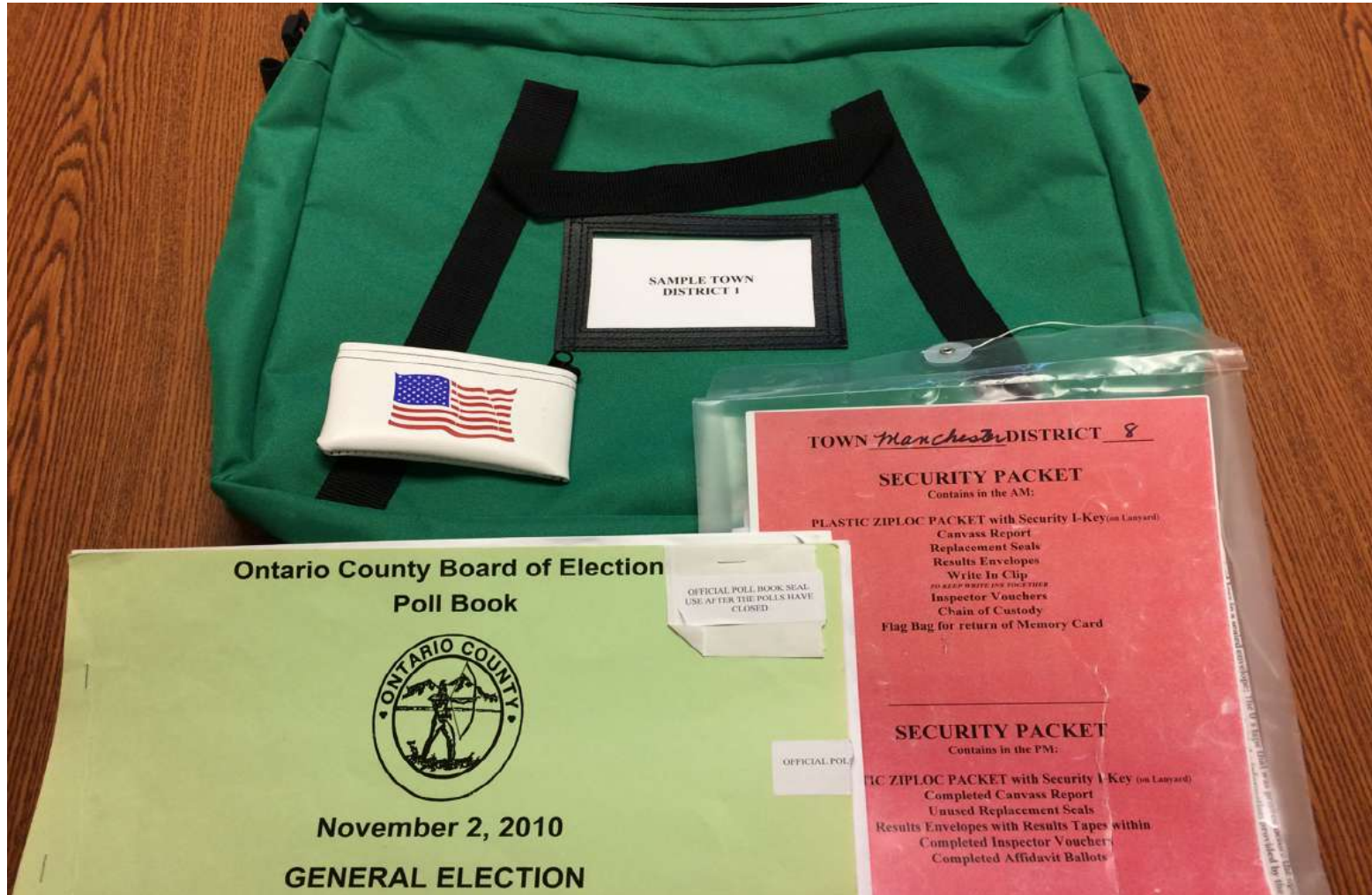


Green Security Bag contents



Green Security Bag

Narrative description of contents

- **Poll Books with district ID. Check to make sure Poll Books are in correct Election District.**
- **Clear Plastic Security Packet on back. Town/City with District ID and Security Packet contents list for Before Polls Open & After Polls Close.**
- **The FLAG BAG!!**
- **Please note the FLAG BAG is not inside the Security Packet. Never place FLAG BAG inside the plastic security packet**

