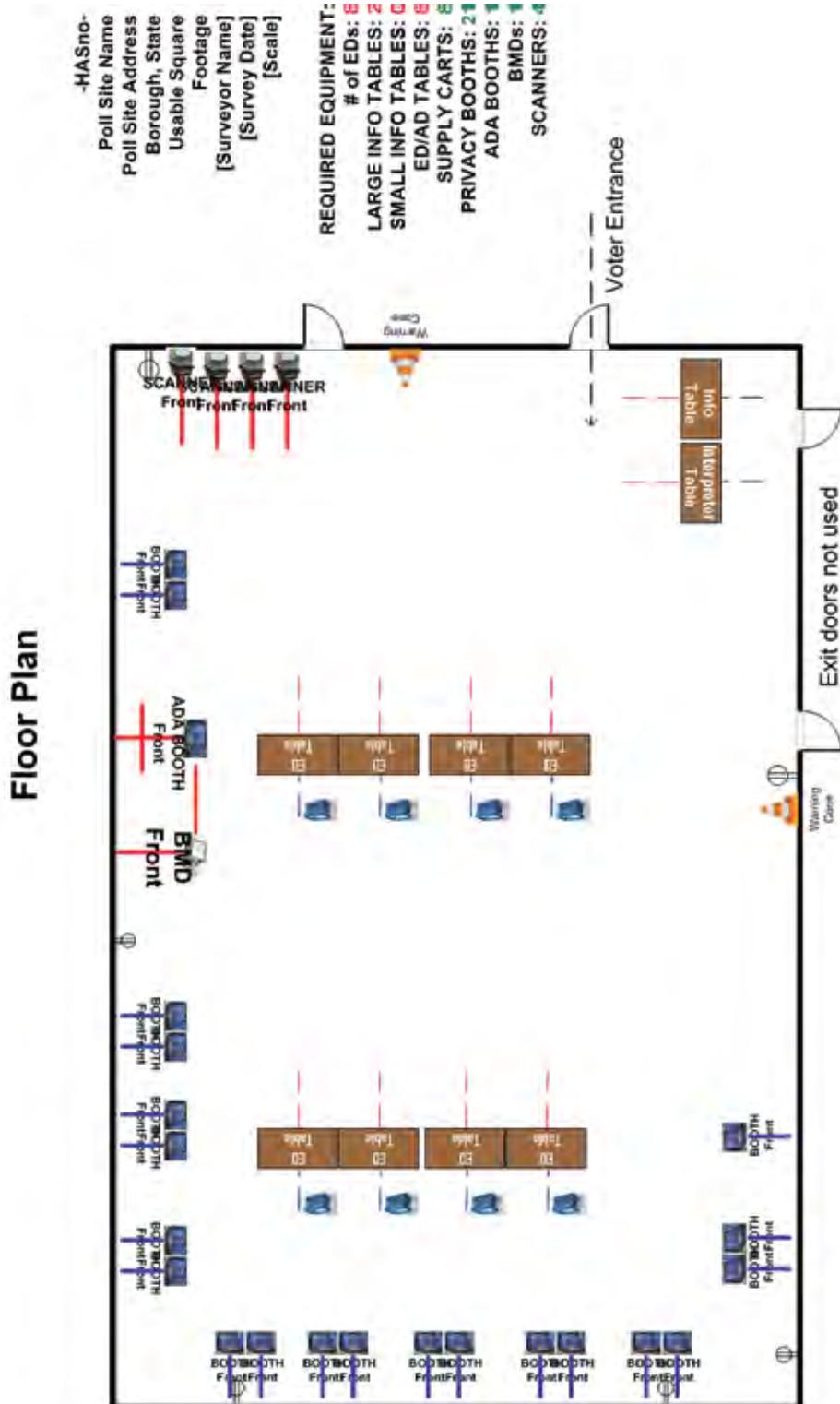
Examples of Inside Signage and Placement: Posted by Information Clerk

Post signs 1-4 where voters enter, or just inside the entrance door where voting takes place. Be sure they are visible to all voters.

1. Combined Sign

2. Instructions To Voters/Multi Language

3. Voter Bill Of Rights

4. Poll Watcher's Guide Poster

5. VOTE HERE ARROWS – post them along the pathway from the entrance of the building to the entrance of the room where voting takes place. The larger the site and longer the distance – the more arrows are needed. If you need more, tell the Coordinator.

6. Do Not Tamper

Examples of Outside Signage and Placement: Posted by Accessibility Clerk

If you post signs in the order shown it might save you steps. All outside signage should be laminated.

1. Vote Here (no arrows)
Post at <u>main</u> entrance to the building.

2. Accessibility Locator Sign
Post pre-printed sign at the main entrance only when there is an alternate accessible entrance. If this sign is destroyed or the alternate entrance changes, write the location on the blank sign with a marker and post it at the main entrance.

3. Interpreter sign(s)
Post near main entrance. There is one for each language for which there is an interpreter at your poll site.

4. No Electioneering
Post 100 feet to the left and right of each entrance to the building, at main entrance and the alternate accessible entrance, if there is one.

Examples of Outside Signage and Placement, continued

5. Vote Here (with arrows)
Post along pathways leading toward main entrance of poll site. **DO NOT** use to direct voters to the alternate accessible entrance.

6. Accessible Pathway Sign
If main entrance is not accessible, post directional signs as indicated on the schematic along the path that the voter must take from the main (inaccessible) entrance to the alternate accessible entrance.

7. Accessible Entrance Sign (no arrows)
Post at the door that is, or has been made, accessible.

8. Cone
Place as indicated on the schematic to warn voters about obstacles that may be on the accessible path.

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 and closing will be 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 (photo on page 23) 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 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. **PRIVACY BOOTHS** are to be placed with voters' backs to the wall and 3-1/2 feet away from the wall. 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 5 foot chain or tape measure).

   - Check each booth to be sure it contains a pen and magnifying sheet. Turn on the light before the polls open. Rotate the light down onto the writing surface. If the light does not work tell the Coordinator.

5. **BMD** is placed with the screen facing the wall and voter's back to the wall. It must be 5 feet from the wall and have clearance on one side of 5 feet (use 5 foot chain or tape measure).

6. Check the contents of the BMD Police Envelope: Seals Report, Seals, and Keys. If key(s) is missing see Troubleshooting/Special Situations (page 45). The key number will match the gold plate on the side of the BMD.
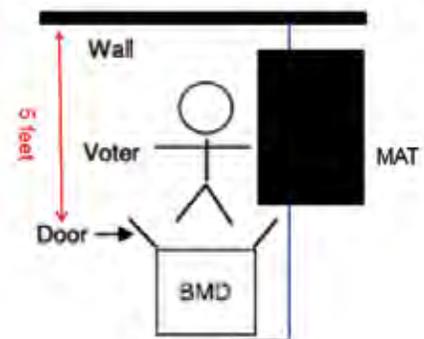
BMD/Privacy Booth Inspector Job: Opening the Poll Site

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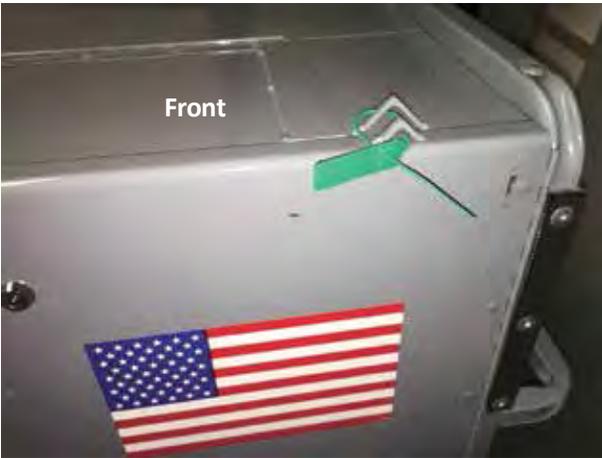
8. Break the two green seals and put them in the BMD Police Envelope. **Caution:** Do not break any other seals, numbered or otherwise, on the actual BMD.

