Welcome

The Board of Elections would like to thank you for your commitment to the democratic process. We greatly appreciate your hard work.

Our goal is for Election Day to go as smoothly as possible for poll workers and voters. If you have problems at your poll site, call us at 607-274-5522.

2024 Elections

Presidential Primary April 2, 2024
6 AM – 9 PM
Early Voting: March 23-30

Federal and State & Local Primary June 25, 2024
6 AM – 9 PM
Early Voting: June 15-23

General Election November 5, 2024
6 AM – 9 PM
Early Voting: October 26 – November 3

- Two Poll Site Managers per poll site (one each Democratic and Republican). <u>Poll Site Managers arrive at 5:00 am</u>. Both Poll Site Managers must be present before entering the poll site and setting up the site and the voting machine.

- At polling places where there is only one election district, there will be three Inspectors - at least one Democratic and one Republican. <u>Inspectors arrive at 5:30 am</u>.

- At polling places with more than one election district, there will be four inspectors – two Democratic and two Republican. <u>Inspectors arrive at 5:30 am</u>.

- The amount of time it takes to close at the end of the night varies; expect to remain at the poll site until about 10:00 pm.

- All Inspectors and Poll Site Managers must take the Oath of Office annually. When you sign in on the Poll Pad you will also be signing the Oath.

Duties of Poll Site Managers

- Starting up and shutting down the voting machine.

- Greeting voters, giving each voter a yellow privacy folder and directing the voter to the correct election district.

- Directing voters with voting questions to the instructional poster.

- Notifying voters that each voter must put their own ballot in the scanner.

- Assisting voters using the ClearMark ballot marking device.

- Scanning any emergency ballots after the polls close.

- Process voters that need to vote by Affidavit Ballot.

- Assisting Inspectors as needed and determining the best time for them to take a break.

- Assigning an Inspector to a different job if their sign-in table is not busy.

- Getting the PSM Poll Pad assembled and ready to use.

- Checking the poll site for abandoned ballots and returning them to the Election Inspectors.

- Keep voters from loitering.

- Watch for electioneering.

Duties of Inspectors

- Signing voters in on the Poll Pad.

- Issuing paper ballots to voters who have signed the Poll Pad.

- Referring voters whose name is <u>not</u> in the Poll Pad to a PSM.

- Referring voters to a PSM whose name is in the Poll Pad but have indicated they have moved.

- Referring voters to a PSM who have requested an Absentee Ballot or an Early Vote by Mail Ballot but are now voting in person.

- Re-issuing ballots to voters with spoiled ballots.

- Accounting for all paper ballots and completing and signing the Opening/Closing Certification and Ballot Log.

- Other duties as assigned by a PSM.

Professional Conduct

- Treat all people with respect.

- Address each person in a courteous and professional manner – BOTH verbally and <u>non</u>-verbally (non-verbal communication can have more impact than verbal communication).

- Do not make comments or have discussions about ethnic backgrounds, sexual orientation, age, or disabilities of voters or co-workers. Tompkins County has zero tolerance for expressions of discrimination based on race, color, sex, gender identity and expression, sexual orientation, religion, age, national origin, alienage, disability, medical condition, military status, familial status, ex-offender status, or any other characteristic protected by law.

- Do not discuss candidates or issues being voted on (electioneering).

- Please do not wear any scented perfumes, aftershave lotions or colognes when you are working on Election Day.

- Smoking: If you take a break to smoke you must be at least 50 feet from the poll site and not in the walkway used by voters.

On the day before the Election one of the Poll Site Managers will pick up the following from the Board of Elections:

Poll Opening/Affidavit Ballot Bag
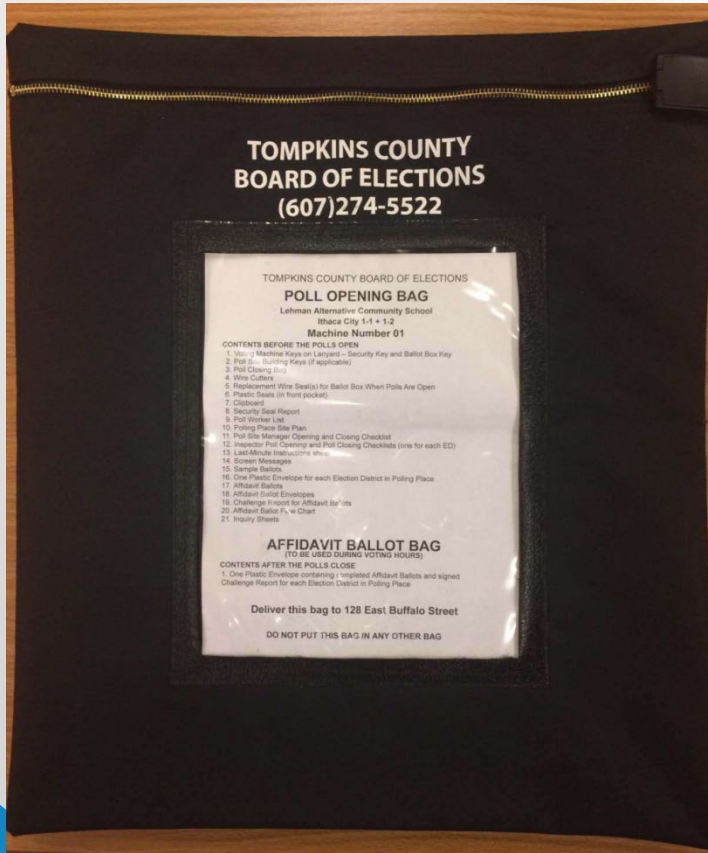
One or two Poll Pads for your poll site, plus one PSM Poll Pad.

Chain of Custody Form – Opening Bag and Poll Pads

Tompkins County
Opening Bag & Poll Pad Chain of Custody Form

Election	
Election Date	
Poll Site	
Town / City	
ED(s)	

Opening Bag Seal

Poll Pad Seal(s)	
PAD#	
PAD#	
PAD#	
PAD#	
PAD#	

The **Transporter** is taking custody of the **Opening Bag(s)** and **Poll Pad(s)** and is responsible for the delivery of the **Opening bag(s)** and **Poll Pad(s)** to the designated site on election day. By signing below, you are verifying that all seals listed above are correct. If any seal listed above is not correct you should contact the Tompkins County Board of Elections immediately (607) 274-5522. After both poll site managers have verified the seals on election day and have signed this document, it is to then be placed in the **B- Bag**.

Transporter			
Name	Signature	Phone Number	Date / Time

Election Day Poll Site Manager (Democratic)			
Name	Signature	Phone Number	Date / Time

Election Day Poll Site Manager (Republican)			
Name	Signature	Phone Number	Date / Time

Verify that the Seal Numbers on the Chain of Custody Form match the Seal Numbers that are on your Poll Opening Bag and for the Poll Pads for your polling place.

You will be the Transporter. Fill in the required information and sign your name. Keep this form with you while you are in possession of the Opening Bag and Poll Pads.

Opening Checklist – Step #1

Verify the Seal Numbers on the Chain of Custody Form against those on the Opening Bag and Poll Pads.

- Verify the seals. If there is a mismatch, contact the Board of Elections.

- Both PSMs sign at the bottom of the report in the appropriate box.

- Once the B Bag is opened, place the Chain of Custody Form in the bag.

Tompkins County
Opening Bag & Poll Pad Chain of Custody Form

Election	
Election Date	
Poll Site	
Town / City	
ED(s)	

Opening Bag Seal		Poll Pad Seal(s)	
		PAD#	
		PAD#	
		PAD#	
		PAD#	
		PAD#	

The **Transporter** is taking custody of the **Opening Bag(s)** and **Poll Pad(s)** and is responsible for the delivery of the **Opening bag(s)** and **Poll Pad(s)** to the designated site on election day. By signing below, you are verifying that all seals listed above are correct. If any seal listed above is not correct you should contact the Tompkins County Board of Elections immediately (607) 274-5522. After both poll site managers have verified the seals on election day and have signed this document, it is to then be placed in the **B- Bag**.

Transporter			
Name	Signature	Phone Number	Date / Time

Election Day Poll Site Manager (Democratic)			
Name	Signature	Phone Number	Date / Time

Election Day Poll Site Manager (Republican)			
Name	Signature	Phone Number	Date / Time

Opening Checklist – Step #2

- In a bipartisan manner, check contents of Poll Opening/Affidavit Ballot Bag.

- In the PSM binder, you will find the Security Seal Report and the envelope with **the machine passwords in the front pocket.**

- The poll site layout is under tab #4 in the binder.

- The ClearMark directions are in a clear plastic sleeve in the front of the PSM binder. (set the directions aside until Step #27).
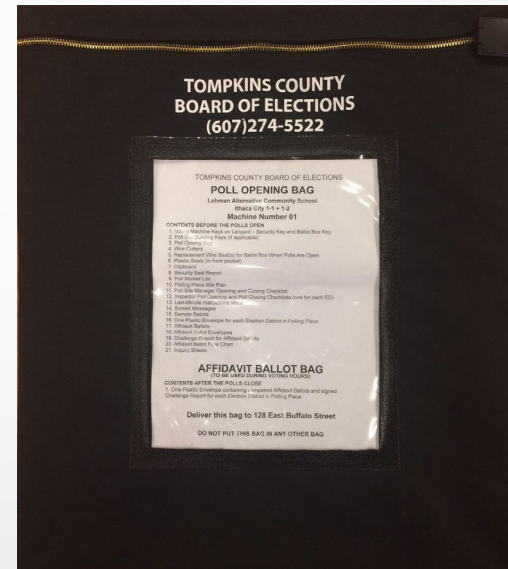
Opening Checklist – Step #3

- Confirm that the correct machines have been delivered to the poll site.

- The location label is on top of each unit.

- Verify the Machine numbers against those on the Security Seal Report

- If there is a machine that belongs in a different location, call the BOE at 607-274-5522 immediately.
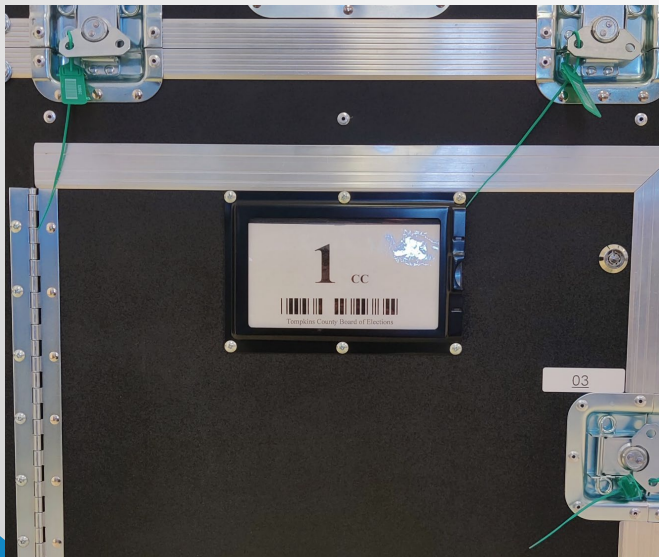
Opening Checklist – Step #4

- Move voting machines, printer cabinet (if applicable), booths, tables and chairs into place according to the site plan.

- When voting machines are in place, lock the wheels.
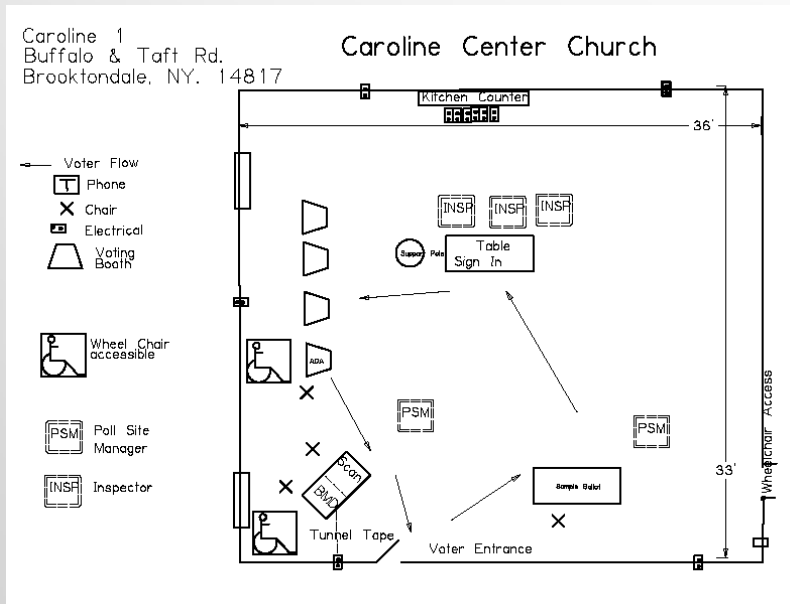
Voting Booths should be positioned so no one can walk behind the voter when they are marking their ballot.

Opening Checklist – Step #5

- Verify that seal numbers 1, 2 & 3 on the ClearCast match the numbers on the Security Seal Report.
- Once verified, remove the seals from the #1, #2 & #3 locations on the ClearCast and put them into the A Bag.
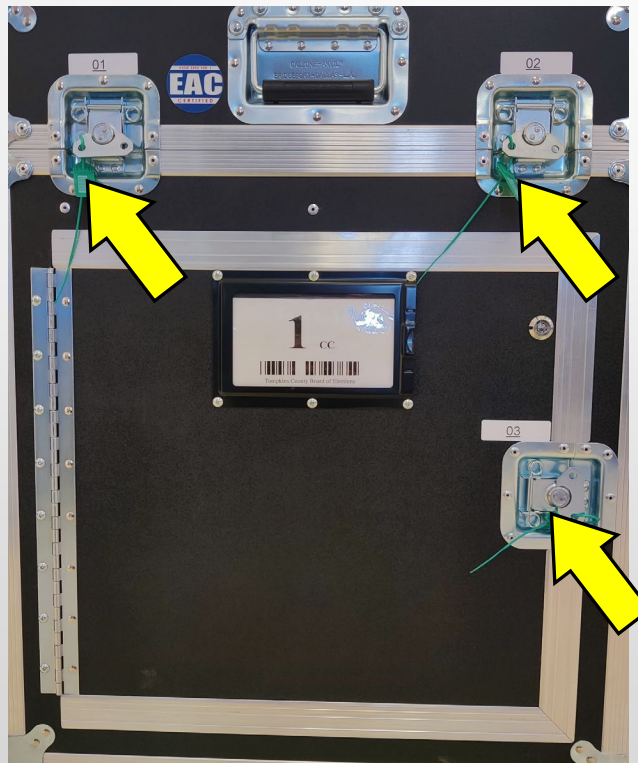
Opening Checklist – Step #6

- Unlock and open the Ballot Box door using the barrel key.
- Remove everything that is inside the ballot box.
- <u>Set the ballot bag aside until the inspectors arrive</u>.
- You will need the power cord and extension cord which are located on the top of the ballot bag.
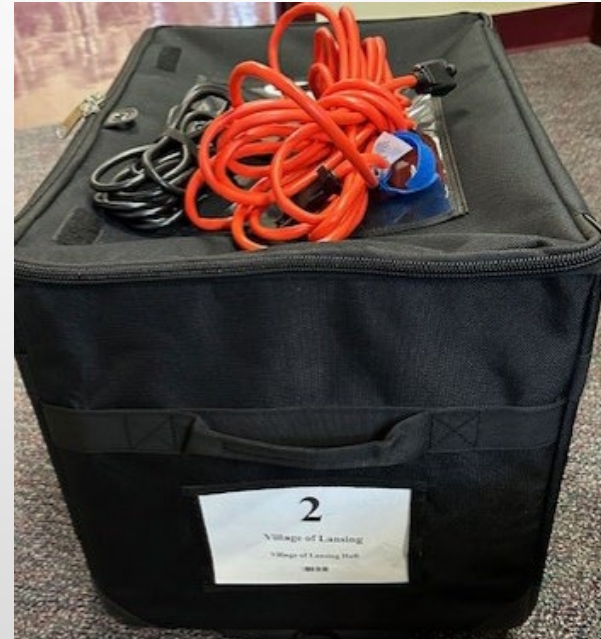
Opening Checklist – Step #7

- After you have verified that the ballot box is empty, close and lock the ballot box door, place a seal on the door and record the seal number on the Security Seal Report.

- Set the Ballot Bag aside or in another secure place until the Inspectors arrive.

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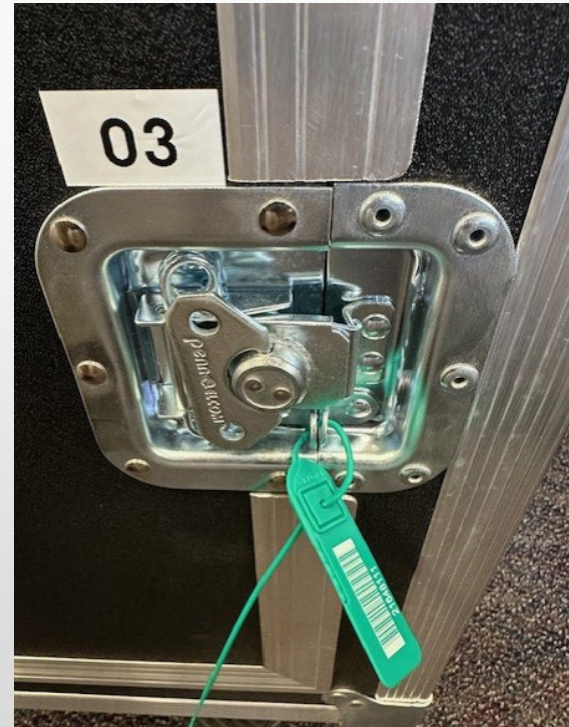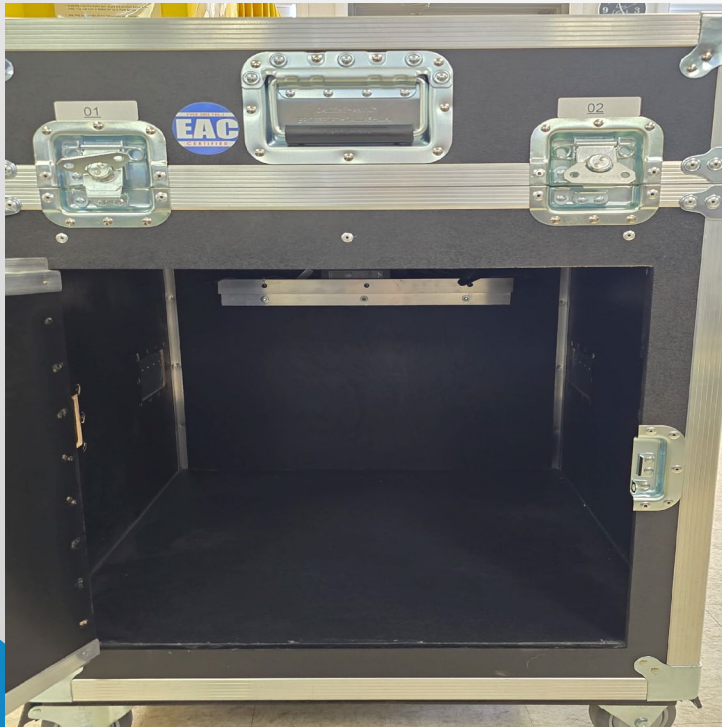
Opening Checklist – Step #8

- Using the power cord and extension cord (if needed), plug the machine into the wall outlet.

- Open the top hatch to the ClearCast Voting Machine **using the handle in the middle**.

- Verify the serial number of the scanner which is located on the rear of the scanner.

Opening Checklist – Step #9

- The Power On Report should have printed automatically in about 25 seconds after the machine was plugged in. It will appear on the right hand side of the scanner.

- If the report does not print, call the Board of Elections immediately at (607) 274- 5522.

- Verify the date and time listed on the Power On Report.

- Verify the Protected Counter number on the Power On Report against that on the Security Seal Report.

- Place the Power On Report in the A Bag.

Opening Checklist – Step #10

- Verify seal number , then remove Seal #4a.
- Raise the scanner screen.
- Using the barrel key, unlock the keyhole on the left side of the scanner and open the scanner top.
- Verify seal number #5 matches that on the Security Seal Report.
- Close the scanner top. Place Seal #4b in place and record the seal number on the Security Seal Report.
- Lock the scanner top using the barrel key.

Opening Checklist – Step #10

- Verify seal number , then remove Seal #4a.
- Raise the scanner screen.
- Using the barrel key, unlock the keyhole on the left side of the scanner and open the scanner top.
- Verify seal number #5 matches that on the Security Seal Report.
- Close the scanner top. Place Seal #4b in place and record the seal number on the Security Seal Report.
- Lock the scanner top using the barrel key.

Opening Checklist – Step #11

- The Log In prompt should appear on the scanner screen. Select "Log In".

- Enter the Poll Worker password and select "Submit" .

  (Reminder: the passwords are in an envelope in the front pocket of the PSM binder)
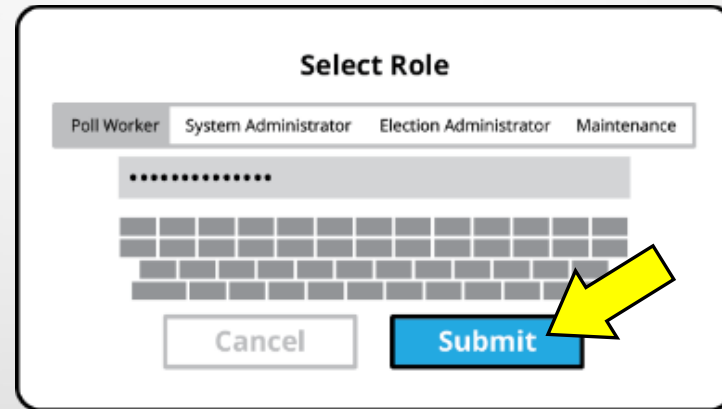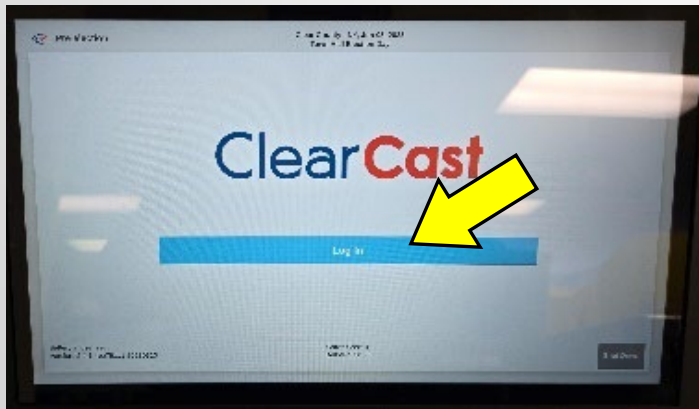
Opening Checklist – Step #12

- Select "Open Polls".

