Erie County
Board of Elections

2023 Election Day Instruction Manual

Mark it.

Scan it.

Make your vote count.

Ralph M. Mohr
Commissioner

Jeremy J. Zellner
Commissioner

This book belongs to: _____

Dear Elections Inspector,

Thank you for your interest in serving as a poll worker in Erie County. Elections Inspectors play a vital role in the democratic process and are key to the success of any election.

The Erie County Board of Elections would like to thank you for your community service, commitment to your neighbors as they exercise their freedom to vote, and dedicated efforts to provide fair and accurate elections for all Erie County voters.

There have been many changes to the laws related to elections and the machinery of democracy that will require your careful attention. We know our Elections Inspectors are more than capable of learning new procedures, maintaining a helpful attitude, and increasing the security and accuracy of an election.

This handbook, your training course, and the other aids supplied to you will describe your responsibilities in detail.

Again, thank you for your efforts to give every registered Erie County voter the opportunity to cast a vote in confidence.

Ralph M. Mohr
Commissioner

Jeremy J. Zellner
Commissioner

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ELECTIONS INSPECTOR INFORMATION

Inspector Qualifications

There are several qualifications you must meet in order to become a certified Inspector.

You must be

- A resident of Erie County
- Registered to vote in Erie County
- Able to speak, read, and write the English language
- In attendance at an annual training class, receive a passing grade on the evaluation test, and have been administered the Oath for Appointive Election Officer

You may not be a

- Publicly elected official or candidate in the district where you work
- Spouse, parent or child of a candidate who is running for office in the district where you work.

Voting Hours

Erie County polls are open from 6:00 am to 9:00 pm.

All Elections Inspectors are scheduled to begin work at **5:30 a.m. sharp** on Primary and General Election days. **All polls in Erie County <u>MUST be open</u> and operational by 6:00 a.m.**

If your location is properly set up and ready before 6:00 am, you **<u>MAY NOT ALLOW</u>** any voting to take place prior to 6:00 am.

Election law mandates that voters who are in line at the close of polls (9:00 p.m.) will be allowed to vote.

Every vote counts, including your own!

As an Inspector, you are encouraged to vote in one of the following ways

- On your lunch or dinner break.
- By special ballot prior to Election Day.
- During Early Voting

If there is a chance you will be working a polling location other than your own, please contact the Board of Elections 858-7819 for a special ballot application and deadlines.

Keep the Polling Location Professional

It is important to greet and assist voters with professionalism and treat your fellow Inspectors with respect at all times.

Please wear clean, comfortable, and appropriate attire. What you wear helps set a professional tone at your polling location.

It is never permissible to consume food or drink while seated at the sign-in table. The sign-in table should remain free of all food, drinks, and debris and personal belongings.

<u>Chairperson Responsibilities</u>

The Chairperson is the team leader who supervises all Election Day activities. Therefore, it is imperative that the **<u>Chairperson be elected FIRST thing</u>** in the morning. If chosen to be the Chairperson, you will be paid an additional amount to reflect the additional duties required.

Duties include, but are not limited to

- **Delegate** Inspector assignments first thing in the morning such as
    - Opening the scanner and AutoMARK (2 Inspectors, **one from each political party**)
    - Opening the white supply box(es) and properly setting up the sign-in table
    - Displaying all appropriate posters and setting up the 100 foot markers outside
    - Making sure the room is set up properly
- **Account** for and distributing all election supplies
- **Schedule** Inspectors lunch and dinner breaks. Please make an effort to have all Inspectors back from lunch by 12:00 pm, and from dinner by 5:00 pm to ensure a full staff during peak voting times.
- **Ensure** there is a team of bipartisan Inspectors present at all times
- **Verify** that all Inspectors have clocked in and out on the Electronic Poll Book **AND** signed the green pay voucher
- **Deliver** the Brown Tabulation Folder and the Electronic Poll Book in the gray case to the proper location after the close of polls

    CITY OF BUFFALO – Directly to the Board of Elections

    ALL TOWNS, CITY OF LACKAWANNA AND CITY OF TONAWANDA – To site designated by the Board of Elections

<u>Inspector Assignments</u>

These assignments should be rotated periodically during the day.

Operate the Electronic Poll Book —
- Locates voters in the Electronic Poll Book
- Record necessary voter information

Issue Ballots –
- Carefully remove ballots from the Ballot Booklet
- Issue all voters a privacy folder

Supervise Privacy Area and Scanner –
- Establish a secure and quiet privacy area
- Assist voters, if requested
- Collect the privacy folders and return them to the sign-in table

Greet the Voter (if applicable) – Polling locations with two or more Election Districts may have a greeter(s) with a Street Listing at the door.

PRIVACY OF THE VOTER

It is of the utmost importance to respect the privacy of the voter at all times. Proper room set-up for your location is essential to this privacy. Please refer to Page 5 for an example.

To facilitate a secure voting area, please follow these regulations.

YOU MUST

- Set up the voting area in a manner that maintains voter privacy at all times.

- Position the AutoMARK with the screen facing a wall, providing a 5 foot turning radius around the unit, and not positioned next to the scanner

- Provide pens for the privacy area and keep the area clean at all times

- Maintain a quiet and orderly polling location

- Keep a reasonable distance (10 to 12 feet, space permitting) from the scanner, AutoMARK and the privacy area

- Remove any election materials from the privacy booth

YOU MUST NEVER

- Touch or view a voter's ballot without permission from the voter

- Approach the scanner or privacy area without permission from the voter

ASSISTING A VOTER

If a voter asks for assistance, you should not hesitate to help. Prior to approaching a voter, you must ask the voter to put their ballot in a privacy folder.

A voter entitled to assistance in voting who does not select a particular person may be assisted by two elections inspectors not of the same political faith.*

It is MANDATORY that two elections inspectors; one from each political party, assist the voter in marking and casting a ballot.

Be sure to enter the voter's information in the Election Day Activity Forms found on the canvass sheet.

NYS Election Law § 8-306 (3)

ROOM LAYOUT

Proper room set up is essential to running a successful election.

Tables and chairs are set out for you by personnel and the polling site. The Board of Elections informs each location how many tables and chairs are needed, but our office does not instruct them as to how to set up the room.

Room set-up is **YOUR** responsibility as Inspectors.

When determining room set-up, you **MUST**

- Consider the privacy of the voter at the privacy booths and at the DS-200 scanner

- Allow room for lines to form during peak voting hours at the sign-in table(s) and scanner(s)

- Establish a clear path of travel to the proper scanner in locations with multiple scanners

- Direct voters are directed to the proper scanner for their Election District

NOTES

Some locations are set up by Board of Elections employees prior to Election Day. If your location has been set up by this office, there will be a note informing you as such. Please do not make any changes.

When a Board of Elections Site Coordinator visits your location and determines the room set up should be changed, you **MUST** make those changes at the first possible opportunity.

See the following page for an example on how your location should be set up.
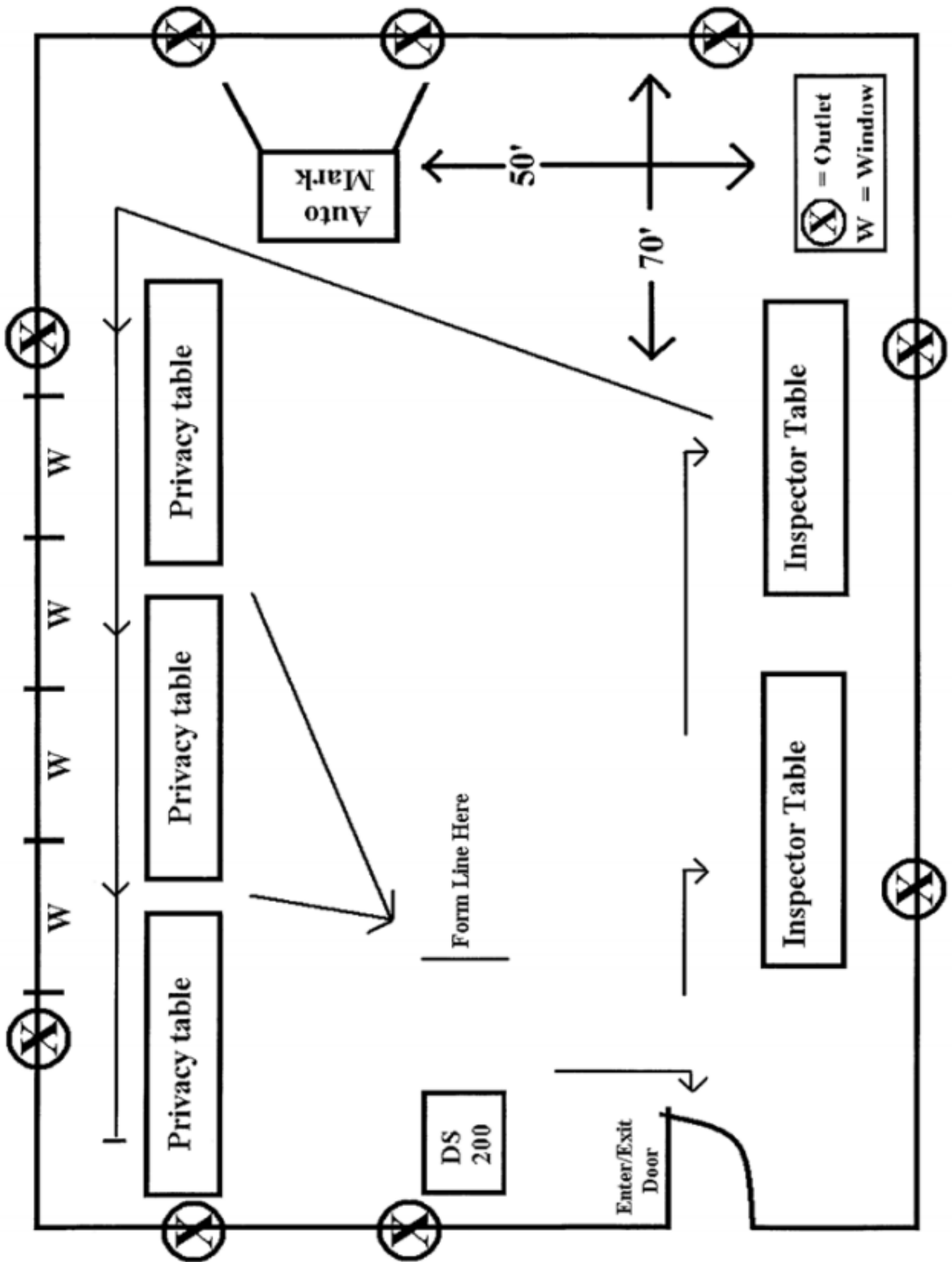
W = Window
⊗ = Outlet

Auto Mark

50'

70'

Privacy table

Privacy table

Privacy table

Inspector Table

Inspector Table

Form Line Here

DS 200

Enter/Exit Door

W

W

W

W

W

OPENING PROCEDURES CHECKLIST
Supply Box Opening Procedures

The opening of supplies and machines should NOT commence until two Inspectors **(one from each political party)** are present. Call the Board of Elections if you do not have enough people to open by 5:45am. The Chairperson is to ensure that all necessary forms are completed and all Inspectors are properly clocked in.

NOTES

1. Locate Electronic Poll Books and the white supply box(es) on top of the gray AutoMARK cart. These boxes contain the Ballot Booklets and other supplies for each election district.

All Ballot Booklets, Electronic Poll Books, and other supplies are Election District specific.

2. Cut the seal(s) from the white supply box(es).

You are responsible for bringing your own scissors.

3. Remove Electronic Poll Books, Ballot Booklets and other supplies. Keep Electronic Poll Book(s) on sign-in table. Start with the first Ballot Booklet and use in consecutive order.

4. Check the Electronic Poll Book, Ballot Booklets, and all other supplies to verify that they are for the correct district.   Check the ballots in your Official Ballot Booklet against the sample ballot. If the materials do not match, contact the Board of Elections.
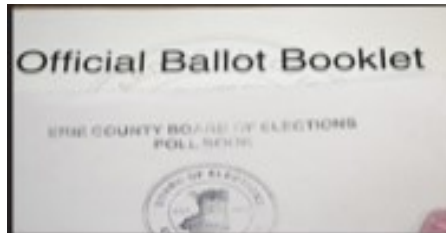
5. Review the **"Instructions, Important Documents – Review Before Polls Open"** folder. This folder will include additional instructions specifically for that election.

6. Review all other material. If you have any questions or concerns, call the Board of Elections.

7. Post the Polling Place Entrance Sign on the exterior door .

8. Place the 100 Foot Marker signs 100 feet from the **ENTRANCE** of the polling location.

9. Remove privacy booths from the AutoMARK cart. Set up booths on table(s) and position the free standing booth next to a table.

OPENING PROCEDURES CHECKLIST
Supply Box Opening Procedures

9. Post the Sample Ballot and the Voter's Bill of Rights in a location the voters can review prior to voting. *(one on the table and one on the wall)*

NOTES

DIAGRAM AND DIRECTIONS FOR VOTING BY PAPER BALLOT
ALDEN 1

OFFICIAL BALLOT
FRONT OF BALLOT — BACK OF BALLOT

ABSTRACTS

New York State Voter's Bill of Rights

As a registered voter, you have the RIGHT TO:

VOTE: The right to vote includes voting for candidates and questions on the ballot and having sufficient time to vote.

HAVE YOUR VOTES COUNT: Vote on a voting system that is in working condition and that will allow votes to be accurately cast.

SECRECY IN VOTING: Secrecy in voting will be preserved for all elections.

FREEDOM IN VOTING: Cast your vote, free from coercion or intimidation by elections officers or any other person.

PERMANENT REGISTRATION: Once registered to vote, you continue to remain qualified to vote from an address within your county or city.

ACCESSIBLE ELECTIONS: Non-discriminatory equal access to the election system for all voters, including the elderly, disabled, alternative language minorities, military and overseas citizens, as required by Federal and State laws.

ASSISTANCE IN VOTING: You may request assistance to vote because of blindness, disability, or inability to read or write.

INSTRUCTION IN VOTING: You can view a sample ballot in this polling place prior to voting, and before entering or approaching a privacy booth, scanner or ballot marking device, you may request help in how to mark and/or cast your ballot.

AFFIDAVIT VOTING: Whenever your name does not appear in the poll ledger or the voter registration or enrollment list, or you do not provide identification when required, you will be offered an affidavit ballot.

FIRST TIME VOTER? Instructions on how to vote are available on the sample ballot posted in this polling place. If you need additional help, prior to signing in, ask the inspectors working here today.

CASTING A VOTE ON PAPER BALLOT: Review your ballot to be sure you have cast your votes as you intended. Be sure to vote for the number of candidates permitted, for each office on your ballot. Casting more votes than the maximum number permitted in any contest (overvoting), will void your votes for that contest only. If you make a mistake on your ballot, return it to the inspectors and you will be given another. After you insert your ballot into the scanner, wait for the message which tells you your ballot was successfully scanned.

PROBLEMS? Federal and state laws prohibit acts of fraud and misrepresentation on voting. When you encounter problems in voting, contact your local county board or the State Board of Elections.