SECURITY PACKET

FOUND INSIDE GREEN SECURITY BAG



SECURITY PACKET

Contains in the AM:

PLASTIC ZIPLOCK PACKET with Security I-KEY (on Lanyard)

- ✓ Canvass Report
 - ✓ Replacement Seals
 - ✓ Results Envelops
 - ✓ Write In Clip
- To Keep Write Ins Together
- ✓ Inspector Vouchers
 - ✓ Chain of Custody

SECURITY PACKET

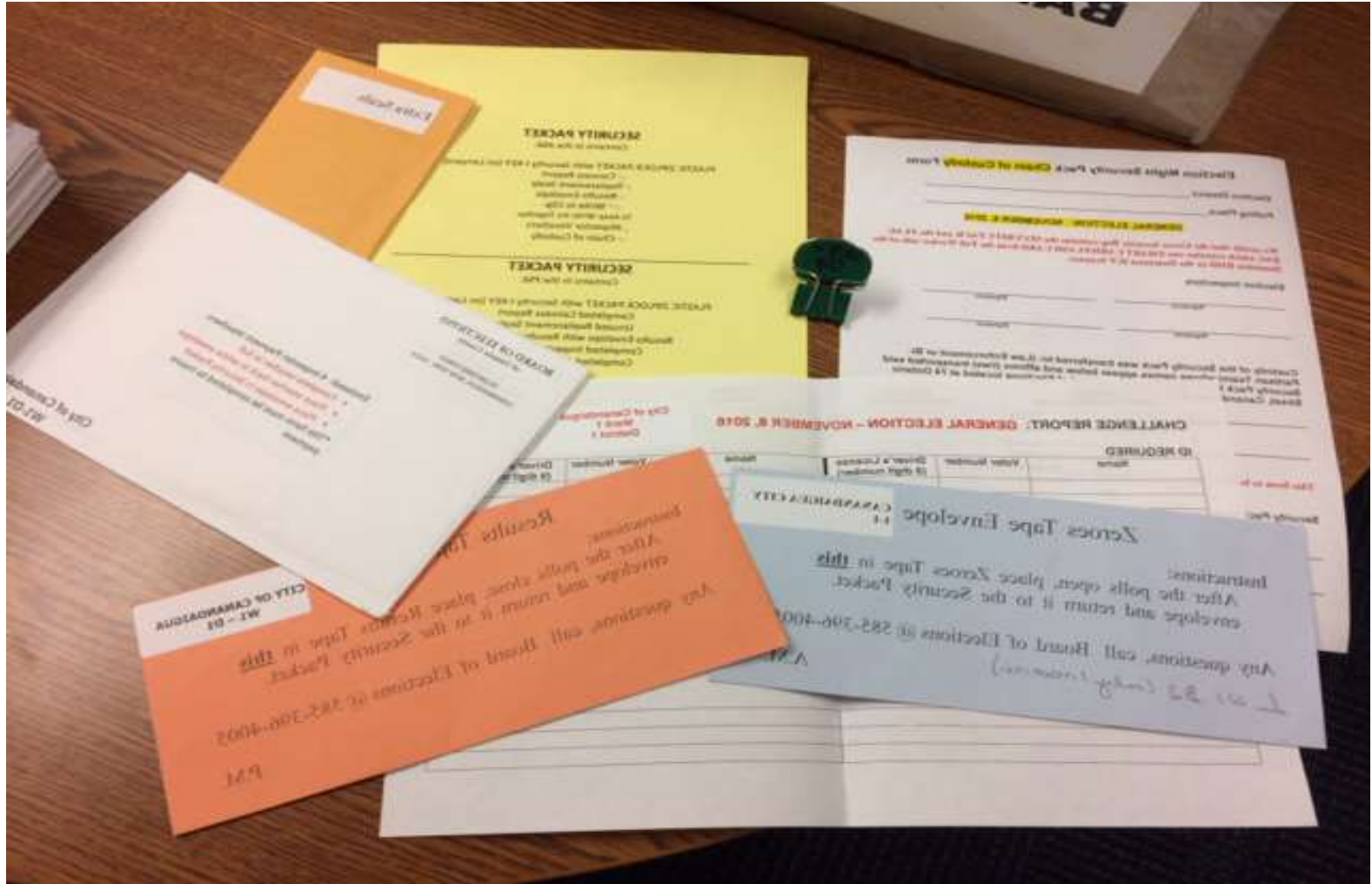
Contains in the PM:

PLASTIC ZIPLOCK PACKET with Security I-KEY (on Lanyard)

- Completed Canvass Report
- Unused Replacement Seals
- Results Envelops with Results Tapes within
- Completed Inspector Vouchers
- Completed

**CITY OF
CANANDAIGUA
W1 - D1**

SECURITY PACKET Contents



Security Packet Contents

Items for needed before Polls Open

VOTING MACHINE KEYS ARE LOCATED HERE

- Manila colored coin envelope containing Machine Ballot Box Key & I-key
- STATEMENT OF CANVASS Report. Confirm ballots number and seal numbers
- Second manila colored coin envelope with extra paper/tape seals
- **BLUE ZERO REPORT TAPE ENVELOPE-** PLACE ZERO'S TAPE IN HERE
- **ORANGE RESULTS REPORT TAPE ENVELOPE-** RESULTS TAPE IN HERE
- INSPECTOR PAYMENT VOUCHER ENVELOPE - VOUCHERS INSIDE
- THE CLIP USED TO SECURE & SEPARATE THE WRITE-IN BALLOTS



CANVASS SHEET BALLOT ACCOUNTABILITY FORM

**Primary
September 13, 2016**

OF ONTARIO nandaigua rd 1 istrict 1	<u>BOARD OF ELECTIONS USE ONLY</u> BALLOT TRANSMITTAL Total Number of Ballot Booklets: <u>10</u> Booklet Sequence Of Numbers Issued: <u>1</u> to <u>1000</u> Orange Bag sealed with seal number: <u>123456</u> Green bag sealed with seal number: <u>28910</u>	BA Total N Number Orange
LICAN CANVASS SHEET		
<u>THE POLLS OPEN</u>		
ed with seal number: _____		
er: NY _____		
itive counter number (on 0's tape): _____		
number: _____		
seal number (red plastic seal): _____		
d number (blue plastic seal): _____		
<u>BMD MACHINE ONLY</u>		
umber (covers port on back of BMD printer): _____		
NUMBER (on side of BMD printer) : _____		
DO NOT REMOVE PRINTER SEAL		

**ELECTION
OFFICIAL SEAL**
of Queens Co

SAMPLE

COIN ENVELOPE WITH EXTRA SEALS



ZERO'S & RESULTS ENVELOPES

Zeroes Tape Envelope **GENEVA CITY 4-2**

Instructions:
After the polls open, place Zeroes Tape in this envelope and return it to the Security Packet.

Any questions, call Board of Elections @ 585-396-4005
A.M.

Results Tape Envelope *Phelps 6*

Instructions:
After the polls close, place Results Tape in this envelope and return it to the Security Packet.

Any questions, call Board of Elections @ 585-396-4005
P.M.

