



POLLWORKER GUIDE

COUNTY of FREDERICK, VIRGINIA

Introduction

Thank you for your interest in serving as an Officer of Election. Serving as a poll worker is an important and challenging job. Dedicated poll workers help maintain the integrity of the election process by serving at polling places across Frederick County on Election Day. Poll workers have a shared mission to protect voter rights, serve voters with respect, and assist all voters with casting their vote.

Poll worker responsibilities include assisting voters who come to vote on Election Day and completing various other tasks that are critical to ensuring the integrity of the election process, such as setting up the accessible voting equipment and transferring the custody of ballots after polls close.

Being a poll worker is an exceptional opportunity to learn about the election process and serve your community while earning a stipend of up to \$150. Poll workers represent a diverse cross-section of the county, from high school students learning on-the-job civics lessons to adults taking time out of their busy days to help others vote. Working together with their polling place team, poll workers make Election Day possible.

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OFFICERS OF ELECTION SUMMARY CHECKLIST

If you are working in a precinct that is not your own, and want to vote absentee, you can vote at the Registrar's office until 5:00 p.m. on the Saturday before Election Day.

You cannot leave your polling place on Election Day to go vote.

- Arrive at Polls no later than 5:00 a.m.
- Immediately call Registrar – 540-722-8384 when inside Polls.
- Chief Officer issue Oath --- all Officers sign.
- Welcome any Representatives and verify credentials
- Chief & Selected Officer- OPEN ALL VOTING MACHINES and PRINT ZEROTAPES(s)
- Assistant Chief & Selected Officer - SET UP & OPEN POLLBOOKS
- IMMEDIATELY call Registrar – 540-722-8384 to report all Voting Machines & Pollbooks are open
- Put seals removed from voting machines into envelope # 7.
- Other Officers need to be setting up the Polling Place: metal sign outside, tables/chairs, sign board, Prohibited Area posters, Virginia voter rights poster, Constitutional amendments poster, directional signs (red & blue ones with arrow), etc...
- You must stay all day.
- Announce POLLS OPEN at 6:00a.m.
- Qualify voters.
- At 6:45 p.m. announce POLLS WILL CLOSE in 15 minutes.
- At 7:00 p.m. CLOSE DOORS TO POLLS. Allow anyone in line to qualify & vote.
- Immediately after the last voter after 7:00 p.m. Chief & Assistant must collect results and close voting machines and PRINT RESULTS TAPES & RECORD #'s on the PCC Summary Sheet and THEN CLOSE the EPBs.
- Immediately after printing Results Tapes, counting paper ballots (if any) and putting all required information on Election Night Precinct Report CHIEF MUST CALL Registrar – 540-722-8384.

The purpose of this manual is to provide Elections Officers with additional information on material presented during in-person training. It contains the basic elements of polling place operations and is not intended to be used as a comprehensive guide of Virginia election law or procedures. This manual has been provided to assist you in performing your duties as a Voter Check-in, Ballot Distribution and Voting Machine Officer. They are not personal manuals and may be used by a different election officer in the future. Please DO NOT write or highlight in them, adhere stickers/labels, remove or change the order of the material, or add material unless issued by the Registrar or Electoral Board Staff and directed to do so.

Please review this manual often as you prepare for Election Day and remember to bring it with you.

GENERAL RULES FOR ELECTION DAY

1. Do not wear political oriented items: campaign t-shirts, buttons, etc.
2. Do not comment on candidates or political issues, current or general, among your fellow Election Officers or with voters.
3. Do not engage in any form of electioneering while at the polling place and within the Prohibited Area.
4. Dress in business casual attire: sweats, jeans and t-shirts are not permitted. Bring a sweater or jacket in case the polling place is cold.
5. Bring any medications you may need and food and drinks (to last you the entire day). **You may not leave the polling place.**
6. Service voters promptly and courteously and stay alert for voters who need assistance.
7. Refer questions from the media and Poll Watchers (Authorized Representatives (REPS)) to the Chief and Assistant Chief Officers. Precinct questions that cannot be answered should be referred to the Office of Elections.

INTEGRITY OF THE ELECTION PROCESS

- Offer assistance to voters who do not appear to be following instructions.
- Ask voters to remove personal items, including bags, food, drinks and electronic equipment, from the vicinity of voting equipment.
- Periodically check voting units and privacy booths to ensure voters have not left behind any personal items.
- Periodically check the EPBs (Laptops) and Voting Units (DS200 and ExpressVote) to ensure they are plugged in and charging properly.
- Ensure voters do not leave the polling place with a ballot.

ELECTION OFFICER'S ROLE

Your role as an Election Officer is to ensure fair and accessible elections for voters and to protect the integrity and accompanying aspects of the election process. In accordance with federal and state laws, you are expected to perform all of the duties assigned to you by the Office of Elections and perform these duties diligently and without partiality.

REMOVAL OF AN ELECTION OFFICER

The Office of Elections will investigate promptly any complaint it receives regarding the fitness, qualification or performance of an individual appointed as an Election Officer. The Office of Elections may remove any Election Officer who is unfit or incompetent for assignment.

VOTING HOURS

Polls are required by state law to open at 6:00 a.m. Election Officers are expected to arrive at their assigned polling place no later than 5:00 a.m., unless otherwise authorized by the Office of Elections.

EXTENDED HOURS

The normal poll closing time may be extended due to a court order. If this occurs, the Office of Elections will notify your precinct in advance of 7:00 p.m. All Election Officers must continue to work when extended hours are issued. Any voter who arrives after 7:00 p.m. when extended hours are issued may only vote by provisional ballot. All voters in line by 7:00 p.m. are processed normally.

VOTING OPTIONS

If you are assigned to work at your home precinct (the precinct you would vote at if not serving as an Election Officer), you may vote on Election Day in precinct (please remember to remove your name badge).

If you are assigned to work in a precinct other than your home precinct, you may only vote by absentee ballot. You may request an absentee ballot be mailed to you, or you may vote in person at the Frederick County Registrar's Office until 5:00 P.M. on the Saturday before Election Day.

If you request an absentee ballot be mailed to you and decide to vote in-person (at your home precinct), you need to have the absentee ballot with you when voting in-person. If you fail to bring the absentee ballot with you, you will be offered a provisional ballot.

SECURITY AWARENESS

EQUIPMENT AND FACILITY SECURITY

All Election Officers are responsible for:

- Protecting against any tampering or defacement of voting equipment.
- Reporting suspicious activities to the Chief or Assistant Chief Officers.
- Ensuring all voting unit compartments are secured prior to opening the polls and throughout Election Day.
- Ensuring appropriate voting equipment is secured and placed inside the voting machine cart after the polls close.

If the archive fails, you will be told to mark the computer and alert your election administrator. Attach a note to the outside of the laptop.

Voter Check-in (Poll Book) Officer

DUTIES

- Setting up and taking down the equipment issued.
- Opening and closing the electronic poll book.
- Checking in registered voters (verifying acceptable ID and voting eligibility).
- Summon the Chief to assist any voter having an issue that prevents him from voting.
- Help set up and take down posters and signs.
- Other tasks assigned by the Chief.

EQUIPMENT AND SUPPLIES ISSUED

- Extension cord.
- Surge protector (power strip).
- Ethernet switch (communication distribution box) -- [used to connect three or more laptops].
- Blue ethernet cables (one for each laptop) -- [used to connect (link together) three or more laptops].
- White ethernet cable -- [used to connect two laptops].
- Laptops (two or more) -- [loaded with a program that will find voters in the county's electronic poll book and record their check-in data].
- Laptop power supply (one per machine).
- Mouse (one per laptop).
- Flash drive (one per laptop) -- [contains the poll book, (a list of the county's registered voters), and is set up by precinct -- will contain voter check-in information from the election].
- Velcro straps and table clamps -- [to secure cables to each other and to table].
- Sheet with passwords -- [to log into poll book and to make certain entries in program].
- EPB (electronic poll book) PCC (precinct control center) Summary Worksheet -- [for recording voter check-in information].
- Ballot redemption cards.
- Packet of yellow cards containing a list of precincts and their addresses -- [to give to voters coming to wrong precinct].

BEFORE POLL OPENS

The Chief or Assistant Chief Officer must be present and supervise the setting up of the workstation and poll books. Once the setup process begins, at least one Election Officer (does not have to be same Election Officer) should be stationed with the poll books for the remainder of Election Day.