To contact your County Board of Elections in the City of New York:
Call 1 - 866 – VOTE – NYC (1-866-868-3692)
Or write to them at 32 Broadway, 7th Floor, New York, NY 10004

To contact the NEW YORK STATE BOARD OF ELECTIONS:

Call 1 - 518 - 474 - 6221
Or write to them at:
40 North Pearl Street, Suite 5
Albany, NY 12207-2729

10. Distribute black pens to the privacy booth tables. Be sure to check the privacy booth area periodically throughout the day to ensure pens are present and no debris has been left.

11. All Inspectors **MUST** wear an identification badge so voters can find an Inspector if they need assistance.

OPENING PROCEDURES CHECKLIST

AutoMARK Opening Procedures

NOTE: Depending on the size of the ballot, the AutoMARK may take up to 20 minutes to boot up.

1. Locate the black magnetic box under the AutoMARK. The AutoMARK keys are found on the yellow key ring.

2. Unlock the back of cart with the silver skate key.

3. Open the back door of the cart to remove the accessories bin and other supplies for the cart. Place bin on top of the AutoMARK cart.

4. Make sure the ballot bin is secured.

5. Verify the power cord is plugged into the AutoMARK unit and fed through the hole on the side of the AutoMARK cart.

6. Plug the AutoMARK unit into a wall outlet, using the extension cord, if necessary.

NOTE: Added to the power cord is an electricity indicator. This will enable you to know if the outlet is working.

7. Close and lock the rear doors of the AutoMARK.

8. Open the front of the cart with the silver key.

9. Secure Velcro straps to hold front doors open.

10. Lift and fold the top lid and rest on the cart.

11. Open the AutoMARK unit

- Slide plastic clips apart from each other to unlock lid.

- Lift lid and pull the screen out of machine.

NOTES

OPENING PROCEDURES CHECKLIST
AutoMARK Opening Procedures

- Lay lid down behind the screen and position the screen for the best visibility.

NOTES

- Lift the ballot feed tray up and pull out for operation.

12. Power ON the AutoMARK unit by turning the gold Key to the center ON position.

GREEN light: Receiving electrical power
AMBER light: Running on battery power

AutoMARK Welcome Screen will read - "Please Insert your Ballot"

13. Remove keys and return to the black magnetic key box. Store key box in the Brown Tabulation Folder. Keys **MUST** remain on premises at all times in case there are machine problems.

NOTE: **The AutoMARK should never be positioned near a scanner. It should be positioned, when possible, near the privacy area. It should face a wall and have a 5 foot diameter around it for wheelchair accessibility.**

OPENING PROCEDURES CHECKLIST

DS 200 Opening Procedures

Primary Election Day

Sample Canvass Sheet

Statement of Canvass for the Primary Election held June 27, 2023 in Erie County, New York | **DISTRICT**

Instructions:

Before Polls Open

1) Before polls open complete Certificate No. 1
2) Record information on Election Day Activity Form throughout the day
3) After polls close, complete Certificate No. 2 and place the RESULTS TAPE in the attached bag

Make No Other Entries on this Canvass Sheet

Certificate No. 1
Before Polls Open

1. The **number** on the **yellow plastic seal removed** from the **EPB case** is_____

2. On this 27th day of June, 2023, before the opening of the poll, we carefully compared the ballot sample with the ballot booklet(s) and found that they were identical.

3. Prior to the opening of the poll, each side of the scanner device was secured with a blue wire seal. **Contact the Board of Elections if seals are broken or missing. Do not remove the blue wire seals.**

4. Prior to the opening of the poll, the black security tape over the access door was secured with a security seal. **Contact the Board of Elections if seal is broken or missing or states "void."**

Machine A: The **black security tape seal number** is _____

Machine B: The **black security tape seal number** is _____
(if applicable)
Machine C: The **black security tape seal number** is _____
(if applicable)
Machine D: The **black security tape seal number** is _____
(if applicable)

5. The polling place displayed on the screen of each DS-200 is correct. The **Public Count** displayed on each screen is **0.**

Machine A: The **Protected Count** on the screen is _____

Machine B: The **Protected Count** on the screen is _____
(if applicable)
Machine C: The **Protected Count** on the screen is _____
(if applicable)
Machine D: The **Protected Count** on the screen is _____
(if applicable)

6. The Configuration/Zero Tape which has been signed by all inspectors present was placed in the ballot bin.

7. The number on the red wire seal placed on the door of the DS-200 ballot bin is:

Machine A: _____

Machine B: _____
(if applicable)
Machine C: _____
(if applicable)
Machine D: _____
(if applicable)

8. The number of ballots found in the cardboard supply boxes are:

	Democratic	Republican	Conservative	Working Families
Number of English Blank ballots				
Total Number of English ballots				
Number of Spanish blank ballots				
Total Number of Spanish ballots				

We certify that the above statement are true and correct in every particular.

x_____   x_____   x_____

x_____   x_____   x_____
Board of Inspectors

WRITE-IN VOTES CAST FOR PERSONS NOT ON BALLOT

PARTY	OFFICE	PERSONS VOTED FOR	IN FIGURES

OFFICE USE ONLY

Certificate No. 2
After Polls Close

1. The number of additional ballots delivered to the poll district during the day are:

	Democratic	Republican	Conservative	Working Families
Additional Number of English ballots				
Additional Number of English ballots				
Additional of Spanish blockballots				
Additional Number of Spanish Ballots				

2. All emergency ballots capable of scanning were scanned. Emergency ballots incapable of scanning were counted, deposited in the DS-200 Emergency Bin, the metal cover was folded up and the bin secured with a red wire seal. **If the Emergency Bin was not used, do not seal.** The number of unscanned emergency ballots and the red seal number securing the Emergency Bin is indicated below:

        Number of Unscanned Ballots   **Red Emergency Bin Seal Number**

Machine A: _____   _____

Machine B: _____   _____
(if applicable)
Machine C: _____   _____
(if applicable)
Machine D: _____   _____
(if applicable)

3. On June 27th, 2023, after the close of the poll, the black security tape over the scanner access door was removed and the close poll button was pressed. The Public and Protected Count displayed on the screen is indicated below:

        Public Count   **Protected Count**

Machine A: _____   _____

Machine B: _____   _____
(if applicable)
Machine C: _____   _____
(if applicable)
Machine D: _____   _____
(if applicable)

4. The scanner was turned off and the top cover was closed and secured with a red wire seal.

Machine A: The red Cover Seal number is _____

Machine B: The red Cover Seal number is _____
(if applicable)
Machine C: The red Cover Seal number is _____
(if applicable)
Machine D: The red Cover Seal number is _____
(if applicable)

5. Write the last stub number used for each party's primary in the table below.

	Democratic	Republican	Conservative	Working Families
Last stub used English ballot				
Last stub used Spanish ballot				

6. The white security seal number on the vinyl pouch (attached to the brown tabulation folder) to secure the Election Data Stick is _____.

7. The number of Affidavit Envelopes used is _____.

8. The results tape(s) signed by all the inspectors present is inserted in the attached plastic bag to the right.

9. The appropriate information has been recorded on the Election Day Activity Form on this canvass sheet to the right.

We certify that the above statement are true and correct in every particular.

x_____   x_____   x_____

x_____   x_____   x_____
Board of Inspectors

Place Results Tape(s) in Bag

Activity Form: Replaces Purple Sheets

Election Day Activity Form

COURT ORDERS:

Name _____ Address _____
Name _____ Address _____
Name _____ Address _____

DECEASED:

Name _____ Address _____ VoteID#____
Name _____ Address _____ VoteID#____
Name _____ Address _____ VoteID#____
Name _____ Address _____ VoteID#____
Name _____ Address _____ VoteID#____

ASSISTANCE PROVIDED:

Name _____ VoteID#____
Address _____
Reason for Assistance _____
Person Providing Assitance _____

Name _____ VoteID#____
Address _____
Reason for Assistance _____
Person Providing Assitance _____

Name _____ VoteID#____
Address _____
Reason for Assistance _____
Person Providing Assitance _____

Name _____ VoteID#____
Address _____
Reason for Assistance _____
Person Providing Assitance _____

Name _____ VoteID#____
Address _____
Reason for Assistance _____
Person Providing Assitance _____

CHALLENGES:

Name _____ VoteID#____
Address _____
Reason for Challenge _____
Name _____ VoteID#____
Address _____
Reason for Challenge _____

BOARD OF ELECTIONS USE ONLY
TOTAL OF VOTES CAST / BALLOTS ISSUED

OFFICE USE ONLY   OFFICE USE ONLY

	Election Day Scanned Ballots	Early Voting Scanned Ballots	Absentee Ballots Not Including Federal	Unscanned Emergency Ballots	BMD Ballots	Valid Affidavit Ballots	Valid Early Voting Affidavit Ballots	TOTAL		Invalid Early Voting Affidavit Ballots	Invalid Affidavit Ballots	Spoiled Ballots	Missing Ballots
Democratic													
Republican													
Conservative													
Working Families													

Board of Elections Officials who canvassed the June 28, 2022 election:

Print Name _____

Print Name _____

OPENING PROCEDURES CHECKLIST
DS 200 Opening Procedures

All Inspectors present MUST complete Certificate No. 1 on the Canvass Sheet.

Primary Election Certificate No. 1 Example

NOTES

Certificate No. 1 – Before the polls open, Inspectors need to write in

- The number on the black security tape seal
- The Protected Count number
- The number of the red security seal placed on the scanner ballot bin
- The total number of ballot booklets and total number of ballots, by **PARTY** affiliation, received on Primary Day
- Plastic seal # from EPB case

NOTE: Not all parties will have an Election.

- Sign the certificate to certify all the information is correct

Store Canvass Sheet in the Brown Tabulation Folder.

Certificate No. 1
Before Polls Open

1. The **number** on the **yellow plastic seal removed** from the **EPB case** is_____

2. On this 27th day of June, 2023, before the opening of the poll, we carefully compared the ballot sample with the ballot booklet(s) and found that they were identical.

3. Prior to the opening of the poll, each side of the scanner device was secured with a blue wire seal. **Contact the Board of Elections if seals are broken or missing. Do not remove the blue wire seals.**

4. Prior to the opening of the poll, the black security tape over the access door was secured with a security seal. **Contact the Board of Elections if seal is broken or missing or states "void."**

Machine A:	The **black security tape seal number** is _____
Machine B: (if applicable)	The **black security tape seal number** is _____
Machine C: (if applicable)	The **black security tape seal number** is _____
Machine D: (if applicable)	The **black security tape seal number** is _____

5. The polling place displayed on the screen of each DS-200 is correct. The **Public Count** displayed on each screen is **0.**

Machine A:	The **Protected Count** on the screen is _____
Machine B: (if applicable)	The **Protected Count** on the screen is _____
Machine C: (if applicable)	The **Protected Count** on the screen is _____
Machine D: (if applicable)	The **Protected Count** on the screen is _____

6. The Configuration/Zero Tape which has been signed by all inspectors present was placed in the ballot bin.

7. The number on the red wire seal placed on the door of the DS-200 ballot bin is:

Machine A:	_____
Machine B: (if applicable)	_____
Machine C: (if applicable)	_____
Machine D: (if applicable)	_____

8. The number of ballots found in the cardboard supply boxes are:

	Democratic	Republican	Conservative	Working Families
Number of English blocklets				
Total Number of English Ballots				
Number of Spanish blocklets				
Total Number of Spanish Ballots				

We certify that the above statements are true and correct in every particular.

x_____ x_____ x_____

x_____ x_____ x_____
Board of Inspectors

OPENING PROCEDURES CHECKLIST

DS 200 Opening Procedures

All Inspectors present MUST complete Certificate No. 1 on the Canvass Sheet.

General Election Certificate No. 1 Example

NOTES

Certificate No. 1 – Before the polls open, Inspectors need to write in

- The number on the black security tape seal
- The Protected Count number
- The number of the red security seal placed on the scanner ballot bin
- The total number of ballot booklets and total number of ballots
- Sign the certificate to certify all the information is correct

Store Canvass Sheet in the Brown Tabulation Folder.

Certificate No. 1
Before Polls Open

1. The **number** on the **yellow plastic seal removed** from the **EPB case** is_____

2. On this 8th day of November, 2022, before the opening of the poll, we carefully compared the ballot sample with the ballot booklet(s) and found that they were identical.

3. Prior to the opening of the poll, each side of the scanner device was secured with a blue wire seal. **Contact the Board of Elections if seals are broken or missing. Do not remove the blue wire seals.**

4. Prior to the opening of the poll, the black security tape over the access door was secured with a security seal. **Contact the Board of Elections if seal is broken or missing or states "void."**

   Machine A: The **black security tape seal number** is _____

   Machine B: The **black security tape seal number** is _____
   (if applicable)
   Machine C: The **black security tape seal number** is _____
   (if applicable)
   Machine D: The **black security tape seal number** is _____
   (if applicable)

5. The polling place displayed on the screen of each DS-200 is correct. The **Public Count** displayed on each screen is **0.**

   Machine A: The **Protected Count** on the screen is _____

   Machine B: The **Protected Count** on the screen is _____
   (if applicable)
   Machine C: The **Protected Count** on the screen is _____
   (if applicable)
   Machine D: The **Protected Count** on the screen is _____
   (if applicable)

6. The Configuration/Zero Tape which has been signed by all inspectors present was placed in the ballot bin.

7. The number on the red wire seal placed on the door of the DS-200 ballot bin is:

   Machine A: _____

   Machine B: _____
   (if applicable)
   Machine C: _____
   (if applicable)
   Machine D: _____
   (if applicable)

8. The number of ballots found in the cardboard supply boxes are:

Total Number of English Booklets		Total Number of English Ballots	
Total Number of Spanish Booklets	n/a	Total Number of Spanish Ballots	n/a

We certify that the above statements are true and correct in every particular.

x_____   x_____   x_____

x_____   x_____   x_____
Board of Inspectors

OPENING PROCEDURES CHECKLIST
DS 200 Opening Procedures

1. Verify the blue seals on the side of the scanner are properly fastened. **DO NOT REMOVE THE BLUE SEALS.**

2. The DS 200 keys are found on the green key ring.

3. With the silver key, unlock the back door of the scanner unit.

4. *Unfold the power cord and plug into a standard wall outlet. A blinking amber light will be reflected in the plastic window located in the back of the scanner. If you do not see the blinking light, check the connection to the power supply and the outlet you are using.* **(Make sure both ends of the power cords are pushed into the power brick)**

5. Keep the back door of the scanner open.

NOTES

IMPORTANT: THE SCANNER MUST BE PLUGGED IN BEFORE PROCEEDING.

6. Using the silver key, unlock the top cover of the scanner. Release and unhook both latches. The top cover usually opens automatically. If not, lift cover to open position.

7. *The scanner MUST BE plugged in and receiving power. **Once power has been verified then lift the scanner screen.***

NOTE: If the touch screen has been lifted prior to verification of power, you must close the screen and plug in the scanner before proceeding to Step 8.

DO NOT CLOSE SCREEN UNTIL THE CLOSE OF POLLS.

NOTE: If the scanner does not boot up properly, call the Board of Elections immediately and go to Emergency mode. (See Page 39 for instructions.)

