Election Day Guide

FOR POLL WORKERS

**MUNICIPAL ELECTION
TUESDAY, NOVEMBER 7, 2023**

Where to Turn When You Need Help

RESOURCE	CONTACT INFO	WHEN TO USE
Voter Registration 6:30AM until final vote cast	**(610) 891-4659**	Questions on voter registration, poll books, affirmations, voter verification, or party registrations
Voting Machine Warehouse 5:30AM until approx. 10:00PM	**(610) 874-8780** **(484) 229-3385**	Questions on voting machines, equipment, or location related issues.
Voter Services - Bureau of Elections 6:30AM until approx. 10:00PM	**(610) 891-4673**	Questions on ballots and processes. Ask for a solicitor, if necessary.
Poll Worker Hotline 6:00AM to 10:30PM	**(484) 460-3750**	Urgent questions on paperwork and poll worker needs
	Delcopollworkers @co.delaware.pa.us	Non-urgent questions, comments/ observations
Poll Worker Coordinator 6:00AM to 10:30PM	**Call or Text** **(484) 609-9038**	Report staffing vacancies and request assistance

TIP: Take the time to put these numbers in your cell phone, under "Election Day", so they are at your fingertips!

Table of Contents

> **Remember: Whether you are a new or experienced poll worker, always review your guide; there are always changes from election to election!**

Introduction

Dear Election Board Members,

Thank you for serving with a Delaware County Election Board. Your work helps the citizens in your neighborhood exercise the right to vote.

This Election Day Guide is your user manual. Still, we strongly encourage in-person instruction. In fact, Judges of Election will be paid for training at this election ONLY if they: (1) pass the test, (2) serve successfully AND, (3) have attended in-person training for one or more of the following: May 2022, November 2022, May 2023, or November 2023. If you are a Judge and do not know the last time you attended in-person training, please call the Poll Worker Hotline.

The Election Day Guide, and the in-person training, will help you:

- Set up the polling place properly.
- Use the poll book (or, in certain precincts, the electronic poll book) to check in voters)
- Correctly direct voters and poll watchers,
- Manage a "campaign free zone" in your polling place, and,
- Properly close the polls and complete your paperwork.

NEW this election:

- Provisional ballots will be printed on the Touch Writer and then given to the voter. You will receive a supply of provisional envelopes, but not the ballots.
- We streamlined drop-off in the spring and aim to make it just as smooth this fall.
- On Election Day, place any messages that need immediate attention in the **Lime BOE Envelope.**
- We will work to have checks issued as quickly as they were in the spring.

We look forward to working with you, and we welcome your feedback.

Regards,

James P. Allen
Elections Director

Shared Duties and Responsibilities

- Participate in in-person or on-line training and **pass the poll worker test.**

- Arrive at polling location at 6:00AM to set up the precinct.

- Ensure all voters have clear, uninterrupted access to the polls.

- Ensure all voters have privacy while voting and that all voters are treated with courtesy.

- Wear a supplied name tag.

- Close the precinct after all voters in line at 8:00PM have voted.

Elected, court-appointed and emergency appointed Judges of Elections and Inspectors must serve the entire Election Day, 6:00AM to approximately 9:00PM. ONLY clerks and machine operators may serve ½ day shifts.

TIP: PREPARE FOR A FULL DAY! Bring everything you need for a very long day. This can include snacks, water, coffee, medications, phone charger, comfortable shoes, an extra layer of clothes, a book to read when it's slow, etc.

Prohibited Activities

- Poll workers must **NOT** engage in partisan activity or distribute literature.

- Poll workers must **NOT** wear apparel, buttons, or ribbons for or against a candidate, party, or question on the ballot.

- Poll workers must **NOT** pre-fill any sections of the voter's ballot.

- Poll workers must **NOT** tell voters how to vote or answer questions about candidates.

- Do not allow anyone who is **NOT** a poll worker (anyone that has not taken the Election Officer's Oath nor signed the Pay Sheet) to sit at the poll worker table. Candidates, greeters, family and friends and poll watchers are **NOT** poll workers.

- Poll watchers, elected officials and candidates **CANNOT** approach, talk with, or electioneer voters in the polling place or within 10 feet of the entrance while polls are open.

- Poll workers cannot be under the influence of or consume drugs or alcohol while working. Violators are subject to removal without pay.

- Poll workers may not hold an elected office (mayor, township supervisor or commissioner, etc.) and cannot be a municipal, state or county employee.

Poll Watcher and Candidate Guidance

Poll Watchers must present a County of Delaware Watcher's Certificate. The Certificate has a raised, embossed seal. Note: A Watcher's Certificate may list a specific precinct, but that Watcher is able to visit any precinct where that candidate or party is on the ballot.
Poll Watchers are allowed to ask questions to the poll workers, but **NOT** to confront voters or ask questions to voters.

- Make sure poll watchers keep a respectful distance from voters, especially where they are marking the ballot.

- Allow only one Watcher per candidate or party in a precinct at any time. (There can be a poll watcher for Candidate A, another for Candidate B, but **NOT** two watchers for Candidate A in the same precinct at once.)

- Poll watchers may keep a list of voters. Poll watchers may inspect the numbered list – but only while supervised and when the polling place is not busy.

- Challenges to voter's identity or address **MUST** be made in good faith. See page **53**.

- Candidates may not be a poll watcher in a polling location where they are on the ballot (this would be considered electioneering).

- Candidates may be present during opening and closing procedures and ask for the count once polls are closed.

Poll Watcher Removal

Poll workers **MUST** direct a watcher to leave the polling place if any of the following occur:

1. The watcher becomes abusive or needlessly argumentative.
2. The watcher repeatedly challenges voters' rights to receive a ballot without cause or makes challenges based on party affiliation, race, gender, age, or ethnicity.
3. The watcher campaigns or distributes literature in the polling place.
4. The watcher wears any clothing or other item that promotes a candidate or party or displays an election slogan inside the polling place.
5. The watcher takes photos or videos of voters or workers.
6. The watcher marks or alters any official election records.
7. The watcher reviews or accesses the contents of ballot boxes and other election records.
8. The watcher interferes with the orderly process of voting.

POLL OPENING & SETUP

PREPARING YOUR POLLING PLACE

❖ Poll workers should arrive at 6:00AM to open the polls. Call the Equipment Warehouse and the Poll Worker Hotline if the location is not open at 6:00 AM.

❖ Polls must open promptly at 7:00 AM.

❖ Poll watchers and candidates are permitted to remain in the precinct during opening but must not disrupt the poll workers.

❖ All poll workers, but especially ½ day shift poll workers must remember to sign the Oaths, the Affidavit of Voter Identification, and the Pay Sheet.

Precinct Overview

- The size and layout of your precinct may vary.

- Set up the precinct to ensure privacy at all stages of voting including checking in, marking the ballot, using the Touch Writer, casting ballots, and ensuring accessibility for all voters.

- The path of travel inside the precinct should be free of hazardous conditions for all voters, including those using walkers, service animals and wheelchairs. Hazardous conditions could include chairs, power cords, or any other loose objects that are in the path of travel.

- Use the tape from the equipment cage to mark the flow of voter traffic.

- Any unsafe or hazardous conditions should be promptly reported to the Voting Machine Warehouse.

- Any incidents in the polling place related to the path of travel, such as a voter or a poll worker who trips or falls, should promptly be reported to the Poll Worker Hotline.

- Use tape to mark an area approximately 6 feet away from the scanner. This mark will indicate the start of the scanner waiting line. Ensure the mark is angled away from the scanner display to maintain voter privacy.

Combined Precinct Tips

- Confirm each precinct has its own cage and equipment. Check the cage label located on the side of your cage to confirm it is your precinct's cage. If the cage is not for your precinct, call the Voting Machine Warehouse immediately.

- Place precinct signage from the **Green Tote** on the scanner ballot box or at an easily identifiable location near the scanner to indicate your precinct.

- To reduce errors and lines, ensure that voters can see signage and queue up in the proper precinct line.

- If the check-in tables are shared, please create a separate voter line for each precinct to reduce wait times and ensure each voter is given the correct ballot.

- Ballots are precinct specific. They will be accepted ONLY in the scanner for that precinct.

- Judges of Election decide how poll workers will work together and how to set up and run the polling place. Poll workers can only be paid for working in 2 precincts.

Task List: Setting up the Precinct

- JOE confirms all poll workers have arrived. If you are missing poll workers, call or text the Poll Worker Coordinator and/or Hotline immediately.

- Open the White Supply Box (inside the **Green Tote**) and find the blue "Precinct Forms Checklist Folder" as well as the 3 colored return envelopes.

- Administer Election Board Oaths and sign both ELECTION OFFICER'S OATH OF OFFICE forms. The Minority Inspector swears in the JOE. The JOE swears in all other poll workers. One copy goes in the **Lime Bureau of Elections Envelope**, and the other goes in the **Pink Minority Inspector Envelope**.
  TIP: ANY afternoon workers MUST be sworn in by the JOE and sign the Oaths upon arrival.

- Fill out PAY SHEET according to the instructions on page **17**. After all workers have signed, file the form in the **Lime Bureau of Elections Envelope**.
  TIP: ANY afternoon workers MUST fill out the Pay Sheet.

- JOE will assign tasks to poll workers and determine the layout of the precinct. If in a shared polling place, you may work together to open all precincts. Use the tape in the cage to direct voter flow and spacing for privacy.

- Verify the equipment cage is for your precinct. Call the Voting Machine Warehouse immediately, if it is NOT. Open the equipment cage and record the outer **Red Security Seal Number** on all 3 Return Sheets – Certificate 1 (Page **34**). **IMPORTANT:** If the **Red Security Seal** is missing or previously broken, record it on the Manifest Sheet.

- Use the Manifest Sheet from the cage's door sleeve to inventory all supplies are present and note any missing or broken supplies. (Page **15**) The JOE must fill out the Manifest Sheet with name and contact information at the top. Place the **Red Security Seal** in the **Aqua Machine Warehouse Envelope**.

- Confirm the paper ballots in the cardboard ballot box/es in the equipment cage are for your precinct and the totals printed on the boxes are correct and that they also agree to the pre-printed total number of ballots on all 3 Return Sheets – Certificate 3.

  TIP: Ballots are pre-wrapped in batches of 50. Do NOT unwrap ballots until needed.

Delaware County
November 7, 2023 Municipal

PRECINCT:
ALDAN Eastern

BOX #1
Precinct Box: 1 of 3

TOTAL BALLOTS: 1,100

Task List: Setting up the Precinct (Continued)

- Verify all inventory is for YOUR precinct, including the **Blue Poll Bag**, **Green Tote**, **Black Pouch**, **White Supply Box** and their contents on pages **13-14**. If not, contact the Voting Machine Warehouse or Poll Worker Hotline.

- Set up the Touch Writer and printer, and the scanner and ballot box. Detailed setup instructions begin on page **19**. You may label the tapes as they are printed for easier identification.

- Record **Blue Seal Numbers** from the scanner and Touch Writer's vDrive compartments on all 3 Return Sheets – Certificate 1. Do **NOT** remove vDrive Seals until polls are closed.

- If in combined precincts, display the precinct sign on the ballot box.

- Prominently hang all pages and all sample ballots in the POSTING NOTICES envelope in the **White Supply Box** in your precinct for voters to review prior to voting.

- Deposit all removed security seals in the **Aqua Machine Warehouse Envelope**.

- Set up privacy voting booths and any additional voting areas (tables/desks etc.) with the white plastic privacy trifolds.

- Set up the voter check-in area with pens, poll books, supplemental poll book pages, ballots, privacy folders and the numbered list of voters in the white binder.

- Set up the JOE table with Provisional Voting and Remitted Ballot materials.

- Crosscheck and star names in the poll book with the supplemental poll book pages per the detailed instructions on page **16**.

- Using the **White Supply Box** lid, set up a return area near the scanner for pens and privacy folders.

- Verify that Certificate 1 on all 3 Return Sheets has been filled out. Review that all necessary materials have been properly filed in colored envelopes per page **34**.

Doors must open at 7AM sharp!

Item Inventory

BLUE POLL BAG	EQUIPMENT CAGE

BLUE POLL BAG CONTENTS:

Poll Books

Poll Book Supplemental Pages

Forms:

- – Yellow Affirmation of Elector
- – Pink Declaration of Assistance
- – White Security Seal to seal Blue Poll Bag at end-of-day

Provisional Items (Contained in a large Ziploc bag)

- – Green Secrecy Envelopes
- – White Provisional Ballot Envelopes
- – Receipts
- – One White Return Envelope

EQUIPMENT CAGE CONTENTS:

Refer to Manifest Sheet in the Equipment Cage on page **15** for inventory purposes.

Plus:

- – Numbered List of Voters in White Binder

IMPORTANT: The Blue Poll Bag and equipment cage CANNOT be opened until the morning of the election with the JOE and at least one other poll worker present.

Item Inventory (Continued)

GREEN TOTE

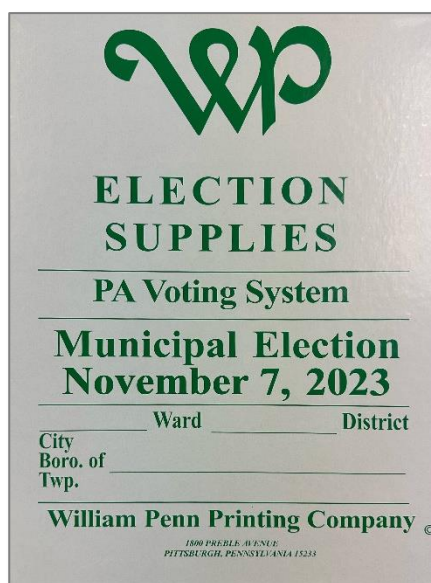Delaware County Election Supplies

- Election Day Guide
- **Black Pouch** (contents, see below)
- Three Sample Ballots
- **White Supply Box** (contents, see right)
- Pens for Voters

BLACK POUCH

Upper Darby Township
6-9

016/006/009

- Equipment Machine Keys & ID Badge on lanyard
- Equipment Access Codes
- **White vDrive Security Return Envelope**
- **Green Seal** for **Gray Ballot Bag** at Closing

WHITE SUPPLY BOX

ELECTION SUPPLIES
PA Voting System
Municipal Election
November 7, 2023
Ward   District
City
Boro. of
Twp.
William Penn Printing Company ©
1800 PREBLE AVENUE
PITTSBURGH, PENNSYLVANIA 15233

- Blue Precinct Forms Folder
  - Pay Sheet
  - 2 Election Officer's Oath
  - Affidavit of Voter Identification
  - 3 colored Return Sheets **(Aqua, Pink and White)**
- Precinct sign for scanner (if multiple precincts)
- Spoiled Ballot/Remitted Ballot Envelope with Log
- Elector's Declaration to Remit their Mail Ballot form pads
- Posting Notices Envelope
- Record of Assisted Voters
- Poll Worker Name Tags
- Statement of Complaint – Title III
- 3 Colored Closing Envelopes (**Lime**, **Pink**, and **Aqua**)
- Election Day Digest
- Challenges Elector's Affidavits
- Bag of tape and pens
- "I Voted" stickers

Item Inventory (Continued)

CAGE MANIFEST SHEET

2023 MUNICIPAL ELECTION	PRECINCT	DC_____ SLOT #_____
JUDGE OF ELECTIONS:	**PHONE:**	
ADDRESS:	**EMAIL:**	

DESCRIPTION	QTY / SERIAL NUMBER	COMMENTS
SCANNER SERIAL #	S1903186311	
SCANNER BLUE SEAL	11385	
SCANNER BLUE RETURN SEAL (IN BLUE BAG)	11401	
TOUCH WRITER SERIAL #	W1913423612	
TOUCH WRITER vDRIVE COMPARTMENT BLUE SEAL	11387	
TOUCH WRITER PRINTER PORT BLUE SEAL	11388	
TOUCH WRITER vDRIVE COMPARTMENT BLUE RETURN SEAL (IN BLUE BAG)	11389	
TOUCH WRITER PRINTER PORT RETURN BLUE SEAL (IN BLUE BAG)	11390	
PRINTER SERIAL #	AK99003167C1	
BALLOT BOX	1	
TOUCH WRITER TABLE	1	
PRINTER TABLE	1	
PRIVACY BOOTH (QUAD)	1	
PRIVACY BOOTH (SINGLE)	1	
PRIVACY SCREENS (BLACK NYLON)	4	
PRIVACY MANILLA FOLDERS	10	
PRIVACY TRIFOLDS (WHITE PLASTIC)	4	
BALLOT BAG	1	
BALLOTS		
HEADPHONES FOR TOUCH WRITER (IN BLUE BAG)	1	
CLOSING SEAL (RED)	1	
CLOSING RED RETURN SEAL (IN BLUE BAG)	1	
PRINTER POWER CORD (IN BLUE BAG)	1	
USB CORD CONNECTS FROM TOUCH WRITER TO PRINTER (IN BLUE BAG)	1	
EXTENSION CORD	1	
POWER STRIP	1	
MASKS		
PENS	3 BOXES	
THERMAL TAPE - 3 ROLLS (IN BLUE BAG)	3	
TAPE	1	
BLUE BAG	1	

IMPORTANT NOTES FOR JUDGE OF ELECTIONS & ALL POLL WORKERS
THE FOLLOWING MATERIALS ARE TO BE PLACED IN THE CAGE AT THE END OF ELECTION:

➡ AQUA MACHINE WAREHOUSE ENVELOPE
➡ NUMBERED LIST OF VOTERS BINDER
➡ ALL UNUSED BALLOTS & BOXES INCLUDING ANY EMPTY BOXES

ADDITIONAL NOTES:

CAGE INSPECTOR NAME (PRINT):_____

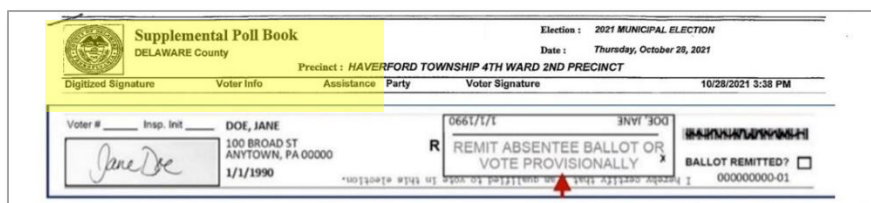CAGE INSPECTOR SIGNATURE:_____   DATE:_____

Supplemental Poll Book Pages Cross-Check Instructions

POLL WORKERS MUST REVIEW THE SUPPLEMENTAL POLL BOOK PAGES TO FOR THE MOST UP-TO-DATE VOTER RECORD WHILE CHECKING IN VOTERS.

IMPORTANT: If your precinct has a POLL PAD, do NOT perform these steps. The blue poll books are printed in advance of Election Day. Any changes to the voter record that occurred AFTER the poll books were printed will be listed on the SUPPLEMENTAL POLL BOOK PAGES. This includes the county receiving an absentee ballot or processing a requested party change, etc.