- Two "POLLS OPENED" tapes will automatically print.
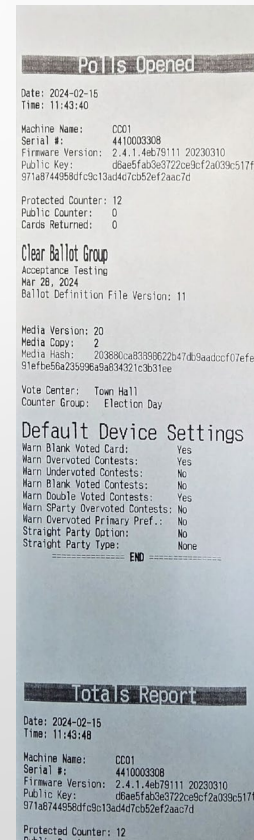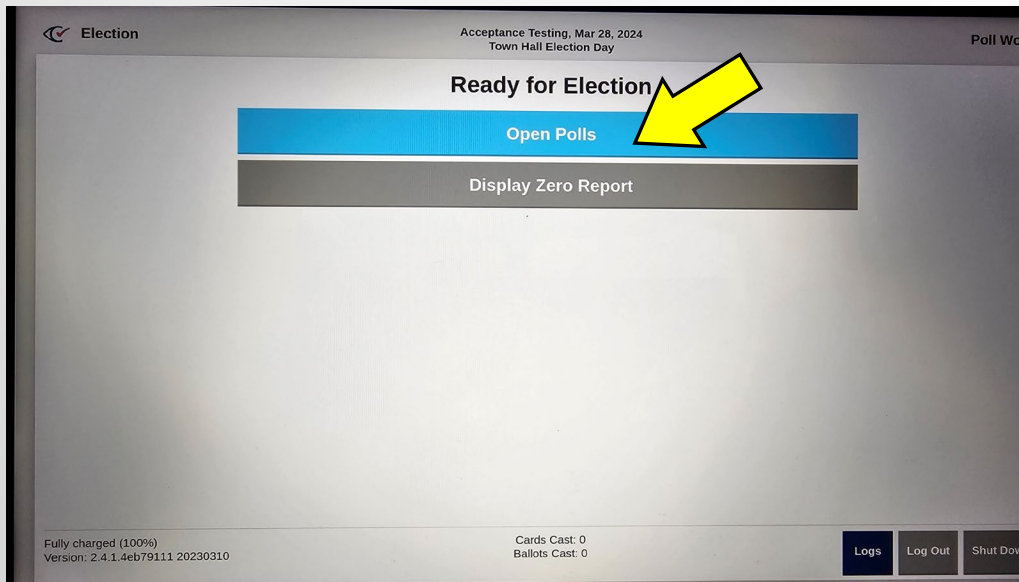
Opening Checklist – Step #13

- Remove "POLLS OPENED" reports from the voting machine and verify zero votes have been cast.

- Place one of the "POLLS OPENED" reports in the A Bag.

- Place the other "POLLS OPENED" report in a conspicuous place near the entrance to the voting area.

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Opening Checklist – Step #14

- Select "Start Voting".

- A "Voting Started" report will print.

- Place the "Voting Started" Report in the A Bag.

Opening Checklist – Step #15

The ClearCast is now ready to accept ballots.
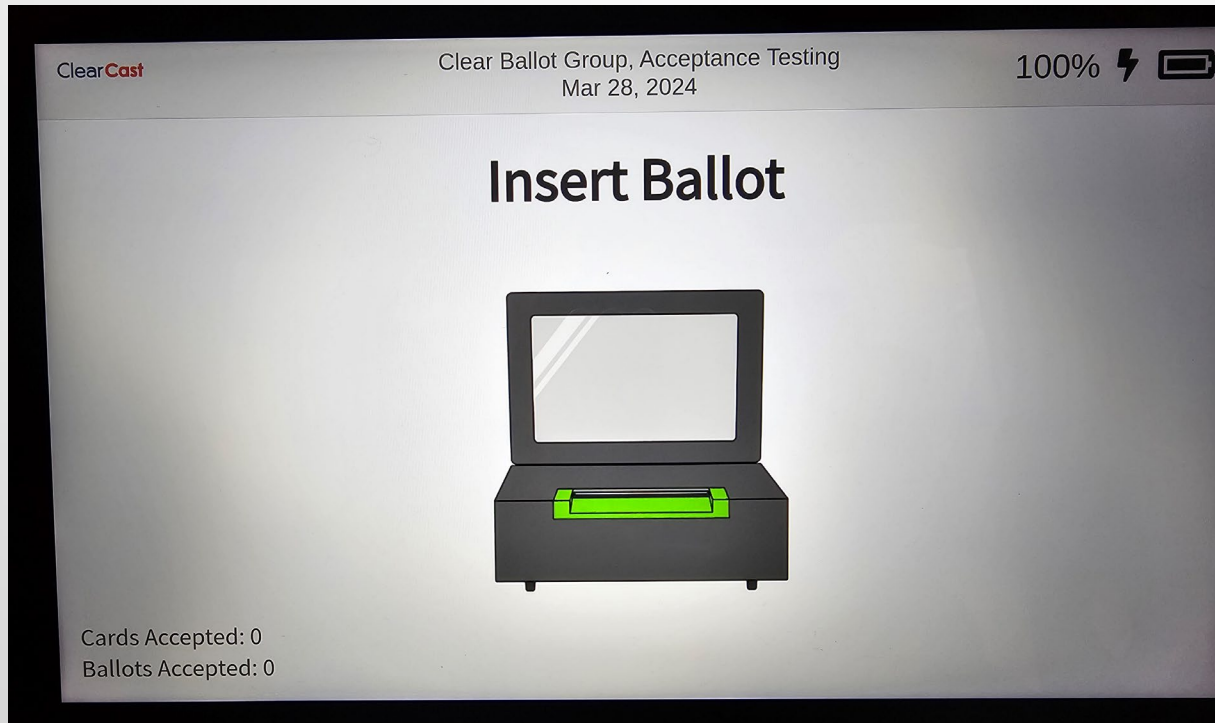
Opening Checklist – Step #16

- Locate the ClearMark ballot marking device.

- Verify Seal Numbers #7-#11 against the Security Seal Report.

- Verify that you have the correct machine number against the Security Seal Report.

- Verify the poll site location on the top hatch is correct.

Opening Checklist – Step #17

- Remove Seals #7 and #8.

- Open top hatch **using handle in the center**.

- DO NOT lift top hatch using only one of the latches or by lifting the hatch from one side.
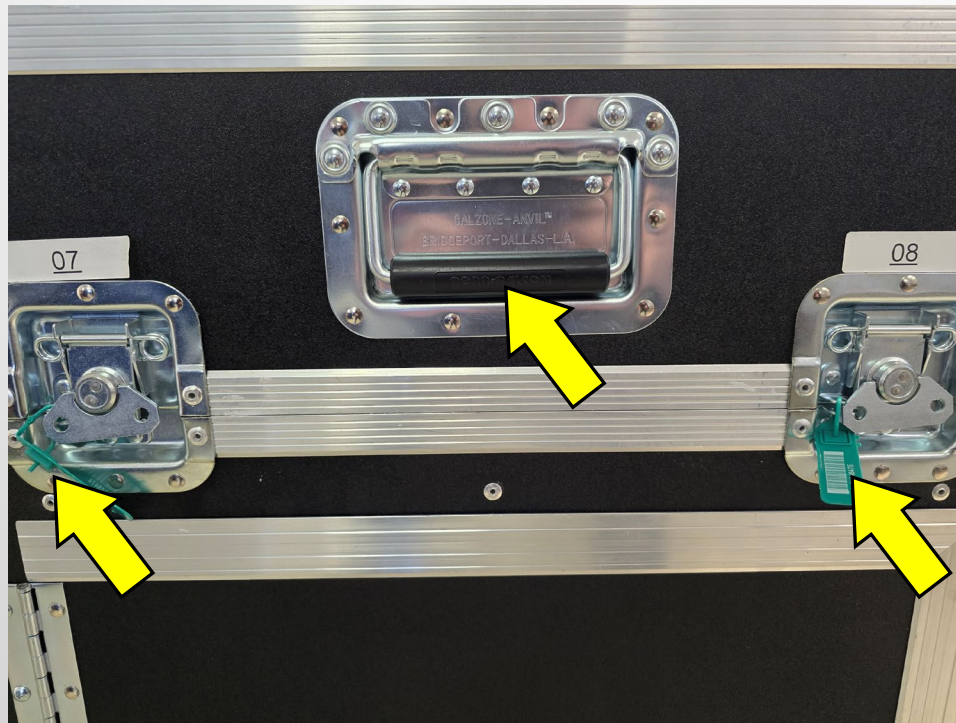
Opening Checklist – Step #18

- Remove the Ballot Chute that is in front of the All-in-One unit.

- Slide the Ballot Chute into the grooves on the front door of the Clear Mark.

- Verify the seal number on the left side of the All-in-One unit against the number on the Security Seal Report.
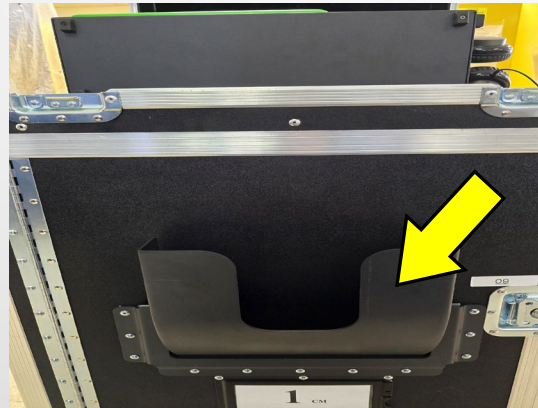
Opening Checklist – Step #19

- Remove Seal #11 on the back door of the ClearMark.

- Open the rear door of the ClearMark, unwind the power cord and arrange it so that it is coming out of the power cord opening below the handle on the left side of the Clear Mark.

- Close the rear door.

Opening Checklist – Step #20

- Plug the ClearMark into a wall outlet.

- The ClearMark will start up automatically and a short stub of ballot paper will appear in the ballot chute.

- **Remove the paper stub from the ballot chute and discard.**

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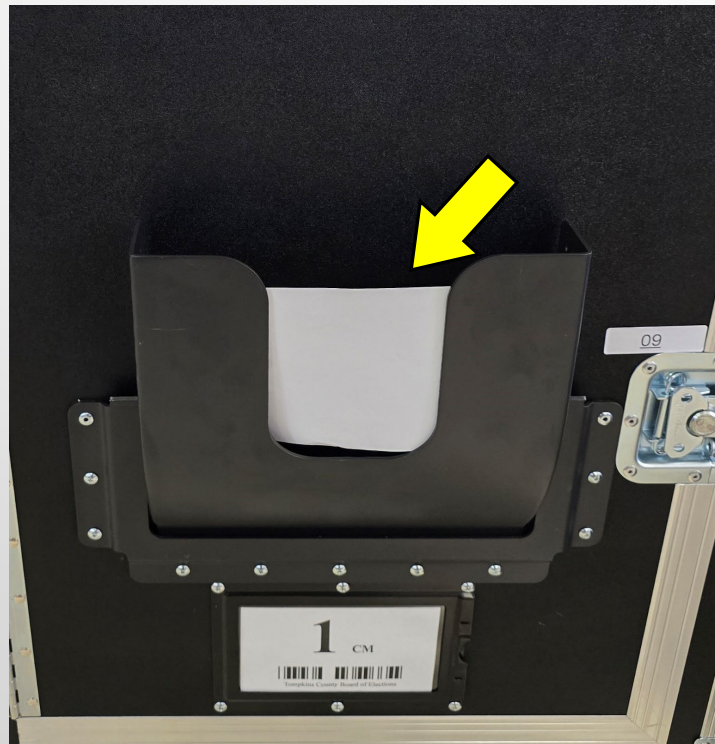
Opening Checklist – Step #21

- Elevate All-In-One unit to an upright position.

- On the back of the All-In-One unit is a latch. Push the latch down and pull up the kickstand.

- Leave the kickstand in that position during the day.

Opening Checklist – Step #22

- Remove Seal #10.

- Open the door for the Verification Scanner on the right side of the ClearMark.

Opening Checklist – Step #23

- The Login screen should be on the screen of the All-In-One unit.

- Enter the Poll Worker Password and select "OK"

Opening Checklist – Step #24

- On the next screen, select "Open Polls".
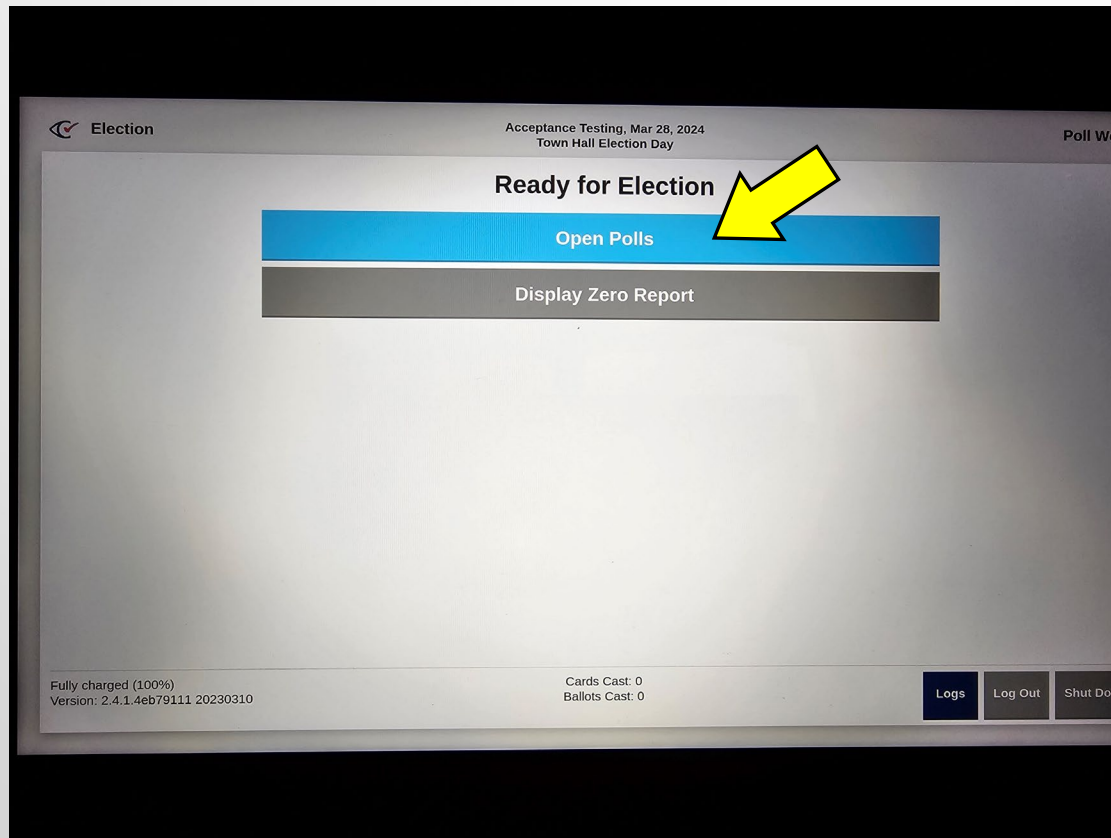
Opening Checklist – Step #25

- When the "Open Polls" Report appears on the All-In-One screen, select "Print".

- **You only need to select "Print" ONCE.** Be patient. The report will print in about 20 seconds.
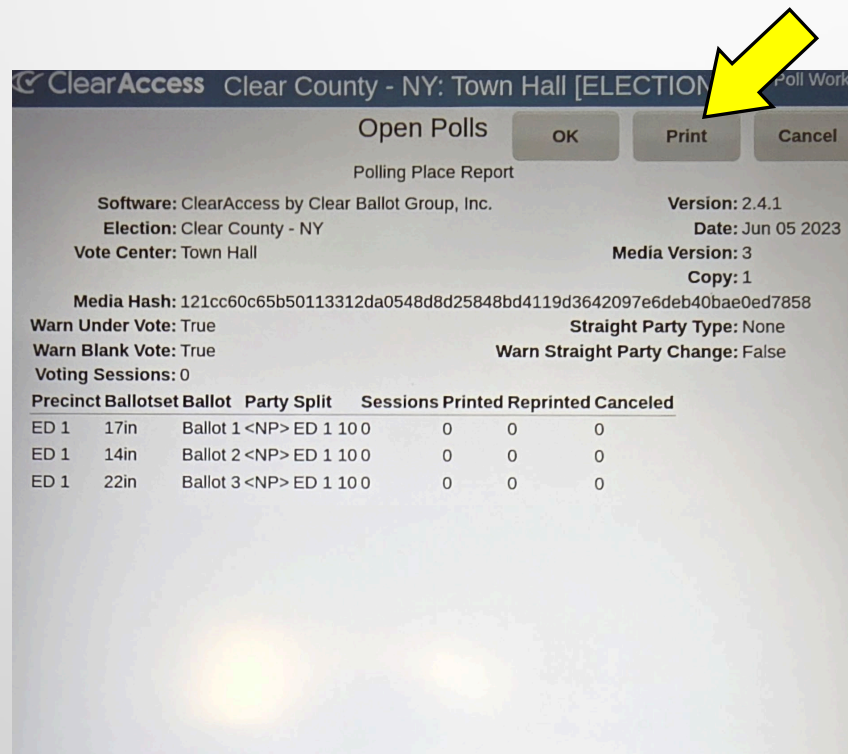
Opening Checklist – Step #26

- While waiting for the "Open Polls" report to print, open the ATI door on the upper right-hand side of the All-In-One unit.

- Plug the headphones into the ATI.

- Leave the ATI in its compartment until the time it is needed.

Headphone Jack on ATI
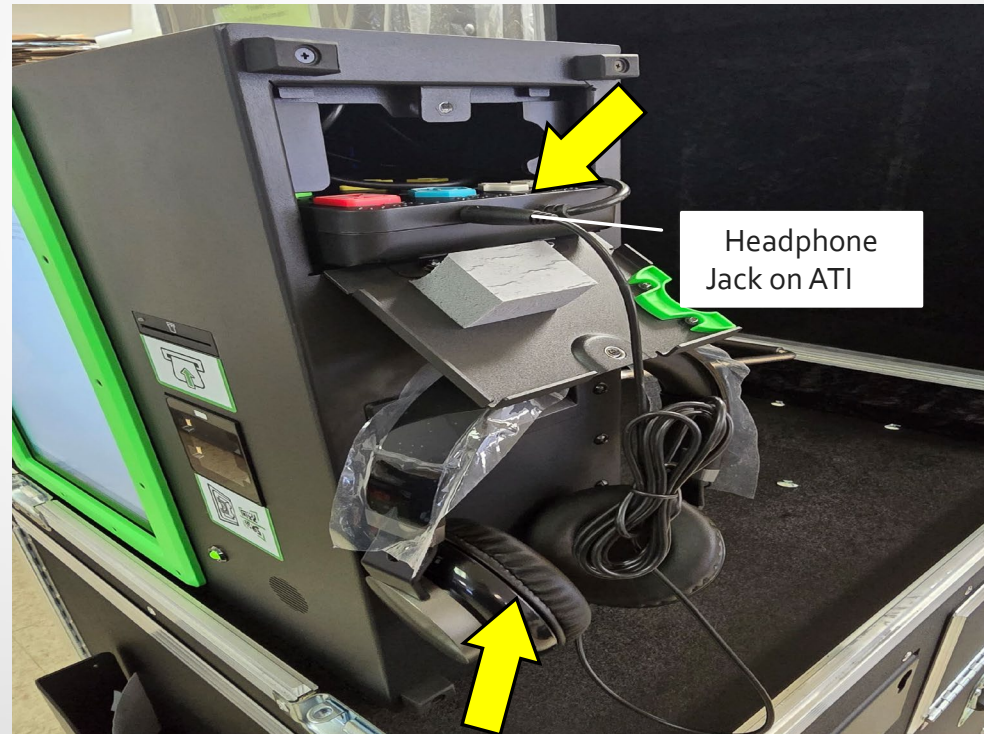
Opening Checklist – Step #27

- After the "Open Polls" report has printed, select "OK" to open the polls.

- Place the "Open Polls" report into the B Bag.

Opening Checklist – Step #28

The options of "Vote" or "Verify my Ballot" will appear on the screen of the All-In-One unit.
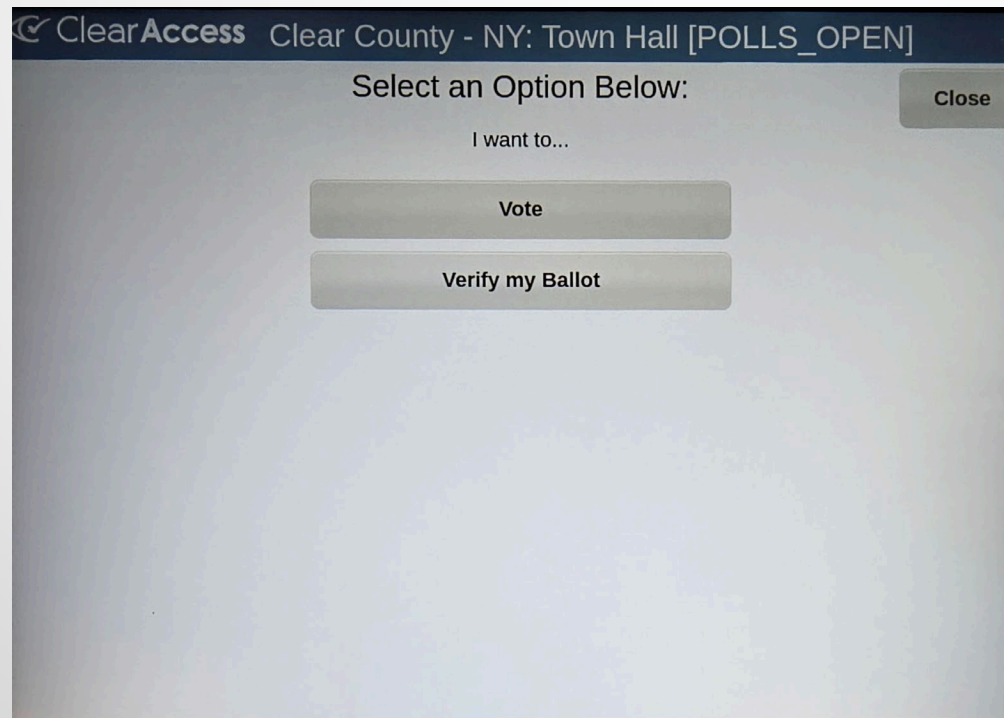
The ClearMark is now ready for voters to use.

If your Poll Site has a Print on Demand Cabinet, follow steps #29-#38.

If it does not, skip to step #39

Opening Checklist – Step #29

Verify numbers on seals #1 through #5 against those on the Security Seal Report.

Opening Checklist – Step #30

- Remove seals #1 and #3.

- Unlock and open the front blue cabinet door (#3).

- Retrieve the extension cable for the cabinet. The cable will have a yellow label.

   DO NOT use a different extension cable unless instructed.

Opening Checklist – Step #31

- Plug in one end of the extension cable to the back of the blue cabinet and the other end into a wall outlet.