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

    (Items a-c are in a ziploc bag)
    a. ☐ Headphones
    b. ☐ Sip & Puff Device
    c. ☐ Rocker Paddle
    d. ☐ Headphone Covers (5 pair)
    e. ☐ Sip & Puff Straws (5)
    f. ☐ Alcohol Wipes (10)
    g. ☐ Gloves
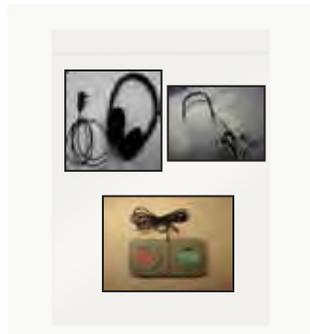
10. Pull out the extension cord and feed it through the shelf holes on the back of the BMD then plug it into the power cord. Be sure the power cord is plugged into the BMD. Rewind the extension cord to remove slack and plug into the outlet on the wall. **Note:** Run the extension cord out the back along the side of the cart to the outlet.

11. Cover the extension cord with the black mat. The cord and mat **should not be placed in front of the cart**. Place a chair in front of the BMD facing the screen.

12. Set up the BMD sign located inside the BMD in a net bag.

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

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.

15. Fold back the metal top of the 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.

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 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. 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.

21. Go to ED table assigned on the Notice to Work and complete the time sheet.

22. You are now ready to serve the voters.

Privacy Booth

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.

In case you did not bring your manual, a quick opening the cart procedure is posted on the cart that will get you to your supplies and the complete procedures in the Basic Poll Worker Manual.

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 cart number on the ED Police Envelope is the same as the number on the cart (on the top or side of the cart). If there are any problems, notify the Coordinator.

4. Your supply cart and table should 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.

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.

6. Check to be sure the green seal on the front doors of the 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 cart doors, put the key back in the envelope, and put the envelope in the plastic sleeve on the inside door of the cart.

ED Table Inspector Job: Opening the Poll Site

7. Remove items from the 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 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 Blue pattern (image of the state) Stubbed 	Multiple pads of ballots – each pad Shrink-wrapped with the Ballot Transmittal Form on top of the first pad.
Affidavit Ballots (unscannable) 	Shrink-wrapped bundle with red sticker.
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
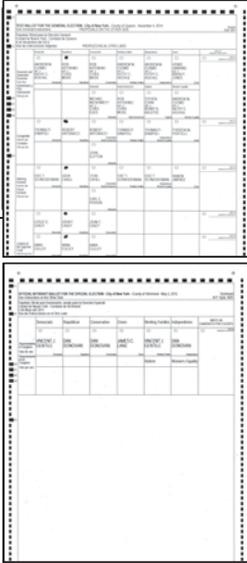
ED Table Inspector Job: Opening the Poll Site

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 cart as you check them off.

WHAT IS IN THE ED SUPPLY ENVELOPE

☐ ED Forms Booklet (contains Notice to Work Envelope)

☐ Basic Poll Worker Manual

☐ Magnifying Sheet

☐ Void Ballot Envelope

☐ Large "A" Envelope

☐ Special Ballot Return Envelope

☐ Excess Ballot Envelope

☐ Valid Emergency Ballots Envelope

☐ Used Stubs and Partially Used Ballot Pads 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

☐ Affidavit Tent Card

☐ "I Voted" stickers

☐ Over vote instructions

☐ Extra Affidavit Ballot Envelopes

WHAT IS IN THE GREY TRANSPORT BAG

☐ Voter Registration List(s)

☐ Return of Canvass forms (2)

☐ Street locator by ED

ED Table Inspector Job: Opening the Poll Site

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:

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 and MiFi	Bubble envelope

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

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

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

ED Table Inspector Job: Opening the Poll Site

10. Lay the items for your table out on the table or cart according to the diagrams in these procedures. *Only one pad of ballots is unwrapped and placed on the table at a time, beginning with **Stub #1**. Leave other pads (wrapped) in the cart, out of reach of the public.* **Note**: In a primary election you will put one pad for each party on the table beginning with Stub #1.

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

Code on Scanner Tape

Style: 0353
31st Assembly District
E.D.S: 1-2, 5-6, 10, 12, 14-16, 18, 24-25, 27, 29, 32
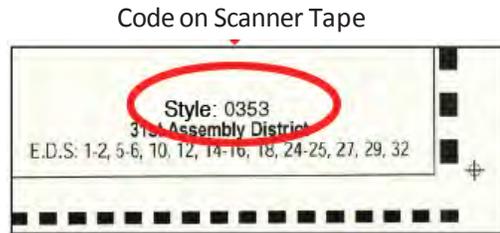
The Borough of Queens has special procedures for placing, distributing, and recording Tri-Lingual Ballots. See the Appendix for these procedures.

11. Complete the **Ballot Transmittal Sheet** (packaged on top of the first pad 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 pad of ballots, there is no Ballot Transmittal sheet.**

KINGS
General Election - May 5th, 2015

AD 43   ED 15

Total Ballots: Numbered 1 - 1,350
Total Ballots per booklet: 25
Total Booklets: 54

Initial who received	Pad	Numbered Sequence	Amount of Ballots used	✓ = all used from pad o = none used from pad
RS	43	1,051 - 1,075		
	44	1,076 - 1,100		
	45	1,101 - 1,125		
	46	1,126 - 1,150		

- Count pads without unwrapping and multiply by 25 which is the amount in each pad.

- Initial next to Pad #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.

- During the day you will use this form and initial each time you remove a pad of ballots from the cart.

12. 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" and put the forms back in the bag.

ED Table Inspector Job: Opening the Poll Site

13. 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.

14. 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.

15. Check to be sure the **Voter Registration List** (that was inside the Grey Transport Bag) is the correct one for your ED/AD. The ED/AD numbers are printed on the front cover and the lower left corner of the pages in the list. If not the same, tell the Coordinator.

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. You will need to look at the green seal that you put in the ED Police Envelope when opening the supply cart.

18. Sign the Time Sheet in the ED Forms Booklet.

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 Book.

20. You are now ready to serve the voters!

ED SEALS REPORT

Election date pre-printed   ED_____ AD_____
Poll Site Name:_____ Address:_____ #_____

OPENING:

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.	

CLOSING:

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

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 those items needed most often are on the table. Items that are not used as often are to be placed on or in the supply cart.

- The list of HAVA ID requirements and codes is printed on the cover of the Voter Registration List. The Assisted Voter Oath is printed on the inside of the cover.

- 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.

Voter

Magnifying Sheet	"I Voted" Stickers			Affidavit Tent
				Street Locator by ED
Void Ballot Envelope	Black Striped Privacy Sleeve	Scannable Ballot (1 Pad)*	Voter Registration List	Manual