OPENING PROCEDURES CHECKLIST

DS 200 Opening Procedures

NOTES

8. Verify that the Black Security Tape is located over the scanner access door.

DO NOT REMOVE THIS SEAL UNTIL THE CLOSE OF POLLS (9:00 PM.)

Record the security tape number on Certificate No. 1 of the Canvass Sheet.

If the "VOID" watermark is visible on the Security tape, call the Board of Elections before proceeding.
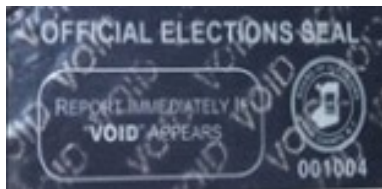
A series of screens will appear during the boot-up process. If, after approximately 60 seconds, you do not hear the beep or the screens do not appear, call the Board of Elections.

The DS 200 will automatically print the Configuration tape upon opening. **DO NOT** remove this tape yet. We will remove this tape after the zero tape prints.

Verify that the screen reads **"Public Count: 0"** If the Public Count is anything other than '0', call the Board of Elections.
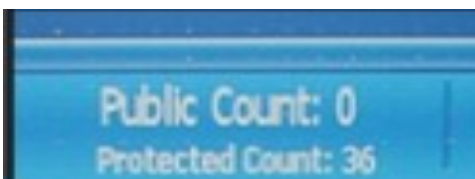
9. Record the **"Protected Count"** on Certificate No. 1 on the Canvass Sheet .

10. Press the **OPEN POLL** button on the screen. The scanner will begin to print the Zero Tape. If the Zero Tape fails to print, call the Board of Elections. Remove the Configuration/Zero Tape by tearing.
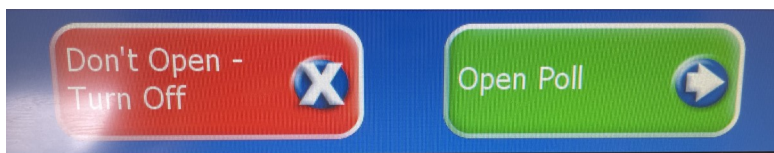
11. Verify on the tape that the count is zero '0' for all contests.

NOTE: If there are two or more election districts voting on one scanner, multiple election districts zero reports will print on one continuous tape. You will see a line between each election district.

The Zero Tape will only print signature lines at the end of the tape. **Only those Inspectors who verified the Zero Tape need to sign the tape (using the back, if necessary).**

OPENING PROCEDURES CHECKLIST
DS 200 Opening Procedures

12. Unlock the upper Emergency Bin door with the silver key.

13. Visually verify that the Emergency Bin is empty. Confirm that the metal cover of the Emergency Bin is in the upright position to prevent ballots from being inserted.

14. Close and lock the upper Emergency Bin door.
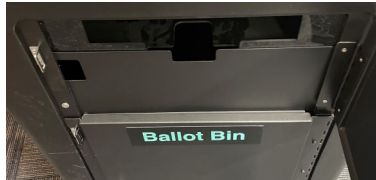
15. Unlock the lower Ballot Bin door with the silver key.

16. Visually verify that the Blue Ballot Transfer box is empty.

DO NOT REMOVE BLUE BIN FROM SCANNER.

NOTES

The doors of the Ballot Transfer Box **MUST BE in the upright/open position, otherwise, the DS 200 will jam.**

17. **Place the SIGNED ZERO TAPE(s) and configuration tape IN THE BLUE BALLOT TRANSFER BOX.**

18. Lock the lower Ballot Bin with the silver key.

19. Locate a RED WIRE SEAL in the clear plastic box found your supplies. Record the seal number on Certificate No. 1 on the Canvass Sheet. Seal the lower Ballot Bin with the Red Wire Seal.

21. Press **GO TO VOTING MODE** on the screen.
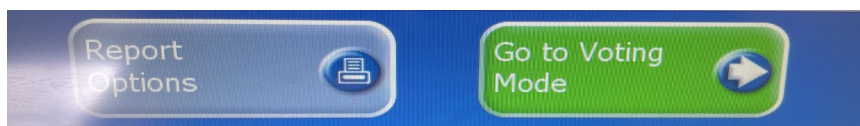
22. The scanner is ready for voting.

NOTE: If during the opening of the scanner you encounter a problem go directly in to Emergency Mode (instructions on page 39), and call the Board of Elections immediately.

OPENING PROCEDURES CHECKLIST

Electronic Poll Book Opening Procedures

1) Locate the carrying case for your electronic poll books.
2) Cut the seal on the gray case and record the seal number on the sheet included inside.
3) Open the case by unlatching the two locks at the top of the case.
4) Remove the Electronic Poll Books from the case and set them on the table.
5) Remove additional items from the carrying case. These can include: cords, adapters and styli.

NOTES

Opening the Electronic Poll Book

1) Open your Electronic Poll Book by inserting your finger under the tab opposite the hinge. Open the case as if opening a book, flip open the binding and set the Electronic Poll Book on the table.
2) Locate your charging cable and extension cord. Plug extension cord into the wall outlet, then plug power cord into the extension.
3) Insert power cable into slot behind home button located on the right center of the screen (omnidirectional)
4) The Touchpad will now turn on automatically. If the Touchpad does not turn on, call the Board of Elections immediately and follow instructions for issuing an Affidavit Ballot

Confirm District and Location are correct.

EPB 084

Election Day
November 2, 2021

WALS 2

THE GOW SCHOOL.2

Touchpad
EPB 323
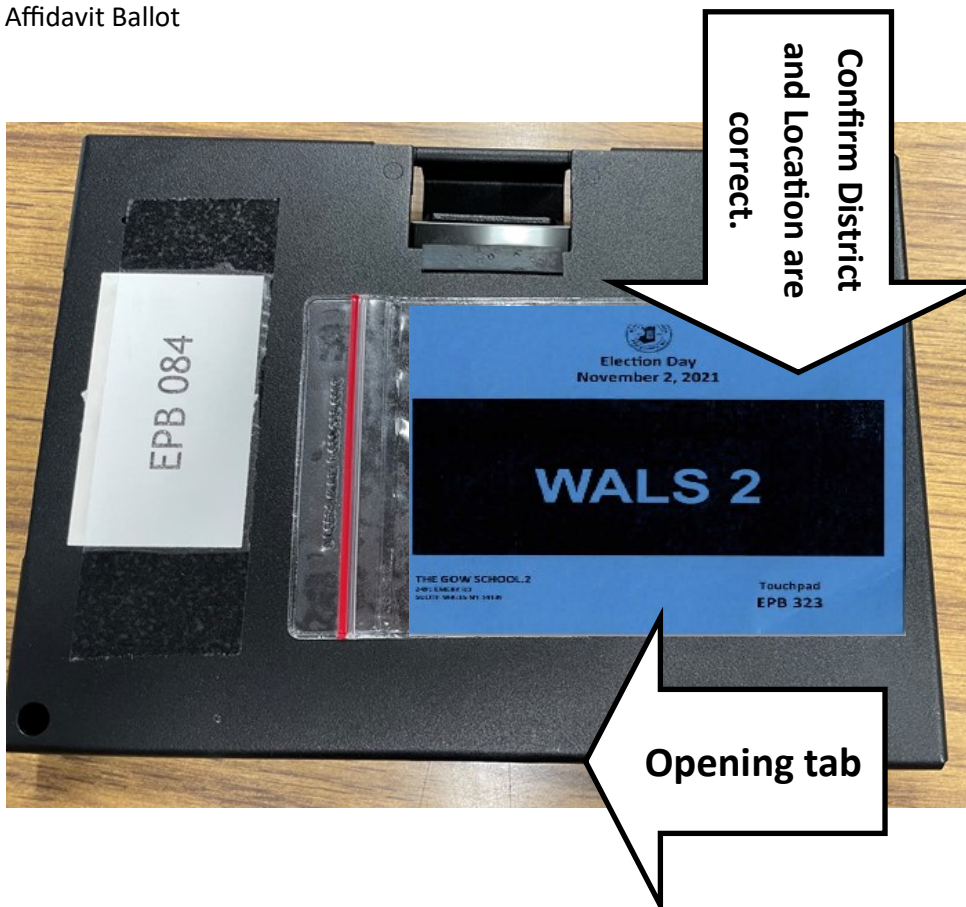
Opening tab

OPENING PROCEDURES CHECKLIST
Electronic Poll Book Opening Procedures
Logging in to the Electronic Poll Book

Only the inspector that is _using_ the Electronic Poll Book will be logged in.

1) Touch the teal "check mark" icon at the bottom of the screen. This will launch the Election Day poll book application.

2) Press **START** to begin logging in.

3) Enter your full first name and your full last name using the on-screen keyboard. Press **CONTINUE.**

4) Enter the Login password: **boe123** (all lowercase)

5) Press green **UNLOCK DEVICE** button.

Opening Procedures

1. Supply Box Opening

2. AutoMARK Opening

3. DS 200 Opening

4. **Electronic Poll Book Opening**

NOTES

Power button

Home button

Erie County, NY
TOUCH THE EPB ICON BELOW TO BEGIN

Charging Port

Teal check mark (Election Day application)

TRAINING

ERIE COUNTY, NY
Election Day - November 2, 2021 General Election   11:21 AM

TRAINING MODE ❌

ERIE COUNTY
BOARD OF ELECTIONS
ERIE COUNTY, NY

START

Tap to START

Asset ID: 84   Device ID: EPB 084   March 02 11:20:55 AM   16%

Voting Location not found
No user logged in

Voters: 650,449 / 650,449   Check-Ins: 0 / 0 / 0
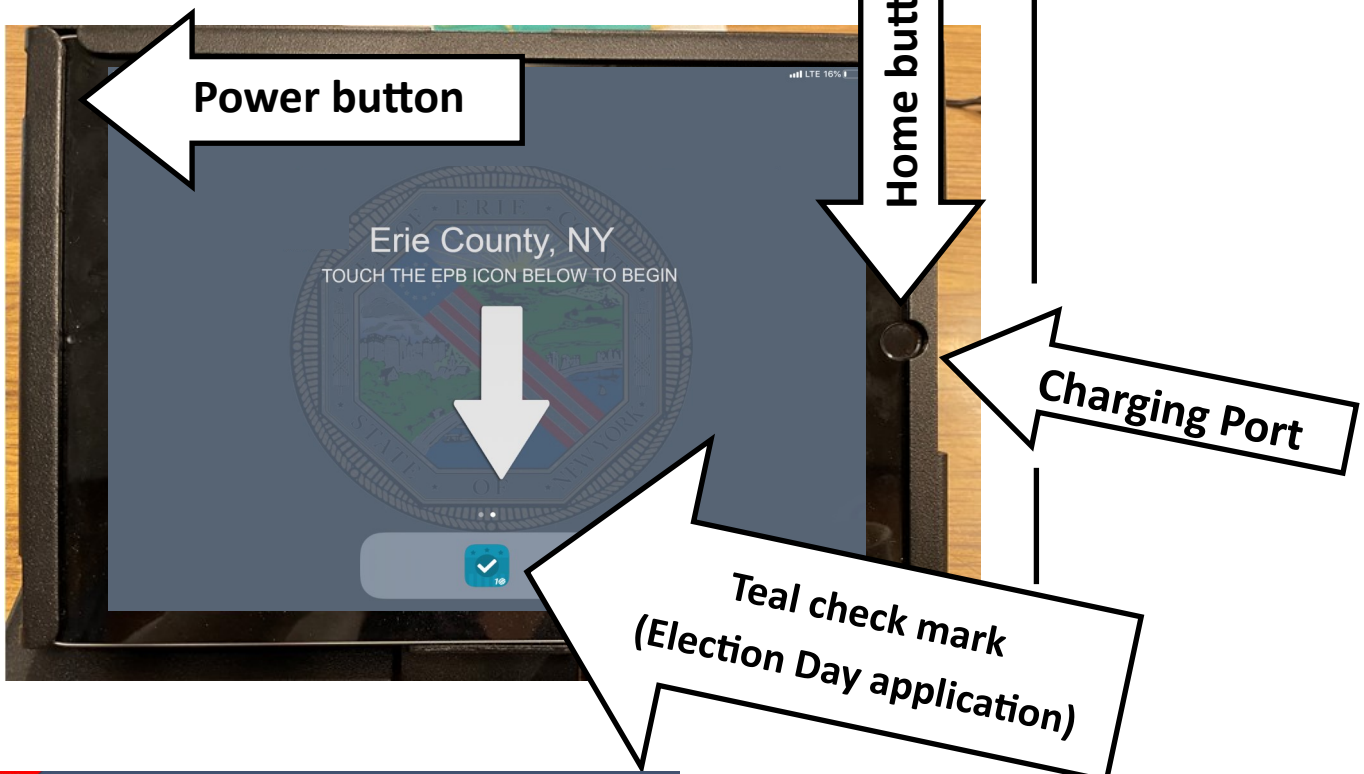
OPENING PROCEDURES CHECKLIST
Electronic Poll Book Opening Procedures

The Home Screen

- The **Manual Voter Search/ Scan Voter ID/ Location Lookup** is your Home Screen. After every check-in you should arrive back at this screen.

- **Confirm your voting location** in the lower left corner of the Home Screen. If it does not match the location that you are working at, call the Board of Elections.

- Your **Check-In tally** can be found in the lower right corner of the screen. This is the number of voters checked in on that specific Electronic Poll Book during voting hours. When first opened, the amount of voters checked in should be zero.

The Drop—Down Menu ☰

This menu is found in the top right corner of the screen (three dashes)

Inspector Clock In- Clock Out

Spoil Ballot

FAQ – 716-858-8891

Logout – You will use this function whenever you rotate job duties. During voting hours use the green **LOGOUT TEMPORARILY** button. At the close of polls, use the yellow **CLOSE FOR THE DAY** button.

Opening Procedures
1. Supply Box Opening
2. AutoMARK Opening
3. DS 200 Opening
4. Electronic Poll Book Opening

NOTES

Drop-down Menu
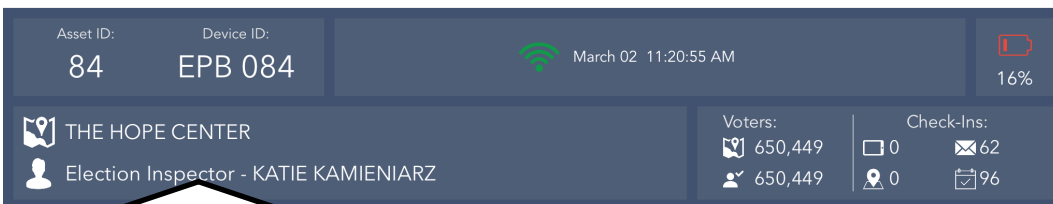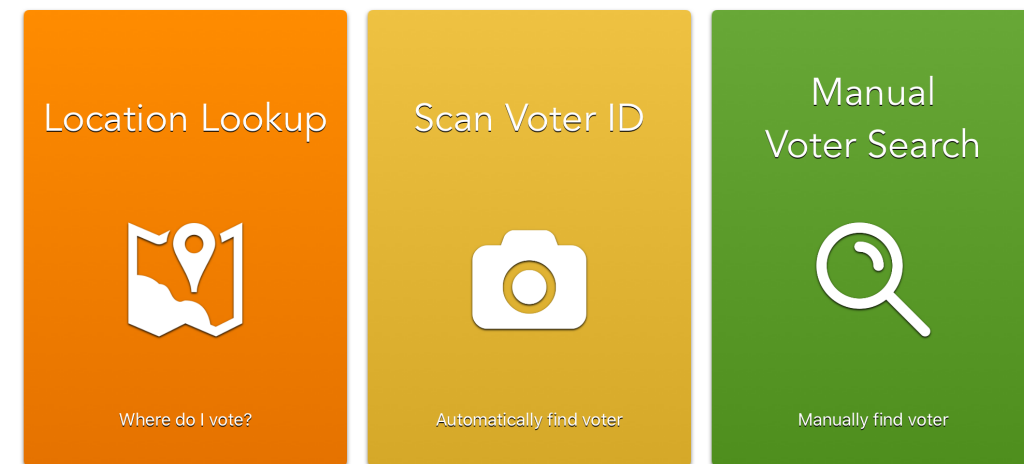
Check-In Tally

Confirm voting location

OPENING PROCEDURES CHECKLIST
Electronic Poll Book Opening Procedures
Inspector Clock In-Clock Out

You must clock-in and clock-out for your shift on the Electronic Poll Book AND sign the green paper pay voucher. This process must be completed for ALL Inspectors. You do not need to be logged in to the device to clock in.

