

ELECTION OFFICER HANDBOOK

Revised as of January 22, 2024



ALLEGHENY COUNTY
ALWAYS INSPIRING

Elections Division

542 Forbes Avenue, Room 326

Pittsburgh, PA 15219

(412) 350 - 4500

Important Resources

ALL POLLING PLACE, BALLOT-RELATED, & TECHNICAL SUPPORT

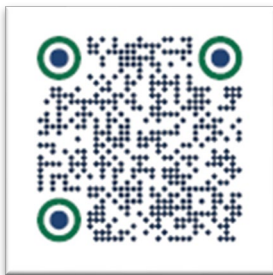
(412) 350 - 4500

- Polling place not unlocked by 6:15 AM
- General procedures, forms, paperwork
- No ballots or incorrect ballots
- DS200 Scanner
- ExpressVote Ballot Marking Device

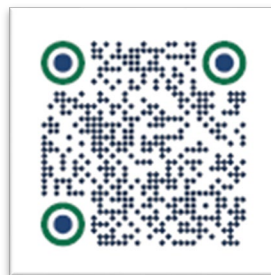
VOTER REGISTRATION SUPPORT

- Voter eligibility questions: call number on front cover of this book. **DO NOT SHARE WITH VOTERS.**
- Or use the QR codes below, or go to www.votespa.com

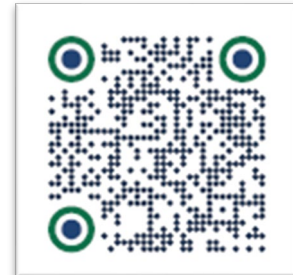
Elections Homepage



Voter Registration Status



Polling Place Info



EMERGENCY PROCEDURES

If persons in the Polling Place disregard instructions of the Judge of Election, the Judge may seek the assistance of the Deputy Constable or contact the Allegheny County Court of Common Pleas. Call (412) 350-4500 and ask to be transferred to Courts.

MEDICAL EMERGENCY: CALL 911

- When the medical emergency is under control, please call the Elections Division at (412) 350-4500 to follow up.

EVACUATION OF POLLING PLACE: CALL 911

If you must leave your Polling Place due to any emergency (fire, flood, other):

- **DO NOT PANIC.** Public safety is our first concern.
- If possible, gather and secure the DS200 Scanners, ExpressVote Ballot Marking Devices, the Poll Book, and DS200 Supply Case.
- Go to a safe place and as soon as you can, call (412) 350-4500, option 1.
- When the Polling Place can be re-opened inspect your voting area:
 - ✓ Are the voting machines operable? If no, call (412) 350-7272.
 - ✓ Report to Elections Division that Polling Place has re-opened: (412) 350-4500.

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Beginning of Day Checklist

All Poll Workers

- Take and Sign Election Officers' Oath.
- Check to confirm all materials were delivered. See list on pages 4-5.
- Determine what layout of tables and machines will best preserve voter privacy and allow access to electrical outlets for the DS200 and the ExpressVote.
- Set up tables for voting, and place privacy screens. Set up tables for poll worker use in processing voters. See page 8 for a sample layout.
- Post public materials. See list, page 9, and also check for any instruction inside poll book pocket.
- If your location has accessibility tools such as ramps, parking cones or other items, place them.
- Divide into two teams, one for paperwork and one for equipment set up.

Opening the Polls

Check Materials

Use the checklist below to confirm you have all items needed to open the polls. If anything is missing, notify your Polling Place Coordinator immediately at 412-350-7272.

Each Polling Place will receive at least one each of the following items:

- Shrink-wrapped bundle, containing DS200, ExpressVote, and Privacy Screens
- DS200 Supply Case (found in bottom compartment of DS200, door 4A)
- Bar-Height Table
- ADA Table



CONTENTS OF DS200 SUPPLY CASE

- Yellow Voted Ballot Transfer Bag (empty)
- Clear Plastic Bag (see below for list of its contents)
- "K" Precinct Return Envelope
 - General Return Sheets (4 copies)
 - Sample Ballots
- Provisional Voting Material Envelopes
- Spoiled Ballot Envelope
- Surrendered Absentee/Mail-in Ballot Envelope
- Handicapped Signs
- Clip Boards
- Pens & Pen Holder
- Secrecy Sleeves
- "I Voted" Stickers
- Power Strip & Extension Cord
- Duct Tape & Distance Tape
- Voter Assistance Device (Headphones)
- Purple Unvoted Ballot Transfer Bag
- Quick Guide



CONTENTS OF CLEAR PLASTIC BAG (found inside DS200 Supply Case)

- Precinct Packet (*wrapped separately with a rubber band*)
 - Envelope of Stationery Supplies
 - Badges Identifying Poll Workers
 - American Flag
- Voter Processing Forms
 - Progressive Check-off List
 - Record of Assisted Voters
 - Assistance Declaration (5 copies)
 - Affirmation of Elector (10 copies)
 - Elector's Declaration to Surrender Their Mail Ballot
- Numbered List of Voters Booklet (2)
- Voting Rights Challenges

- Cancellation of Voter Record Due to Death of Voter (3 copies)
- Equipment Quick Guides (DS200 Scanner, ExpressVote)
- Challenges, Elector's Affidavit (2 copies)
- HAVA Statement of Complaint
- "B" Minority Inspector Envelope
- Signs & notices to be publicly posted
 - Notice of Voters' Rights (3 copies)
 - Voting Place Placard
 - Voting Questions Placard
 - Penalty Sheets (3 copies)
 - Individual's Rights Under Federal Law
 - Polling Place Instruction Sheet (3 copies)

CONTENTS OF CLEAR REGIONAL RETURNS TOTE (picked up by Judge of Election at Regional Center)

- Election Officer Handbook
- Election Officers' Oath (2 copies)
- Poll Book(s)
- Pay Sheets
- Return Checklist (for end of night)
- List of Absentee/Mail-In Ballots
- Equipment and Ballots Chain of Custody Logs on clipboard
- Orange Pouch
 - Yellow Key Lanyard, with two keys
 - Password envelope
 - Zip Tie Seals
- Scissors

ICONS IN THIS MANUAL

The following icons beside a step indicate that the following forms will be needed:



Equipment Chain of Custody Log



Ballot Chain of Custody Log



General Return Sheet

Getting Started

ORGANIZE THE BOARD

The Minority Inspector administers the oath of office, found in the clear Regional Returns Tote, to the Judge of Election. The Judge then administers the oath to all other election officers (Inspectors, Clerks, and Overseers, if any). The oaths **MUST** be given upon arrival at the polls. The oath forms may be completed and signed during a slow time after the polls open. *(A sample, filled-in version of this oath form is in the “Example Forms” section of the Appendix on page 60.)* See “Obligations of Poll Workers” on page 58 for more detail.

DUTIES & ROLES

Every precinct will have its own Elections Board composed of a Judge of Election, Majority Inspector, Minority Inspector, and additional election officers as appropriate.

- **Judge of Election:** Judges serve as the team leaders at their precincts. They are also responsible for maintaining the Chain of Custody, special paperwork, enforcing Polling Place rules, picking up the clear Regional Returns Tote, and returning ballots and materials at the end of the night.
- **Other Inspectors & Election Officers:** Other poll workers will work on a variety of tasks to set up the precinct, ensure it operates smoothly while polls are open, and close down the precinct at the end of the night. They must remain at the polls until returns are completed.

While polls are open, the Elections Division recommends that two election officers staff the Voter Check-in Table to process voters. In addition, one election officer should be stationed in the Voting Area, directing voters to the next empty booth and assisting with the ExpressVote and DS200 Scanner as needed. The Judge of Election should manage the site, handling special tasks and answering questions as needed. If more poll workers are available, the Judge will assign tasks, such as greeting voters at the entrance, cleaning frequently touched surfaces, directing voters to the Check-in Table, and additional staffing at the Check-in Table.

Set Up Polling Place

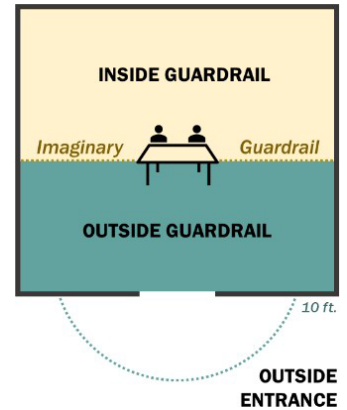
DEFINITIONS

Polling Place: The room or area where voting takes place.

Imaginary Guardrail: The separation created by the Voter Check-in Table that divides the inner portion of the Polling Place where voting occurs from the outer portion.

Entrance: The doorway that leads into the area/room where voting is taking place. This doorway may be inside or outside the building where voting machines are located.

Outside the Entrance: At least 10 feet from the entrance to the room/area where the voting machines are located. Electioneering (which means promoting a specific candidate or issue) may only take place in an area at least 10 feet from the entrance to the room or area where voting machines are located. **This means voters are not supposed to hear any electioneering conversations or see any election-related literature/signage from inside the voting area.**



POLLING PLACE LAYOUT

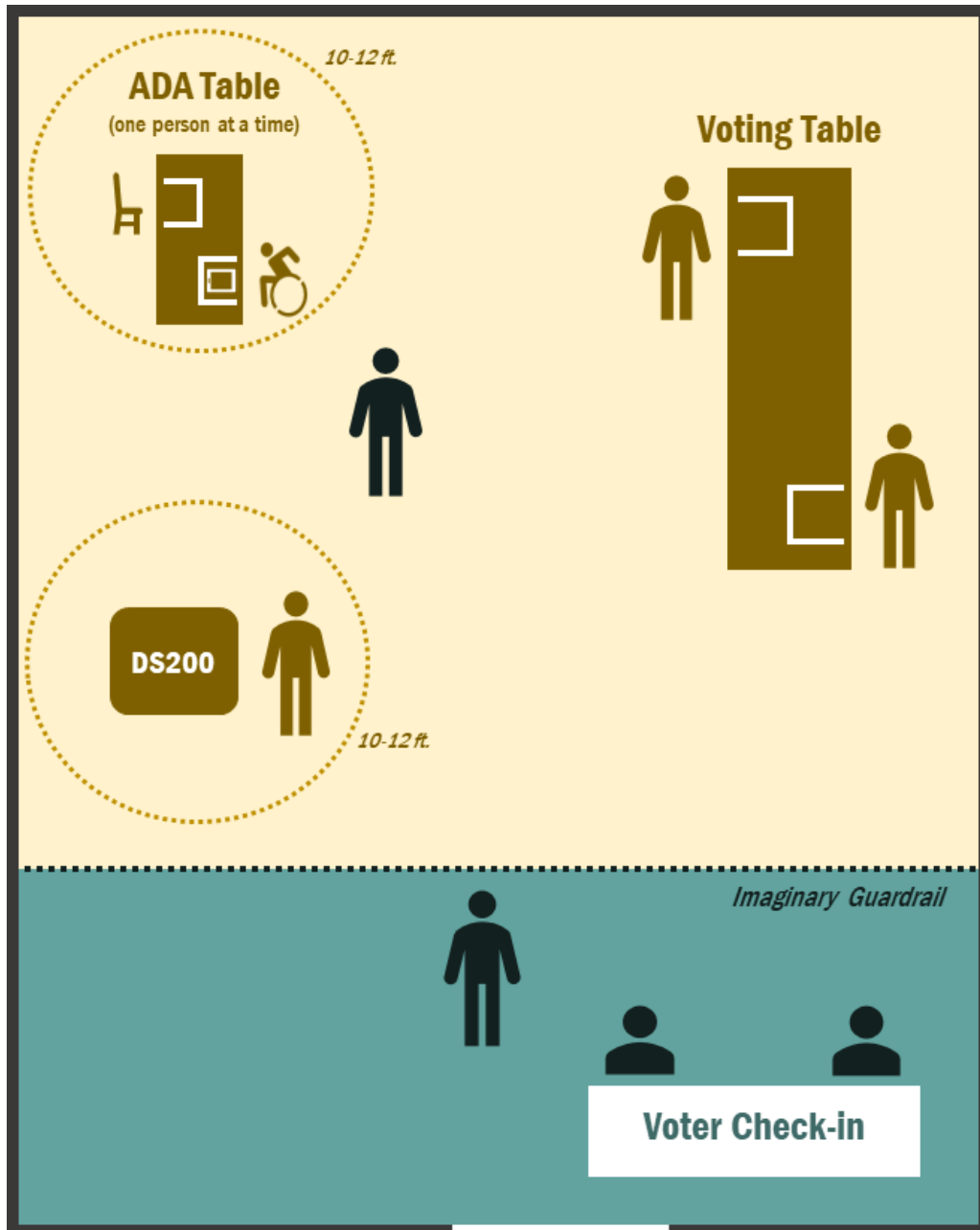
In creating a layout, the Judge of Election must take into consideration:

- Orderly flow of voters
- Voter privacy
- Accessibility for voters with mobility challenges
- Access to electricity for equipment
- Safety of voting machines and personnel
- All Polling Place Guidelines (see “Definitions” above, and further guidelines on following pages)

The Polling Place should be set up so that the flow of foot traffic in the precinct is orderly and voters are able to mark and cast their ballots privately. The pathways to the check-in table, the table of voting booths, the ExpressVote table, and the DS200 scanner should be clear and accessible by wheelchair. In addition, both the DS200 Scanner and ExpressVote table should only have one voter at a time within a 10 to 12-foot radius, if possible. Finally, the Voter Check-in Table must create an “Imaginary Guardrail” separating the voting area from poll watchers, constables, and other individuals waiting to vote.

There are hundreds of Polling Places throughout Allegheny County with varied floorplans and layouts. The example diagram shown on the following page is meant to provide poll workers with guidance for how to configure their own spaces.

Sample Polling Place Layout



VOTING AREA

Every Polling Place will receive at least two tables of different heights and a package of folding screens to create booths where voters can mark ballots in private.

The bar-height table serves voters who can stand and fill out hand-marked paper ballots. The smaller table serves voters who require accessibility modifications. It must be wheelchair accessible. The ExpressVote is set up at the small table.

1. Set up ExpressVote Table

- a. Choose a location that is close to a power outlet or within the reach of extension cord provided, and where voter privacy will be protected.
- b. Unfold legs of table and secure properly.
- c. **DO NOT** set up ExpressVote. The Equipment Team has instructions for this task.

2. Set up tables for standing voters

- a. Choose a location where both long sides of table will be accessible and voter privacy will be protected.
- b. Unfold legs of table and secure properly.

VOTER CHECK-IN TABLE

Here, voters confirm their eligibility, sign the Poll Book, and receive ballots. Election officers also use this table as a work space for completing additional documentation about who has voted and the total number of voters throughout the day.

The Voter Check-in Table should be positioned so that it creates the “Imaginary Guardrail” dividing the voting area from the more public space. Many Polling Places use a table already on-site; at Polling Places where no table is currently available, the Elections Division will deliver an additional table along with the voting machines. Once received from Equipment Team, move the DS200 Supply Case to the Voter Check-In Table location.

POST PUBLIC MATERIALS

The Poll Book offers a complete list of materials to be posted “outside the guardrail” where voters and poll watchers can examine them before entering the Voting Area.” Among them are:

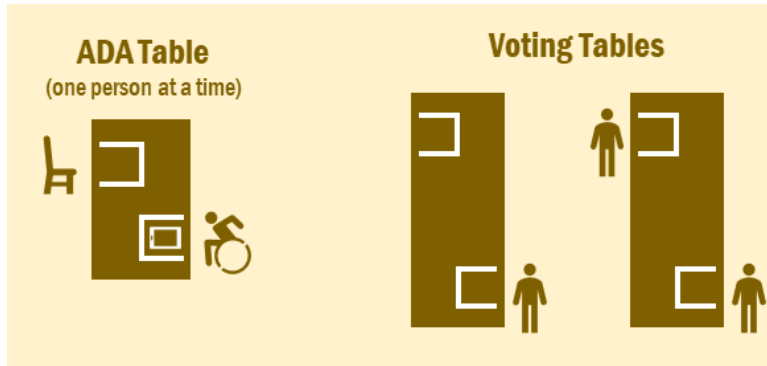
- List of Absentee & Mail-in Voters (If this list is too voluminous to post, make sure it is visible and available upon request at the Voter Check-in Table).
- Sample Ballots
- Signs & Notices
- American Flag

PRIVACY SCREENS

Retrieve the folded privacy screens packed with the DS200 and ExpressVote machines. Distribute screens as follows:

- **Smaller (ADA) Table:** Set up two screens, one for the ExpressVote and one for use by a seated voter.
- **Taller Tables:** Set up two screens on opposite sides and ends of each bar-height voting table to allow maximum distance between each voter.

Also consider whether voters must pass behind one another, potentially compromising privacy. Set up tables to avoid such situations. Be mindful of where you direct voters throughout the day to preserve privacy in voting.



POLLING PLACE ACCESSIBILITY TOOLS

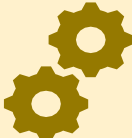
Some Polling Places require set up of lightweight accessibility tools, such as ramps, parking cones, and remote doorbells. These products weigh 5 to 37 pounds and will be delivered by the Elections Division.

If your polling place uses these tools, we will inform you when your assignment is scheduled. Your assistance in setting up these tools on Election morning is greatly appreciated. If you become unable to carry out this task, inform the poll worker scheduling team at (412) 350-4500, Option 6, as early as possible prior to Election Day.

For information about providing voter assistance in the Polling Place or with voting machines, please see the section "Tools & Guidelines for Assisted Voters" on page 54 in the Appendix.

DIVIDE INTO TWO SETUP TEAMS

The Judge of Election should separate poll workers into two teams to continue the set up the Polling Place.



Equipment Team

Go to "Set Up Equipment" on page 12.



Paperwork Team

Go to "Set Up Poll Book and Ballots" on page 18.

Beginning of Day Checklist

Equipment Team



CONFIRM EQUIPMENT

- Confirm two (2) tags on equipment bundle match tag on Orange Pouch.
- Unwrap equipment bundle.
- Confirm ExpressVote tag matches tag on Orange Pouch.
- Set up ADA table, placing ExpressVote flat on it.
- Compare seals on DS200 (2), ExpressVote (1) and Orange Pouch (1) with *Equipment Chain of Custody Log*. Give Log to Paperwork Team.



SET UP SCANNER (DS200)

- Position and stabilize scanner
- Unlock Door 4A. Remove DS200 Supply Case; give to Paperwork Team (Purple Bag is inside case.)
- Ensure no loose ballots in bottom of Ballot Box (4A)
- CLOSE AND RE-LOCK DOOR 4A BEFORE PROCEEDING**
- Connect to power (cord is in 1A)
- Open lid (Lock 2a)
- Open display screen (Lock 1B)
- Verify Muni-Ward-District is correct and Public Count is Zero.
- Enter Election Code (retrieve from Orange Pouch); press "Accept."