- The Poll Print Poll Pad should turn on immediately.
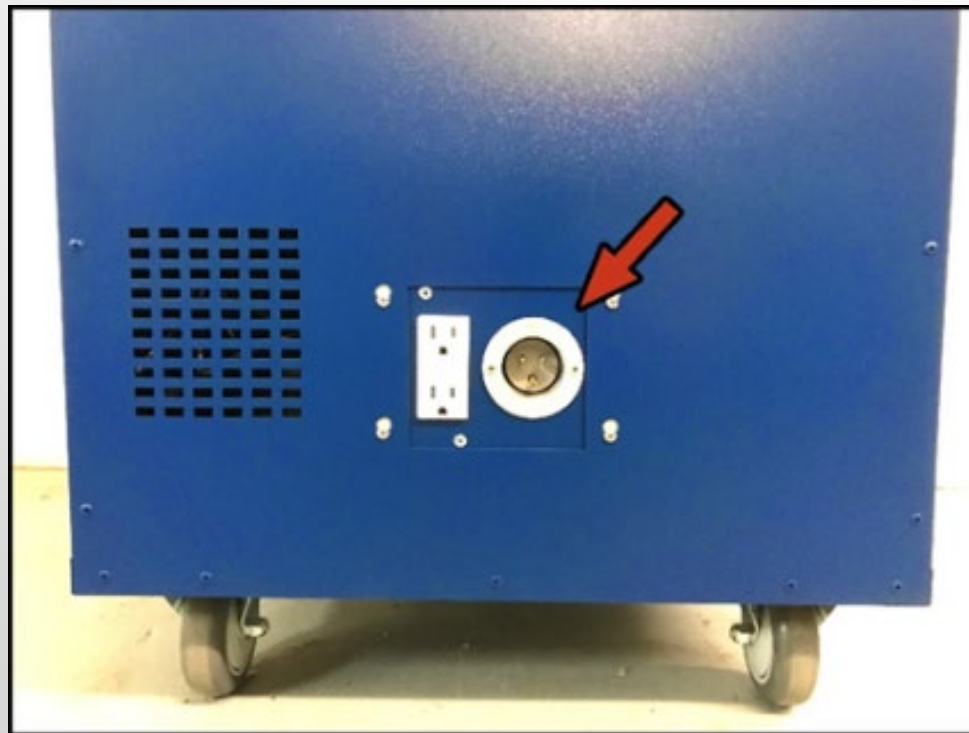
Opening Checklist – Step #32

- Check to make sure that the paper tray is roughly half full.

- DO NOT over fill the paper tray.

- Ensure that the paper type is set to "other".

- If printer is not on, turn it on by pressing the power button on the right.
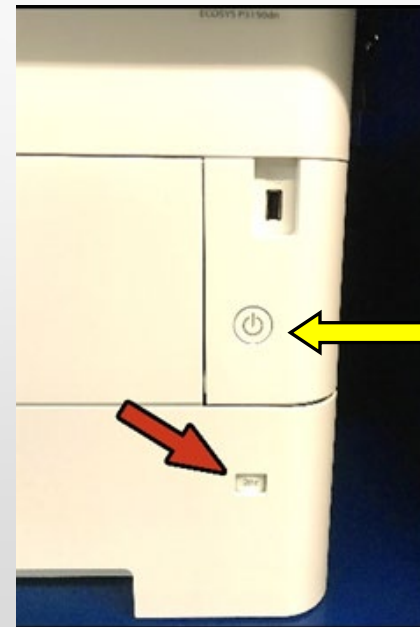
Power Button

Opening Checklist – Step #33

- Open the small door that is located on top of the blue cabinet (Door #1).

- Use the stand lock arm located on the top of the blue cabinet and lock it down on the L bracket.

- Open printer output tray extension.
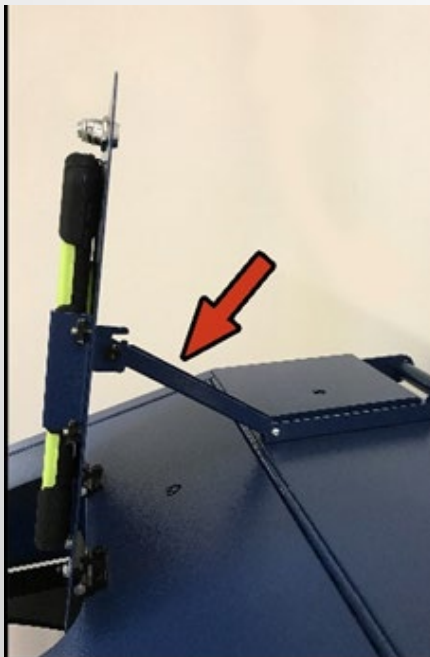
Opening Checklist – Step #34

If the Poll Print Poll Pad has not turned on:

- Turn on the Poll Print Poll Pad by holding down the power button until the Apple logo appears.

- The power button is on the top right corner of the rim of the pad.

- Close the front door (#3).

Opening Checklist – Step #35

- Launch the Poll Pad application by clicking on the "P" icon.

- Click on the menu button located in the top left-hand corner of the Poll Print Pad to get to the radial menu.

- Select Poll Print in the radial menu to enter the Poll Print queue screen.

- This allows you to see what is printing and allows you print a ballot manually if necessary.

- Once launched, ensure that the status icons of the printers are green.

- It is okay that the cloud icon is red on the Poll Print Pad as it does not synchronize on Election Day.
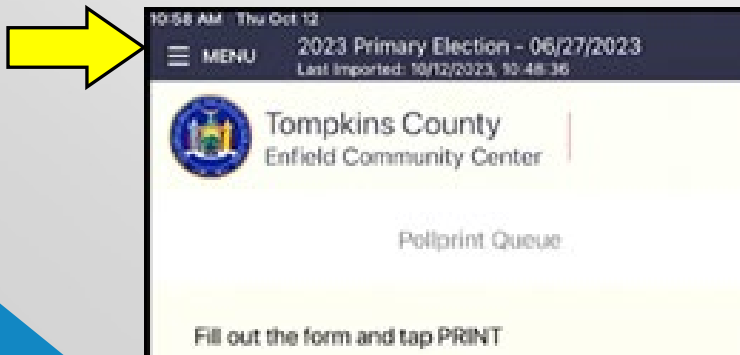
Opening Checklist – Step #36

On the Inspector **AND** PSM Poll Pads:

- Ensure the connectivity of the Poll Pads to the Poll Print Pad on the cabinet by clicking on the printer icon next to the cloud icon and clicking, "Send Poll Print Sample".

- There will be a delay between clicking "Send Poll Print Sample" and the actual print. Do not continue selecting "Send Poll print Sample". Wait until one Poll Pad has completed the process before having the next Poll Pad begins the process.

- Do this with all Inspector and PSM Poll Pads to make sure they are connected to the Poll Print Pad on the cabinet.
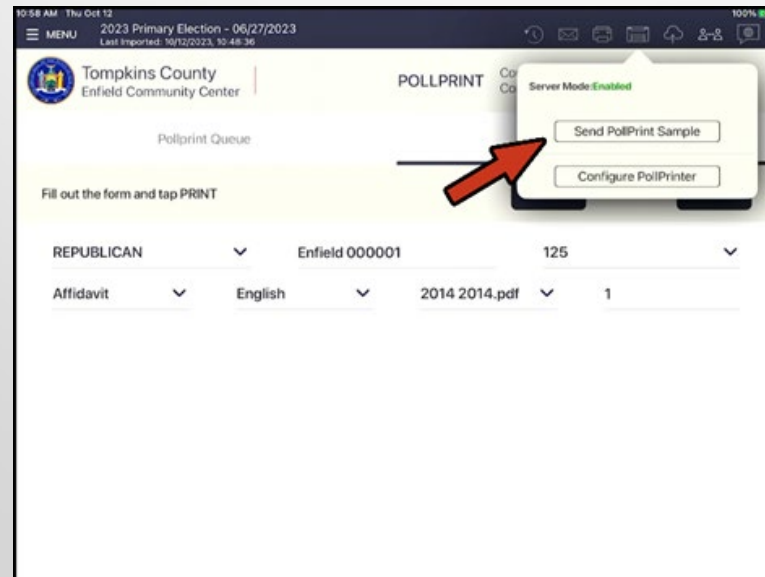
Opening Checklist – Step #37

Assemble the Poll Pad by following these steps:

1. Verify that the numbers on the Poll Pad, the Printer and the case match.
2. Remove the contents of the case starting with the Poll Pad.
3. Plug in and turn on the printer.
4. Attach the Poll Pad to the stand arm.
5. Place the stand arm (with the Poll Pad attached) into the base.
6. Attach ID tray to the back of the Poll Pad.
7. Place one sylus in the ID tray.
8. Plug in the Poll Pad.
9. Power on the Poll Pad.
10. Launch the Poll Pad application.
11. Verify the Poll Pad is in the correct location

Opening Checklist – Step #38

Sign In on the Poll Pad

- Sign in on any Poll Pad. (Preferably all poll workers sign in on one Poll Pad.)

Push the MENU icon; select "Pollworkers". All Poll workers should use this screen to sign in and take the Oath of Office.
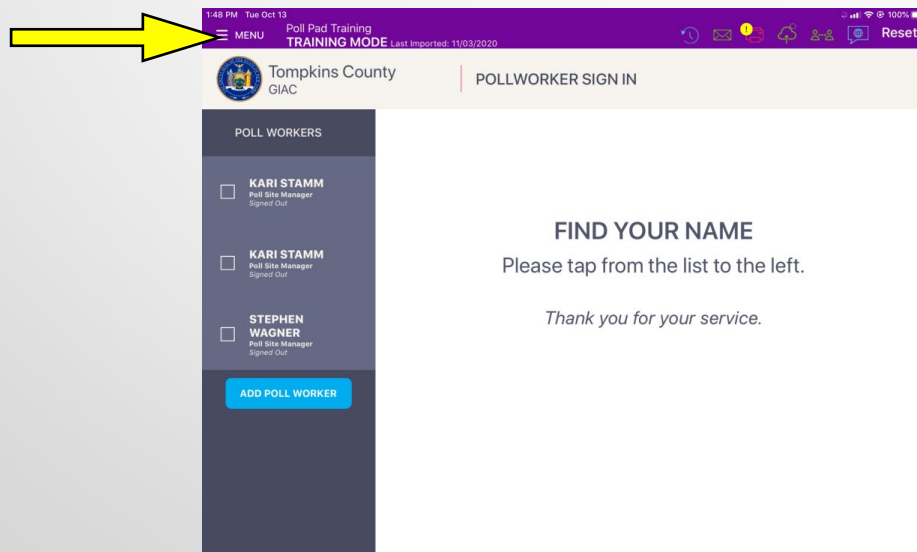
You are now ready to receive voters. It's 6:00 am and the polls are now open!

Reminders

Don't forget to sign the back of the Security Seal Report.

The Poll Opening Bag is now the Affidavit Ballot Bag.

Inside the **Affidavit Ballot Bag** is one plastic pouch for each Election District/Village. Inside each pouch are Affidavit Ballots and Affidavit Ballot Envelopes.

Confirm the Affidavit Ballots are the correct ones for your Election District/Village.

Place the **Affidavit Ballot Bag** in a secure area where you can access it during voting hours.

Sign in on the same poll pad the Inspectors signed in on.

Emergency Procedures

- Call us about any situation that you feel may necessitate moving the poll site as soon as it is safe to do so.

- After conferring with the Board of Elections and emergency services, if necessary, determine if you are able to move all the equipment and materials to another room in the building.

- IF THE POLL SITE MUST BE VACATED the Poll Site Managers must ascertain that everyone exits the site safely.

- Remember that emergencies can include an unsafe (e.g., burst pipes, power outages, gas leaks, etc.) or uncomfortable working area.

- Let us know immediately if any voter or other person is abusive or threatening. Try to get the person to talk to us on the phone. If they are unwilling to talk to us and you cannot resolve the situation, CALL 911.

- Let us know if you notice anything that makes you feel unsafe or would make the poll site unsafe for voters.

Poll Watchers

Poll Watchers <u>must present a poll watcher certificate</u> to each election district upon arrival at the poll site.

Poll Watchers may:

- Be present at the polls from 15 minutes before opening until the signing of the certification report after the polls have closed.
- Observe proceedings.
- Be given information as to who has voted.
- Challenge any person whom they feel is not qualified to vote.

Poll Watchers may <u>NOT</u>:

- Electioneer.
- Disrupt proceedings
- Talk to voters
- Sit at the Inspector table.

WATCHER CERTIFICATE
FOR USE ON ELECTION DAY

Section 8-500, NYS Election Law

I, the undersigned, being a candidate for _____ in
(Name of Office)

_____, do hereby appoint
(Political Subdivision and District)

_____ of the County of Tompkins, to be
(Name of Watcher)

a watcher in the General Election to be held on November 5, 2013, in the _____ Election District,

in the Town of _____ of Tompkins County.

_____
(Signature of Candidate)

GUIDELINES

- Watchers shall be appointed by the chair of any party committee or independent body whose candidates' names appear on the ballot or any two or more candidates in a primary election.
- Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- Watcher certificates must be delivered to an inspector at the election district.
- Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the unlocking and examination of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.
- Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guardrail at any one time.

A Candidate <u>Cannot</u> Serve as a Poll Watcher

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Electioneering

Poll Site Managers and Inspectors should be aware of electioneering within the 100 ft. distance markers (<u>from entrance of poll site</u>). Obvious forms of electioneering include distributing political brochures or someone wearing a button or clothing with a candidate's name or a political party on them.

Only the following authorized persons are allowed in the poll site at any time:

- Voters waiting to vote or who are voting

- Poll Workers.

- Poll Watchers

NO LOITERING IS PERMITTED

Discussions within the 100-foot marker relating to any campaign or issue is prohibited.

Electioneering

The following are considered electioneering:

- A person is wearing a tee shirt that displays a candidate's name on it (the candidate's name needs to be on the ballot in the polling place where you are working) or references an issue that is on the ballot (i.e. proposition).

- A person is wearing a button that says "Vote Democratic".

The following are NOT considered electioneering:

- A person is wearing a hat with "MAGA" on it.

- During an election where a particular issue like zoning is a defining issue, although not on the ballot, a voter shows up wearing a tee shirt that says "Say No to Zoning".

Voter Privacy

Voting with paper ballots enhances security but could compromise privacy. Poll workers must take precautions to ensure privacy for every voter.

- Poll Site Managers will issue a yellow privacy folder to each voter as they enter the poll site.

- If no proposition races, encourage the voter to insert their ballot face down into the scanner to help ensure their vote is private.

- All the yellow voting booths must be positioned so that people cannot walk behind a voter as they are marking their ballot.

- Whenever an Inspector is processing a "spoiled" ballot they must be extra careful not to look at how the ballot was marked.

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Disability Awareness

Never assume a voter requires assistance, even though they appear to have different abilities. In general:

- If you think a voter may need assistance, ask how you can be helpful, and listen to and respect the voter's answers.

- Relax, do not be afraid to ask questions if you are unsure about what to do.

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

- Be patient, take as much time as is necessary.

- The topics of hearing impairments, mobility, visual, cognitive disabilities, and service animals are covered in depth in both the Poll Site Manager and Inspector manuals.

Disability Awareness

Guidelines for Specific Disabilities

Hearing Impairments

• Make eye-contact and speak directly to the voter (not his or her companion). Speak clearly and use short simple sentences. Do not shout.

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

• Have a pad of paper ready for written communication.

• Keep your hand or other objects away from your mouth and do not chew gum.

Disability Awareness

Guidelines for Specific Disabilities

Visual Impairments

• Identify yourself to the voter (your name, role, and how you can assist the voter). Verbalize what you are doing to help e.g. (I'm locating your name on the voter list)

• Let the voter locate you by the sound of your voice. Do not touch the voter.

• Offer all instructions and assistance verbally. Tell the voter of any obstacles in his or her path

• Notify the voter if you are leaving him or her alone.

Disability Awareness

Guidelines for Specific Disabilities

Mobility Impairments

• Try to place yourself at eye level but do not hover over the voter.

• Do not lean on a wheelchair or other assistive device.

• Do not assume a person that uses a wheelchair wants to be pushed.

• Poll workers are not to push voters or physically help voters.

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

Disability Awareness

Guidelines for Specific Disabilities

Speech Impairments

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

• Do your best to understand the voter but if you continue to have difficulty, ask if the voter can suggest another option for communicating. The voter may often write the question but do not assume that is what the voter should do.

• Do not become impatient or finish sentences for the voter.

Disability Awareness

Guidelines for Specific Disabilities

Cognitive Impairments

• Be patient, flexible, and supportive. Take the time to understand the voter and make sure the voter understands you. Do not try to finish the voter's sentences.

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

• Offer assistance completing the form or understanding written instructions and provide extra time for decision making.

Disability Awareness

Guidelines for Specific Disabilities

Service Animals

• Many people use service animals for reasons that may not be apparent.

• Dogs are permitted to serve as service animals in New York State.

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

Primary Elections

- When signing in voters on the Poll Pad it is helpful to remember the following: In a Primary Election, the voter must be enrolled in the party that is having a Primary Election in order to be eligible to vote.

- If the voter believes our record of their party enrollment is wrong:

  - If they have not completed the sign in process and have not received their ballot, have them vote by Affidavit Ballot.

  - If they have completed the sign in process and have received their ballot, but have not voted it: Spoil the ballot that you issued them by writing on the back of the ballot that they are spoiling the name of the voter, the words SPOILED-WRONG PARTY, and the initials of the two poll workers. Put the spoiled ballot in the B Bag. Have the voter vote by Affidavit Ballot.

Court Orders

- **When presented with a court order by a voter, please contact the Board of Elections at (607) 274-5522 and we will guide you through the process of issuing the voter a ballot.**

Affidavit Voters and the PSM Poll Pad

You have a clear plastic sleeve containing Affidavit Ballots and Envelopes for each Election District at your poll site. The sleeves will be inside the Poll Opening/Affidavit Ballot Bag.
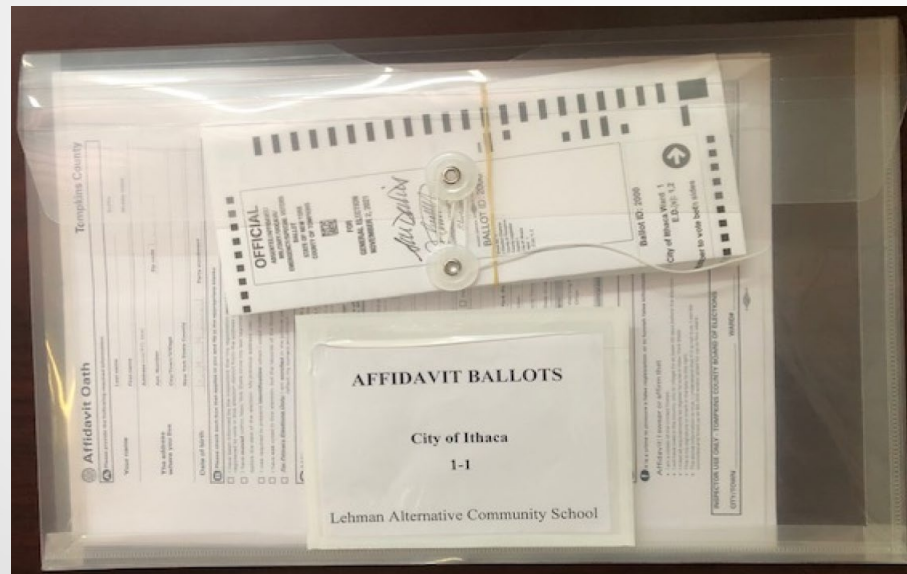
The most important thing you need to determine before you issue a voter an Affidavit Ballot:

Is the Voter in the correct poll site?

Use the Election District Finder to:
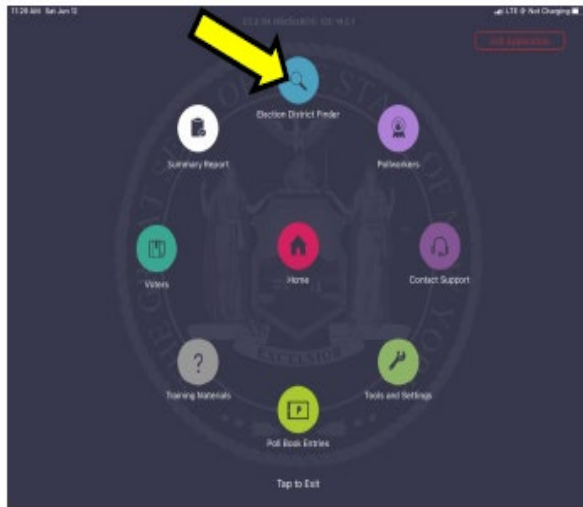
Determine and guide a voter to their correct Poll Site:

1. Hit the "Election District Finder" icon.

2. Enter the voter's current address and hit "Search".

3. Either print or text directions for the voter to guide them to the correct poll site.
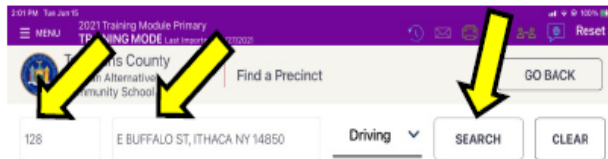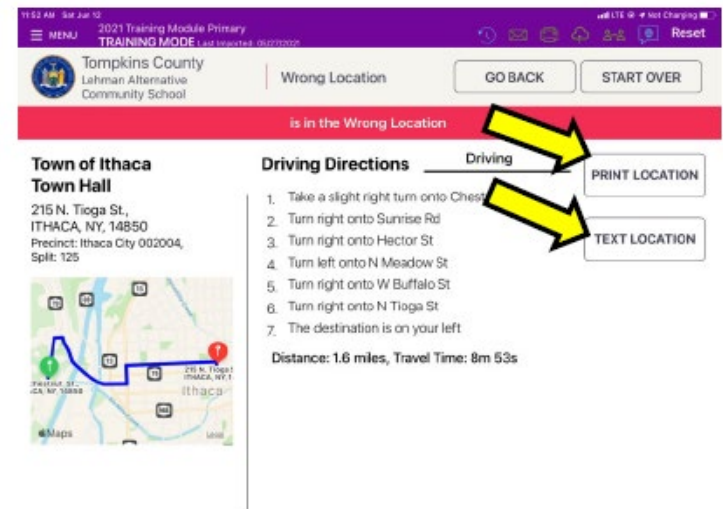
Notice to Voters

- If the voter is in the correct polling place, the voter is eligible to vote by Affidavit Ballot.

- Before you give the voter an Affidavit Ballot, you should show them the Notice to Voters.

- The Notice to Voters explains to the voter their options for voting:

    - Vote by Affidavit Ballot

    - Seek a Court Order that will allow the voter to vote on the voting machine. Contact the BoE if the voter chooses this option.

NOTICE TO VOTERS

Affidavit and Court Order Voting Instructions

Election Law Section 8-302-3a & 8-303

Why am I getting this notice?

☐ We have no record of your registration. Complete sections A through D on the affidavit envelope.

☐ You did not present ID today. You must provide acceptable ID to your Board of Elections.

☐ Our records show that you have already voted in this election.

☐ You are an inactive voter because you have moved within your city or county and did not report this change. Remember to write your new address in Section A of the affidavit envelope.

☐ The poll book does not correctly reflect your party enrollment.

☐ Our records show that you have been issued an absentee ballot. You can only vote by affidavit ballot today.

What are my options to vote today?

If you received this form because you have been issued an absentee ballot, you can only vote by affidavit ballot. All other voters who received this form can vote by affidavit ballot or by court order.

What is affidavit voting?

Affidavit voting is a secure way to vote when there is some issue with you voting a regular ballot. This process allows you to cast a ballot today.

How to vote an affidavit ballot
1. Take your Affidavit Ballot and Envelope to the Privacy Booth or Ballot Marking Device.
2. Fill out all of the required information in Sections A-D on the Affidavit Ballot Oath Envelope.
3. Mark your ballot.
4. Seal your voted ballot inside the Affidavit Ballot Oath Envelope. Remember to sign in section D.
5. Return your sealed Affidavit Ballot Oath Envelope to the poll worker.

What happens to my affidavit ballot after I vote? Your voted affidavit ballot goes to the Tompkins County Board of Elections. They will check their records and determine whether you are eligible to vote. If they find that you are eligible to vote, your ballot will be counted before the election is made final. If they determine that you are not eligible to vote, they will not count the ballot and you will receive notice in the mail telling you why.

Why am I an inactive voter?

You might be an inactive voter because the Tompkins County Board of Elections believes that you no longer live at your registration address. When you cast an affidavit ballot, you will be restored to active status and your ballot will be counted.

What is court order voting?