1) Tap the **INSPECTOR CLOCK IN-CLOCK OUT** button in the Drop-Down Menu.
2) Tap the blue **ADD WORKER** button.
3) Search your name by tapping the gray box with the magnifying glass in it.
4) Select your name and tap the green **CONTINUE** button.

    A) If your name is not on the list, tap the red **I AM NOT ON THE LIST** button.

    B) Enter your First Name, Last Name, Phone Number, and <u>MAILING ADDRESS.</u> Tap the green **CONTINUE** button.

5) Select your assignment as either "Dem Inspector", "Rep Inspector", or "Chair".
6) Tap the green **CONTINUE** button.
7) Confirm that your information is correct. If edits are needed, tap the red **NO, NEEDS CHANGES** button. If your information is correct, tap the green **YES, CONTINUE,**
8) Use the stylus to sign the Inspector Oath box.
9) Press the green **I ACCEPT** button.
10) Confirm that you are clocked in and see your name on the menu.
11) Press the blue **HOME** button to return to the home screen.

NOTES

Select **NEXT PAGE** to see more names

Tap if name is not found
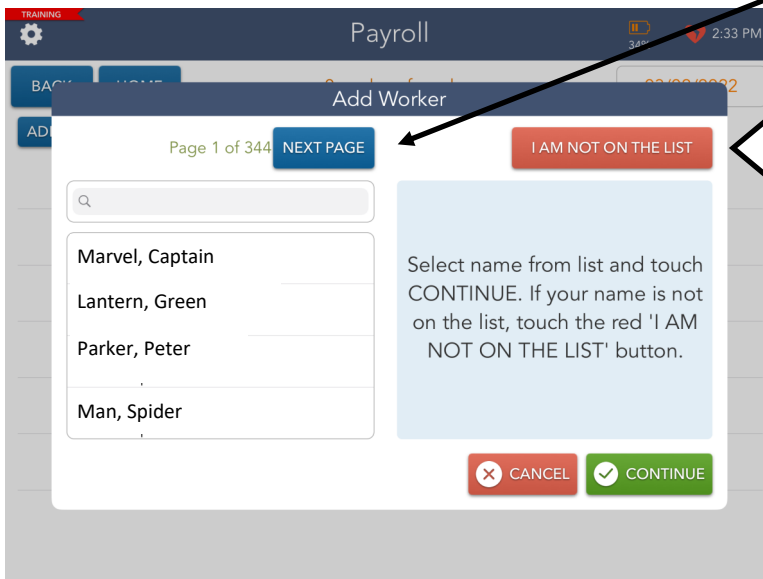
If you leave for the day before the close of polls, you MUST clock-out when you leave. You do NOT need to clock out for breaks and meals

1) Touch **INSPECTOR CLOCK IN-CLOCK OUT.**
2) Find your name on the list of inspectors and tap red **CLOCK-OUT** button.
3) Tap the green **YES**.
4) Press the blue **HOME** button location on the top left of the screen.

SEARCHING FOR A VOTER

Basic Voter Search

1. Tap the green **MANUAL VOTER SEARCH** icon on the right of your home screen.
2. Enter the voter's LAST NAME then FIRST NAME.
3. Tap the green **SEARCH** button;
4. If only one voter matches the search criteria, the Voter Eligibility screen will appear automatically.

   If more than one voter matches the search criteria, your screen may list multiple records of potential matches. (Example: There are 80 registered voters named James Smith in Erie County.) You will need to hit **NEXT PAGE** until you find the correct voter OR tap BACK and change your search criteria (ex: Last Name and Birth Year, Address Search, County Voter ID).
5. Identify the voter on your Touchpad and tap on their record. This will highlight their record blue.
6. Tap the green **CONTINUE** button in the lower right corner of the screen.

Voter ID Search

If a voter presents you with a Voter Registration card, Fast Vote card or NYS Driver's License, you can scan the barcode found on any of these documents. **Please be advised, it is not mandatory to have this card, nor should you require voters to present ID.**

1. Tap the yellow **SCAN VOTER ID** icon in the center of your home screen.
2. The camera screen will appear.
3. If the voter presents a Driver's License, press the blue **SCAN DRIVER LICENSE** button in the bottom left corner of the screen.
4. Place the Registration card or Driver's License behind the touchpad until the barcode is clearly in view (don't obscure the lens!)
5. Once the barcode has been scanned, you will be directed to the Voter Eligibility screen and the voter's information will appear.
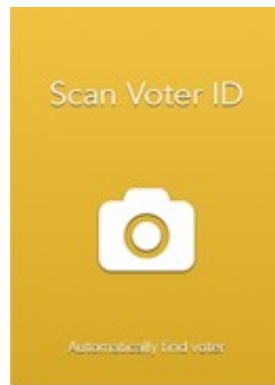
Tap to scan Driver's License.

NOTE: ID NOT REQUIRED
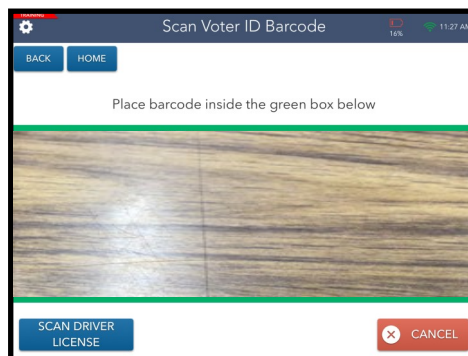
SEARCHING FOR A VOTER

<u>Checking-In a Voter</u>

Once you have selected the proper voter, you will arrive at the Voter Eligibility Screen.

1. Confirm Date of Birth and Address with the voter.
2. Tap the green **GET VOTER SIGNATURE** button in the lower right corner of the screen as long as there is no alert message (ex: ID Required, Absentee Voter, etc)
3. Flip touchpad to face the voter.
4. If the voter needs instructions in Spanish, have them select the **CHANGE LANGUAGE** button.
5. Have voter review and verify information.
6. Have voter sign the touchpad with the stylus.
7. Have the voter press green **DONE** button.
8. Flip the touchpad back towards you.
9. Verify signature.
10. Press the green **ISSUE BALLOT** button.
11. Initial (if two inspectors are at the table, each will initial – if you happen to be alone –place your initials in the box)
12. Press the green **DONE** button.
13. Confirm that you are issuing the correct ballot style. For Primary Elections, confirm the election district and the **correct party ballot**. The affiliation can be found on the Electronic Poll Book next to the voter's name.
14. Record the Ballot Stub Number.
15. Tap blue **PROCESS** button.
16. Place ballot in privacy folder and hand to voter.
17. Press green **PROCESS NEXT VOTER.**
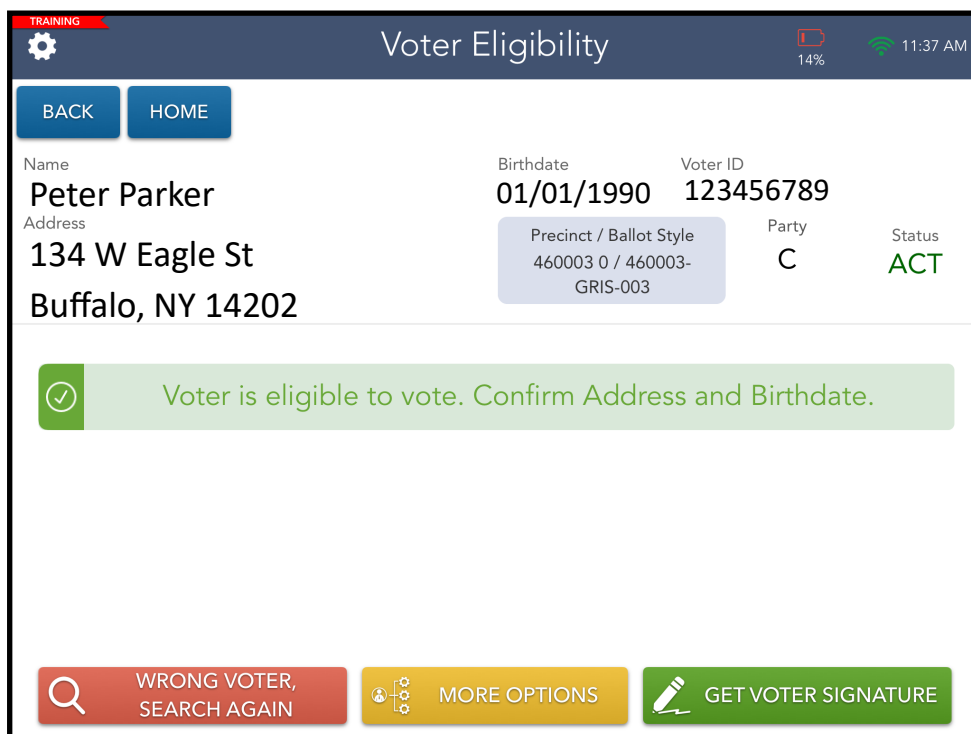
SEARCHING FOR A VOTER

Voter Not In This Location

When searching for a voter, use all search methods to find the correct voter. If your searches are not yielding any results, you may receive a "No voters were found for this location" message.

1. Locate the green "**In this Location**" and the red "**Not in this Location**" buttons at the top of the screen.
2. Tap the red "**Not in this Location**" button. Voters in this section are registered voters that are not eligible to vote at the district where you are working.
3. Identify the voter on your Touchpad and tap on their record. This will highlight their record blue.
4. Tap the green **CONTINUE** button in the lower right corner of the screen.
5. Tap the green **RE-DIRECT VOTER** button.
6. The screen will now display the name, Election District, and address of the correct polling location. Inform the voter of the location that they are eligible to vote at.
7. Tap the green **CONTINUE** button to complete.
8. Tap the green **PROCESS NEXT VOTER** button.

If the voter insists on voting at the incorrect location, they are required to vote by Affidavit Ballot, Follow the guidelines for Issuing an Affidavit Ballot for a Voter at the Incorrect Location on page 27.

If the voter indicates that they have moved, follow the guidelines for Issuing an Affidavit Ballot for a Voter who has Moved on page 25.

BALLOT DISTRIBUTION

Follow these procedures for proper ballot distribution.

1. Identify the voter's name and confirm their address (and party affiliation in a Primary Election ONLY) with the information in the Electronic Poll Book. If voter is not found in the Electronic Poll Book see guidelines for Issuing and Affidavit Ballot for an Unregistered Voter (See Page 30 for instruction.)
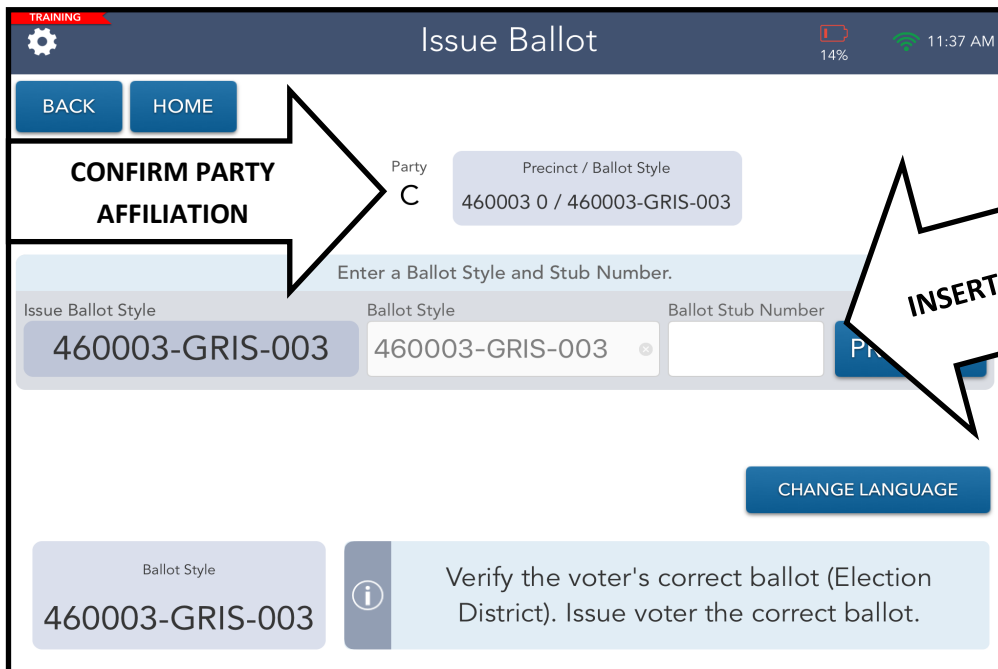
> **Party Affiliation Primary Colors**
>
> All supplies pertaining to the:
>
> DEMOCRATIC Party are GREEN
> REPUBLICAN Party are CHERRY
> CONSERVATIVE Party are GRANITE
> WORKING FAMILIES Party are TAN

2. Have voter sign the electronic poll book.

3. Locate proper ballot booklet.

STUB NUMBER

4. Record ballot stub number in the Electronic Poll Book.

5. Carefully remove the ballot from booklet.

CONFIRM PARTY AFFILIATION
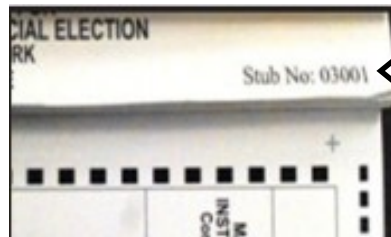
INSERT STUB NUMBER

NOTE: This is the only place that the stub number should be documented. DO NOT PUT STUB NUMBERS ON AFFIDAVIT OATH ENVELOPES OR BALLOTS.