To properly cross-check, you will need the blue poll books and the supplemental poll book pages located at the front of the first poll book. The pages may contain the following information:

- Record of supplemental voter changes that must be addressed.
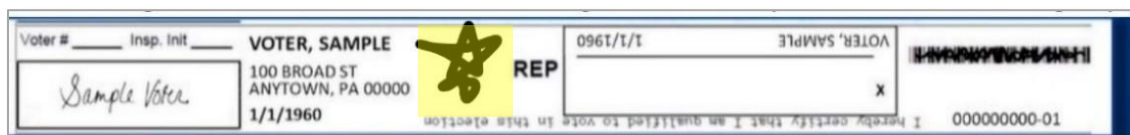
- Supplemental record of voter's ineligibility to cast a ballot because their ballot has been received by the Board of Elections. This voter should **NOT** vote. If persistent, you may only issue a **provisional ballot** to this voter.

To cross-check names from supplemental pages:

1. For each name in the supplemental poll book pages, find the voter's name in the blue poll book.

2. Mark a large, bold star to the left of the voter's name in the blue poll book as shown here:

IMPORTANT: A voter with a star next to their name will NEVER sign the blue poll book. They MIGHT sign the supplemental pages.

Pay Sheet Instructions

The County's Accounting Department must verify ALL information on the Pay Sheet before issuing a check.

- Workers cannot be paid for serving more than one role in a single precinct.

- Poll workers that serve in 2 precincts MUST be documented on both precinct's Pay Sheets to be eligible for payment for both precincts.

- If someone is handling ballots, setting up voting equipment, signing in voters, etc., then they are a poll worker and must be included on the Pay Sheet. There are NO poll worker "volunteers." The County is required by PA state law to pay its poll workers.

USE the checklist to make sure the form is complete.

PRINT clearly.

USE proper names.

SIGN the yellow box under your printed name.

SELECT box indicating shift worked, full or half day.

Poll workers **must** be residents of Delaware County. Using an address outside of the county may forfeiture payment.

IMPORTANT:

Any missing or incorrect information will delay processing for the entire precinct.

Judge of Election MUST sign bottom of Pay Sheet or it will delay processing for the entire precinct.

PAGE INTENTIONALLY LEFT BLANK

USE PAGE FOR NOTES

EQUIPMENT SETUP GUIDE

BALLOT PRINTER, TOUCH WRITER, SCANNER BALLOT BOX & SCANNER

❖ Boot up times for the Touch Writer and scanner are both approximately 10 minutes. The screen will appear black at times – do not reboot.

❖ Make sure the Touch Writer is far enough away from scanner to ensure privacy and that its screen faces away from traffic so other voters cannot see the voter's selections on screen.

❖ You may label report tapes for easier identification.

❖ Set up the precinct making sure voter traffic flows, voters have privacy and there are no tripping hazards.

If you encounter ANY issues during equipment setup, call the Voting Machine Warehouse at (610) 874-8780.

Setting Up the Ballot Printer

1. Set up the ballot printer table next to where you will set up the Touch Writer and set the ballot printer on the table.

2. Plug in the square end of the USB printer cable into the printer. Note: The flat end will be plugged into the Touch Writer. [A] ▶

3. Insert the printer power cord into the printer and the other end into an electric outlet. **Do NOT turn on the printer yet.** The printer should be powered on ONLY after setting up the Touch Writer. [B] ▶

    Printer will come pre-loaded with paper. BE CAREFUL with the paper extended tray when unpacking and packing the printer.

Setting up the Touch Writer

IMPORTANT: Do NOT remove *Blue Security Seal* on vDrive compartment until polls close.

1. Remove the Touch Writer stand from the cage. Release bungee cords. Pull on the handle and lift and lock the legs into place. [C] ▶

2. Turn the stand over to set up the Touch Writer. Pick a location that does not create a tripping hazard with the power cords.

3. Place the Touch Writer on top of the stand, aligning footpads with the indentations. The handle on the front of the Touch Writer must face the same direction as the handle on the stand). [D] ▶
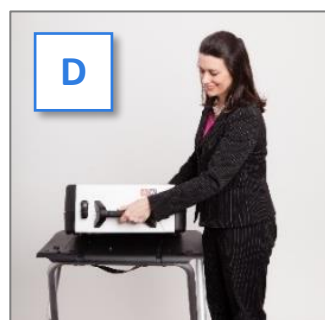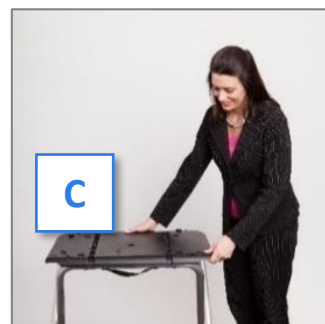
4. Stand at the front of the stand. Reach under the front of the stand top and push the latch away from you to secure the Touch Writer to the stand. Check that the Touch Writer is attached by trying to lift it up. [E] ▼

5. Open the case and remove the power brick and power cord from the storage compartment. [F] ▶

   IMPORTANT: Do **NOT** remove the *Blue Security Seal* from the vDrive compartment until closing. Record the seal's number on all 3 Return Sheets' Certificate 1.

   Close the compartment and case.

6. Plug the power cord into the power brick [G]. ▼Slide the base of the black connector molding back [H] and then plug it into the back of the Touch Writer (flat side up). [I] ▼

   IMPORTANT: Do **NOT** plug the power cord into an outlet yet.

7. Remove the *Blue Security Seal* on the back of the Touch Writer, [J] ▼, and record the security seal number on all 3 Return Sheets' Certificate 1. Place the seal in the *Aqua Machine Warehouse Envelope*.

8. Plug the flat end of the USB printer cable from the ballot printer into the back of the Verity Touch Writer, with the notch facing up. [K] ▼
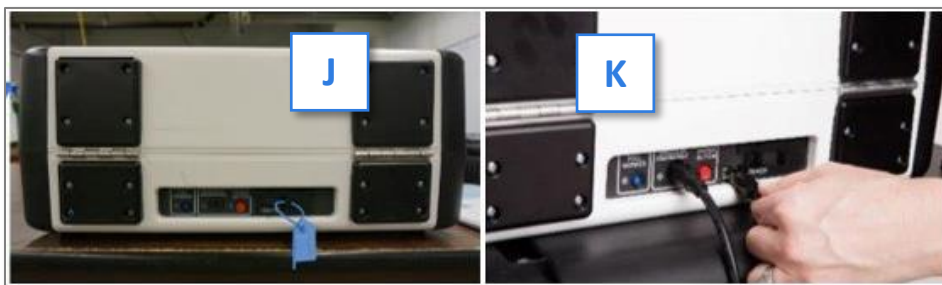
9. Open the Touch Writer case and lock the lid brace in place. [L] ▶

   IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.

10. Unlock [M] using the key from the **Black Pouch**, unlatch [N], and remove tablet [O]. ▼

11. Seat the tablet in the cradle [P], tilt it back [Q], and lock it in place [R]. ▼

12. Attach privacy screens to both sides of the stand. [S] ▶

13. Plug the power cord into AC power. A green light will illuminate on the power brick when AC power is present.

14. Press the switch on the bottom right side of the *ballot printer* to power it on. [T] ▶

   IMPORTANT: Do NOT move onto the next step until the printer is powered on!

15. Press the ***Red Power Button*** on the back of the Touch Writer to power it on. [U] ▶

   A Power-On Self-Test report will automatically print on Touch Writer's built-in report printer. This report will indicate any hardware or connection issues. If any issues are noted, call the Voting Machine Warehouse at **(610) 874-8780.**

   File the unsigned Power-On Self-Test report in the ***Aqua Machine Warehouse Envelope***.

Touch Writer Screen Orientation

Once powered up, the Touch Writer will display the Print Zero Report screen. [V] ▶

Please review the information bar [W] ▼at the bottom of the screen which includes the date and time, plus the following:

- **Ballots:** The number of ballots printed using the Touch Writer for the current election should be zero.

- **Lifetime:** The number of ballots printed using the Touch Writer for the lifetime of the device (for all elections).

- **AC and battery power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Touch Writer Power-On Self-Test report. The battery does NOT recharge when plugged in. **See page 82 for more information on battery power under Loss of Power.**
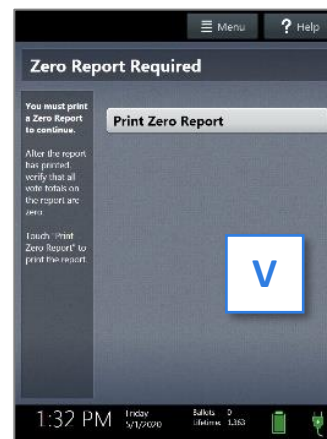
   Verify the displayed information is correct and the Touch Writer is running on AC Power. ▼
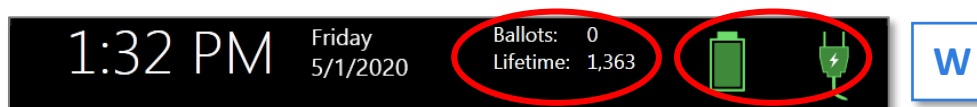
Opening the Polls

IMPORTANT: If the ballot count total, polling place, or clock are incorrect, or the Touch Writer is not running on AC Power or the battery is low, contact the Voting Machine Warehouse at (610) 874-8780.

1. Select **Print Zero Report**. Print two (2) copies of the Zero Report. Using the Zero Report, check the following: [**X**] ▶

    ▪ Verify the ballot count total on the Zero Report is ZERO.

    ▪ Verify that the polling place on the report is correct.

    ▪ Use the Zero Report information to fill out all three Return Sheets with the Touch Writer serial number and lifetime counter on Certificate 1 (see page **35**).

    ▪ File one (1) signed report in the *Pink Minority Inspector Envelope* and the other signed report in the *Aqua Machine Warehouse Envelope.*

2. Select **Open the Polls** [**Y**] ▶

    IMPORTANT: Once you open polls, you can no longer print a Zero report.

3. Enter the **Open Polls Code** from the *Black Pouch*, and then select **Accept**. The Open Polls report will automatically print. [**Z**] ▶

4. Sign and file the Open Polls in the *Aqua Machine Warehouse Envelope.*

The Touch Writer is now ready to be used by voters!
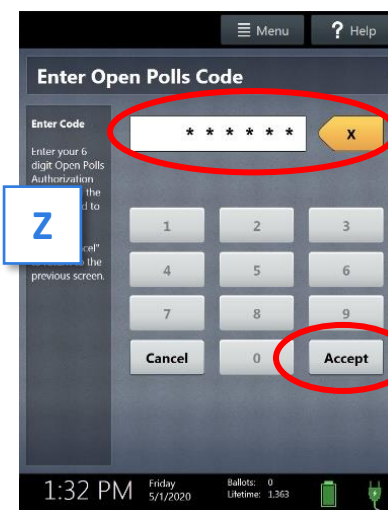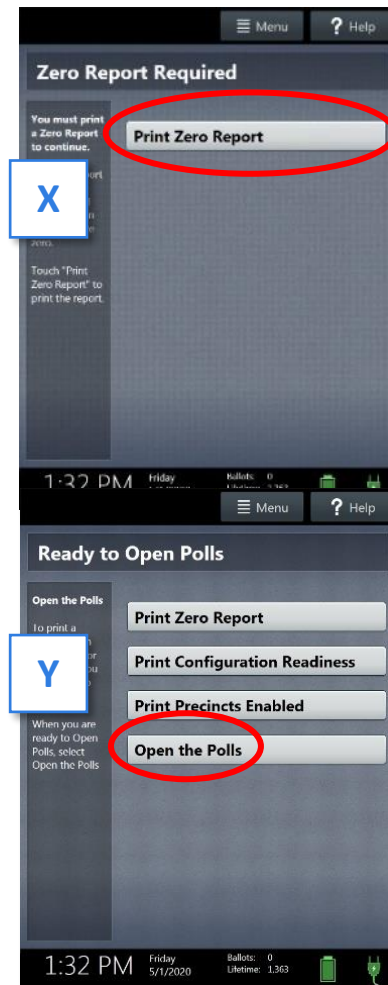
Scanner Overview

The scanner is a polling place-based digital scanner for scanning and casting ballots.

The scanner can be used with hand-marked ballots or with ballots marked and printed using the Touch Writer.

The scanner deposits scanned ballots into its ballot box and **_Gray Ballot Bag_** for secure storage.

vDrives are used to transfer digital ballot styles from the Verity election definition software to the scanner, and to transfer voted ballots from the scanner to Verity software for tabulation.

vDrives are inserted into a standard USB port located in a locked and sealed compartment; each scanner and Touch Writer has its own vDrive.

Note: Software startup for each unit may take several minutes, due to security and data integrity checks that the Verity software performs. This process is included in the design of the Verity Voting System to verify the authenticity of the software before allowing it to operate.

Setting up the Scanner

Setting Up the Ballot Box

1. Position the folded ballot box as shown below. [A] ▼

2. Unlatch the four clips (two on each side). [B] ▼

3. Pull open the ballot box. [C] ▼

4. Press the side panels outward until they are flat, being careful not to pinch your hands or fingers. [D]   ▼

5. Lower the bottom panel but do **NOT** press down. [E] ▼

6. Release the lid by unhooking the 3 black straps. [F, G] ▼

7. Pull the string on the underside of the lid upward to unlock the lid latch. [H, I] ▼

8. Lift the lid while gently pulling upward and outward, ensuring that the double hinge is fully extended. Lay the lid across the top of ballot box, and then press it down. Do **NOT** force it. [J, K, L] ▼
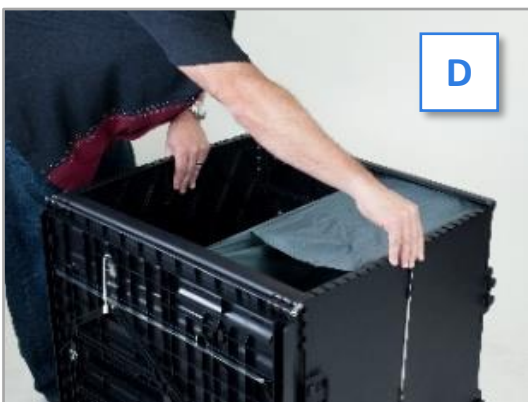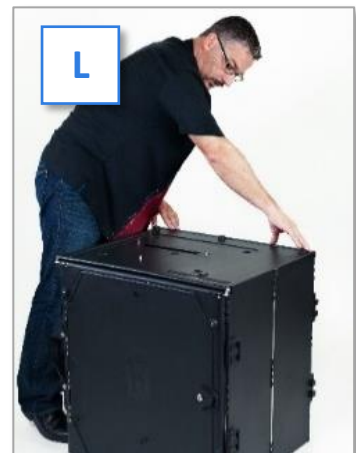
Setting Up the Ballot Box (Continued)

9. Unlock the front door with the ballot box key from the **Black Pouch**. [M] ▼

10. Press firmly on bottom panel to lock it in place. [N] ▼

11. Assemble folded **Gray Ballot Bag**. Ballot bags will have **precinct labels** in the clear sleeve on top of the bag and on the side with the handle, verify the labels are for the correct precinct. [O] ▼ **DO NOT REMOVE THESE LABELS.**

12. Position the unzipped bag so the side with the handle and label is facing outward and the bag is snug against the side.

13. Position the ballot box to be near an electrical outlet. Do not create a tripping hazard! And, keep the voter's privacy in mind.

Setting Up the Scanner

IMPORTANT: Do NOT remove *Blue Security Seal* on vDrive compartment until polls close.

1. Place the scanner on the assembled ballot box, aligning footpads with the indentations. The handle on the scanner must face the front of the ballot box. [**A**] ▼

2. Reach inside the ballot box and pull the cord down and away from you to lock the lid and the scanner in place. Check that the scanner is locked in place by trying to lift it up. [**B**] ▼

3. Close and lock the front ballot box door with the key from the black pouch. [**C**] ▼

4. Open the scanner case and remove the power brick and power cord from the storage compartment. Close the compartment and case. [**D**] ▼
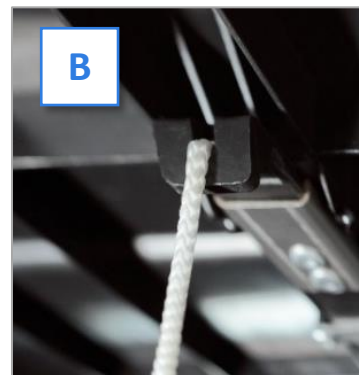
5. Plug the power cord into the power brick [**E**]. Slide the base of the black molding back and then plug the power brick into the back of the scanner (flat side up). [**F**] ▼

   IMPORTANT: Do NOT plug the power cord into the outlet yet.

6. Open the scanner case and lock the lid brace in place [G], then unlock the case [H], unlatch the case [I], and remove [J] the tablet. ▼

   IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.

7. Seat the tablet in the cradle [K], tilt it back [L], and lock it in place [M]. ▼

Setting Up the Scanner (Continued)

8. Attach privacy screens to each side of the ballot box. [N] ▼

9. Plug the power cord into AC power. A green light will illuminate on the power brick when AC power is present.

10. Press the *Red Power Button* on the back of the scanner to power it on. [O] ▼

    The Power-On Self-Test report will automatically print on scanner's built-in report printer. This report will indicate any hardware or connection issues. If any issues are noted, call the Voting Machine Warehouse at **(610) 874-8780**.

    File the unsigned Power-On Self-Test report in the *Aqua Machine Warehouse Envelope*.

Scanner Screen Orientation

Once powered up, the scanner will display the **Print Zero Report** screen. Please review the information bar at the bottom of the screen which includes the date and time, plus the following: [A] ▶

Ballots: The number of ballots scanned and cast on the scanner for the current election should be zero. [B] ▼

- **Sheets:** The number of ballot sheets scanned on the scanner for the current election should be zero. [B] ▼

- **Lifetime:** The number of ballots cast on the scanner for the lifetime of the device (for all elections). [B] ▼

- **AC and battery power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Scanner Power-On Self-Test report. The battery does NOT recharge when plugged in. [B] ▼ **See page 82 for more information on Battery Power under loss of power.**
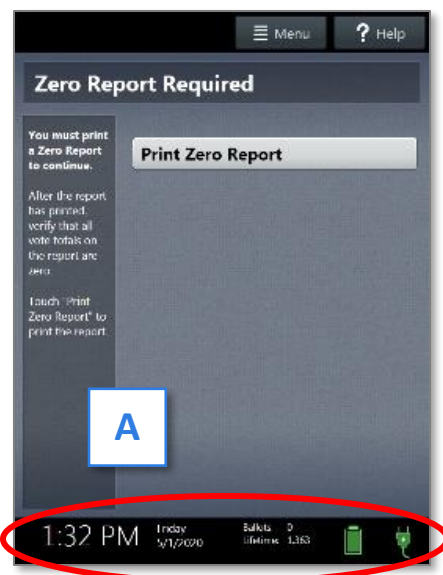
Verify the displayed information is correct and the scanner is running on AC Power.

Opening the Polls

IMPORTANT: If the ballot count total, polling place, or clock are incorrect or the scanner is not running on AC Power or the battery is low, contact the Voting Machine Warehouse at (610) 874-8780.

1. Select **Print Zero Report** [C] ▶ and print two (2) copies of the Zero Report. Using the Zero Report, check the following:

    - Verify the ballot count total on the Zero Report is **ZERO**.