If you don't want to vote using an affidavit ballot, you can apply for a court order directing the Election Inspectors to allow you to vote using a regular ballot. To apply to vote by court order, you must contact the Tompkins County Board of Elections by calling (607) 274-5522.

What happens next?

You may contact the Tompkins County Board of Elections using the information below to determine whether the vote was counted. If the Board of Elections determines that your ballot is ineligible to be counted, they will notify you by mail the reason why it was not counted.

Tompkins County Board of Elections | (607) 274-5522 | www.votetompkins.com

F:\Elections\Masters\Notice to Voters Rev 04-2022.docx

Affidavit Voters and the PSM Poll Pad

The first step in adding an Affidavit Voter to the Poll Pad is to indicate by hitting a button on the screen that will begin the process of adding the voter.

Below are three common examples displaying the button that can begin the process.
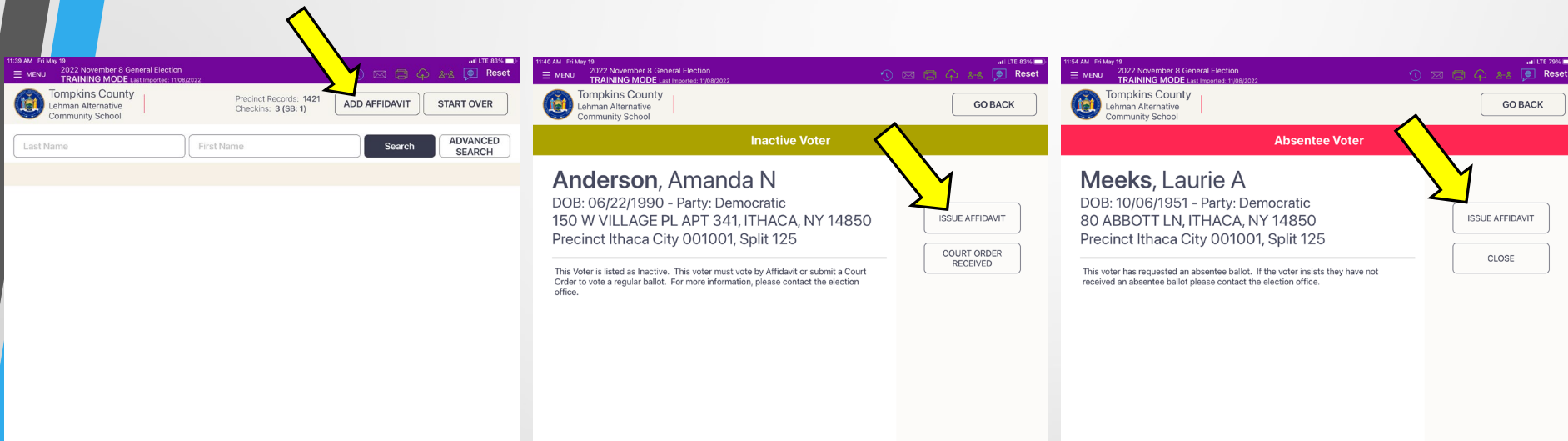
When you need to add an affidavit voter the "Add Affidavit" button is not always available.

Affidavit Voters and the PSM Poll Pad

If the "**Add Affidavit**" button is not available, access it by going to the start screen (1) and hit the "Manual Entry" tab. When the next screen (2) appears, do not enter any information for the Last Name or First Name. Just hit the "**Search**" button.
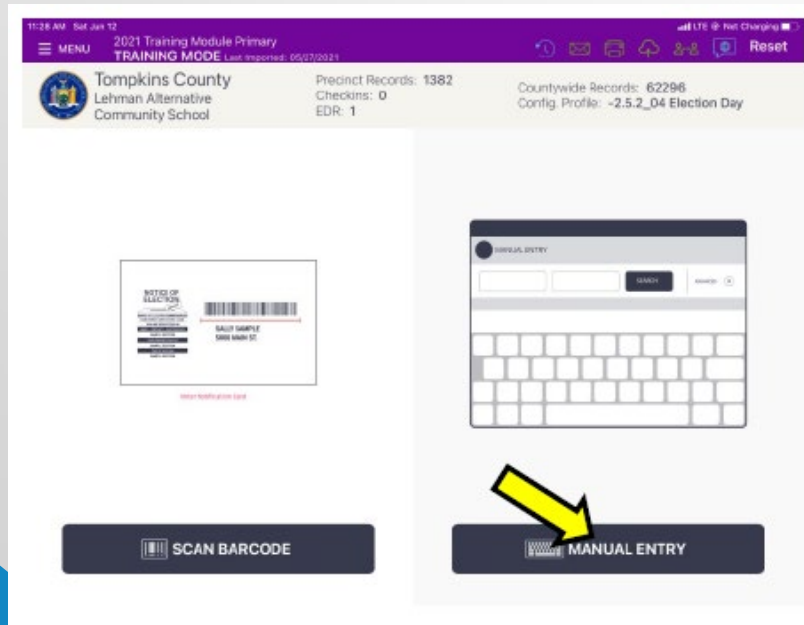
1   **2**
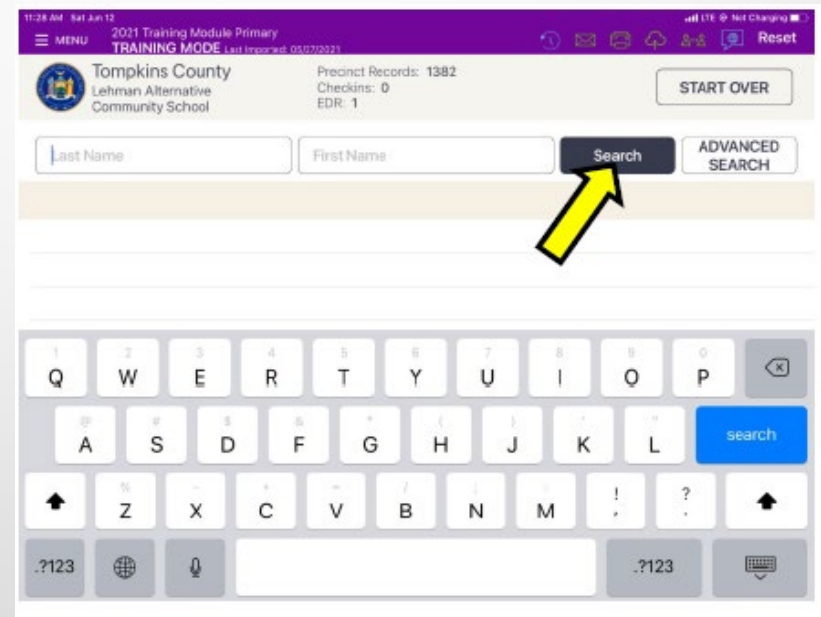
Affidavit Voters and the PSM Poll Pad

When you hit the button that says "Search" the following screen will appear. Hit "**OK**".
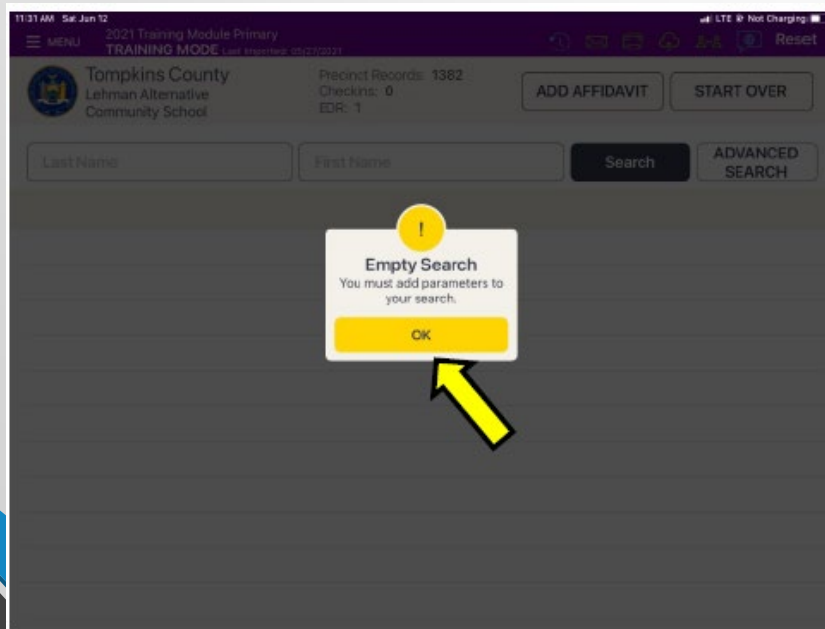
On screen below you start the process of adding an affidavit voter. Hit "**Add Affidavit.**"

3

4
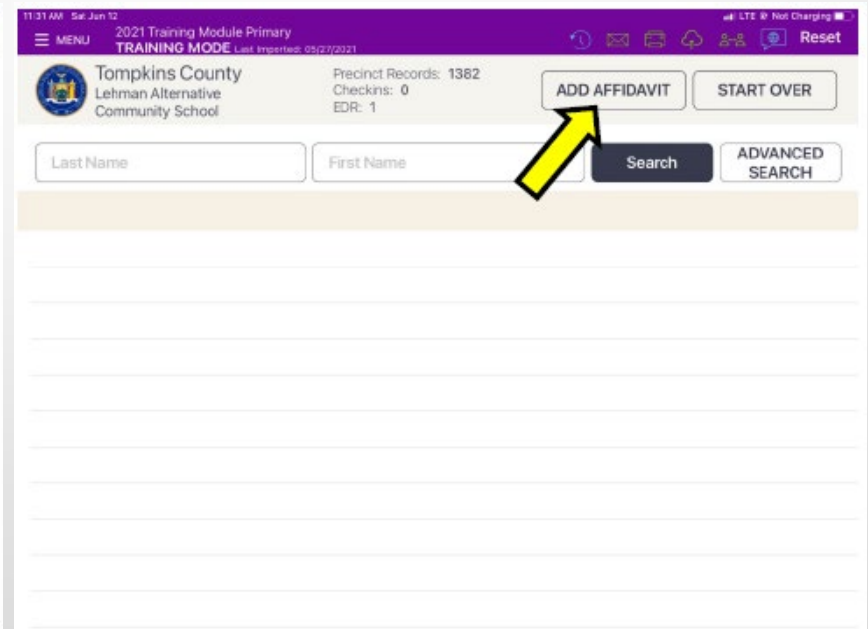
Affidavit Voters and the PSM Poll Pad
Inactive Voter Who Has Not Moved

<u>Scenario #1 (Inactive Voter Who Has Not Moved)</u>: The Inspectors have referred voter **Janet Brown** to you. To bring up the voter's record enter the first three letters of the voter's last name and the first three letters of their first name and hit "Search".
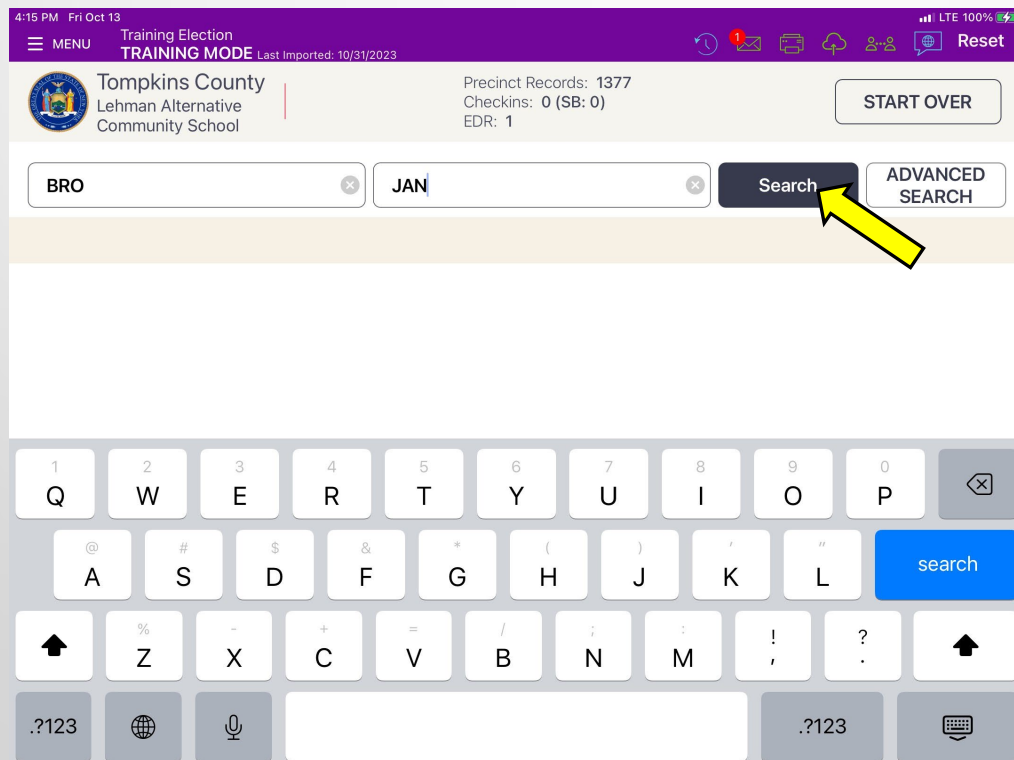
Affidavit Voters and the PSM Poll Pad
Inactive Voter Who Has Not Moved

Our records show that Janet is in "Inactive" status.

Press anywhere in the yellow area to bring up more information.

For all the examples in this presentation the Lehman Alternative Community School (LACS) is the correct poll site.
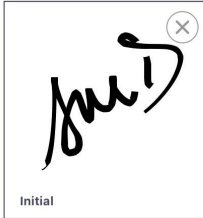
Affidavit Voters and the PSM Poll Pad
Inactive Voter Who Has Not Moved

The voter's record shows that they have not moved.

Janet still lives at the location listed in the Poll Pad.

She can either go to a judge to seek a Court Order or she can vote by Affidavit Ballot.

In this case you can hit the button that says "Issue Affidavit".

Affidavit Voters and the PSM Poll Pad
Inactive Voter Who Has Not Moved

Verify that the information on this screen is correct. Press the button that says "Accept".

Affidavit Voters and the PSM Poll Pad
Inactive Voter Who Has Not Moved

The poll worker writes their initials in the large square and presses the button that says "Submit"

Affidavit Voters and the PSM Poll Pad
Inactive Voter Who Has Not Moved

The next screen shows Janet Brown has been "Processed Successfully". Note the ballot style is different from that of a machine ballot.

Janet L Brown

Processed Successfully

Ballot Style **2000**   Precinct: **Ithaca City 001001**   Split: **125**

Touch anywhere on the screen to continue.

Amanda has successfully been added as an Affidavit Voter.

Affidavit Voters and the PSM Poll Pad
Inactive Voter Who Has Not Moved

Printer produces a ticket with the voter's name and the Ballot Style. Put the ticket in the clear Affidavit Ballot sleeve.

Give the voter an Affidavit Ballot envelope and correct Affidavit Ballot for their ED. Voter must complete all the requested information on the front of the envelope and sign their name. They will mark their choices on the Affidavit Ballot and put it in the envelope, seal it, and return it to you.

Affidavit Voters and the PSM Poll Pad
Inactive Voter Who Has Not Moved

<u>Both</u> PSMs now check to verify the voter has completed the envelope and have sealed their ballot inside the envelope. Write in the required information at the bottom of the envelope and <u>both</u> PSMs should initial it.

Place the Affidavit Ballot envelope <u>and the printer ticket</u> inside the clear plastic sleeve for your Election District.
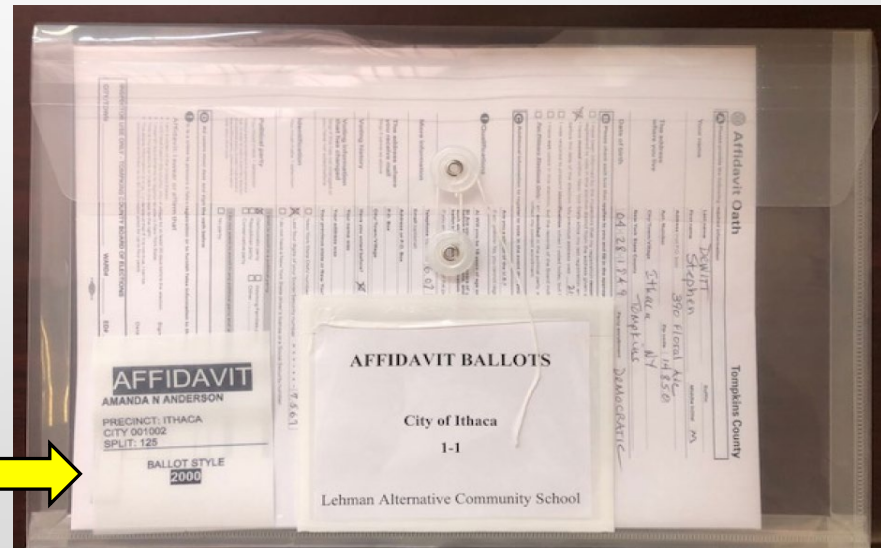
Affidavit Voters and the PSM Poll Pad
Active (or Inactive) Voter Who Has Moved

Scenario #2: Active voter who has moved: **Christopher Morano** has moved to 155 Chestnut Street. We need to see if the voter is in the correct poll site to vote. The following process is also used for Inactive Voters who have moved.

Enter the first three letters of the voter's last and first name and hit "Search".

Christopher is listed as a Democrat registered to vote at a previous address.
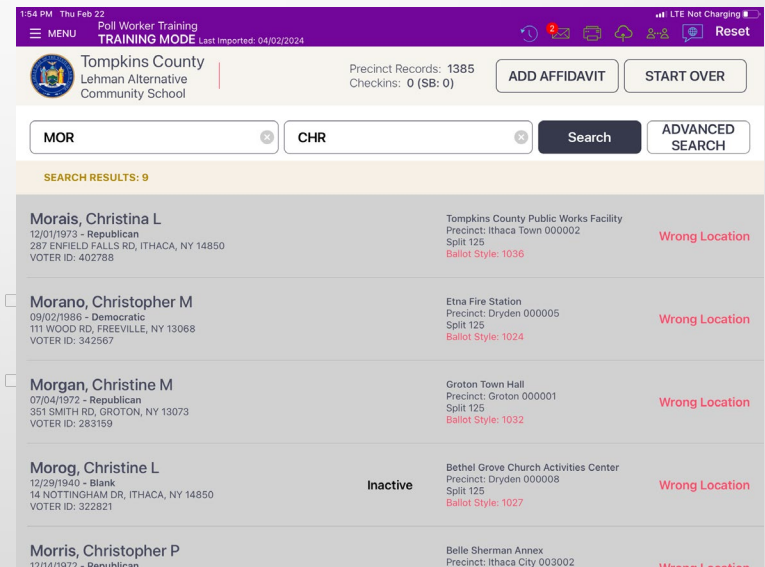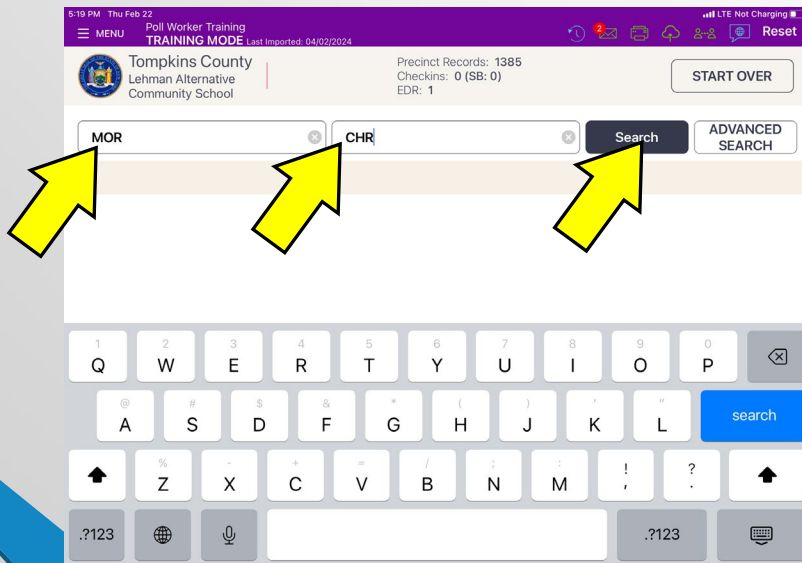
Affidavit Voters and the PSM Poll Pad
Active (or Inactive) Voter Who Has Moved

You need to determine if Christopher **is in the correct poll site.** Hit the "Menu" icon in the upper left hand corner of the screen. When the screen below appears, hit the "Election District Finder" icon.

Enter Christopher's new address and hit "Search". The results shows that LACS is where he should vote. Christopher is in the correct poll site. Now enter Christopher into the Poll Pad as an Affidavit Voter.
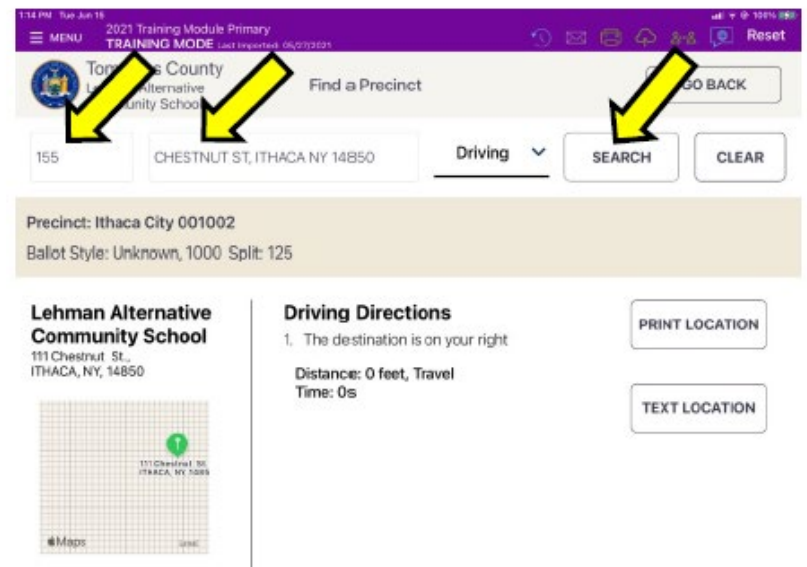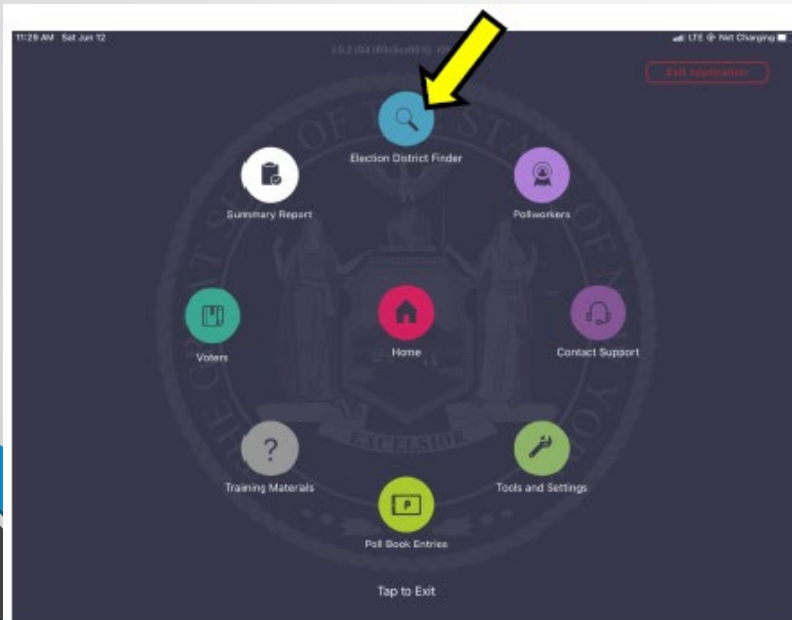
Affidavit Voters and the PSM Poll Pad
Active (or Inactive) Voter Who Has Moved

There is no button that allows you to enter an Affidavit Voter. In this case you can add Christopher as an Affidavit Voter by (1) hitting "Manual Entry"; (2) then hit "Search" without entering anything into the search field; (3) then hit "OK" in the notice of "Empty Search"; and (4) hit "ADD AFFIDAVIT" on the resulting screen.