Inspectors
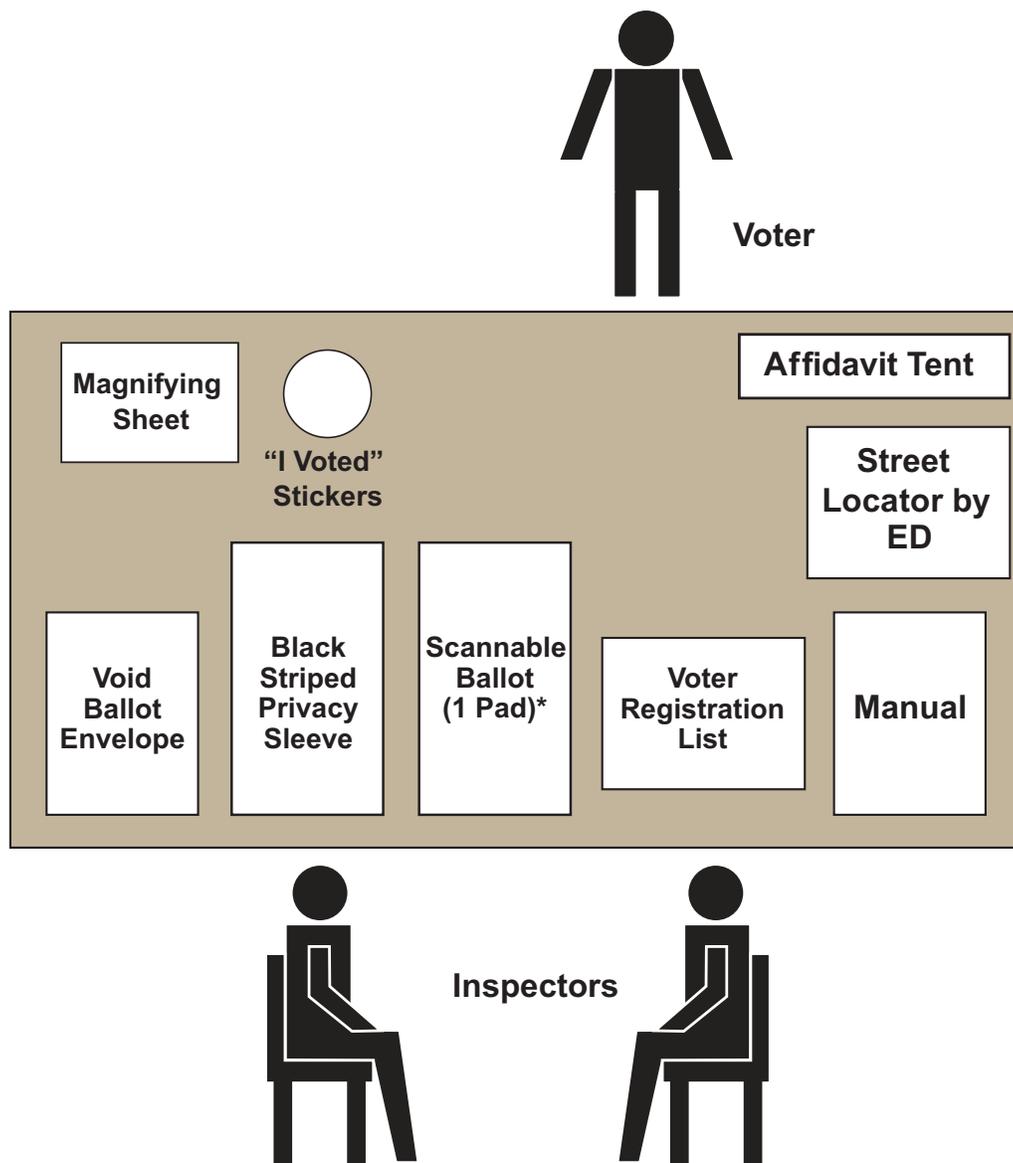
*Primary=1 Pad per Party

ED Supply Cart Layout

Top of Cart

1,2,3 How To Vote	Notice to Voters
Voter Rights Flyer	The Challenge Oath
Affidavit Ballot Envelopes	Voter Registrations

Red Striped Privacy Sleeve

Blue Table Display

First Shelf

Scannable Ballots

Affidavit Ballots

Court Order Pad

Tapes, Misc

"A" Envelope

ED Forms Booklet

Bottom Shelf

Empty Sign Bag

Canvas Bags: Yellow, Grey, Purple, Blue, and Return of Canvass Envelope
Orange ED Return Bag

Personal Items

Empty Supply Envelopes

Close of Polls Envelopes

Information Clerk Job: Opening the Poll Site

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. The Coordinator will issue you one Information Clerk Supply Envelope and one Inside Signage Envelope from the lowest numbered ED in the lowest AD supply cart. The floor plan on top of the cart shows where the Information Table is located.

4. Take the supply envelopes back to the Information Table. Make sure you have a table and chair(s) and if not, tell the Coordinator. The location is shown on the floor plan on top of the ED supply cart.

5. Remove the contents of the **Information Clerk Supply Envelope** and arrange them on the table. Use the checklist on the envelope to check that you have received everything. If anything is missing, tell the Coordinator. You should have:

   - ☐ Information Clerk Handbook
   - ☐ Street Finder by Borough
   - ☐ Poll Site List
   - ☐ Poll Worker Application Forms
   - ☐ Referral Slip Pad
   - ☐ Tent Card
   - ☐ Pens (2)
   - ☐ Badge Holders (2)

6. Place the tent sign on the table in front of you, facing the voters.

7. Open the **Inside Signage Envelope** and post the signs using the directions and tape inside.

8. Go to the lowest ED/AD supply cart from which you received your supplies. Complete the time sheet.

9. 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.

10. You are now ready to serve the voters.
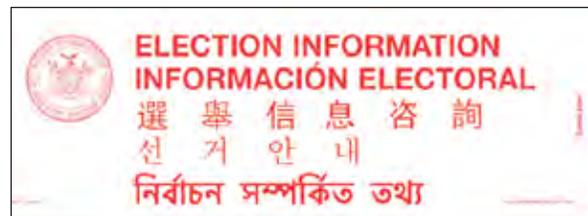
> *If you have a smart phone or tablet, scan the barcode on the front of the Street Finder by Poll Site to download the Poll Site Locator, which will allow you to enter a voter's address and then see the correct poll site address, ED/AD number for the voter and a small map showing streets around the poll site.*

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 front 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 canvass bag).

Small Yellow Pouch

Scanner Supply Envelope

Extension Cord(s)

Privacy Panels

Wait Here Sign found in Black Canvass 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

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.

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. **Note**: See the Example of Seals Report pages that follow these procedures.

Top Lid #4

Left Side Seal #8 **and Right Side Seal** #9

Emergency Ballot Box Door and Ballot Box Door #3 & #2

7. Remove keys from 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.

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 (red) – not 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

Backup Door #7

Screen #6

Release Lock

Scanner Inspector Job: Opening the Poll Site

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 Police Envelope.

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

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**. 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. **Note: Make sure the emergency slot is closed.**

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 bin liner case back inside and make sure the lids/flaps are up so the bin can receive ballots.

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.

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 Zero/Configuration Report Tape. **DO NOT TEAR OFF TAPE YET**. If not zero or not printing, tell the Coordinator immediately.

Scanner Inspector Job: Opening the Poll Site

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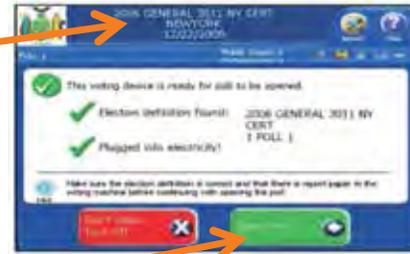
22. Look at the screen to check power to be sure the scanner is plugged in correctly. Green indicates the scanner is receiving electricity. Red means the scanner is using the battery.

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

23. Tear off the tape containing both the Configuration & 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.

24. If tape is pink, you need to replace the paper roll. See instructions on Troubleshooting page 63 in Scanner: Serving the Voter.
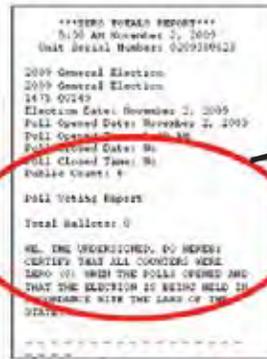
25. **At 6:00 a.m.** press the **green "GO TO VOTING MODE"** button. The Coordinator will announce the time.

26. The "Welcome. Please insert your ballot" screen appears on the screen and the system is ready for voting.

27. Make sure the Public Count is Zero. If not tell the Coordinator.

Scanner Inspector Job: Opening the Poll Site

28. Enter the Public Count and Protected Count in the Public/Protected Count Work Sheet found in the Scanner Forms Booklet. Fill in the scanner letter from the front of the scanner.

29. Fill in the poll site and scanner information on the cover and inside forms of the Scanner Booklet.

30. Both Scanner Inspectors must sign the Scanner Inspectors Certification for Opening in the Scanner Booklet.

31. Setup 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.

- Go to ED/AD table for the ED/AD printed on your Notice to Work Card and complete the time sheet.

- 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.

- You are now ready to serve the voters.

32. Be sure the "Do Not Tamper" sign is posted near the Scanners.

Example of Seals and Seals Report

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

The Seals Report shows:

- 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**.

1. Seal numbers come 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.

6. Note: green seals are what 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.

Example of Seals and Seals Report

Top Lid #4

Left Side Seal #8 and Right Side Seal #9

Emergency Ballot Box Door and Ballot Box Door #3 & #2

Backup Door #7

Screen #6

Release Lock

PMD Compartment #1

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: _____

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 Voter Registration List.

- After signing the Voter Registration List, the Inspector at the table will issue a paper ballot inside a black striped privacy sleeve which has instructions on how to mark the ballot.

- The voter receives an "I Voted" sticker.

- If there are special situations, voters have the option to mark an Affidavit Ballot that will be issued in a red striped privacy sleeve, along with an Affidavit Ballot Envelope since these ballots are not scanned. Or, the voter may return with a Court Order in order to vote a regular ballot.