    - Verify that the polling place on the report is correct.

    - Use the Zero Report information to fill out all three (3) Return Sheets with the scanner serial number and lifetime counter on Certificate 1 (see page **35**).
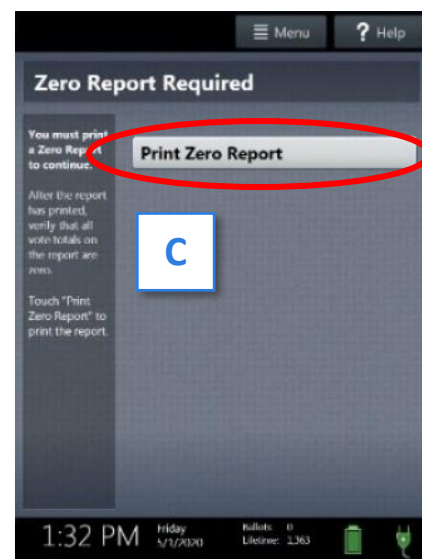
Opening the Polls (Continued)

2. File one (1) signed report in the ***Pink Minority Inspector Envelope*** and the other signed report in the ***Aqua Machine Warehouse Envelope***.

3. Select **Open the Polls**. [D] ▼

4. Enter the **Open Polls Code** from the ***Black Pouch***, and then select **Accept**. The Open Polls report will automatically print. [E] ▼

5. Sign and file the signed Open Polls reports in the ***Aqua Machine Warehouse Envelope***.
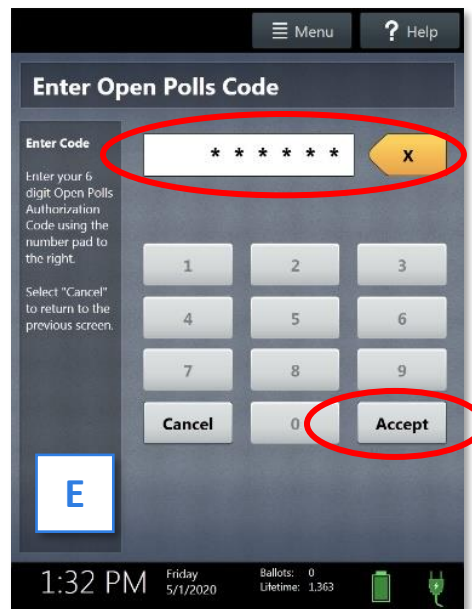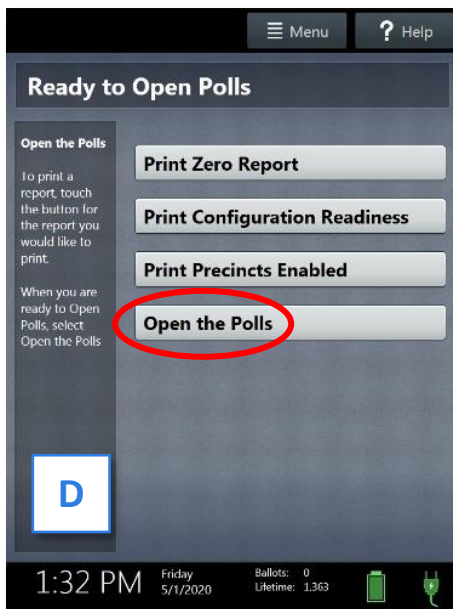
The scanner is now ready to be used by voters!

Filling out the Return Sheets: Certificate 1

All 3 certificates are located on the large *Pink, Aqua and White Return Sheets* (see page 71). There are no individual certificates.

There are 3 Return Sheets included in the paperwork which must each be filled out completely, legibly, and identically.

Certificate 1 is a record of Poll Opening security measures. Use these instructions, along with the infographic on the opposite page, to fill out Certificate 1.

- Record the seal numbers from **Blue Security Seals** on the vDrive compartments inside the scanner and the Touch Writer. These seals are **NOT** removed until polls are closed.

- Record the serial numbers (abbreviated S/N) from the Open Poll Reports for both the scanner and the Touch Writer. These should agree with the Manifest Sheet.

- Record the Lifetime Counter numbers from the Open Polls Reports for both the scanner and the Touch Writer.

- Record the seal number from the **Red Security Seal** removed from the equipment cage. Place the seal in the **Aqua Machine Warehouse Envelope**.

- Record the seal number from the **Blue Security Seal** removed from the back of the Touch Writer. Place the seal in the **Aqua Machine Warehouse Envelope**.

- JOE and all present poll workers **MUST** sign all machine tapes except the Power-On Self-Test tapes.

- Place both the scanner and the Touch Writer's Power-On Self-Test Reports in the **Aqua Machine Warehouse Envelope**.

- Place one (1) Zero Report from both the scanner and the Touch Writer in the **Aqua Machine Warehouse Envelope**.

- Place one (1) Zero Report from both the scanner and the Touch Writer in the **Pink Minority Inspector Envelope**.

- Place the Open Polls Report from both the scanner and the Touch Writer in the **Aqua Machine Warehouse Envelope**

Filling out the Return Sheets: Certificate 1

POLL OPENING - CERTIFICATE 1
Before opening the polls, record these numbers from the equipment and the tapes.
Verify all "Zero & Open Polls Report Tapes" show zero votes cast. Call warehouse if incorrect.

ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment *Unseal at Poll Closing*	Serial Number from Machine Tape	Lifetime Counter from Machine Tape
Verity Ballot Scanner	0005224	1903221810	5689
Verity TouchWriter	0054557	1913547412	77
RED Seal # on Cage:	0005226	BLUE Seal # Back of TouchWriter	003546

Blue Security Seals from both vDrive Compartments.

DO NOT REMOVE UNTIL POLLS CLOSE

Election Header

Poll Worker Training - General
Election Date: 10/31/2021

Delaware County, Pennsylvania
Delco Elementary School
Election Day

Verity Scan
S/N: S1903221810
Version: 2.3.1

Ballot Counter: 0
Lifetime Counter: 5689

Open Polls Report

Election Header

Poll Worker Training - General
Election Date: 10/31/2021

Delaware County, Pennsylvania
Delco Elementary School
Election Day

Verity Touch Writer
S/N: W1913547412
Version: 2.3.4

Ballot Counter: 0
Lifetime Counter: 77

Open Polls Report

"Zero" & "Open Polls" Report Tapes from Scanner and TouchWriter

NOTE: Ballot Counter is ZERO.

Remember to sign the bottom of all machine tapes where indicated.
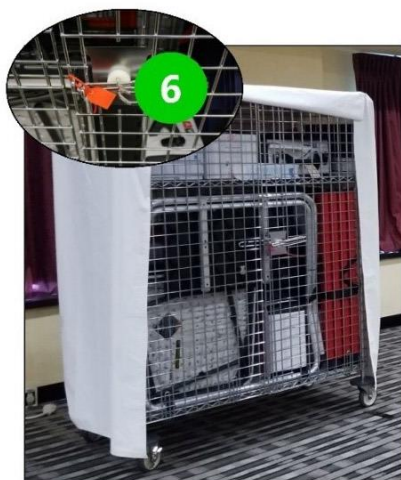
Equip. Cage with Red Security Seal Removed when opening the cage.

Blue Security Seals from Printer Port on TouchWriter (rear near power button). Removed when setting up.

PAGE INTENTIONALLY LEFT BLANK

USE PAGE FOR NOTES

WORKING WITH VOTERS

ENSURING A GREAT VOTER EXPERIENCE

❖ **NEW: Precincts will NOT receive Provisional Ballots. ALL Provisional Ballots will be printed on the Touch Writer and are NOT scannable.**

❖ Voters may deliver their sealed mail-in ballot to a secure Delaware County Drop Box by 8:00PM on Election Day.

❖ ANY voter may use the Touch Writer, if requested.

❖ **IMPORTANT:** Never deny a citizen the right to vote. If you cannot contact Voter Registration within a reasonable amount of time to verify a person's eligibility, have them vote by Provisional Ballot.

❖ Throughout the day, compare the numbered list of voters to the number of ballots scanned to verify the precinct's numbers agree.

❖ All ballots are a single 2-sided page. The back page is the Judge retention question only. Poll workers may NOT indicate to voters if the Judges are liberal or conservative leaning.

Voter Check-In Overview

- Split precinct lines based on alphabetical order in the poll books. If your precinct is larger or busy, create signs to manage traffic.

  TIP: Bring sticky tabs to label the alphabet especially in large precincts. This will make it easier to find voters.

- Polling locations serving more than one precinct should set up distinct line areas for each precinct. Create signage using blank paper to ensure voters are waiting in the correct line to check in.

- If a voter is not listed in the poll book and requires a call to the county for more information, pull that voter from the line while resolving the issue so that you may continue serving other voters.

- Control the flow of voters at check-in to prevent overcrowding at available voting booths.

- The balloting area MUST offer privacy, accessibility, and adequate lighting.

Voters may:

- Talk respectfully among themselves.

- Take "I Voted" pictures or "selfies" that do not infringe on the privacy of other voters or poll workers.

- Use their phones to research candidates for their own personal purposes.

- Wear clothing or accessories with political messaging.

Voters may not:

- Remove ballots from the precinct to fill out elsewhere.

- Engage in politicking inside the precinct.

- Intimidate other voters.

- Take photos of other voters or poll workers. Privacy and safety must be respected.

- Leave the polling place without voting once they have signed the poll book.

Blue Poll Book: Voter Check-in Procedure

1. Greet the voter. Ask the voter for their name. Repeat the name aloud for any poll watchers.

2. Using the alphabetical guide in the lower right corner, find the voter's name in the poll book.

   - ***When voter's name is found,*** take appropriate action for any MESSAGE that appears in the signature box (see Poll Book Quick Reference Guide on page **45** for examples) before proceeding.

   - ***If the voter's name is starred and in the Supplemental Poll Book pages***, close the poll book and work with the pages. This voter will **NOT** sign the Poll Book because it is **NOT** the most current record.

   - ***If the voter's name is NOT found:***

     - Check the Supplemental Poll Book pages and the back of the poll book (after letter Z) for a list of "Ballots Cast/Not Eligible" voters which is a list of voters that returned ballots after the poll books were printed.

       o Not all precincts will have this list.

       o If the voter's name appears to be missing, check the page numbers and check pages are not stuck together.

       o Ask if the voter has had a name change for a marriage, etc., remind voter to contact Voter Registration to update their record.

     If voter's name is **NOT** found anywhere, proceed to Exceptions on page **46**.

3. Once any MESSAGES in the signature box are cleared, ask the Voter to confirm their address.

   If address is **NOT** confirmed, you MUST call Voter Registration **(610) 891-4659** before the voter is issued a ballot, and then follow the steps on page **46**. If it is crowded take voter out of line to do this.

   STOP If it is determined that the voter is voting provisionally STOP. Take the voter out of line to work with the JOE. A Provisional Voter does **NOT** sign the poll book or supplemental poll book pages. See page **52**.

4. Once all MESSAGES are cleared and the voter has confirmed their name and address, present the poll book or Supplemental Poll Book page to the voter. A voter listed on the Supplemental Poll Book page may sign the Supplemental page, but never the poll book.

5. Identify the blank signature box and have the voter sign in the box while covering the pre-printed signature. Signatures must be in **BLUE** or **BLACK INK** only.

   TIP: The Poll Book is printed to be read simultaneously by poll workers and signed by voters. It does not need to be flipped around for voters to sign.

6. Compare the signatures.

    - If signatures match, go to Step 7.

    - If signatures do **NOT** match, proceed to Signature Verification on page **46**.

7. Legibly PRINT the voter's name on the Numbered List of Voters in the white binder. (See page **41** for instructions on voter numbering.)

    - Do **NOT** write the voter's name on this list until verified to vote.

    - Do **NOT** write provisional voter names on this list.

    - In the event a voter's name is accidentally added to the Numbered List of Voters, print an asterisk (*) next to the name and draw a line through the name. **DO NOT REUSE THIS LINE**. This will help identify discrepancies on the Return Sheet at the end of the night. If the voter accidentally signed the poll book, cross their signature out as well as the initial and number on the left side of the poll book.

8. Record the Voter's Number from the Numbered List of Voters on the "Voter #" line above the voter's original signature. Record YOUR initials on the line marked "Insp. Int" above the voter's original signature. See the example on the Poll Book Quick Reference Guide on page **45**. Compare this number to the scanner during the day.

9. The voter may now vote. Give the voter a ballot, a pen, and a privacy folder.

10. Remind voters that they must select each candidate individually on the ballot. Review how to properly mark the ballot. Then direct the voter to the privacy booths/area to manually mark their ballot.
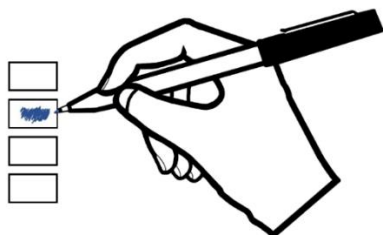
To vote, fill in the box to the left of your choice. To vote for a candidate who is not listed, print the name in the Write-in space and fill in the box to the left. Do NOT use Write-in space for a candidate who is already listed for that office. If you make a mistake, ask for a new ballot. Use only blue or black ink.

Acceptable Inside the box	
Acceptable Inside the box	
Acceptable Inside the box	
Not Recommended Outside the box lines	
Not Recommended Outside the box lines	

11. After marking the ballot, voters proceed to the ballot scanner to cast their ballot.

12. If the voter makes a mistake marking their ballot, they may spoil it and request a new ballot. See page **44** for directions.

Note: If any voter is unable or feels uncomfortable to vote by manually marking the paper ballot, direct them to the ADA compliant Touch Writer to mark the ballot digitally. **ANY** voter may use the Touch Writer, if requested. They are not necessarily asking for assistance; they may have just forgotten their glasses. See page **55** for instructions.

Instructions: Numbered List of Voters Binder

- It is a carbonless list with a top white page and bottom yellow page. Each page set is divided by a separation page. Each page in the binder is numbered 1 to 100. The page numbers will be prefilled beginning with page 0 (zero).

- Once a poll worker has cleared the voter to sign the blue poll book or supplemental pages, the poll worker will repeat the voter's name, last name first.

- Legibly print the voter's name, last name first on the list.

- Record the Voter # in the blue poll book or Supplemental Poll Book page assigned by the list: page number first, then line number, above the voter's original signature. The poll worker writing the number in the poll book will initial the record. See page **45**.

<div style="background:red;color:white;text-align:center;font-weight:bold">

EXAMPLE: RECORD THE 20th VOTER ON PAGE 0 AS "020" OR "20" AND THE 36th VOTER FROM PAGE 3 AS "336".

</div>

- If a voter's name is accidentally added to the list, print an asterisk (*) next to the name, boldly cross out the number & name of the voter. **DO NOT REUSE THIS LINE OR RENUMBER THE LIST.**

- **IMPORTANT: Throughout the day, verify the last number on the list, minus any cross outs is equal to the number of ballots scanned on the scanner.**

  For example, the last number is 336, there are 2 cross outs and 3 voters marking their ballot and the actual number of voters that signed the blue poll book is 334 (336 - 2). The scanner should match 331 votes cast. Note the reason for any differences to make closing smoother.

  Mark the line where you reconciled counts. You will only need to review votes after the mark.

Reminder: **No provisional voters sign the list. There is NOT a separate list for provisional voters.**

Ballot Scanner Procedure

**RESPECT THE VOTER'S PRIVACY AT THE SCANNER. DO NOT LOOK AT THE BALLOT. NEVER TOUCH THE VOTER'S BALLOT.**

1. Instruct the voter to remove their ballot from the privacy folder, if using, and insert the ballot into the scanner.

2. Voter inserts their marked ballot into the scanner as directed by the flashing green arrows (ballots must be fed in short edge first but can otherwise be inserted in any direction). [A] ▼

3. Voter must wait for the scanner to finish processing. "Please wait" message will be displayed on screen. [B] ▼

4. When the scanner has accepted a ballot, the screen will flash the American flag and a brief message that the vote has been recorded. [C] ▼

   ▪ Once the ballot is accepted, thank the voter, ask them to please return their pen and privacy folder, give them an "I Voted" sticker, and direct the voter to the exit.

   ▪ If the scanner rejects the ballot, an error message will display. Review the message and assist the voter. See examples on the next page.

5. Throughout the day, verify that the last number on the numbered list — minus any cross outs — equals the number of ballots scanned.
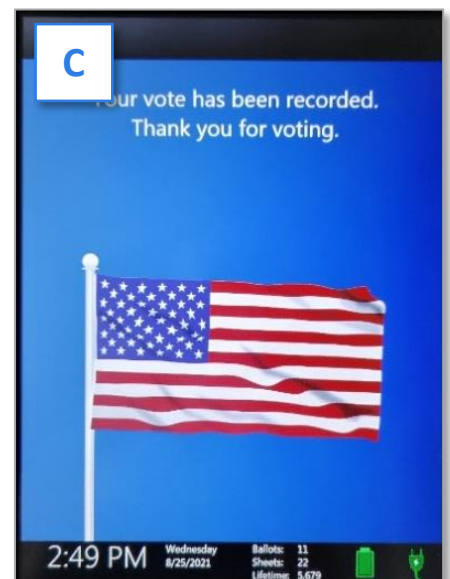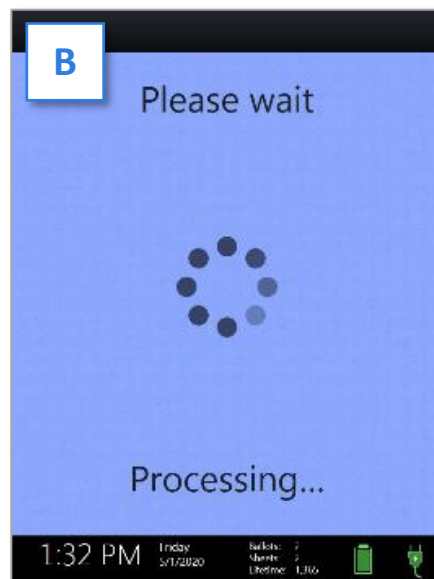
IMPORTANT: If multiple ballots are NOT scanning properly, use a different package of ballots. Note this on the 3 Return Sheets.