Entering DOB on the Poll Pad
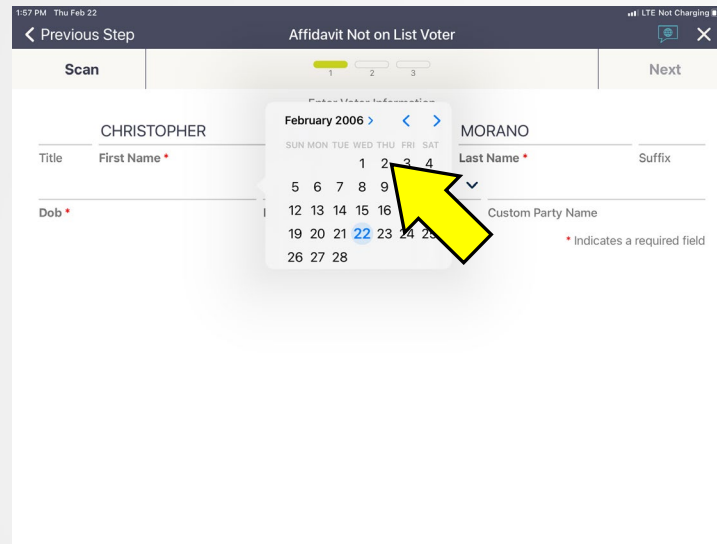
The screen that appears asks for First Name, Last Name, Party and DOB. Entering the DOB can be tricky. Entering DOB – Step #1: Christopher's Birthday is September 2, 1986. Place your cursor in the line for DOB.   A calendar will pop up with today's date highlighted.

Press the number "2" on the calendar as that is the day of the month for Christopher's DOB

Entering DOB on the Poll Pad

Entering DOB – Step #2: This screen will appear. The DOB is now 09/02/2005. Only the day of the month is correct. To make the Month and Year correct press "September 2005.

Entering DOB on the Poll Pad

Entering DOB – Step #3: Scroll the year back to 1986.

Entering DOB on the Poll Pad

Entering DOB – Step #4: Once you scroll back the month and year, your screen should look like this. Press any where on the screen and the scroll box will disappear and the correct DOB for Christopher Morano will appear.

Entering DOB on the Poll Pad

The DOB has been successfully entered.

Affidavit Voters and the PSM Poll Pad
Active (or Inactive) Voter Who Has Moved

Once you have entered the "First Name", "Last Name", "DOB", and "Party", press "Next".

Affidavit Voters and the PSM Poll Pad

Active (or Inactive) Voter Who Has Moved

Enter his new address and hit "Next".

Ask Christopher to confirm the new information and hit "Submit".

Affidavit Voters and the PSM Poll Pad
Active (or Inactive) Voter Who Has Moved

The next screen indicates that Christopher has been added to the list of Affidavit Voters. Hit "Accept".
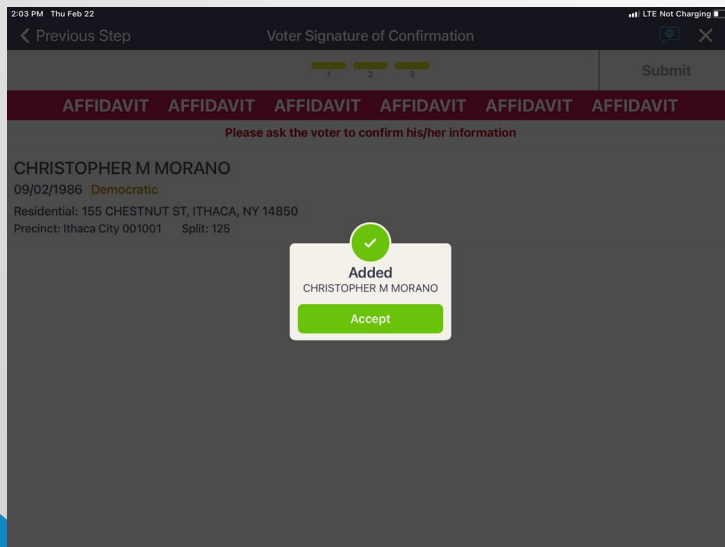
Verify the voter information and hit "Accept" to continue.
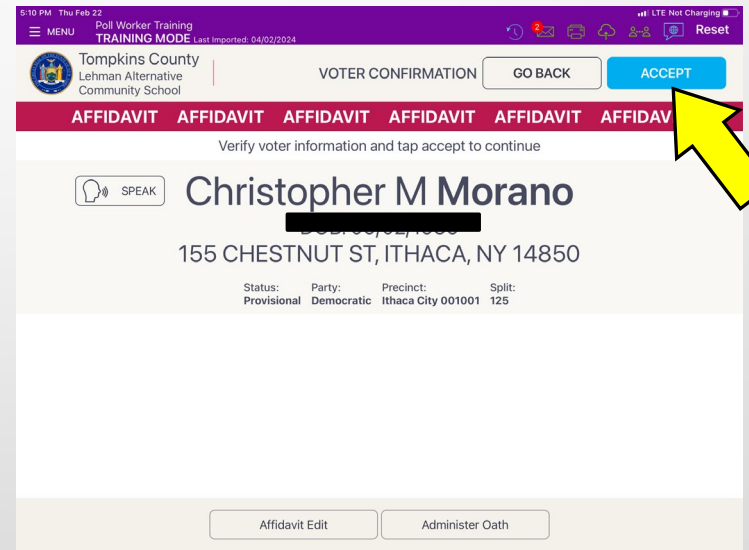
Affidavit Voters and the PSM Poll Pad
Active (or Inactive) Voter Who Has Moved

After you confirm the voter's information, write your initials in the square box and hit "Submit".

Affidavit Voters and the PSM Poll Pad
Active (or Inactive) Voter Who Has Moved

The next screen indicates Christopher Morano has been "Processed Successfully". The printer prints a ticket confirming this information. You then give the voter an Affidavit Ballot and envelope.

Affidavit Voters and the PSM Poll Pad
Voter's Name is Not in the Poll Pad

Scenario #3 (Voter's Name is Not in the Poll Pad": Homer Simpson comes to the poll site and insists he is a registered voter and wants to vote.

Enter the first three letters of his last name and first name and hit "Search".

When the "No Records Found" notification appears hit "OK.
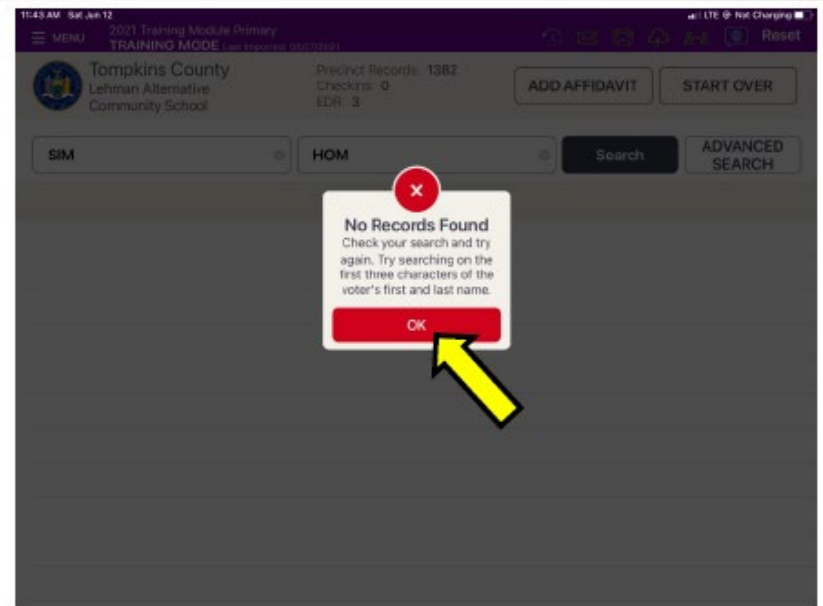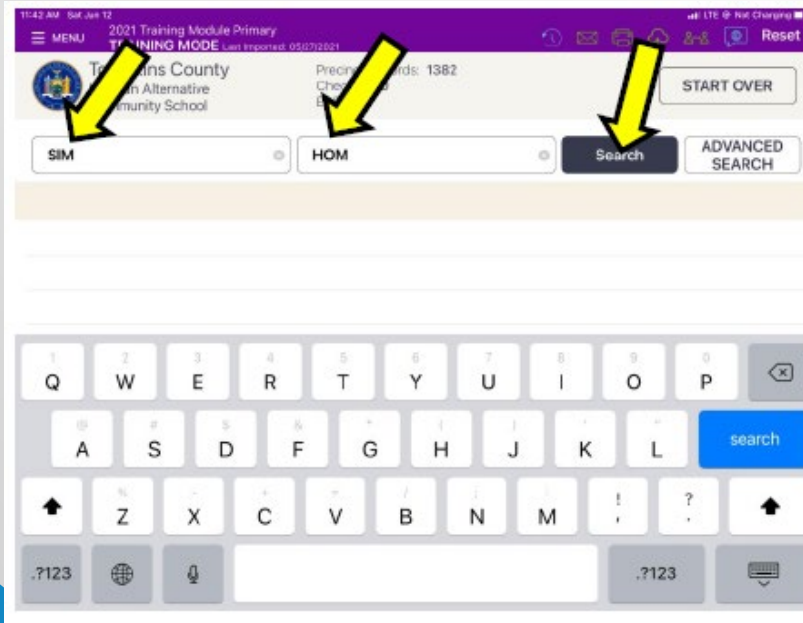
Affidavit Voters and the PSM Poll Pad
Voter's Name is Not in the Poll Pad

After hitting "OK" on the previous screen, this screen appears. Hit "ADVANCED SEARCH".
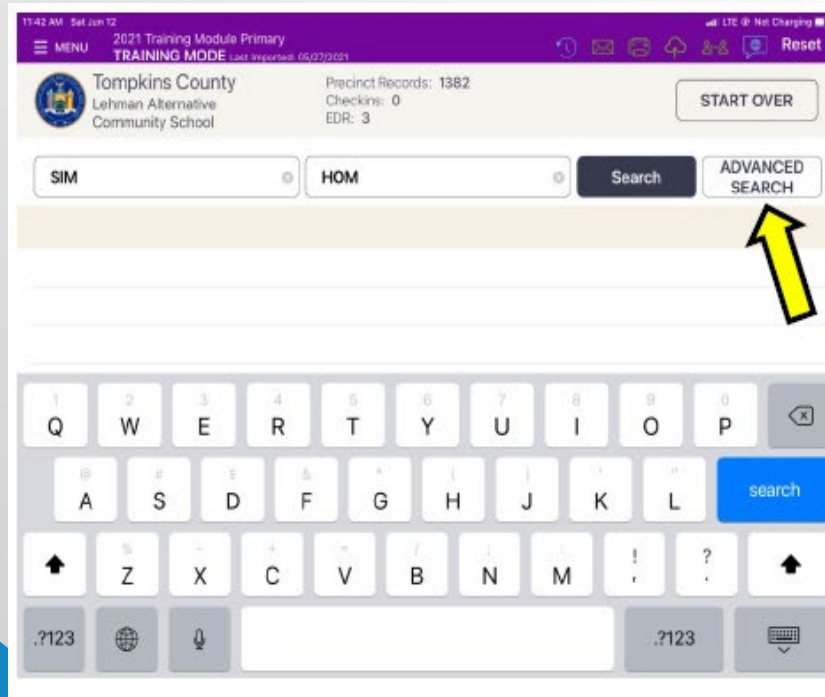
Clear the information in the last and first name fields. Select "DOB" as the method for the advanced search. Then enter the voter's DOB and hit "Search".
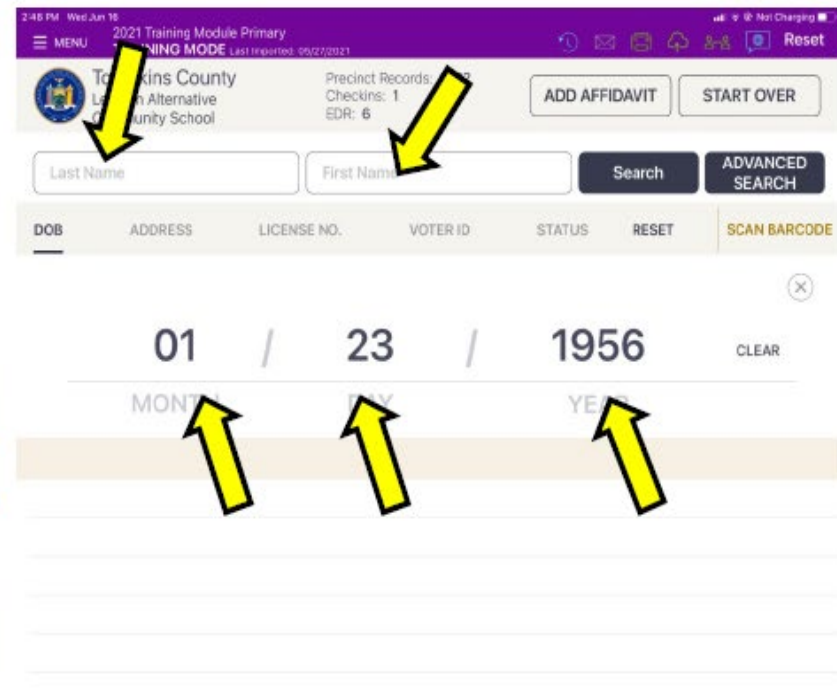
Affidavit Voters and the PSM Poll Pad
Voter's Name is Not in the Poll Pad

When the "No Records Found" notification appears, hit "OK". You will need to confirm Homer is **in the correct poll site**.

Hit the "Menu" icon in the upper left hand corner of the screen. Then hit the "Election District Finder" icon.
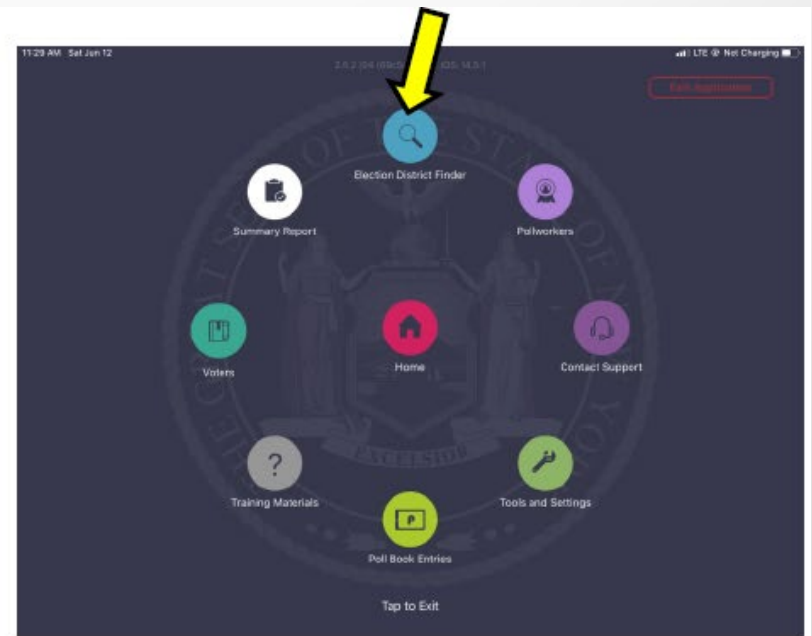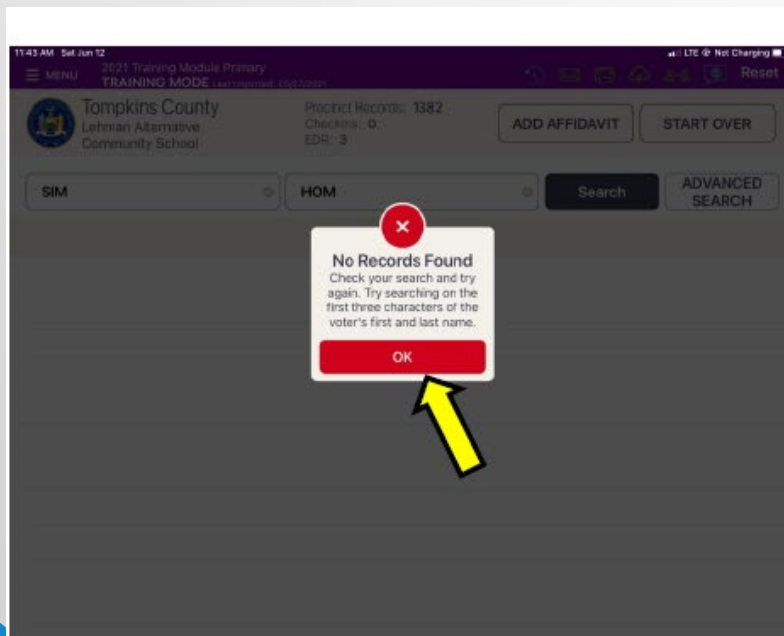
Affidavit Voters and the PSM Poll Pad
Voter's Name is Not in the Poll Pad

Homer says he lives at 3 Elmcrest Circle. You enter the address and hit "Search".

The search results indicates the location of his poll site is LACS. Homer is in the correct location to vote.
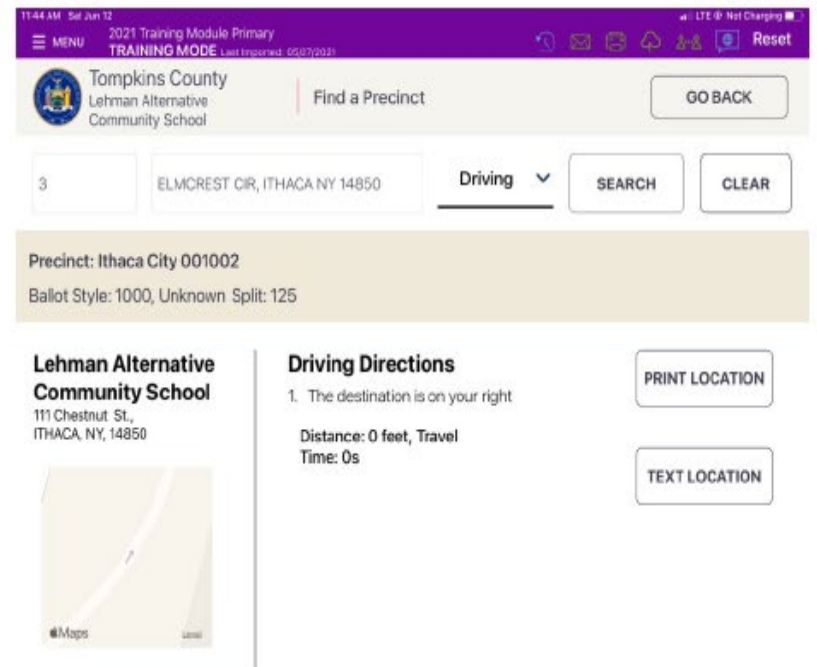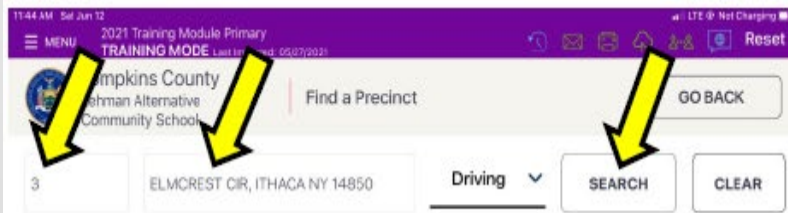
Affidavit Voters and the PSM Poll Pad
Voter's Name is Not in the Poll Pad

Now add Homer as an Affidavit Voter by (1) hitting "Manual Entry"; (2) hit "Search" without entering anything in the search field; (3) hit "OK" in the notice of "Empty Search"; and (4) hit "ADD AFFIDAVIT" on the resulting screen.
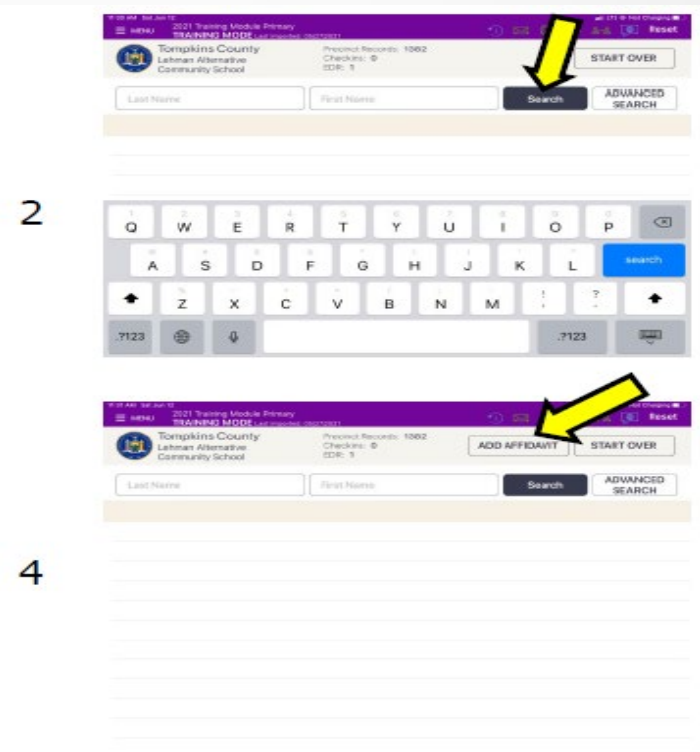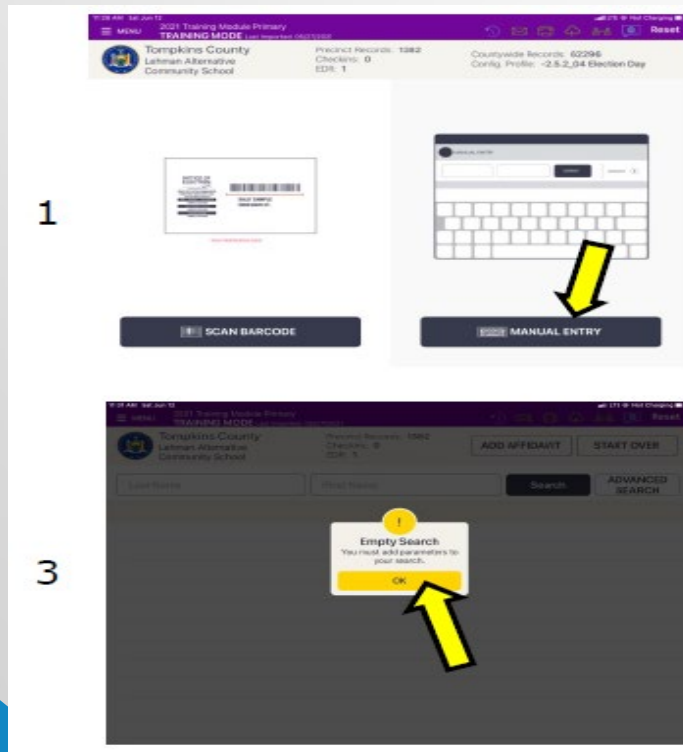
Affidavit Voters and the PSM Poll Pad
Voter's Name is Not in the Poll Pad

On the next screen enter the "First Name", "Last Name", "DOB", and "Party" and hit "Next".