6. Give the ballot to voter in a privacy folder

7. Direct the voter to a privacy booth.

8. An Inspector should be available to assist voters, if necessary.

ISSUING AN AFFIDAVIT BALLOT GUIDELINES

Affidavit Oath

Ⓐ Please provide the following required information

| Your name | Last name | | | Suffix |
| | First name | | | Middle Initial |

The address where you live

Address (not P.O. box)

Apt. Number   Zip code

City/Town/Village

New York State County

Date of birth   M M / D D / Y Y Y Y   **Party enrollment**

Ⓑ Please check each box that applies to you and fill in the appropriate blanks

☐ I have been informed by the inspectors that my registration **record is not available** to them, however I have duly registered to vote in this election district from the address given above, and I remain a duly qualified voter in this district. *(If you check this box, please ask the inspectors to check the address given above to make certain that you are at the correct poll site.)*

☐ I have **moved** within New York State since my last registration and have lived at the address listed above for at least 30 days before the date of the election. My previous address was: _____

☐ I was required to present **identification** when I voted today, but I did not do so.

☐ I have **not** voted in this election, but the records of the Board indicate that I have already voted.

☐ Records of the Board indicate that I have been issued an **absentee ballot**.

☐ *For Primary Elections Only:* I am **enrolled** in the political party stated in the section above, but the poll book does not reflect my correct enrollment.

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

❶ Qualifications

Are you a citizen of the U.S.?   ☐ Yes   ☐ No

If you answer *No*, you cannot register to vote.

A) Will you be 18 years of age or older on or before election day? ☐ Yes   ☐ No

B) Are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote, and that until you will be eighteen years of age at the time of such election your registration will be marked "pending" and you will be unable to cast a ballot in any election?   ☐ Yes   ☐ No

If you answer *No* to both of the prior questions, you cannot register to vote.

More information

Telephone (optional)   Gender (optional)

Email (optional)

The address where you receive mail
Skip if same as above

Address or P.O. Box

P.O. Box   Zip code

City/Town/Village

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

Voting information that has changed
Skip if this has not changed or you have not voted before

Your name was

Your address was

Your previous state or New York State County was

Identification
You must make 1 selection

☐ New York State DMV number

☐ Last four digits of your Social Security number   x x x – x x –

☐ I do not have a New York State driver's license or a Social Security number.

Political party
You must make 1 selection

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

I wish to enroll in a political party

☐ Democratic party   ☐ Working Families party
☐ Republican party   ☐ Other _____
☐ Conservative party

I do not want to enroll in any political party and wish to be an independent voter

☐ No party

Ⓓ All voters must date and sign the oath below

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

Affidavit: I swear or affirm that

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

Sign

Date

For Board Use Only - To be completed by an Election Inspector

ISSUING AN AFFIDAVIT BALLOT GUIDELINES
For A Voter who has Moved/Change of Address

Any person who is currently registered to vote in New York State and has moved to a different election district within Erie County is eligible to vote by completing an Affidavit Oath Envelope.

If a voter informs you that he/she has moved in to the district that you are working in, the voter is eligible for an Affidavit Ballot ONLY.

1. Enter the voter's name in the **MANUAL VOTER SEARCH** screen.
2. Locate the green "**In this Location**" and the red "**Not in this Location**" buttons at the top of the screen.
3. Tap the red "Not in this Location" button. Voters in this section are registered voters that are not eligible to vote at the district where you are working.
4. Identify the voter on your Touchpad and tap on their record. This will highlight their record blue.
5. Tap the green **CONTINUE** button in the lower right corner of the screen.
6. Confirm Date of Birth with the Voter.
7. From the Voter Eligibility Screen press the yellow **UPDATE VOTER INFO** button
   a. Tap **EDIT** to change the voter's address
   b. Enter new address (classroom example: 2290 Hall)
      NOTE: Search street NAME only (do NOT include st, ave, dr, etc.)
      If you do not see the street you are looking for on the first page, you may need to press **NEXT PAGE** to see more options.
   c. Press **CONTINUE.**
   d. Confirm apartment number.
8. Flip Touchpad towards voter
9. Have voter confirm the information is correct
10. Flip touchpad back towards you
11. Press **CONTINUE**
12. Press green **PROCESS AFFIDAVIT** button found in the lower right of the screen
13. Confirm that you are issuing the correct ballot style. For Primary Elections, confirm the election district and the correct party ballot. The affiliation can be found on the Electronic Poll Book next to the voter's name.
14. Press green **COMPLETE CHECK-IN**
15. Prior to handing the ballot to the voter **STAMP AFFIDAVIT ON THE BALLOT IN A NON-VOTING AREA** with the stamp provided in your supplies.
16. Instruct voter to complete the entire affidavit envelope and place marked ballot inside.
17. After the voter has sealed the envelope, an inspector must sign the envelope in the space provided and confirm that the voter has signed the envelope. **You must ensure the voter has signed the envelope or the ballot may not be counted.**
18. Place sealed affidavit envelope in brown tabulation folder.

Touch EDIT to Update Information Below

Name
CAPTAIN MARVEL

Residence Address   For an Address Change →   [EDIT]
2224 BAILEY AVE LOWER BUFFALO, 14211

[EDIT]

ISSUING AN AFFIDAVIT BALLOT GUIDELINES

NOTES

NEW REGULATIONS!

For A Voter who had Requested or Received an Absentee Ballot

All voters who were issued an absentee ballot, regardless of whether or not it was voted and submitted, will have a notation on their Voter Eligibility screen. The voter is **NO LONGER** allowed to vote a regular ballot in person and they must vote BY **AFFIDAVIT.**

If the Voter Eligibility screen indicates that the voter has requested or received an absentee ballot, issue an affidavit ballot.

1. Enter the voter's name in the **MANUAL VOTER SEARCH** screen.
2. Identify the voter on your Touchpad and tap on their record. This will highlight their record blue.
3. Tap the green **CONTINUE** button in the lower right corner of the screen.
4. Confirm Date of Birth with the Voter.
5. To process this voter, touch the green **PROCESS AFFIDAVIT** button.
6. Confirm that you are issuing the correct ballot style. For Primary Elections, confirm the election district and the correct party ballot. The affiliation can be found on the Electronic Poll Book next to the voter's name.
7. Press the green **COMPLETE CHECK-IN** button.
8. Prior to handing the ballot to the voter **STAMP AFFIDAVIT ON THE BALLOT IN A NON-VOTING AREA** with the stamp provided in your supplies.
9. Instruct voter to complete the entire affidavit envelope and place marked ballot inside.
10. After the voter has sealed the envelope, an inspector must sign the envelope in the space provided and verify that the voter has signed the envelope. **You must ensure the voter has signed the envelope or the ballot may not be counted.**
11. Place sealed affidavit envelope in brown tabulation folder.
12. Select **PROCESS NEXT VOTER**.

ISSUING AN AFFIDAVIT BALLOT GUIDELINES
For a Voter at the Incorrect Location

ONLY ISSUE AN AFFIDAVIT FOR A VOTER AT THE INCORRECT LOCATION IF THE VOTER REFUSES TO GO TO THE CORRECT LOCATION

When searching for a voter, use all search methods to find the correct voter. If your searches are not yielding any results, you may receive a "No voters were found for this location" message and you should direct them to the correct election district.

If the voter insists on voting at the incorrect district, they are required to vote by Affidavit Oath Envelope.

1. Locate the green "**In this Location**" and the red "**Not in this Location**" buttons at the top of the screen.
2. Tap the red "**Not in this Location**" button. Voters in this section are registered voters that are not eligible to vote at the district where you are working.
3. Identify the voter on your Touchpad and tap on their record. This will highlight their record blue.
4. Tap the green **CONTINUE** button in the lower right corner of the screen.
5. Tap the red **PROCESS AFFIDAVIT** in the bottom left corner of the screen.
6. Select the green **CONTINUE** button.
7. Press green **COMPLETE CHECK-IN**
8. Prior to handing the ballot to the voter **STAMP AFFIDAVIT ON THE BALLOT IN A NON-VOTING AREA** with the stamp provided in your supplies.
9. Instruct voter to complete the entire affidavit envelope and place marked ballot inside.
10. After the voter has sealed the envelope, an inspector must sign the envelope in the space provided and confirm that the voter has signed the envelope. **You must ensure the voter has signed the envelope or the ballot may not be counted.**
11. Place sealed affidavit envelope in brown tabulation folder.
12. Press green **PROCESS NEXT VOTER.**

Use if voter insists on voting in the incorrect district
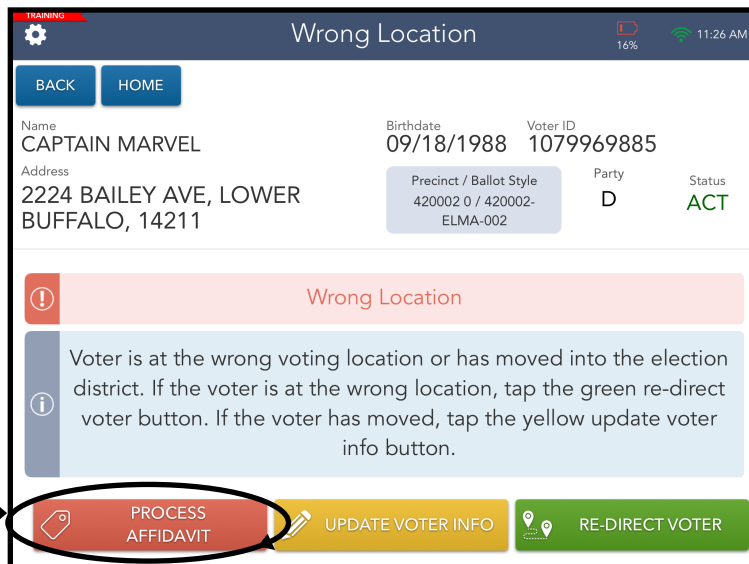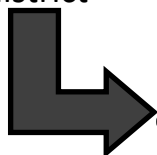
ISSUING AN AFFIDAVIT BALLOT GUIDELINES

For a Voter who has Already Voted/ Early Voted

If the electronic poll book indicates the voter has already voted, the screen will display a red "Voter is not eligible to vote a regular ballot" message. In this scenario, the voter will only be allowed to vote by Affidavit. We must allow this as an error may have occurred with a previous check in (ex: John Smith Sr. signed John Smith Jr's record).

1. Confirm Date of Birth and Address with the Voter.
2. To process this voter, touch the green **PROCESS AFFIDAVIT** button.
3. Confirm that you are issuing the correct ballot style. For Primary Elections, confirm the election district and the correct party ballot. The affiliation can be found on the Electronic Poll Book next to the voter's name.
4. Press the green **COMPLETE CHECK-IN** button.
5. Prior to handing the ballot to the voter **STAMP AFFIDAVIT ON THE BALLOT IN A NON-VOTING AREA** with the stamp provided in your supplies.
6. Instruct voter to complete the entire affidavit envelope and place marked ballot inside.
7. After the voter has sealed the envelope, an inspector must sign the envelope in the space provided and verify that the voter has signed the envelope. **You must ensure the voter has signed the envelope or the ballot may not be counted.**
8. Place sealed affidavit envelope in brown tabulation folder.
9. Select **PROCESS NEXT VOTER**.

TRAINING

⚙ Voter Eligibility 🔋 14% 📶 11:34 AM

BACK	HOME	Early Voted

Name
Peter Parker

Birthdate
01/01/1990

Voter ID
123456789

Address
134 W Eagle St
Buffalo, NY 14202

Precinct / Ballot Style
460003 0 / 460003-GRIS-003

Party
R

Status
ACT

Early Voted

⊘ Voter is not eligible to vote a regular ballot. Read instructions below.

ⓘ Voter already voted at an early voting location.
Issue the voter an affidavit ballot.

🔍 WRONG VOTER, SEARCH AGAIN   ⚙ MORE OPTIONS   🏷 PROCESS AFFIDAVIT

ISSUING AN AFFIDAVIT BALLOT GUIDELINES

For an Unregistered Voter

A voter's record may be missing from the electronic poll book for various reasons (examples: not registered, not registered in Erie County yet registered elsewhere in New York State or different political parties in a primary).

1. If, after using all other voter search methods you cannot locate the voter's record, tap the red **NO VOTER FOUND** button. (classroom example: Joe Voter)

2. On the Voter Update screen, type in the date of birth of the voter. Use the drop-down menu under PARTY to select the party affiliation for the voter and select green **CONTINUE** button.

3. On the next Voter Update screen, type in the voter's house number and street name (NAME ONLY, do NOT include st, ave, dr, etc.);

      You may need to hit the blue **NEXT PAGE** screen to locate the proper listing

5. Verify apartment number

6. Flip the Touchpad towards the voter.

7. Have the voter confirm the information is correct by tapping the green **CORRECT** button.

8. Flip the touchpad back towards you.

9. Press the green **CONTINUE** button.

10. Press the green **PROCESS AFFIDAVIT** button.

11. Confirm that you are issuing the correct ballot style. For Primary Elections, confirm the election district and the correct party ballot. The affiliation can be found on the Electronic Poll Book next to the voter's name.

12. Tap green **COMPLETE CHECK-IN** button.

13. Prior to handing the ballot to the voter **STAMP AFFIDAVIT ON THE BALLOT IN A NON-VOTING AREA** with the stamp provided in your supplies.

14. Instruct voter to complete the entire affidavit envelope and place marked ballot inside.

15. After the voter has sealed the envelope, an inspector must sign the envelope in the space provided and verify that the voter has signed the envelope. **You must check that the voter has signed the envelope or the ballot may not be counted.**

16. Place sealed affidavit envelope in brown tabulation folder.

17. Select **PROCESS NEXT VOTER.**

ISSUING AN AFFIDAVIT BALLOT GUIDELINES

For an Inactive Voter

If the electronic poll book indicates that the voter is inactive, the screen will display a red "Voter is not eligible to vote a regular ballot" message. In this scenario, the voter will only be allowed to vote by affidavit.

1. Confirm with the voter that they still live at the address provided on the voter eligibility screen.
2. If the voter has not moved, press the green **PROCESS AFFIDAVIT** button found in the lower right of the screen and continue to step 10.

If the voter has moved, tap the yellow "**MORE OPTIONS**" button in the bottom center of the screen.

    a) Select "**Update Voter Info**"

    b) Tap **EDIT** to change the voter's address

    c) Enter new address (classroom example: 2290 Hall)

        NOTE: Search street NAME only (do NOT include st, ave, dr, etc.)

        If you do not see the street you are looking for on the first page, you may need to press **NEXT PAGE** to see more options.

    e) Press **CONTINUE**.

    f) Confirm apartment number.

4. Flip Touchpad towards voter
5. Have voter confirm the information is correct by tapping the green **CORRECT** button.
6. Flip touchpad back towards you
7. Press **CONTINUE**
8. Press green **PROCESS AFFIDAVIT** button found in the lower right of the screen
9. Confirm that you are issuing the correct ballot style. For Primary Elections, confirm the election district and the correct party ballot. The affiliation can be found on the Electronic Poll Book next to the voter's name.
10. Press green **COMPLETE CHECK-IN**
11. Prior to handing the ballot to the voter **STAMP AFFIDAVIT ON THE BALLOT IN A NON-VOTING AREA** with the stamp provided in your supplies.
12. Instruct voter to complete the entire affidavit envelope and place marked ballot inside.
13. After the voter has sealed the envelope, an inspector must sign the envelope in the space provided. **You must ensure the voter has signed the envelope or the ballot may not be counted.**
14. Place sealed affidavit envelope in brown tabulation folder.
15. Select **PROCESS NEXT VOTER**.