- Configuration Report will begin to print automatically.
- Select "Open Poll" – two Zero Tapes will begin to print.
- Sign Zero Tapes; leave one attached to Configuration Report and place in K Envelope; post other (see below).
- Confirm Emergency Ballot Box is empty (Door 3A); silver flap is upright and locked so no ballots can be accepted. **CLOSE AND RE-LOCK DOOR 3A BEFORE PROCEEDING.**
- Click "Go To Voting Mode" on display screen.



SET UP EXPRESSVOTE

- Remove ExpressVote from carrying case.
- Standup machine, using kickstand.
- Connect to power; confirm with power light on front.
- Open On/Off door, remove coiled cord, press and release On switch, tuck cord back in and re-lock.
- Allow screen to warm-up (about 1-2 min); enter Election Code when prompted (same code as for DS200).
- Make sure the green checkmark appears on the "Begin Voting" screen.

Equipment Team: Set Up Equipment

Once supplies are checked, oaths have been taken and the Polling Place set up, the Equipment Team should retrieve the following items from the Clear Regional Returns Tote:

- Orange Pouch, containing key lanyard and password envelope
- Equipment Chain of Custody Log on clipboard

Every voting precinct will receive at least one DS200 Scanner, one ExpressVote, and one box of Privacy Screens bundled together with shrink wrap. Some locations may receive additional equipment, depending on the volume of voters registered in that precinct.

The yellow key lanyard will have two keys attached. Silver Key A is used only for the DS200 scanner. Black Barrel Key B is used for locks on both the DS200 scanner and the ExpressVote.

For security, the Judge of Election must have the keys in their possession at all times. If the Judge leaves the building, the keys should be given to the poll worker in charge.



VERIFY EQUIPMENT IS CORRECT

First, you will need to verify that you have received the correct equipment and ballots for your voting precinct. Therefore, all identifying information must match.

Check the information of the equipment delivered to you against the master copy, which can be found on the Orange Pouch.

1. **Delivery Tag:** Confirm that the Municipality-Ward-District details on the top of the shrink-wrapped equipment bundle match those on the Orange Pouch.



2. **DS200 Tag:** Confirm that the Municipality-Ward-District details on the tag on the front of the DS200 Scanner match those on the Orange Pouch.
3. **Unwrap:** Cut or tear the shrink wrap from the bundle. Carefully use scissors, but **DO NOT** use knives or box cutters, which may damage the carrying case on top of the bundle.
4. **ExpressVote Tag:** Confirm that the Municipality-Ward-District details on the tag on the side of the black carrying case containing the ExpressVote match those on the Orange Pouch.
5. **ExpressVote Table:** Place the black carrying case containing the ExpressVote flat on the ADA table, but do not set up ExpressVote now. Go back to the DS200 Scanner.
6. **DS200 D33oor Seals:** Compare the seal numbers on Doors 2A and 4A to the numbers in Part 1 of the Equipment Chain of Custody Log. If seal numbers match, remove seals, discard, and check the corresponding box in **Part 2** of Equipment Chain of Custody Log.
7. **Orange Pouch Seal:** Compare the seal number on the Orange Pouch to the number in Part 1 of the Equipment Chain of Custody Log. If seal number matches, remove seal, discard, and check the corresponding box in **Part 2** of Equipment Chain of Custody Log.

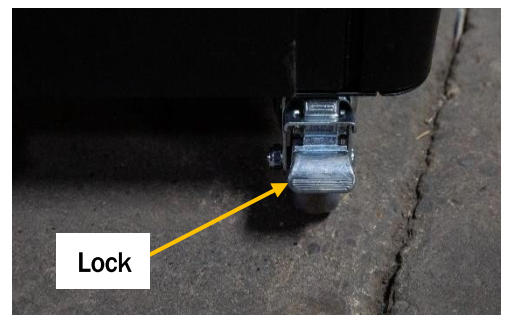


If ANY of the labels or seals on the Equipment do not match the Orange Pouch and/or Equipment Chain of Custody Log, contact Call Center immediately for further instructions: (412) 350-4500.

SET UP DS200 SCANNER(S)

The DS200 Scanner should be placed within view of the poll workers at the Voter Check-in Table, and close enough to an electrical outlet that it can be reached by the power cord or with the help of the extension cord in the DS200 Supply Case. The Scanner should also have a clear path from the ExpressVote and, if possible, be far enough from other tables so that the voter has a 10-foot ring of privacy as they scan their ballot. (For diagram, see "Polling Place Layout" diagram on page 8.)

1. **Stabilize**
 - a. Position DS200 Scanner where it will remain during voting hours.
 - b. Secure the two front wheels by stepping down on the silver foot pedals.
2. **Open Ballot Box**
 - a. Use Silver Key A to unlock Door 4A.

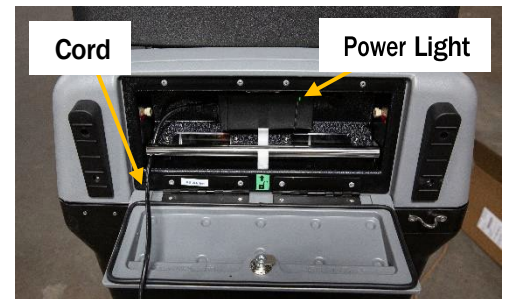


- b. Remove the DS200 Supply Case and give to the “Paperwork Team.”
- c. Make sure there are no loose ballots from testing in the Ballot Box. If there are any test ballots found, place them in the DS200 Supply Case.
- d. Close and re-lock Door 4A.



3. Connect to Power

- a. Walk to rear of the DS200 scanner and open Door 1A with Silver Key A.
- b. Take out power cord and plug into an electrical outlet. Extension cords/power strip are in the DS200 Supply Case.
- c. You may hear a short beep when plugging in the DS200. A small green light will illuminate on the Power Supply.
- d. Remove the key from Door 1A but leave this door open at ALL TIMES. This allows proper ventilation for the power supply.
- e. If needed and permitted in your location, tape cord to floor or place a chair over the cord to prevent someone from tripping on it.



4. Open Lid

- a. Use Silver Key A to unlock Lock 2A. If the key is difficult to turn, try pushing down on the lid while turning the key.
- b. Hold the lid down with one hand and pull down the two clasps from the top, flipping them up. Once released, the lid will rise open slowly on its own.



5. Open Display Screen

- a. Unlock Lock 1B. If the key is difficult to turn, try pressing down on the screen gently while turning the key.
- b. Flip up the Display Screen. The DS200 scanner will automatically turn on.

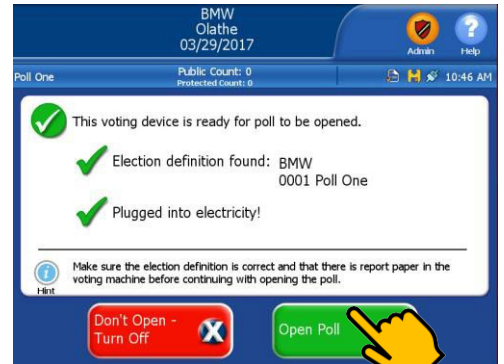


6. Initialize Machine

- a. You do not have to do anything on the screen until the DS200 scanner requests an Election Code. The Election Code can be found in your Orange Pouch, in a small brown envelope labeled “Password”.



- b. Note that the Election Code is case-sensitive. Use the Shift key for each uppercase letter.
- c. Enter Election Code and press “ACCEPT”. You will only get **3 chances** to enter the Election Code. Take your time and watch each letter as it briefly appears on the screen before becoming an asterisk (*). If you are locked out after 3 chances, close the lid and reopen, which will give you 3 more chances.
- d. The Configuration Report will automatically begin printing as soon as the correct password has been entered. **DO NOT** remove the tape at this point.
- e. A Checklist Screen will appear. Verify the Municipality-Ward-District and that DS200 Scanner is plugged into electricity. Then select green “Open Poll” button.
- f. Two Zero Tapes will begin printing on the same tape with the Configuration Report. When printer has finished all of the reports, you will see the words “end of report” on the bottom of the tape. **If Zero Tapes jam or if tapes are blank, DO NOT scan any ballots. Contact Call Center immediately at 412-350-4500 AND see Emergency Balloting Procedures in Troubleshooting section.**
- g. Tear off the entire tape and give to the Paperwork Team so you may continue preparing the DS200 Scanner.

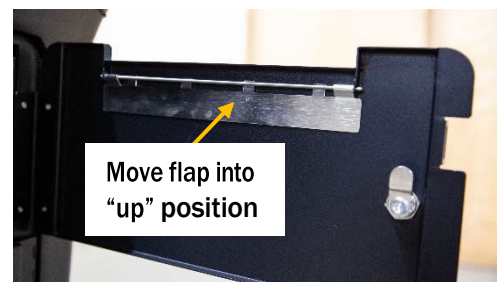


7. Check Emergency Ballot Box

- a. Use Silver Key A to unlock Door 3A.
- b. Confirm there is nothing in this compartment. Be careful, as the edges inside may be sharp.
- c. Make sure the silver flap on the top of the door is in the upright and locked position so that the Emergency Ballot Box cannot accept ballots.

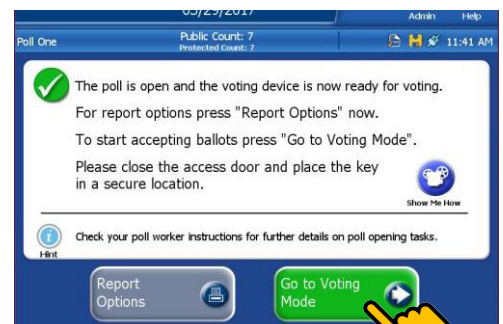
NOTE: In the event that Emergency Voting becomes necessary, the Judge of Election will unlock the door again and open the silver flap blocking the slot.

- d. Close and re-lock Door 3A.



8. Go to Voting Mode

- a. Return to the Display Screen. Click the green button on the bottom-right that says, “GO TO VOTING MODE.”
- b. Your DS200 scanner is now ready for voting!



EXPRESSVOTE SETUP

The ExpressVote system is designed to accommodate visually impaired voters, voters with dexterity issues, and other special needs. Voters are given a blank activation card, and the ExpressVote marks their choices on the card, which is then inserted into the DS200 scanner in order for their vote to be cast.

NOTE: Although it will be used primarily by voters with special needs, the ExpressVote may be offered to ANY voter as long as there is not someone with special needs waiting to use it.

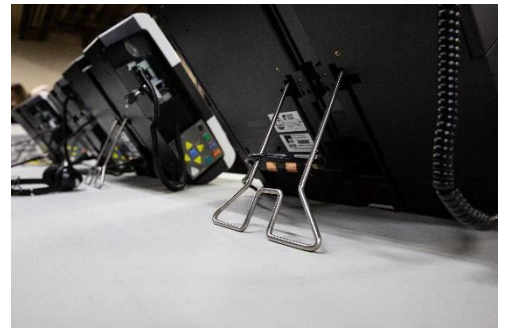
1. Remove from Carrying Case

- a. Set the ExpressVote in its case flat on the ADA Table (the smaller of the two tables provided).
- b. Compare the number recorded in Part 1 of the Equipment Chain of Custody Log to the seal attached to the ExpressVote carrying case. If the seal number matches, remove seal, discard, and check the box on **Part 2** of Equipment Chain of Custody Log.
- c. Sign Equipment Chain of Custody Log: All boxes on Part 2 of the Equipment Chain of Custody Log should now be complete. The Judge of Election and one other poll worker now sign **Part 2** of the log. Place the Equipment Chain of Custody Log in the DS200 Supply Case until it is needed again after the closing of the polls.
- d. With the ExpressVote lying flat on the table, unzip the carrying case. Have one person hold onto the case while another pulls the ExpressVote and removes it from the case.



2. Stand up ExpressVote:

- a. With the ExpressVote face down on the table, pull up kick stand.
- b. Gently set ExpressVote upright on the table, in a leaning position.



3. Connect to Power

- a. Unwrap power cord and firmly plug the ExpressVote into electrical outlet/extension cord.
- b. Make sure power light on front of ExpressVote is on – if not, double check that the cord is firmly connected into both the outlet AND the machine.



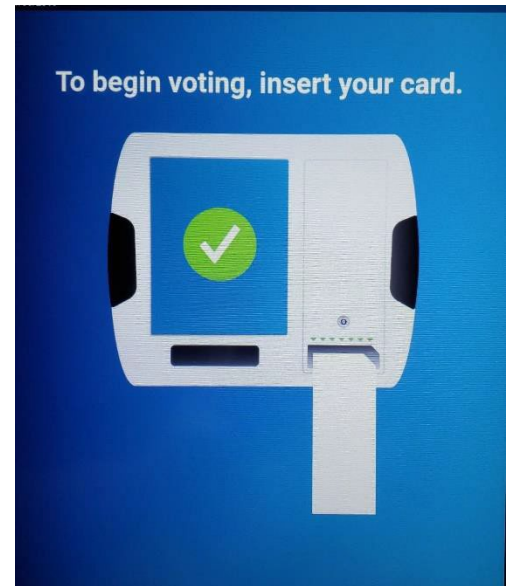
4. Turn ExpressVote On

- a. With Black Barrel Key B, open ON/OFF Door on left side of ExpressVote. Temporarily remove the coiled cord from the notch in the door to get it to fully open.
- b. Press and release the “ON” button. This button is a rocker switch, so the button will not stay in place.
- c. Tuck coiled cord back into the notch at the top right of the ON/OFF Door, re-lock and remove key.



5. Initialize the Machine

- a. As ExpressVote powers up, the screen may flash. It will take about 1-2 minutes.
- b. **DO NOT** touch the screen until asked for the Election Code.
- c. Enter the Election Code found in the Orange Pouch, in a small brown envelope labeled “Password”.
- d. Let it cycle through every step until it comes to the “Begin Voting” screen.
- e. Make sure that one green check mark is illuminated.
- f. Place one of the voter privacy screens around the ExpressVote.
- g. Your ExpressVote is now ready for voting!



Beginning of Day Checklist

Paperwork Team



CONFIRM PAPERWORK AND SUPPLIES

- Confirm contents of DS200 Supply Case and Clear Plastic Bag (see Handbook, pages 4 & 5).



ORGANIZE VOTER CHECK-IN TABLE

- Set up Voter Check-in Table
- When Equipment Team has finished equipment verification, sign *Equipment Chain of Custody Log* and place in DS200 Supply Case.
- Put alphabetical tab stickers in Poll Book.
- Administer the Affidavit inside the Poll Book to any poll worker who will be responsible for reviewing a prospective voter's identification when necessary. This Affidavit confirms your understanding that you swear under oath that you did, in fact, examine identification presented by electors as required by law. Put the completed form back in the Poll Book.
- Set up three stations at Check-in Table:
 - Poll Book and Progressive Check-off list
 - Numbered lists of Voters (2 booklets)
 - Ballots and ExpressVote Cards

ORGANIZE UNVOTED BALLOTS

- Retrieve Purple Unvoted Ballot Transfer Bag from DS200 Supply Case. Separate regular paper ballots from ExpressVote activation cards: DO NOT OPEN PACKETS.
- Count packets of ballots.
- Confirm totals on *Ballots Chain of Custody Log*.



- Record totals on *General Return Sheet*.
- Place *Ballot Chain of Custody* and *General Return Sheet* in DS200 Supply Case.
- Place initial packet of ballots and ExpressVote cards on Voter Check-in Table; place all other ballots in secure location behind Voter Check-in Table.
- Review Instructions for use of the Poll Book inside the book. Your Clear Regional Return Tote may include Supplemental Pages that are the most recent record of voter activity. Add these pages to the Poll Book and review them when processing voters.



POST PUBLICLY

(Must be posted outside Imaginary Guardrail.)

- One (1) signed Zero Tape from each DS200.
- List of absentee and mail-in voters.
- Sample ballots.
- Signs & notices, described in guidelines in the Poll Book.
- American flag.

Paperwork Team: Set up Poll Book & Ballots

In addition to voting equipment, election officers must ensure that all unvoted ballots have been accounted for and Poll Books have been organized before the polls open. To begin, Paperwork Team members should retrieve the following materials:

- Unvoted Ballots (in purple Unvoted Ballot Transfer Bag, found in DS200 Supply Case in bottom compartment of DS200 Scanner, Door 4A)
- Progressive Check-off List
- General Return Sheets
- Poll Book sections
- Ballots Chain of Custody Form
- Numbered Lists of Voters

COUNT BALLOTS

In order to verify that all ballots are accounted for at the end of the day, poll workers must confirm the number of ballots present before polls open. All unvoted ballots are stored in the purple Unvoted Ballot Transfer Bag, found in DS200 Supply Case in bottom compartment of DS200 Scanner, Door 4A.

1. Separate ballots by type.

- a. Find an area of the Polling Place where there is plenty of room to organize ballots.
- b. Open the purple Unvoted Ballot Transfer Bag. Inside, all ballots will be pre-wrapped in clear plastic.
- c. **DO NOT** unwrap ballot packs. Organize into stacks by type.
 - i. If a Primary Election, separate out Democratic, Republican, and Non-Partisan (if applicable) paper ballots and ExpressVote activation cards.
 - ii. If a General Election, separate out all paper ballots from ExpressVote activation cards.

2. Count ballots by type.

- a. Regular Paper Ballots are distributed in shrink-wrapped packets labeled with the number of ballots contained in each pack. Add up the numbers indicated on each pack; enter the total on Ballots Chain of Custody Log (if a Primary, separate ballots by party affiliation).
- b. ExpressVote activation cards come in packs of 50. Multiply the number of packs by 50, Write down total. There may be a small quantity of unpackaged ExpressVote ballots. Count these individually and make note of the number.

3. Fill out ballot-related paperwork.

- a. Check your written totals against those provided in Part 1 of the Ballots Chain of Custody Log.
 - i. If all numbers are the same, the Judge of Election and a witnessing poll worker must check the boxes and both sign and date **Part 2** of the Log.
 - ii. If numbers differ, repeat Step 2 above. If differences remain, call (412) 350-4500.
- b. Record totals for types of unvoted ballots prior to voting on line “d” on the General Return Sheet. Be sure to enter the totals on all four copies of the sheet.



- c. Place the Ballots Chain of Custody Log and General Return Sheet in the DS200 Supply Case until they are needed again after the closing of the polls.