Scanner Messages and Voter Instructions

PRECINCT 1-2 SCANNER WILL ONLY ACCEPT BALLOTS FROM PRECINCT 1-2. ALL OTHERS WILL BE REJECTED.
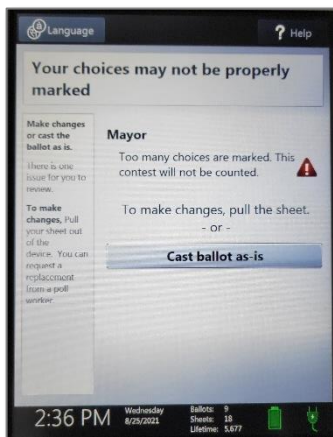
Overvote:

- Too many choices were marked on the ballot.
- The voter has two options:
  - Spoil the ballot with a poll worker and receive a new ballot to correct the error. See page **44** for instructions.
  - Cast the ballot as-is. The overvoted contest will **NOT** be counted, but all other contests will be counted.
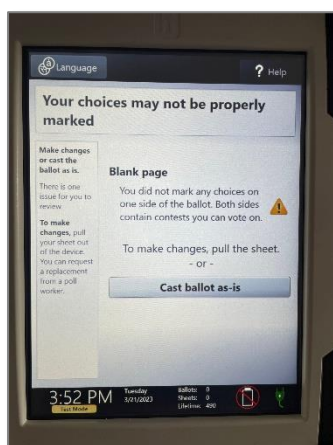
Undervote:

- The scanner is not reading any valid selections on any contest on one side of the ballot (or both sides of the ballot if there are contests on both sides).
- The voter has three options:
  - Cast the ballot as-is.
  - Take the undervoted ballot to the voting booth to mark more choices and then return to scan ballot.
  - Spoil the undervoted ballot and vote on a new ballot.
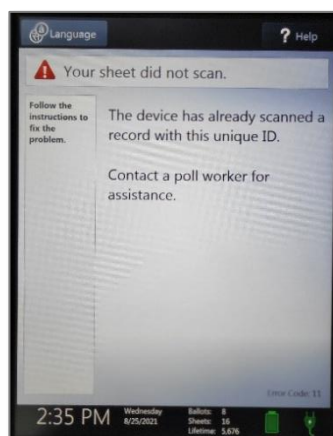
Error Codes 6, 11 or 14:

Note: This code is listed in the lower right corner.

- Code 6: The ballot is from a different precinct than the scanner. Direct the voter to their correct precinct scanner.
- Code 11: This ballot has already been scanned. Take the voter out of line. Record the voter's name and contact info and call Voter Services at **(610) 891-4673** and ask for a solicitor. Voters may continue to use the scanner.
- Code 14: Provisional ballots **CANNOT** be scanned. Properly file and log provisional votes per page **52**.

Reminder: Remember to maintain eye contact. Do NOT look at how the ballot is marked.

How to Spoil a Ballot

When a voter needs to spoil a ballot, complete the following steps:

- Do **NOT** inspect the ballot!

- Ask the voter to write SPOILED on the ballot and to fold their ballot in half.

- Have the voter place the folded ballot in the Spoiled/Remitted Ballots Envelope. [A] ▼

- Fill out Spoiled Ballot Log (located on the back side of the envelope), listing the "reason spoiled" per the voter, print your name, and circle "Spoiled." [B] ▼

- Give the voter a new ballot to complete and cast.

- If the ballot was printed on the Touch Writer, note that on the log.

- IMPORTANT: Do NOT place spoiled PROVISIONAL BALLOTS in this envelope. Place them in the White Provisional Voting – Return Envelope.
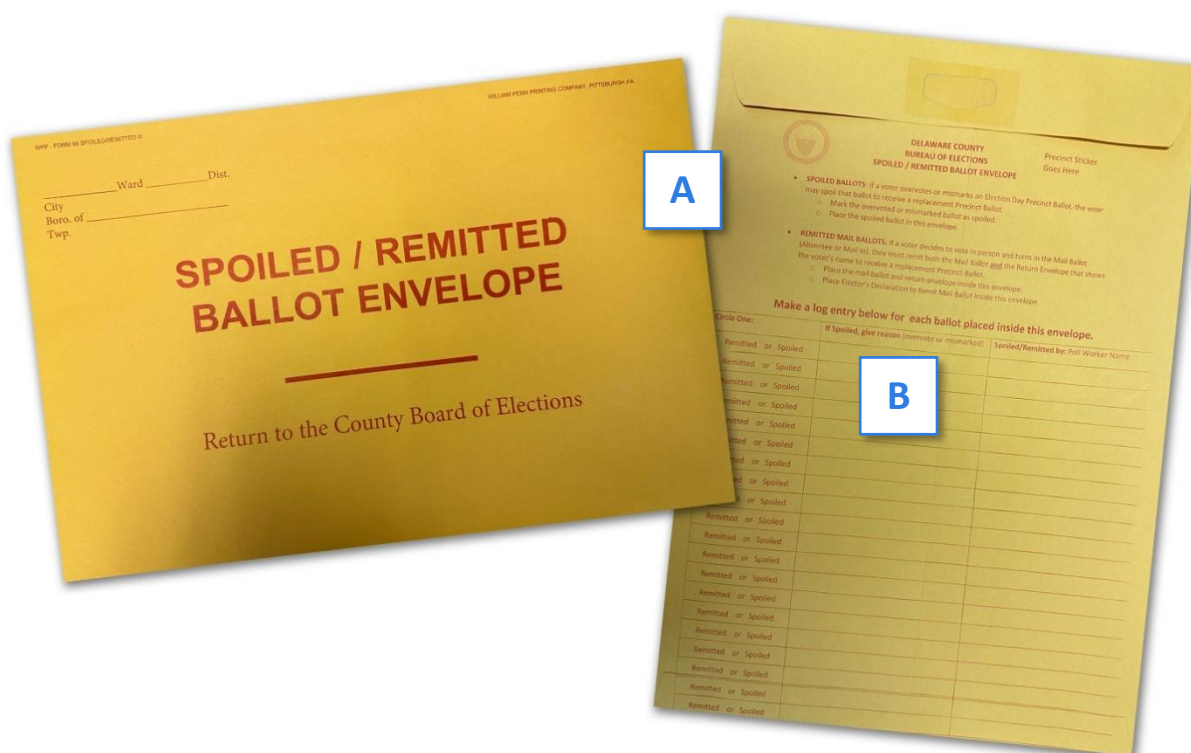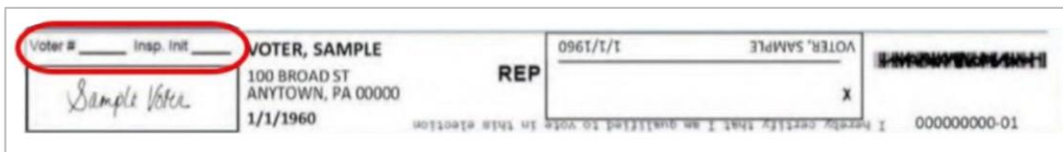

How to Log an Abandoned Ballot

If an abandoned ballot is found, write "ABANDONED" across the ballot in large print.

Place in Spoiled/Remitted Ballots Envelope and write "abandoned" for the reason on the log.

Blue Poll Book: Quick Reference Guide
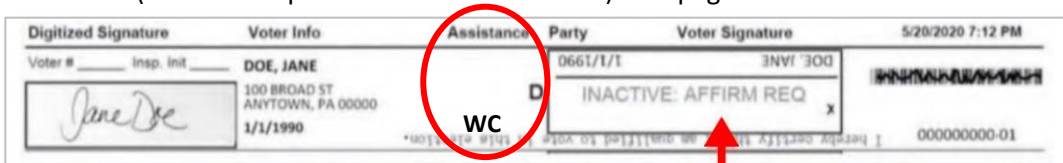
Example 1: Normal Voting Record

There are no messages in the signature box. Voter signs box. Poll worker verifies signature.
Remember: Put voter number and your initials where indicated in the red circle.

Example 2: Inactive Affirm Request and Assistance to Vote
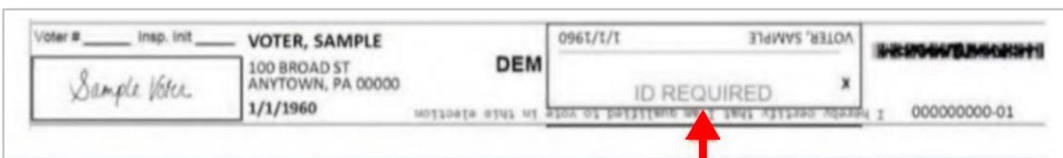
Affirmation is required. Voter fills out yellow "Affirmation of Elector" form. Once signed, voter
receives a ballot (this is not a provisional ballot situation). See page **48** for Assistance to Vote.

Example 3: ID Required

The voter must show an approved form of ID before voting. With proper ID, voter receives a ballot. If
voter does not have proper ID (see page 47), then the voter does NOT sign the poll book and must
cast a provisional ballot.

Example 4: Absentee/Mail-In Ballot Received
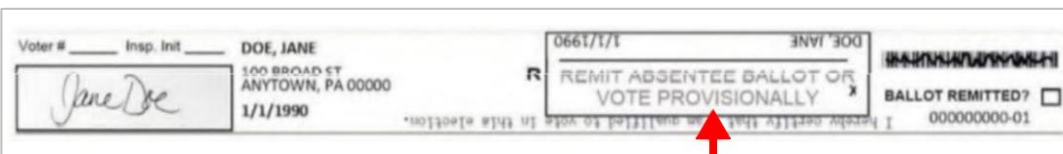
Explain to the voter that records indicate an absentee/mail-in ballot was received by the County. If
voter insists on voting, voter may cast provisional ballot. The County will determine if the Provisional
ballot will count.

Example 5: Remit of Vote Provisionally

Voter requested mail-in/absentee ballot. County has **NOT** received ballot. Option A: Voter remits mail-in-/absentee ballot and return envelope, completes "Elector's Declaration to Return" and then
receives a ballot. Option B: Voter does **NOT** remit ballot and envelope and must vote on a provisional
ballot.
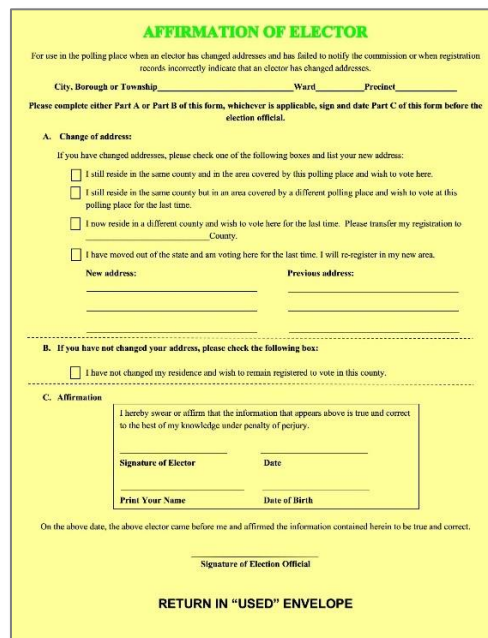
Messages & Situations Poll Workers May Encounter

<div style="background-color:red; color:white; text-align:center;">

**REMIND ALL VOTERS TO FILL OUT FORMS
COMPLETELY AND LEGIBLY, WITH PROPER NAMES, ETC.**

</div>

Incorrect Address

- If the voter's address is not properly listed in the poll book, the voter must complete sections A and C of the yellow Affirmation of Elector Form to vote.

- The JOE will review and sign the form, the voter will return to the check-in table to sign the poll book and proceed normally.

- File the completed and signed Affirmation of Elector Form in the Used Form Envelope.

Inactive: Affirmation Required

- Have voter complete the yellow Affirmation of Elector Form prior to casting a ballot. Identification is **NOT** required.

- The JOE will review and sign the form, the voter will return to the check-in table to sign the poll book and proceed normally. File the completed and signed Affirmation of Elector Form in the Used Form Envelope.

Unlisted Voter

- If the voter's name does not appear in the poll book, call Voter Registration at (610) 891-4659 for the most up-to-date information. If the Voter Registration number is busy, you may check the voter's registration status and their correct precinct via delcopa.gov/regcheck.

- If determined that the voter is registered in another precinct, direct the voter to the correct precinct. If the voter will not or cannot go to the correct precinct, they may vote provisionally see page **52**.

- If determined that the voter is at the correct precinct and properly registered, Voter Reg will give you a **AUTHORIZATION NUMBER** for the voter.

- If the voter is **NOT** given an Authorization Number or cannot be found in the system by Voter Registration, the voter is not a registered voter in Delaware County and **CANNOT** vote. If the voter insists on voting allow the voter to cast a Provisional Ballot.

Messages & Situations (Continued)

- By law, you may **NOT** issue an unlisted voter a regular ballot unless and until Voter Registration gives you an **AUTHORIZATION NUMBER**. Once a number has been issued, you will complete a blank entry (found at the back of the poll book) based on the information given by Voter Registration. Ask the voter to sign. This voter WILL be included on the Numbered List of Voters.

ID Required

- ID is required if voting for the first time at a new precinct or a first-time voter. Voter must show ID listed below prior to voting. If unable to provide approved ID, they MUST vote provisionally. See page **52**.

Photo IDs		Non-Photo IDs
Photo ID **MUST** be current/valid. Address does **NOT** need to match Voter Registration address.		Non-Photo ID **MUST** be current/valid, include the voter's name. Address **MUST** match Voter Registration address.
▶ PA driver's license or PennDOT ID ▶ ID issued by Commonwealth agency ▶ ID issued by US Government ▶ U.S. passport ▶ U.S. Armed Forces ID ▶ Student ID ▶ Employee ID		▶ Voter registration card issued by County Voter Registration Office ▶ Non-photo ID issued by Commonwealth or U.S. gov't ▶ Non-photo ID issued by any agency of the Commonwealth or U.S. gov't ▶ Firearm permit ▶ Current utility bill ▶ Current bank statement ▶ Paycheck or government check

Messages & Situations (Continued)

Voter Requests to Change Poll Book Information

- Do **NOT** make any changes to the pre-printed voter information in the poll book. By law, the voter must file a separate registration change. By law, notes in a poll book **CANNOT** be used to change or update a registration.

Voter Requires Assistance

- See page **86** for more information to respectfully work with voters with specific needs. Voters who have previously registered for assistance will have a 2 or 3 letter code such as "WC" printed next to the precinct number in the Assistance column. See example circled in red on page **45**. Voters that require assistance to vote do **NOT** need to have it noted in the poll book. When a voter needs assistance, take the following steps:

    - If an Assistance Code **IS** noted in the poll book, the voter can receive assistance and only needs to be listed on the white Record of Assisted Voters form (see below).

    - If an Assistance Code is **NOT** noted in the poll book, ask the voter to fill out a pink Declaration of the Need of Assistance to Vote form including their date of birth. The form (pictured below) must be witnessed and signed by the assistor and the Judge of Election.

    - **ALL** voters receiving assistance to vote **MUST** be listed on the Record of Assisted Voters form.

    - File both the completed Declaration of Assistance in the Used Forms envelope.

    - Note**:** The voter may choose one person to assist in voting. The individual may **NOT** be the Judge of Election, the voter's employer or an agent or officer of the voter's union. The JOE may assist in setting up the Touch Writer, but they may **NOT** assist in casting a ballot.

Messages & Situations (Continued)

Remit Absentee or Mail-In Ballot or Vote Provisionally

A voter that was issued an absentee/mail-in ballot that was not returned before the poll book and the supplemental pages were printed and now would like to vote in person has 2 choices:

- Remit BOTH the ballot AND the bar-coded Ballot Return Envelope to vote a regular ballot in-person. See page **50**.

- Or vote provisionally if they cannot remit both the ballot and Return Envelope. See page **52**.

- In either case, remove the voter from the line to work with the JOE to resolve. Use the flowchart below to assist with the decision.

Remitting Ballot or Voting Provisionally Flowchart

Does the voter have the ballot AND the bar-coded return envelope?

YES

NO

Does the blue poll book or the supplemental pages show the voter has already returned a ballot?

NO

YES

> Void ballot and envelope.
> Complete Elector's Declaration to Return Mail-In Ballot Form.
> Place all paperwork in the Spoiled/Remitted Envelope.
> Voter will sign poll book or supplemental page and vote normally.
> Voter will be included in the Numbered List of Voters.

Follow steps for provisional voting on pages 52.

STOP: Voter has already cast a ballot.

How to Remit a Mail-in/Absentee Ballot

REMIT means returning the voter's ballot and their bar-coded Ballot Return Envelope. A voter who remits the mail ballot AND the bar-coded Ballot Return Envelope must be processed much like a voter who spoils a ballot: the voter receives a replacement regular ballot and votes in the precinct. Complete the following steps:

1. Remove the voter from the check-in line to work directly with the JOE.

2. JOE verifies the voter is remitting the mail-in or absentee ballot **AND** the bar-coded Ballot Return Envelope with the county mailing address and the voter's name on it. The voter does **NOT** need the Secrecy Envelope.

3. If the Ballot Return Envelope is sealed, open to verify there is a ballot inside while respecting the voter's privacy. If the voter remits the entire original packet, verify there is a ballot and a Ballot Return Envelope inside.

4. Have the voter fill out the ELECTOR'S DECLARATION TO RETURN MAIL BALLOT form. [A] ▼

5. The JOE verifies the form is signed. The JOE then dates, signs and prints their name on the ELECTOR'S DECLARATION TO RETURN MAIL BALLOT form. [B] ▼

6. The JOE will write "VOID" on both the remitted ballot and envelope.

7. Put the completed Declaration to Return form, the voided mail-in/absentee ballot and bar-coded Ballot Return Envelope in the Spoiled/Remitted Ballot Envelope (pictured below). Circle "Remitted" when recording the ballot on the Spoiled/Remitted log.

8. Direct the voter back to the check-in table and ask the poll workers to check in the voter normally either in the poll book or poll book supplemental pages.

9. The poll worker will check off the "BALLOT REMITTED" box. The voter shall now receive a regular Election Day ballot to vote and be included on the Numbered List of Voters.

How to Remit a Mail-in/Absentee Ballot (Cont'd)

Absentee or Mail-In – Ballot Cast / Not Eligible

- Voter is NOT eligible to cast a ballot because their absentee or mail-in ballot has been returned to the county election bureau. DO **NOT** GIVE THIS VOTER A BALLOT. If the voter insists on voting, call Voter Registration with the voter to verify the information. If the voter still insists on voting, allow them to vote provisionally with the JOE. See page **52**.

Provisional Ballot Instructions

Note: The County Board of Elections will verify that no voter votes twice.

Voters Must Cast a Provisional Ballot If:

- Voter was issued, but did not remit, an Absentee/Mail-In ballot **AND** the bar-coded Ballot Return Envelope.

- Voter's name does not appear in the poll book and their registration status cannot be determined.

- A court order has been issued.

- If a voter is at the wrong precinct, and the voter is unable or unwilling to go to the correct precinct. Only certain contests will count and if in the wrong county, ballot will not count.

- A voter's eligibility is challenged for cause by an election official.

- Poll book message is "ID Required" and the voter is unable to show approved identification (see page **47**). The voter will have until the following Monday at 5:00PM to bring valid ID to Delaware County Voter Registration office in Media.

- Voter received a notice-and-cure letter or email from the County.

- If you cannot contact Voter Registration within a reasonable amount of time to verify a person's eligibility.

> **PROVISIONAL VOTERS NEVER SIGN THE POLL BOOK OR SUPPLEMENTAL PAGES AND ARE NEVER INCLUDED ON NUMBERED LIST OF VOTERS.**

Provisional Ballot Instructions (Continued)

Provisional Ballot Steps

1. Give the voter the *White Provisional Ballot Envelope*. Direct voter to fill out sections 1 – **Voter Information** [**A**] and 2 – **Voter Affidavit for Provisional Ballot** [**B**] on the envelope. Note: Section 2 requests the address where the voter is registered to vote.