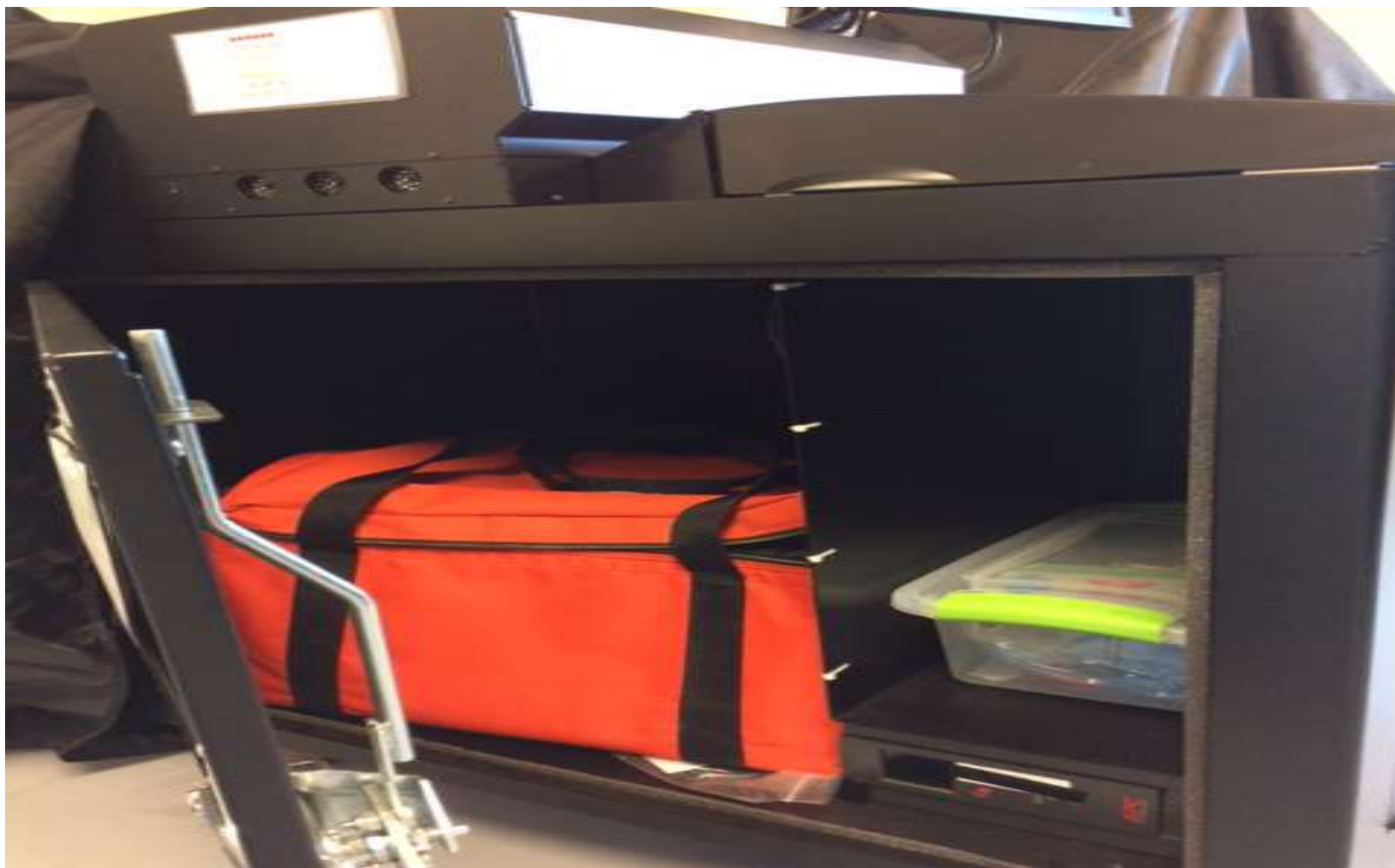
BALLOT BOX KEY AND SECURITY I-button



SIDE VIEW BMD BALLOT BOX DOOR



OPEN THE BALLOT BOX



OPEN POLL

Remove and stow the cover; unseal the green bag and remove the key from the security pack

For the ICP (smaller machine): Open the machine, saving the ballot box seal; remove the **orange** bag, close, lock and seal (with a new seal) the ballot box door. Plug the machine in.



For the BMD: Lift the monitor screen, remove and stow Styrofoam; remove plastic accessory box & **orange** bag



Plug the machine in and press the red button on the power supply for three (3) seconds. Close, lock and seal the ballot box door with a fresh seal

For the ICP: Uncoil the power cord and plug it in to turn it on.

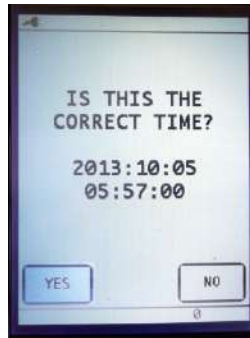
When the scanner on either machine beeps and the following appears on the LCD screen, insert the administrative key (iButton) in the slot



The next screen requests a password. Type the numeric passcode you have been given and press enter.