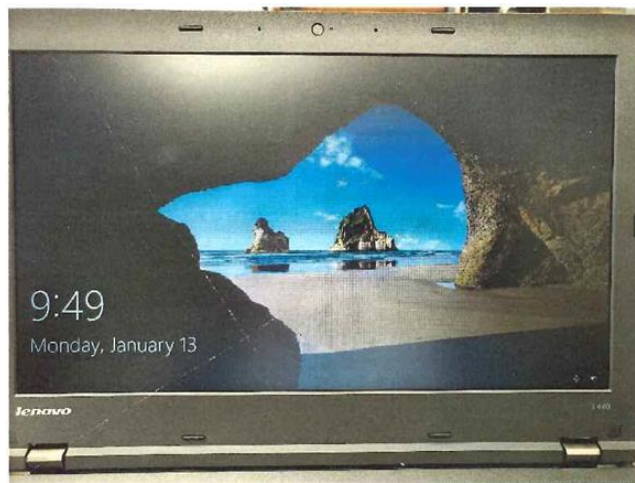
SETTING UP THE WORKSTATION

- Plug extension cord into the wall outlet.
- Plug surge protector into extension cord and turn on surge protector.
- If using two laptops:
 1. Plug laptop's power supply into the back of the laptop.

2. Plug laptop's power supply into surge protector.
 3. Connect white ethernet cable to each laptop.
- If using three or more laptops:
 1. Plug laptop's power supply into the back of the laptop.
 2. Plug laptop's power supply into surge protector.
 3. Plug a blue ethernet cable into each laptop.
 4. Plug blue ethernet cable (from each laptop) into ethernet switch – [leave far left port vacant as this port is used to connect to other ethernet switches].
 5. Plug power cord of ethernet switch into surge protector.
 - Connect a mouse to the right side of each laptop.
 - Connect a flash drive to left side of each laptop – [any flash drive can be inserted into any laptop].
 - Make sure power cable and cords are securely connected and are fastened to the table by the supplied Velcro straps and table clamps – [do not use tape].

OPEN THE POLL BOOK

- Power on each laptop – [unit should power on when lid is opened – (if it does not, power on/off button is next to delete button at top right of the keyboard section of the unit)] the power-on screen will appear.



- Press enter key on each laptop – the following screen will appear on each unit.



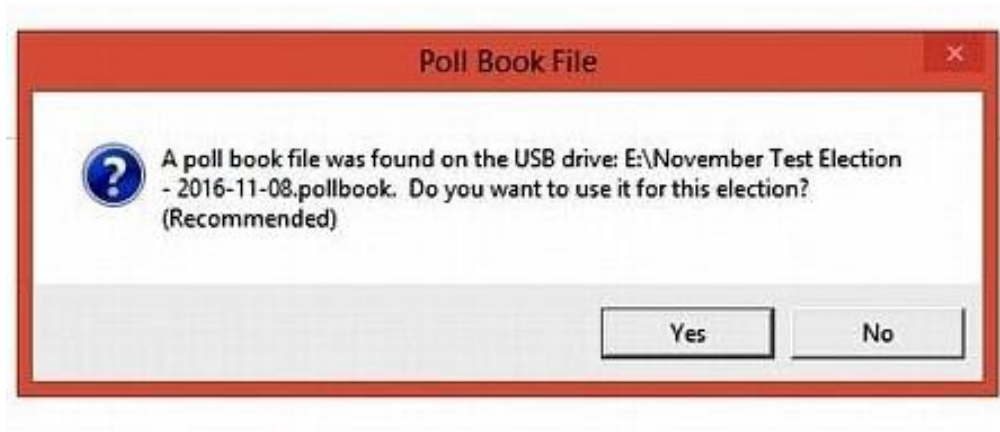
- Log into each laptop using the password found on the password card supplied (password is case sensitive).

The unit's Advocate Precinct Control Center (PCC) program will automatically start, and the following screen appear [if program does not start - manually open the program by clicking Advocate PCC icon in the upper left of the Windows home screen]. Allow a minute or two to open.

- The following message appears.



- Click the Browse button. The following screen will appear.



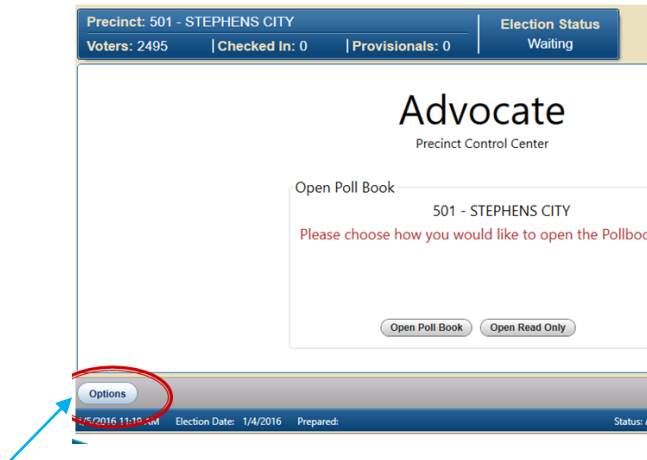
Click Yes.

If thumb drives are not found, browse for it. It should be in D: or E:

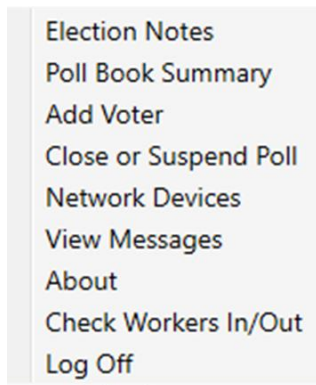


- Click YES.
- Log on to Advocate PCC on all computers using the password you were given.

Enter a password and click Log In to proceed.



- Click on the options button in the lower left corner – a drop down menu will appear.



- Select and open Poll Book Summary - the following screen appears.

Poll Book Summary

Advocate

Precinct Control Center

Poll Book Summary

Precinct: 302 - NEFF'S TOWN

Poll Book Summary

10/6/2016 3:16 PM

Precinct: 302 - NEFF'S TOWN

Voter Count: 3573

Checked in Count: 0

Absentee Count: 74

Provisional Count: 0

OP count: 0

% turnout: 0.00 %

Print from: 06 : 00 ☒ AM ☐ PM Print Checked In Voters Print Summary Close

- Verify:
 1. Precinct number.
 2. Precinct name.
 3. Voter (checked-in) count. Checked-in count should read zero (0).
 4. Fill out work sheet EPB PCC Summary Sheet.

- Click “close”; then reopen drop down menu – select and open Network Devices – the following screen appears.

Advocate

Precinct Control Center

Network Devices

Type	IP Address	Machine Name
PCC	169.254.136.253	EPB01
PCC	169.254.196.178	EPB80
PCC	169.254.84.13	EPB02

rs

- Verify the number of laptops (machine names) connected (linked together) is the number of units being used.
- Click “close” – the following screen will reappear.



- *At this point all laptops should be on and connected to each other – now the poll book needs to be opened - this step is to be completed using only one of the laptops.*
- On only one laptop -- click “open poll book”.
- The “search” screen appears.

Precinct: 501 - STEPHENS CITY | Election Status: Open

Voters: 2495 | Checked In: 1 | Provisionals: 0

Text Size: A A A A

Search:

Search Scope: Precinct ☒ All ☐

Simple ☒ Advanced ☐

Example: Smith, Amanda, Jean, 1980 or Smith, Amanda, Jean, 11/23/1980 or Prospect Street, 2010

Voter ID	Last Name	First Name	Middle Name	YOB	Address Line 1	Party
716879028	SMITH	ADAM	CLYDE	1991	117 Cool Spring Dr	R
171094579	SMITH	BRITTANY	GRACE	1986	117 Cool Spring Dr	
037460882	SMITH	CAROLYN	JOYCE	1944	143 Cedar Mountain	
919081142	SMITH	CHRISTOPHER	JOHN	1982	101 Barbados Pl	
116618106	SMITH	CHRISTOPHER	BRADLEY	1988	103 Black Walnut Ct	

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Options | Show Keyboard

1/5/2016 11:54 AM | Election Date: 1/4/2016 | Prepared: | Status: Alone | 1 Total Device(s) | Plugged in (Battery 100%)

All laptops are now up and running, linked to each other, and connected to the poll book. They are ready to check in voters.

WHILE POLL IS OPEN (check in voters)

- The Advocate PCC program offers two search modes, simple and advanced – the choices are in the top left of the screen - simple is adequate for most searches.
- Choice of text size is in the top right corner of the screen – the larger the text, the less information shown.
- If necessary, click “clear” (in top right of screen) to remove text from search box and to remove all results from previous search.
- “Election day flags” and “voter notes” can be added while in the “voter details/voter messages” screen // to flag – click on box // to add note - click on “voter notes” and add note.

Precinct: 101 - CLEAR SPRINGS | Election Status: Open | Log Off

Voter Details

Voter ID: 100000165 | Status: Active | Precinct: 101 - CLEAR SPRINGS

Last Name: BARKER | Party: | Town Prec.: |

First Middle: JOSEPH STEVEN | Address: 11141 FOX AVE

YOB: 1980 | Line 2 3: |

Gender: M | City Zip: ANYTOWN 22223 | Election: 2010 November General

Congress: 5 | Mailing: | Checked In: False

Senate: 25 | Address: | Absentee: TRUE

House: 57 | City Zip: | Provisional: False

Election Day Flags

- ☐ Student Investigation
- ☐ Assisted
- ☐ AutoMARK
- ☐ CA - Changed Address
- ☐ O - Other (See notes)
- ☐ OP - Voted outside polls
- ☐ P - Voted using paper ballot
- ☐ Signed 'Affirmation of Eligibility' or other statement

Voter Messages

AB Check Voter Eligibility

AB - An absentee ballot was recieved from this voter.