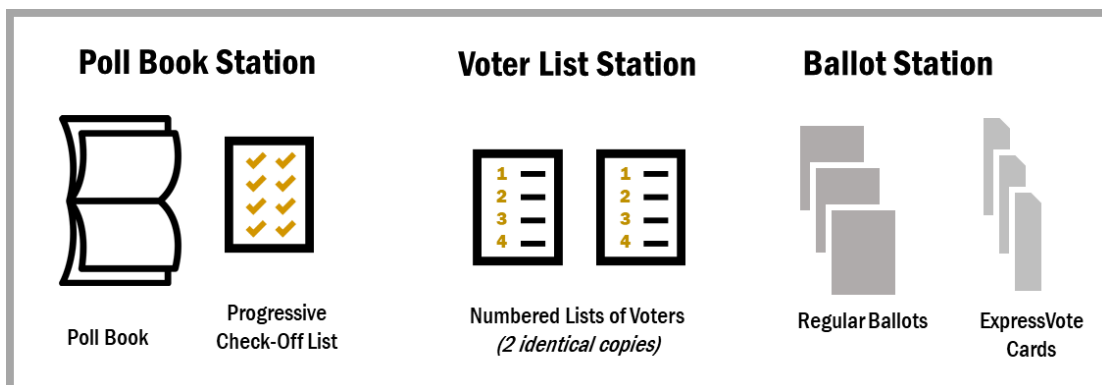
ORGANIZE VOTER CHECK-IN TABLE

1. Set up Poll Book

- a. Retrieve Poll Book from clear Regional Returns Tote.
- b. Note that the Poll Book is divided into two major sections: The main part of the poll book lists voters who have either not requested an absentee or mail-in ballot or who have not returned their ballot. The secondary section of the poll book lists those voters who have been marked as having returned their issued mail ballot, i.e. they have already voted.
- c. Locate the Alphabetical Tab Stickers in the Poll Book. Attach to Poll Book pages to make voters' names easier to find.

2. Set up stations for Check-In Table

- a. *Poll Book Station:* On the side of the table closest to the entrance, create a workspace for the Poll Book and Progressive Check-off list.
- b. *Numbered List of Voters:* In the center of the table, create a workspace to fill out both copies of the Numbered List of Voters.
- c. *Ballot Station:* On the side of the table closest to the voting area (or, preferably, at an adjacent table), create a workspace for handing out ballots, pens, and Secrecy Sleeves to voters *after they have signed the Poll Book*.



3. Set up and secure ballots.

- a. Place all unvoted ballots in a secure, yet easy-to-access location behind the Voter Check-in Table.

- c. Take out one pack per ballot type and open its plastic wrapping. **DO NOT** unwrap more than one ballot pack per type at a time, as this will make it more difficult to count unvoted ballots at the end of the night.

SIGN AND POST ZERO TAPES

1. Prepare Zero Tapes.

- a. The DS200 Scanner prints Zero Tapes as part of its start-up process. The Equipment Team will bring you the long strip of paper that includes the Configuration Report and two copies of the Zero Tape.
- b. Keep the Configuration Tape and 1st Zero Tape together. Cut below the signature lines of the 1st Zero Tape to separate copies.
- c. Have the entire board sign both tapes. Place the combined Configuration Tape and 1st Zero Tape into the "K" Precinct Return Envelope.

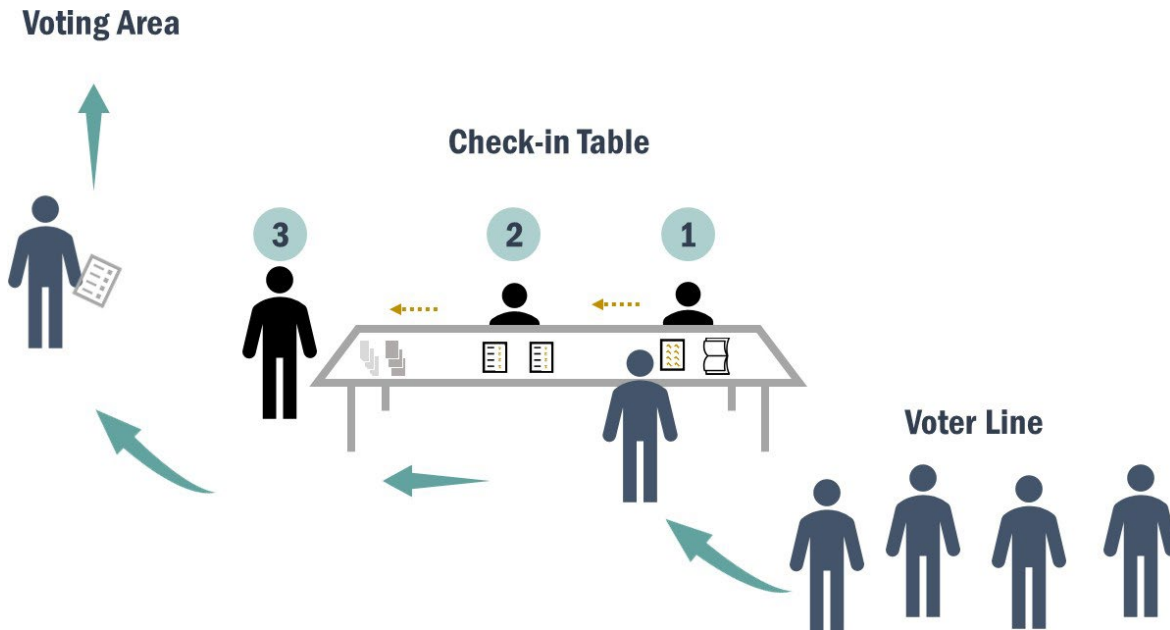
2. Post Zero Tape.

- a. Post the 2nd signed Zero Tape with the other posted materials on the wall of the polling place, outside the Imaginary Guardrail.

Polls Are Open

Processing Voters at Check-in Table

The Judge of Election must open the Polling Place promptly at 7:00 AM.



Poll Worker #1 – Find Voter in Poll Book

1. The voter presents themselves at the Voter Check-in Table and states their name.
2. Locate voter's name in the Poll Book to confirm they are at the correct precinct.
3. Once name has been located, check for any messages in the Poll Book. Most of these messages can be found in the voter signature box. Here are a few you might find:
 - **ID REQUIRED** – ID is required by federal law if that voter is new to your voting precinct. This means identification is required to process the voter. A list of acceptable IDs is located in a fold-out card in the DS200 Supply Case and in your handbook. When the voter provides their ID and it matches, you can then process the voter normally. If the voter forgot their ID, the voter has two choices. First, if time allows, they can go retrieve identification and return before the polls close. Second option if time does not allow or ID cannot be provided, they can vote provisionally. If the poll book does not indicate that ID is required, the poll worker should not ask for ID.

- **REMIT ABSENTEE BALLOT OR VOTE PROVISIONALLY or REMIT MAIL-IN BALLOT OR VOTE PROVISIONALLY:** This means that the voter applied for an Absentee or Mail-In Ballot. Voters who request these ballots are NOT eligible to vote a regular ballot at their Polling Place UNLESS they surrender their Absentee or Mail-In Ballot and declaration envelope. How to handle these possible situations:
 - i. If a voter does not have their ballot and declaration to surrender, they may vote with a provisionally.
 - ii. If a voter has their completed Absentee or Mail-In Ballot and declaration envelope and wants to deliver it to you as their voted ballot, you may not take it. By law, a completed ballot must be returned to directly to the Elections Division, where it is date-stamped and validated. The voter may take the ballot in person to the Elections Division in the County Office Building at 542 Forbes Avenue in downtown Pittsburgh before the close of polls at 8:00 PM.
 - iii. If a voter wishes to surrender a completed Absentee or Mail-In Ballot and is unconcerned about the privacy of that ballot, the poll worker can open it, VOID it as a surrendered ballot and the voter can vote in-person with a Regular Ballot. Please refer to procedures for Surrendered Absentee or Surrendered Mail-In Ballot on pages 32-34.
 - iv. If a voter's Poll Book record is found in the secondary part of the Poll Book as having already voted, this means that they already returned their Absentee or Mail-In Ballot and they are not eligible to vote at the Polling Place. If the voter disputes their Poll Book record, they can vote provisionally at the precinct. Their ballot will be adjudicated after the election.

- **INACTIVE** which means the voter has not voted or contacted the elections division for consecutive federal elections and must re-affirm their registration. If this happens, Retrieve an Affirmation of Elector form from the Clear Plastic Bag and have the voter complete Sections B & C. An Election Officer must fill in the information at the top of the form and sign Section C. Return completed Affirmations in the pocket of the Poll Book. Once the Affirmation of Elector form has been completed, process voter in the usual way.

- A voter may have an **ASSISTANCE CODE** in the Poll Book beside the their printed name. Assistance Codes indicate that the voter is eligible for help completing a paper ballot or using the ExpressVote because of a disability or if the voter is unable to read or write English. Enter the voter's information on the Record of Assisted Voters Form (found in the Clear Plastic Bag) and process the voter normally. If the voter needs assistance but does not have an Assistance Code in the Poll Book, complete a new Assistance Declaration Form (also found in the Clear Plastic Bag) with the voter and the voter's assistant, enter the voter's information on the Record of Assisted Voters Form. Then process the voter normally.

For more details, see "Messages in Poll Book" on page 25 and the "Which Ballot Should the Voter Receive?" diagram on page 31.

If the message indicates additional paperwork, such as Record of Assisted Voters or Assistance Declaration is required, this must be completed before a ballot can be issued.

4. **If the Voter's name is not in the first section of the Poll Book, review the second section and any subsequent pages, which represent the most recent record of voter activity. Voters listed in these supplemental pages have already returned their Absentee or Mail-In Ballot, meaning they have already voted. Inform the Voter that they are not eligible to cast a Regular Ballot in the election.** If the voter disputes their Poll Book record, the poll worker may allow the Voter to vote provisionally.
5. If you cannot find a voter in any part of the Poll Book, they may be in the wrong location. Many voting locations have multiple polling places—they may be in the wrong classroom or in the wrong building. See Troubleshooting, page 32 for ways to assist the voter.
6. When you have found the voter in the Poll Book and taken any action directed by messages printed in the signature line, use the Progressive Check-off List to assign the voter a number. If this is a Primary, there will be separate Progressive Check-off Lists by party affiliation—assign number accordingly.
7. **The voter signs their name directly in the Poll Book.** Compare this signature against the one shown in the Poll Book.
8. In the Poll Book, above the voter's name, the poll worker enters his/her initials and the number assigned to the voter. No other notations are to be made by Poll Workers in the Poll Book.
9. State the voter's information for poll worker #2 to hear, including their name, Progressive Check-Off List number, and if a Primary Election, their party affiliation. If there are any Assistance Codes listed in the Poll Book, this information should also be shared with Poll Worker #2 to determine ballot type.

Poll Worker #2 – Numbered Lists of Voters

1. Record the voter's name, number from the Progressive Check-off List, and political party (if Primary) in both copies of the Numbered List of Voters.
2. At busy times, focus on recording information accurately in one copy of the Numbered List of voters. The second copy of the Numbered List of Voters can be filled out using first copy during a slow time.

Poll Worker #3 – Provide Voter with Ballot

NOTE: These tasks may be completed by Poll Worker #2 if there are not enough workers at precinct.

A FRIENDLY REMINDER: **When handling ballots, make sure your hands are clean and dry.** Dirty or wet hands will damage the ballots. Never place food or drink at the check-in table. A spill could ruin ballots.

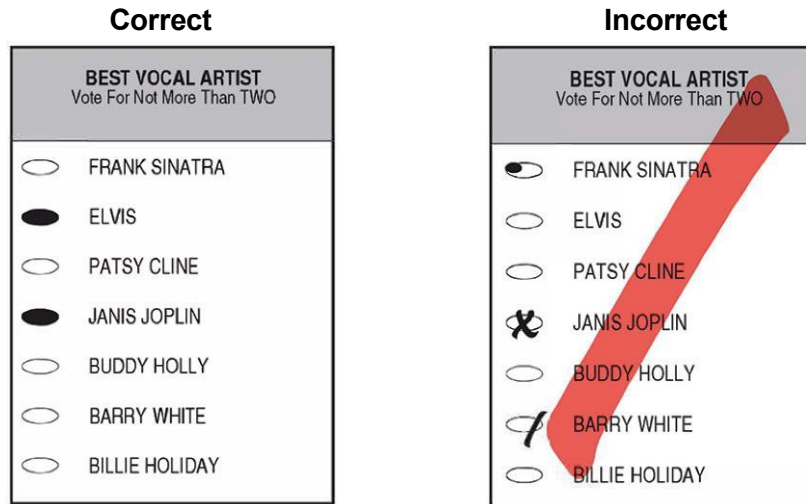
1. Offer the voter a choice between a hand-marked Regular Paper Ballot or an ExpressVote activation card. If there's an Assistance Code that requires the ExpressVote, go to Step 3.

NOTE: Any voter who wants to use the ExpressVote may. To help move the process along efficiently, offer voters the choice of using the ExpressVote.

a. Hand-Marked Regular Paper Ballots:

- i. Provide the voter with the correct ballot (according to party in a Primary), along with a pen and Secrecy Sleeve.

- ii. Remind the voter that bubbles must be fully filled-in, **NOT** marked with an “X” or checkmark, for these selections to be readable by the DS200 scanner. (See examples below.)
- iii. Instruct the voter to use the next available standing voting booth, seated voting booth at the ExpressVote table, or clipboard.



b. ExpressVote Activation Card:

- i. In a General Election, no party designation is needed.

In a Primary, mark the activation card on the lower right corner with a “D” or “R” according to the voter’s party affiliation before providing it to them. The Judge of Election will use this to select the correct ballot for them at the ExpressVote. If there is a ballot question, mark with “M” (Miscellaneous) for voters who are registered as Independent or any other party designation.

- ii. Instruct the voter to proceed to the ExpressVote Table.
- iii. At the ExpressVote table, Poll Worker #4 or the Judge of Elections will insert the ExpressVote Activation Card and provide any additional instruction or devices needed.

In a Primary, the Poll Worker will also pull up the correct ballot type on the ExpressVote. Be sure to give the voter privacy while they are marking their ballot on the ExpressVote machine.

- 2. Instruct the voter to place their marked ballot inside the Secrecy Sleeve and proceed to DS200 Scanner. There will be a Poll Worker nearby if they need assistance casting their ballot. Please remember to give the voter space and privacy as they vote. Ballots may be fed into the DS200 Scanner in any direction, face-up or face-down. If the ballot cannot be read, it will be returned to the voter for additional action.
- 3. Remind voters to return their Secrecy Sleeves and pens after casting their ballots.

Messages in the Poll Book

Allegheny County POLL BOOK		Digital Signature	Voter Info	Assistance	Party	Voter Signature
Voter #	Insp. Init	<i>Marie A. Burke</i>	BURKE, MARIE A 530 MAIN STREET PITTSBURGH, PA 15200 10/27/1932 1160923-3		R	INACTIVE: AFFIRMATION REQUIRED
Voter #	Insp. Init	<i>James Enright</i>	ENRIGHT, JAMES 695 MORELAND DRIVE PITTSBURGH, PA 15200 08/15/1967 1160923-3		NO	
Voter #	Insp. Init	<i>Walter Hill</i>	HILL, WALTER 119 ANN STREET PITTSBURGH, PA 15200 03/09/1990 1160923-3		D	ID REQUIRED
Voter #	Insp. Init	<i>John Larkin III</i>	LARKIN, JOHN III 1321 FIRST AVENUE PITTSBURGH, PA 15200 06/04/1961 1160923-3		R	REMIT ABSENTEE BALLOT OR VOTE PROVISIONALLY
Voter #	Insp. Init	<i>Florence Williams</i>	WILLIAMS, FLORENCE 5555 FORBES AVENUE PITTSBURGH, PA 15200 5/3/1953 1160923-3		D	
Voter #	Insp. Init	<i>Steve Williams</i>	WILLIAMS, STEVE 5555 FORBES AVENUE PITTSBURGH, PA 15200 7/31/1978 1160923-3		D	REMIT MAIL-IN BALLOT OR VOTE PROVISIONALLY

ABSENTEE OR MAIL-IN

The messages “Remit Mail-in Ballot” or “Remit Absentee Ballot” mean that the voter has been issued an Absentee or Mail-In Ballot. Voters who requested these ballots are NOT eligible to vote at their Polling Place **UNLESS** they surrender their Absentee or Mail-In Ballot and declaration envelope to the Judge of Election. **BEFORE** issuing a Regular Ballot or ExpressVote Activation Card to the voter, the Judge of Election must:

1. Have the voter complete and sign an Elector’s Declaration to Surrender Their Mail Ballot;
2. Sign the Elector’s Declaration to Surrender Their Mail Ballot; AND
3. Spoil the Absentee or Mail-In Ballot.

Please refer to procedures for Surrendered Absentee or Surrendered Mail-In Ballot on pages 33-34.

Note that if the voter has their voted ballot, within its signed declaration envelope, and wants to deliver it as their voted ballot, the Election Officer informs the voter that they must deliver their Absentee/Mail-in ballot to the Elections Division in the County Office Building Downtown before the close of polls at 8pm. These ballots will be counted on election night.

If a voter’s Poll Book record is found in the Supplemental Pages of the Poll Book marked as having already voted, they have returned their Absentee or Mail-In Ballot and are ineligible to vote at the Polling Place. If the voter disputes this, they may vote provisionally. Their ballot will be adjudicated after the election. See page 28 for provisional voting instructions.

ASSISTANCE CODES

If a Voter is visually impaired, disabled, or unable to read or write English, assistance is allowed.

- If the voter **has** an Assistance Code in the Poll Book, enter the voter's information on the Record of Assisted Voters Form (found in the Clear Plastic Bag). Process the voter normally.
- If the voter **does not have** an Assistance Code in the Poll Book, **complete a new Assistance Declaration Form (also found in the Clear Plastic Bag) with the voter and the voter's assistant**, and enter the voter's information on the Record of Assisted Voters Form. **No Ballot can be issued until the declaration is completed.** Process the voter normally.

INACTIVE: AFFIRMATION REQUIRED

Any voter who has not voted or contacted the Elections Division for two consecutive federal elections (minimum of four years) must re-affirm their registration. Retrieve an Affirmation of Elector form from the Clear Plastic Bag; the voter completes Sections B & C. An Election Officer must fill in the information at the top of the form and sign Section C. Place completed Affirmations in the pocket of the Poll Book. Once the Affirmation of Elector form has been completed process voter in the usual way.

ID REQUIRED

Federal and State laws require that all first-time voters in a precinct present a valid form of ID. Acceptable forms of ID must be current, and non-photo IDs must include the voter's name and address. If ID is successfully presented, the voter may receive a Regular Ballot and be processed normally. Poll worker must also sign the Affidavit found in the pocket of the Poll Book, confirming that proper ID was supplied by the voter. If ID is not provided, voter must vote provisionally. Voters are welcome to leave the precinct and return with ID before the polls close at 8:00 PM.