After a short time, you will be shown a time and asked if it correct. If it is, press "YES", if not press "NO" and you will be given an opportunity to change the date and/or time



To change the time, you will be asked if the year, then the month, then the day, then the hour and finally the minutes are correct. In the example above, we can assume that the year, month, day and hour are correct for this election day and only the minutes are in question



To set the minutes back press:



To set the minutes ahead, press:



When the minutes are properly adjusted press: **DONE**

Following a brief boot-up period, the following screen will appear



Choose: **OPEN POLL**

Finally, you will be given the following choices:



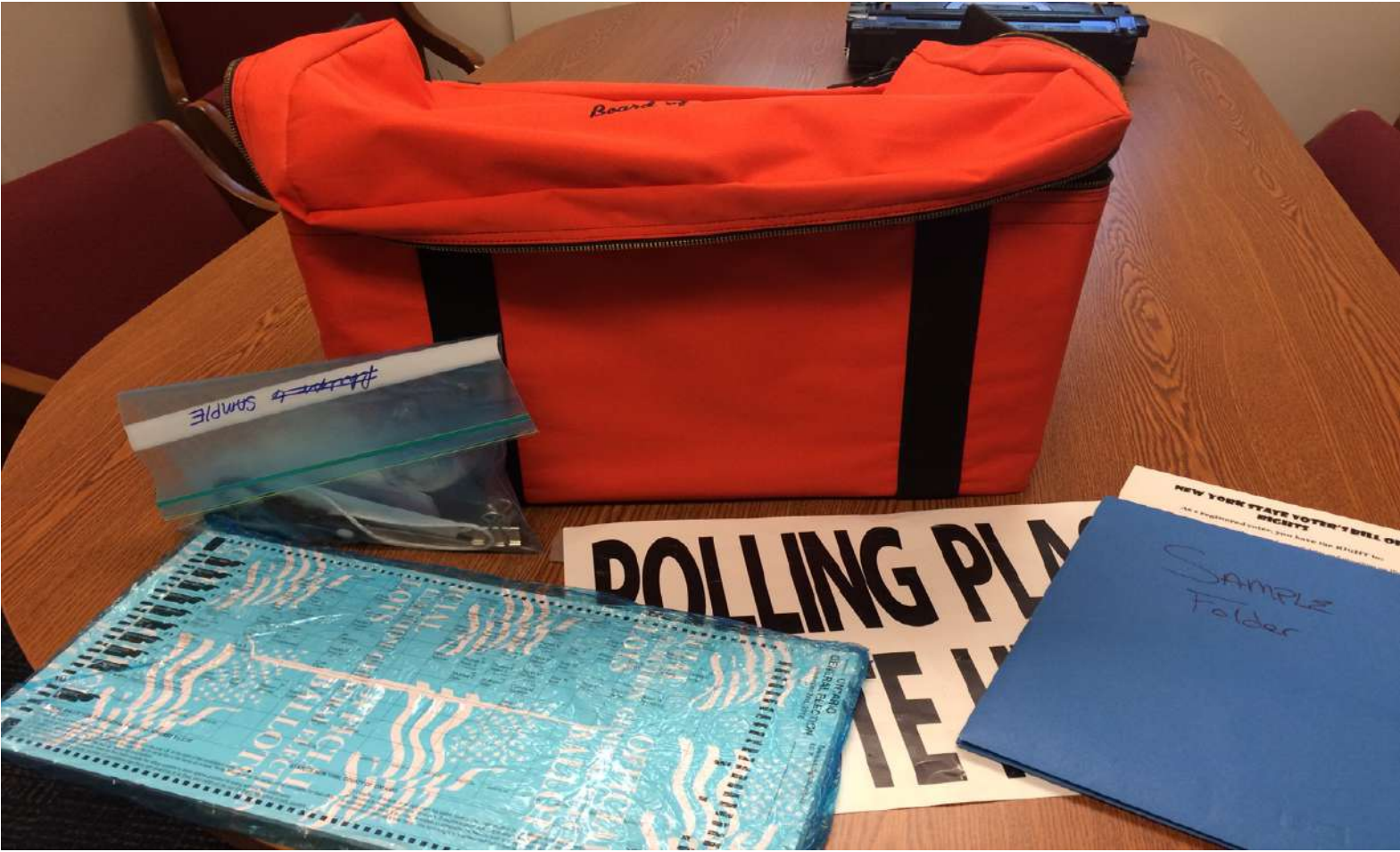
Choose **ZERO** and then **NO** for additional copies

Zeroes Tape Envelope – The **Blue** one.