SPECIAL SITUATIONS

Name Change

A voter who has had a change of name since the last election may still vote without having to reregister. Provide the voter with a voter registration form. You can update the voter's information by following these steps:

1. Pull up the voter using Manual Voter Search or Scan Voter ID functions
2. If the information from the voter DOES NOT match the information on touchpad
   a) Tap the yellow **MORE OPTIONS** button in the lower middle of the screen.
   b) Tap **UPDATE VOTER INFO**
   c) Tap the **EDIT** button next to the voter's name
   d) Type in the updated info
   e) Tap **CONTINUE**
   f) Tap **CONTINUE** (again)
   g) Flip touchpad towards voter to confirm information
   h) Have voter tap **CORRECT** to verify
   i) Flip touchpad back toward you
   j) Tap **CONTINUE**

* Voter must fill out a voter registration form, if they wish to have their name permanently updated in the voter's record.

SPECIAL SITUATIONS

Fled Voters

Casting a Ballot for a Voter who Fails to Deposit the Ballot in the Scanner.

If a voter leaves a ballot (marked or unmarked) in a privacy booth without casting the ballot in the scanner, the ballot is deemed **VOID** and is to be deposited into the SPOILED/VOIDED ballot envelope.

However, if a voter leaves the ballot at the scanner, with an Elections Inspector or in a privacy folder, a bipartisan team of Inspectors shall, without examining the ballot, deposit the ballot into the Emergency Bin.

Poll Watchers

In order to be permitted to remain within a polling location, a Poll Watcher must be a registered voter in Erie County and present a Certificate of Appointment signed by the Chairman or Secretary of a political party, independent body, or any of the candidates.

A Poll Watcher may be present at the polling site at least fifteen minutes before the unlocking and examination of the scanner and remain until after the votes are counted. Every political party, independent body, and candidate may have Poll Watchers present during these times.

A Poll Watcher shall not in any way interfere with the voting process or handle any ballots or supplies. If the person causes a disturbance, the Inspectors should ask the person to leave the premises. If they refuse, call the Board of Elections to report the disturbance. If the situation requires immediate attention, call the local police department.

Electioneering

While the polls are open no person shall do any electioneering within the polling location or within a 100 foot radius of the building. Electioneering also pertains to conversations within the polling location, campaign buttons, and campaign ads that may be broadcast on the radio or television.

Spanish Ballots

A limited number of districts receive Spanish ballots in addition to English ballots only if the number of Spanish-speaking residents is above five percent of the total district. Spanish ballots and instructions will be in a folder marked "Spanish Materials".

SPECIAL SITUATIONS
Identification Requirements

Voters, who registered by mail after January 1, 2003 and have not previously voted in a Federal election in Erie County or provided the Board of Elections with ID, must present identification before signing the electronic poll book and voting in accordance with the Help America Vote Act (HAVA) of 2002.

If the Electronic poll book indicates "**ID Required**" in the signature line, the voter must produce a physical form of ID before they can vote on the scanner, or else the voter can vote by affidavit ballot.

1. Request the voter present a form of identification from the list below.
2. Select the presented form of identification from the list below.
3. Allow the voter to sign the electronic poll book and vote in the normal manner.

If a voter does not have an acceptable form of identification they are NOT permitted to vote in the normal manner unless they return with proper identification. If the voter refuses to return with proper identification they must be permitted to vote using an Affidavit Oath Envelope.

NOTE: If you do not see "I**D required**" on Voter Eligibility screen you **DO NOT** ask for identification from the voter. This is in accordance with New York State Election Law.

Select Reason		❌ CANCEL
ℹ️ Select identification type from list below.		
Last 4 digits of Social Security Number	NYS Driver's License	Non-Driver ID
US Passport	Student ID Card	Pistol or Firearm Permit
Pilot's License	Military ID	Government ID
Other government document that shows	Not Provided	

OATHS AND FORMS

An important aspect of working as an Election Inspector is administering various oaths and providing voters with a variety of forms. This section will illustrate the different oaths and forms you may need on Election Day.

Registration Form

New York State Voter Registration Forms can be found in your supplies. This form can be used to

- Register to vote in New York State
- Change your name and/or address
- Change your party enrollment (see below)

In order to register to vote in New York State you must

- Be a U.S. citizen
- Be 18 years old by the end of the year
- Not be in jail or on parole for a felony conviction
- Not claim the right to vote elsewhere

In order to pre register to vote, a person must be 16 years of age.

In order to be eligible to vote in a Primary or General Election, Voter Registration forms must be received by the county Board of Elections no later than 10 days prior to the election in which you wish to vote.

Change of Enrollment (Affiliation)

The term "change of enrollment" refers to a registered voter who

- Is already enrolled in one party that wishes to enroll in a different party
- Wishes to delete their enrollment in any party
- Is not enrolled in a party and wishes to enroll in a particular party.

A voter registration form must be used to change a party enrollment from one party to another or to enroll for the first time in a party. A change of enrollment received up until February 14th each year will be effective immediately. Enrollment changes received after February 14th will be processed after the June Primary election.

All voters changing their party enrollment status will be sent a new voter registration card indicating their new party preference once the change becomes effective after the June Primary election.

NOTE: *Voters who are not enrolled with any party are considered unaffiliated (Blank) voters and are not generally eligible to vote in any Primary Elections unless state party rules otherwise permit.*

Voters Bill of Rights

This form is included in your supplies and must be posted within the polling location.

OATHS AND FORMS

Assistance Oaths §8-306

A voter may be assisted after informing the Inspector that they

- Cannot read or write
- Do not speak or read English and need assistance or an interpreter (in some districts, Spanish supplies are assigned as needed)
- Cannot see, even with eyeglasses, the names on the ballot
- Are physically disabled such that they cannot operate the voting system, or complete a paper ballot
- Cannot enter the voting system without assistance from another person

The Inspector will ask the voter: "Do you solemnly swear or affirm that the statements you just made are true?"

If the voter answers "yes", assistance may be provided by two Election Inspectors of different political affiliations.

Be sure to enter the voter's name and address in Election Day Activity Forms found on the canvass sheet.

A person, other than an Inspector, who assists an individual in voting, must affirm the following oath before being issued a ballot.

NOTE: The Inspector must ask if the person offering assistance is their union representative or employer. If the answer is yes, **the union official or employer attempting to offer assistance must not be permitted to do so.**

The Inspector will ask that person to swear or affirm the following:

"*Do you solemnly swear or affirm that you will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that you will not make or keep any memorandum or entry of anything occurring in the voting booth, and that you will not, directly or indirectly, reveal to any person the name of any candidate or proposal voted for by the voter, or which ticket he or she had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a matter in a judicial proceeding?*"

If the person answers yes, then they can assist the voter (Election Law §8-306.5). Be sure to enter the voter's name and address and the name and address of the person providing assistance of the Election Day Activity Forms found on the canvass sheet.

Court Orders

If a voter refuses to fill out an Affidavit Oath Envelope they may obtain a court order requiring that they be permitted to vote in the normal manner. Present the voter with the Notice to Voters (located in your supplies) and instruct the voter to contact the Board of Elections. Any person voting by court order must be recorded on the Election Day Activity Form on the canvass sheet.

OATHS AND FORMS
Challenge Oath and Report

Any voter whom you know or suspect is not entitled to vote in the district may be challenged by an Inspector, a duly appointed Poll Watcher or by any other registered voter properly in the polling place.

To administer a Challenge Oath you should

1. Locate the Challenge Oath and Report found in your supplies
2. Administer the PRELIMINARY OATH contained on the Challenge Oath
3. Ask the challenged voter the questions listed on the Challenge Oath
4. If the voter answers all questions satisfactorily, permit them to vote in the normal manner

If the voter refuses to answer any questions listed, they shall not be permitted to vote in the normal manner and may be permitted to vote an affidavit ballot.

If the voter answered all questions, but a majority of the Inspectors still feel the voter is ineligible, the QUALIFICATION OATH must be administered. If the voter refuses to take this oath they are not permitted to vote in the normal manner and may be permitted to vote by affidavit ballot. If the voter is issued an affidavit ballot, be sure to mark "CHALLENGED" across the top of the affidavit envelope and record the information on the Election Day Activity form located on the canvass sheet.

Appointed Officials Oath

If, at any time during an election, an Elections Inspector vacancy needs to be filled, the appointed person must be administered The Oath for Appointive Election Officers (found in your supplies). This only applies to new Inspectors that have not been administered the oath previously.

Absentee Ballot Application

Absentee Ballot applications can be found in your supplies. Any qualified voter may apply for an Absentee Ballot if they will be unavoidably absent from Erie County for a future Election Day or has a disability or illness that prevents them from voting in person. Any completed Absentee Ballot applications are to be returned in the Brown Tabulation Folder .

Absentee Ballots

Inspectors must accept absentee ballots. These ballots remain sealed and are returned to the Board of Elections in the Brown Tabulation Folder. Absentee Ballots are not counted at the polling site.

NOTE: You must accept any Absentee Ballot turned in at your polling location. Absentee Ballots turned in at polling locations **NEED NOT BE ELECTION DISTRICT SPECIFIC.**

Paper Street Listing

This is an important tool for all Inspectors to ensure that we direct the voter to their proper polling location.

Included in your supplies are two (2) street listings. One list is an alphabetical listing of the streets within your election district. The other is a listing of all the streets within your municipality and includes correlating election districts and polling location information.

NOTE: Always refer to the Street Listing BEFORE issuing an Affidavit Oath Envelope to ensure the voter is in the correct election district and polling location. You may tell the

Street:	LOW	HIGH	ODD/EVEN	DIST:	LOCATION:	ADDRESS:
ABBINGTON AVE	146	400	Both	TTON 064	LINCOLN PARK KUNZELMAN PAVILION	1200 PARKER BLVD
ALCOTT CT	3	103	Both	TTON 023	SHERIDAN PARKSIDE COMMUNITY CENTER	169 SHERIDAN PARKSIDE DR
ALDER PL	5	129	Both	TTON 042	ELLWOOD FIRE HALL	1000 ENGLEWOOD AVE
ALLEGANY AVE	16	50	Both	TTON 010	KENMORE PUBLIC LIBRARY	160 DELAWARE RD
AMES AVE	4	151	Both	TTON 058	FIRST TRINITY LUTHERAN CHURCH	1570 NIAGARA FALLS BLVD
AMSTERDAM AVE	186	199	Both	TTON 040	NEW COVENANT TABERNACLE	345 MCCONKEY DR
AMY DR	6	65	Both	TTON 034	NEW COVENANT TABERNACLE	345 MCCONKEY DR
ARGONNE DR	11	87	Both	TTON 010	KENMORE PUBLIC LIBRARY	160 DELAWARE RD

Location Look Up (Street Listing on Electronic Poll Book)

A voter can also be directed to their correct polling location using the Location Lookup function on the Electronic Poll Book. If a voter does not know if they are in the right polling location, or what location they need to vote:

1. Tap the orange **LOCATION LOOKUP** icon on left of your screen.
2. Enter the HOUSE NUMBER and STREET NAME.
   NOTE: Search street NAME only (do NOT include st, ave, dr, etc.)
   If you do not see the street you are looking for on the first page, you may need to press **NEXT PAGE** to see more options.
3. Press **SEARCH**
4. Identify the address on your electronic poll book and tap on the address. This will highlight the address blue.
5. Tap the green **CONTINUE** button.

6. The Precinct Lookup screen will give the address of the polling location and a map of where the location is located. Instruct the voter where their correct polling location and district is.
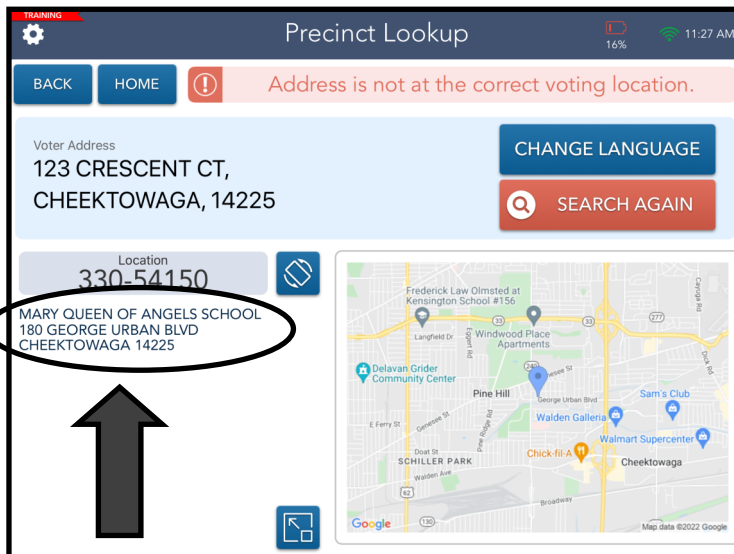
TROUBLESHOOTING
Spoiled/ Voided Ballot Procedure

BEFORE A NEW BALLOT IS ISSUED THE VOTER **MUST** RETURN THE SPOILED BALLOT. Mark the ballot VOID and place Spoiled/Voided ballot in the Voided ballot envelope.

1. Use the Manual Search or the Scan ID functions on the home screen to search for the voter.
2. Bring up the Voter Eligibility screen for the correct voter. **NOTE: The Voter Eligibility screen will indicate that the voter has already voted.**
3. Tap the yellow **MORE OPTIONS** button
4. Tap the **SPOIL** option.
5. Select reason for spoiling the ballot.
6. Confirm you are issuing a replacement ballot.
7. Press **CONTINUE.**
8. Press **YES.**
9. Have voter sign the touchpad with the stylus.
10. Have the voter press green **DONE** button.
11. Flip the touchpad back towards you.
12. Compare signatures.
13. Press the green **ISSUE BALLOT** button.
14. Initial (If two inspectors are at the table, each will initial – if you happen to be alone –place your initials in the box).
15. Press the green **DONE** button.
16. Confirm that you are issuing the correct ballot style. For Primary Elections, confirm the   election district and the correct party ballot. The affiliation can be found on the Electronic Poll Book next to the voter's name.
17. Record the Ballot Stub Number.
18. Tap blue **PROCESS** button.
19. Place ballot in privacy folder and hand to voter.
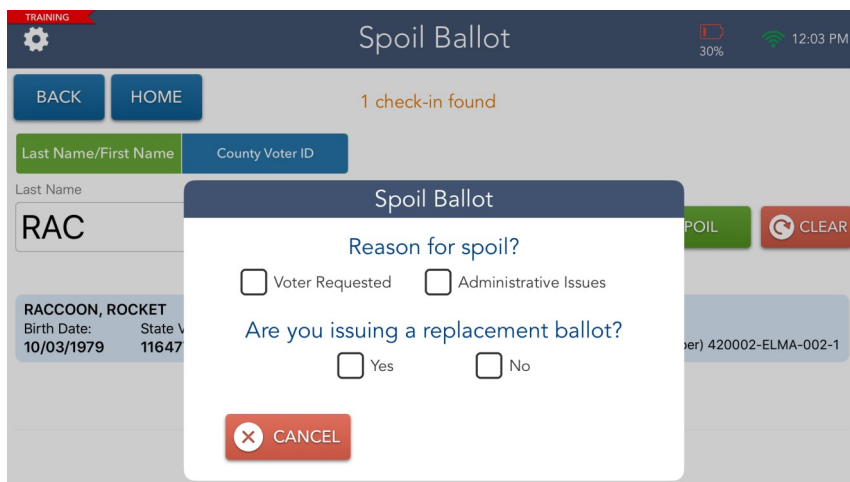
TROUBLESHOOTING

<u>Emergency Mode Using the Emergency Bin</u>

If the Board of Elections determines the scanner can no longer be used, a voter has two options. They may

- Place the marked ballot into the Emergency Bin
- Wait until the Board of Elections arrives with a replacement scanner

To open the Emergency Bin

1. Unlock the upper Emergency Bin with the silver key
2. With the door open, fold the metal cover of the Emergency Bin door DOWN
3. Close and lock the Emergency Bin door
4. Instruct voters to insert marked ballots into the slot of the Emergency Bin

To process voters during an emergency situation follow the normal ballot distribution procedures.