Valid Photo ID

- PA Driver's License or Non-Driver's ID card issued by PENNDOT
- ID issued by any other Commonwealth Agency
- ID issued by the U.S. Government
- U.S. Passport
- U.S. Armed Forces ID
- Student ID
- Employee ID

Valid Non-Photo ID

- Voter's identification card issued by the voter registration commission
- Non-photo ID issued by the Commonwealth
- Non-photo ID issued by the U.S. Government
- Firearm permit
- Current utility bill
- Current bank statement
- Current paycheck
- Government check

Ballots, Provisional, Mail-in & Absentee

- Regular ballots: Find the voter in the Poll Book and follow the instructions in their entry, see page 25.
 - Not in Poll Book?
 - ✓ Verify voter is in right location using QR codes on Page 1 or call the Elections Division at the phone number on the front cover of this book.
 - ✓ If voter moved but did not reregister, complete Affirmation of Elector, sections A & C.

- Provisional Voting: May be necessary if:
 - Voter is listed in Poll Book as “already voted” via Mail-in or Absentee Ballot.
 - Voter is listed as having requested a Mail-in or Absentee Ballot and did not bring the Ballot to surrender.
 - Voter cannot supply ID required by Poll Book entry or Judge of Election.
 - Voter disputes their listed party registration, if in a Primary.
 - Election officer asserts voter is ineligible, and Elections Division is unreachable or unable to confirm voter’s identity.
 - Voter has moved and is attempting to vote in new polling place but did not reregister; re-registers on Election Day and provides a Blue Court Order.
 - Voter is voting as a result of a federal or state court order.
 - Voter insists.

See pages 28-29.

- Absentee and Mail-in Ballots MAY NOT be delivered to the polling place to be cast. Voters bringing these Ballots to the polling place may:
 - Be directed to take the completed ballot to the County Office Building before the close of polls at 8 p.m.
 - Surrender the blank or voted Mail-in or Absentee Ballot, fill out the Elector’s Declaration to Surrender their Ballot Voter and vote in the usual manner. You will spoil the ballot, see pages 30, 32-34.

Types of Ballots

REGULAR BALLOTS

Most voters at a Polling Place will cast Regular Ballots, filling them out by hand or entering them on an ExpressVote ballot-marking device. These ballots will be scanned immediately at the Polling Place on the DS200 scanner.

Listed in Poll Book: A voter is eligible for a Regular Ballot if they are listed in the Poll Book with no conditions, OR if they meet the following qualifications:

- Voter's listing has message, "Inactive." Voter can complete Affirmation of Elector Form.
- Voter's listing has message, "ID Required," AND voter provides proper ID.
- Voter is asked for ID due to a question of identity AND provides proper ID.
- Voter's listing has message, "Absentee" or "Mail-In" **AND** they surrender their Absentee or Mail-In Ballot **and** declaration envelope to the Election Officer to be spoiled.

Not Listed in Poll Book:

- Voter is at the correct precinct (as verified by the Elections Division) but is not listed in the Poll Book. The Elections Divisions will approve a White Court Order over the phone and send it to the precinct. However, it is **NOT** necessary for the poll worker to have a copy of the White Court Order in hand before the voter receives their ballot. Phone confirmation is sufficient. Call the number on the front of the Poll Book for assistance.
- Voter has recently moved, did not change registration, wishes to vote in their previous voting district and voter is listed in the Poll Book of that previous voting district. Voter can complete Affirmation of Elector Form, sections A and C and vote "one last time" at that polling place.

Supplying a Regular Ballot: The Poll Worker gives the voter either a Regular Paper Ballot or a blank ExpressVote activation card.

For Primaries: In a Primary Election, the Poll Worker at the Check-in Table handing out ballots **MUST** take care to provide the correct paper ballot by party. For voters using ExpressVote activation cards, the poll worker must mark the lower right corner with a "D" or "R" so that the other Poll Worker assisting will know which ballot to select for that voter. If there is a ballot question, meaning that unaffiliated voters or those affiliated with other parties may vote, the poll worker should mark the ExpressVote activation card in the lower right corner with an "M" (for Miscellaneous).

PROVISIONAL VOTING

In certain cases, a voter may be required to vote provisionally. Ballots voted provisionally are examined by the Elections Division within 7 days of the election to determine if the individual voting that ballot was entitled to vote at the election district in that election. You will provide the voter with a numbered receipt and information necessary to follow up on the status of their provisional vote.

Listed in Poll Book: Although they may be listed in the Poll Book, a voter will be required to cast their vote provisionally in the following situations:

- Voter has requested an Absentee or Mail-in Ballot, even if that ballot has not been submitted, if the voter does not have their Absentee or Mail-in Ballot to surrender to the Judge of Elections.
- Voter is listed in the Poll Book as having “already voted.” This designation in the Poll Book means that the voter has already returned their Absentee or Mail-in Ballot and is ineligible to vote normally at the polling place. If the voter disputes their Poll Book record, the Election Officer should offer the opportunity to vote provisionally.
- Voter’s listing has message, “ID Required,” but voter does NOT provide proper ID.
- Voter is asked for ID due to a question of identity, but voter does NOT provide proper ID.
- Voter disagrees with their listed party registration if a Primary Election.
- Election Officer asserts that the voter is not eligible to vote AND Elections Division is either unreachable or unable to verify eligibility.

Not Listed in Poll Book:

- Voter recently moved, wishes to vote in their NEW Polling Place, did not change registration, re-registers on Election Day and provides a Blue Court Order.
- Voter is voting as a result of a federal or state court order.
- Voter insists they are registered and eligible to vote.

Processing Provisional Voters: **Provisional Voters are NOT entered in the Numbered List of Voters.** If the provisional voter’s information was accidentally entered into the Numbered List of Voters booklets, cross out the entry. Reuse that number, assigning it to the next regular voter whom you process. **Provisional Voters’ ballots are not scanned.** They are placed in the Provisional Ballot Return Envelope for processing after the election. Inform the voter that some or all of the ballot may not be counted if the County Board of Elections determines they were not properly registered to vote in the election district.

If an individual has been determined eligible to vote provisionally, the Judge of Election will give the voter:

- a Provisional Ballot Envelope
- a Provisional Ballot Secrecy Envelope
- a Ballot
- a pen

The Judge must witness the voter’s signature in Section 1 on the outside of their Provisional Ballot Envelope before they vote. This envelope remains at the Voter Check-in Table while the voter fills out their ballot and seals it inside the Provisional Ballot Secrecy Envelope in the Voting Area. **The Judge must instruct the voter to return to the Voter Check-in Table and ensure that the voter does so.**

When the voter returns to the Voter Check-in Table, place their sealed Provisional Ballot Secrecy Envelope into the Provisional Ballot Envelope previously signed by the voter and the Judge. The Judge of Election must then also witness the voter’s signature again, this time in Section 4, Voter Signature, on the outside of the outer envelope. The Judge will also complete and sign the “Reason for Ballot” section on the outside of the Provisional Ballot Envelope.

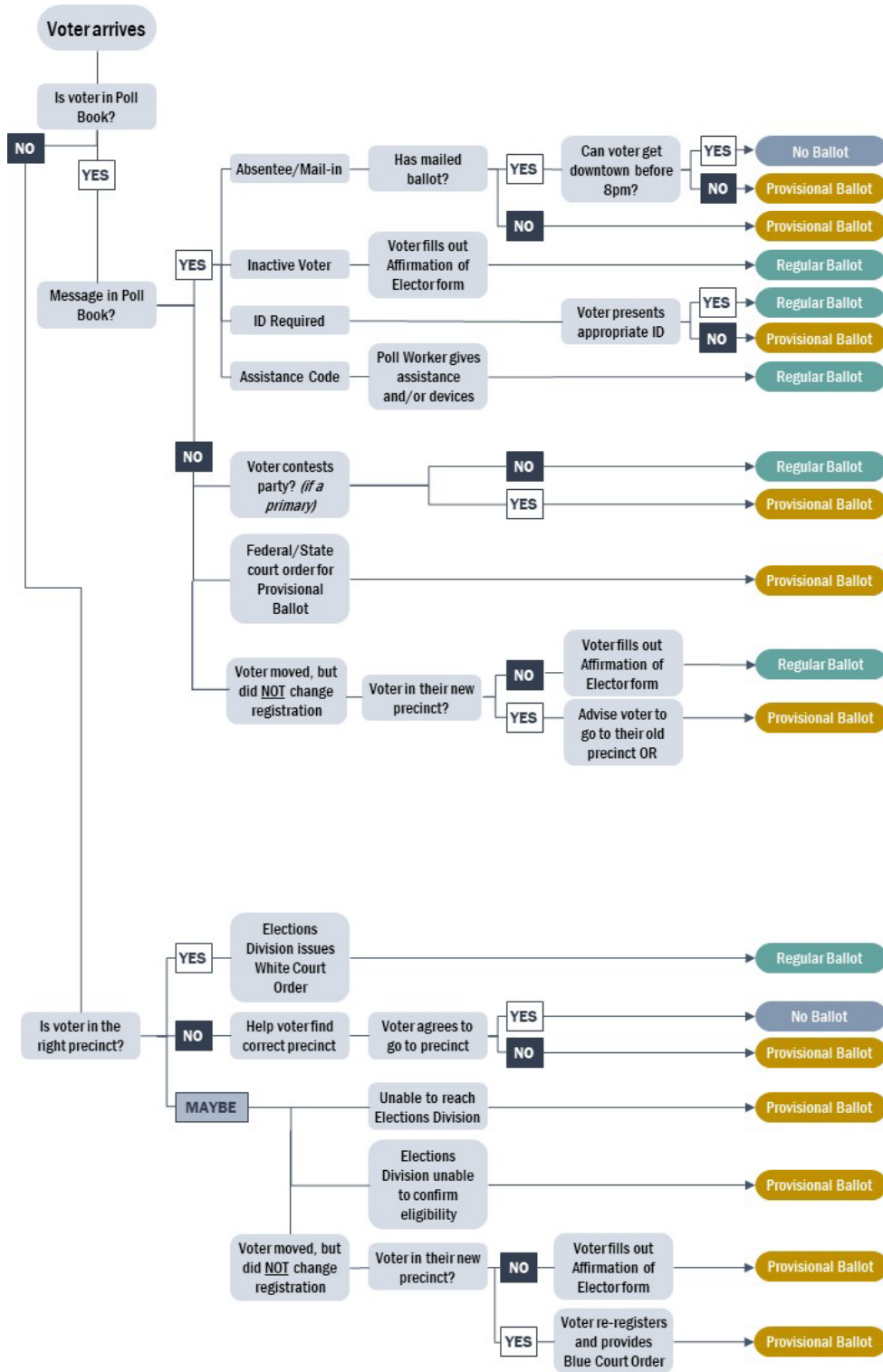
Before the voter leaves the Polling Place, make sure the voter has sealed the outer envelope and that all information on the envelope face is complete. Affix a Ballot ID bar code to the Provisional Ballot Envelope and give the tear-off receipt to the voter. Place the completed Provisional Ballot Envelope in the Provisional Ballot Return Envelope (bright green). **DO NOT** under any circumstances, open a sealed Provisional Ballot Envelope.

ABSENTEE OR MAIL-IN BALLOTS

Voters who requested an absentee or mail-in ballot may be permitted in some cases to vote at their Polling Place. Each such voter will fit into one of the following categories:

- 1. The voter has their ballot and declaration envelope in hand and surrenders them to the Judge of Election. In this case, the Judge of Election (i) has the voter complete and sign an Elector's Declaration to Surrender Their Mail Ballot; (ii) signs the Elector's Declaration to Surrender Their Mail Ballot; and (iii) spoils the Absentee or Mail-In Ballot and provides the voter with a Regular Ballot.**
- 2. The voter does not have their absentee or mail-in ballot to surrender but wants to vote at the Polling Place. In this case, the Election Officer offers the voter the option to vote provisionally. These votes will be adjudicated after the election.**
- 3. The voter has their ballot, within its signed declaration envelope, and wants to deliver it as their voted ballot. In this case, the Election Officer informs the voter that they must deliver their Absentee/Mail-in ballot to the Elections Division in the County Office Building, 542 Forbes Avenue, Downtown Pittsburgh, before the close of polls at 8:00 PM.**

Which Ballot Should the Voter Receive?



Troubleshooting Ballots

- Voter in Wrong Place? Contact Registrar at number on front of Poll Book, or go to www.votespa.com to look up voter's registered polling place. Or use the QR codes on page 1.
- Voter Not in Poll Book? Check with other precincts in your location, see page 32.
- Voter has moved but wishes to vote for the last time in your location? Use Affirmation of Elector form, see page 32.
- Voter has a Blue Court Order? See pages 29 and 32.
- Voter attempting to vote in Primary without a party affiliation? See page 32.
- Voter INSISTS on voting despite ineligibility? Offer provisional voting. See pages 28-29.
- Voter appears to be ineligible, and you cannot reach the Election Division to verify? Offer provisional voting. See pages 28-29.
- Voter wishes to report the death of another voter? Use "Cancellation of Voter Registration Record Due to Death of Voter" form from clear plastic bag. Place in Poll Book.
- Voter needs to surrender a Mail-in Ballot in order to vote? See Surrendered Ballots, page 32.
- Scanner refuses to accept ballot, or Voter reports making an error on their ballot? See Spoiled Ballots, page 32.

Troubleshooting - Ballots

AT THE VOTER CHECK-IN TABLE

Voter in Wrong Place: The Judge of Election can contact the Registrar using the precinct-specific phone number printed on the Poll Book. **DO NOT** give this number to the voter. The Registrar will provide the Judge with the voter's correct Polling Place. In the case of high voter traffic, poll workers can also direct the voter to the State's website, www.votespa.com, where they can use their address to find their correct polling location. Alternatively, the voter may call the Elections Division at (412) 350-4500 to be redirected to their proper polling location.

Voter Not in Poll Book: First, check to see if the voter is in the correct Polling Place (see above). If the voter IS in the correct precinct, call the Registrar at the precinct-specific phone number printed on the Poll Book for further instructions. You may be informed that the Elections Division has made an error and that the voter is eligible to vote with a White Court Order.

DO NOT wait for the court order to be delivered to you. Instead, have the voter enter their name, address, and signature in the blank back pages of the Poll Book. The voter may then receive a Regular Ballot and be processed normally.

Voter Has Moved: If a voter recently moved and wishes to vote in their old Polling Place one last time, they may do so if they (1) are listed in the Poll Book and (2) complete Sections A & C of the Affirmation of Elector form. Poll worker will fill in the information at the top of the form, sign Section C, and then return the completed Affirmation of Elector form in the pocket in the front of the Poll Book. The voter may then receive a Regular Ballot and be processed normally.

Blue Court Order: If a voter presents a Blue Court Order, then they are ONLY eligible to vote provisionally. This means they moved, did not change their registration, and wish to vote in their new Polling Place. Follow instructions for provisional voting, pages 28-29, but no further poll worker paperwork is required.

Primary – No Party Affiliation: Voters who are registered any party affiliation other than Democratic or Republican or with no party affiliation may only vote in Primary Elections in which a question is on the ballot, or in which a Special Election is also being decided. Otherwise, they are not eligible to vote in Primary Elections.

Voter Insists: If voter insists they belong in your district EVEN after the Registrar cannot verify this, they may vote provisionally. Follow instructions for provisional voting, pages 28-29.

Cannot Reach Elections Division: If, after several attempts, the Elections Division is unreachable to verify eligibility, the voter may vote provisionally. Follow instructions for provisional voting, pages 28-29.

Deceased Voter: The "Cancellation of Voter Registration Record Due to Death of Voter" form must be completed by an immediate family member or executor of the deceased person's estate. Place in Poll Book.

SURRENDERED AND SPOILED BALLOTS

Surrendered and Spoiled Ballots are either an Absentee/Mail-In Ballot, or Regular Paper Ballot or ExpressVote Activation Card that has been voided so that, in most cases, a new ballot can be issued to that voter. If the voter has marked their ballot in error but has not successfully scanned it, or if their ballot has been rejected by the DS200, they may request a new ballot from the Check-in Table.

A ballot may need to be voided for the following reasons:

1. Surrendered Absentee or Surrendered Mail-In Ballot

The voter who surrenders their Absentee or Mail-In ballot **AND** their Declaration Envelope may vote with a Regular Paper Ballot or ExpressVote Activation Card. The Voter and Election Officer must sign the *Elector's Declaration to Surrender Their Mail Ballot*.

Note: if the voter has already marked their Absentee or Mail-in ballot, they must permit the poll worker to open and void the surrendered ballot, possibly enabling the poll worker to see the selections that had been made. If the voter refuses to permit this, the poll worker cannot issue a new ballot to that voter. In this case, the Voter may vote provisionally at the Polling Place **OR** take their previously completed and sealed Absentee or Mail-In Ballot to the Elections Division in the County Office Building, Downtown **BEFORE** close of polls at 8:00 PM.

The image shows two forms. The left form is titled "BALLOT" and "Elector's Declaration to Surrender Their Mail Ballot". It includes sections for "Instructions", "Favorite Dog Breed", "Favorite TV to Spend", and "For the Voter". It has a "SURRENDERED" stamp in blue ink. The right form is titled "UNRENDERED ABSENTEE/MAIL-IN BALLOTS RETURN TO YOUR REGIONAL REPORTING SITE" and "NOTE - Do Not Place in Suitcase". It includes fields for "Municipality", "Ward", "District", "Judge of Election", "Total Number of Surrendered Ballots Enclosed", and "Signature of Judge of Election". It also has a "SURRENDERED" stamp in blue ink.

2. Spoiled Ballot

A ballot that has been issued to a voter who makes a mistake on a regular or ExpressVote ballot, chooses to not cast a ballot or abandons a ballot must be "spoiled" by a poll worker. Reasons include:

- **Marked in Error:** The voter wishes to change their selections before ballot has been scanned.
- **Overvoted:** The DS200 has rejected the ballot because more selections were made than are allowed in a contest.
- **Unreadable Marks:** The DS200 has rejected the ballot because ovals were not darkened correctly or were otherwise improperly marked. (See page 24 for examples.)
- **Decided Not to Cast Ballot:** If the voter decides not to vote after beginning to mark a ballot, it must be spoiled.
- **Abandoned Ballot:** If the voter leaves the Polling Place without casting their ballot, it must be spoiled, even if it has been completed. Poll workers **MAY NOT** cast the ballot on the voter's behalf, and no new ballot may be issued, even if the voter returns to the Polling Place.
- **Wrong Party (PRIMARY):** Voter is issued a ballot for a different party affiliation than shown in the Poll Book. If and **ONLY IF** the wrong ballot has NOT been cast, then the ballot may be spoiled and a new ballot from the correct party affiliation may be issued. If voter did not make

any marks on the ballot it may be returned to the stack of unused ballots.