**STEP 2
MARK YOUR BALLOT**

- The voter will go to either a privacy booth (any booth that is available), an ADA privacy booth, or a Ballot Marking Device (BMD) to mark his or her ballot.

- After marking the ballot, the voter with a regular (scannable) ballot places it in the privacy sleeve and takes it to be scanned.

- Affidavit Ballots are returned in the sealed envelope to the ED table.
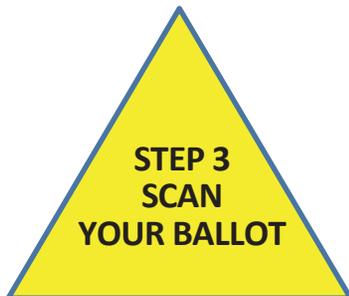
**STEP 3
SCAN
YOUR BALLOT**

- 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 at a distance of 5 feet from the scanners and ready to assist.

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 wonderful 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.

You can help all voters not using the BMD by directing them to an empty privacy booth and ensuring that each booth is properly supplied. A voter is <u>not</u> 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.

---

1. You should stand in a position that allows you to direct voters from all ED tables to an empty privacy booth.

2. <u>If the voter wishes to use the BMD</u>, you are to connect any accessories as needed. Have voter press the blue diamond button to black out the screen and 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. <u>If voters request assistance</u> 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. <u>If the voter is in a wheelchair and not using the BMD</u>, direct the voter to the Accessibility Privacy Booth.

5. When the voter has finished marking his/her ballot, direct voters with the black striped privacy sleeve to the scanner and voters with the red striped privacy sleeve 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.

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 scanner.

BMD/Privacy Booth Inspector Job: Serving the Voters

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.

7. During the day, inspect all booths:

   - 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 pens and magnifying sheets are in each booth and replace if possible. ED tables or coordinator should have extra pens.

Reasons to Use the BMD:

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

Ways to use the BMD and Accessories:
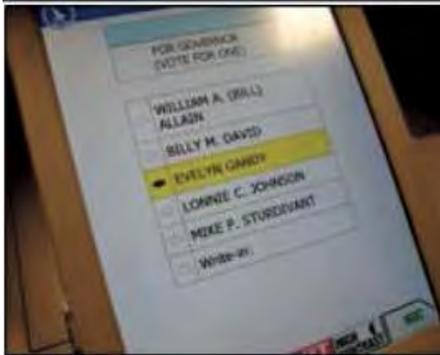
Touchscreen

Make selections and move through the ballot by touching the screen. There is also a stylus that may be used.

Keypad

Make selections by using the key pad:

- Up/down to move through the current screen
- Back/forward to move from one contest to the next
- Select what is "highlighted"

Make adjustments:

- Turn screen on/off (diamond)
- 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 and 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, sip and puff, or rocker paddle.

BMD/Privacy Booth Inspector Job: Serving the Voters

Sip and Puff

Puff when:

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

Sip when:

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

Refer to the instructions in the sip and puff accessory bag to set up the device.

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.

BMD/Privacy Booth Inspector Job: Serving the Voters

Troubleshooting/Special Situations

No key to open the BMD cart or device	**If this is the only BMD 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 clear path of travel 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 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.

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. <u>Do not</u> ask for ID unless "ID Required" is next to the person's name.

2. Inspector #1 finds the voter in the Voter Registration List under that name and address. The list is in alphabetical order by last name. Use the name index in the lower right corner or the letter tabs to find the correct page.

3. Voter signs his/her name in the blank box under the pre-printed signature. Caution: **ONLY** those voters with the words "ID REQ." next to their name are required to show identification.

4. Inspector(s) confirm that the signature matches the pre-printed signature.

5. IF IT IS A PRIMARY ELECTION Inspector(s) confirm party enrollment.

6. Inspector #2 removes a ballot from the ballot pad and gives the ballot stub number to Inspector #1 who writes it on the list along with his/her initials. Queens – see Appendix for Tri-Lingual Ballot procedure.

7. Inspector #2 places the ballot inside the <u>black striped</u> 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.

8. Give the voter an "I Voted" sticker.

Ballot Stub

ED Table Inspector Job: Serving the Voters

Special Situations

Use this list to find procedures on the following pages:

ED Table Inspector Job: Serving the Voters

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 52-54.
USING A COURT ORDER	COMPLETE INSTRUCTIONS ON Page 55.
1. YOU CANNOT FIND NAME IN VOTER REGISTRATION LIST	- Confirm the spelling of the name. - Check that the first and last names have not been reversed. **Note**: Voters name may have been misspelled in the Voter Registration List. If so, correct the spelling on the list. - Use street locator to be sure voter is in the correct ED. - If the voter is at the wrong table, direct them to the Information Clerk. - 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. - 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 not be on the list.
2. REGISTRATION LIST SHOWS NO OR WRONG SIGNATURE	- Inform voter that he/she must vote an Affidavit Ballot. - On the Voter Registration List check the AFFIDAVIT box and in the REMARKS column write **"**signature is missing" or "wrong signature." - Complete the Affidavit and Court Order Log in the back of the Voter Registration List. - 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.
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 Voter Registration List, the voter must vote by Affidavit Ballot. - Check the "Affidavit" Box and fill out Affidavit and Court Order Log.

ED Table Inspector Job: Serving the Voters

4. VOTER REGISTRATION LIST SAYS "ID REQ"	• The voter must show one of the IDs listed on the front cover of the Voter Registration List. • Place a check in the box next to "HAVA ID." • In the Remarks column enter the HAVA code from the front cover. • Voter can now vote a scannable ballot. • 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	• Write "VOID" on the back of the ballot, fold it and put it in the Void Ballot Envelope on the ED Table. • Find the voter's name on the Affidavit and Court Order Log In the back of the Voter Registration List and write "issued Affidavit Ballot #2 or #3" in the Remarks column. • Give the voter another ballot.
6. VOTER IS AT WRONG POLL SITE BUT INSISTS ON VOTING	• Issue an Affidavit Ballot.
7. VOTER CANNOT SIGN BUT MAKES A MARK	• **If the voter is known** by the poll worker, make a note on the Voter Registration List that "signature changed due to illness." • **If the voter is not known** to the poll worker, 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.
8. 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 a copy of the oath to sign – from Blue Table Display. • If the voter signs, place the completed oath in the Grey Transport Bag. • In the Remarks column of the Voter Registration List, enter "Challenge Oath" and the reason. Place a check in "challenged" box. Voter can now receive a scannable ballot. If the voter does not sign the oath, they may not vote but they can seek a Court Order.

ED Table Inspector Job: Serving the Voters

9. VOTER'S AGE IS IN QUESTION	The Voter Registration List contains the voter's age. If there is a clear and dramatic difference you should challenge the voter.
10. VOTER MOVED WITHIN THE SAME ED **OR** **VOTER CHANGED NAME**	- In the Remarks Section, enter "changed name" or "new address" and write down the voter's new name or address and initial it. - If it is a new name, have the voter sign the name that is currently in the Voter Registration List and sign the new name above the pre-printed signature and the signature they just signed. - Voters can now vote a scannable ballot.
11. 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 and slowly – not loudly and use short sentences. - 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 since they may not mean the same thing to the voter as they do to you. - 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.
12. VOTER NEEDS ASSISTANCE – OTHER	If a voter requests assistance in marking his/her ballot, it can be provided by: - Bi-partisan team of poll site Inspectors - Poll site Interpreter - Any person the voter requests, EXCEPT their employer, union representative, poll watcher or candidate **Note**: If the voter is assisted by anyone other than a poll worker, the Assisted Oath must be sworn to by the person assisting the voter. The Oath is found on the inside cover of the Voter Registration List. - Ask the voter "DO YOU SOLEMNLY SWEAR OR AFFIRM THE STATEMENTS YOU JUST MADE ARE TRUE?" - On the Voter Registration List, check the "assisted" box on the voter's record and enter the name, address and relationship of the person(s) assisting the voter in the Remarks column.