On the next screen enter the voter's address and hit "Next".

Affidavit Voters and the PSM Poll Pad
Voter's Name is Not in the Poll Pad

Ask the voter to confirm the new information and hit "Submit".

The next screen indicates the voter has been added to the list of Affidavit Voters. Hit "Accept".
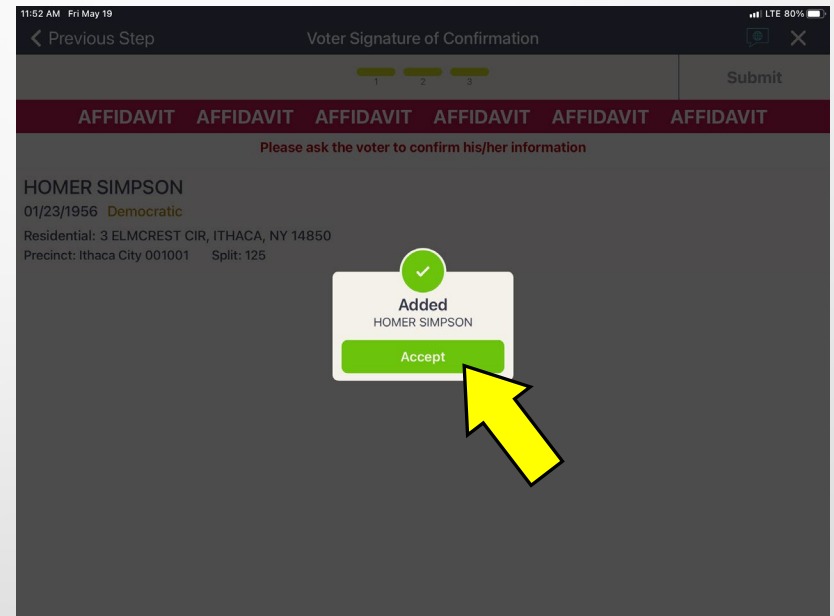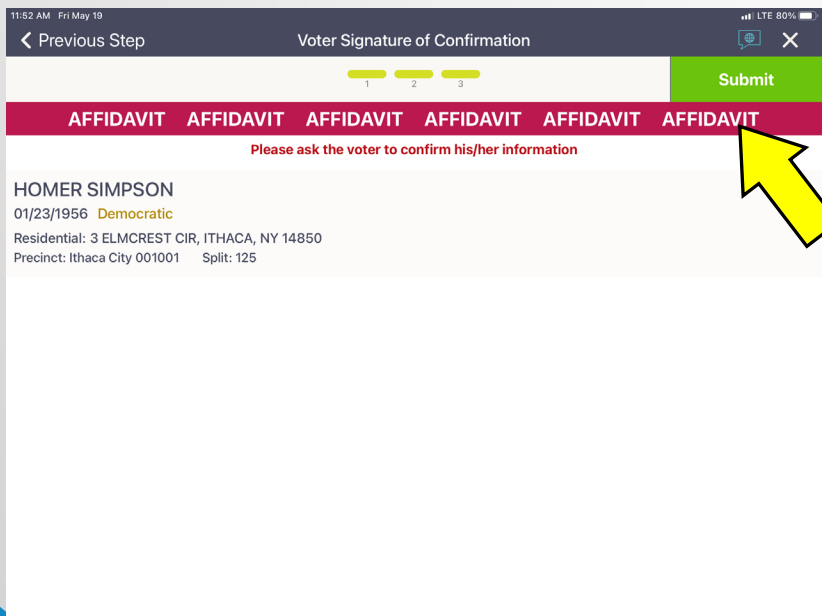
Affidavit Voters and the PSM Poll Pad
Voter's Name is Not in the Poll Pad

Verify the voter's information and hit "Accept" to continue.

Confirm the voter's information by writing your initials in the box and hit "Submit".

Affidavit Voters and the PSM Poll Pad
## Voter's Name is Not in the Poll Pad

The next screen indicates that Homer Simpson has been "Processed Successfully". The printer prints a ticket confirming this information. You then issue the voter an Affidavit Ballot and envelope.

Homer Simpson

Processed Successfully

Ballot Style **2000**   Precinct: **Ithaca City 001001**   Split: **125**

Touch anywhere on the screen to continue.

Affidavit Voters and the PSM Poll Pad
Absentee and Early Vote by Mail Voters

Scenario #4: Voter has applied for an Absentee or Early Vote by Mail Ballot.
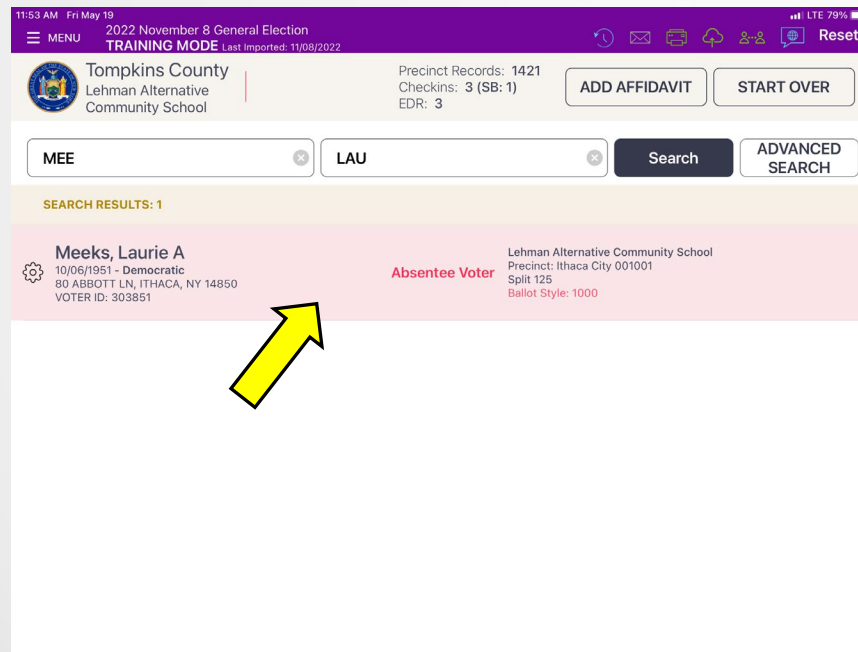
If a voter has applied for an Absentee or Early Vote by Mail Ballot a screen like the above will appear. They will not be able to sign in and receive an Election Day ballot. The only way they will be able to vote at the poll site is by Affidavit Ballot.

To begin processing them as an affidavit voter, hit any place in the pink area with your stylus.

Affidavit Voters and the PSM Poll Pad
Absentee and Early Vote by Mail Voters

Confirm the Name and Address of the voter. If the information is correct, hit "Issue Affidavit".

Affidavit Voters and the PSM Poll Pad

Absentee and Early Vote by Mail Voters

On the next screen, hit "Accept".

Affidavit Voters and the PSM Poll Pad

Absentee and Early Vote by Mail Voters

Note the ballot style, then write your initials in the square box and hit "Submit".

Affidavit Voters and the PSM Poll Pad
## Absentee and Early Vote by Mail Voters

You have successfully entered the Affidavit Voter into the Poll Pad. The printer prints a ticket confirming this information. You then issue the voter an Affidavit Ballot and envelope.

Checking Your Work

Not sure if you were successful at Adding an Affidavit Voter to the Poll Pad??

Hit the Menu Icon, then hit the white icon for Summary Report.
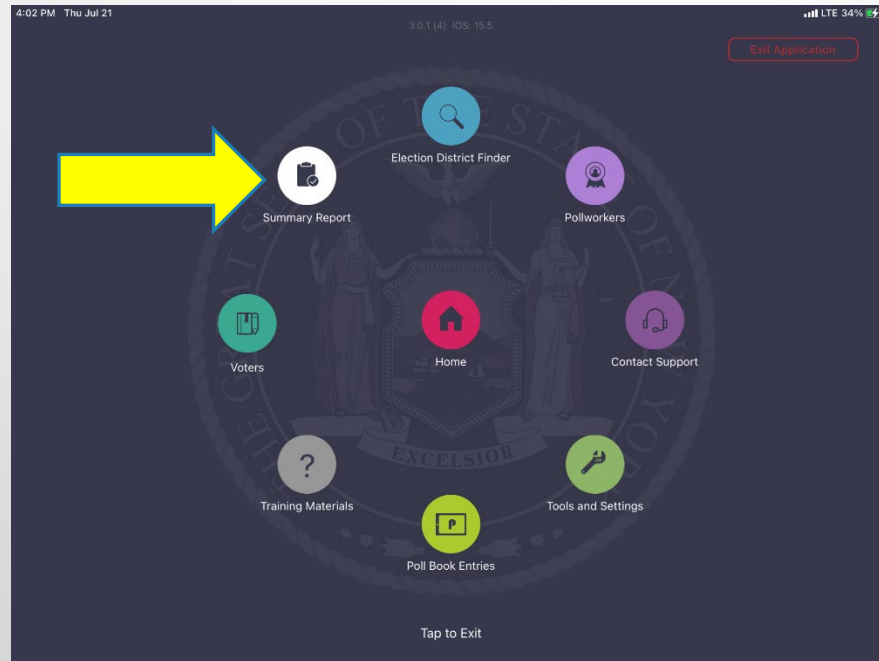
Checking Your Work

When this screen appears, tap the word "AFFIDAVIT".

Checking Your Work

A list of all the Affidavit Voters that have been entered for this election will appear.

Entering Voter Assistance
After Affidavit Ballot Has Been Issued

After you issued **Christopher Morano** his Affidavit Ballot, he indicated that he needed help in marking his ballot.

In order to enter his Assistance Oath into the Poll Pad, you need to get to the following screen

Entering Voter Assistance
After Affidavit Ballot Has Been Issued

In order to enter Christopher into the Poll Pad requesting assistance, begin by searching for him. His record shows as having "Voted Affidavit". Press the "Gear" to the left of his name.

Entering Voter Assistance
After Affidavit Ballot Has Been Issued

You will be prompted for a password. Enter "1234" and press "Done"

Entering Voter Assistance
After Affidavit Ballot Has Been Issued

Press the button that says "Edit Voter Checkin"

Entering Voter Assistance
After Affidavit Ballot Has Been Issued

Press the button that says "Accept".

Entering Voter Assistance
After Affidavit Ballot Has Been Issued

Press your cursor in the box to the left of "Assistance Oath".

Entering Voter Assistance
After Affidavit Ballot Has Been Issued

Christopher needs to have two poll workers assist him, one from each party. Type "Poll" where you are prompted for the name of the assister and "Worker" where you are prompted to enter the address of the assister. Using the drop-down menu indicate the reason for the voter needing assistance. Then each poll worker needs to write their initials, and select, "Continue".

Entering Voter Assistance After Affidavit Ballot Has Been Issued

You will notice that the box to the left of "Assistance Oath" has a check in it. The poll worker should enter their initials in the large box and press the button that says "Submit".

Entering Voter Assistance
After Affidavit Ballot Has Been Issued

You have successfully entered an Assistance Oath after the voter was issued an Affidavit Ballot.

REMEMBER

An Affidavit Ballot is **always folded** and located inside the clear plastic envelope inside the Affidavit Ballot Bag that you maintain during Election Day. An exception to this rule is if the PSM has the ability to print an Affidavit Ballot on demand.

NEVER use one of the flat machine ballots that Inspectors give to voters that have signed the Poll Pads. Affidavit ballots always list the Election District and have the word AFF somewhere in its ID name.

Affidavit Ballots

For Primary Elections

- In addition to the normal procedure that determines <u>where</u> the voter should vote, <u>confirm the voter's party</u> that is listed in the Poll Pad. The voter must be enrolled in the party that is having a Primary Election in order to be eligible to vote.

- If the voter believes our record of their party enrollment is wrong, a Poll Site Manager will ask the voter read the Affidavit and Court Order Voting Instructions (also known as a Notice to Voters) <u>and offer them an Affidavit Ballot</u>.

LCD Screen Messages

Blank Ballot

LCD Screen Messages

Unreadable Ballot

LCD Screen Messages

ClearCast   Clear Ballot, Ohio Certification Election - G
Nov 08, 2022   99% ⚡ 🔋

You have marked **too many votes for the party contests below.** Only correctly voted contests will be counted.
You can submit the ballot as-is, or have it returned and mark a new ballot.

President

Cards Accepted: 0
Ballots Accepted: 0

Return Ballot   **Submit Ballot**
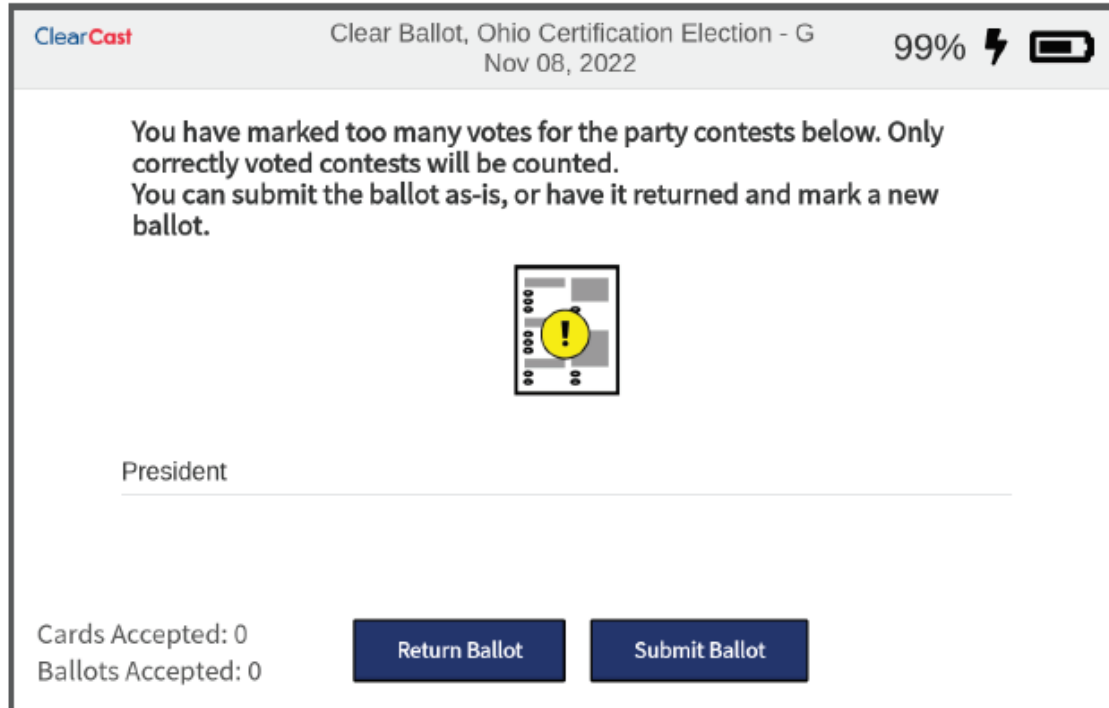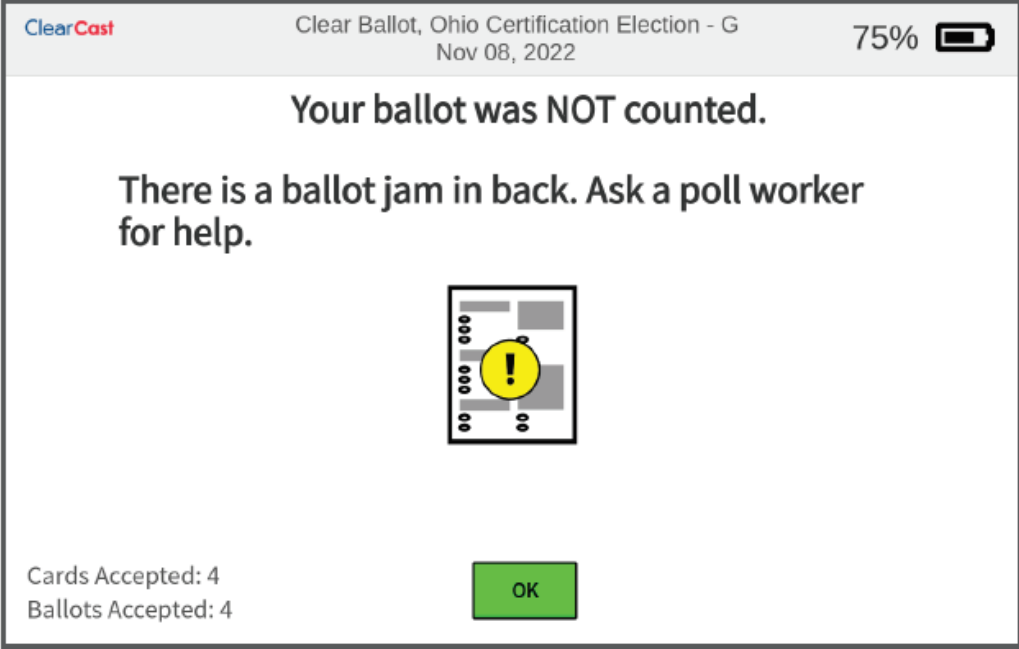
Overvote

ClearCast Go will alert the user to which contest is overvoted.

LCD Screen Messages

Ballot Jam

Ballot Jams

- If while the ballot is being processed, a message appears on the screen there is a ballot jam, a bipartisan team of poll workers shall free the ballot using our procedures.

- Before beginning the process of freeing a ballot jam, you must determine **whether or not the jammed ballot has been counted**.

- If the message says that the ballot has **not** been tabulated, the voter or two bipartisan poll workers shall insert the ballot into the scanner to be tabulated.

- If the message says that the ballot has been counted, put the ballot into the ballot box once it has been retrieved. Do not put the ballot through the scanner.

Emergency Ballots

- If the voting machine fails to operate as expected, one of the Poll Site Managers will remove the Emergency Ballot Bag from inside the rear of the ClearMark. They will assemble the bag and place it in a secure spot where the voters can insert their voted ballots into the bag.

- The Poll Site Manager will then call the Board of Elections.

- When the voting machine is working again, the Poll Site Managers will put the bag back inside the rear of ClearMark until after the polls close.

- The ballots will be tabulated and combined with the other ballots after the polls close (see "Closing the Polls").

Poll Pad is Unresponsive

At some point during the day, your Poll Pad may be unresponsive. What is the first thing you should try?

Locate the power button to the Poll Pad.

On the outside edge of the Poll Pad, it is on the side in the upper left-hand corner.

Poll Pad is Unresponsive

Press the Power Button and the Home button at the same time and hold down for about 20 seconds.

When the screen looks like the picture below, let go. In another 20 seconds the home screen for the Poll Pad should reappear and the Poll Pad should be functional.

Power Button

Home Button
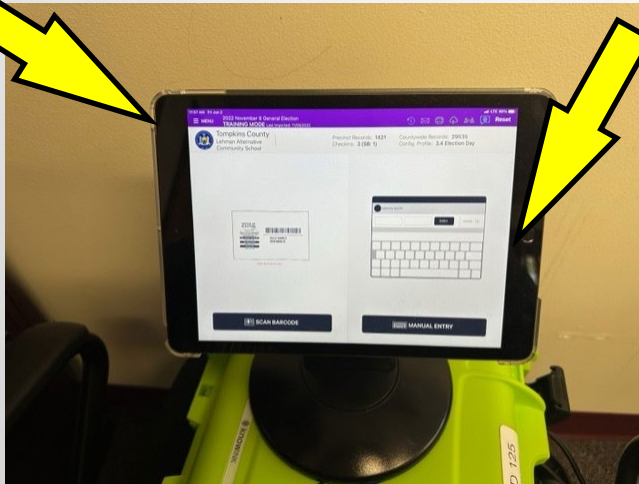
If this does not correct the problem, call the Board of Elections.

It Is Now 8PM
(Time to Begin Thinking About Closing the Polls)

- During the last hour of voting both the Poll Site Managers and Inspectors should review their respective Poll Closing Check Lists found in the binders.

- Spending a little time now reviewing the Check List will make the poll closing go much smoother.

- Make sure you understand each step to closing the polls. If you do not understand a step this is a good time to call the Board of Elections.

Closing Checklist – Step #1

After the last voter has left the poll site, open the Emergency Ballot Bag.

- If there are Emergency Ballots in the bag, scan them as a bipartisan team.

- If there are ballots that will not scan, count them and place them in the Emergency Ballots Canvassed by Hand Bag. Put this bag in the Affidavit Ballot Bag.

- Tell the inspectors how many ballots would not scan.
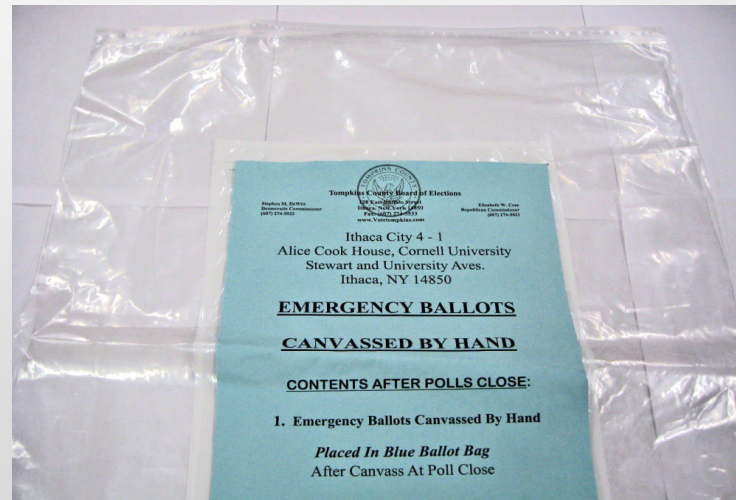
Closing Checklist – Step #2

- After the polls close, on the ClearCast machine, press the ClearCast "hidden button" in the upper left-hand corner of the screen.
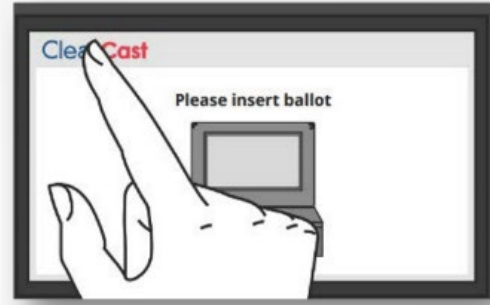
- This will pause the voting process and print a Voting Suspended Report. Record the Protected Counter number from this report on the Security Seal Report.

Put the Voting Suspended in the A-Bag.

Closing Checklist – Step #3

Log in using your poll worker password., the press "Submit".

Closing Checklist – Step #4

- Select "Close Polls".

- Confirm by selecting "OK".

Polls Status

Resume Voting

Close Polls

Closing Checklist – Step #5

- Once you select "OK", two "Polls Closed" reports will automatically print.

- Place one report in the A-Bag.