Check Voter In | **Check In Provisional** | **Edit Voter** | **Same Address** | **Back To List**

Options | Show Keyboard

4/4/2011 3:57 PM | Election Date: 3/31/2011 | Prepared: 4/1/2011 4:28:17 PM | Status: Alone | 1 Total Devices | Plugged in (Battery 97%)

A. QUALIFY THE VOTER – (voter identification acceptable)

- Ask voter to:
 1. Present photo identification (ID).
 2. State their full name and address (voter may submit a note with their full name and address). It is acceptable for the voter to give a P.O. Box as their address if it matches what is in the pollbook.
- Check ID to ensure:
 1. Photo matches voter.
 2. The ID has not expired - [shows an expiration date that is no more than a year before election date] - an expiration date is not required.
 3. The ID is acceptable [valid Virginia driver's license or ID card - valid US passport - valid student ID from a Virginia college or university - valid employee ID card - a government agency of US, VA, one of VA's political subdivisions – enrollment in one of Virginia's 11 recognized tribes].

Note: if voter does not have acceptable ID or you are unsure of any of the qualifications, contact the Chief.

B. SEARCH FOR VOTER

Precinct: 501 - STEPHENS CITY | Election Status: Open

Voters: 2495 | Checked In: 1 | Provisionals: 0

Text Size: A A A A

Search (circled) | Simple | Advanced

Search: Smith | Search | Clear

Search Scope: Precinct | All

Voter ID	Last Name	First Name	Middle Name	YOB	Address Line 1	Party
716879028	SMITH	ADAM	CLYDE	1991	117 Cool Spring Dr	R
171094579	SMITH	BRITTANY	GRACE	1986	117 Cool Spring Dr	
037460882	SMITH	CAROLYN	JOYCE	1944	143 Cedar Mountain	
919081142	SMITH	CHRISTOPHER	JOHN	1982	101 Barbados Pl	
144441196	SMITH	CHRISTOPHER	BRANDY	1988	143 Black Mountain Pl	

19 Matches | Page 1 of 4

Options | Show Keyboard

1/5/2016 11:54 AM | Election Date: 1/4/2016 | Prepared: | Status: Alone | 1 Total Device(s) | Plugged in (Battery 100%)

- Step one - click in the text box and start typing the voter's last name; then, if needed, their first name – as you type, records appear that match what you have typed.
- Find the voter on the search screen – if cannot find voter, refer to section C. types of voter – voter in wrong precinct.
- If the name and address stated by the voter matches the poll book – repeat the voter's name and address in a clear audible voice (this step will no longer be required as of November 2020).
- Click anywhere on the line that contains the voter's name and address – this will access their "voter details/voter messages" page (screen).

Precinct: 101 - CLEAR SPRINGS Election Status: Open

Voters: 4606 Checked In: 0 Provisionals: 0

Log Off Text Size: A A A

Voter Details

Voter ID: 100000165 Status: Active Precinct: 101 - CLEAR SPRINGS

Last Name: BARKER Party: Town Prec.:

First Middle: JOSEPH STEVEN Address: 11141 FOX AVE

YOB: 1980 Line 2 3:

Gender: M City Zip: ANYTOWN 22223 Election: 2010 November General

Congress: 5 Mailing: Checked In: False

Senate: 25 Address: Absentee: TRUE

House: 57 City Zip: Provisional: False

Election Day Flags

☐ Under Investigation

☐ Assisted

☐ AutoMARK

☐ CA - Changed Address

☐ O - Other (See notes)

☐ OP - Voted outside polls

☐ P - Voted using paper ballot

☐ Signed 'Affirmation of Eligibility' or other statement

Voter Messages

AB Check Voter Eligibility

AB - An absentee ballot was recieved from this voter.

Options Show Keyboard

4/4/2011 3:57 PM Election Date: 3/31/2011 Prepared: 4/1/2011 4:28:17 PM Status: Alone | 1 Total Devices Plugged in (Battery 97%)

- **Step two** - verify this is the correct voter by checking the information on the page – if this is wrong voter, click on “back to list” located in the lower right corner.
- If this is correct voter, look in the “voter messages” box.
 1. If box is empty, click on “check voter in” located in the lower left corner of screen – the “voter details/confirm” (screen) appears.
 2. If there is a message in box – contact chief as additional information is required before voter can be given ballot.

Precinct: 501 - STEPHENS CITY Election Status: Open

voters: 2425 Checked In: 0 Provisionals: 0

Text Size: A A A A

Voter Details

Voter ID: 716879028 Status: Active Precinct: 501 - STEPHENS CITY

Last Name: SMITH Party: Town Prec.:

First Name: ADAM Address: 117 Cool Spring Dr

Middle Name: CLYDE Line 2 3:

YOB: 1991 City Zip: Stephens City 22655-4526 Election: 2015 November General

Gender: M Mailing: Checked In: False (No)

Congress: 10 Address: Absentee: False- (No)

Senate: 027 City Zip: Provisional: False (No)

House: 029

Previous Click Confirm to check voter in. Cancel

Options Show Keyboard

1/5/2016 11:44 AM Election Date: 1/4/2016 Prepared: Status: Alone | 1 Total Device(s) Plugged in (Battery 100%)

- **Step three** - Verify this is correct voter -- then click “confirm” – the program will return to the “search screen” and the voter’s line will be filled in red.

Precinct: 501 - STEPHENS CITY | Election Status: Open

Voters: 2495 | Checked In: 1 | Provisionals: 0

Text Size: A A A A

Search: Q Search ✕ Clear

Simple
 Advanced

Example: Smith, Amanda, Jean, 1980 or Smith, Amanda, Jean, 11/23/1980 or Prospect Street, 2010

Search Scope: Precinct ☒ All

Voter ID	Last Name	First Name	Middle Name	YOB	Address Line 1	Party
716879028	SMITH	ADAM	CLYDE	1991	117 Cool Spring Dr	R
171094579	SMITH	BRITTANY	GRACE	1986	117 Cool Spring Dr	
037460882	SMITH	CAROLYN	JOYCE	1944	143 Cedar Mountain	
919081142	SMITH	CHRISTOPHER	JOHN	1982	101 Barbados Pl	
146610106	SMITH	CHRISTOPHER	BRADLEY	1988	103 Black Walnut Pl	

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Options Show Keyboard

1/5/2016 11:54 AM Election Date: 1/4/2016 Prepared: Status: Alone | 1 Total Device(s) Plugged in (Battery 100%)

- Return voter's ID and hand the voter a ballot redemption card.
- Clear screen and proceed to next voter.

C. TYPES OF VOTER

- On "voter details/voter messages" screen the message box has "ready to check in" and no problems are noted
 1. Click "check voter in" and complete check in.
- On "voter details/voter messages" screen there is a message on the lower portion of the screen or in the messages box these are - A, AB, F, HA, I, ?, inactive, or must confirm address (refer to definition/acronym/initialism page for meanings).
 1. Summon Chief to resolve the issue.
 2. Return to search screen -- clear screen and proceed to next voter.
- Voter does not have acceptable ID -- summon Chief to resolve issue.
- Voter asks for assistance in voting:
 1. Verify person can vote -- (acceptable ID and eligible to vote).
 2. Summon Chief - (a voter assistance form is to be completed).
 3. Return to search screen - clear screen and proceed to next voter.
 4. After form is completed, Chief is to return voter to head of line.
 5. Check in voter -- on "voter details/voter messages" screen -- in "election day flags" window -- check "assisted" box.
 6. Complete check in -- then return ID and give voter ballot redemption card.