In order to receive a new ballot, the voter **MUST** first return their unwanted ballot to a poll worker at the Check-in Table. Prior to issuing the new ballot, the poll worker must 'spoil' the ballot so that it becomes unreadable by the DS200 scanner.

All voided Regular Ballots must be secured in the Spoiled Ballot Return Envelope, kept on or near the DS200 Supply Case behind the Voter Check-in Table, so they can be accounted for at the end of voting.

All voided Absentee/Mail-in Ballots must be secured in the Surrendered Absentee/Mail-in Ballot Envelope, also kept on or near the DS200 Supply Case behind the Voter Check-in Table.

Regular Paper Ballots: Use a pen to scribble a series of vertical lines to cover up the first 2 inches of dotted edge on the left side of the ballot. Write "Spoiled" diagonally across regular paper ballots.

ExpressVote Ballot Cards: Make sure that the ballot card is unreadable by drawing additional vertical lines to interfere with the barcode markings. (Crossing out the barcode with a horizontal line does not sufficiently disrupt the scanner's ability to process the ballot.) Write "Spoiled" diagonally across the ballot card.

Favorite Things Demo Election
Electionware County
November 30, 2019

PRECINCT ONE

Instructions
Making Selections

Fill in the oval to the left of the name of your choice. You must blacken the oval completely, and do not make any marks outside of the oval. You do not have to vote in every race.

Do not cross out or erase, or your vote may not count. If you make a mistake or a stray mark, ask for a new ballot from the poll workers.

Optional write-in

FAVORITE DOG BREED
Vote for ONE

Labrador

Bulldog

Be
write-in

FAVORITE WAY TO SPEND FREE TIME
Vote for more than TWO

Browsing the Internet

Exercising

Cooking

Watching TV

Reading

write-in

FAVORITE U.S. BEACH
Vote for ONE

write-in

ALLEGHENY COUNTY
General Primary
Pittsburgh 4-10

President of the United States

State Senator

County Controller

School Board Director

Proposition 1

Operating, Troubleshooting Equipment

- Error messages on DS200 Screen? See pages 37-38.
- DS200 Scanner stops working? Begin Emergency Voting Procedures described on page 38, and call 412-350-4500 immediately for repair or replacement.
- Fleeing voter leaves ballot in polling place without scanning it? You may NOT scan the ballot. See page 38.
- Scanner refuses to accept ballot, or Voter reports making an error on their ballot? See Spoiled Ballots, pages 32-34.
- Voter needs help with ExpressVote adaptive tools? See pages 36, 56-57.

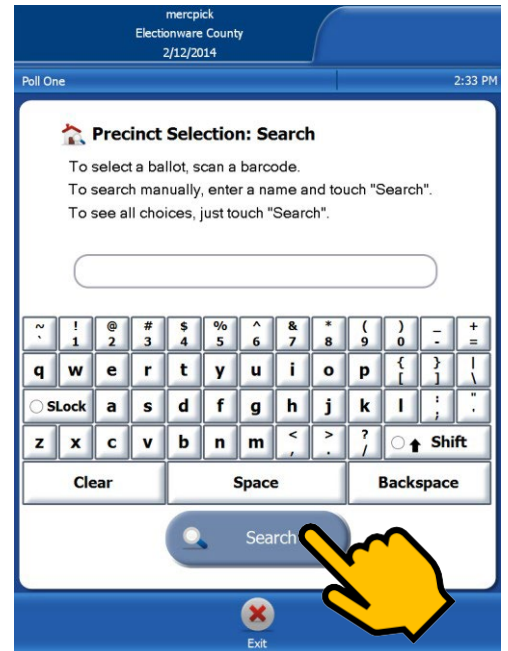
Operating the Voting Equipment

USING THE EXPRESSVOTE

Once the voter has received their ExpressVote activation card, Poll Worker #3 at the Voter Check-in Table will direct the voter to enter the Voting Area, where Poll Worker #4 or the Judge of Election will assist them on the machine.

Select Ballot: The poll worker must select the correct ballot for the voter. To begin, insert the voter's activation card into the slot with the corner-cut facing top right. The poll worker will then type the precinct name into the search bar. As you type, the ExpressVote will scroll to the correct ballot for the precinct.

In the case of a Primary, the poll worker will also select the correct party. Once the correct ballot has been selected, the voter may begin creating their ballot unattended.



All Voters: If the voter has questions about operating the ExpressVote, the poll worker can inform them of the following basic steps, which apply to all voters:

1. **Review Selections:** Once all selections have been entered, the "Verify Selection Screen" will display a summary of their ballot selections.
2. **Print Card:** When the voter is done verifying selections, a new screen will appear prompting them to print their ballot. The voter touches the "PRINT CARD" button to produce their ExpressVote ballot card.
3. **Scan on DS200:** When the ExpressVote ballot card emerges, voters must still take it to the DS200 Scanner for the vote to be cast. The ExpressVote can only create ballot cards, it **DOES NOT** count votes.



Additional Tools: In other cases, the voter may need to use additional ExpressVote features in order to read the ballot and make their selections. For example, the voters may change the contrast of the screen background, change size of font, use the Audio Ballot, or make selections on the audio-tactile pad.

(For more detailed instructions on using the ExpressVote's accessibility tools, refer to "ExpressVote Assistance" in the Appendix on pages 56-57.)

USING THE DS200 SCANNER

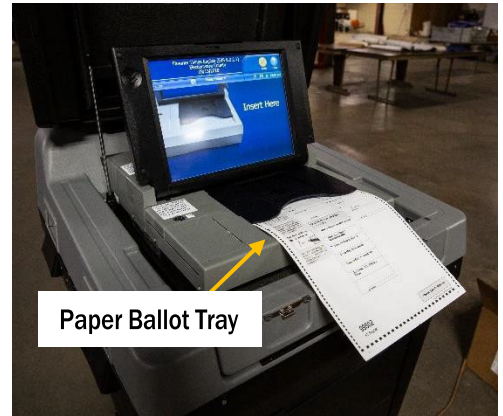
The DS200 Scanner is used for scanning hand-marked Regular Paper Ballots and ballot cards generated on the ExpressVote. Every ballot (except Absentee, Mail-In and provisionally voted Ballots) must be scanned, or it will not be counted as voted. If the voter leaves the Polling Place with their ballot in hand, it hasn't been voted and is no longer eligible to be cast.

After the voter has marked their ballot, using either a pen on a Regular Paper Ballot or the ExpressVote, they complete the voting process by scanning their ballot into the DS200 Scanner. As the voter approaches the scanner, they should conceal their selections by placing the marked ballot in the Secrecy Sleeve provided to them at the Voter Check-in Table.

When the voter's ballot has been successfully cast, a "Thank you for voting" message will appear on the scanner's screen. The voter will then return their pen and Secrecy Sleeve to Poll Worker #4 or the Judge of Election and exit the Polling Place.

In most cases, the voter will require no assistance or reminders as they finish casting their ballot. However, poll workers are permitted to answer questions or offer proactive support on the following topics:

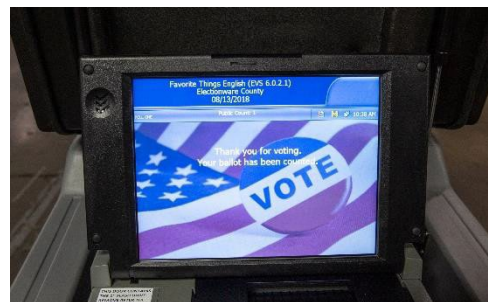
- **Find Tray:** Hand-marked Regular Paper Ballots are inserted into the larger tray made of gray plastic. ExpressVote Ballot cards are inserted into the dark-colored tray above it.
- **Insert Ballot:** Both ballot types may be inserted at any orientation, though they must be open and flat. Voters should not force ballots into the scanner – rather, the DS200 will grab the leading edge and pull the ballot in automatically.
- **Manage Traffic:** Only one voter can be within a 10 to 12-foot radius of the DS200 Scanner at a time, if possible. It is okay if there is a line of voters waiting to use the scanners, so long as their ballot selections are protected by Secrecy Sleeves.
- **Error Messages:** In certain situations, the DS200 Scanner may return the ballot and the display will show an Error Message. In most cases, the voter has two options. First, they may cast the ballot "as is" to record only contests with readable marks and the correct number of selections. Alternatively, the voter may return their ballot to the Voter Check-in Table to be spoiled and exchanged for a fresh ballot.
 - **BLANK BALLOT:** No voting marks have been detected by the DS200 Scanner.
 - **OVERVOTED BALLOT:** Voter has selected more votes than allowed for a particular contest.
 - **UNREADABLE MARKS (SOME):** A few of the voter's marks are unreadable. The display screen will indicate which



contests cannot be processed.

- **UNREADABLE MARKS (ALL):** If all of the voter's marks are unable to be read by the DS200 Scanner, their only option is to return to the Voter Check-in Table to exchange their ballot.

(For more details on readable and unreadable ballot marks, see the examples on pages 33-34 and page 24.)



- **Gather Pens & Secrecy Sleeves:** It is the poll workers' responsibility to make sure that voting materials are collected after the voter has scanned their ballot. These materials must then be returned to the Voter Check-in Table to be used by new voters. Poll workers are to clean pens between use by voters.

Troubleshooting - Equipment

AT THE DS200 SCANNER

DS200 Scanner Stops Working: Contact the Call Center immediately for repair and/or replacement at (412) 350-4500. Next, begin the following Emergency Voting Procedures immediately:

- Open Door 3A, Emergency Ballot Box, and flip down silver flap. Close and re-lock the door.
- Have voters insert their completed ballots into this slot.

Once the DS200 scanner has been repaired, Open Door 3A, Emergency Ballot Door, and flip up silver flap. Close and lock Door 3A. Voters will resume using the DS200 scanner.

During a slow time, remove the unscanned voted ballots from Door 3A. Two Election Officers will scan these ballots. If there are any Error Messages or Unreadable Marks, Election Officers will select "Cast." If Polling Place is busy, delay scanning these ballots until the end of day.

Fleeing Voter: This is a voter who marks a ballot but neglects to scan it properly in the DS200, including:

1. Any voter who leaves the Polling Place with their ballot in hand has **NOT** voted, and their ballot is no longer eligible to be cast. If the voter returns later in the day with their ballot, they are **NOT** allowed to place it in the scanner or create a new one, and the ballot must be taken from the voter and spoiled.
2. Any voter who places their ballot in the DS200 Scanner but leaves before the confirmation screen confirms successful submission of the ballot has **NOT** voted if the scanner returns the ballot. If the ballot has been rejected by the scanner, then it must be spoiled.
3. Any voter who has abandoned a marked ballot in the booth, in their Secrecy Sleeve, or another location and left the Polling Place. The ballot must be spoiled by a poll worker.

UNDER NO CIRCUMSTANCES is an Election Officer permitted to cast the marked, abandoned ballot on behalf of a fleeing voter. If the fleeing voter is still in the Polling Place, poll workers should direct them to the DS200 Scanner.

AT THE EXPRESSVOTE

Voter Needs to View Screen at Different Angle: The ExpressVote kickstand can be configured at a lower setting or folded back into the machine completely, allowing it to lay flat.

Voter Needs Assistive Device: Please see “ExpressVote Assistance” in the Appendix on pages 56-57 for full instructions

Polling Place Security

WHO CAN BE WHERE?

There are three distinct areas to Polling Place:

- 1) Inside the Imaginary Guardrail
- 2) Outside the Imaginary Guardrail
- 3) Outside the Entrance to the Polling Place

Each area has separate restrictions as to who may be there at any given time:

Inside the Imaginary Guardrail:

- Voter while they are voting
- Minor child of voter (*only one allowed*)
- All members of the Election Board
- Voter's assistant (*if assistance is required*)
- Overseers from both parties (*if appointed by Court of Common Pleas*)

Outside the Imaginary Guardrail:

- Voters waiting to be processed
- Constables, Poll Watchers
- People waiting for voters such as children, caregivers, or a voter who has voted and is waiting for a friend, spouse, etc.

Outside the Entrance to the Polling Place:

- Party Workers
- Media Personnel

ELECTIONEERING

If the Polling Place is inside a building or on another floor, a person electioneering (campaigning) is allowed to be inside the building but must remain at least 10 feet from the entrance to the actual voting area. In addition, the voter's path to the Polling Place must not be blocked, nor should the voter feel pressured or harassed by individuals who are soliciting or electioneering.

If persons are in the wrong part of the Polling Place, and do not follow the instructions, the Judge of Election can seek the assistance of the Deputy Constable or contact the Allegheny County Court of Common Pleas at (412) 350-5463.

(For more information, see "People at the Polling Place" in the Appendix on page 51.)

Closing the Polls

Voters in Line Permitted to Complete Voting

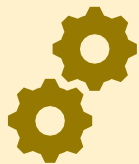
The Judge of Election must close the Polling Place promptly at 8:00 PM, unless there are voters in line. At 8:00 PM, if there are no voters waiting, announce that “Polls are closed” and immediately begin closing procedures.

IF THERE IS A LINE, ALL VOTERS IN LINE AT 8:00 PM ARE ELIGIBLE TO VOTE. Close the door to the Polling Place or post one of the poll workers or the Constable to mark the end of the line. Inform any additional voters who arrive after 8:00 PM that the polls are closed and only those voters who were in line by or before 8:00 PM are permitted to vote.

DIVIDE INTO TWO TEAMS

After all voters who were in line by 8:00 PM have voted, the Judge of Election should again divide the board members into two teams, with members from both parties on each team. Each team should follow the instructions below, in the prescribed order.

NOTE: THE PAPERWORK TEAM MUST COUNT AND SEAL THE UNVOTED BALLOTS BEFORE THE EQUIPMENT TEAM IS PERMITTED TO OPEN THE BALLOT BOX (Door 4A) OF THE DS200.



Equipment Team

Go to “Shut Down Equipment” on page 42.



Paperwork Team

Go to “Complete Paperwork” on page 46.

End of Day, Equipment Team

SHUT DOWN DS200(s)

- Check Emergency Ballot Box; scan remaining ballots
- Close the poll and print Final Results Tape (four copies).
- Give Final Results Tape to Paperwork Team.
- Turn off display screen and power.
- CONFIRM that Power button is no longer lit, then remove green flash drive. Place green flash drive in orange pouch; close and re-lock Door 2B.
- Close display screen; secure Lock 1B.
- Remove yellow flash drive from Door 3B. Place yellow flash drive in orange pouch; close and re-lock Door 3B.
- Close lid and secure Lock 2A.
- Unplug from power source, wrap cord, lock Door 1A.
- Confirm that Paperwork Team has counted and sealed Unvoted ballots in purple Unvoted Ballot Bag.
- Unlock Door 4A and place all voted ballots in yellow Voted Ballot Return Bag. Seal the Bag and give to Paperwork Team to record the seal number.
- Place sealed purple Unvoted Ballot Transfer Bag inside DS200 Supply Case.
- Seal Lock 2A and record seal number on Equipment Chain of Custody Log.
- Wait until all items to be returned by Judge of Election have been placed in clear Regional Returns Tote.
- Pack all remaining supplies (except hand sanitizer) along with purple Unvoted Ballot Transfer Bag into DS200 Supply Case.
- Place Supply Case into 4A cabinet and lock Door 4A

SHUT DOWN EXPRESSVOTE

- Turn off machine
- Secure coiled cord; re-lock On/Off Door.
- Unplug power cord; rewrap with Velcro strap.
- Attach audio/tactile keypad to left side of ExpressVote.
- Place headphones in zip-lock bag in DS200 Supply Case.
- Lay ExpressVote face down, close kickstand, place in carrying case.
- Seal through both eyelets of zipper and record seal number on Equipment Chain of Custody Log.
- Fold down ADA table. Place in area for equipment pick-up.

Equipment Team: Shut Down Equipment

CLOSE DS200 SCANNER

Retrieve Orange Pouch and yellow lanyard with keys.

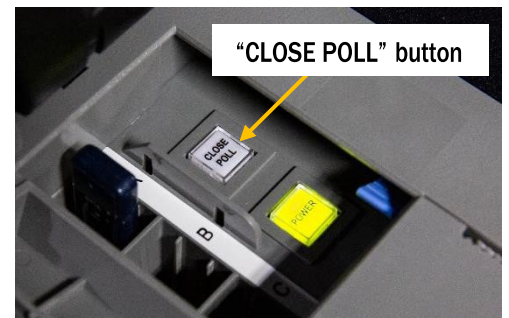
1. Check Emergency Ballot Box.

- Open Door 3A to make sure there are no ballots in the Emergency Ballot Box.
- If there are unscanned ballots, two election officers must scan these ballots before shutting down the DS200 scanner. Lock Door 3A when finished.
- If the DS200 stopped working and was not repaired by the end of the night, the Judge of Election and another poll worker will recover any unscanned voted ballots from the emergency ballot box and place them into the "K" Precinct Return Envelope.



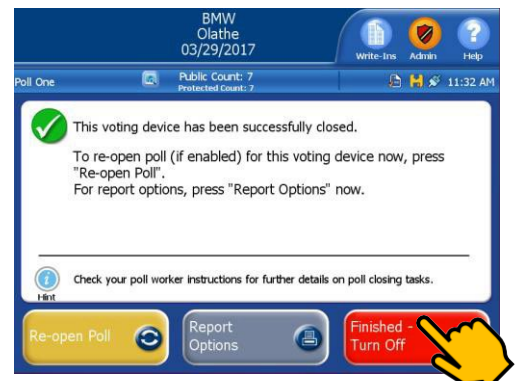
2. Close the poll and print reports.

- Use Black Barrel Key B to unlock Door 2B and open the front compartment.
- Press the white "CLOSE POLL" button. **DO NOT** touch Flash Drive at this time.
- On Display Screen, touch "CLOSE POLL" button to end voting.
- Four copies of Final Results Tapes will print automatically on one continuous tape. When printing is complete, you will see the words "End of Report."
- Provide the single, continuous tape containing all four copies of the Final Results Tape to the Paperwork Team. They will obtain election officer signatures and distribute the tapes.