NOTE: The Ballot Stub number must still be recorded in the electronic poll book.

Once the Emergency situation has been resolved, and with Board of Elections approval

- Unlock the upper Emergency Bin with the silver key
- Fold the metal cover of the Emergency Bin door **UP**
- Close and lock the Emergency Bin door

TROUBLESHOOTING

If the scanner displays:

Cannot Mount ESS Memory Device

If this message appears while opening the DS-200, go into Emergency Mode using the instructions on page 39 and call the Board of Elections.

Zero Tape or Results Tape Fail to Print

Call the Board of Elections and go into Emergency Mode as outlined on page 39.

Touch Screen of the DS 200

Do not close the Touch Screen at any time while the polls are open.

If the screen is left closed for longer than 3 minutes, the scanner will automatically shut down and you must call the Board of Elections to reactivate the unit. If this occurs, go to Emergency mode (See Page 39 for instructions.)

Ballot Jam DS-200

If you can see the ballot and are able to pull the ballot from the scanner, do so. Wait for the screen to read "Welcome, Please insert your ballot" and have the voter reinsert the ballot. If a ballot is inserted before the Welcome screen appears, the ballot will jam again.

If the ballot is jammed inside the scanner, you must call the Board of Elections and follow the procedures for using the Emergency Bin (See Page 39 for instructions.) Confirm whether or not the ballot has been counted.

If the ballot has been damaged (ripped or crumpled) you will have to issue a replacement ballot to the voter. The damaged ballot is to be marked as VOID and placed in the Spoiled/Voided Ballot Envelope which should be on your sign-in table and reissue the voter a ballot following the guidelines on page 38.

NOTE: If a ballot jam occurs, it is never permissible for an Inspector to open the scanner. Only Board of Elections personnel are permitted to clear jams. Please do not hit, bang or shake the machine. We understand that you may have been instructed to do this in the past, but please do not do this in the future.

Invalid Ballot ID – 7003009

This message will appear if the wrong ballot style is inserted into the scanner. It is possible that a polling location received ballots that cannot be voted at that location. If you received the wrong ballots you must call the Board of Elections because the scanner cannot accept ballots it is not programmed to read.

If you are working at a location that has more than one scanner it is possible that a voter may inadvertently attempt to scan their ballot into the wrong scanner. The scanner cannot accept ballots it is not programmed to read and the voter should take their ballot to the correct scanner within the polling location.

TROUBLESHOOTING

Ballot Insertion Problems

Over-Voted Ballot

Scanner Displays: You filled in too many ovals in 1 contest.

This message is to alert the voter that they have over-voted in one or more races. To assist a voter that has received this message you should

- Ask the voter to press "Correct Your Ballot" on the touch screen

- Explain to the voter what the message means

If the voter wishes to correct the ballot, the over-voted ballot must be marked VOID and the voter is to be issued a replacement ballot (page 38).

If the voter wishes to accept the ballot as is, have the voter reinsert the ballot into the scanner. When the "Contest Has Too Many Votes" message appears, instruct the voter to press "Accept".

Blank Ballot

Scanner Displays: "You have made no selections on this ballot."

This message will alert the voter that the scanner is reading the ballot as blank (no votes detected). To assist a voter that has received this message you should

- Ask the voter to press "Correct Your Ballot" on the touch screen.

- Ask the voter if the ballot was intentionally left blank.

If the voter has intentionally left the ballot blank, have the voter reinsert the ballot into the scanner. When the "You have made no selections on this ballot" message appears, instruct the voter to press "Cast Blank Ballot."

If the voter did not intentionally leave the ballot blank ask the voter to review the manner in which he/she marked the ballot. Have the voter ensure that the selection oval is completely filled in. An underlined or circled selection will not be detected by the scanner. Once the selections have been made and correctly marked, the voter may reinsert the ballot into the scanner.

Ballot Not Inserted Far Enough

If a voter hesitates when placing the ballot into the scanner, the a message will appear on the touch screen. To assist a voter that has received this message you should

- Ask the voter to remove the ballot from the scanner

- Instruct the voter to wait until the screen displays the "Welcome, Please Insert Your Ballot" screen before reinserting the ballot.

TROUBLESHOOTING

Not Receiving Electrical Power/Voltage Too Low

The scanner will emit a series of beeps every 60 seconds and display a green or red battery symbol in the upper right corner of the screen if it's being powered by battery only. Check the power cord to ensure it is properly plugged into a wall outlet or surge protector. If this does not correct the problem contact the Board of Elections immediately.
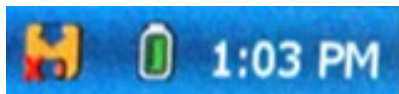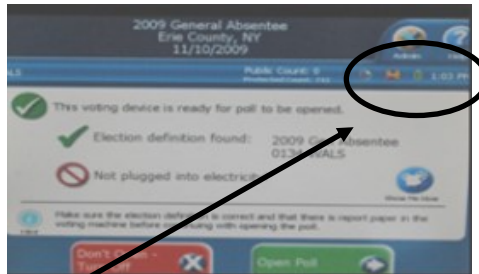
Not plugged in and receiving power

Plugged in and receiving power

Emergency Evacuation Procedures

In the unlikely event that an emergency occurs on Election Day, (a fire, gas leak, power outage, etc.), which requires the evacuation of the polling location, the Chairperson must quickly assess the situation and determine the safest course of action for all voters and Inspectors.

Voters should be informed of the emergency and asked to quickly leave the premises. Inspectors shall also exit the premises as soon as possible and take with them

- Electronic Poll books
- Ballot booklets
- Spoiled/Voided ballot envelope
- Brown Tabulation Folder, including
    - Machine keys in black magnetic key box
    - Voted Affidavit Oath envelopes, if any
    - Voted Absentee ballots, if any
    - Canvass Sheet

Once all voters and Inspectors have evacuated the polling location, the Chairperson should immediately call the Board of Elections and inform them of the situation. The Board of Elections will then give instructions of what to do. A Board of Elections Site Coordinator will be immediately dispatched to assist you.

TROUBLESHOOTING
AutoMARK Troubleshooting

If the AutoMARK will not turn on

- Ensure the gold key is turned to the center "ON" position

- Confirm the AutoMARK is plugged into a working outlet. The electricity indicator will emit an orange light when it is plugged into a working outlet.

- Ensure the gold key is turned to the center ON position.

Green Light=Receiving Power

Amber Light= Running on Battery Power (please plug in)

If a Ballot Becomes Jammed in the AutoMARK:

- Call the Board of Elections IMMEDIATELY. It is imperative for us to know if a voter is waiting to vote.

- Inform voter that the Board of Elections has been contacted and a technician is en route to fix the AutoMARK.

- Once the Board of Elections has been contacted, a voter has two options

    - They may wait until the Board of Elections arrives to repair the AutoMARK

    - If the voter determines they are not able to wait, a new ballot is to be issued to the voter in accordance with the Spoiled/Voided Ballot Procedures on page 38.

    -

Voiding and Reissuing a Ballot in the Event of Jammed AutoMARK

In the event a ballot becomes jammed in the AutoMark and the voter is not able to wait for a technician, a new ballot is to be issued. The voter may be assisted by two inspectors –one Republican and one Democrat – or by a companion of their choosing. The voter is NOT to be issued an affidavit, nor is the new ballot to be placed in the emergency bin. Follow the instructions on page 38 for issuing a new ballot.

Notate on the back of the canvass sheet that there was a jam in the AutoMARK.

CLOSING PROCEDURES CHECKLIST

PLEASE NOTE: ALL INSPECTORS ARE TO LEAVE AT THE SAME TIME.

<u>Scanning Emergency Ballots Procedures</u>

(if necessary)

Ballots placed in the Emergency Bin during the course of an election are required to be tabulated on Election Night. After the close of polls, Inspectors must scan ballots that are found in Emergency Bin.

Ballots found in the Emergency Bin **MUST** be scanned **BEFORE** the scanner is powered down. A bi-partisan team of Inspectors must be present during the handling and scanning of all ballots.

1. Remove, separate into Election Districts, if necessary, and count all ballots found in the Emergency Bin. **For Primary Elections, you must separate ballots by PARTY affiliation also.**

2. Record the total number of ballots for YOUR Election District on Certificate No 2 of the Canvass Sheet.

3. A team of Inspectors shall scan the ballots found in the Emergency Bin.

If any alert message, (over-vote, blank ballot, etc.) appears on the scanner screen, if an Inspector objects to the scanning of a particular ballot (due to errant marks, a signature on a ballot, etc.), or a ballot will not scan for any other reason, the ballot is to be returned to the Emergency Bin.

The number of ballots that could not be scanned are to be recorded on Certificate No. 2 of the Canvass Sheet.

Once all ballots have been scanned or returned to the Emergency Bin as unable to be scanned, you may proceed with the scanner closing procedures.

NOTES

CLOSING PROCEDURES CHECKLIST
DS 200 Closing Procedures

All Inspectors present are to complete Certificate No. 2 on the Canvass Sheet.

Primary Election Certificate No. 2 Example

Certificate No. 2 - After the polls close, Inspectors need to write in

- The number of additional booklets and the number of additional ballots, per PARTY affiliation delivered during the day, if applicable
- The total number of Emergency Ballots and the number of scanned and unscanned Emergency Ballots, per PARTY affiliation, if applicable
- The Public Count and the Protected Count
- The seal number of the Red Seal placed on the scanner cover
- The seal number of the Red Seal placed on the Emergency Bin, if applicable
- The number of the last USED Ballot Stub
- The number of used Affidavit Oath Envelopes
- Sign the certificate to certify all of the information is correct

Finally, insert the scanner Result Tape in the plastic bag attached to the Canvass Sheet.

Closing Procedures

1. Scanning Emergency Ballots

2. **DS 200 Closing**

3. AutoMARK Closing

4. Electronic Poll Book Closing

NOTES

CLOSING PROCEDURES CHECKLIST
DS 200 Closing Procedures
General Election Certificate No. 2 Example

All Inspectors present are to complete Certificate No. 2 on the Canvass Sheet.

NOTES

Certificate No. 2
After Polls Close

1. The number of additional ballots delivered to the poll district during the day were:

Additional Number of **English Booklets**		Additional Number of **English Ballots**	
Additional Number of **Spanish Booklets**		Additional Number of **Spanish Ballots**	

2. All emergency ballots capable of scanning were scanned. Emergency ballots incapable of scanning were counted, deposited in the DS-200 Emergency Bin, the metal cover was folded up and the bin secured with a red wire seal. **If the Emergency Bin was not used, do not seal.** The number of unscanned emergency ballots and the red seal number securing the Emergency Bin is indicated below:

	Number of Unscanned Ballots	Red Emergency Bin Seal Number
Machine A:	_____	_____
Machine B (if applicable):	_____	_____
Machine C (if applicable):	_____	_____
Machine D (if applicable):	_____	_____

3. After the close of polls, the black security tape over the scanner access door was removed and the close poll button was pressed. The Public and Protected Count displayed on the screen is indicated below:

	Public Count	Protected Count
Machine A:	_____	_____
Machine B (if applicable):	_____	_____
Machine C (if applicable):	_____	_____
Machine D (if applicable):	_____	_____

4. The scanner was turned off and the top cover was closed and secured with a red wire seal.

Machine A: The red **Cover Seal** number is _____
Machine B (if applicable): The red **Cover Seal** number is _____
Machine C (if applicable): The red **Cover Seal** number is _____
Machine D (if applicable): The red **Cover Seal** number is _____

5. The stub number of the last **English Ballot** used is _____.
The stub number of the last **Spanish Ballot** used is _____.

6. The white security seal number on the vinyl pouch (attached to the brown tabulation folder) to secure the Election Data Stick is _____.

7. The number of **Affidavit Envelopes** used is _____.

8. The results tape(s) signed by all the inspectors present is inserted in the attached plastic bag to the right.

9. The appropriate information has been recorded on the Election Day Activity Form on this canvass sheet to the right.

We certify that the above statements are true and correct in every particular.

x_____ x_____ x_____

x_____ x_____ x_____
Board of Inspectors

Certificate No. 2 - After the polls close, Inspectors need to write in

- The number of additional booklets and the number of additional ballots delivered during the day, if applicable
- The total number of Emergency Ballots and the number of scanned and unscanned Emergency Ballots, if applicable
- The Public Count and the Protected Count
- The seal number of the Red Seal placed on the scanner cover
- The seal number of the Red Seal placed on the Emergency Bin, if applicable;
- The number of the last USED Ballot Stub
- The number of used Affidavit Oath Envelopes
- Sign the certificate to certify all of the information is correct

Finally, insert the scanner Result Tape in the plastic bag attached to the Canvass Sheet.

CLOSING PROCEDURES CHECKLIST
DS 200 Closing Procedures

Closing Procedures

1. Scanning Emergency Ballots

2. **DS 200 Closing**

3. AutoMARK Closing

4. Electronic Poll Book Closing

NOTES

1. Remove or break the BLACK security tape located over the access door of the scanner.

2. Using the Black Tabulator key, unlock the access door of the scanner to reveal the "Close Poll" button.

3. Press the "Close Poll" button. Leave the access door open.

4. A prompt will appear when you have chosen to close the poll.

To close the poll press the red "Close Poll" button in the lower right corner of the screen.
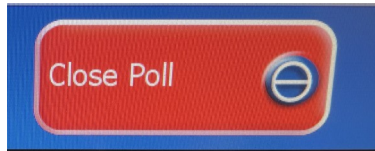
5. The scanner will automatically print a Results Tape. When it's finished printing, remove by tearing.

It will take longer to process and print the Results Tape if there is high voter turnout. The more scanned ballots, the longer the process time.

Approximate wait times for printing
- 500+ scanned ballots = 5 minutes
- 800+ scanned ballots = 5-10 minutes
- 1000+ scanned ballots = 10-15 minutes
- 1500+ scanned ballots = 15-20 minutes

NOTE: If there are two or more election districts voting on one scanner, multiple election district results reports will print on one continuous tape. The Results Tape will only print signature lines at the end of the tape and those Inspectors who verified the Results Tape must sign the tape using the back, if necessary.