Status Modified: 1/4/2016 6:50:15 PM
 Poll Book Name: MY Election Name
 Election Date: 1/4/2016

Poll Book Deploy Complete Election Reports

Election Info Import Voters Polling Place / Precincts Voters Poll Workers / Judges Test

Test

Precinct: 501 - STEPHENS CITY
 Voters: 2495 | Checked In: 0 | Provisionals: 0
 Election Status: Open

Voter Details

Voter ID: 716879028
 Last Name: SMITH
 First Name: ADAM
 Middle Name: CLYDE
 YOB: 1991
 Gender: M
 Congress: 10
 Senate: 027
 House: 029

Status: Active
 Party:
 Address: 117 Cool Spring Dr
 Line 2 3:
 City Zip: Stephens City 22655-4626
 Mailing:
 Address:
 City Zip:

Precinct: 501 - STEPHENS CITY
 Town Prec.:
 Party:
 Election: 2015 November General
 Checked In: False (No)
 Absentee: False (No)
 Provisional: False (No)

Election Day Flags

- ☐ Under Investigation
- ☐ Assisted
- ☐ CA - Changed Address
- ☐ O - Other (See notes)
- ☐ OP - Voted outside polls
- ☐ P - Voted using paper ballot
- ☐ Signed 'Affirmation of Eligibility' or other statement

Voter Messages

Ready to Check In

Check Voter In Check In Provisional Edit Voter Same Address Back To List

1. Voter in wrong precinct

1. Qualify voter – in “search” screen do “precinct” search – then do “all” search.

Precinct: 501 - STEPHENS CITY
 Voters: 2495 | Checked In: 1 | Provisionals: 0
 Election Status: Open

Search

Simple
 Advanced

Search Scope: Precinct

Voter ID	Last Name	First Name	Middle Name	YOB	Address Line 1	Party
716879028	SMITH	ADAM	CLYDE	1991	117 Cool Spring Dr	R
171094579	SMITH	BRITTANY	GRACE	1986	117 Cool Spring Dr	
037460882	SMITH	CAROLYN	JOYCE	1944	143 Cedar Mountain	
919081142	SMITH	CHRISTOPHER	JOHN	1982	101 Barbados Pl	
446640106	CRITLI	FURCTABUES	BRAN EV	1988	403 Black Mountain Pl	

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Options Show Keyboard

1/5/2016 11:54 AM Election Date: 1/4/2016 Prepared: Status: Alone | 1 Total Device(s) | Plugged in (Battery 100%)

- Find and click on voter – in “voter details/voter messages” screen find voter’s precinct.

- On list of precincts card, circle voter's precinct and its address and give card to voter.
- If not found after "all" search - summon Chief.

2. Outside the Polls Voter

- Qualify person and verify they are eligible to vote.
- Summon Chief to get photo ID verification of voter and to prepare needed forms.
- With Chief's verification, check in (confirm) voter.
- On "voter details/voter messages" screen – in "election day flags" menu check "op – voted outside polls".
- Return ID to Chief and give him a ballot redemption card.
- Proceed to next voter.

3. Absentee Ballot Voter

Voter has been issued an absentee ballot, not used it, and now wants to vote at the polls – (voter may or may not have the unused ballot with them).

- Qualify voter and do a search – in "voter details/voter messages" screen - in messages box there will be an A or AB.
- Summon Chief – (appropriate forms need to be completed so the person can vote a provisional ballot).
- Chief returns with ID and instructions that the person will be voting a provisional ballot
- Check in voter – on "voter details/voter messages" screen, click "check in provisional" (located at bottom center of screen).

Precinct: 101 - CLEAR SPRINGS
 Voters: 4606 | Checked In: 0 | Provisionals: 0 | Election Status: Open

Voter Details
 Voter ID: 100000165 | Status: Active | Precinct: 101 - CLEAR SPRINGS
 Last Name: BARKER | Party: | Town Prec.:
 First Middle: JOSEPH STEVEN | Address: 11141 FOX AVE
 YOB: 1980 | Line 2 3:
 Gender: M | City Zip: ANYTOWN 22223 | Election: 2010 November General
 Congress: 5 | Mailing: | Checked In: False
 Senate: 25 | Address: | Absentee: TRUE
 House: 57 | City Zip: | Provisional: False

Election Day Flags
☐ Under Investigation
☐ Assisted
☐ AutoMARK
☐ CA - Changed Address
☐ O - Other (See notes)
☐ OP - Voted outside polls
☐ P - Voted using paper ballot
☐ Signed 'Affirmation of Eligibility' or other statement

Voter Messages
AB Check Voter Eligibility
 AB - An absentee ballot was received from this voter.

Buttons: Check Voter In, **Check In Provisional**, Edit Voter, Same Address, Back To List

Footer: 4/4/2011 3:57 PM | Election Date: 3/31/2011 | Prepared: 4/1/2011 4:28:17 PM | Status: Alone | 1 Total Devices | Plugged in (Battery 97%)

- A password screen will appear, and Chief will enter the required password and click “login”.
- The “voter details/confirm” screen appears - click confirm.
- Return ID to Chief and give him a ballot redemption card.
- Proceed to next voter.

4. Eligibility Problem

Voter has eligibility problem and Chief allows voter to vote by provisional ballot.

- Qualify voter and do a search – in “voter details/voter messages” screen - messages box will contain “check voter eligibility” and note problem.
- Summon Chief to resolve issue.
- Chief returns with voter’s ID and instructions that the person will vote a provisional ballot.
- Voter signs affirmation of eligibility form.
- Check in voter – on “voter details/voter messages” screen, check “check in provisional” (located at bottom center of screen).
- A password screen will appear, and chief will enter the required password and click “login”.
- The “voter details/confirm” screen appears - click confirm.
- Return ID to Chief and give him a ballot redemption card.
- Proceed to next voter.

5. Inactive Voter

- Qualify and perform voter search.
- In “voter details/voter messages” screen is an “must confirm address (inactive voter)” message.
- Voter Check-in Officer verifies the voter address.
- Click “check voter in” – on “voter details/confirm” screen click “confirm”.
- Give voter a ballot redemption card.
- Proceed to next voter.

6. Voter is Challenged

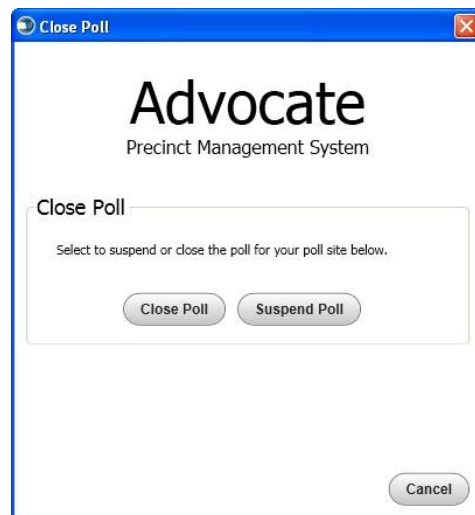
A voter's eligibility to vote is challenged by another voter or an election officer.

- Poll book shows the voter is qualified and eligible to vote but the accuracy is challenged.
- Chief will have both parties complete their respective sections of an affirmation of eligibility form.
- Challenger to sign.
- Challenged voter to sign – if refuses they cannot vote.
- If challenged voter signs form – they vote a provisional ballot.
- On challenged voter's "voter details/voter message" screen – on the "election day flags" menu mark "signed affirmation of eligibility or other attachment" and check "under investigation".
- Click "check voter in" – on "voter details/confirm" screen click "confirm".
- Return ID and give ballot redemption card to Chief.
- Proceed to next voter.

AFTER THE POLLS CLOSE

The Chief or Assistant Chief must be present and supervise the closing of the pollbook and the take down of equipment.

- Complete "EPB PCC Summary Sheet".
 1. In "search" screen -- click on "options" then click "poll book summary".
 2. RRecord data onto form.
- Close the polls - **use only one laptop**.
 1. In the "search" screen click "options" then click "close or suspend poll" – the following screen will appear.



- Click "close poll".

A password screen will appear, and Chief will enter the required password and click "login".

Program will automatically send data to all flash drives and the following screen appears.



- Click “ok”.

[If the automatic export fails, an Export Data dialog box will open, and you will be able to export the data manually.]

- Give all flash drives to Chief.
- Power off each laptop individually.
- Disassemble laptops and put in cases.
- Disassemble cords, cables, et cetera and put in pouches.
- Give Chief: password sheet, ballot redemption cards, precinct handout sheets.
- Help take down posters and signs.

Ballot Distribution Officer

DUTIES

- Count and verify ballots for the DS 200 and the ExpressVote voting machines.
- Maintain count of all used, spoiled or voided ballots.
- Complete Ballot Distribution Officer – Ballot Report.
- Keep chief updated on the count of remaining packages of ballots throughout the day.
- Other tasks assigned by the Chief.

BEFORE THE POLLS OPEN

Confirm the number of DS200 and ExpressVote ballots received before the polls open. Verify the number of ballots received that morning and enter the number on the appropriate line of the Ballot Distribution Officer – Ballot Report. DS 200 ballots are in packages of 100 and ExpressVote ballots are in packages of 50. Open only one package of DS200 ballots at a time. Once opened, verify the count and record on the Ballot Distribution Officer – Ballot Report and initial. Continue to do this throughout the day. Do not open the ExpressVote ballots unless needed. All unused DS200 and ExpressVote ballots are to be kept in Box 6.

WHILE POLLS ARE OPEN

• ISSUING BALLOTS

When a voter is checked in, they are issued a “Ballot Redemption Card”. This card is to be given to the Ballot Distribution Officer (BDO) in exchange for an official ballot. The Ballot Distribution Officer will accept the card and issue a DS200 ballot. (An ExpressVote ballot is issued at the request of a voter or the Chief.) Instruct the voter as to the proper method to mark the ballot. Periodically return the ballot redemption cards to the voter check-in officers.