- Post the other report in a conspicuous area near the entrance to the voting area next to the "Polls Opened " report.
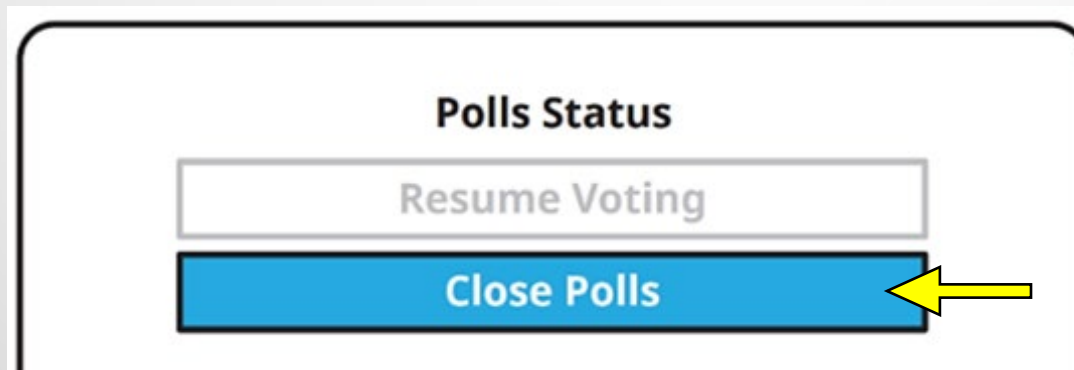
Closing Checklist – Step #6

- Select "Unmount USB Drives".

- Confirm by selecting "OK".

Postelection

Unmount USB Drives

Display Summary Results	Display Results by Precinct
Display Counts by Precinct	Print Write-ins Report
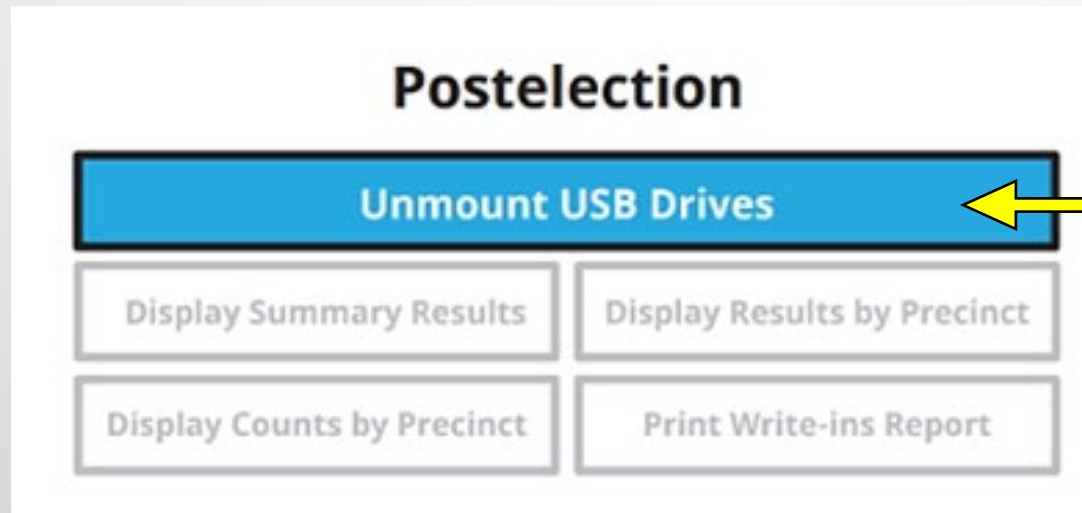
Closing Checklist – Step #6 (continued)

- "Election Management" screen will show drives are no longer attached.

- Select, "Shut Down" to power off the scanner.
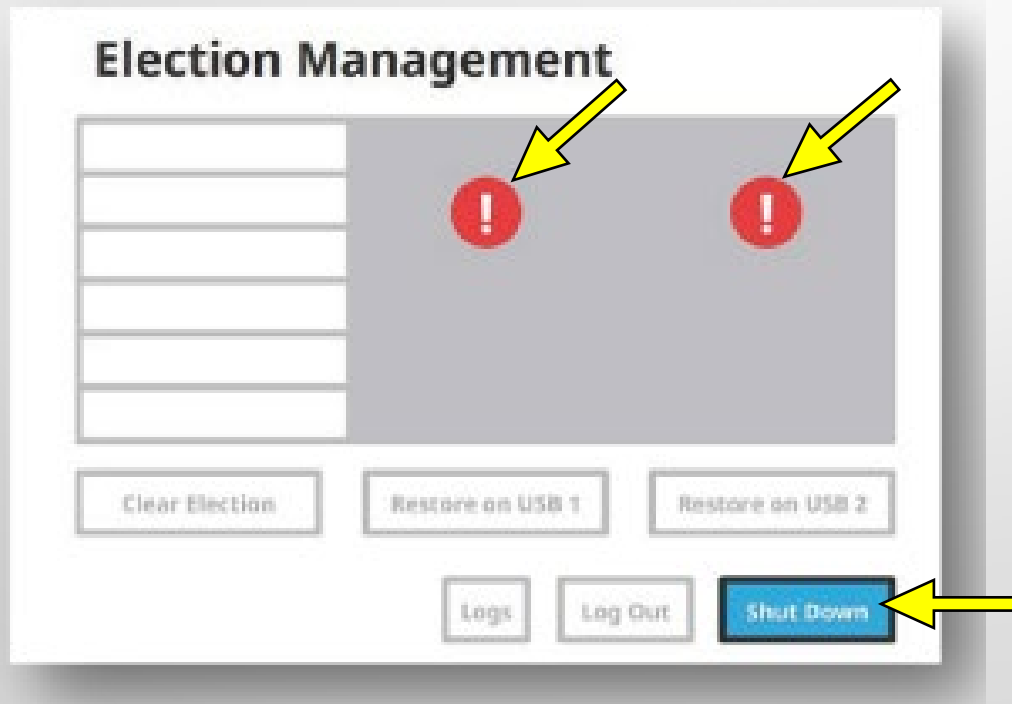
Closing Checklist – Step #7

- Remove Seal # 4b.
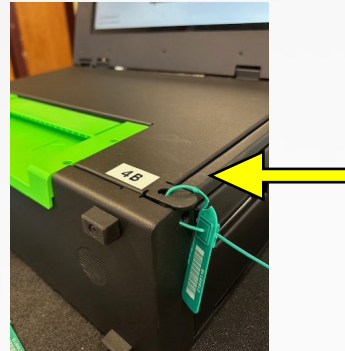
- Unlock the barrel lock.
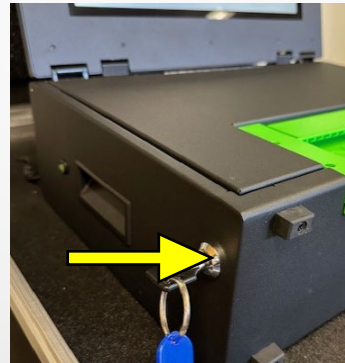
- Lift the scanner top.

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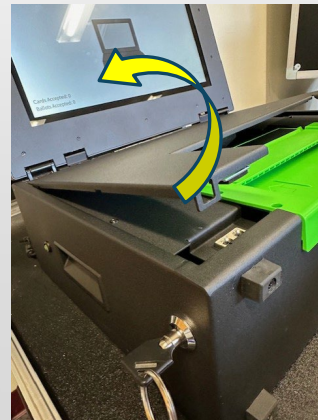
Closing Checklist – Step #8

- Remove the security seal from the corner of USB compartment door (#5).

- Open the USB compartment door .

Closing Checklist – Step #9

- Verify red seal #6 (USB 2) against the Security Seal Report.
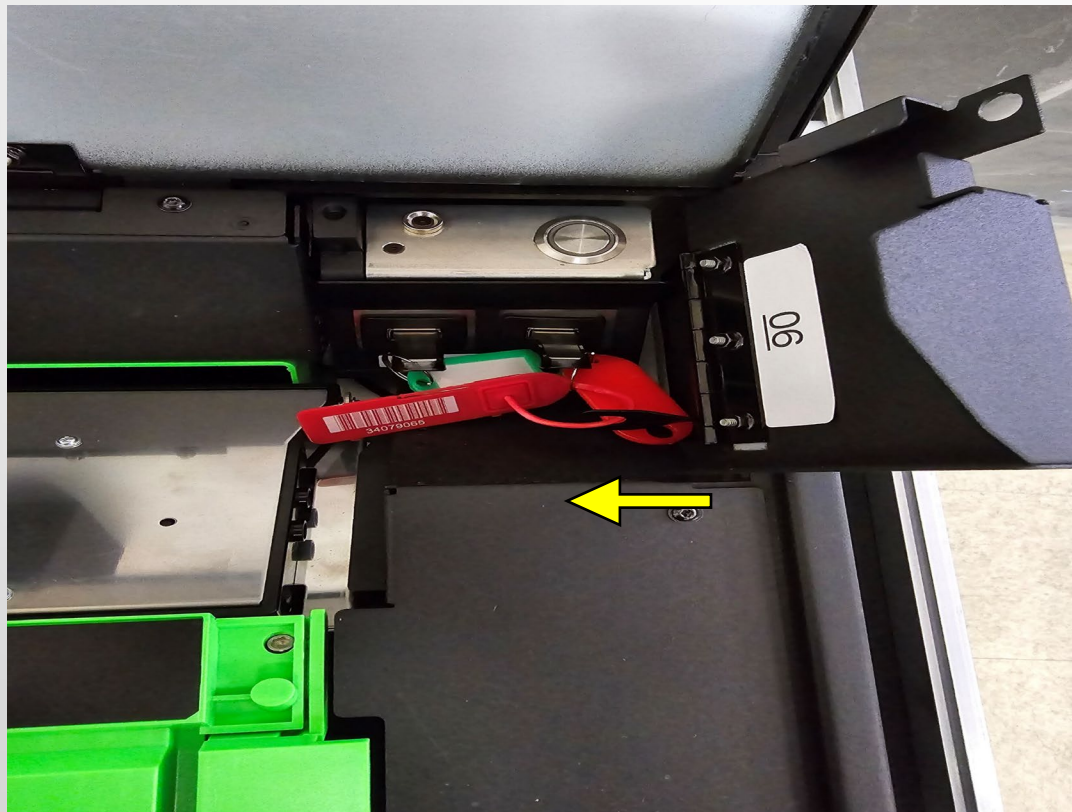
Closing Checklist – Step #10

- Remove USB 1 stick by pulling it out at an angle towards you and place it inside the A-Bag.

  - Leave the second USB stick secured by the #6 seal inside the voting machine.

  - Seal the A-Bag with a click seal.

  - Fill out the Chain of Custody document for the A-Bag (located in the PSM binder under tab 6).

  - Both PSMs must sign the Chain of Custody Report.

This step needs to be completed by 9:10 PM.

Closing Checklist – Step #10 (continued)

- When A-Bag is transported, have the person transporting the bag, enter their information and have them sign the form in your presence.

- The Chain of Custody Form must accompany the A-Bag all the way to the Board of Elections.

- If the bag is handed off to another transporter on its way to the Board of Elections, Transporter #2 must enter their information and sign their name in the presence of Transporter # 1.

Tompkins County
A-Bag Chain of Custody Form

Transporter #1

Name	Signature	Phone or Badge Number	Date / Time

Transporter #2

Name	Signature	Phone or Badge Number	Date / Time

Board of Elections Recipient

Name	Signature	Phone Number	Date / Time

Notes

Closing Checklist – Step #11

- Close the USB Compartment.

- Replace the #5 seal and record the number on the Security Seal Report.

Closing Checklist – Step #12

- Close the scanner top and lock using the barrel key.
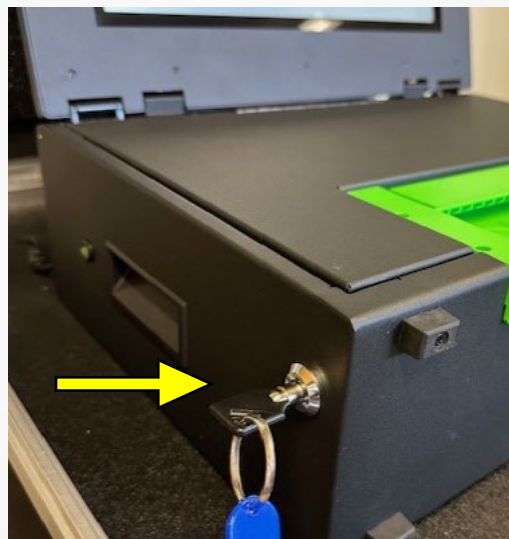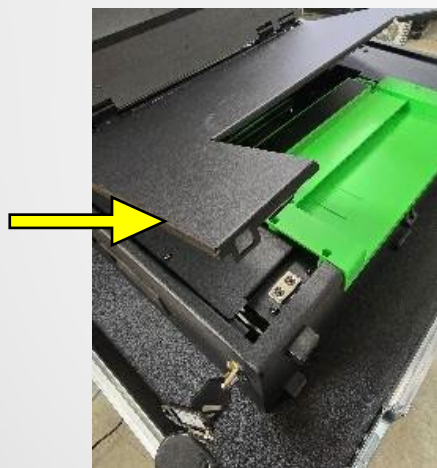
- Fold down the screen and secure in the down position using a security seal, #4a.

- Record the seal number on the Security Seal Report.

Closing Checklist – Step #13

- Close the top hatch to the ClearCast (remember to use the handle in the center front of the hatch to lower the hatch).

- Replace seals # 1 and #2 and record their numbers on the Security Seal Report.

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Closing Checklist – Step #14

- Leave the ClearCast machine and move to close the ClearMark.

- On the screen that gives you the choice of "Vote" or "Verify my Ballot", select "Close".

- From the drop-down menu, select "Poll Worker".

- Enter the Poll Worker Password. Select "OK".
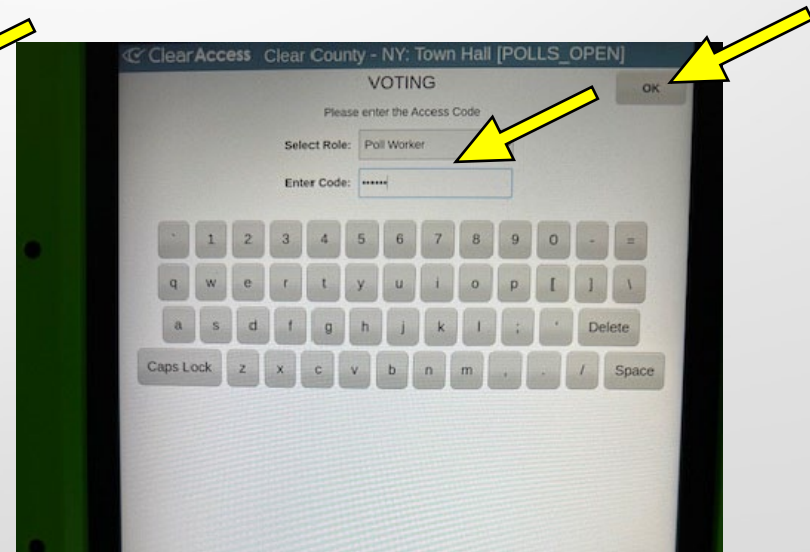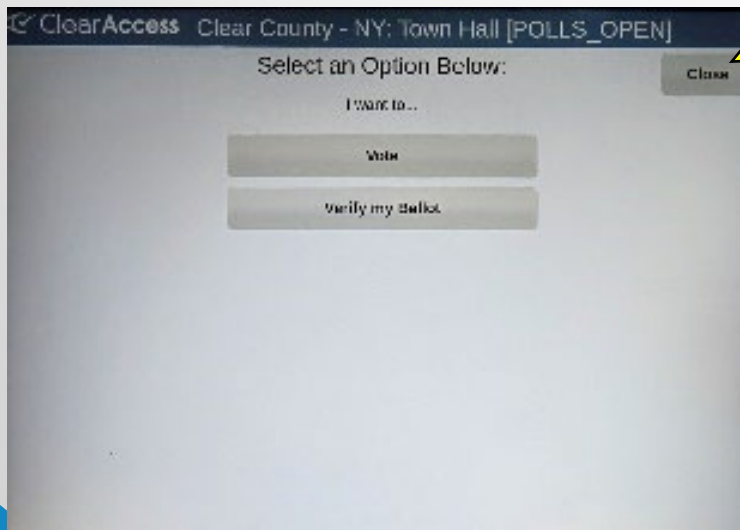
Closing Checklist – Step #15

- Select "Close Polls"
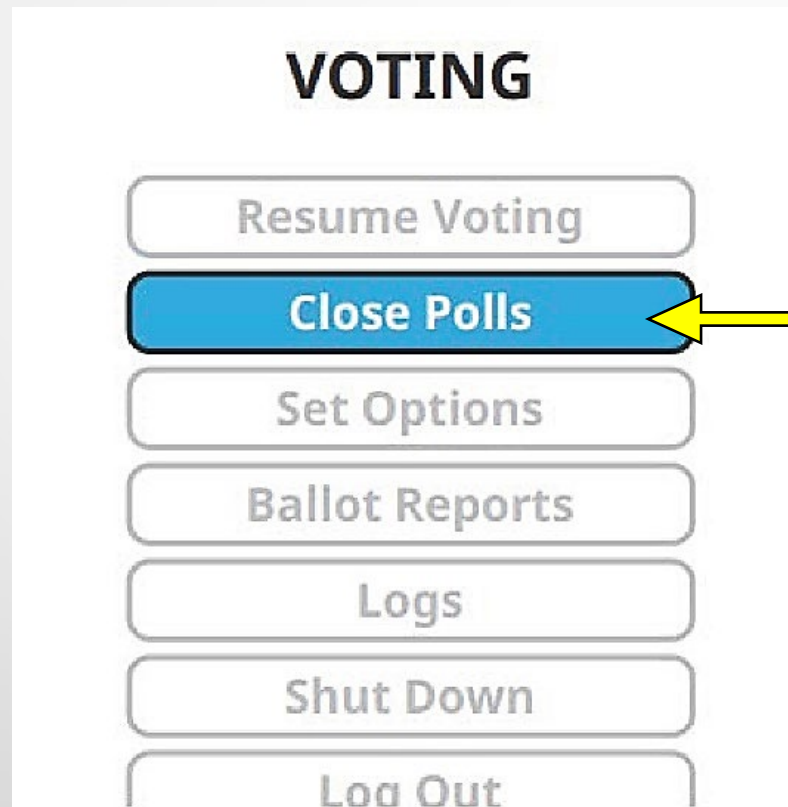
Closing Checklist – Step #16

- A "Polls Closed" report will appear on the screen of the All-in-One unit.

- Select "Print".

- After the report has printed, place the "Polls Closed" report inside the B-Bag.

- Select "OK".

Closing Checklist – Step #17

• Select "Shut Down" from the menu to power off the ClearMark.
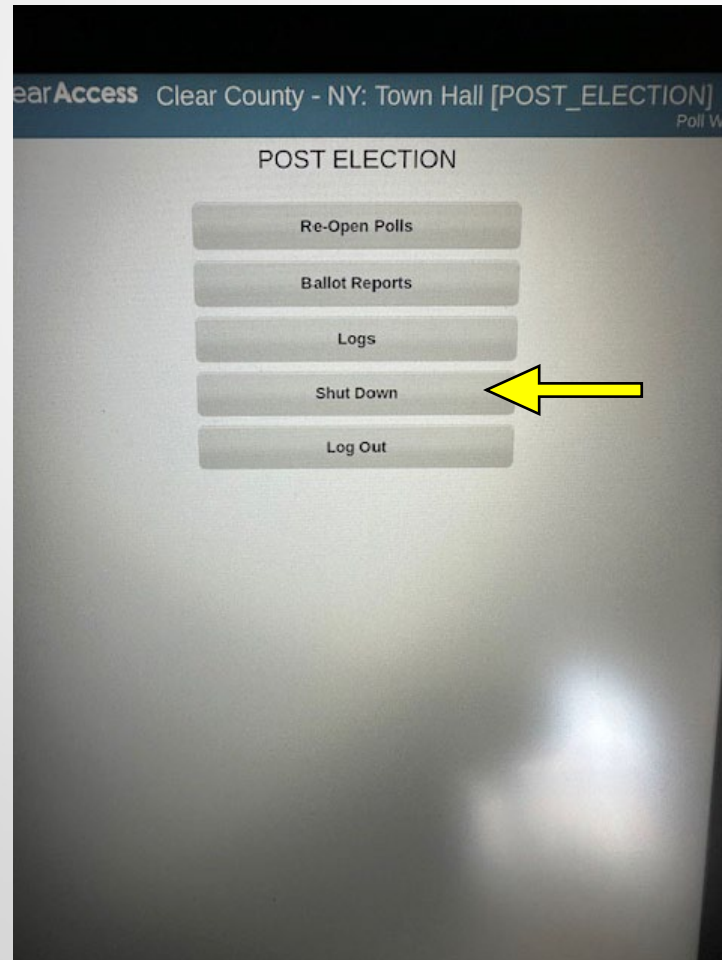
Closing Checklist – Step #18

- Unplug the ClearMark and feed the power cord back through the power cord opening.

- Put the Privacy Shield and the **<u>empty</u>** Emergency Ballot Bag (if removed) back into the rear door compartment.

- Close door.

- Replace seal #11 and record the number on the Security Seal Report.

Closing Checklist – Step #19

- Unplug the headphones.

- Return the ATI to its compartment, close and latch the door to the compartment and hang the headphones on the All-in-One unit.

- **Make sure the cord to the ATI are inside the lip of the case.** If the cord is not inside the case when you close the hatch the cord will likely get damaged.
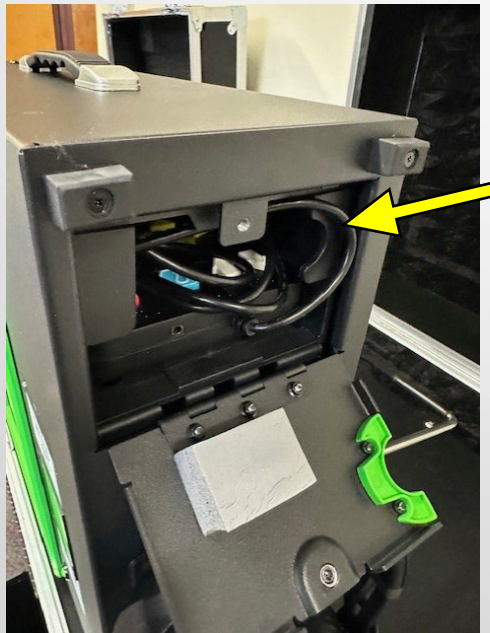
Closing Checklist – Step #20

- Disengage the kickstand by depressing the latch on the back of the All-in-One unit and carefully lower the All-in-One unit into the horizontal position.

- Place the How To guide back in the PSM binder.
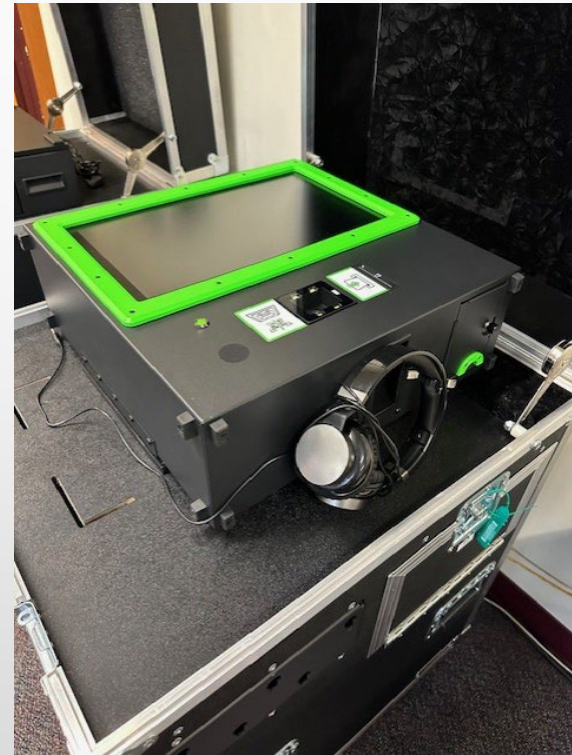
Closing Checklist – Step #21

- Remove the ballot chute from the front door of the ClearMark and place it in the cutout in front of the All-in-One unit.