   - If their current address is different from their registered address, have the voter fill out section 3 – **Current Address where the Voter Lives** [**C**] - on the envelope before receiving a ballot.

2. Have voter sign Section 2 of the envelope where indicated [**D**].

3. **NEW: All Provisional voters will generate their ballots on the Touch Writer! Assist voter to set up the Touch Writer to create and mark their ballot. Or to print a blank Provisional Ballot to be manually completed. The Touch Writer will print a Provisional Ballot stub each time a Provisional Ballot is printed. See page 57 for Touch Writer instructions.**

4. Instruct voter to place the completed ballot in the *Green Secrecy Envelope* and **SEAL IT**. If unsealed, the provisional ballot will be rejected (i.e., not counted) at the county level.

5. Direct voter to place the sealed *Green Secrecy Envelope* inside the *White Provisional Ballot Envelope* and seal it.

6. Instruct voter to sign and date with 11/7/23 on Section 4 **– Voter Signature** [**E**] – on the *White Provisional Ballot Envelope*.

7. The JOE will inspect the *White Provisional Ballot Envelope* to ensure the voter has signed it in sections 2 and 4 and properly completed the envelope.

8. The JOE will select the Reason for Ballot from the list on the bottom section of the *White Provisional Ballot Envelope*. [**F**]

9. Both the JOE and Minority Inspector will sign and date the *White Provisional Ballot Env*. [**G**]

10. The JOE must then place the provisional ballot bar-coded receipt sticker in the space provided on the envelope marked **AFFIX BALLOT ID NUMBER HERE**. [**H**]

11. Give voter their portion of the receipt, which enables voter to determine the status of their provisional ballot.

12. Place sealed *White Provisional Ballot Envelope and the signed Provisional Ballot Stub* in the larger *White Provisional Voting – RETURN Envelope*.

13. Log and file all provisional ballots according to the instructions on page **77** to properly seal and secure these ballots for return to the County at the end of the night.
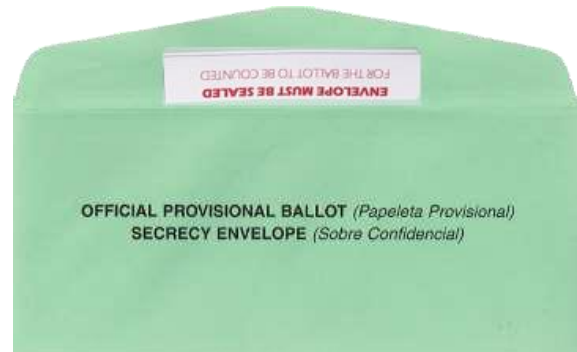
Provisional Ballot/Boleta electoral provisional

1. Voter Information
(Voter must complete this section in front of election officials BEFORE receiving ballot.)

A

VOTER NAME
Print Voter Name
VOTER DATE OF BIRTH
Date of Birth
VOTER PHONE NUMBER
Phone
VOTER EMAIL ADDRESS
Email

2. Voter Affidavit for Provisional Ballot
(Voter must complete and sign in front of election officials BEFORE receiving ballot.)
Please print the address where voter is registered:

VOTER STREET ADDRESS
Address
B
VOTER CITY / ZIP CODE
City   Zip code
VOTER TWP/MUNI /   COUNTY (DELAWARE)
Voter Municipality   Voter County

I do solemnly swear or affirm that my name and date of birth are as I have listed above, and at the time that I registered I resided at the address I have provided above, in the Commonwealth of Pennsylvania and that this is the only ballot that I have cast in this election.

Voter Signature   ✗ **VOTER MUST SIGN** **D**

3. Current Address where the Voter Lives
(Voter must complete this section in front of election officials BEFORE receiving, address is different than section 2.)

C

VOTER FILLS OUT ONLY IF VOTER
Address (street)
ADDRESS HAS CHANGED
City   Zip code

↑FLAP↑

4. Voter Signature
(Voter must sign in front of election official AFTER receiving and voting ballot.)

I declare, under penalty of law, that I am a properly registered voter in the election district indicated in my affidavit, and that I am eligible to vote in this election in this election district.

Voter, sign or mark here

✗ **VOTER MUST SIGN** **E**

VOTER PRINTS NAME
Voter, Print name here
VOTER PUTS IN TODAY'S DATE
Date (MM/DD/YYYY)

Reason for Ballot (For election officials only)
Check all boxes that apply: Judge of Election will select a box.
☐ Voter's name not on list   ☐ Party (Primary only)
☐ Court order (voter)
_ntification not supplied   Which Party Ballot is enclosed?
G _er (voting hours)   ☐ Voter was issued Mail-in ballot
_igibility is challenged   ☐ Voter was issued Absentee ballot
_ction official

F

JUDGE OF ELECTION MUST SIGN & DATE
Signature of the Judge of Election   Date
MINORITY INSPECTOR MUST SIGN & DATE
Signature of the Minority Inspector   Date

This section is for election officials only

This space is reserved for voter registration verification by county board of elections.

H

Provisional ballot barcode receipt sticker goes here   Affix Ballot ID Number Here.

9" x 12" Open End

Guidance for Challenges

Persons are presumed to be bona fide, qualified electors and must be allowed to vote if their names appear in the County's poll book of registered voters. However, there may be cases when another voter, an election officer or a credentialed poll watcher challenges the right of a registered elector to vote. Below is guidance to help the Judges of Election understand how to proceed.

1. Challenges are limited to:

   ▪ The identity of the elector (voter),
   ▪ The residence of the elector (voter),
   ▪ An alleged violation in signing the voter's certificate, or
   ▪ An alleged violation of laws that ban bribery.

Guidance for Challenges (Continued)

2. Challenges may **NOT** be made to the legitimacy of the registration itself. By law, such challenges must be filed with the Voter Registration Commission.

3. Challenges must be made in good faith. Challenges **CANNOT** be made routinely, frivolously or with no good-faith basis. The Judge of Election must remove from the polling place anyone making challenges routinely, frivolously or with no good-faith basis.

4. If the elector (voter) establishes his or her identity or residence **to the satisfaction of the Judge of Election**, the elector must be allowed to sign the poll book and receive a regular ballot.

5. **When to use the "CHALLENGES" form to issue a ballot to a challenged elector:**

   ▪ Only when a Judge of Election cannot decide, in good faith, the identity or residence of a challenged elector (voter), the challenged elector may complete the "CHALLENGES ELECTOR'S AFFIDAVIT" form, and also have another qualified elector (voter) complete the "SUPPORTING AFFIDAVIT" section on that same form.

   ▪ The CHALLENGES form is **NOT** needed for challenges where the Judge was satisfied with the Elector's identity or residence in item (4) above.

When the Challenges form has been completed with the Elector's Affidavit and the Supporting Affidavit, the Elector (voter) then is processed normally and receives a standard ballot, NOT a provisional ballot.

IMPORTANT: Any person who intentionally refuses to permit a person to vote, when that person is entitled to vote under the law, is committing a crime under the Pennsylvania Election Code and the Federal Voting Rights Act.

IMPORTANT: A provisional ballot is needed only when:

   ▪ the Judge of Election agrees that a challenge is well-founded, AND,

   ▪ the elector (voter) cannot submit a completed Challenges form.

Voting with the Touch Writer

Overview: Touch Writer and Verity Access

The Touch Writer is an accessible ballot marking device. On the Touch Writer, poll workers will activate a ballot, and then allow the voter to begin voting. When they are finished voting, the voter will print the marked ballot. The voter will cast their ballot using the scanner to be processed centrally. If using the Touch Writer to process a Provisional Ballot, the voter can choose to mark their choices on the machine or print a blank Provisional Ballot and mark it manually.

About Verity Access

Verity Access is intended for voters that cannot, or prefer not to, use the touchscreen. Verity Access includes two connection ports: the left connection port for headphones, and the right connection port for any dual-switch input device (such as tactile switches or sip-and-puff devices). With Verity Access, a voter can:

- Navigate through a ballot with the **Move** wheel
- Make selections on a ballot with the **Select** button
- Activate help text using the **Help** button

Installing Headphones and Tactile Switches

1. Lift the Verity Access from its cradle.
2. Plug the headphones into the headphone port on the top left of the Verity Access. [A] ▼
3. Plug the tactile switches, sip-and-puff, or any other dual-switch input device into the port on the top right of the Verity Access. [B] ▼

Poll Workers Activate the Ballot

1. When the device is ready to be used for marking ballots, the **Ready for Use** screen will display.

2. Press and hold your finger on the **Ready for Use** button to continue (or, press the *Blue Poll Worker Button* on the back of the Touch Writer). [**A**] ▼

3. Enter the **Poll Worker Code** from the *Black Pouch* and select **Accept**. [**B**] ▼

4. **To activate a provisional ballot,** select **Mark as provisional** [**C**]

5. Confirm selections, then select **Yes, activate this ballot**. [**D**] ▼
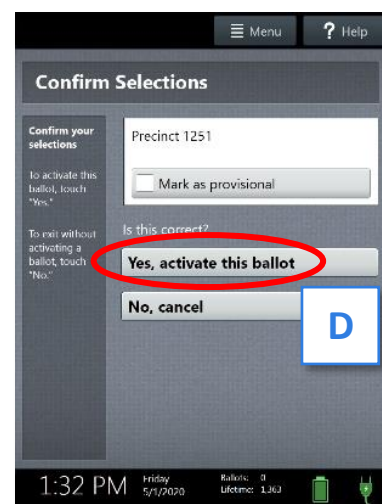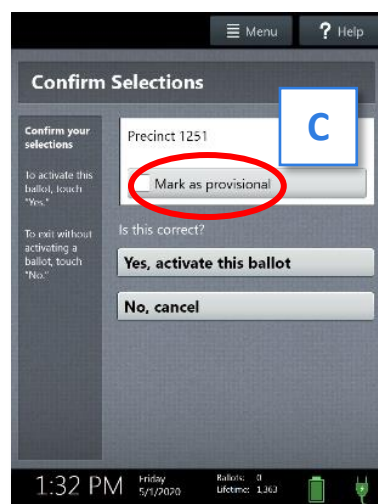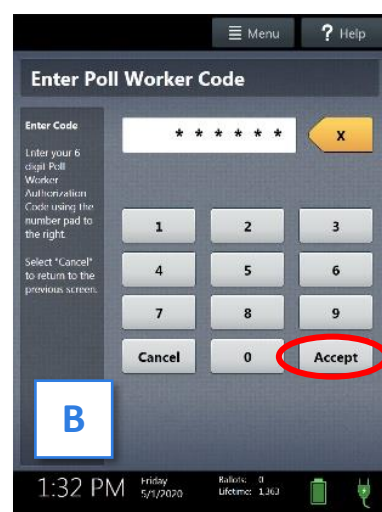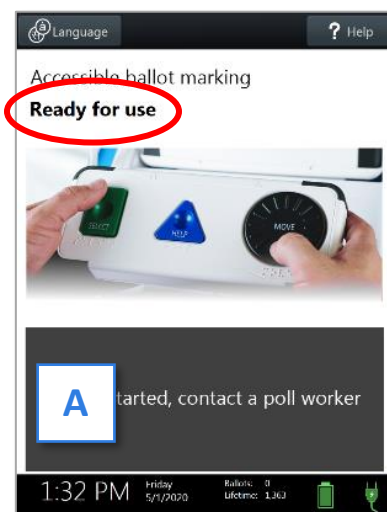
Marking Ballots with Touch Writer

Once a poll worker has activated a regular or provisional ballot:

1. The voter selects **To get started, touch here** (or turns the Move Wheel on Verity Access clockwise). [A] ▼

   - If multiple languages are available, a "get started" button will appear in multiple languages. The voter selects the button with their preferred language.

   - The language selected applies to both the device instructions and the ballot.

   - The language settings can be changed at any time by accessing the language menu.

2. The voter chooses if they would like to use the Verity Access accessibility features. [B] ▼

   - If the voter chooses **Yes, help me change the settings**, they will proceed to the next step.

   - If the voter chooses **No, skip straight to voting**, they will be taken to the About Your Ballot screen.

3. The voter selects whether to use the screen, audio, or both to complete their ballot, and then adjusts their audio and/or screen settings. [C] ▼

   - If the voter chooses to use both the screen and audio, they will then be walked through the audio settings and screen settings before proceeding. The voter selects **OK, it sounds good/OK, it looks good** in the bottom right to proceed.

   - If the voter chooses to use the screen only and turn off the audio, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will then be walked through the screen settings before proceeding. The voter selects **OK, it looks good** in the bottom right to proceed.

   - If the voter chooses to use the audio only, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will proceed through their ballot using the Access device with headphones. The voter can **select Touch here to enable the screen** to turn the screen display on at any time.

4. The voter is presented with three screens of instructions that orient them to the Touch Writer device. The voter can select **Next** to view each instructional page or select **Skip Instructions** to go to their ballot. [**D**] ▼

   ▪ On the last page of instructions, the voter selects Start in the bottom right to begin marking their ballot.

   ▪ The Language (if applicable), Audio, and Screen settings and the **Help button** are also available.

5. The voter can start voting (by selecting **Begin Voting**), learn how to use the ballot, or view a list of contests on the ballot. [**E**] ▼

6. The voter makes their ballot choices using either the touchscreen or the **Move wheel** or **Select** button on Verity Access. [**F**] ▼

   ▪ A selected choice will display a green box with check mark to the left of the choice.

   ▪ The voter can review ballot choices by selecting **Review your choices**.

   ▪ The **Next** or **Skip** button advances to the next contest on the ballot after reviewing all candidates (voter must scroll to bottom of contest)

7. **If a Provisional voter chooses to print a blank Provisional ballot to manually mark, keep choosing Next or Skip.**
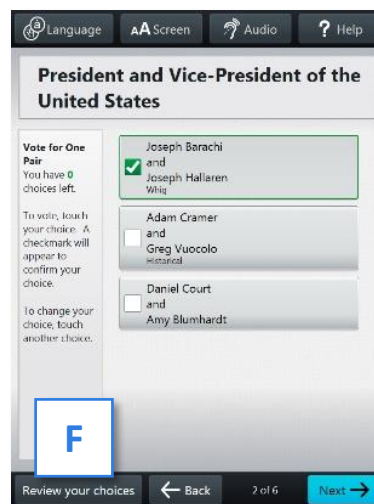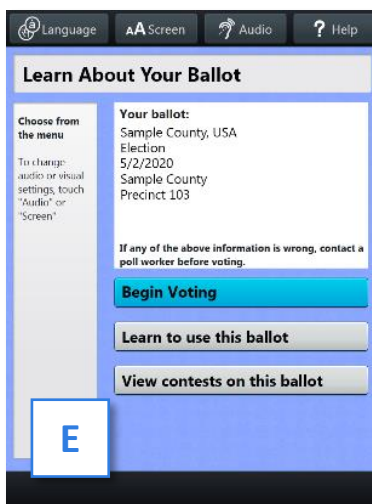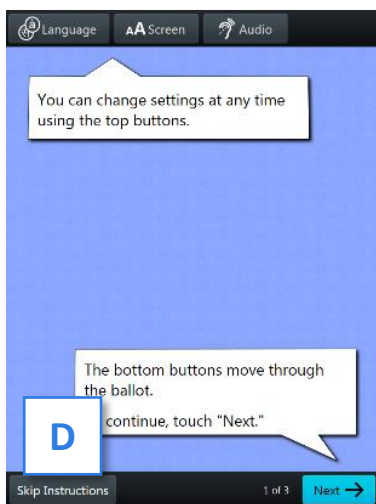
8. When the voter has reached the end of the ballot, the **Review your ballot** screen appears.

   ▪ The voter can select a specific contest to return to that contest, or select **Return to ballot** to go to the last contest visited.

9. After reviewing and confirming their choices, the voter selects **Print** to print the ballot. [G] ▼

10. The voter selects **Yes, print my ballot**. [H] ▼

11. The voter retrieves the printed ballot from the printer next to the Touch Writer. [I] ▼

    ▪ The voter will take their printed ballot to the scanner to cast their ballot.

    ▪ **New!** Provisional ballots were **NEVER** accepted by the scanner. A Provisional Ballot Stub tape prints with each Provisional Ballot [J]. Instruct the voter to print their name and sign it where indicated. File the provisional ballot and signed stub with the JOE, per page **52**.
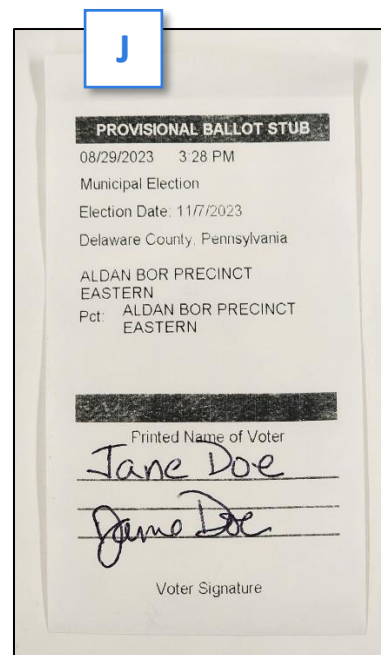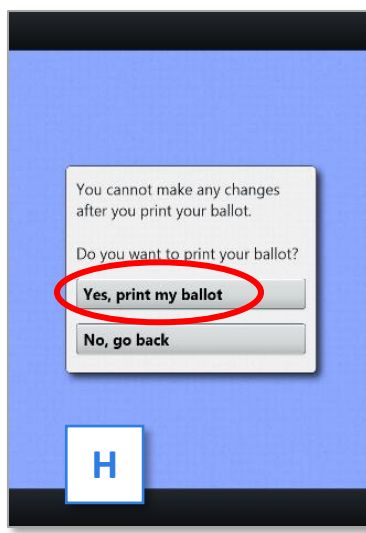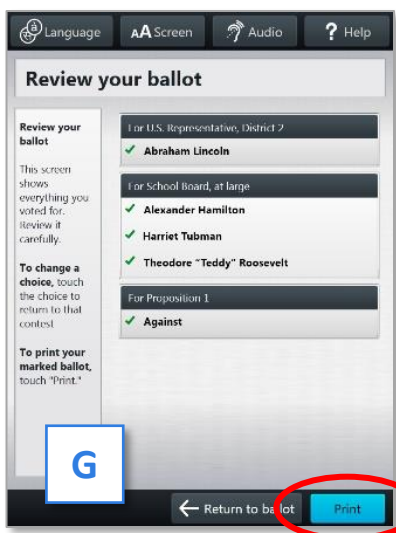
Making Write-in Choices

To vote for a write-in candidate on the ballot (if applicable):

1. On the page for that contest, the voter selects **To enter a write in, touch here**.
2. The voter types the name of the desired write-in, using the touchscreen or Verity Access, and then selects **Accept**.
3. The voter's write-in choice will appear with a green box with check mark to its left, along with the write-in candidate name that the voter typed.

Note: If a voter attempts to deselect a marked write-in choice, they will be asked to confirm before proceeding.

Substitutions

In a contest with more than one valid choice (e.g., 'vote for one, two or three'): If the voter has already selected the allowed number of choices, and then selects an additional choice, Touch Writer will indicate which previous choice is being changed, and which new selection is being added.