ED Table Inspector Job: Serving the Voters

13. VOTER SIGNS IN THE WRONG PLACE	• If a voter's record has been signed by another person in error, have the voter sign his or her name below the space provided, explain in Remarks and enter voter serial number (VSN) of voter who signed in the wrong place in Remarks as shown. VSN is on the Voter Registration List on the left side, next to registration date.
14. 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 cast 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. • Fold ballot and write "Void" on the back. • Look up the voter's name in the voter registration list. • Place a check in the VOID box on the voided ballot's stub. Mark "V" if reason is voter and "P" if reason is poll worker. • Place the new stub number in the next stub number line in the Voter Registration List each time the voter is given a ballot. • Give the voter a new ballot. • Place the Void Ballot in the Void Ballot Envelope.
15. EMERGENCY BALLOTS	There is a box on the Voter Registration List for checking "emergency." This is when ALL scanners are not working. The Coordinator will tell you when to use these procedures. • Voter signs the Voter Registration List. • Check the EMERGENCY box on the list, and write in the stub number. • Give the voter a scannable ballot.
16. 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.

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 obtain a court order to allow them to vote by a regular 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 on the Voter Registration List, the **voter does not sign the list**. The Inspector checks "Affidavit" and fills in remarks for the voter record. Refer to Special Situations.

2. All Affidavit voters are to be recorded in the Affidavit Ballot and Court Order Log in the back of the Voter Registration List.

3. Place the following items in the red striped Affidavit Privacy Sleeve and direct the voter to the voting booth or BMD.
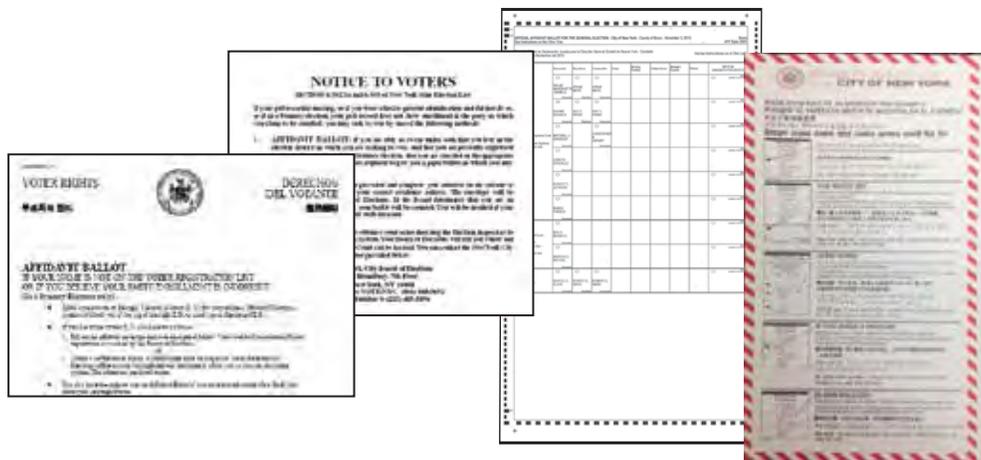
4. The voter marks the ballot, completes the information on the envelope, places the ballot in the envelope and seals it, and returns the envelope and empty privacy sleeve to the Inspector.

5. It is your responsibility to make sure the voter has correctly completed all entries on the envelope and you have completed your steps.

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

All responses must be legible

Section A must have their current complete Address

Section B must have a reason why they are voting on an Affidavit Ballot

Section C must provide the information mentioned in Section B and complete the identification section

The Voter must sign and date the envelope

Once reviewed, the Inspector must fill in the City and the ED/AD section below the signature

Using an Affidavit Ballot

If a voter marks Affidavit Ballot on the BMD:

Follow procedures on page 52.

How to Use 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. Note: Court Order is filled out in duplicate. Carbon copy remains in court order book and original is given to 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.

Receiving a Court Order:

- If the voter returns with a Court Order and **is in the Voter Registration List**, complete as usual but check "Court Order" and note the reason in Remarks column. Also, complete the Affidavit Ballot and Court Order Log at back of the list. Place Court Order in grey transport bag.

- If the voter returns with a Court Order and **is not in the Voter Registration List**, complete the Affidavit Ballot and Court Order Log at the back of the list including the number marked "VSN" on the Court Order. Put the Court Order in the Grey Transport Bag.

- Issue a regular scannable ballot, and include the stub number on the Voter Registration List and the Affidavit Ballot and Court Order Log.

Affidavit Ballot and Court Order Log

REGISTRANT	ADDRESS	VSN	CHECK APPROPRIATE COLUMN		STUB # OF ISSUED BALLOTS			REMARKS
			Affidavit Ballot	Court Order	Stub #1	Stub #2	Stub #3	
Thea Roberts	140-39 34 AVE	300214820		✔	155			Claims correct party enrollment

Information Clerk Job: Serving the Voters

This is the first place a voter should stop when entering the polls to be sure they are going to the correct ED/AD table. You may be the first person to greet the voter and make them feel welcome. By directing voters to the correct table, you help reduce long lines and confusion. You can make sure that every voter who is entitled to vote is given the opportunity to do so.

- Most voters will be at the correct polling place and already know their ED/AD number.

- If the voter does not know their ED/AD number, you can assist them by looking it up by address.

- If the voter is in the wrong polling place, you can assist them by providing them with a referral slip and directing them to the correct polling place.

1. If voter already knows their ED/AD number, direct the voter to the correct ED table.

2. If voter does not know their ED/AD number, ask for their street address and look for the address in the Street Finder by Poll Site (which contains addresses in this poll site only).

   - Streets are listed alphabetically with numbered streets listed first, followed by named streets.

   - House numbers are listed by even (0,2,4,6,8) and odd (1,3,5,7,9) numbers. Look up the address by even or odd number – the last digit of the house number. Even numbers are on one side of the street and odd on the other and the dividing line for ED and AD could run down the center of the street, meaning different ED/AD's.

3. If you find the voter's street and house number, look at the 4th column to get the ED and AD number. Direct voter to that table.

RICHMOND Street Finder by Poll site

00067   IS 61 WILLIAM A. MORRIS

DUER LANE

Even/Odd	Low House	High House	EDAD
E	50	68	037/61
E	70	98	037/61

EAST CHESHIRE PLACE

Even/Odd	Low House	High House	EDAD
O	1	15	061/63
E	2	16	061/63
O	17	47	061/63
E	18	46	061/63
E	48	68	061/63
O	49	69	061/63

Information Clerk Job: Serving the Voters

4. **If you do not find** the address in the Street Finder by poll site, check the **Street Finder by Borough.** If you find the voter's address, look at the columns under ED and AD then go to Step 5 below. **Note**: Addresses are listed by number range under the street listing. The "from" column is the first house number on the block/street and the "to" column is the last number on the block/street. The house number being looked for will fall somewhere within the range of numbers.

5. **Using the Poll Site List**, which is organized by Assembly District, you can find the voter's Assembly District, find the voter's ED number and then complete a Referral Slip (see diagram next page) to direct the voter to the correct poll site.

   NOTE: If the voter is in the wrong Borough they may return to their Borough to get directions, call the Borough Office, or go online. If they insist on voting at this site, direct them to an ED table where they may vote an Affidavit Ballot.

Information Clerk Job: Serving the Voters

6. If a long line develops, stand up and walk the line; do not wait for voters to get to you.

7. There is a shortage of poll workers throughout the Borough. Encourage voters who are interested in serving as a poll worker to take a Poll Worker Application form.

You can also look up a voter's poll site information with the online Poll Site Locator. Access the Poll Site Locator by scanning the QR Code on the front of the Street Finder by Poll Site, or by visiting http://nyc.pollsitelocator.com

Enter the voter's address, then click on the voter's address, and the Poll Site Locator will load the address of the Poll Site, ED/AD of the voter and a small map showing the poll site location. Remember to complete a Referral Slip if you are directing the voter to a different poll site.

REFERRAL SLIP

To the Voter: Please take this with you and give it to the Information Clerk or Inspector where you vote. You vote at:

Votante: Por favor lleve este desprendible y entréguelo al empleado de información o al inspector donde usted vota. Usted vota en:

致選民：請攜此介紹信前往您所屬的投票處，並呈遞給該投票處的信息員（Information Clerk）或監票員（Inspector）。您的投票處位於：

ED/AD ___100/75___ at Site ___One Lincoln Plaza___

Site Address ___20 West 64th Street___

Voter's Name
Nombre del votante
選民姓名 ___John Voter___

Voter's Address
Dirección del votante
選民住址 ___999 99th Street___

Referred from ED/AD ___98/75___ or Site _____

Name of Referring Poll Worker ___Jane Worker___ Poll Worker # ___111111___

05/2013 (OVER)

58

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, you direct the voter to the next available scanner. When finished scanning the ballot, the voter returns the privacy sleeve to the Scanner Inspector. You can 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 <u>black</u> striped privacy sleeve.