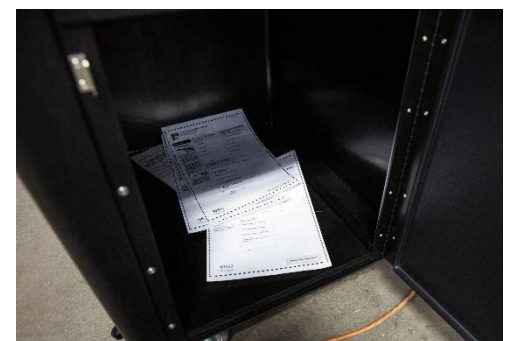
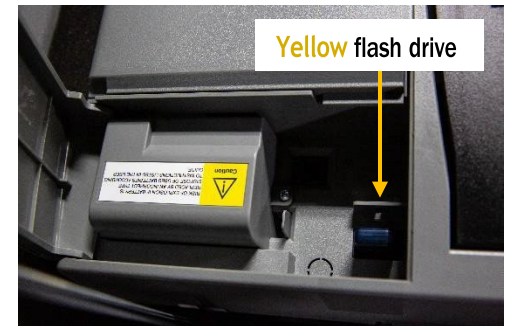
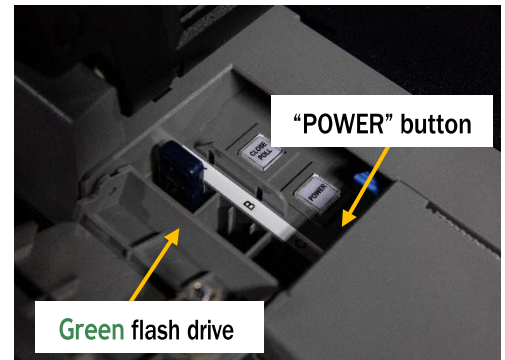


3. Turn off display screen and power.

- A confirmation will appear on the Display Screen indicating that poll closure has been successful.
- Touch the "FINISHED - TURN OFF" button.
- Return to the front compartment, Door 2B.
- Confirm that "POWER" button is no longer lit.**



4. **ONLY AFTER the power button is NO LONGER LIT AT ALL, remove green flash drive.**
 - a. Locate flash drive from Front Compartment. It will have a green sticker. Remove and place in designated green slot in Orange Pouch.
 - b. Close and re-lock Door 2B.
5. Close Display Screen.
 - a. Gently lower the Display Screen.
 - b. Use Black Barrel Key B to secure Lock 1B.
6. Remove yellow flash drive.
 - a. Use Black Barrel Key B to unlock Door 3B and open the rear compartment.
 - b. Remove backup flash drive from rear compartment. It will have a yellow sticker. Place in designated yellow slot in Orange Pouch.
 - c. Close and re-lock Door 3B.
7. Close DS200 Lid
 - a. Gently pull down the lid, securing clasps on either side of lock.
 - b. Use Silver Key A to lock 2A.
8. Remove DS200 from power source.
 - a. Unplug power cord, wrap it up, and place gently into the DS200 back compartment.
 - b. Close and lock Door 1A.
9. Confirm UNVOTED ballots counted and sealed.
 - a. **DO NOT unlock the Ballot Box (4A) until all unvoted ballots have been prepared by the Paperwork Team. They will bring the sealed purple Unvoted Ballot Transfer Bag to the DS200.**
10. Secure all VOTED ballots.
 - a. Retrieve the empty yellow Voted Ballot Return Bag from the DS200 Supply Case.
 - b. Use Silver Key A to unlock Door 4A, opening the Ballot Box.
 - c. Remove ALL loose voted ballots from Ballot Box and place in the yellow Voted Ballot Return Bag. Make sure no ballots are stuck in door or corners.
 - d. Zip the yellow Voted Ballot Return Bag closed. Retrieve a new numbered zip-tie seal from the Orange Pouch. Thread





and secure the seal through the eyelet in the zipper AND the corresponding black tab with grommet. Give the yellow Voted Ballot Return Bag to Paperwork Team to record seal number on second line of **Part 3** of Ballot Chain of Custody Log.

11. Secure all unvoted ballots

- a. Place the sealed purple Unvoted Ballot Transfer Bag inside the DS200 Supply Case. The DS 200 Supply Case will eventually be placed into the DS200 4A cabinet (Ballot Box) when all supplies have been packed up.

12. Seal machine.

- a. Before sealing the DS200, make sure the TWO flash drives were already removed and placed in the Orange Pouch.
- b. Retrieve a new numbered zip-tie seal from the Orange Pouch. Thread and secure the seal through the designated eyelets near the latch to the right of Lock 2A.



- c. Record the seal number on **Part 3** of Equipment Chain of Custody Log.

13. Pack supplies, lock Door 4A, and store machine

- a. **BEFORE** packing supplies into DS200 Supply Case, make certain that all items to be returned in-person by the Judge of Election have been placed in the clear Regional Returns Tote. (see list inside clear Regional Returns Tote)
- b. When DS200 Supply Case is ready –including purple Unvoted Ballot Transfer Bag–place into 4A cabinet and lock Door 4A.
- c. Please **DO NOT** return hand sanitizer or other PPE supplies; leave at Polling Place or take home with you.



CLOSE EXPRESSVOTE

The ExpressVote marks ballots – it does not scan or count them. Therefore, while the ExpressVote needs to be shut down and packed properly, it does not print a Results Tape.

1. Turn off machine.

- a. Use Black Barrel Key B to open “ON/OFF” Door.
- b. Temporarily remove the coiled cord from the notch in the door to get it to fully open.
- c. Press and release the “OFF” button.
- d. Touch “Shut Down” button on screen.



2. Secure cords & accessories.

- a. Tuck coiled cord back into the notch at the top right of the “ON/OFF” Door, re-lock and remove key.
- b. ExpressVote will shut down and screen will go blank. Unplug power cord from electrical outlet and re-wrap with Velcro strap.
- c. Make sure Audio Tactile Key Pad is attached to the left side of ExpressVote.
- d. Place the headphones back in the zip-lock bag in the DS200 Supply Case.



3. Pack up the ExpressVote.

- a. Lay ExpressVote face down on table.
- b. Close kickstand and snap into place.
- c. Place ExpressVote carrying case on the floor and gently lift and lower the ExpressVote into the carrying case. Zip bag shut.

4. Seal & store machine.

- a. Retrieve a new numbered zip-tie seal from the Orange Pouch. Thread and secure the seal through the BOTH of the zipper eyelets.
- b. Record seal number on **Part 3** of the Equipment Chain of Custody Log.



End of Day Checklist, Paperwork Team

- Orange Pouch
- "K" Envelope
- "B" Envelope
- Post outside Polling Place (the last one, with the Write-In Review Report)

COUNT AND SECURE UNVOTED BALLOTS

- Count all unvoted Regular Paper Ballots and ExpressVote ballot activation cards; enter totals on General Return Sheet.
- Place all unvoted ballots in purple Unvoted Ballot Transfer Bag. Seal bag. Record seal number on Ballot Chain of Custody log. Give bag to Equipment Team.

RECORD PROVISIONAL VOTES

- Record number of provisional vote envelopes on all 4 General Return Sheets.
- Place all provisionally voted ballots in Provisional Ballot Return Envelope; complete the form on the envelope; Judge and Minority Inspector sign envelope; put envelope in Clear Regional Returns Tote.
- Record number of provisional ballots on "K" Envelope.
- Place all unused provisional ballot materials in DS200 Supply Case.

COUNT SURRENDERED, SPOILED, UNSCANNED BALLOTS

- Count all Surrendered ballots and Elector Declarations and place in Surrendered Ballot Envelope; Judge signs envelope; place in Clear Regional Returns Tote.
- Count all Spoiled ballots and place in Spoiled Ballot Envelope; Judge signs envelope; put in Clear Regional Returns Tote; record number on all four General Return Sheets.
- Count Unscanned Voted Ballots if any; enter number in explanation section on all four General Return Sheets; place Unscanned Voted Ballots in "K" envelope.

INSPECT AND SIGN FINAL RESULTS TAPES

- Separate continuous tape into four segments, below signature lines.
- All Poll Workers sign all four tapes.
- Distribute tapes:

COMPLETE GENERAL RETURN SHEET

- Complete the form per instructions on page XX
- All Poll Workers sign all 4 copies.
- Distribute sheets:
 - 2 in "K" Envelope
 - 1 in "B" Envelope
 - Post 1 without phone numbers outside Polling Place

COMPLETE CHAIN OF CUSTODY LOGS

- Retrieve Orange Pouch from Equipment Team and finalize contents:
 - Key lanyard
 - Flash drives – 2 for each DS200
 - Final Results Tape with Ballot Status Activity Report
 - Password envelope
- Seal Orange Pouch, record number on Equipment Log. Judge signs and dates log.
- Complete Ballots Log with remaining information; Judge signs and dates log.
- Place clipboard with both logs into Clear Regional Returns Tote.

PREPARE "K" ENVELOPE, "B" ENVELOPE AND PAY ENVELOPE

- See End of Day Packing List tab for checklist of contents for each envelope.
- Place "K" Envelope and Pay Sheet Envelope in Clear Regional Returns Tote.
- Give "B" Envelope to Minority Inspector.

PACK DS200 SUPPLY CASE

- See End of Day Packing List on page XX for checklist of contents.
- Give to Equipment Team to place in bottom of DS200.

PACK FOR REGIONAL CENTER RETURNS

- Judge of Election brings Clear Regional Returns Tote and yellow Voted Ballot Return Bag to Regional C

Paperwork Team: Complete the Paperwork

1. Count Unvoted Ballots.

- a. Confirm that last voter has scanned their ballot in the DS200 scanner.
- b. Count all unvoted (unused) Regular Paper Ballots and the ExpressVote ballot activation cards.
 - i. Opened ballot packs: count individual ballots of each type.
 - ii. Unopened ballot packs: count the number of packs of each type, then multiply by 50 for Regular Paper Ballots and 50 for ExpressVote activation cards.
- c. Enter totals on line (f) on all four copies of the General Return Sheet.



2. Secure & Seal Unvoted Ballots: Note that this step MUST be completed before the Equipment Team is permitted to open the DS200 Ballot Box, Door 4A.

- a. Place all unvoted ballots in the purple Unvoted Ballot Transfer Bag. This is the same ballot bag that was in the DS200 Supply Case in the Ballot Box/4A of the DS200 Scanner before the polls were opened.
- b. Seal the purple Unvoted Ballot Return Bag with a numbered zip-tie seal from the Orange Pouch.
- c. Bring the sealed purple Unvoted Ballot Transfer Bag of unvoted ballots over to the Equipment Team.
- d. Record the seal number on second line of **Part 3** of Ballot Chain of Custody Log (which the Equipment Team will have).



3. Complete Provisional Ballot Return Envelope: Voted Provisional Ballot Envelopes are NOT to be opened at the Polling Place. All Voted Provisional Ballot Envelopes are to remain sealed until opened by officials or employees of the County Board of Elections, who will determine the validity of each provisionally voted ballot.

- a. Record the total number of Voted Provisional Ballot Envelopes on line (c) on all four copies of the General Return Sheet.
- b. Place all voted, sealed Provisional Ballot Envelopes into the larger bright green Provisional Ballot Return Envelope.
- c. Record the total number of voted Provisional Ballots Envelopes on the form on the front of the Provisional Ballot Return Envelope. Even if no Provisional Ballots were used, you must write the word "NONE" on the front of the Provisional Ballot Return Envelope.
- d. Both the Judge of Election and the Minority Inspector must sign the form on the front of the Provisional Ballot Return Envelope. Then place it in the clear Regional Returns Tote.
- e. Record the number of Provisional Ballots Return Envelopes issued at the bottom of the "K" Precinct Return Envelope.
- f. Place all unvoted/unused provisional balloting materials in the DS200 Supply Case.



Count Surrendered Ballots: Surrendered Absentee/Mail-in Ballots, along with any completed and signed Elector's Declaration to Surrender Their Mail Ballot forms are kept in the Surrendered Absentee/Mail-in Ballot Envelope behind the Voter Check-in Table; replacement ballots are issued on surrender. Count all surrendered Absentee/Mail-in Ballots, and place them, along with signed Elector's Declaration to Surrender Their Mail Ballot forms, in the Surrendered Absentee/Mail-in Ballot Envelope.

- a. The Judge of Election must sign the Surrendered Absentee/Mail-in Ballot Envelope and record the number of surrendered ballots contained within it. Place this envelope in the clear Regional Returns Tote. **Do not place this envelope in the DS200 Supply Case.**

Count Spoiled Ballots: Ballots that the voter has mismarked must be placed in the Spoiled Ballot Envelope, which is kept behind the Voter Check-in Table for use throughout the day. Additionally, if any ballots have been abandoned in the Polling Place, they must also be placed in the Spoiled Ballot Envelope. Poll Workers should periodically conduct a visual check throughout the Polling Place for abandoned ballots.

- a. Count all Spoiled Ballots and record the number on the Spoiled Ballots Envelope.
- b. The Judge of Election must sign the Spoiled Ballot Envelope. Place this envelope in the clear Regional Returns Tote. **Do not place this envelope in the DS200 Supply Case.**
- c. Record the number of Spoiled Ballots on line (e) on all four copies of the General Return Sheet.



4. **Count Unscanned Voted Ballots, if any:** This procedure is to be used only if there are any unscanned ballots in the DS200 Emergency Ballot Box (Door 3A) that the Judge of Election is unable to scan because the DS200 is malfunctioning and has not been replaced by the Polling Place Coordinator for the precinct.



- a. Count the unscanned voted ballots and enter the number in the **explanation section** of all four copies of the General Return Sheet.
- b. Place the unscanned voted ballots in the "K" Precinct Return Envelope. **Do not place these ballots in the DS200 Supply Case.**

5. Inspect, Sign, and Distribute Final Results Tapes:

- a. Separate the Final Results Tape, which prints as one continuous tape, into four segments. Cut each segment just below the last signature line. The first tape printed will be preceded by the Ballot Status Activity Report; the last tape printed will have the Write-in Review Report at the end.
- b. All Poll Workers members **MUST** sign all four tapes.
- c. Distribute the Final Results Tapes in the following places:
 - i. Place the first Results Tape including the Ballot Status Activity Report in the Orange Pouch;
 - ii. Place a Results Tape in the "K" Precinct Return Envelope;
 - iii. Place a Results Tape in Envelope "B" for Minority Inspector;
 - iv. Post the last Results Tape with the Write-In Review Report attached to the outside entrance to the Polling Place, where a member of the public can see it without entering the Polling Place.

6. **Complete the General Return Sheets:** Four (4) sheets to be filled in with identical information and signed by all Poll Workers. Any appointed Overseers present after the close of the polls are also required to sign all four General Return Sheets.



- a. Enter the total number of voters from the Numbered List of Voters on line **(a)**.
- b. Enter the number of ballots scanned, by machine, from Final Results Tapes on line **(b)**.
- c. Enter the number of Voted Provisional Ballot Envelopes on line **(c)**.

- d. Check to be sure that the number of unvoted ballots and ballot activation cards prior to poll opening was entered on line (d).
- e. Enter the number of spoiled ballots on line (e). Do not include surrendered ballots here. They are not part of the total you started the day with. They will be accounted for separately.
- f. Enter the number of unused/unvoted ballots on line (f).
- g. **Make sure all Poll Workers print and sign their names on all 4 copies.** Phone numbers must be on 3 of the 4 copies.
- h. Distribute the General Return Sheets as follows:
 - i. Post the one (1) General Return Sheet **without** phone numbers at the outside entrance to the Polling Place;
 - ii. Place two (2) General Return Sheets in the “K” Precinct Return Envelope;
 - iii. Place one (1) General Return Sheet in Envelope “B” for Minority Inspector.

7. Complete “K” Precinct Return Envelope:

- a. Using the checklist on the “K” Precinct Return Envelope, verify that it contains the following:
 - i. Two (2) General Return Sheets
 - ii. One (1) Final Results Tapes
 - iii. One (1) Zero Tape
 - iv. One (1) Numbered List of Voters booklet
 - v. One (1) Election Officers Oath form
 - vi. All Affidavits of Voters – Challenges, etc.
 - vii. Unscanned Voted Ballots, if any
(Do not put Provisional Ballot, Surrendered Ballot or Spoiled Ballot envelopes in the K envelope)
- b. Place the “K” Precinct Return Envelope in the clear Regional Returns Tote.

8. Complete both Chain of Custody Logs: The Equipment Team will have loaded the voted ballots from the Ballot Box into the yellow Voted Ballot Return Bags.

- a. Retrieve Orange Pouch from Equipment Team and ensure that the following items are now enclosed:
 - i. Lanyard with keys
 - ii. Flash drives – two (2) for each DS200
 - iii. Final results tape(s) – one (1) for each DS200 – signed
 - iv. Password (Election Code) envelope



- b. Seal the Orange Pouch with a numbered zip-tie seal and record the seal number on the Equipment Chain of Custody Log. The Judge of Elections and another Poll Worker then **sign and date** the Equipment Chain of Custody Log.

- c. Place the completed Equipment Chain of Custody Log on one of the clipboards.



- d. Enter the number of yellow Voted Ballot Return Bags on **Part 3** of the Ballots Chain of Custody Log (usually there will be one yellow bag, except in large precincts with high voter turnout).



- e. The Equipment Team will have sealed the yellow Voted Ballot Return Bag(s) with zip-tie seal(s). Note the seal number(s) on **Part 3** of the Ballots Chain of Custody Log.

- f. The purple Unvoted Ballots Return Bag Seal number should already have been noted on the Ballots Chain of Custody Log.



- g. The Judge of Election and another poll worker **sign and date** the Ballots Chain of Custody Log and place the completed Ballots Chain of Custody Log on the same clipboard as the Equipment Chain of Custody Log.
- h. Place the clipboard with the two completed chain of custody logs into the clear Regional Returns Tote.

9. Complete “B” Minority Inspector Envelope:

- a. Using the checklist on the envelope, verify that the “B” Minority Inspector Envelope contains all of the following items:
 - i. One General Return Sheet
 - ii. One Final Results Tape from each DS200
 - iii. One Numbered List of Voters booklet
 - iv. One Election Officers Oath form
- b. Minority Inspector takes this envelope home and keeps it for one year.

10. Complete Election Officer and Constable Pay Sheets:

- a. All Election Officers must sign the Pay Sheet and mark which position they worked – either “Judge” or “Inspector/Clerk.”
 - i. *Names Pre-Printed:* Enter the Last 4 digits of your SSN if your name is pre-printed on the Pay Sheet, and sign. Any address or phone number corrections should be made on this form to ensure that the paycheck will reach you.
 - ii. *Names Not Pre-Printed:* Complete all information, including all 9 digits of the SSN and signature.
- b. The Judge of Election signs the Constable’s pay sheet. If more than one district shares services of the Constable, no more than one Judge’s signature is required.
- c. Place all Pay Sheets, including Constable pay sheet, in the Pay Sheet Envelope, and return in the clear Regional Returns Tote.

