Poll Worker Guide to Election Day

Voter Issues
973-579-0950

iVo Help
973-579-0953
What to do when you arrive at the Polls

Check your equipment—make sure everything is labeled for your district.
Call 973-579-0953 if not correct.

Set up the voting machines in their booths. Plug into electrical power source.

Open the voting machines—no later than 5:30 am. (Opening instructions on next page)

Update Roster Books with final Mail-in-Ballot list. (make sure the date is current)
Call 973-579-0950 if you do not have an updated list.

Hang up Certificates and other notices on the walls. Finish preparing the room for the day.
Open the Voting Machines
(Any problems—call the Board of Elections 973-579-0953 immediately)

Open Red Bag - remove the Pink Sheet, Master PEB & a stylus. Bring them to the voting machines.

On the Pink Sheet (See next page), verify that the Red Bag seal # and the Black Bag seal # (one for each machine) are correct. If not correct, call BOE.

Remove Blue PEB seal and place on Pink Sheet. Put “Master” PEB in the PEB slot - do not touch until the machine tells you to do so.

Record the time from your cell-phone & the “Public Count” from the upper left corner of the screen. If the Public Count is not “0”, call 973-579-0953 ASAP.

Do not touch the PEB until prompted to do so. When asked to “Verify Polling Location” press YES if correct. If incorrect, call 973-579-0953 ASAP.

Continue until all your machines are open and ready for 6:00 am.

Sign the top portion of the Pink Sheet when opening is complete.
<table>
<thead>
<tr>
<th>Poll worker Service Report</th>
<th>Polling 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanderson</td>
<td>3</td>
</tr>
<tr>
<td>June 2, 2016 Primary Election</td>
<td>3</td>
</tr>
</tbody>
</table>
Voter's name is in the Roster Book

Voter's address is NOT correct
- Moved Within District
  - Fill out Form 100 & vote on machine
- Moved to Different Town in Sussex Cty
  - Call BOE to send them to correct polling place
- Moved to Different District in same town
  - Use Red Street List, send them to correct district
- Moved Out of Sussex Cty
  - Within 21 Days of Election
    - They can vote here on the iVo, but must register with new county ASAP.
  - More than 21 Day of Election
    - They cannot vote here. Send them to their new county to vote Provisional.

Affirm Address (see page 7)
- Voter's address is correct
  - Sign Book, Issue Voting Authority, vote on machine
- Signature line is marked "Mail-in Ballot"
  - Call BOE

NAME IS IN THE ROSTER BOOK
Voter’s name is NOT in the Roster Book

Confirm spelling. Check for hyphenation. Check supplemental pages.

Look up voter’s address in Red Street Directory.

Voter belongs in your district

Call BOE & issue Provisional Ballot.

Voter belongs in a different district

Call the BOE and direct them to the proper district.

Voter’s name has changed but old name is still in the Roster Book.

Print new name. Sign old name. Sign new name. Fill out Form 100. Vote on the machine.
Voting Machine Issues

** (Record all these issues on the back of the Pink Sheet) **

The voter walked away without voting

Two Pollworkers must insert the PEB and choose “Cast Ballot” when prompted. Record this on the Incident Report.

Screen has lines across it or is fuzzy

The machine is not getting electrical power. Connect to a power source ASAP.

Screen is not accepting choices correctly

A re-calibration is necessary. Cancel ballot, move voter to a different machine and call the BOE. Record this on the Incident Report. Pollworker should tell voter “This machine needs to be re-calibrated. I will cancel your ballot and move you to another machine. This machine will not be used again until the technician re-calibrates and tests it thoroughly.”

Chose wrong ballot / audio ballot

Two Pollworkers must insert the PEB and choose “Cancel Ballot” when prompted. Record this on the Incident Report.
# Roster Book—Special Situations

** (Make detailed notes in the Roster Margins) **

## SPECIAL SITUATIONS IN THE ROSTER BOOK

### Voter signs in the wrong space

If Voter A signs their name on Voter B’s line, draw a single line through the signature. Do not obliterate or erase it. Ask Voter A to sign on the correct space next to their name. When Voter B comes to vote, have them sign above the crossed out signature.

### Voter marked as already voted

If a voter’s name is marked as having already voted, you CANNOT permit them to vote. Confirm that a different voter did not mistakenly sign in the wrong space. Call the BOE for further instructions.

### Voter changed name but OLD name is in book

Voter should **PRINT** new name, sign both old name and new name. Vote on the machine and record the change on the Yellow Form 100.

### “ID Required”

If they provide ID to you, they can sign the Roster Book and vote on the machine. If they don’t have ID, call the BOE and issue a Provisional Ballot. Refer to Table 2.4 on Page 13 of the Pollworker Handbook.

### Print signature is missing

Call the BOE and issue a Provisional Ballot. Record on Incident Report on back of Pink Sheet.

### “Affirm Address”

If voter’s current address matches the Roster Book, fill out Yellow Form 100, voter can sign the book and vote on the machine. If voter’s current address is outside your district but in the same town, use the Red Street List to direct them to the proper polling place. If their address is outside your town, call the BOE to determine their correct polling place.

### Signature doesn’t match

Confirm that voter signed in the correct space. Refer to Table 2.4 on Page 13 of the Pollworker Handbook for information on requesting ID. Call the BOE for further assistance.

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**SPECIAL SITUATIONS IN THE ROSTER BOOK**
Closing the Polls

When you are ready to close the polls, gather the Pink Sheet, Master PEB and a stylus and bring them to the voting machines.

Put the Master PEB into the PEB slot. When the “Closing Menu” appears, the Public Count is displayed at the bottom of the screen. Record this number on the Pink Sheet. Also record the closing time from your cellphone.

From the screen menu, select “Close the Polls”. DO NOT TOUCH the Master PEB until the machine tells you to do so.

Complete the Voting Authority Log on the bottom of the Pink Sheet. The total number of slips should equal the total closing Public Count of all your machines.

Two Pollworkers must sign the Voting Authority Log on the Pink Sheet. Place all three PEBs and the Pink Sheet into the Red Bag.

Leave your polling place clean - Pack all election supplies into the Blue Bag. Pink Sheet and Master PEB gets packed into Red Bag for your Runner. Extension cords, power strips and signs stay at the polling place.

DO NOT LEAVE until your voting equipment has been picked up. Any questions or problems, call BOE at 973-579-0953.
Go Here
Blue Seals

Voting Authority

<table>
<thead>
<tr>
<th>PM 2</th>
<th>PM 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>042807</td>
<td>101994-C</td>
</tr>
<tr>
<td>0428086</td>
<td>97101026-A</td>
</tr>
<tr>
<td>0428084</td>
<td>V5100911-A</td>
</tr>
<tr>
<td>0428085</td>
<td>V5100871-A</td>
</tr>
<tr>
<td>0428083</td>
<td>V5100766-A</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>VOTING AUTHORITY LOG (VAT)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BLUE SLIPS</th>
<th>WHITE SLIPS</th>
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CLOSING WITH THE PINK SHEET

Closing Rows in the evening

Signature of 2 Poll Workers in Charge of Pink Sheet Information

Poll Worker Service Report

San diego
June 2, 2015 Primary Election