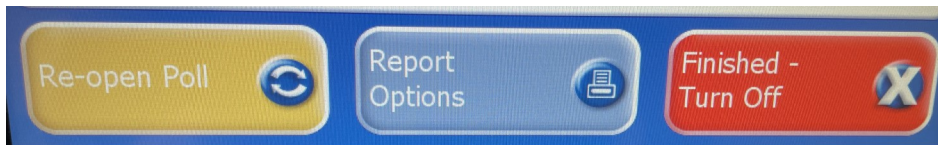# CLOSING PROCEDURES CHECKLIST
DS 200 Closing Procedures

6. Record the Public Count and the Protected Count on Certificate No. 2 of the Canvass Sheet.

Public Count: 233
Protected Count: 742

NOTES

7. Turn off the scanner by pressing "Finished-Turn Off" on the touch screen.

Re-open Poll   Report Options   Finished - Turn Off

Perform the following steps AFTER the scanner is completely shut down.

Upon closing the scanner and waiting for the unit to completely power down (the light on the POWER button goes out when the unit is entirely off) locate the ***Election Data Stick (EDS)*** under the access door.

8. Once the light on the POWER button goes out, remove the blue EDS from Port B.

9. Place the blue EDS in the vinyl pouch found on the front of the Brown Tabulation Folder.
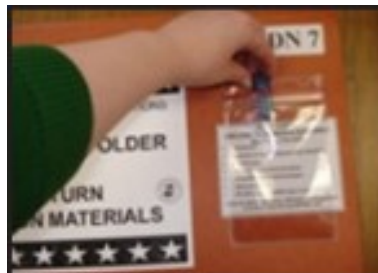
10. Seal the vinyl pouch with a White Security Seal and record the seal number on Certificate No. 2 of the Canvass Sheet.

11. Close and lock the access door.

12. Fold the touch screen down.

13. Lower the top cover of the scanner and hook both latches. Seal with a RED WIRE SEAL located in your clear plastic box located the white supply box.

Record the Seal number on Certificate No. 2 of the Canvass Sheet.

CLOSING PROCEDURES CHECKLIST
DS 200 Closing Procedures

NOTES

14. If the Emergency Bin was not used, ensure again that it is empty and do not seal.

    If applicable, after the emergency ballots have been counted and scanned (page 44), any ballots that were not scanned should be returned to the emergency bin.

    Seal the emergency bin with a RED WIRE SEAL located in your supplies.

    Record the seal number on Certificate No. 2 of the Canvas sheet

15. Ensure that the lower Ballot Bin is locked and sealed with the RED WIRE SEAL applied during the opening of the polls.

THE LOWER BALLOT BIN IS TO REMAIN SEALED AND BALLOTS ARE NOT TO BE REMOVED.

16. Insert the signed Results Tape in the plastic bag attached to the Canvass Sheet. If there are two or more districts voting on one scanner, the Results Tape must be cut at the end of each Election District and affixed to the appropriate Canvass Sheet.

The start of a district's election report states the name and number of the election district followed by the number of total ballots cast.
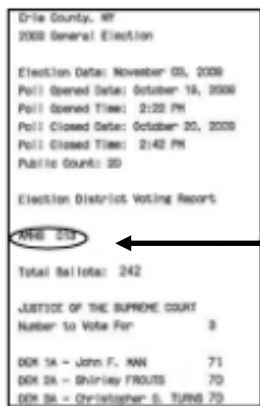
Start of the Results tape for a multiple election district DS 200 scanner.
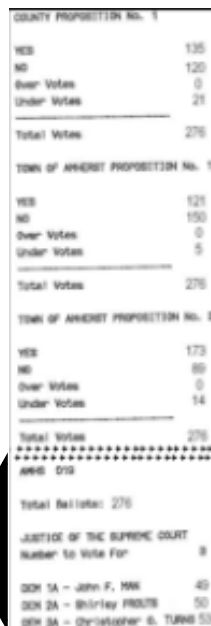
End of a district's results tape

Cut here (if applicable)

Beginning of another district's tape

17. Unplug the scanner and put the plug into the back of the scanner and lock door.

CLOSING PROCEDURES CHECKLIST

AutoMARK Closing Procedures

1. Turn OFF AutoMARK unit by turning the gold key to the left (OFF position).

NOTES

2. Close AutoMARK unit:

- Fold the ballot feed tray up.

- Lift the lid and fold screen into machine.

- Close the lid and slide plastic clips toward the center to secure the lid.

3. Close the top lid of the AutoMARK cart and return all of the privacy booths.

4. Close and lock the front doors of cart with silver skate key.

5. Open the back door of the cart.

6. Place the bin of accessories into the cart.

7. Unplug and return the extension cord to cart.

8. Close and lock the rear doors with silver skate key.

9. Return the AutoMARK keys to the black magnetic box and place box in the Brown Tabulation Folder.

CLOSING PROCEDURES CHECKLIST

Electronic Poll Book Closing Procedures

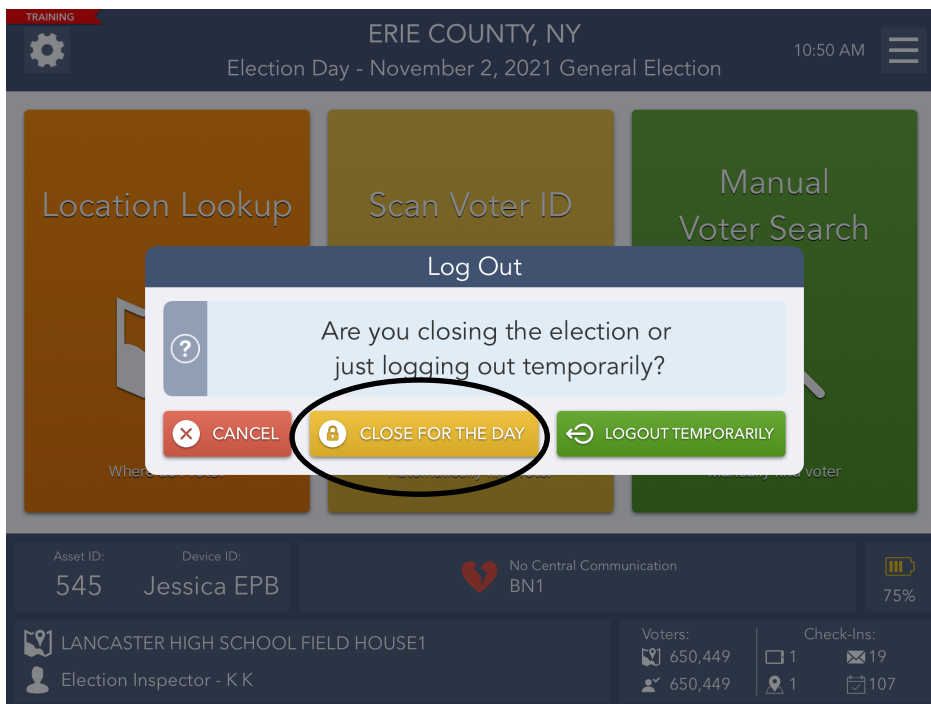## Logging Out of the Electronic Poll Book

NOTE: The directions for shutting down the Electronic Poll Book on Election Day and for Early Voting are DIFFERENT. DO NOT use these instructions for Early Voting.

NOTES

1. Touch the drop-down menu located on the top right corner of the home screen.

2. Touch **LOGOUT.**

3. Tap the yellow **CLOSE FOR THE DAY** button.

4. A WARNING screen will appear asking if you are sure you want to continue with closing the election. Press the green **YES** button.

5. Enter password **boe123** (lowercase)

6. Press green **LOCK DEVICE** button

7. The device will now synchronize. Keep the touchpad on this screen until the top left says "**0 transactions pending**." A prompt will appear on the screen indicating that the device is ready to power down.

CLOSING PROCEDURES CHECKLIST
## Electronic Poll Book Closing Procedures

NOTE: The directions for shutting down the Electronic Poll Book on Election Day and for Early Voting are DIFFERENT. DO NOT use these instructions for Early Voting.

NOTES

Powering Down the Electronic Poll Book

1. Press the blue **ALLOW LOGIN AGAIN**. You will be brought back to the start screen.

2. Touch the drop-down menu located on the top right corner of the home screen.

3. Touch **INSPECTOR CLOCK IN-CLOCK OUT.**

4. Find your name on the list of inspectors and tap red **CLOCK-OUT** button.

5. Tap the green **YES**.

6. Press the blue **HOME** button location on the top left of the screen.

7. Press and hold the power button on the upper left side of the Touchpad until the **SLIDE TO POWER OFF** button appears on the screen.

8. Slide to power off

9. Unplug the touchpad

10. Close the Flip and Share stand

11. Return to carrying case.
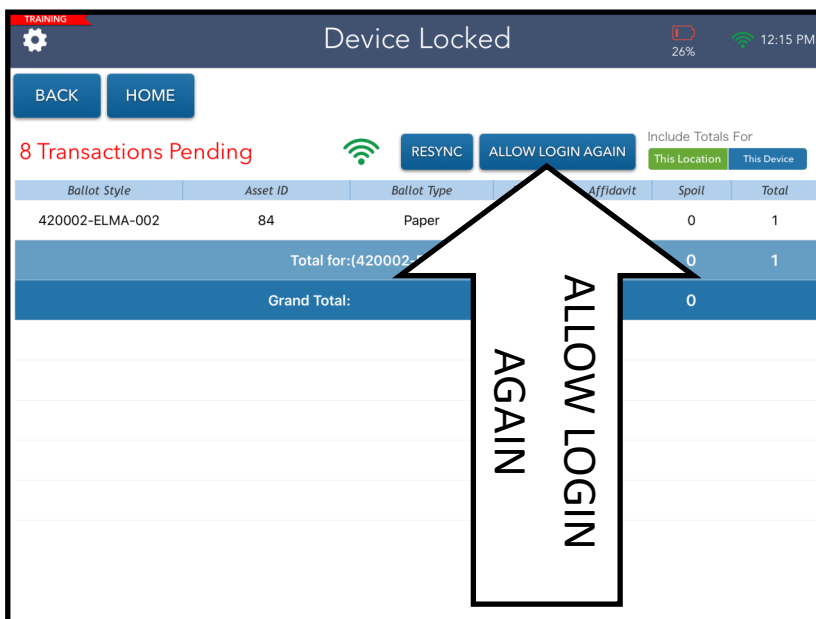
YOU MUST POWER OFF THE DEVICE BEFORE RETURNING IT TO THE CARRYING CASE.

ITEMS TO BE RETURNED

Brown Tabulation Folder

The Chairperson is responsible for transporting the Brown Tabulation Folder to either the Board of Elections (City of Buffalo only), or to an Election Clerk at a pre-determined location.

Please make sure the following are in the Brown Tabulation Folder.

- Canvass Sheet with Results Tape inserted in plastic bag attached
- Voted Affidavit Oath Envelopes
- Absentee ballots
- Spoiled/Voided Ballot Envelope
- Machine keys in the black magnetic key box
- EDS in sealed vinyl pouch on the Brown Tabulation Folder
- Pay Voucher
- Electronic Poll book(s) in their gray carrying case

White Supply Box

Everything else is to be stored in the white supply box.

The white supply box is to be sealed with a red plastic zip tie and placed on top of the AutoMARK cart.

People First: Communicating with and about People with Disabilities

From the New York State Department of Health

For more articles like this, visit [PEOPLE FIRST LANGUAGE: Communicating with and about People with Disabilities (bridges4kids.org)](bridges4kids.org)

You notice a person who is blind and needs help. How do you make your presence known? What assistance do you offer? You meet someone who uses a wheelchair. Where should you stand while talking? You have a question for a person with a disability, who is with a friend. To whom should you address the question?

We all find ourselves in situations in which we don't know what to say or do. We may meet someone who acts or moves differently, and wonder how we should react. When interacting with people with disabilities, it's important to remember that they are people first. They want to be appreciated, respected and productive. Recent changes in civil rights laws have helped people with disabilities pursue employment, recreation and educational opportunities in the mainstream of community life.

As a result, attitudes toward people with disabilities have also begun to change. This is a start toward creating a truly integrated society; one in which people of all abilities live and work together.

Communicating with People with Disabilities

1. If you offer assistance to a person with a disability, wait until the offer is accepted and then listen or ask for instructions.

   If you are asked to assist a person who uses a wheelchair up or down a curb, ask if the person prefers to be facing forward or backward. Hold the handles securely and keep the chair tilted back when ascending or descending. When guiding a person who has a visual impairment, walk alongside and slightly ahead. Let the person hold your arm so that you body's motion lets the person know what to expect. On stairs, guide the person's hand to the banister or handrail. When seating, place the persons hand on the back of the chair or arm. Avoid escalators and revolving doors, which may be disorienting and dangerous. Never distract a "seeing eye" or service dog.

2. When speaking for a length of time to a person who uses a wheelchair or crutches, place yourself at eye level with that person.

   It is not polite to talk down to that person.

3. When talking to a person with a disability, speak directly to that person rather than through a companion or sign language interpreter.

People First: Communicating with and about People with Disabilities

Communicating with People with Disabilities

4. When introduced to a person with a disability, it is appropriate to offer to shake hands.

    A person with limited hand use or who wears an artificial limb can usually shake hands. Shaking hands with the left hand is also an acceptable greeting.

5. When meeting or speaking to someone who is visually impaired always identify yourself before speaking.

    When in a group, remember to identify the person to whom you are speaking, as well as introducing yourself.

6. Treat as adults

    Address people with disabilities by their first names only after they have given permission or when extending the same familiarity to others. Also, never patronize people who use wheelchairs by patting them on the head or shoulder.

7. Avoid leaning on or hanging onto a person's wheelchair.

    It's similar to leaning or hanging onto a person. The chair is part of the personal space of the person who uses it.

8. Listen attentively when you're talking with a person who has difficulty speaking

    Be patient and wait for the person to finish, rather than correcting or speaking for that person. If necessary, ask short questions that require short answers, or a nod or shake of the head. Don't pretend to understand if you are having difficulty. Instead, repeat what you understand, and allow the person to elaborate.

9. To get the attention of a person who is deaf, tap the person on the shoulder or wave your hand.

    Look directly at the person, and speak clearly, slowly and expressively to determine if the person can read your lips. For those people who do read lips, place yourself in their direct view and keep hands and food away from your mouth when speaking. If a person has a hearing impairment, avoid shouting. Hearing aids make sounds louder not clearer.

10. Relax. Don't be embarrassed if you happen to use accepted common phrases such as "See you later," or "Did you hear about that?", which seem to relate to a person's disability.

    Chances are that person will understand.

Notes

Important Election Day

Phone Numbers

Erie County Board of Elections

716-858-8891

Inspector Department

Democratic   716-858-6294

Republican   716-858-4982

Absentee Department

716-858-7818

Primary Election Day: June _____, 2023

General Election Day: November _____, 2023

If an inspector is missing, please contact our Inspector Department. Please wait until 5:40AM before calling.

For all DS-200 and AutoMARK problems, location concerns, specific voter questions or concerns, please call the Board of Elections Main Line.

To request additional ballots or with any other ballot issues, please call the Board of Elections Main Line.

Please call our Absentee Department with any questions about Absentee Ballots.