• SPOILED BALLOTS

During the election it may be necessary to replace a ballot that has been spoiled by the voter. Whatever the reason, the voter can return the spoiled ballot to the Ballot Distribution Officer and receive another ballot (a reasonable number of times). Reasons may include:

1. Voter changed their mind regarding a selection of a candidate or issue.
2. Inappropriate/unintentional marks on the ballot.
3. Ballot is damaged and the scanner is unable to read selections.
4. Voter is issued an incorrect ballot.

Processing Spoiled Ballots

The BDO shall fold the ballot so the Electoral Board Seal is on the outside and the marked selections are not visible. The Ballot Distribution Officer writes “SPOILED” across the Electoral Board Seal; and staples the ballot shut. Place the spoiled ballot in envelope 4. The BDO gives ballot to chief and; issues a new ballot to the voter. The Ballot Distribution Officer documents the required information on the Spoiled Ballot Log.

• VOIDED BALLOTS

During the election it may be necessary to void a DS200 or ExpressVote ballot. These are ballots that have been abandoned by the voter. Reasons may include:

1. Voter decided not to vote and returned the ballot to the Ballot Distribution Officer before leaving the polling place.
2. Voter left the marked or unmarked ballot at the privacy booth and left the polling place
3. Voter did not scan the issued ballot and removed it from the polling place

Whatever the reason, a ballot issued to voter that has not been inserted into the optical scanner by the voter must be voided.

EXCEPTION: The ballot is not voided if a voter inserts their ballot into the optical scanner and departs prior to the ballot being returned by the scanner due to an over vote or under vote. The Voting Machine Officer shall-cast the ballot for the absent voter.

Processing Voided Ballots

The Ballot Distribution Officer shall fold the ballot, so the Electoral Board Seal is on the outside and the marked selections are not visible, and staples the ballot shut. The officer writes "VOID" across the seal and gives the ballot to the Chief. If the ballot is not physically present, (i.e. voter removed the ballot from the polling place), document the incident on the Voided Ballot Log and inform the Chief. The Ballot Distribution Officer records all this information on the Voided Ballots Log.

AFTER THE POLLS CLOSE

1. After the polls are closed and all ballots cast, complete the Ballot Distribution Officer – Ballot Report (sheets 1 thru 5). Give completed report to the Chief.
2. Place unused ballots in box 6.
3. Follow instructions from the Chief and Assistant Chief for packing up election materials and supplies.

VOTING MACHINE OFFICER

DUTIES

- Prepares the DS200 and ExpressVote for Voting.
- Set up tables, chairs and privacy panels.
- Help set up and take down posters and signs.

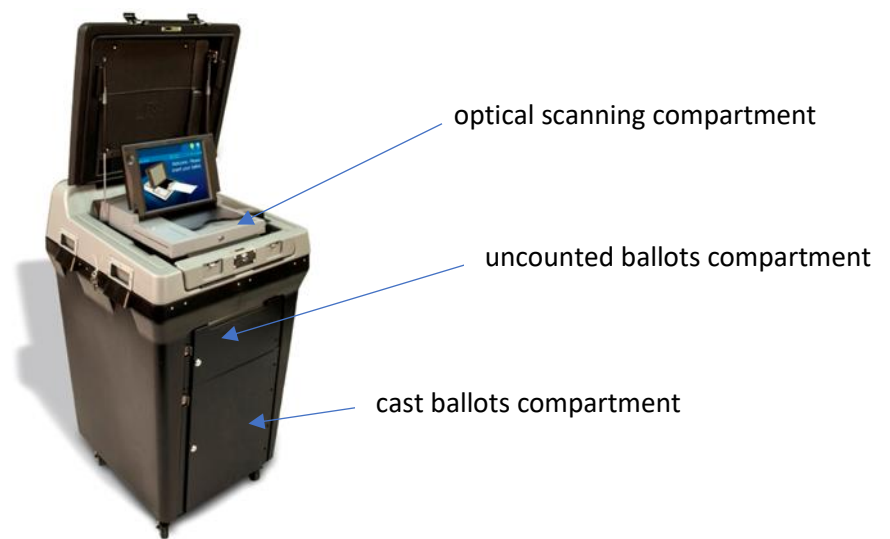
BEFORE POLLS OPEN

- Set up tables, chairs and privacy panels per Chief's instructions.
- Obtain flat and barrel keys from Chief (needed to access parts of DS200 and ExpressVote machines).
- Position DS200 and ExpressVote machines per Chief's instructions. No person other than the voter should be able to see the voter's ballot from the front, side or from behind. The voter's perception of privacy is as important as actual privacy.
- Record the machine serial number and remove the seals and record the seal numbers on the back of envelope #7. From the Zero Tape, record the protective public count number and public counter number.

SET UP AND PREPARE DS200 BALLOT SCANNER TO ACCEPT BALLOTS

The Chief or Assistant Chief Officer must be present and supervise the setting up of the voting machines. Once the setup process begins, at least one Election Officer (does not have to be same Election Officer) should be stationed with the DS200 for the remainder of Election Day.

Components of the DS200:



1. Positioning machine

- Position the machine in location specified by the chief and lock front wheels. No person other than the voter should be able to see the voter's ballot from the front, side or from behind. The voter's perception of privacy is as important as actual privacy.



2. Preparing the power compartment (located in the back of machine).

- Use flat key to unlock and open power cord compartment.
- Unwrap machine's power cord and plug into AC wall outlet.
- Verify cylindrical metal bar is in the down position.
- Leave compartment open.



3. Preparing the two ballot storage compartments.

- Use flat key to unlock and open the uncounted ballots compartment (the top compartment). Verify it is empty.
- Flip down bar at top of door (this will provide a slot for ballot insertion if compartment is used).
- Close and relock the top compartment.



- Use flat key to unlock and open the cast ballots compartment (the bottom compartment).
- Remove cast ballots box (the box is of blue plastic and has a two-part hinged lid). Open the lid by flipping both parts of the lid back and down.
- The cast ballot box will contain a cardboard box labeled “box 6” (this box has the initial issue of blank DS200 and ExpressVote ballots). Give “box 6” to the Chief (who is to verify and record the number of ballot packs received).
- Place cast ballots box (with its open lid) in the cast ballots compartment.
- Close and relock cast ballots compartment.



4. Preparing the DS200 optical scanning compartment to accept ballots

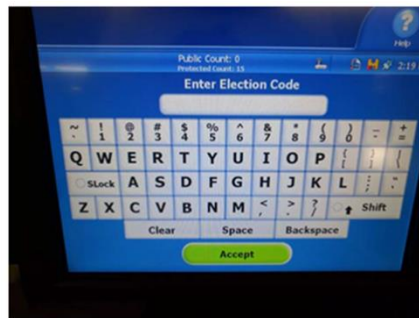
- Cut seal attached to one of the latches that secures the compartment lid. Record the seal number on the back of envelope #7.
- Give seal to Chief.



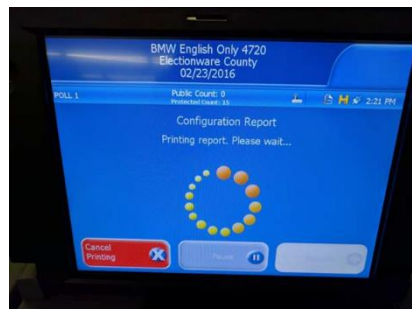
- Use flat key to unlock lid to ballot insertion compartment. Unhook both latches and flip lid up and into locked position.



- Use barrel key to unlock ballot scanner screen.
- Raise the screen until it is in full upright position. (DS200 will power- on and boot-up automatically.)



- After system powers-on and boots up, the “enter election code” screen appears. Enter the election security code obtained from the Chief.
- Click “accept”.



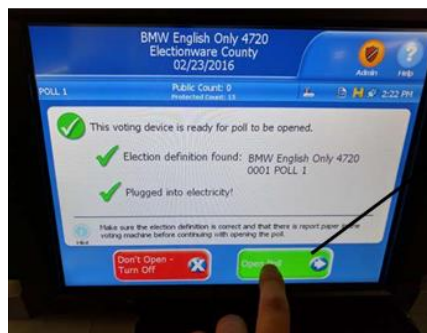
- If the code is accepted, the DS200 will automatically print a configuration/zero tape.



configuration/zero tape

- From the configuration/zero tape – confirm:
 1. Unit serial number.
 2. Precinct name.
 3. Election name.
 4. Election date.
 5. Public count.
 6. Protective count.
 7. Total count for all candidates/issues are zero.

- To complete the opening of the polls, touch the green “Open Poll” button on the screen.



- The DS200 is ready to accept ballots once you see “Welcome. Please Insert Your Ballot” and the animation of a ballot being inserted onscreen.