Touch Writer Help and Features

Each Touch Writer is equipped with context-specific help text and settings that can be accessed from the touchscreen or using Verity Access. To exit help or settings screens and resume voting, select **Exit Help** or **Return to ballot** on the bottom right.

- If multiple languages are available, a **Language** button [A] ▼ is located at the top left of the screen. Voters can select this button to change the language of the instructions and ballot.

- Voters can select the **Screen** button [B] ▼ to change the screen settings (contrast and text size), or to turn the screen off (if using headphones only).

- Voters can select the **Audio** button [C] ▼ to change the audio settings (volume and speed) for the headphones.

- The **Help** button [D] ▼ is at the top right of the screen. Voters can select this button to see help text for the voting step currently underway.
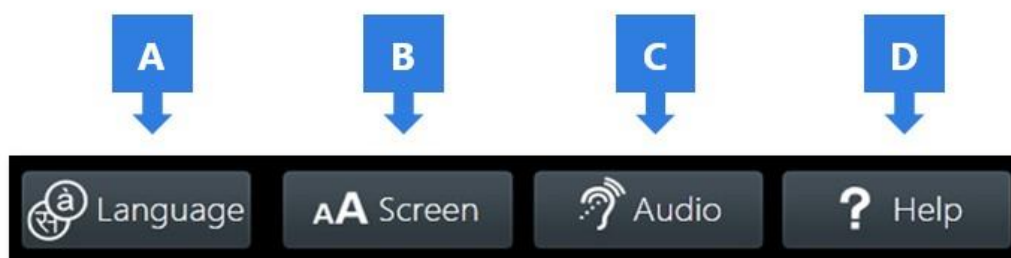
Troubleshooting

If there is a problem with the Touch Writer, follow the error instructions on the screen (if applicable), and/or contact the Voter Machine Warehouse for assistance.

Note: If a visually-impaired voter is stuck, remind them to move the wheel clock-wise to activate the voice menu.

Spoiling a Ballot on Touch Writer

- Press the *Blue Poll Worker Button* on the back of the Touch Writer.

- Enter the Poll Worker Code from the *Black Pouch* and select **Accept**.

- Select **Spoil current ballot**.

- Select **Yes, spoil the ballot**.

- Select **OK**. There is no need to file paperwork for spoiled ballots not printed.
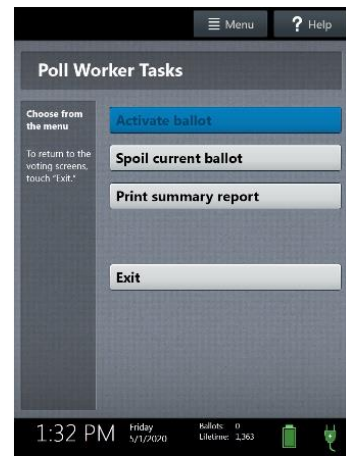
Spoiling Printed Touch Writer Paper Ballots

To spoil a ballot that has already been printed from Touch Writer, see page **44**. And note on the log that it is from the Touch Writer. A spoiled Touch Writer Provisional Ballot should be placed in the Provisional Voting – Return Envelope.

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USE PAGE FOR NOTES

Delaware County Election Day Guide

CLOSING THE POLLS

CLOSING ACCURATELY AND EFFICIENTLY

❖ Polls must stay open until all voters in line at 8:00PM have voted.

❖ DO NOT close the polls before 8:00PM. Once polls have closed, they cannot be reopened.

❖ Poll watchers and candidates are permitted to remain in the precinct during closing but must not disrupt the poll workers.

❖ All supplies marked **Return to County** on pages 76-79 **must** be returned to the Media Government Center immediately after completing the closing process.

WARNING! If you are missing any items, you will be required to return to your polling location to collect those items. Review pages 76-79 to avoid having to make two trips!

Call the Voting Machine Warehouse at (610) 874-8780 or the Poll Worker Hotline at (484)460-3750 with any problems.

Task List: Closing the Precinct and Polls

JOE: Use this list to distribute closing tasks

NAME	CLOSING TASK
NAME	Fill out and sign the Affidavit of Voter Identification Form and file the form in the *Lime Bureau of Elections Envelope*. **TIP: ANY morning workers must complete the Affidavit before leaving.**
NAME	Open the Ballot Box and verify there are no unscanned Ballots in the Emergency Slot Bag. If there are, scan them first (see page **84**) and then proceed.
NAME	Remove Ballot Bag from Ballot Box. **Do NOT put anything in the bag!** The Ballot Bag only contains cast ballots! Seal with *Green Security Seal* located in the *Black Pouch*. Record the seal number on Certificate 3 of all 3 Return Sheets. Close Ballot Box.
NAME	Close Polls on the Scanner. Follow the step-by-step procedures beginning on page **66**.
NAME	Close Polls on the Touch Writer. Follow the step-by-step procedures beginning on page **68**.
NAME	Secure the Scanner and Touch Writer vDrives in the *White vDrive Security Return Envelope* and place in the top clear sleeve of *Gray Ballot Bag*. See instructions on page 70.
NAME	Count unused ballots. Do not unwrap to count them. Record the number of unused ballots on the boxes and Certificate 3 on all 3 Return Sheets.
NAME	Unused ballot inventory: ▪ Seal cardboard ballot boxes w/tape, all workers will sign over the tape. ▪ Write the number of unused ballots on the label. ▪ Return all cardboard ballot boxes to the equipment cage, including empty boxes.
NAME	Fold up voting booths, ballot box, table and all other equipment used.
NAME	Pack Equipment Cage according to photo in plastic sleeve. Note any equipment issues on the Manifest Sheet. **Do NOT Seal!**
NAME	Separate only the **USED** Numbered List of Voters sheets in the binder. Record the total number of voters (subtract the total number of crossed off lines) on all Return Sheets – Certificate 2. ▪ All white pages, separation pages and unused yellow pages will remain in binder and be returned on the top shelf of equipment cage. ▪ Used yellow pages will be placed in the *Pink Minority Inspector Envelope*.
NAME	Complete the Provisional Ballot Return Envelope (See page **77**) and place in the large Ziploc bag along with all unused Provisional Ballots supplies. Place the sealed Ziploc bag in the *Blue Poll Bag*.
NAME	Place the poll books and poll book supplemental pages in the *Blue Poll Bag*.
NAME	Pack the *Blue Poll Bag* per page **77** and seal with the *White Security Seal* in the *Blue Poll Bag* and record the seal number on Certificate 3 on all 3 Return Sheets.

NAME	CLOSING TASK
NAME	Complete and sign all 3 Return Sheets using the step-by-step guide as listed below. • Return Sheet Certificate 1 – Filled out at poll opening – page **34**. • Return Sheet Certificate 2 – Poll Closing – Voter Tally – page **72**. • Return Sheet Certificate 3 – Poll Closing – Paper Ballot Audit – page **74**.
NAME	Verify that the Pay Sheet has been filled out and signed by all Poll Workers. Double check that the JOE has signed at the bottom of the sheet. Place Pay Sheet in the *Lime Bureau of Elections Envelope*.
NAME	Confirm the *Lime Bureau of Elections Envelope* contains all forms listed on the envelope, per page **78**. Include any notes to the Hotline and/or the Bureau of Elections. JOE and Minority Inspector must both sign the *Lime Bureau of Elections Envelope*. Place in the *Green Tote*.
NAME	Take down all posters, notices, and sample ballots. Place in Posting Notices Envelope. Place in the *White Supply Box*.
NAME	Place one completed Return Sheet in each of the following locations: • Post the *White Return Sheet* in precinct – visible from outer door or window. • File the *Aqua Return Sheet* in the *Aqua Machine Warehouse Envelope* • File the *Pink Return Sheet* in the *Pink Minority Inspector Envelope*
NAME	Complete and verify the contents of the *Pink Minority Inspector Envelope,* see pg 79. JOE and Minority Inspector must sign the *Pink Minority Inspector Envelope*. Minority Inspector will take sealed envelope home and maintain securely for two years.
NAME	Complete and verify the contents of the *Aqua Machine Warehouse Envelope,* see pg 79*.* JOE and Minority Inspector must sign the *Aqua Machine Warehouse Envelope*. Return the *Aqua Machine Warehouse Envelope* on the top shelf of equipment cage.
NAME	Pack the White Supply Box according to the inventory list on page **78**. Place the fully packed Supply Box and *Black Pouch* with codes in the *Green Tote*.
NAME	Collect pens, "I Voted" stickers, tape and any other loose election supplies and place them in the plastic supply bag. Place plastic bag in the *Green Tote*.
NAME	Return precinct to its original state or as discussed with the precinct's manager.
NAME	Before sealing the equipment cage, take one last look around the precinct to verify there are no stray items.
NAME	Determine who is dropping off the sealed *Blue Poll Bag*, the *Green Tote* and the sealed *Gray Ballot Bag* with the *White vDrive Security Return Envelope* placed in the top plastic sleeve to the County in Media. **Reminder: Whoever is returning the election materials to Media must wear the lanyard with keys. Affidavit is needed if not a poll worker. Call Hotline at 484-460-3750 for Affidavit information.**
NAME	Seal the equipment cage using the *Red Security Seal* (**DO THIS LAST**).
NAME	Turn off lights, lock doors, and see that all Poll Workers are safely escorted to their cars.

Closing the Polls: Scanner

1. Check the emergency ballot bag in the ballot box for any ballots prior to shutting down the machine. Scan these ballots. See page **84** for complete Emergency Ballot procedures.

2. Remove the **Gray Ballot Bag** from the Ballot Box. Do NOT put anything in the **Gray Ballot Bag**! It is for scanned ballots ONLY!

3. Seal Ballot Bag with **Green Security Seal**.

4. Record the Security Seal number on Certificate 3.

5. Press the **Blue Poll Worker Button** on the back of the Scanner. Be careful!

Do NOT press the **Red Power Button**. Call the Equipment Warehouse or the Poll Worker Hotline immediately if you do accidentally power off the scanner.

6. Select **Close Polls.** [A] ▼

7. Select **Yes, Close the polls.** [B] ▼

8. Enter the Close Polls Code (found in **Black Pouch**) and select **Accept.** [C] ▼ The scanner will automatically print the Close Polls Report which includes a Tally Report. The scanner will then automatically print 4 Tally Reports.

THE POLLS ARE NOW CLOSED,THEY CAN NOT BE RE-OPENED!
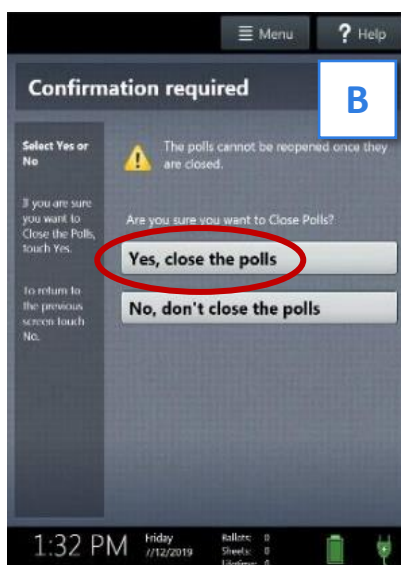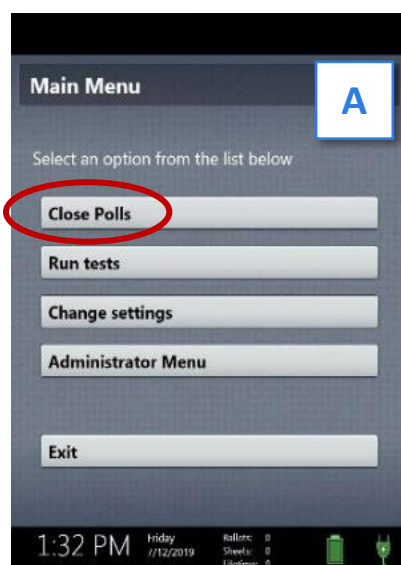
Closing the Polls: Scanner (Continued)

9. Record the Ballot Counter and Lifetime Counter numbers from the Scanner's Close Polls Report on Certificate 2 on all 3 Return Sheets.

    All present poll workers will sign the Close Polls tape and attach it to the *Aqua Return Sheet* to be filed in the *Aqua Machine Warehouse Envelope*.

10. Separate the automatically printed Tally reports and have all present poll workers sign **ALL** Tally reports and file as instructed below.

    ▪ You may label the tally tapes in the upper right corner to help keep track of them.

11. Select **Print Write-In Report**.

    ▪ **TIP: Machine tapes will be long. Some may be over 6 feet. Machine tape replacement instructions are noted on page 85 if additional roll of report tape is needed.**

12. After printing reports, wait at least 10 seconds then press the *Red Power Button* on the back of the Scanner to power it off. Call the Poll Worker Hotline or the Machine Warehouse if the Scanner does not power off.

13. Once the scanner is completely powered down and showing a black screen, follow instructions on page 70 to remove the vDrive.

14. Disconnect the power cord by grasping the cord at the base of the black connector molding where it connects to the scanner and slide back the sleeve. This will unlock the connection so the cord may be removed. Place the cords in the storage compartment.

15. Unlock and unlatch the tablet from the cradle. When storing, make sure to lock tablet in with the blue key and pull blue latch down to secure it in place.

Tally Tape Filing Instructions

- The signed Closed Polls report with the Tally report will be taped to the *Aqua Return Sheet* being placed in the **Aqua Machine Warehouse Envelope.**

- Signed Tally and Write-In reports will be taped to the **White Return Sheet** posted at the precinct.

- A signed Tally report will be taped to the **Pink Return Sheet** to be placed in the **Pink Minority Inspector Envelope**.

- A Tally report will go to the Republican Party Representative.

- A Tally report will go to the Democratic Party Representative.

- If a party representative is not present at poll closing to receive their Tally Report, note the party that is not there on top of the tape, and place the tape in the white supply box.

Closing the Polls: Touch Writer

1. Press the **Blue Poll Worker Button** on the back of the Touch Writer. **Be careful! Do NOT press the *Red Power Button*. Call the Equipment Warehouse or the Poll Worker Hotline immediately if you do accidentally power off the Touch Writer.**

2. Select **Menu** in the upper right corner of screen. [**A**] ▶

3. Select **Close Polls.**

4. Select **Yes, Close the polls.**

5. Enter the Close Polls Code (from **Black Pouch**) and select **Accept.** The Close Polls report prints automatically. [**B**] ▶

   **THE POLLS ARE NOW CLOSED.
   THEY CANNOT BE RE-OPENED.**

6. Record the Lifetime Counter number from the Touch Writer Close Polls Report on Certificate 2 on all 3 Return Sheets.

7. Record the total of ballots printed in the precinct less provisional ballots on Certificate 3 on all 3 Return Sheets.
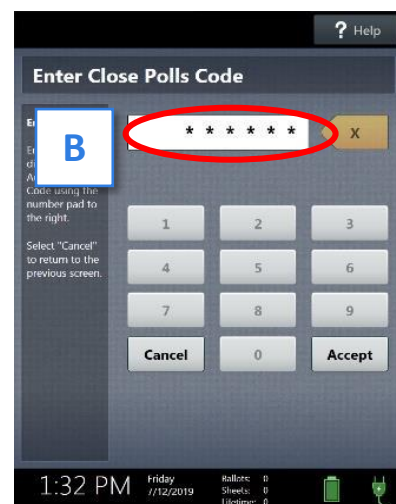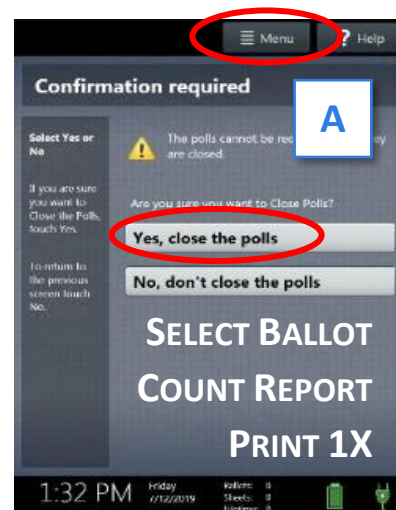
Closing the Polls: Touch Writer (Continued)

8. Select **Print Ballot Count** which will print automatically.

9. All present poll workers must sign ALL machine tape reports and file as instructed:

    ▪ The Close Polls Report will go in the ***Aqua Machine Warehouse Envelope***.

    ▪ The Ballot Count Report will go in the ***Pink Minority Inspector Envelope***.

10. After printing reports, wait **at least 10 seconds**, then press the ***Red Power Button*** on the back of the Touch Writer to power it off.

11. Once the Touch Writer is completely powered down and showing a black screen, follow instructions in the next section to remove the vDrive.

12. Disconnect the power cord by grasping the cord at the base of the black connector molding where it connects to the Touch Writer and slide back the sleeve. This will unlock the connection so the cord may be removed. Place the cords in the storage compartment.

13. Attach ***Blue Security Seal*** from the blue pouch over the printer port on the back of the Touch Writer. Record the seal number on all 3 Certificate of the Return Sheets.

14. Unlock and unlatch the tablet from the cradle. When storing, make sure to lock tablet in with the key and pull blue latch down to secure it in place.

Closing the Polls: vDrive Removal and Return

Complete the following steps on the scanner and Touch Writer once both devices are powered down:

1. Break the security seal on the vDrive compartment. [A] ▼

    Deposit the seals in the **Aqua Machine Warehouse Envelope**.

2. Unlock and open the vDrive compartment with the red key from **Black Pouch**. [B]▼

3. Remove the vDrive from the USB slot. [C] ▼

4. Put both vDrives in the **White vDrive Security Return Envelope** and seal.

5. Add **Blue Security Seal** (from the **Blue Pouch** in cage) to the vDrive compartments for both the Scanner and Touch Writer before closing equipment. [D] ▼

6. Record the seal numbers on Certificate 2 of all 3 Return Sheets.
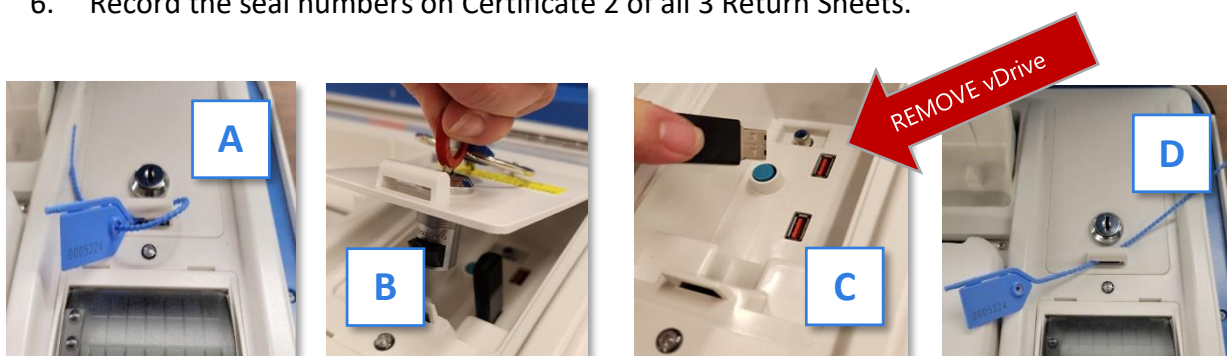
IMPORTANT! Do not use security seals on equipment handles.