11. Prepare Judge of Election’s materials for the Regional Return Center: The Judge of Election must deliver the following to the assigned regional return center.

- a. The Clear Regional Returns Tote, containing:
 - i. Orange Pouch (sealed)
 - ii. Ballots Chain of Custody Log and Equipment Chain of Custody Log on clipboard
 - iii. Provisional Ballot Return Envelope
 - iv. Surrendered Absentee/Mail-in Ballot Envelope
 - v. Spoiled Ballot Envelope
 - vi. “K” Precinct Return Envelope
 - vii. Pay Sheet Envelope
 - viii. Poll Book
- b. The Yellow Voted Ballots Return Bag

12. Finish Packing the DS200 Supply Case:

- i. Pack the Purple Unvoted Ballot Transfer Bag (sealed) and the remaining supplies in the DS200 Supply Case.
- ii. **DO NOT** return liquid hand sanitizer or any other PPE. Leave at Polling Place or take home.

End of Day Packing List

POST THESE PUBLICLY

(Post outside entrance to Polling Place.)



- One (1) General Return Sheet
- One (1) Final Results Tape with Write-in Report from each DS200 in your precinct

PACK IN DS200 SUPPLY CASE

(Place in bottom of DS200.)

- Purple Unvoted Ballot Transfer Bag (sealed)
- All unused supplies, except hand sanitizer.

"B" MINORITY INSPECTOR ENVELOPE

(Minority Inspector keeps for 1 year.)



- One (1) General Return Sheet
- One (1) Final Results Tape from each DS200 in your precinct
- One (1) Numbered List of Voters booklet
- One (1) Election Officers Oath form

PACK IN CLEAR REGIONAL RETURNS TOTE

(Judge of Elections takes to Regional Center.)



"K" PRECINCT RETURN ENVELOPE

- Two (2) General Return Sheets
- One (1) Final Results Tape from each DS200 in your precinct
- One (1) Zero Tape with Configuration Report attached from each DS200 in your precinct
- One (1) Numbered List of Voters booklet
- One (1) Election Officers Oath form
- All Affidavits of Voters – Challenges, etc.
- Unscanned Voted Ballots if any
- PROVISIONAL BALLOT RETURN ENVELOPE
- SURRENDERED BALLOT ENVELOPE
- SPOILED BALLOT ENVELOPE

PAY ENVELOPE

- Pay Sheet for Election Officers
- Constable's Pay Sheet, if applicable
- POLL BOOK
- ORANGE POUCH (sealed)
 - One (1) lanyard with two (2) keys attached
 - Two (2) flash drives for each DS200 in your precinct
 - One (1) Final Results Tape from each DS200 in your precinct
 - Password (Election Code) Envelope
- CLIPBOARD
 - Ballots Chain of Custody Log
 - Equipment Chain of Custody Log



- YELLOW VOTED BALLOT RETURN BAG (sealed)



(Judge of Elections takes to Regional Center.)

- All voted ballots retrieved from DS200(s).

Closing the Polling Place

PACKING FOR REGIONAL CENTER

Once paperwork and other materials have been distributed according to the list on the End of Day Packing List and equipment has been sealed and returned to the locations where it was found in the morning, prepare the materials that will need to be returned to the Regional Center.

REGIONAL RETURNS TOTE

- Orange Pouch (sealed)
- Ballots Chain of Custody Log and Equipment Chain of Custody Log (on clipboard)
- Provisional Ballot Return Envelope
- Surrendered Absentee/Mail-in Ballot Envelope
- Spoiled Ballot Envelope
- "K" Precinct Return Envelope
- Pay Envelope
- Poll Book



YELLOW VOTED BALLOTS RETURN BAG (sealed)

- All voted ballots from DS200(s)



SECURING THE POLLING PLACE

When all items are packed and accounted for, the Polling Place should be closed and locked. If locking requires the assistance of a building manager, election officers should secure the necessary assistance and observe the locking of the Polling Place.

The Judge of Election **MAY NOT** go home first but goes directly to the designated Regional Return Center with the Clear **Regional Returns Tote** and the **Yellow Voted Ballots Return Bag (sealed)**.

Regional Return Centers close at **12:00 MIDNIGHT**. After that hour, the Judge of Election must take returns to:

Elections Warehouse
901 Pennsylvania Avenue
Pittsburgh, PA 15233

Appendix

People at the Polling Place

Constable/Deputy Constable: To preserve the peace, Constables may be stationed at some Polling Places. A Deputy Constable must have a certificate of appointment from the Court of Common Pleas. Constables are “outside the Guardrail” unless the Judge of Election asks for help.

Election Board: A team of three to five election officers - one Judge of Election, two Inspectors (Majority and Minority), and two Clerks (Majority and Minority) - who are elected and/or appointed to a specific voting district and are responsible for producing the Election and bringing in the returns. Learn more under *Obligations of Poll Workers*, page 58.

Overseers: Two Overseers belonging to different political parties may be appointed by the Court of Common Pleas when five or more registered voters of an election district petition the Court for the appointment as a precaution “to secure the purity and fairness of any Primary or Election.” They have the right to be “inside the Guardrail” during the entire process of the election, and during the canvassing and completing of the returns. Overseers are required to sign the General Return Sheets.

Overseers function as officers of the Court and may contact the court at any time on election day. They must be given ample opportunity to perform their duties. They are sworn in by the Judge of election and must sign the Election Officers Oath. They may keep a list of voters if they desire and may challenge any person claiming the right to vote. If an overseer has knowledge that any fraud has been committed, the overseer should note that fact on the return sheets and immediately make a report of such facts to the Court of Common Pleas.

Party Workers: Persons campaigning must remain at least 10 feet from the entrance to the Polling Place. The Judge of Election may ask any person to move if they are disrupting the Polling Place. If the person refuses, the Judge of Election can seek the assistance of the Deputy Constable or contact the Allegheny County Court of Common Pleas at (412) 350-5463.

Peace & Police Officers: No police officer in commission, whether or not in uniform, shall be within 100 feet of a polling place during the conduct of any primary or election, except to vote, or to serve warrants, or unless called upon to preserve the peace. The 100-foot limitation does not apply to police officers working in a police station or headquarters that also serves as a polling place.

Polling Place Coordinator: County-authorized personnel trained to lend technical assistance to Election Officers. Will be wearing Allegheny County ID.

Voters: Voters may not re-enter the polling place once they have departed, except to assist another voter with a documented need for assistance or willingness to document the need by completing the Assistance Declaration, see more information and example on pages 22, 26, 62-63. Voters may not carry ballots outside and bring them back, nor may they abandon a ballot and return to complete it later. When a voter has been processed to vote, they may wait inside the guard rail for their turn to mark a ballot and submit it to the scanner. No more than twice as many electors as

there are voting screens should be admitted inside the guardrail. Voters may remain in the voting area for 3 minutes if others are waiting. More time may be granted if there is no line of waiting voters. If a voter refuses to leave the voting area after a reasonable amount of time, election officers should remove the voter.

No more than one Voter per voting booth should be allowed in the area for marking ballots. With the advent of mail-in balloting, some voters believe they may “vote as a group” or “vote as a family.” This is not the case in the Polling Place. Each Voter is processed individually and should submit their ballot to the scanner individually unless they need assistance and have completed the documentation of that need before voting.

Watchers: Watchers must present a current Watcher’s Certificate and may serve in more than one election district. They must be qualified electors of the county in which they are authorized to act. Each candidate may appoint two watchers in each election district where that candidate is on the ballot. A candidate may be a watcher in a district in which their name appears on a ballot. Each political party and political body which has nominated candidates may appoint three watchers of any general or special election in each election district where a candidate of such party or body is on the ballot. No more than **one** watcher for each candidate, and for each party or political body can remain in the polling place during voting hours.

Watchers may not wear or carry any electioneering materials such as buttons, stickers, or handouts. They are permitted inside the Polling Place during the course of voting but must remain “outside the Guardrail.” During voting hours, a Watcher is permitted to request to inspect — at regular intervals — one copy of the Numbered List of Voters booklet without disrupting the operation of the Polling Place. Watchers are not permitted to make any notations on or alter the numbered list and the inspection of these records must be supervised by the Judge of Elections or their designee. A candidate may be a watcher in a district in which their name appears on a ballot. At the close of the polls, and while the votes are being counted, all Watchers are permitted inside the Polling Place. They are not permitted to pressure the Judge to hurry with the results.

RULES ABOUT CAMPAIGN GEAR

For Voters: When they are voting, voters are permitted to wear clothing and/or buttons in the Polling Place that support and/or oppose candidates and/or issues. They are not permitted to electioneer while doing so or station themselves in the Polling Place either before or after voting.

For Election Officers, Constables, and Poll Watchers: NOT permitted to display/wear any campaign materials at all.

For Party Workers: Party Workers may wear (and distribute) campaign materials if they remain 10 feet outside the entrance to the Polling Place and cannot be seen or heard inside Polling Place.

CHALLENGE OF VOTERS

A challenge is a test of a person’s right to vote. Any prospective voter may be challenged by any qualified elector, election board member, overseer or watcher as to the voter’s identity; the voter’s legal residence; any alleged violation of the law pertaining to the signing of the voter’s certificate; or any alleged violation of the law prohibiting bribery at elections. If an elector is challenged as to identity or legal residence in the district, the elector must execute an affidavit and in addition produce at least one qualified elector of the district who will execute a supporting affidavit.

Tools & Guidelines for Assisted Voters

- Set up polling place with consideration for accessibility for less-mobile voters.
- Speak directly to the voter unless they are unable to communicate with you.
- All assisted voters must be properly documented. If there is no assistance code in the Poll Book, the voter must be noted on the Record of Assisted Voters and an Assistance Declaration Form must be filled out and placed in the Poll Book. See pages 22 and 26.
- Voters may receive assistance from anyone of their choosing EXCEPT the Judge of Elections, the voter's employer, or an officer of the voter's union.
- Does the Voter have questions about the ballot? You can answer informational questions, but refrain from offering voting decision help or recommendations. See page 55.

Tools & Guidelines for Assisted Voters

The County is constantly working to improve equipment and facilities for voters with special needs.

ACCESSIBILITY

Wheelchair Accessible: All ExpressVote tables are able to accommodate most wheelchairs, both for voters who wish to use the ExpressVote and for voters who prefer to hand-mark their ballots at the second voting booth set up at the table.

Audio Ballot: The ExpressVote at each site is equipped with headphones that allow the voter to hear the Audio Ballot. The Audio Ballot is not just for visually-impaired voters. It has many uses, including but not limited to: voters who cannot read, who have cognitive difficulties, who understand English but do not read English, or who have physical difficulty with the touch screen but can control the colored buttons on the tactile pad.

If the voter tries using the Audio Ballot and finds it too difficult, they may receive assistance with the Audio Ballot or opt to cancel the Audio Ballot and ask for assistance with a regular ballot.

FACILITIES

The Elections Division inspects all Polling Places for ADA accessibility. While very few places have accessibility issues, ramps, reserved parking signs, and remote doorbells are supplied, where needed.

VOTER COURTESY

Speak directly and graciously with the Assisted Voter. Unless the voter is unable to communicate with you, please speak to the voter. Be gracious and patient. Speak clearly and assume the voter is able to comprehend you unless otherwise indicated. Do not speak loudly unless the voter is hearing-impaired; a person in a wheelchair or with limited vision or other disabilities is not necessarily deaf.

Assisting or Instructing the Voter

Note that the law differentiates between “assisting” and “instructing” a voter and specifies who may do so. It is important that election officers are familiar with and adhere to these distinctions.

ASSISTING

Election law allows assistance in the Polling Place if the voter is visually impaired, disabled, or unable to read or write English. Assistance can take place at the ExpressVote or with a paper ballot.

Who can assist the voter? The voter may identify a person of the voter’s choice to assist them. That person may help with the ExpressVote or assist with a paper ballot.

- The person chosen may be someone who came to the Polling Place with the voter or someone the voter sees at the Polling Place.
- The person providing assistance may not be the Judge of Election, the voter’s employer, or an officer or agent of the voter’s union. Inspectors and Clerks may assist.

What can the voter’s assistant do?

- Assist voter in entering the voting area.
- Read the names on the ballot.
- Help voter understand the ballot questions.
- Assist with marking a paper ballot or operating a machine.

Special paperwork for assisted voters: See “Messages in the Poll Book” pages 25-26 for detailed instructions about completing Record of Assisted Voters and Assistance Declaration forms.

INSTRUCTING

Instructing the Voter means that a member(s) of the Election Board is answering the voter’s questions about the use of machines or a paper ballot, or general information about the voting process.

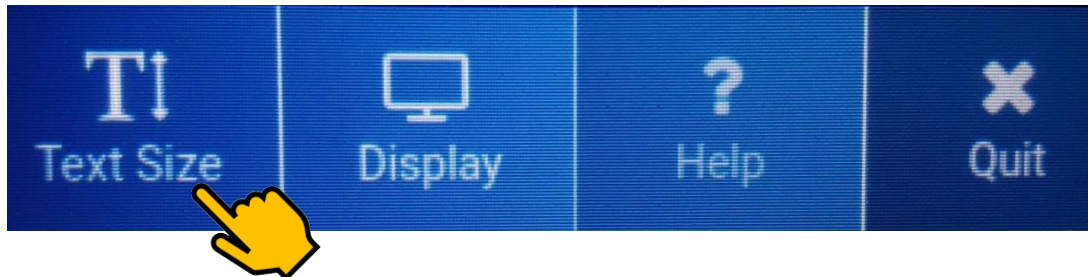
It is the Election Board’s responsibility to provide this information to the voter, when asked. The Election Board **CANNOT** make voting decisions or recommendations for the voter, but they can explain where the voter might find something on the ballot, how to use the “write in” feature, what “no selection made” means on the review pages, etc.

Answering Questions at the machine: If the voter calls you back to the machine, answer their question in a way that maintains voter privacy. If required to actually show the voter something about using a machine, you may enter the voter’s space, as the voter, by virtue of asking their question, has “invited you in.”

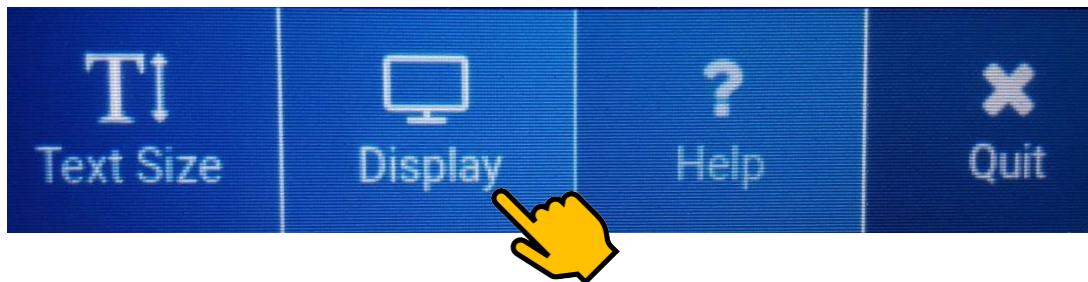
ExpressVote Assistance

CHANGE DISPLAY

Large Print: Press the Text Size button to enable a larger font.



Screen Background Contrast: Press the Display button to change the touch screen display to white text on a black background for the remainder of the voting session. Touch Display again to return to normal mode. This feature is to assist people with macular degeneration or other eye problems. It is also helpful to use if sunshine is directly on the screen.



CHANGE POSITION

Voting Machine Angle: The ExpressVote kickstand can be configured three ways: a higher setting (default), a lower setting, or folded back into the machine completely, allowing it to lay flat on a table.

To adjust the ExpressVote position for a voter, squeeze the kickstand bars together and lift wire support into the next available slot



USE ADDITIONAL DEVICES

Sip & Puff: Primarily used by people lacking use of their hands. A Sip & Puff sends signals to the ExpressVote using air pressure by "sipping" (inhaling) or "puffing" (exhaling) on a straw. Users supply their own straw. The Sip & Puff is plugged into the port located on the lower front of the ExpressVote by a wheelchair icon.

Headphones: Headphones are provided for the voter to listen to the Audio Ballot recording. Find these in the Supply Suitcase.

Mouth Wands: Mouth Wand is an assistive device designed for people with uncontrolled or a lack of hand movement. It allows the Voter to touch the ExpressVote Screen with the wand inserted into their mouth. Contact your Lead Polling Place Coordinator if the need arises.

Audio-Tactile Pad: The Audio-Tactile Pad attached to the left side of the ExpressVote helps voters who are unable to press the touch screen. It may be detached and placed on the table or hand-held. Voters use the keys to adjust the audio ballot volume and tempo, navigate the ballot, use the black privacy screen feature, and make ballot selections. It offers Braille labeling for Visually-Impaired Voters. See table below for guidance on button commands.



Button	Description
Up Arrow	Moves the cursor up the screen menu
Back Arrow	Moves to the previous screen
Select Square	Selects the voter's contest choices
Forward Arrow	Advances to the next screen
Down Arrow	Moves the cursor down the screen menu
Home	Opens screen with voting instructions
Pause	Stops the audio message momentarily; press once to pause; press again to resume the audio
Screen Diamond	Press once to darken the monitor for privacy viewing. Press again to return to normal display; the monitor returns to normal display automatically at the end of each session
Repeat Round	Repeats the last spoken phrase of the audio
Tempo Oval	Adjusts the audio speed
Volume Rectangle	Adjusts the audio level

Obligations of Poll Workers

In each Election District, primaries and elections are conducted by a district Election Board consisting of a Judge of Election and two Inspectors assisted by a Clerk and a Machine Inspector.

Elected Members The election officers, including the Judge of Election and two Inspectors, are elected at the Municipal Election which takes place in odd numbered years. They hold office for four years, from the first Monday of the January following their election. Each voter in the district may vote for the judge and one inspector. The inspector receiving the highest number of votes is named Majority Inspector. The inspector coming in second in number of votes is named the Minority Inspector.

Election officers are not required to be enrolled in any specific political party. Any election officer may change political affiliation after the election or after appointment to the board without disqualification.

Appointed Members: Each inspector may appoint one clerk to the board. The Elections Division appoints the Majority Inspector's Clerk as Machine Inspector. The Elections Division works to recruit poll workers to assure full staffing, and manages assignments of unelected poll worker appointees.

Qualifications: All elected members of the Election Board must be qualified registered electors of the district in which they were elected. No one who holds or in the last two months prior to the election held any public office, appointment, or employment in or under the Government of the United States, Pennsylvania, Allegheny County, or any city may serve as an election officer. Notaries public, persons in the State's militia and members of the National Guard or the Armed Forces Reserves may serve as election officers.