SET UP AND PREPARE EXPRESSVOTE TO ACCEPT BALLOTS

The ExpressVote is used on Election Day to serve every eligible voter, including those with special needs. The ExpressVote handles the entire marking process, eliminating marginal marks and the need for voter mark interpretation. Voters utilize the touch screen to mark their vote selections, receiving an official ballot that can be inserted into the DS200.

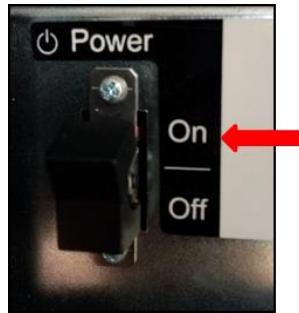
ExpressVote:



- The location of the table for ExpressVote will be chosen by Chief. Place the ExpressVote in a location that provides privacy to the voter, ensuring that other voters and Officers cannot see the screen during the ballot marking session.
- Remove ExpressVote machine, its power cord with converter, and headphone from bag and place on table.
- Connect the power cord to the back of the machine. It will only fit one way and requires the coupler to be retracted before the end is inserted.



- Connect the other end of the cable to the converter and the converter to an AC outlet.
- The machine will power up (it will take a few minutes for the screen to appear).
- Extend the kick stand in the back and position machine.
- Use barrel key (obtained from Chief) to open side door.
- Verify flash drive is in position and power is on.



- Verify the mode switch is set to “voter” position.



- Attach headphones to its port in the front.
- When the “Enter Election Code” screen appears, enter the code provided by the Chief and click accept.
- The “to begin voting” screen will appear. The EXPRESSVOTE is ready to accept ballots.
- Close and lock door and give key to Chief.
- Place privacy screen around machine.

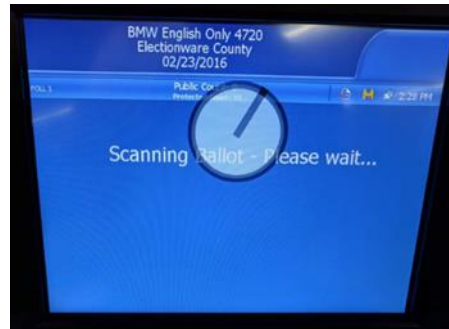
WHILE THE POLL IS OPEN

DS200 GENERAL RULES

1. Do not stand in front of, behind or to the side of the DS200. Ensure there is enough clearance surrounding the perimeter to give the voter privacy and allow easy access. Also ensure there is enough space for voting machine officer to be readily accessible if there is a problem or if a voter has a question.
2. Manage the line.
3. A ballot can be fed into the DS200 either face up or face down, top first or bottom first.
4. There is a slot for a DS200 style ballot and a slot for an ExpressVote style ballot.
5. The DS200 will initially caution a voter whose ballot is either blank or overvoted (there is no notice for an under voted ballot).
6. Periodically ensure the public count increases after each ballot is inserted.
7. During a General Election in November, give the voter an “I Voted” sticker.

A. Inserting a Ballot - (DS200 style and EXPRESSVOTE style)

- Instruct the voter:
 1. DO NOT fold the ballot.
 2. Ballot can be fed face up or face down, top first or bottom first.
 3. Indicate appropriate slot for ballot (DO NOT force the ballot, allow the DS200 to accept it).
- Direct voter where to insert their ballot.
- Once the ballot has been inserted, the DS200 will take 1-2 seconds to process it. Ask the voter to remain until the ballot has been processed.



- Once the ballot has been processed, the DS200 will display "Thank you for voting. Your ballot has been counted. The voter may now leave."



If a voter is at the DS200 for an extended time, you may approach them to offer assistance. DO NOT look at or handle a voter's ballot unless the voter requests assistance and gives you permission to do so.

B. Blank Ballot

Ballot is inserted and display reads "Blank Ballot."

- Inform the voter the ballot can be cast as is (blank) or the voter may choose to review the ballot and mark their selection(s).
- If the voter chooses to cast the ballot as is, instruct the voter to touch "Cast Blank Ballot".
- If the voter chooses to review the ballot, instruct the voter to touch "Return".

- Instruct the voter to return to a voting table and mark their selection(s).

If the voter accidentally touches “Cast Blank Ballot” they have voted and is are not eligible to vote again.

C. Overvoted Ballot

When a voter selects more than one candidate or response for one or more contests, the display will read “You filled in too many ovals in (#) contests.” The display also lists which contest(s) is overvoted.

- Inform the voter that he or she has selected more than one candidate or response for one or more contests.
- Inform the voter the ballot can be cast as is (overvoted) or the voter may choose to spoil the ballot and obtain a new one.
- If the voter chooses to spoil the ballot, instruct them to touch “Return”. Instruct voter to take marked ballot to ballot distribution officer’s table to exchange for new ballot.
- If the voter chooses to cast the ballot as is, instruct the voter to touch “Cast Blank Ballot”.

If the voter accidentally touches “Cast Blank Ballot” they have voted and are not eligible to vote again.

D. Abandoned Ballot

- If a ballot is abandoned at a marking table, give ballot to Chief.
- If ballot is inserted into machine and voter leaves before the ballot is rejected:
 1. Try to locate voter and return them to machine to complete voting.
 2. If cannot locate voter, reinsert ballot and touch “Cast”.
 3. Inform Chief of situation.

E. DS200 Malfunction

- Notify the Chief of the problem.
- Direct voters to insert their ballot into the uncounted ballots compartment.

Once the problem is resolved, have the voters insert their ballot into the ballot scanner.

F. Mismarked Ballot

A mismarked ballot occurs when a voter marks the ballot in a manner other than filling in the oval to the left of their selections. If a voter’s ballot cannot be scanned, and the voter insists on casting the ballot as is, notify the Chief or Assistant Chief.

- Inform the voter that no vote is recorded for contests marked incorrectly.
- Inform the voter the ballot can be cast as is (mismarked) or the voter may choose to spoil the ballot and obtain a new one.
- If the voter chooses to cast the ballot as is, instruct the voter to touch “Cast”.

- If the voter chooses to spoil the ballot, instruct the voter to touch “Return”.
- Instruct voter to take mismarked ballot to ballot distribution officer’s table to exchange for new ballot.

If the voter accidentally touches Cast instead of Return, the voter is not eligible to vote again.

G. DS200 Not Charging

If the DS200 display reads “Not plugged into electricity” or shows a battery icon (the battery status indicator appears next to the time icon at top left of screen).

- Notify Chief
- Starting at the power cord compartment-make sure every connection is secure; including the transformer and any extension cords.
- If you are still having a problem, verify the electrical outlet is working.

EXPRESSVOTE GENERAL RULES

1. Do not stand in front of, behind or to the side of the ExpressVote. Ensure there is enough clearance surrounding the perimeter to give the voter privacy and allow easy access. Also ensure there is enough space for voting machine officer to be readily accessible if there is a problem or if a voter has a question.
2. Set up privacy booth around machine.

TOUCH SCREEN DISPLAY OPTIONS

Use icons at bottom of screen to access display options.

- Zoom adjusts size of font. In instances where a contest extends off the screen, use navigation bar to scroll up and down to view contest.
- Contrast changes screen display from color to black and white (white text on black background).
- Previous and Next are used to navigate backward and forward between contests.
- Exit returns a voter’s ballot card unmarked.

MARKING BALLOT (TOUCH SCREEN)

Display reads “To begin voting, insert your card.”

- Voting machine officer is to insert ballot into slot, (face up with slanted corner to the right).
- The voter may select a candidate or contest choice by touching the oval or anywhere on the line. Once selected, the selection turns yellow, and a green checkmark appears next to the candidate or contest choice.
- To change a selection in a “vote for one” contest, touch the oval or anywhere on the line of the new selection. The previous selection is de-selected, the new selection turns yellow, and a green checkmark appears next to the newly selected candidate or contest choice.

- To change a selection in a “vote for more than one” contest, remove the previous selection by touching the green checkmark or anywhere on the line of the previous selection. To make a new selection, touch the oval or anywhere on the line of the new selection. The new selection turns yellow, and a green checkmark appears next to the newly selected candidate or contest choice.
- To select a write-in (General Elections only), touch Write-In. Screen displays a digital keyboard. Enter write-in name using keyboard, then touch Accept. The write-in displays as the selection turns yellow, and a green checkmark appears next to the write-in text.
- To clear a write-in, touch the green checkmark or anywhere on the line of the write-in selection. Screen displays a digital keyboard. Touch Clear, then touch Accept.
- Touch Previous or Next to navigate backward and forward between contests.
- After voter is finished making their selections, a Summary of Selections screen displays. All other contests are marked with a green checkmark.
- To change a selection, touch Contest on Summary of Selections screen. After changes are made, touch Next. ExpressVote returns to Summary of Selections screen. When finished reviewing selections, touch Next.
- To mark ballot card, touch Print Card. Ballot ejects from input slot.
- Voter takes ExpressVote ballot to DS200 to insert into machine.