7. The JOE AND ALL PRESENT POLL WORKERS must sign seal over the flap! [E]
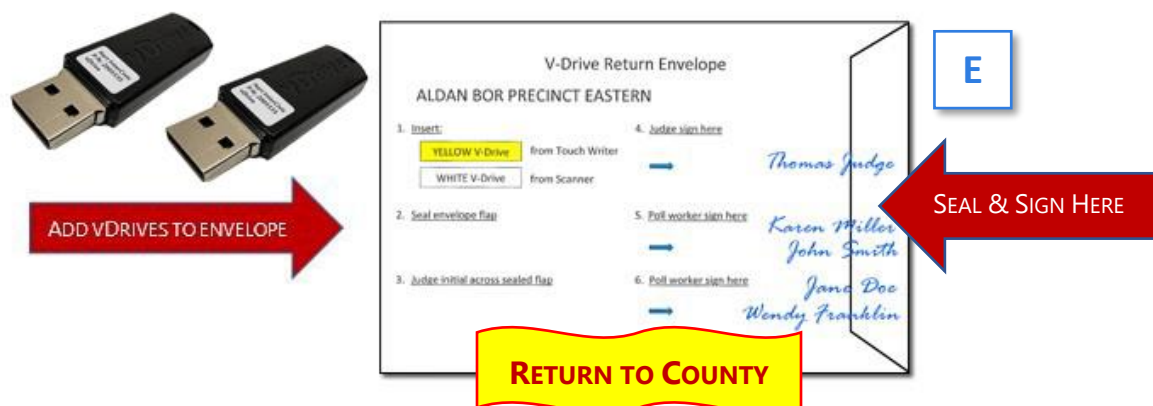
NEW: Place the signed and sealed vDrive envelope in the top clear sleeve of the *gray ballot bag*.

Sample Return Sheet

Delaware County - Return Sheet
Municipal Election
Tuesday, November 7, 2023

ALDAN Eastern

Place completed and signed sheet in aqua Machine Warehouse envelope

Attach Close Polls Tape Here

NEW: 2 of the Return Sheets are colored to correspond to the envelope they are filed in and each Sheet details which tape report should be attached.

POLL OPENING - CERTIFICATE 1

Before opening the polls, record these numbers from the equipment and ~~tapes~~.
Verify all "Zero & Open Polls Report Tapes" show zero votes cast. Call w~~...~~

ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment *Unseal at Poll Closing*	Serial Number from Machine Tape
Ballot Scanner		
Touch Writer		

RED Seal # on Cage: _____   BLUE Seal # Back of Touch Writer: _____

POLL CLOSING - CERTIFICATE 2

After closing the polls, record these numbers from the equipment, tapes, and num~~bered~~ list of voters.

ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment *Seal when Repacking*	BALLOT COUNTER from Machine Tape
Ballot Scanner		
Touch Writer		

RED Seal # on Cage: _____   BLUE Seal # Back of Touch Writer: _____

TOTAL # VOTERS:
From Numbered list   *Record the last number displaying a voter from the numbered list, minus any lines that were crossed out and unused.*

IMPORTANT NOTE: "Total # Voters: From Numbered list" number should match the "BALLOT COUNTER" number.

If the numbers do NOT match, explain the reason for error in the "Notes on discrepancy# box to the right of certificate 3.

PAPER BALLOT AUDIT - CERTIFICATE 3

Fill out at poll closing with all paper ballot numbers. Record seal numbers used for the live ballots.

Notes on discrepancy or other important items:

	ELECTION BALLOT~~S~~
Total ballots received in cage (printed on paper ballot box)	
Additional ballots from County	
Ballots printed in precinct less Provisional ballots (See Touch Writer poll close report)	
Total of unused ballots (Count remaining at poll close)	
Total spoiled ballots (Refer to spoiled/remitted ballot env.)	

You must record these security seal numbers. Print numbers clearly.

Scanner Ballot Bag Seal # Contains all scanned paper ballots	
Blue Poll Bag Seal # Contains all cast provisional votes	

We, the undersigned Election Officials, certify that we have followed all procedures prescribed by law, before, during and after the Election.

POSITION	PRINTED NAME	SIGNATURE
Judge of Elections		
Majority Inspector		
Minority Inspector		
Machine Operator		
Clerk		

All poll workers present MUST print and sign their names on all 3 return sheets.

Filling Out the Return Sheets: Certificate 2

All certificates are located on the large *Pink, Aqua and White Return Sheets* (see page 71). There are no individual certificates.

There are 3 Return Sheets included in your paperwork, they must all be filled out completely and identically.

Certificate 2 is a record of ballots cast and closing security measures. Use these instructions, along with the infographic on the opposite page, to fill out Certificate 2.

- Record the closing seal numbers from **Blue Security Seals** for the vDrive compartments inside the Scanner *and* the Touch Writer. The vDrive compartments will be resealed after removing the vDrives as shown on page **70**.

- Record the number of ballots cast from the Ballot Counter number on the Scanner's Close Polls Report. In the example, 43 ballots were cast.

- Record the Lifetime Counter number from the Close Poll Reports for both the Scanner and the Touch Writer. In this example, the Scanner's lifetime count is 5732 and the Touch Writer's lifetime count is 83.

- Record the closing seal number from the **Red Security Seal** on the equipment cage. **Do not seal the cage until you are ready to leave the precinct.**

- Record the closing seal number from the **Blue Security Seal** on the printer port on the back of the Touch Writer.

- Record the total number of voters who voted at the precinct. This will be the final line from the Numbered List of Voters in the binder, minus any crossed out and unused lines.

- In this example, the last number is 44 and there was 1 cross out. So, the actual number of voters who signed the blue poll book is 43; the scanner should match 43 votes cast. Note the reason for any differences.

IMPORTANT NOTE: The "TOTAL # VOTERS" number should match the "BALLOT COUNTER" number. If the numbers do not match, explain the reason for the difference in the discrepancy box to the right of Certificate 3. The reason must be explained on ALL 3 return sheets.

Filling Out the Return Sheets: Certificate 2

POLL CLOSING - CERTIFICATE 2

After closing the polls, record these numbers from the equipment, tapes, and numbered list of voters.

ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment *Seal when Repacking*	BALLOT COUNTER from Machine Tape	Lifetime Counter from Machine Tape
Ballot Scanner	**1** 0005226	**2** 43	**3** 5732
TouchWriter	0005225		**4** 83

RED Seal # on Cage:	**Used to seal cage**	BLUE Seal # Back of TouchWriter:	**At closing**
TOTAL # VOTERS: From numbered list of voters	**5** 43	Record the last number displaying a voter from the numbered list, minus any lines that were crossed out and unused. (see pic 44-1=43)	

1

Seal numbers from blue security seals installed on both vDrive compartments after removal of the vDrives.

NUMBERED LIST OF VOTERS   1-100   PAGE 0
White pages stay in the binder. Place binder in cage after polls close.   Minority Inspector keeps yellow pages.

1. Smith, John
2. Doe, Jane
3. James, John
4. Litton, Jane
5. Smithly, John
6. Buck, Jane
7. Apple, John
8. Carrot, Jane
9. Munk, John
10. Venkman, Jane
11. Moll, Jane

34. Noble, John
35. Wilde, Jane
36. ~~Cans, John~~
37. Purdy, Jane
38. Deere, John
39. Maple, Jane
40. Wiley, John
41. Doxen, Jane
42. Bills, John
43. Reade, Jane   **5**
44. Linus, Jane

67.
68.
69.
70.
71.
72.
73.
74.
75.
76.
77.

Election Header

Poll Worker Training - General
Election Date: 10/31/2021

Delaware County, Pennsylvania
Delco Elementary School
Election Day

Verity Scan
S/N: S1903221810
Version: 2.3.1

2 → Ballot Counter: 43
3 → Lifetime Counter: 5732

Close Polls Report

Election Header

Poll Worker Training - General
Election Date: 10/31/2021

Delaware County, Pennsylvania
Delco Elementary School
Election Day

Verity Touch Writer
S/N: W1913547412
Version: 2.3.4

Ballot Counter: 6
Lifetime Counter: **4** → 83

Close Polls Report

These tapes show a record of all votes cast.

Remember to sign the bottom of all machine tapes where indicated.

Filling out the Return Sheets: Certificate 3

Certificate 3 is the paper ballot audit. It contains a record of all paper ballots delivered to and printed at the precinct. Use these instructions, along with the infographic on the opposite page, to fill out Certificate 3.

- Confirm the prefilled number agrees to the number of ballots received in the cage.

- Record the number of additional ballots, if any, that were delivered on Election Day.

- Record the number of ballots printed in the precinct minus any printed Provisional Ballots from the Touch Writer Close Polls Report

- Record the total number of unused ballots. Note: Unused ballots must be sealed in their box and placed back in the cage along with any empty ballot boxes at the end of the night.

- Record the total number of spoiled ballots (from the spoiled/remitted ballot envelope). This count does **NOT** include any remitted ballots or Spoiled Touch Writer ballots

- Record the *Green Seal Number* used to seal the ballot bag. (Found in the *Black Pouch*.)

- Record the *White Seal Number* used to seal the *Blue Poll Bag*. (Found in the *Blue Poll Bag)* Do not seal the *Blue Poll Bag* until all paperwork has been completed and filed.

If there are any discrepancies, please explain it in the discrepancy box located next Certificate 3 on the Return Sheet. The same reason must be noted on ALL 3 return sheets.

Once all the certificates on all 3 Return Sheets are completed, **ALL** poll workers present at closing must print and sign their names at the bottom of the sheets.

- File the completed *Pink Return Sheet* in the *Pink Minority Inspector Envelope*.

- File the completed *Aqua Return Sheet* in the *Aqua Machine Warehouse Envelope*.

- Post the completed *White Return Sheet* with both the Write-In and Tally Report attached so it is visible from the outside of the precinct. Poll workers are not responsible for removing this posting.

PAPER BALLOT AUDIT - CERTIFICATE 3
Fill out at poll closing with all paper ballot numbers. Record seal numbers used for the live ballots.

	ELECTION BALLOTS
Total ballots received in cage (printed on paper ballot box)	Preprinted
Additional ballots from County	Use only if additional ballots were delivered
Ballots printed in precinct less Provisional ballots (See Touch Writer poll close report) **1**	5 - 2 = 3
Total of unused ballots (Count remaining at poll close) **2**	461
Total spoiled ballots (Refer to spoiled/remitted ballot env.) **3**	2
You must record these security seal numbers. Print numbers clearly.	
Scanner Ballot Bag Seal # Contains all scanned paper ballots **4**	0003546
Blue Poll Bag Seal # Contains all cast provisional votes **5**	001171

Pct — ALDAN BOR PRECINCT EASTERN — Total 5
Total — 5 **1**
Report includes a total of 2 provisional ballot(s)
Official Signatures — Joe Judge

Delaware County
November 7, 2023 Municipal
PRECINCT: ALDAN Eastern **2**
BOX #1
Precinct Box: 1 of 3 — 461 unused
TOTAL BALLOTS: 1,700

DELAWARE COUNTY BUREAU OF ELECTIONS — Precinct Sticker Goes Here
SPOILED / REMITTED BALLOT ENVELOPE

- **SPOILED BALLOTS:** If a voter overvotes or mismarks an Election Day Precinct Ballot, the voter may spoil that ballot to receive a replacement Precinct Ballot.
  - Mark the overvoted or mismarked ballot as spoiled.
  - Place the spoiled ballot in this envelope.
- **REMITTED MAIL BALLOTS:** If a voter decides to vote in person and turns in the Mail Ballot (Absentee or Mail In), they must remit both the Mail Ballot and the Return Envelope that shows the voter's name to receive a replacement Precinct Ballot.
  - Place the mail ballot and return envelope inside this envelope.
  - Place Elector's Declaration to Remit Mail Ballot inside this envelope.

Make a log entry below for each ballot placed inside this envelope.

Circle One:	If Spoiled, give reason (overvote or mismarked)	Spoiled/Remitted by: Poll Worker Name
Remitted or ⬤Spoiled	Overvoted	Thomas Judge
Remitted or ⬤Spoiled	Mismarked	Thomas Judge
Remitted or Spoiled		
Remitted or Spoiled		

3

4 Ballot Bag Security Seal

5 001171 — Blue Poll Bag Security Seal

Security Seal Locations

Seal Color	Security Seal Location	Seal Placement at Poll Closing
White (1)	Blue Poll Bag	Blue Poll Bag
Green (1)	Black Pouch	Gray Ballot Bag
Blue (3)	Equipment cage blue pouch	vDrive compartments on scanner & Touch Writer and the printer port on rear of Touch Writer
Red (1)	Equipment cage blue pouch	Equipment cage

Return Guide

SUPPLIES MARKED "RETURN TO COUNTY" MUST BE INCLUDED AT THE END OF NIGHT DROP-OFF. IF YOU ARE MISSING ANY OF THESE ITEMS, YOU MUST RETURN TO THE POLLING LOCATION TO RETRIEVE THEM FOR DELIVERY TO THE COUNTY.

Sealed Ballot Bag with vDrive Envelope

PLACE vDRIVE ENVELOPE IN PLASTIC SLEEVE

Sealed ballot bag which contains only scanned ballots inside!

RETURN TO COUNTY

V-Drive Return Envelope
ALDAN BOR PRECINCT EASTERN

1. Insert: YELLOW V-Drive from Touch Writer / WHITE V-Drive from Scanner
2. Seal envelope flap
3. Judge initial across sealed flap
4. Judge sign here → Thomas Judge
5. Poll worker sign here → Karen Miller / John Smith
6. Poll worker sign here → Jane Doe / Wendy Franklin

- Use the *Green Security Seal* located in the *Black Pouch* to secure the ballot bag.
- Record the *Green Seal Numbers* on all three (3) Return Sheets. (see Cert. 2 on page **73**)

NEW: The signed & sealed vDrive envelope will be placed in the clear sleeve on top of the sealed gray ballot bag.

Blue Poll Bag Closing Inventory

RETURN TO COUNTY

Use the *White Security Seal* located in the *Blue Poll Bag* to secure bag. Record the *White Security Seal Number* on all three (3) Return Sheets. (see Cert. 3 on page **75)**

BLUE POLL BAG CONTENTS:

1. **Blue Poll Books**

2. **Supplemental Poll Book Pages**

3. **Used Forms Envelope** (which contains)
   - Used Yellow Affirmation of Elector Forms
   - Used Pink Declaration of Assistance Forms
   - Record of Assisted Voters Form
   - Used Challenges of Elector's Affidavits

4. **Provisional Ballot supplies** (bundle all supplies into the large Ziploc bag, including):
   - Provisional Voting Return Envelope containing: the used provisional ballot envelopes, provisional ballot stubs, and any spoiled provisional ballots
   - Unused provisional ballot envelopes, green secrecy envelopes & receipts

5. **Unused Forms Envelope** (containing):
   - Blank Yellow Affirmation of Elector Forms
   - Blank Pink Declaration of Assistance Forms

Provisional Vote – Return Envelope Instructions [A]

1. The JOE must complete section #1.
2. Both the JOE and Minority Inspector **MUST** sign.
3. Print the name of the individual responsible for returning this packet to the County.
4. Place **ALL** provisional ballots, provisional ballot stubs, and any spoiled provisional ballots in the *White Envelope* and seal it.

Green Tote, White Supply Box and Lime BOE Envelope

GREEN TOTE

RETURN TO COUNTY

WHITE SUPPLY BOX
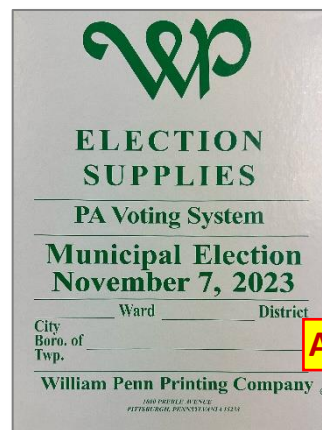
ADD TO TOTE

GREEN TOTE CONTENTS:
- *Black Pouch* with codes
- *Lime Bureau of Elections Envelope*
- Spoiled/Remitted Ballot Envelope
- Office supplies
- White Supply Box
- Sample Ballots

WHITE SUPPLY BOX CONTENTS:
- Blue Precinct Folder
- Unused Elector's Declaration to Return their Mail Ballot forms
- Unused Challenges Elector's Affidavits
- Posting Notices
- Election Day Digest
- Any unclaimed Party Tally Reports with party noted
- Precinct Sign (if present)
- Unused Statements of Complaint

LIME ENVELOPE

ADD TO TOTE

BUREAU OF ELECTIONS (LIME) CONTENTS

- Pay Sheet (MUST be signed & filled out by all workers to ensure payment)
- 1 signed Election Officer's Oath Affidavit
- Signed Affidavit of Voter ID
- Used Statements of Complaint
- Any important messages

Equipment Cage, Aqua Envelope and Pink Envelope

EQUIPMENT CAGE
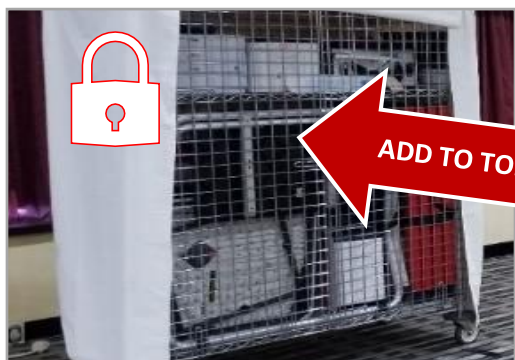
ADD TO TOP SHELF OF CAGE NEXT TO WHITE BINDER

AQUA ENVELOPE

REPACK, SEAL AND COVER

- Repack the equipment per the packing assistance guide and Manifest Sheet
- Sealed & signed cardboard ballot boxes with unused ballots
- Any empty cardboard ballot boxes
- Numbered List of Voters Binder (top shelf)
- *Aqua Machine Warehouse Envelope* (top shelf)
- Ballot Privacy Folders
- Painter's tape
- Completed Manifest Sheet (top shelf)
- Poll Pad, electric cord, and power strip (if provided)

AQUA MACHINE WAREHOUSE CONTENTS:

- Scanner & Touch Writer Zero Reports
- Scanner & Touch Writer Open Polls Reports
- Touch Writer Close Poll Report
- Scanner & Touch Writer Power on Self-Test Reports
- All broken **Security Seals**
- Aqua Return Sheet w/Close Polls Report attached

PINK ENVELOPE

GIVE TO MINORITY INSP.

PINK MINORITY INSPECTOR CONTENTS:

- Scanner & Touch Writer Zero Reports
- 1 Signed Election Officer's Oath Affidavit
- Touch Writer Ballot Count Report

- Used *Yellow Numbered List of Voters* (from white binder)
- Pink Return Sheet w/ Tally Report attached

Drop Off Rules and Information

- **NEW:** If a non-poll worker is returning the materials, they must have a signed affidavit (Call the Poll Worker Hotline at (484) 460-3750 for directions).

- **NEW:** The vDrive Envelope will be placed in clear sleeve on top of the gray ballot bag.