3. If a voter approaches with a **<u>red</u>** 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.

Scanner Inspector Job: Serving the Voters

Scanner Troubleshooting and Special Situations:

Key(s) missing	Borrow key from another scanner and tell the Coordinator.
Power problems or scanner turns black	Check all power cords, including extension cords and connections. Check the outlet on the wall and if needed move to another outlet. If there is still a problem, tell the Coordinator.
Scanner jams	A bipartisan team, with police officer present, can break the seal on the ballot box door, open the door and check for a jam making sure the lid/flaps are open. When finished, the Coordinator needs to call for more seals. If there is still a jam, tell the Coordinator to call the borough office, and 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 63.
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 Troubleshooting pages.
Over vote screen appears 	A double vote happens when a voter marks the ballot for more candidates in a race than the number of vacancies to be filled <u>or the candidate is running in more than one party.</u> 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.
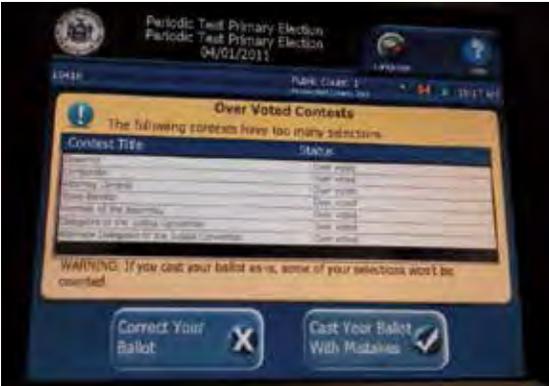
Scanner Inspector Job: Serving the Voters

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.
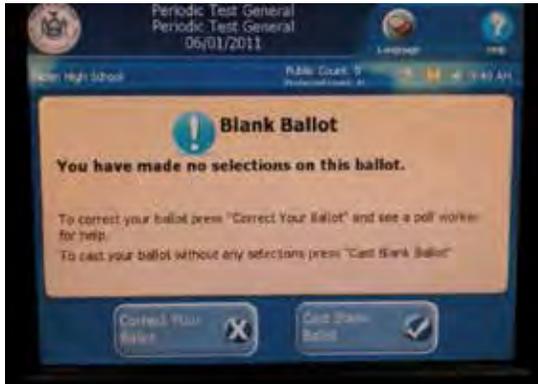
Scanner Inspector Job: Serving the Voters

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.

Scanner Inspector Job: Serving the Voters

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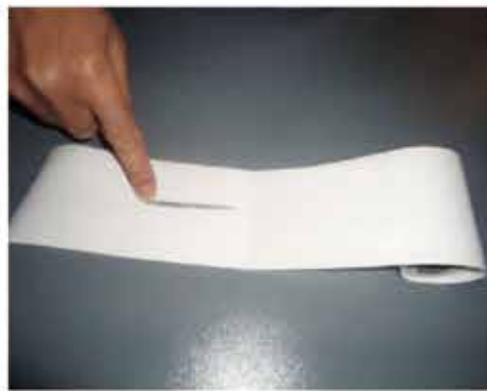
#4. Get new paper roll from the side of the scanner and scratch the paper to see which side makes a mark.

#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.

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.

- The first item of importance is for the scanners to start printing election results and for the 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

First 2 pages of Election Night
PMD Return Form (ENR Form)
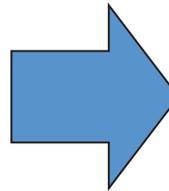
- All poll workers have assigned duties for closing the polls. When you have completed your duties, ask the Coordinator if you may be of assistance elsewhere.

- 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:

- 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 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. 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 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.

8. Lock the back and front doors using the silver key from the BMD Key Envelope. Put the keys back in the BMD Police Envelope.

9. 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.

10. 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.

11. Make sure the BMD Police Envelope contains the keys and Seals Report and return it to the Coordinator.

12. 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.

13. Assist with other closing tasks as requested by the Coordinator.

14. DO NOT LEAVE THE POLLING SITE UNTIL DISMISSED BY THE COORDINATOR.

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

Information Clerk 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 there are no more voters at the ED tables.

1. Take down and pack all inside signage back in Signage Envelope.

2. Pack all other supplies back in the Information Clerk Supply Envelope and return it to the lowest numbered ED of the lowest AD Supply Cart.

3. Sign the Time Sheet at the ED Supply Cart and put your Notice To Work Card in the Notice To Work Return Envelope if you have not already done so.

4. Assist in tasks assigned by the Coordinator.

5. DO NOT LEAVE THE POLL SITE UNTIL DISMISSED BY THE COORDINATOR.

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

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.

   - **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**. If the only ballots are from abandoned ballots, a bipartisan team of Inspectors should attempt to scan these ballots. If any cannot be scanned, sort by ED/AD and record numbers on the scanner's Emergency Ballot Reconciliation Sheet in the Scanner Booklet. Write the scanner letter on the back of the ballot and give to the correct ED table for a hand tally.

   - **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. Press CLOSE POLL button. Afterwards the "CLOSING POLL" screen appears. **Caution: DO <u>NOT press</u> the POWER button and <u>DO NOT</u> remove the PMD.**

CLOSE POLL Button

PMD (Portable Memory Device)

POWER Button
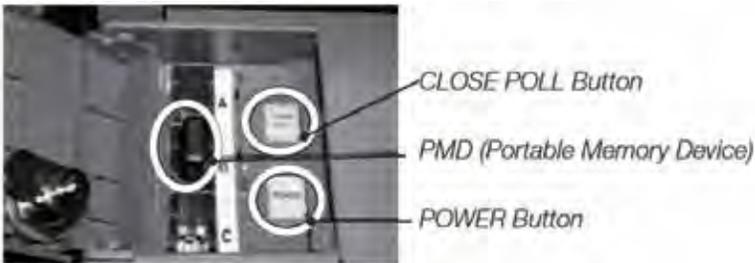
5. Enter the PUBLIC COUNT and PROTECTED COUNT displayed at the top of the screen on the Public/Protected Count Work Sheet in the Scanner Booklet.
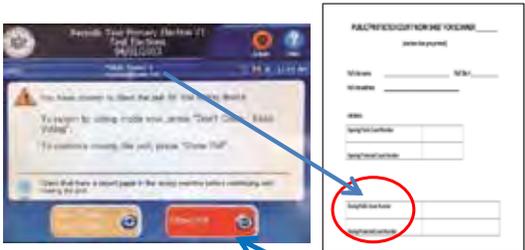
6. Touch the SCREEN where it says "Close Poll".

Scanner Inspector Job: Closing the Poll Site

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 you back the PMD. 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 where you see 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 needed by ED Inspectors to complete the Return of Canvass. Post this first tape 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

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) with black barrel key – no seal needed.

16. Break the yellow plastic numbered seal on the ballot box door (Location #2) and unlock the box with the silver key. Close the lids/flaps before removing the ballot bin liner case.
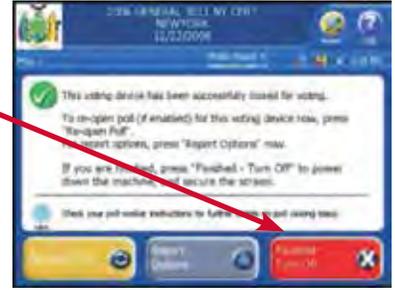
17. Once the ballot bin liner case has been removed, check inside the machine for any ballots. If there are any ballots, a bipartisan team will put them back in the case.

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 then initial the report.

Top Back Lock

Top Front Lock
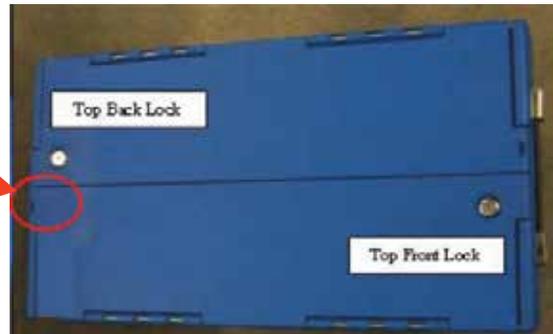
19. Close the scanner screen and lock the screen with the black barrel key.