KEYPAD FUNCTIONS (can be used for visual and/or audio voting)

- Up Arrow and Down Arrow are used to navigate through screen and audio options.
- Left Arrow and Right Arrow are used to navigate backward and forward between contests.
- Select chooses available option.
- Home opens screen with voting instructions.
- Pause stops audio.
- Screen toggles monitor screen on and off.
- Repeat replays last spoken phrase.
- Tempo adjusts speed at which synthesized voice reads text. Each time it is pressed, current phrase is re-started at newly selected speed.
- Volume adjusts synthesized voice to preferred audio level.

MARKING BALLOT: HEADPHONES AND KEYPAD

- Officer to plug headphones into audio port.
- Officer to insert ballot into slot, (face up with slanted corner to the right). Follow ExpressVote screen display, if necessary.
- Instruct voter to press Screen if they prefer to turn the monitor off.
- Instruct voter to use Down Arrow on keypad to scroll through available language options. Voter to select desired language and to begin voting.
- ExpressVote begins playing voting instructions and provides an overview on keypad functions.
- The voter performs the following:
 - Press Right Arrow to proceed to first contest. ExpressVote identifies contest information, including name, number of permitted selections and number of candidates or choices.
 - Press Down Arrow to scroll through candidates or choices.
 - Press Select to make a selection after it has been read.

- To change a selection in a “vote for more than one” contest, press Down Arrow or Up Arrow to scroll through selections. Press Select to remove previous selection. Press Down Arrow or Up Arrow to scroll through selections. Press Select to make a new selection.
- To select a write-in (General Elections only), press Down Arrow to navigate to write-in option. Press Select. ExpressVote begins playing write-in instructions and provides an overview on keyboard functions. Press Down Arrow or Up Arrow to scroll through letters. Press Select to choose a letter. When finished, press Right Arrow. ExpressVote returns to contest and repeats the write-in selection.
- To remove a write-in, press Down Arrow to navigate to write-in option. Press Select. Press Down Arrow or Up Arrow to scroll to Clear. Press Select, then press Right Arrow. Write-in selection is removed.
- Press Left Arrow or Right Arrow to navigate backward and forward between contests.
- After a voter is finished making their selections, a Summary of Selections begins. Press Down Arrow or Up Arrow to navigate through and review selections.
- To change a selection, press Down Arrow or Up Arrow to navigate to contest, then press Select. After changes are made, press Right Arrow. ExpressVote returns to Summary of Selections. When finished reviewing selections, touch Right Arrow.
- To mark ballot card, press Select. The ballot ejects from input section.
- Voter takes ExpressVote ballot to DS200 to insert into machine.
- Unplug headphones.

VERIFYING MARKED BALLOT CARD

ExpressVote allows a voter to re-insert the marked ballot to verify their selections. This step is for verification purposes only. No changes can be made. If voter wants to change a selection, the ballot must be spoiled.

- Instruct voter to insert ballot into slot (face up with slanted corner to the right).
- A Verification screen displays listing instructions on how to review selections.
- Touch Next to access Verification Summary screen.
- Review selections. When done, touch Next. Ballot ejects.
- If the voter chooses to spoil the ballot, instruct voter to return to ballot distribution officer’s table with ballot to exchange for a replacement.
- If the ballot is correct, direct voter to DS200 machine.

VOIDED BALLOT

Notify the Chief or Assistant Chief Officer if a voter leaves the polling place before printing their ballot

- Touch Exit. Ballot is returned unmarked.
- Give ExpressVote ballot to Chief.

AFTER POLLS CLOSE

The Chief or Assistant Chief must be present and supervise closing of the DS200 and ExpressVote machines. Obtain flat and barrel keys from Chief.

A. TALLYING UNCOUNTED BALLOTS

- Use flat key to unlock and open uncounted ballots compartment.
- Remove unscanned ballots and insert into DS200.
- If ballot cannot be scanned, set ballot aside for hand counting on Statement of Results.
- Close and relock compartment.

B. CLOSING THE DS200

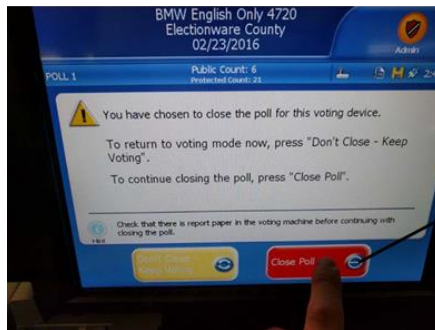
- Use flat key to unlock cast ballots compartment and give box to chief.
- Use the barrel key to unlock the access door next to the ballot scanning screen.



- Press the “close poll” button.

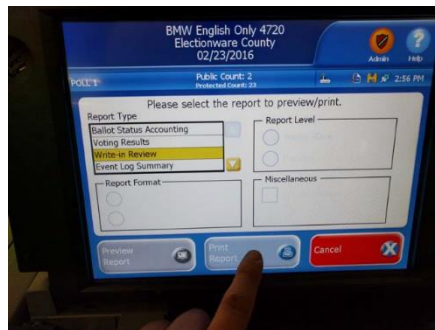


- The DS200 will display a confirmation message onscreen. To close the poll, press the red “Close Poll” button onscreen. On the screen press the “Close Poll”. The machine will print three results tapes and a write-in report tape.



Press "CLOSE POLL"

- After the tapes are printed, the following screen appears.



- Press "report options" on next screen press "write ins".
- After this report is printed press "cancel".
- Then press "Finished Turn Off"
- Give all tapes to the Chief.
- From the Results Tape, record the final protective public count number and final public counter number.
- Remove thumb drive and give to Chief (**Do not remove thumb drive before the DS200 is completely powered off.**)
- Close the optical ballot scanner screen and lock with barrel key.
- Close and latch the compartment lid and lock with the flat key.
- Attach seal to one of the latches. Record the seal number on the back of envelope #7.
- Unplug machine, return cord to compartment and close door and lock with flat key.
- Unlock machine's wheels and return DS200 to storage area.

C. CLOSING THE EXPRESSVOTE:

- Unlock the Security Access Door with barrel key and flip the power switch to the off position.
- Remove the thumb drive and give to the Chief.
- Keeping the keypad connected, close and lock the access door. Return key to Chief.
- Unplug the headphones and return them to the case.
- Unplug the power cord from outlet and ExpressVote and place the cord back into carrying case.
- Return ExpressVote to the case and give to the Chief.

EPB PCC Summary Sheet Worksheet

FILL IN from the PCC Summary Sheet BEFORE CLOSING
THE POLL BOOKS

County of Frederick

Election Date:

Precinct: _____

OFFICERS: Ensure all EPB number match, then record these numbers from your Electronic Poll Books. Staple this Completed Report to One Copy of the Statement of Results and place in Envelope # 2.

Verify 0 Checked in at Opening

Total Voter Count for Precinct

Total Checked in by Precinct

Enter this TOTAL on

Election Night Precinct Report

Absentee by Precinct

Provisional Count by Precinct

Outside the Polls by Precinct

% Turnout Count

Pollbook Officer Initials:

Chief Initials: Time:

Ballot Distribution Officer - Ballot Report

Page 1 of 5

Date _____

Precinct _____

DS200 Ballot

Issued Ballots – sheet 1 of 2 --- for packs 1 thru 30

Ballots are received in packs of 100. They are to remain unopened until needed.

When opened, ballots are to be counted and the quantity verified by ballot officer (BO).

Packs of ballots received before polls opened: _____ Chief's signature

Packs of ballots received while polls open: ____/____/____ Chief to sign for packs upon their arrival

BALLOT PACK OPENED	# BALLOTS IN PACK /.BO INITIALS	# BALLOTS USED / BO INITIALS	BALLOT PACK OPENED	# BALLOTS IN PACK / BO INITIALS	# BALLOTS USED / BO INITIALS
1	____/____	____/____	16	____/____	____/____
2	____/____	____/____	17	____/____	____/____
3	____/____	____/____	18	____/____	____/____
4	____/____	____/____	19	____/____	____/____
5	____/____	____/____	20	____/____	____/____
6	____/____	____/____	21	____/____	____/____
7	____/____	____/____	22	____/____	____/____
8	____/____	____/____	23	____/____	____/____
9	____/____	____/____	24	____/____	____/____
10	____/____	____/____	25	____/____	____/____
11	____/____	____/____	26	____/____	____/____
12	____/____	____/____	27	____/____	____/____
13	____/____	____/____	28	____/____	____/____
14	____/____	____/____	29	____/____	____/____
15	____/____	____/____	30	____/____	____/____

DS200 Ballot

Issued Ballots – sheet 2 of 2 --- for packs 31 thru 42

Ballots are received in packs of 100. They are to remain unopened until needed.

When opened, ballots are to be counted and the quantity verified by ballot officer (BO).