- All precincts will return materials on ELECTION NIGHT to the Government Center in Media.

- Only one person wearing the ID Badge on lanyard with the keys per precinct will be admitted in the building to return materials.

- Assistance carrying the materials will be available in the Third Street garage, if needed.

- Parking is also available on nearby streets and enter through the courtyard.

- An email will be sent with more details.

  We will continue to improve this and all future drop-offs.

Appendix A: Voter Intimidation and Electioneering

No one may electioneer or attempt to influence voters inside the polling place or within 10 feet of the entrance of the voting room.

The Judge of Election must instruct any violators to move outside or away from the door. The Judge of Election must preserve the rights of voters to cast their ballots in private and free of interference, and NOT allow:

▪ Aggressive behavior inside or outside the polling place.	▪ Disseminating false or misleading election information.
▪ Blocking the entrance to the polling place.	▪ Vandalism of polling places.
▪ Election workers treating voters differently in any way based on race or other characteristics.	▪ Confronting voters, or demanding documentation or ID when none is required.
▪ Disrupting voting lines inside or outside of the polling place.	▪ Photographing or videotaping voters to intimidate them.
▪ Violence or using the threat of violence to interfere with a person's right to vote.	▪ Poll watchers confronting, hovering over, or directly speaking to voters.
▪ Poll workers or poll watchers making repeated frivolous challenges to voters without a good faith basis.	▪ Using insulting, offensive or threatening language, or making taunting chants inside the polling place.

The Judge of Election must ensure that no voter intimidation happens in or around the polling place. Take all reports of voter intimidation seriously!

If you see or hear that someone is acting disruptively at or around the polling place, the Judge of Election should immediately approach that individual and warn them that they will be ejected from the polling place if the problem persists.

If the individual refuses to leave, contact the constable. If a constable is not available, contact law enforcement. However, this should be the last resort to prevent complaints of voter or poll watcher intimidation.

Appendix B: Emergency Information

In the event of any of the following emergencies, have the JOE call the Poll Worker Hotline at (484) 460-3750.

In the event of a life-threatening situation, call 911 immediately.

In the event of an evacuation, keep poll workers and voters out of the building. If time and conditions permit, take all poll books and voting equipment with you. Safeguard poll books. All poll workers shall meet outside, and the Judge of Election shall make sure everyone is accounted for. Poll workers can wait in vehicles outdoors if weather conditions warrant. Await further instructions as to relocation or other pertinent information.

MEDICAL EMERGENCY (STAFF OR VOTER): Call 911. After situation has been addressed, call the Poll Worker Hotline to report the incident and determine next steps.

FIRE/GAS LEAKS: Evacuate the building and call 911. If time and conditions permit, take all poll books and voting equipment with you. Safeguard the poll books. All poll workers shall meet outside, and the Judge of Election shall make sure everyone is accounted for.

SEVERE WEATHER/TORNADO: Seek shelter in the lowest level of the building, away from windows. If time and conditions permit, take all poll books and voting equipment with you. Safeguard poll books. The Judge of Election shall make sure everyone is accounted for. Everyone who is able should get on their knees and elbows while protecting their head.

LOSS OF POWER: Open blinds and curtains to allow as much natural light as possible. The voting equipment works on backup battery power for up to two hours. When AC power is not available, the Scanner and Touch Writer will automatically switch over to battery power, and a warning message will display. To dismiss the message and continue operating on battery power, touch "**If the power is out, touch here to use battery.**" If a voting session is in progress, this message will not appear until the session is completed.

SUSPICIOUS PACKAGE/BOMB THREAT: Do not touch/move the suspicious item(s.) Call 911. If evacuation is required and time permits, take all poll books and voting equipment with you. Safeguard the poll books. The Judge of Election shall make sure everyone is accounted for. Await further guidance from law enforcement.

WEAPONS SITUATION: If a weapon is displayed in a hostile way call 911. If evacuation is required and time permits, take all poll books and voting equipment with you. Safeguard the poll books. The Judge of Election shall make sure everyone is accounted for.

WHEN TO CALL THE POLICE:
Police, whether in uniform or not, are limited to being in a polling place to: responding to an emergency, keeping the peace, serving a warrant, or casting their own ballot. If there is a problem, contact a Constable if possible. **Call the police when:**

- A true emergency threatens bodily harm of a person in or near the polling place, or,
- Any person repeatedly disrupts the polling place and/or repeatedly ignores or refuses to follow the directions of the Judge of Election, and the matter cannot be resolved by the Judge of Election, the members of the local election board, or the Constable.

Call the Bureau of Elections immediately after calling the police to report the incident.

Appendix C: Machine Tapes

A detailed explanation of the information contained on tapes and how to read them.

Understanding Machine Tapes

Election Header (circled in BLUE)
Election Details - Type of Election & Date
Precinct Identifier - Your Precinct Name/ID
Device Identifier - Scanner or TouchWriter
Device Serial No. - Unique S/N

Ballot Counter & Lifetime Counter are also displayed here for easy recording onto the return sheet.

Type of Report (circled in RED)
Power-On Self Test, Zero, Open Polls, Close Polls, Tally, Write-In & Ballot Count.
Check this area on tape if you are looking for a particular tape

Data Contained in Reports

Full machine tapes will be very long (primary tapes can be 6 ft or longer)

Primary races will be itemized by party and will include Democratic, Republican and Nonpartisan (now listed as Third Party) sections showing all races and questions.

Closing Tapes will show final ballot counts and partisan breakdown of ballots cast at the bottom of the tape near the signature area.

This information is displayed here for easy recording onto the return sheet.

Official Signature Area (circled in PURPLE)
Found on bottom of most machine tapes.
Do not forget to sign *the tape where indicated and properly file the tapes as indicated in the opening/closing instructions.*

Left tape

Election Header
2021 MUNICIPAL PRIMARY
Election Date: 5/18/2021

COUNTY OF DELAWARE
TRAINER Upper
Election Day Voting

Verity Scan
S/N: S1903170710
Version: 2.3.1

Ballot Counter: 0
Lifetime Counter: 2

Zero Report
Date & Time Printed:
03/04/2021   1:23 PM

Tally Report By Precinct

Qty Pcts/Splits Included: 1

Democratic Party
TRAINER Upper
JUSTICE OF THE
SUPREME COURT

Republican Party
TRAINER Upper
JUSTICE OF THE

Nonpartisan Party
TRAINER Upper
Question #1
Yes   0
No   0
Undervotes   0
Overvotes   0

Precinct Ballot Count

Precinct	Total
TRAINER Upper	0
Total	0

All ZEROS

Official Signatures

Right tape

Election Header
2021 MUNICIPAL PRIMARY
Election Date: 5/18/2021

COUNTY OF DELAWARE
TRAINER Upper
Election Day Voting

Verity Touch Writer
S/N: W2013619401
Version: 2.3.4

Ballot Counter: 6
Lifetime Counter: 9

Close Polls Report
Date & Time Printed:
03/04/2021   3:02 PM

Polls are Closed

Ballot Count Precinct Report

Qty Pcts/Splits Included: 1
Democratic Party
Republican Party
Nonpartisan Party

Pcts/Splits Voted Total: 1
Total Ballots Printed: 6

Democratic Party

Pct	Total
TRAINER Upper	3
Total	3

Republican Party

Pct	Total
TRAINER Upper	2
Total	2

Nonpartisan Party

Pct	Total
TRAINER Upper	1
Total	1

Official Signatures

Appendix D: Emergency Ballot Box Procedure

If the precinct scanner malfunctions or is not reading ballots properly, even after opening a different bundle of ballots, follow these procedures. This will allow voters to continue casting ballots until the scanner is repaired or replaced.

<div style="background-color:red;color:white;text-align:center;font-weight:bold">

DO NOT REBOOT THE SCANNER.

DO NOT ATTEMPT TO TROUBLESHOOT THE SCANNER WITHOUT EXPLICIT APPROVAL OF THE VOTING MACHINE WAREHOUSE.

</div>

1. Voters can continue to cast their ballots if there is a need to troubleshoot the scanner.

2. Instruct voters to place their ballots in the manual emergency slot located in front of the scanner on the right side of the ballot box.

   - Ballots will be collected in a separate bag within the ballot box.

3. Contact the Voting Machine Warehouse **(610) 874-8780** to resolve the scanner issue.

4. When the scanner is fully functioning, a bipartisan team of poll workers will scan the ballots. This is the only time any of the poll workers will touch live ballots.

   - Remove all ballots from the emergency bag (use the blue ballot box key to open the rear door of the scanner).

   - Scan all ballots.

IMPORTANT NOTE: In case of an overvote or undervote, select "Cast Ballot As-Is."

Ballot Drop Slot

FOR EMERGENCY USE ONLY

Appendix E: Replacing Machine Tapes

If the Scanner or Touch Writer runs out of paper while printing a report, simply replace the machine tape and reprint that report.

Machine tape replacement

1. The thermal report printer is located on the right-hand side of the Verity Device ▶

2. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you and lift up to open the paper compartment. ▶

3. To replace paper: Place the new paper roll into the printer as shown. Paper must roll up from the bottom. ▶

4. Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper. ▶

Appendix F: Voters with Specific Needs

- **Respect every voter**. Remember that the voter is a person first, the disability comes second.
- **Be considerate and patient**. Some voters may need more time to communicate or to accomplish a task.
- **Communicate with the voter**. Some voters with Specific Needs may have an assistant or a companion with them. Look at and speak directly to the voter, rather than the assistant.
- **Encourage accessibility**. Make sure the most accessible way to access your precinct is clearly marked. All poll workers should be familiar with accessible access points to the precinct.

Working with voters who are blind or visually impaired:

- **Identify yourself as a poll worker**. Do this is soon as you are interacting with the voter. Offer your own arm, rather than taking the voter's arm, when assisting. Help the voter avoid obstacles in the path of travel by being specific when giving verbal directions.
- **If the voter has a service animal**, walk on the opposite side of the voter, away from the service animal. Do not pet or interact with the service animal without the owner's permission.
- **Describe what you are doing as you do it**. If walking away from a person who is blind or visually impaired, let them know.

Working with voters with speech/hearing impairments:

- **Allow a voter who cannot speak** to write their name and address to provide identification.
- **Follow the voter's cues**. This will help determine whether speaking, gestures, or writing is the most effective means of communication.
- **If speaking, speak calmly, slowly, and directly to the voter**. Do not shout.
- **Rephrase rather than repeat sentences that the voter does not understand**.

Working with voters with limited mobility:

- **Do not push or touch a voter's wheelchair without their consent.** People using adaptive equipment often consider the equipment as part of their personal space.
- **Ask before helping.** Grabbing a voter's elbow may throw a person off balance. A person with mobility impairments might lean on a door while opening it. Quickly opening the door may cause a person to fall.
- **Secure mats, rugs, cords to the floor** or move them out of the way. This will help prevent tripping.
- Keep ramps and wheelchair accessible doors unlocked and free of clutter.

THANK YOU FOR YOUR HARD WORK.

You are the reason for a successful election.

We look forward to seeing you again.

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USE PAGE FOR NOTES

Election Day – Poll OPENING Checklist

Equipment Verification – Call Warehouse if issues.

- ☐ Verify Equipment Cage is for YOUR precinct.
- ☐ Record the removed **RED SECURITY SEAL #** on all 3 return sheets and place in **AQUA MACHINE WAREHOUSE ENV.**
- ☐ Record **BLUE SECURITY SEALS #** from scanner & Touch Writer's vDrive compartments on return sheets. **DO NOT REMOVE SEALS.**
- ☐ Record the removed **BLUE SECURITY SEAL #** from Touch Writer printer port on all 3 return sheets and place in **AQUA MW ENVELOPE.**

Equipment Setup – Call Warehouse if issues

- ☐ Find open/close poll codes & keys in **BLACK Pouch**.
- ☐ Setup TW printer table, place printer on table and plug in.
- ☐ Setup TW stand, lock TW into place, open case, remove cords, set up tablet, plug in and connect to printer.
- ☐ Turn on printer. Press TW's *Red Power Button* to boot up. Power-on/Self-test report will print.
- ☐ Print 2 Zero Reports and verify zero ballots, precinct, date and time.
- ☐ Enter poll opening code. Poll Opening report will print automatically.
- ☐ Setup ballot box and assemble gray ballot bag.
- ☐ Position & lock scanner on top of ballot box, open case, remove cords & plug in.
- ☐ Press scanner's *Red Power Button* to boot up. Power-on/Self-test report will print.
- ☐ Print 2 "Zero Reports" and verify zero ballots, precinct, date and time.
- ☐ Enter poll opening code. Poll Opening report will print automatically.
- ☐ Attach privacy screens to sides of each device and position for maximum voter privacy.
- ☐ Set up voting booths and plastic privacy screens.

Judge of Election Table Setup

- ☐ Ready all provisional voting materials, Remitted Ballot materials, colored envelopes, return sheets, etc.

Sign-In Table Setup

- ☐ Cross check and star names in poll book with the supplemental poll book pages
- ☐ Verify # of ballots — ONLY unwrap **ONE** pack at a time.
- ☐ Set up this table with ballots, pens, poll books, supplemental pages, privacy folders, White binder, Spoiled/Remitted Ballot Envelope, Affirmation of Elector & Declaration of voter assistance forms.

Paperwork

- ☐ Sign both Oath of Office forms: File them in the **LIME BOE ENVELOPE** and **PINK MINORITY INSPECTOR ENVELOPES.**
- ☐ Complete and sign Pay Sheet: File in **LIME BOE ENVELOPE.**
- ☐ Verify that ballots match precinct and count is correct and record on all 3 return sheets.
- ☐ File all removed seals in **AQUA MW ENVELOPE.**
- ☐ 3 Return sheets - fill out Certificate 1 at poll opening, using data from machine tapes and security seals.
- ☐ Complete Manifest Sheet from Equipment Cage.
- ☐ File Machine Tapes, as indicated below.
- ☐ Hang all posting notices and sample ballots.

Poll Opening Machine Tapes and Where to Put Them

- ☐ **SIGN ALL MACHINE TAPES BEFORE STORING except the Power-on reports!**

Touch Writer Tapes

- ☐ 1 Power-On Self-Test: File report in **AQUA MW Env**
- ☐ 2 Signed Zero Reports: File 1 each in **AQUA MW** & **PINK MINORITY INSPECTOR ENVELOPES.**
- ☐ 1 Signed Open Polls Report: File in **AQUA MW ENVELOPE.**

Scanner Tapes

- ☐ 1 Power-On Self-Test: File report in **AQUA MW Env**
- ☐ 2 Signed Zero Reports: File 1 each in **AQUA MW** and **PINK MINORITY INSPECTOR ENVELOPES.**
- ☐ 1 Signed Open Polls Report: File in **AQUA MW ENVELOPE.**

Election Day – Poll CLOSING Checklist

Scanner Closing & Tape Printing Procedure

- ☐ Check emergency ballot bag before closing polls. Scan any ballots found as-is before closing.
- ☐ Remove the gray ballot bag and seal with Green Security Seal & record on all 3 Return sheets.
- ☐ Press **BLUE BUTTON** on the back of scanner.
- ☐ Select **Close Polls** on the screen.
- ☐ Select **Yes, close the polls**
- ☐ Enter the polls close code and select **Accep**t
- ☐ Close Polls report will print automatically. Sign the tape and tape to the **AQUA RETURN SHEET.**
- ☐ 4 Tally Reports will automatically print, sign all copies.
- ☐ Print 1 copy of the Write-In Report and sign
- ☐ Press the Red Power Button to power off
- ☐ Remove vDrive, place in **WHITE vDRIVE ENVELOPE**.
- ☐ Seal vDrive compartment using **BLUE SEAL** found in blue pouch & record the new **BLUE SEAL #** on the 3 return sheets.
- ☐ Pack scanner and ballot box in cage.

Touch Writer Closing & Tape Printing Procedure

- ☐ Press **BLUE BUTTON** on the back of Touch Writer.
- ☐ Select **Menu** on the upper right corner of screen.
- ☐ Select **Close Polls** on the screen.
- ☐ Select **Yes, close the polls** on the screen.
- ☐ Enter the polls close code and select **Accept**.
- ☐ Close Polls report will print automatically. Sign the tape and file in the **AQUA MW ENVELOPE**.
- ☐ Print the **Ballot Count** print then sign copy.
- ☐ Record # of ballots printed minus provisional ballots on all 3 Return Sheets.
- ☐ File tape in the **PINK Minority Inspector ENV**.
- ☐ Press the Red Power Button to power off
- ☐ Remove vDrive and placed in **WHITE vDRIVE ENVELOPE**. Seal and sign.
- ☐ **NEW: Place White vDrive Security Env in top clear sleeve of the gray Ballot Bag.**
- ☐ Seal vDrive compartment using **BLUE SEAL** found in blue pouch & record the new **BLUE SEAL #** on the 3 return sheets. Pack Touch Writer, printer and table in cage.

Closing Accounting and Paperwork

- ☐ Count all unused ballots.
- ☐ Record unused ballot count on all 3 return sheets.
- ☐ Pack unused ballots and any empty boxes in cage.
- ☐ Separate Numbered Lists of Voters.
- ☐ Remove used **YELLOW** pages and file in **PINK MINORITY INSPECTOR ENVELOPE**.
- ☐ Place **WHITE NUMBERED LIST BINDER** in cage between printer and scanner.
- ☐ Place blue poll books & supplemental pages in the **BLUE POLL BAG**.
- ☐ Place Provisional Ballots in the Provisional Ballot - Return Envelope and complete the Envelope
- ☐ Verify all provisional ballots are signed by JOE and Minority Inspector.
- ☐ Place all Provisional ballots and materials in large Ziploc bag and place in the **BLUE POLL BAG**.
- ☐ Pack & seal **BLUE POLL BAG** with **WHITE SEAL**.
- ☐ Record seal number on all 3 return sheets.
- ☐ Complete all 3 return sheets and file as indicated:
- ☐ Attach signed Close Polls report **to AQUA RETURN SHEET** and file in **AQUA MW ENVELOPE**
- ☐ Attach signed Tally tape to **PINK RETURN SHEET** and file in **PINK MI ENVELOPE**.
- ☐ Attach signed Tally & Write-in tapes to **WHITE RETURN SHEET** & post at precinct to be visible from outside.
- ☐ Confirm Pay Sheet is completely filled out, the JOE signed at bottom, then place in **LIME BOE ENVELOPE**.
- ☐ Complete Affidavit for Voter ID file in **LIME BOE ENV**
- ☐ Verify all 3 envelopes are properly filled, signed and placed in the final destination.
- ☐ Confirm items for return and ensure all remaining equipment is sealed in cage with the R**ED SECURITY SEAL**
- ☐ Record seal number on all 3 return sheets.

Return to County

- ☐ **BLUE POLL BAG** sealed w/ **WHITE SECURITY SEAL**.
- ☐ NEW: Gray Ballot Bag sealed with **GREEN SECURITY SEAL** w/ vDrives in **WHITE vDRIVE ENVELOPE placed in the top clear sleeve**.
- ☐ **Unsealed GREEN TOTE BAG**

Delaware County Election Day Guide