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. Lock the ballot box door (Location #1) and seal with the red plastic numbered seal shown on the Seals Report for this purpose then initial 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

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)

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

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.

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

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

ED Table Inspector Job: Closing the Poll Site

**Polls close at 9:00 p.m. However, any voter in line by 9:00 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 Paper Ballots	ED Forms Booklet
Valid Emergency Ballots	Return of Canvass Forms
Poll Worker Special Ballot	Ballot Transmittal Form
Used Stubs and Partially Used Ballot pads	Orange ED Return Bag
Affidavit Ballots Only (Large "A")	Grey Transport Bag
ED Police (contains seals)	Pad of white paper seals — fill in and
Excess Emergency Ballots	sign before using

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

KINGS

General Election - May 5th, 2015

AD 41 – ED 80

Total Ballots: Numbered 1 - 100
Total Ballots per pad: 25
Total Pads: 4

Step 1

Initial Who Received	Pad	Numbered Sequence	Amount of ballots used	✔ = all used from pad 0 = none used from pad
DE	1	1-25	25	**Step 2** ✔
DE	2	26-50	25	✔
DE	3	51-75	15	
DE	4	76-100	0	**Step 3** 0

Total Number of Ballots used | **Step 4** 65

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

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

Step 3 Put a "0" for any pad 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.

ED Table Inspector Job: Closing the Poll Site

- When finished, sign and put Ballot Transmittal Form in the Grey Transport Bag.
  Put all <u>shrink-wrapped</u> unused scannable ballots and ALL unused Affidavit Ballots in the ED supply cart.

- **Note**: Pads of scannable ballots with <u>any</u> ballots removed go in the Used Stubs and 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.

RETURN OF CANVASS

Attach Results Tapes Here

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	0002-11-01	0003-12-01
Ballot Style	0353	0002	0003
A			
B			
C			
D			
E			
F			
G			
H			
I			
J			
TOTAL			

Step 1A
Step 1C

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 Scanners			
E. # of Emergency Ballots			
Section 2 Total (A + B + C + D + E)			
Does Section 2 Total match Start of Day Ballots?			

Step 2
Step 3
Step 4
Step 5
Step 6
Step 7

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

Chairperson: _____   Inspector: _____   Inspector: _____

Step 9   Step 9

Step 1B

Ballots for Code 0001-10-01
Ballots for Code 0002-10-01
Ballots for Code 00353-10-01
Ballots for Code 0034-10-01
Ballots for Code 0001-11-01
Ballots for Code 0002-11-01
Ballots for Code 0003-11-01
Ballots for Code 0004-11-01

Style 0353
27th Assembly District
E.D.A.2

00353-10-01

ED Table Inspector Job: Closing the Poll Site

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

Step 1	A. Locate your ballot style number (*Pre-printed in left column of* **Section 1**). B. Go to the posted Results Tape #1 for EACH scanner and write down the ballot count for your style number in **Section 1**. Look for "Ballots for Code." 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 on pads or on the table.)*
Step 3	**Empty the Void Paper Ballot Envelope** and separate the Affidavit Ballots from scannable ballots. Count the number of scannable ballots and enter the number on the front of the envelope. Replace the ballots in the envelope and seal with a signed white paper seal. Set the envelope aside. Count all voided scannable ballots and enter **Totals** in **Section 2, Line "B"** *(Void by Poll Worker)* & **Line "C"** *(Void by Voter Request).*
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 **Totals** 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 Totals match Start of Day Total?"* - Last box of Section 2

ED Table Inspector Job: Closing the Poll Site

Step 8	Hand tally the ballots from Step 6 (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	Two Inspectors (a bi-partisan team) must sign the Return of Canvass Forms**,** and then g**ive 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 "A" envelope

   - Put all the Ballot envelopes back in the "A" envelope, and seal with white paper seal. Set the envelope aside.

6. Follow procedures from Step 5 for Poll Worker **Special Ballot Return Envelope.**

7. **Place used stubs and partially used ballot pads** into the Used Stubs and Partially Used Ballot Pads envelope and seal with white paper seal. Set the envelope aside.

8. Put the following items in the **Grey Transport Bag:**

   - Voter Registration List (Be sure to sign the Certification at the back of the list.)

   - Signed Challenge Oaths

   - Signed Court orders

   - Completed Voter Registration Forms

   - Ballot Transmittal Sheet

   - Referrals (brought in by voters coming from another poll site)
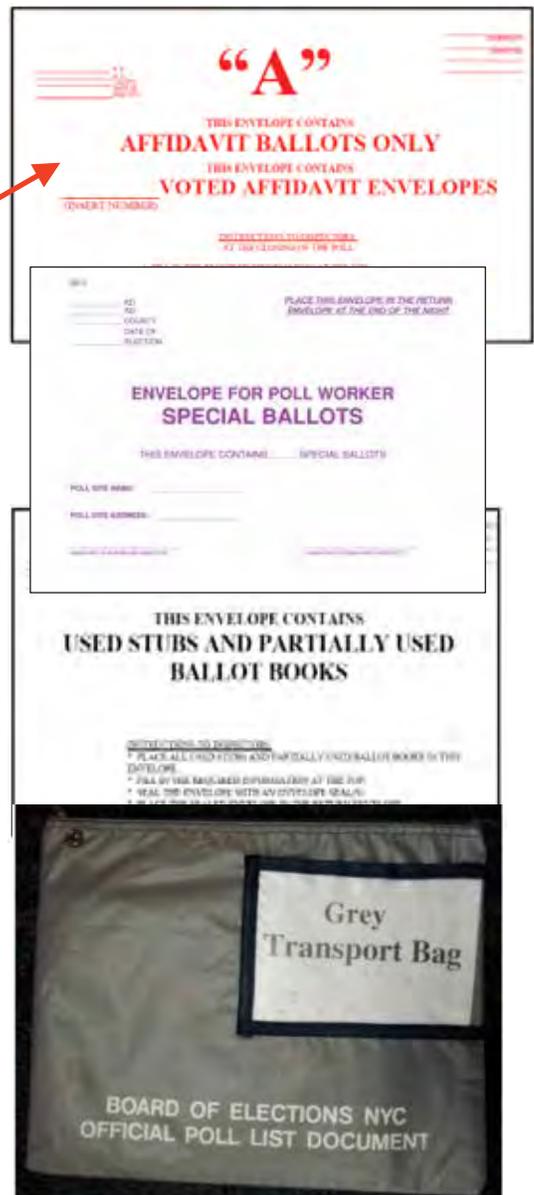
ED Table Inspector Job: Closing the Poll Site

9. 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

    - Special Ballots Envelope

    - Excess Emergency Ballots Envelope

    - Void Paper Ballots Envelope

    - Affidavit Ballots (Large "A") Envelope

    - Used Stubs and Partially Used Ballot Pads Envelope

    - Grey Transport Bag

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

11. **Re-pack all remaining supplies** (except those in #10 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.**

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 sheet** 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.

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

Time Sheet Instructions

Where to find the time sheet:

Every ED Supply Envelope contains a Forms Booklet with a time sheet. Accessibility 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*.

4. 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.

5. Be sure to enter arrival time in the morning and departure time prior to departure and circle "AM" or "PM."

6. 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.

7. The Coordinator will confirm the accuracy of time sheet entries and sign/co-sign to validate it.

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. Additionally, the information may be referred for legal action.

Special Ballot Application Instructions

IF you are assigned to work at the polling 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 fill out the Special Ballot Application Form that is available at your training class. Give the forms to the Trainer. If completed at home, mail the form or take it to the Borough Office.

- **You must fill out an application for <u>EACH</u> Election.**

- Your ballot will be mailed to you two weeks 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. Deliver your voted ballot to any ED/AD table at the poll site where you are working on Election Day **BEFORE THE CLOSE OF POLLS**.

- ED Inspectors will sign for receipt of your ballot and put it in the Special Ballot Return Envelope.

IF you choose, you can vote at the Borough Office beginning two weeks before the election.