BALLOT PACK OPENED	# BALLOTS IN PACK /.BO INITIALS	# BALLOTS USED / BO INITIALS	BALLOT PACK OPENED	# BALLOTS IN PACK / BO INITIALS	# BALLOTS USED / BO INITIALS
31	____/____	____/____	37	____/____	____/____
32	____/____	____/____	38	____/____	____/____
33	____/____	____/____	39	____/____	____/____
34	____/____	____/____	40	____/____	____/____
35	____/____	____/____	41	____/____	____/____
36	____/____	____/____	42	____/____	____/____

Spoiled Ballots <u>Place in Envelope 4</u> Document on Spoiled Ballot Log	Voided Ballots <u>Place in Envelope 4</u> Document on Voided Ballot Log	Provisional Voted Ballots (Chief Officer Will Document and Place in Envelope 1A or 1B)
(☞) one “tick” mark per ballot	(☞) one “tick” mark per ballot	(☞) one “tick” mark per ballot
Total: _____	Total: _____	Total: _____

	Packs	1 thru 30	31 thru 42	Total
Total DS200 Ballots Received:		_____	_____	_____
Total DS200 Ballots Used:		_____	_____	_____
Total DS200 Ballots Not used:		_____	_____	_____
DS200 ballots not used are to be placed in Box 6				

ExpressVote Ballot




Issued Ballots

Ballots are received in packs of 50. They are to remain unopened until needed. When opened, ballots are to be counted and the quantity verified by ballot officer (BO).

Packs of ballots received before polls opened: _____ Chief's signature

Packs of ballots received while polls open: ____ / ____ / ____ Chief to sign for packs upon their arrival

BALLOT PACK OPENED	# BALLOTS IN PACK / BO INITIALS	# BALLOTS USED / BO INITIALS	BALLOT PACK OPENED	# BALLOTS IN PACK / BO INITIALS	# BALLOTS USED / BO INITIALS
1	____ / ____	____ / ____	6	____ / ____	____ / ____
2	____ / ____	____ / ____	7	____ / ____	____ / ____
3	____ / ____	____ / ____	8	____ / ____	____ / ____
4	____ / ____	____ / ____	9	____ / ____	____ / ____
5	____ / ____	____ / ____	10	____ / ____	____ / ____

Spoiled Ballots	Voided Ballots	Provisional Voted Ballots
Place in Envelope 4	Place in Envelope 4	(Chief Officer Will Document and Place in Envelope 1A or 1B)
Document on Spoiled Ballot Log	Document on Voided Ballot Log	
() one "tick" mark per ballot	() one "tick" mark per ballot	() one "tick" mark per ballot
Total: _____	Total: _____	Total: _____

Total ExpressVote Ballots Received: _____

Total ExpressVote Ballots Used: _____

Total ExpressVote Ballots Not used: _____

ExpressVote ballots not used are to be placed in Box 6A

Spoiled Ballot Log

Mark ballot type with check mark ✓

_____	TIME BALLOT SPOILED	BALLOT TYPE		REASON BALLOT SPOILED	BO INITIALS
		DS200	Express-Vote		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Voided Ballot Log

Mark ballot type with check mark ✓

____	TIME BALLOT VOIDED	BALLOT TYPE		REASON BALLOT VOIDED	BO INITIALS
		DS200	Express- Vote		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

GLOSSARY OF ELECTION ABBREVIATIONS

A	Electronic Poll Book listing for Active Voter
AB	Electronic Poll Book listing for Voter who voted by Absentee Ballot Final Absentee Ballot Report
ADA	Americans with Disability
CAP	Central Absentee Precinct
EB	Electoral Board
ELECT	Department of Elections
EPB	Electronic Poll Book (Laptop) General Registrar
HA	Electronic Poll Book listing for a Voter who must provide special ID required for Federal Elections
HAVA	Help America Vote Act
I	Electronic Poll Book listing for Inactive Voter - MUST do paperwork before possibly being allowed to vote
ID	Identification
OP	Electronic Poll Book listing for Outside the Polls Voter - done by Poll Book Officer in laptop with Chief Officer's approval
P	Electronic Poll Book listing for Voter who voted a Paper Ballot - done by Poll Book Officer in laptop with Chief Officer's approval
PEB	Personalized Electronic Ballot - (Red Band) is Activator, (Green Band) is Master
PBC	Electronic Poll Book Count
PCC	Precinct Control Center
REP	Authorized Representative
S	Electronic Poll Book listing for Voter who was required to complete required Paperwork before being allowed to vote - done by Poll Book Officer in laptop with Chief Officer's approval
SBE	State Board of Elections
SOR	Statement of Results
SSN	Social Security number
VM	Voting Machine



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Voter Identification

All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable photo identification must vote a provisional ballot.

Identification		Is it accepted?
Photo IDs	Valid* photo ID	Yes, if issued by an employer; the U.S. or Virginia government; or a school, college, or university located in Virginia
	Government-issued photo ID card from a federal, VA, or local political subdivision	Yes
	Valid DMV-issued photo ID card	Yes
	Valid Tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by VA
	Valid U.S. passport or passport card	Yes
	Valid employee ID card issued by voter's employer in ordinary course of business (public or private employer)	Yes
	Credit card displaying a photograph	No
	Membership card from private organization displaying a photograph	No
	U.S. Military photo ID	Yes
	Nursing home resident photo ID	Yes, if issued by government facility
	Voter photo ID card issued by the Department of Elections	Yes
	Valid student photo ID issued by a public or private school of higher education located in VA	Yes
	Valid student photo ID issued by a public high school in VA	Yes
	Valid student photo ID issued by a private high school in VA	Yes
	Valid Virginia driver's license or DMV-issued photo ID	Yes
	Valid out-of-state driver's license	No

Virginia voter photo identification requirements: Va. Code § [24.2-643\(B\)](#)

- Valid Virginia driver's license
- Valid United States passport
- Any other photo identification card issued by a government agency of the Commonwealth, one of its political subdivisions, or the United States
- Valid student identification card containing a photograph of the voter issued by any institution of higher education located in the Commonwealth of Virginia
- Any valid employee identification card containing a photograph of the voter and issued by an employer of the voter in the ordinary course of the employer's business

* "Valid" means the document is genuine, bears the photograph of the voter, and is not expired for more than 12 months.

READ THESE
INSTRUCTIONS BEFORE
MARKING YOUR BALLOT

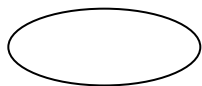
To mark your ballot, COMPLETELY fill in the oval next to the candidate of your choice.



Candidate 1



Candidate 2



Candidate 3

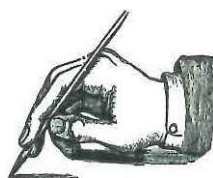


Candidate 4



John Doe

WRITE IN



To vote for a write-in candidate, fill in the oval next to the WRITE IN line and PRINT the name of the candidate within the space



When you have finished marking your ballot, you will be instructed to place it in the scanner. Make sure your ballot is accepted and processed through the

Polling Station Emergency Operating Procedures

Chief Officer Must report to the General Registrar's Office within 24 hours of occurrence to complete an Incident/Accident Report.

I. Electrical Failure/Issues (Stay In Building)

- The Chief Officer MUST immediately call the Registrar's Office 540-722-8384 to report the power failure/issues.
- If needed, use the flashlight provided in blue supplies bag.
- Try to locate your facilities coordinator. Find out the latest information on the situation and relay this information to the Registrar's Office.
- Leave laptops, DS200, and ExpressVote plugged in. All will automatically operate on battery power.
- Leave open one EPB laptop and close the remaining EPB laptop lids to conserve their power.
- When the laptop shows a low battery, open another laptop lid and close the low battery laptop lid. Repeat until you are on your last EPB laptop. Inform the Registrar's Office.
- When the DS200 shows a low battery icon, direct voters to insert their ballot into the DS200 uncounted ballot box (the upper box on the machine) so that they can be scanned or hand counted later.

II. Evacuation of Building

- The Chief Officer MUST make all Officers of Election aware of the Emergency Location Spot in case of an emergency BEFORE the POLLS OPEN (no closer than 200 feet from the building).
- The Chief Officer MUST assign the following duties to the other Officers of Election BEFORE the POLLS OPEN:
 1. One Officer to unplug one laptop and take it to emergency location spot.
 2. One Officer to take all unvoted DS200 ballots (those at ballot issuing station and in box 6 (unused ballots) and pens in small green supply bag to emergency location spot.
 3. One officer to take the ballot box in the DS200 and box #3 (counted ballots) to emergency location spot.
 4. One officer to take the blue precinct bag, green provisional voting bag containing the provisional envelopes, ballot log, notices and a paper pad to emergency location spot.
- When all Officers are at the emergency location spot; set up the voting process.
 1. Use EPB laptop to check-in voters.
 2. Issue DS200 ballots.

Use the precinct bag for uncounted votes (use top slot in zipped up bag).

Every half hour notify the Registrar's Office of the amount of battery power left in laptop and the number of unissued ballots remaining.