No person who is a candidate for office (except political party office or the office of Judge of Election or Inspector) may serve as an election officer. A person who holds party office or who is a candidate for a party office is not thereby disqualified from serving.

Vacancies Occurring on Election Day:

- If the Judge of Election has not appeared at the polling place by 7 a.m., the Majority Inspector shall appoint a judge who is qualified to act and may appoint themselves to the position.
- If the Majority Inspector has not appeared by 7 a.m., the Judge will appoint a qualified substitute.
- If the Minority Inspector has not appeared by 7 a.m., the person receiving the second highest vote for Judge of Election at the preceding election may serve, if qualified. If this person is unavailable or unqualified, electors of the district who are present in the polling place will, under supervision of the Judge, elect one of their members who is qualified to serve.
- If the Minority Clerk has not appeared by 7 a.m., the Minority Inspector will appoint a qualified person.
- If the Majority Clerk/Machine Inspector has not appeared by 7 a.m., the Majority Inspector will appoint a qualified person.
- If, for any reason, any vacancy remains unfilled by 7 a.m., qualified electors of the district then present in the polling place shall elect qualified person(s) to fill the role. This procedure is known as "curbstone election," and is not uncommon in Pennsylvania.
- Persons appointed or elected to vacancies on election day hold office for that day only.

Organizing the Board: All election officers, and Overseers if any, should be at the Polling Place by 6 a.m. so that the board has time to organize before polls open at 7 a.m.

Election Officers' Oaths: Any member of the election board who serves without first being sworn in, or any Judge or Minority Inspector who refuses or fails to administer an oath as required shall be guilty of misdemeanor and may be subject to a sentence of a fine and imprisonment.

Powers and duties of the Judge of Election: The Judge of Election:

- ✓ Attests the oaths of the other members of the election board;
- ✓ Assigns duties to Inspectors and Clerks;
- ✓ Decides the qualifications of persons claiming the right to vote when the Inspectors disagree;
- ✓ Attests the affidavits of electors and others, in such cases where affidavits are required;
- ✓ Assures the privacy due each voter by assuring ballot secrecy and enforcing “one voter per voting booth;”
- ✓ Or, in the instance of a voter requiring assistance, require the assistant and the voter to complete an Assistance Declaration Form. NO BALLOT MAY BE ISSUED BEFORE THE ASSISTANCE FORM IS COMPLETED.
- ✓ Uses the Assistance Form documentation to make a record of the persons assisted on the form provided for that purpose.

Any member of the election board who serves without first being sworn in, or any Judge or Minority Inspector who refuses or fails to administer an oath as required shall be guilty of a misdemeanor and may be subject to a sentence of fine and imprisonment.

As needed to maintain order and quell any disturbance, the Judge of Election may call on any constable, deputy constable, police officer, or peace officer for assistance. It is the duty of the Judge of Election to secure the observance of polling place regulations, to keep order in the polling place and to see that no more persons are admitted within the polling place than are legally permitted.

Example Forms

- Election Officer's Oaths
- Affirmation of Elector Form
- Record of Assisted Voters
- Assistance Declaration
- Elector's Declaration to Surrender Their Mail-in Ballot
- General Return Sheet
- Ballots Chain of Custody Log
- Equipment Chain of Custody Log

ELECTION OFFICERS' OATHS

March 2009

To be made in DUPLICATE

ELECTION OFFICERS' OATHS

One copy to be placed in Envelope K
One copy to be placed in Envelope B

I, Betsy Ross DO SWEAR (OR AFFIRM)
(PRINTED NAME OF JUDGE)

That I will, as JUDGE, duly attend the ensuing Election or Primary during the continuance thereof, and in cooperation with the Inspectors, faithfully carry on the same; that I will not give my consent to the admission of any person to vote, except such as I firmly believe to be registered and entitled to vote at such Election or Primary, according to the provisions of the Constitution and Laws of this Commonwealth, and that I will use my best endeavors to prevent any fraud, deceit, or abuse in carrying on the same, and that I will make a true and perfect return of the said Election or Primary, and will at all times impartially and faithfully perform my duty respecting the same, to the best of my judgement and ability, and that I am not directly or indirectly interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this 18th
day of May, 20 10, before me

Geo. Washington Minority Inspector
(SIGNATURE OF MINORITY INSPECTOR)

Betsy Ross (SIGNATURE OF JUDGE)
Judge of Ward 4th District 10th
of Pittsburgh

I, Benjamin Franklin DO SWEAR (OR AFFIRM)
(PRINTED NAME OF MAJORITY INSPECTOR)

That I will, as an INSPECTOR, duly attend the ensuing Election or Primary during the continuance thereof, and that I will not admit any person to vote except such as I shall firmly believe to be registered and entitled to vote at such Election or Primary, according to the provisions of the Constitution and Laws of this Commonwealth. That I will not vexatiously delay or refuse to permit any person to vote whom I shall believe to be entitled to vote as aforesaid. That I will make a true and perfect return of the said Election or Primary and that I will, in all things, truly, impartially and faithfully, perform my duties therein to the best of my judgement and ability and that I am not directly, or indirectly, interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this 18th
day of May, 20 10, before me

Betsy Ross Judge
(SIGNATURE OF JUDGE)

Benjamin Franklin (SIGNATURE OF MAJORITY INSPECTOR)
Majority Inspector of Ward 4th District 10th
of Pittsburgh

I, George Washington DO SWEAR (OR AFFIRM)
(PRINTED NAME OF MINORITY INSPECTOR)

That I will, as an INSPECTOR, duly attend the ensuing Election or Primary during the continuance thereof, and that I will not admit any person to vote except such as I shall firmly believe to be registered and entitled to vote at such Election or Primary, according to the provisions of the Constitution and Laws of this Commonwealth. That I will not vexatiously delay or refuse to permit any person to vote whom I shall believe to be entitled to vote as aforesaid. That I will make a true and perfect return of the said Election or Primary and that I will, in all things, truly, impartially and faithfully, perform my duties therein to the best of my judgement and ability and that I am not directly, or indirectly, interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this 18th
day of May, 20 10, before me

Betsy Ross Judge
(SIGNATURE OF JUDGE)

Geo. Washington (SIGNATURE OF MINORITY INSPECTOR)
Minority Inspector of Ward 4th District 10th
of Pittsburgh

I, Harriet Tubman DO SWEAR (OR AFFIRM)
(PRINTED NAME OF MACHINE INSPECTOR)

That I will, as a MACHINE INSPECTOR, attend the ensuing Election or Primary during the continuance thereof. That I will in all things truly and faithfully perform my duty respecting the same, to the best of my judgement and ability and that I am not directly or indirectly interested in any bet or wager on the results of this Election or Primary."

Sworn (or affirmed) and subscribed this 18th
day of May, 20 10, before me

Betsy Ross Judge
(SIGNATURE OF JUDGE)

Harriet Tubman (SIGNATURE OF MACHINE INSPECTOR)
Majority Inspector's Clerk acting as Machine Inspector
of Ward 4th District 10th
of Pittsburgh

I, Thomas Jefferson DO SWEAR (OR AFFIRM)
(PRINTED NAME OF MINORITY INSPECTOR'S CLERK)

That I will, as a CLERK, attend the ensuing Election or Primary during the continuance thereof. That I will carefully and truly record the number of votes that shall be given for each candidate at the Election or Primary as often as his name shall be read to me by the Judge or Inspectors thereof and in all things truly and faithfully perform my duty respecting the same, to the best of my judgement and ability and that I am not directly, or indirectly interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this 18th
day of May, 20 10, before me

Betsy Ross Judge
(SIGNATURE OF JUDGE)

Thomas Jefferson (SIGNATURE OF MINORITY INSPECTOR'S CLERK)
Minority Inspector's Clerk of Ward 4th District 10th
of Pittsburgh

Overseers are only appointed by the Allegheny County Court of Common Pleas. If any Overseers have been appointed in your district, the required Oaths of Office will be found in your "K" Envelope.

AFFIRMATION OF ELECTOR FORM

For use in the polling place when an elector has changed addresses and has failed to notify the Elections Division or when poll book indicates that an elector must complete an affirmation.

AFFIRMATION OF ELECTOR - FOR THE PRIMARY OR ELECTION HELD _____, 20____ Allegheny County Elections Division

_____ (Municipality) _____ (Ward) _____ (District)

Please complete either Part A or Part B of this form, whichever is applicable, then complete Part C of this form in the presence of the local district election board.

A. Change of Address: If you have changed addresses, please check one of the following:

- I still reside in the same county and in the election district covered by this polling place and wish to vote here.
- I still reside in the same county but now live in a different election district and wish to vote at this polling place **for the last time**.
- I now reside in a different county and wish to vote here **for the last time**. Please cancel my registration in this county. (To register to vote at your new address, you should contact your local voter registration office in your new county.)

My new residence address is: _____

My old residence address was: _____

B. If you have not changed your address, please check the following:

- I affirm that I reside at the address shown in the poll book and wish to remain registered to vote in this precinct and county.

C. Affirmation: I hereby swear or affirm that the information appears above is true and correct to the best of my knowledge under penalty of perjury.

Signature of Elector _____
Date

Printed Name _____
Date of Birth

On the above date, the above elector came before me and affirmed the information contained herein to be true and correct.

(Signature of Election Officer)

NOTE: Please return any **completed** Affirmations in the **Poll Book**.
Please return any **unused** Affirmations in the **Supply Suitcase**.

Revised:
February 24, 2020

RECORD OF ASSISTED VOTERS

RECORD OF ASSISTED VOTERS

No voter shall be permitted to receive any assistance in voting unless it is recorded upon his registration card or he completes an Assistance Declaration at the polling place that by reason of blindness, disability or inability to read or write, he is unable to read the names on the voting machine, or that he has a disability which renders him unable to operate the voting machine or to enter the voting machine booth without assistance, the exact nature of such condition being recorded, and unless the election officers are satisfied that he still suffers from the same condition.

Any elector who is entitled to receive assistance in voting under the provisions of this section shall be permitted by the Judge of Election to select a person of the elector's choice (**other than the Judge of Election, the voter's employer, or an officer or agent of the voter's Union**) to enter the voting booth with him to assist him in voting.

PENALTIES

Any election officer who shall permit a voter to be accompanied by another into the voting compartment or voting machine booth when such election officer knows that the disability which the elector declared no longer exists, or who shall permit any person to accompany an elector into the voting compartment or voting booth, except as provided by this act, shall be guilty of a misdemeanor, and upon conviction thereof, shall be sentenced to pay a fine not exceeding One Thousand Dollars (\$ 1,000.00) or to undergo an imprisonment of not more than one year or both. Any elector who unlawfully obtains assistance shall be guilty of a misdemeanor, and upon conviction thereof, shall be sentenced to pay a fine not exceeding One Thousand Dollars (\$ 1,000.00) or to undergo an imprisonment of not more than one year or both.

The Judge of Election will then enter the Name(s) of the Voter, Reason for Assistance and Name of Person furnishing Assistance on the reverse of this sheet.

MUNICIPALITY _____ AT THE ELECTION OR PRIMARY

WARD _____ DISTRICT _____

HELD _____ 20 _____

Judge of Election

After the polls close, the Judge must sign this form and put it inside the Poll Book, ONLY if names appear on reverse side. If no names appear on reverse side, return unused form in the suitcase.

Revised 5-8-2020

ASSISTANCE DECLARATION

ALLEGHENY COUNTY ELECTIONS DIVISION

ASSISTANCE DECLARATION

(To be used **only** when the voter requiring assistance does not have such fact indicated on their permanent registration card.)

I, _____ by reason of _____
Elector Requiring Assistance Exact Assistance Reason **

am unable to vote without the assistance of _____
Person Rendering Assistance

Signature or mark of elector **requiring assistance**

Signature of person **rendering assistance**

Address

Address

Post Office Zip Code

Post Office Zip Code

Voters Date of Birth

****Eligibility:** In order to legally qualify for assistance in voting, one or more of the following must be present:
Blindness, inability to read or write or physical inability to enter or operate the voting machine without assistance.

Witnessed by:

Signature of Judge of Election

Date

Municipality

Ward

District

NOTE: Please return **completed** Assistance forms in the **Poll Book**.

Please return **unused** Assistance forms in the **Supply Suitcase**.

Revised
February 24, 2020

ELECTOR'S DECLARATION TO SURRENDER THEIR MAIL BALLOT

Elector's Declaration to Surrender Their Mail Ballot

For the Voter:

I hereby declare that I am a qualified registered elector who was issued an absentee or mail-in ballot for this election, but that I have not mailed or cast an absentee or mail-in ballot in this election. Instead, I am hereby remitting my absentee or mail-in ballot and its declaration envelope to the judge of elections at my polling place to be spoiled. I request that my absentee or mail-in ballot be voided, and that I be permitted to sign the poll book and vote a regular ballot.

I verify that the statements made in this declaration are true and correct to the best of my knowledge and belief. I understand that false statements made herein are subject to the criminal penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

(Today's Date)

(Printed Name of Elector)

(Signature of Elector)

(Address of Elector)

For Election Officials Only:

I hereby declare I have received the voter's ballot and envelope containing the voter's declaration from the voter and I am spoiling it and permitting the voter to sign the poll book and vote a regular ballot.

(Printed Name of Judge of Elections)

(Judge of Elections Signature)

(Precinct)

Instructions after completion: This form should be attached to the voter's surrendered balloting material and returned in the [container] [bag] designated for spoiled ballots. Do not forget to check the "**BALLOT REMITTED?**" option next to the voter's name in the poll book.

GENERAL RETURN SHEET - PRIMARY ELECTION EXAMPLE

(USE TOTAL COLUMN FOR GENERAL ELECTION)

GENERAL RETURN SHEET May 18, 2021 - PRIMARY

1 copy posted at polling place
2 copies in "K" envelope
1 copy in "B" envelope

	DEMOCRATIC	REPUBLICAN	NON-PARTISAN	TOTAL																									
(a) Number of voters who signed the Poll Book (from Numbered List of Voters)	<u>100</u>	<u>75</u>	<u>10</u>	<u>185</u>																									
(b) Number of ballots scanned (from Party Counts on Final Results Tape; use Total from PAGE 2 if more than one DS200)	<u>100</u>	<u>75</u>	<u>10</u>	<u>185</u>																									
(c) Number of Voted Provisional Ballots	<u>4</u>	<u>5</u>	<u>0</u>	<u>9</u>																									
<table border="1"> <thead> <tr> <th></th> <th>DEMOCRATIC</th> <th>REPUBLICAN</th> <th>NON-PARTISAN</th> <th>ExpressVote</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>(d) Number of unvoted ballots prior to poll opening</td> <td><u>200</u></td> <td><u>200</u></td> <td><u>50</u></td> <td><u>50</u></td> <td><u>500</u></td> </tr> <tr> <td>(e) Number of spoiled ballots (do not include surrendered mail-in/absentee ballots)</td> <td><u>10</u></td> <td><u>2</u></td> <td><u>0</u></td> <td><u>0</u></td> <td><u>12</u></td> </tr> <tr> <td>(f) Number of unused ballots</td> <td><u>91</u></td> <td><u>118</u></td> <td><u>40</u></td> <td><u>45</u></td> <td><u>294</u></td> </tr> </tbody> </table>							DEMOCRATIC	REPUBLICAN	NON-PARTISAN	ExpressVote	TOTAL	(d) Number of unvoted ballots prior to poll opening	<u>200</u>	<u>200</u>	<u>50</u>	<u>50</u>	<u>500</u>	(e) Number of spoiled ballots (do not include surrendered mail-in/absentee ballots)	<u>10</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>12</u>	(f) Number of unused ballots	<u>91</u>	<u>118</u>	<u>40</u>	<u>45</u>	<u>294</u>
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*If (a) does not equal (b) in any column, provide explanation here:

EACH OFFICIAL MUST SIGN ALL 4 COPIES We the Election Officials certify that we have followed all procedures prescribed by law, and have enclosed the specified items from this Election.

<u>George Washington/ George Washington</u> Judge of Elections printed name and signature Phone Number <u>412-555-5555</u>	<u>Betsy Ross/ Betsy Ross</u> Majority Inspector printed name and signature Phone Number <u>412-555-1212</u>	<u>Alexander Hamilton/ Alexander Hamilton</u> Minority Inspector printed name and signature Phone Number <u>412-555-3456</u>
<u>Harriet Tubman/ Harriet Tubman</u> Clerk printed name and signature Please refer to the Allegheny County website for election results that include votes cast by absentee and mail-in ballots. www.alleghenycounty.us	<u>Sojourner Truth/ Sojourner Truth</u> Clerk printed name and signature	<u>Benjamin Franklin/ Benjamin Franklin</u> Clerk printed name and signature www.alleghenycounty.us

BALLOTS CHAIN OF CUSTODY LOG



BALLOTS CHAIN OF CUSTODY LOG ALLEGHENY COUNTY DIVISION OF ELECTIONS Election Date: May 18, 2021

PART 1: Materials prepared at Elections office to be delivered to polling place.

Number of unvoted ballots when loaded

DEMOCRATIC	100
REPUBLICAN	150
NON-PARTISAN	50
ExpressVote activation cards loaded	200

ExpressVote activation cards loaded

Joë JUDGE 5/18/2021

Signature of Elections staff

Joë JUDGE 5/18/2021

Signature of Judge of Elections

Many Clerk 5/18/2021

Signature of Witness

PART 3: Materials leaving polling place after close of polls.

Number of Voted Ballot Return Bags

1

Voted Ballot Return Bag Seal #(s)

0753648

Unvoted Ballots Return Bag Seal #

9642531

Joë JUDGE

Signature of Judge of Elections

Many Clerk

Signature of Witness

5/18/21

Date

5/18/2021

Date

PART 2: Materials at polling place.

Number of unvoted ballots matches Part 1 when unloaded

DEMOCRATIC	<input checked="" type="checkbox"/>
REPUBLICAN	<input checked="" type="checkbox"/>
NON-PARTISAN	<input checked="" type="checkbox"/>
ExpressVote activation cards matches Part 1 when unloaded	<input checked="" type="checkbox"/>

ExpressVote activation cards matches Part 1 when unloaded

Joë JUDGE 5/18/2021

Signature of Judge of Elections

Date

Many Clerk 5/18/2021

Signature of Witness

PART 4: Materials received by County staff and seal numbers match Part 3.

Number of Voted Ballot Return Bag(s) received

Voted Ballot Return Bag Seal(s) match Part 3

Signature of County staff

Date

Unvoted Ballots Return Bag Seal matches Part 3

Signature of County staff

Date