- Place the headphone cord between the machine and the ballot chute.

- Close and latch the top hatch.

- Replace seals #7 and #8 and record their numbers on the Security Seal Report.
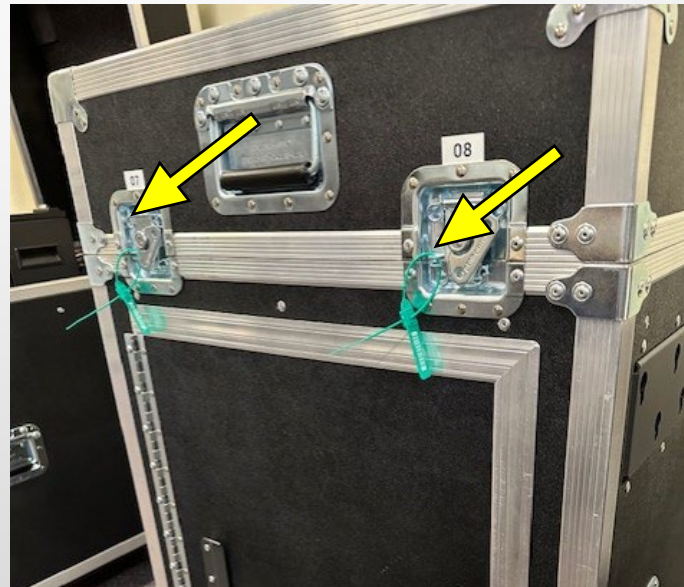
Closing Checklist – Step #22

- Close the Verification Scanner door.

- Replace Seal #10 and record the number on the Security Seal Report.

Closing Checklist – Step #23

- Return to the ClearCast voting machine.

- Remove the seal from the Ballot Box door (#3).

- In a bipartisan manner, two poll workers will open the ballot box door and transfer all of the ballots inside the ballot box into the Ballot Bag. **Be sure there are no ballots left inside the ballot box.**

- If you are in a polling place where there is no Printing of Ballots on demand, place the Non Voted Ballots and Stubs Box inside the Ballot Bag. Make sure that box is sealed with masking tape.

- Seal the ballot bag and record the seal number on the Chain of Custody Report.

Closing Checklist – Step #24

- Unplug the power cord from the voting machine. Fold the power cord and store it inside the Ballot Box.

Closing Checklist – Step #25

- On the Print on Demand Cabinet Poll Print Pad, hold down the power button until the "Slide to Power Off" screen appears.

- Use your stylus to slide the power icon to the right to power off.
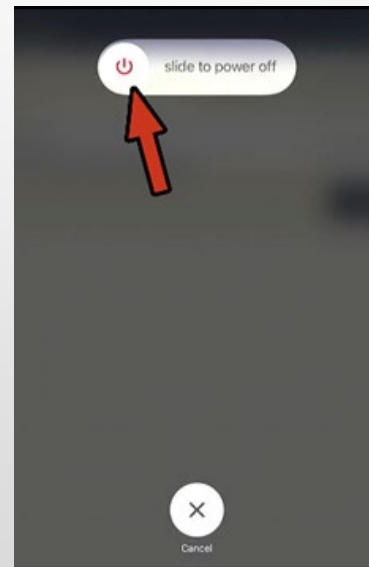
Closing Checklist – Step #26

Close the printer output tray extension. Loosen the stand lock arm from the L bracket. Close the Poll Print Pad door (**Door 1**) and lock it. Close the stand lock arm to its resting point on the top of the tower.
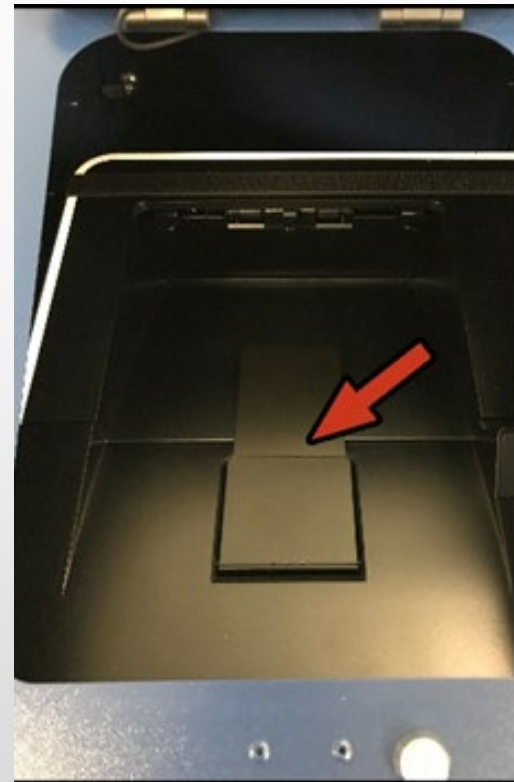
Closing Checklist – Step #27

- Open the front blue tower door (**Door 3**). Turn off the printer by pressing the power button on the right side of the printer.
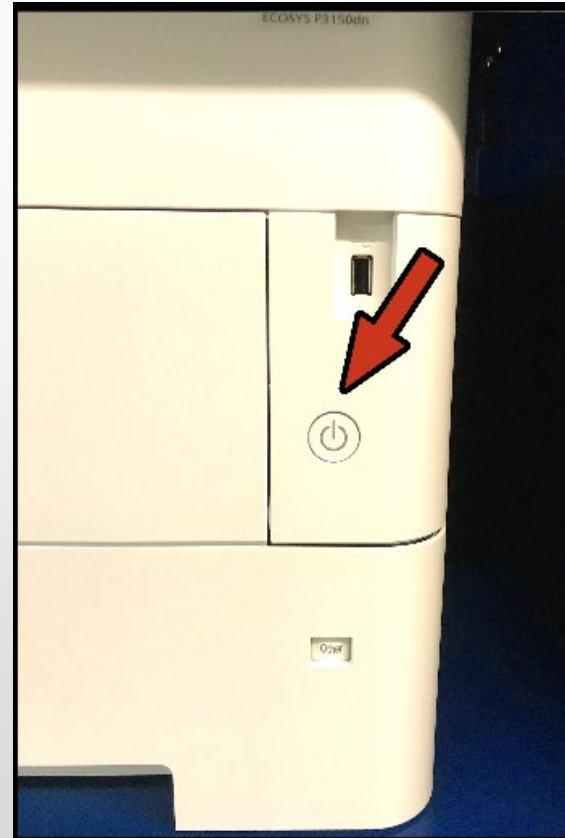
Closing Checklist – Step #28

- Unplug the blue tower extension cord from the wall outlet and the blue tower. Neatly wind the extension cord up and return the bottom of the tower.
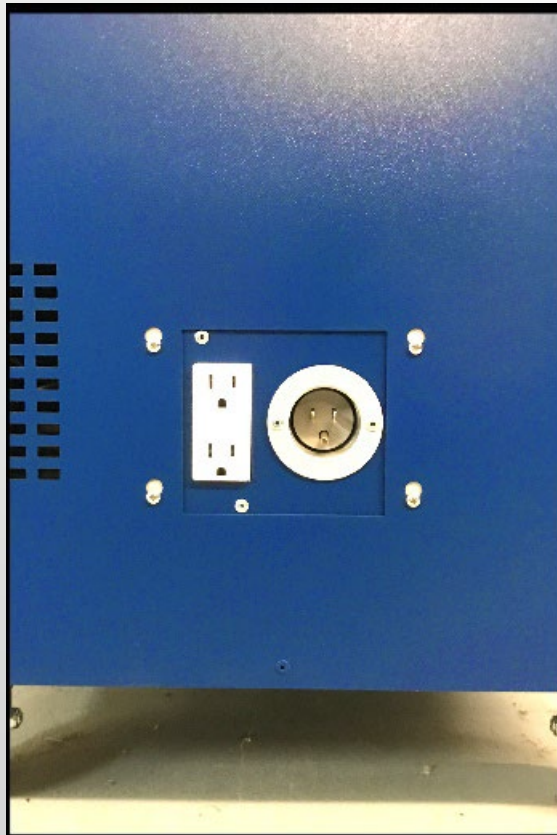
Closing Checklist – Step #29

Ensure all **five** blue tower doors are shut and locked.

- **Door 1**: Poll Print Pad Top Door (<mark>Record new seal number on Security Seal Report</mark>)
- **Door 2:** Main Top Door
- **Door 3:** Front Door (<mark>Record new seal number on Security Seal Report</mark>)
- **Door 4**: Side Door
- **Door 5:** Back Door

Side View of Cabinet

Rear View of Cabinet

Closing Checklist – Step #30

Be sure you have signed out.

Disassemble the PSM Poll Pad and **<u>carefully</u>** repack it inside the Poll Pad Case. An Inspector can help you with this step if they are available.

Repack the Poll Pad like this…

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Closing Checklist – Step #30 (continued)

DO NOT repack the Poll Pad like this!

Closing Checklist – Step #31

Pack the following items into the Ballot Box:

- **Poll Pads**

- **Power Strip for Poll Pad**

- **Extension Cords**

- **3 Prong Adapter**

- **Clear Supply Box**

- **Yellow Floor Tape**

- **Sign and Map Bag**

- **Inspector Binder**

- **Yellow Privacy Folders**

Closing Checklist – Step #32

1. Close and Lock the Ballot Box Door.

2. Seal the ballot box door and record the number on the Security Seal Report.

3. Each PSM should sign the back of the Security Seal Report.

4. Place the Security Seal Report inside the PSM Binder.

5. Remove the Chain of Custody Report for the Ballot Bag, B-Bag, and Affidavit Ballot Bag from the PSM Binder.

6. Put the PSM Binder inside the Affidavit Ballot Bag.

7. Assemble the A-Bag (if applicable), the B-Bag, the Affidavit Ballot Bag and the Ballot Bag and the Chain of Custody Report for return to the BOE per instructions on the bags.

Closing Checklist – Step #33

- Ensure all Completed Affidavit Ballot Envelopes containing voted ballots (and plastic sleeves containing unused Affidavit Ballots and envelopes) are placed inside the Affidavit Ballot Bag.

- **Put the Emergency Ballot Canvassed by Hand Bag** (if used) inside the Affidavit Ballot Bag

- Seal the Affidavit Ballot Bag with a Click Seal

- **Record Seal Number on the Chain of Custody Form.**
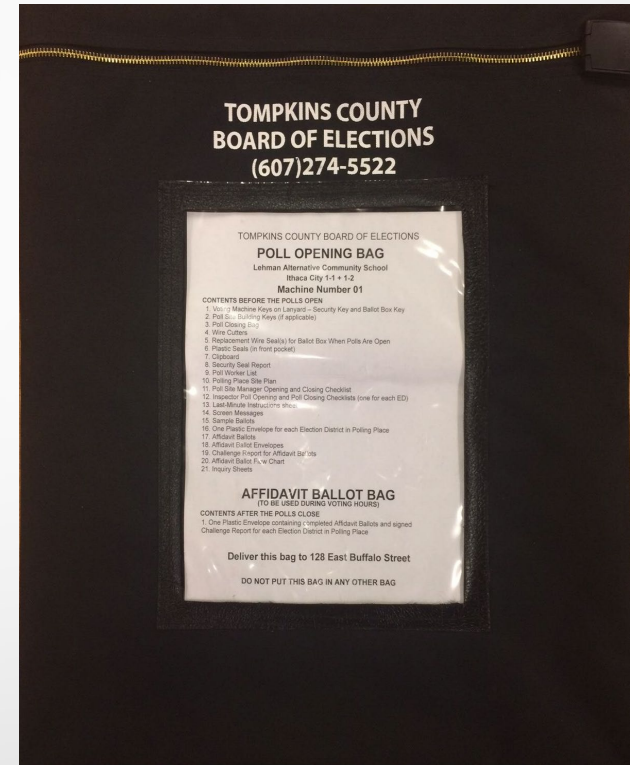
Set the Affidavit Ballot Bag Aside (to be returned to Board Of Elections per instructions on the label on the bag)

Closing Checklist – Step #34

- Collect the B-Bag for your polling place

- Refer to step #38 of this checklist and place all appropriate items inside the B-Bag

- Seal the B-Bag with a click seal and pin voting machine keys and/or building keys to the outside of the bag.

- **Record the Seal Number for the B-Bag on the Chain of Custody Report**

- Collect all "Vote Here" signs from outside of the polling place and place next to Voting Machine.

- Secure the Building

   Poll Site Managers should complete and sign the Chain of Custody Form for the Ballot bag, B Bag(s), and Affidavit Ballot Bag.

Closing Checklist – Step #35

- Fill out form and put the Seal Number on the Ballot Bag, B-Bag, and Affidavit Ballot Bag where requested.

- Each PSM should enter their information and sign the form.

- Keep the completed form with these bags until and while they are being transported.

Tompkins County
C-Bag, B-Bag, & Affidavit Bag Chain of Custody Form

Election	
Election Date	
Poll Site	
Town / City	
ED(s)	

C-Bag Seal		B-Bag Seal	Affidavit Bag Seal
M#			
M#			
M#			
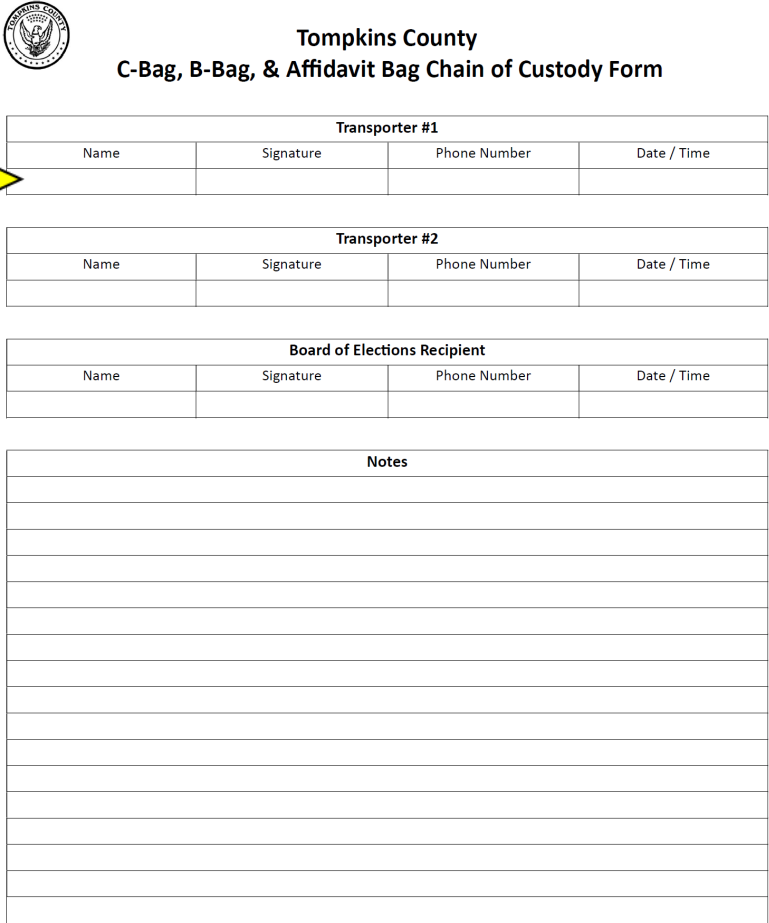
The Poll Site Managers (PSMs) are responsible for filling out this seal report and verifying seals at the end of the election. The **Transporter** is taking custody of the above-mentioned bags and is responsible for the delivery of the bags to their designated return site after the election. By signing below, you are verifying that all seals listed above are correct. If any seal listed above is not correct you should contact the Tompkins County Board of Elections immediately (607) 274-5522. This document is to remain with the transporter and presented to a Tompkins County Board of Election Employee that will verify the seals on arrival.

Closing Poll Site Manager (Democratic)			
Name	Signature	Phone Number	Date / Time

Closing Poll Site Manager (Republican)			
Name	Signature	Phone Number	Date / Time

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Closing Checklist – Step #35 (continued)

- When the Ballot Bag, and Affidavit Ballot Bags are being transported, have the person transporting the bags, enter their information and have them sign the form in your presence.

- The Chain of Custody Form must accompany these bags all the way to the Board of Elections.

- If the bags are handed off to another transporter on its way to the Board of Elections, Transporter #2 must enter their information and sign their name in the presence of Transporter # 1.

Tompkins County
C-Bag, B-Bag, & Affidavit Bag Chain of Custody Form

Transporter #1			
Name	Signature	Phone Number	Date / Time

Transporter #2			
Name	Signature	Phone Number	Date / Time

Board of Elections Recipient			
Name	Signature	Phone Number	Date / Time

Notes

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Closing Checklist – Step #36

FINAL CHECK – A-BAG

❏ Power On Report from CC

❏ Polls Opened Zero Tape

❏ All Used Seals

❏ USB Stick #1

❏ Polls Closed Results Tape

❏ Bag is Sealed with click seal

❏ Seal Number is recorded on Chain of Custody Form

❏ Bag is returned to the Board of Elections ASAP per the instructions on the Bag

Closing Checklist – Step #37

FINAL CHECK – BALLOT BAG

❑ Voted Ballots

❑ Cardboard Box containing Non-Voted Ballots and Stubs sealed with masking tape (only from poll sites issuing preprinted ballots)

❑ Bag is Sealed with a Cable Seal

❑ Seal Number is recorded on Security Seal Report AND Chain of Custody Form

❑ Bag is delivered to the Board of Elections per instructions on the bag

Closing Checklist – Step #38
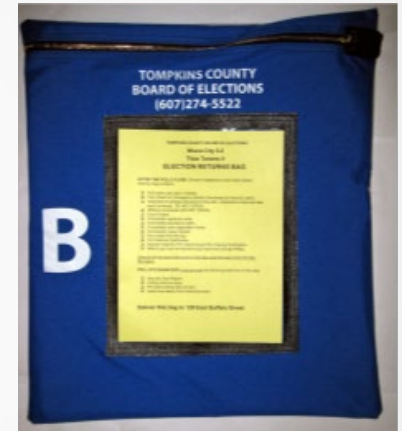
FINAL CHECK – B-BAG

☐ Spoiled and Abandoned Ballots
☐ Early Vote by Mail Ballots
☐ Absentee Ballots
☐ 2nd copies of Polls Opened Report and Polls Closed Reports
☐ All other items listed on label of Election Returns Bag

_____

☐ Bag is Sealed with a click seal
☐ Seal Number is recorded on Chain of Custody Form

_____

☐ Keys to Voting Machine and Building Keys (if any) are pinned to the outside of Election Returns Bag

_____

☐ Bag is delivered to the Board of Elections per instructions on the bag.

Closing Checklist – Step #39

FINAL CHECK – AFFIDAVIT BALLOT BAG

- [ ] PSM Binder
- [ ] Affidavit Ballot Envelopes containing voted ballots
- [ ] Plastic Sleeves containing unuse Affidavit Ballots and Envelopes
- [ ] Emergency Ballots Canvassed by Hand Bag (if used)

- [ ] Bag is Sealed with a click seal
- [ ] Seal Number is recorded on Chain of Custody Form.

- [ ] Bag is delivered to the Board of Elections per instructions on the bag.
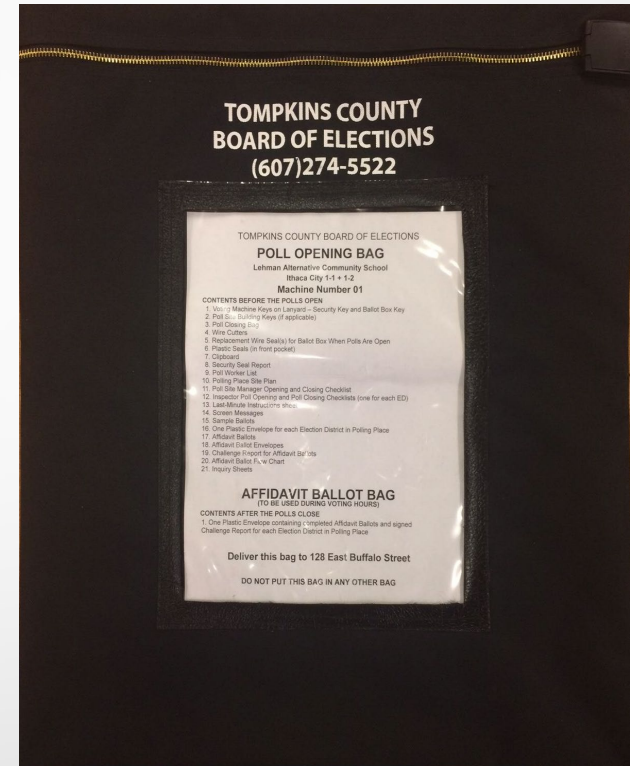
Reminders

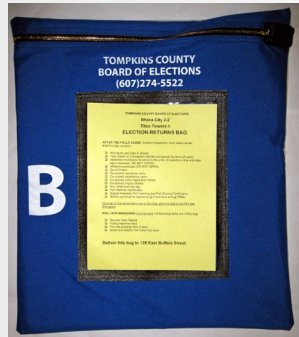Follow directions on the A-Bag, B-Bag, Ballot Bag and Affidavit Ballot Bag for proper return to the Board of Elections.
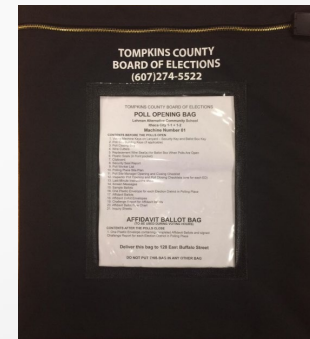

A-Bag

B-Bag

Ballot Bag

Affidavit
Ballot Bag

NOTE: A **completed** Chain of Custody form for the A-Bag and a **completed** Chain of Custody Form for the Ballot Bag, B-Bag(s) and Affidavit Ballot Bag must accompany these bags at all times while being transported to the Board of Elections

Reminders

Securing the poll site when you leave:

Using the building key (if necessary), the PSMs need to ensure the door is closed and locked when they leave the building.

If using a key, after locking the door attach the building key to the safety pin you will find pinned at the top of the B-Bag.

Test

Two ways to take your test:

1. Take the test now.

2. Take this test online. Use the following link on your smartphone or laptop:

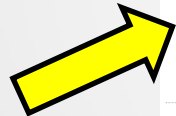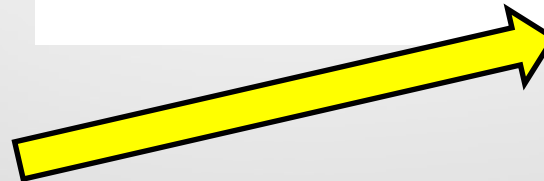**https://lfweb.tompkins-co.org/Forms/TCBoEST**

Test

Once you have completed the test, check this box to review your answers.

Use this link to review our training.

Be sure to press the "Submit" button.

25. If a voter makes an error and requests a new ballot, they may have a total of up to how many? *
- a) 4
- b) 2
- c) 3

Complete

☐ Please review your answers before checking this box. Once graded you won't be able to change any of your answers.

PLEASE MAKE SURE YOU CLICK SUBMIT SO THAT YOUR TEST WILL ACTUALLY BE SUBMITTED. If you do not submit, your test will not be complete!

Please take two minutes to answer these 8 questions about our training program.

https://lfweb.tompkins-co.org/Forms/TCBoETS

Score Section

Total Score Percentage

4.00

Each question was worth 4 points.

Total Score

4.00

Submit

Thank you!

Thank you again for choosing to be an important part of the electoral process in New York State! Your dedication and community service are greatly appreciated. We wish you good luck as you serve our county as a Poll Site Manager.