ELECTION DISTRICT _____ _____

ASSEMBLY DISTRICT _____ _____

Board of Elections Employee or Poll Worker
(Ballots to be cast at the Board of Elections Office or at your assigned Poll Site)

Special Ballot Application

Date of Election: _____ 20 _____

Type of Election: ❏ **Primary**   ❏ **General**   ❏ **Special**

Political Party in which you are enrolled: _____

Registration Serial No: _____ (To be filled in by Board) PW# _____

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

I, _____ , Date of Birth _____ state as follows: _____

I reside at: _____ in the County of: _____

State of New York, am a registered (For Primary; and enrolled) voter of the City of New York.

I am unable to appear at the polling place for my Election District on the day of election because my duties as a Board of Elections employee or as an elections official at a polling place other than my own require me to be elsewhere.

_____
(Signature/Mark of Voter)

Date: _____   _____
(Signature and Address of Witness to Mark)

A voter unable to vote at his/her own polling place because of his/her Board of Elections employment or because (s)he was appointed to serve as an elections official at a polling place other than his/her own may cast a special ballot at the office of the Board of Elections (beginning two (2) weeks before the election or on the day of election not later than the close of the polls) or deliver the ballot to the Inspectors at the poll site where (s)he is assigned to work on the day of the Election. (Election Law 11-302).

BOROUGH OFFICE OF THE BOARD OF ELECTIONS

Manhattan:	200 Varick Street, New York, NY 10014	(212) 886-2100
Bronx:	1780 Grand Concourse, Bronx NY 10457	(718) 299-9017
Brooklyn:	345 Adams Street, Brooklyn, NY 11201	(718) 797-8800
Queens:	118-35 Queens Boulevard, Forest Hills, NY 11375	(718) 730-6730
Staten Island:	One Edgewater Plaza, Staten Island, NY 10305	(718) 876-0079

Appendix

Tri-Lingual Ballot Procedures

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.

Tri-Lingual Ballot Procedures

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 pad.

- Hand out the ballot with the lowest stub number first.

- Try to keep the stub numbers on all the pads as close to the same as possible.

- 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 amount of ballots in each pad, 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 pad and the Chinese pad until the stub numbers on all three pads are close to the same. The goal is to keep the number of ballots in each pad as equal as possible.

Stub numbers on pads

Tri-Lingual Ballot Procedures

Example of Ballot Transmittal Sheet

Ballot Transmittal Sheet

Queens	General Election	11/04/14

AD 22   **ED 2**

Total Ballots:	Numbered 1 – 375	
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

Glossary

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

A

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 5 Foot Chain or 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 requiring poll sites to be accessible to 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 Voter Registration List. This ballot cannot be scanned at the polls. Located in the ED Supply Cart.

Affidavit Ballot and Court Order Log – located in back of Voter Registration List and used to record those voting by Affidavit Ballot or Court Order.

Affidavit Ballot Envelope – voter fills out information on envelope and puts voted Affidavit Ballot inside. Not counted at the polls. 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 there are obstacles to voters with disabilities at the main entrance, 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. Oath is printed on first page of each Voter Registration Book.

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 (Candidate, Poll Watcher, etc.). If a voter requests poll worker assistance, it must be conducted by a bi-partisan 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 ED/AD Supply Cart.

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Glossary

Ballot Pad – Ballots stapled together at the stub and in groups of 25. Sometimes referred to as booklets. Located in the 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 Stub – stapled top portion of scannable ballot that remains after the ballot has been removed.

Ballot Transmittal Sheet – is placed on top of the first package of shrink-wrapped scannable ballot pads. It 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. 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 that assists voters with marking their selections on the scannable paper ballot. It also offers viewing the ballot in different languages or font sizes. There are audio options for hearing ballot selections. It is available for any voter who requests to use it whether they have a disability or not.

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

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 and 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.

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 Voter Registration List.

Chairperson – one Inspector at each ED table 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.

Glossary

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 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 ED/AD Supply Cart.

Coordinator Poll Site Supply Bag – contains supplies needed for the site and/or Coordinator. Located in the lowest 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 canvass bag containing specific items that is packed in the large blue NYPD Poll Site Return Bag at close of polls. Located in Lowest ED/AD Supply Cart.

Court Order – an order signed by a Supreme 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 at the alternate entrance so they are notified if a voter needs the door opened. Located in lowest ED/AD Supply Cart.

Door Clerk – See Accessibility Clerk.

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

E

ED – Election District. A grouping 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 – installed at the side of each ED table so voter can see which table to go to. Located in ED Supply Cart.

ED Return Bag – orange canvass 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. 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 Voter Registration List and is issued a ballot.

ED Table Inspector – poll worker working at the ED table.

Election Day Ballot – term used to describe scannable ballots. Located in ED Supply Cart.

Glossary

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.

Election Night Reporting (ENR) – 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.

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 the Voter Registration List, Return of Canvass and Street Locator by ED. At closing, the Voter Registration List and any other secure election documents must be sealed and returned in this bag. Located in ED Supply Cart.

H

Hand Tally – a hand count of votes cast.

HAVA – Help America Vote Act that addresses accessibility of the voting process.

HAVA ID Codes – are listed on the front of the Voter Registration list. 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 Voter Registration List are required to show ID when voting for the first time.

Information Clerk – poll worker greeting 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 ED/AD Supply Cart.

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

Inside Signage – posted in Poll Site by Information Clerk. Located in Inside Signage Supply Envelope in the lowest 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.

Glossary

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

Interpreter Supply Envelope – contains supplies, manual and journal. Located in the lowest 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 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 his/her 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 – is 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

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

Outside Signage – posted by Accessibility Clerk. Located in the Outside Signage Supply Bag.

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

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. (Formerly signed by inspectors at each station.)

Police Poll Site Envelope – delivered by Police Officer at 5:00 a.m. and 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.

Polling Area – a designated area in the polling site where voting takes place.

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

Glossary

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 canvass bag in which Orange ED and Purple Coordinator Return Bags are placed before being given to Police Officer at close of polls. Located in the lowest ED/AD Supply Cart.

Poll Site Schematic – shows path of travel and entrances for accessibility. 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 available at each site.

Privacy Panels – black shields (screens) placed on each side of the scanner screen to ensure voter privacy. Located in the lowest 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 – located on screen of the scanner showing the total number of votes that have been cast on the scanner since it was first ever used.

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 – contained in Scanner Booklet to record counts in the morning and at close of polls.

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 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 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 ED Supply Cart.

Glossary

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 just for scanner. 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 ED/AD supply cart.

Schematic – (see Poll Site Schematic).

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

Site Coverage Report – Coordinator has this report and it is used to take attendance and monitor personnel. Lists names and positions of all workers at 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 return to 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, AD Monitors, etc. 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.

Stub Number – as ballots are removed from ballot pad, the stapled stub remains. The number on the stub is written next to the voter's record in the Voter Registration List. Located on the top of the Ballot.

Style Number – can be found on the back of the ballot in the lower right corner above the list of ED/AD's. 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.

Glossary

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.

Used Stub – stapled top portion of ballot pad after the ballots has been removed from the pad. At the close of polls, all stubs and partially used ballot pad are placed in the "Used Stubs and Partially Used Ballot Books Envelope."

Used Stubs and Partially Used Ballot Books Envelope – used for returning the used ballot stubs and partially used Ballot Books. Located in ED Supply Envelope.

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 Voter Registration List containing identifying information for each voter, the signature and place for the voter to sign the record.

Voter Registration List – contains each eligible voter in an ED. Located in the Grey Transport Bag.

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 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 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 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

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 to 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.f 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

BRONX COUNTY

1780 Grand Concourse
Bronx, NY 10457
718.299.9017

NEW YORK COUNTY

(Manhattan)
200 Varick Street
New York, NY 10014
212.886.2100

RICHMOND COUNTY

(Staten Island)
One Edgewater Plaza
Staten Island, NY 10305
718.876.0079

KINGS COUNTY

(Brooklyn)
345 Adams Street
Brooklyn, NY 11201
718.797.8800

QUEENS COUNTY

118-35 Queens Blvd.
Forest Hills, NY 11375
718.730.6730

GENERAL OFFICE

32 Broadway, 7th Floor
New York, NY 10004
212.VOTE-NYC
866.VOTE-NYC

WEBSITE

vote.nyc.ny.us