FOUND INSIDE THE SECURITY PACKET, WHICH IS INSIDE THE GREEN SECURITY BAG

- What is more important than providing results at the end of the day?
- Making absolutely certain the machine does not have results recorded before the Polls Open.
- Printed zeroes tape needs to be signed by the Inspectors, placed into the **BLUE** envelope labeled “Zeroes” tape – AM. Now place the envelope into the plastic security packet.

Orange Ballot Bag contents



Inspector Materials Folder

- Voter's Bill of Rights poster – please display this sign in your voting area.
- Notice to Voters poster – please display.
- Carbonless paper to List People Voting – We ask that you maintain a simple list of PRINTED names of voters to encourage voter turnout.
- “Make sure your vote counts” display sign.
- Incident Report Form – To document injuries.
- Voter registration and Absentee ballot applications.

NOTICE TO VOTERS

▶ **IF your name is missing from the poll book**

OR

Our records do not show you enrolled in the party in which you claim to be enrolled for a primary election –

You may seek to vote by one of the following methods:

1. **AFFIDAVIT BALLOT** – If you are able to swear under oath that you live in the election district in which you are seeking to vote and that you are presently registered to vote in St. Lawrence County, (and is a primary election, that you are also enrolled in the appropriate party), the Election Inspectors are required to give you a paper ballot on which you may cast your vote.

Place the voted ballot in the envelope provided and carefully complete both sides of the envelope, making sure to give your correct **residence** address and not just your postal mailing address. The envelope will be returned, unopened, to the Board of Elections. If the Board determines that you are an eligible voter in that election district, your ballot will be counted. You will be notified if your ballot is not cast and the reason for such decision.

At the Board of Elections, your envelope will be opened along with others, and the folded ballots will be placed in a group and mixed. They are then unfolded and counted. In this manner, the secrecy of every vote is maintained.

2. **COURT ORDER** – You may seek to obtain a court order directing the Election Inspectors to allow you to vote on the voting machine. Your Board of Elections will tell you where and when a Justice of the Supreme Court or a County Court Judge can be located. You can contact your County Board of Elections at 379-2202.

▶ **IF your name is in the poll book but you are designated as a NEW VOTER who has registered by mail and is required to show identification but are unable to do so, you may vote by AFFIDAVIT BALLOT –**

The inspectors will give you a ballot on which to cast your vote. Place the voted ballot in the envelope provided and carefully complete both sides of the envelope. Your ballot will be returned, unopened, to the Board of Elections office where it will be counted as part of the election canvass process. At the Board of Elections, your envelope will be opened along with others, and the folded ballots will be placed in a group and mixed. They are then unfolded and counted. In this manner, the secrecy of every vote is maintained.



Post the Posters

- After the Open Polls procedures are completed, you should clearly post the **sample** ballots provided in the **Orange** ballot bag.
- You must also post the required Voter's Bill of Rights placard.
- Post the "100' No Electioneering" poster
- Post the Election District placard.

POLL BOOKS

- List of voters & their signature in Alphabetical Order
- Signature Box to the right of their signature
- Ballot Stub Number _____
- Initials of one Inspector witnessing _____
- Voter's signature shall be signed in the signature box "right side up" just as it appears on the captured signature.

CHALLENGE INSPECTOR

ID REQUIRED	Name	Voter Number	Driver's License (9 digit number)	Name	Voter Number	Driver's License (9 digit number)

NOTES TO COMMISSIONERS:

Inspector signatures _____

Chairperson _____

SAMPLE

Challenge of Elective
Challenged by Town Ward District, Last Name, First Name
Break on Town/Ward/District

	WARD	DISTRICT	DISTRICT	DISTRICT
1420	1420	1420	1420	1420
1421	1421	1421	1421	1421
1422	1422	1422	1422	1422
1423	1423	1423	1423	1423
1424	1424	1424	1424	1424
1425	1425	1425	1425	1425
1426	1426	1426	1426	1426
1427	1427	1427	1427	1427
1428	1428	1428	1428	1428
1429	1429	1429	1429	1429

SAMPLE

CHALLENGES

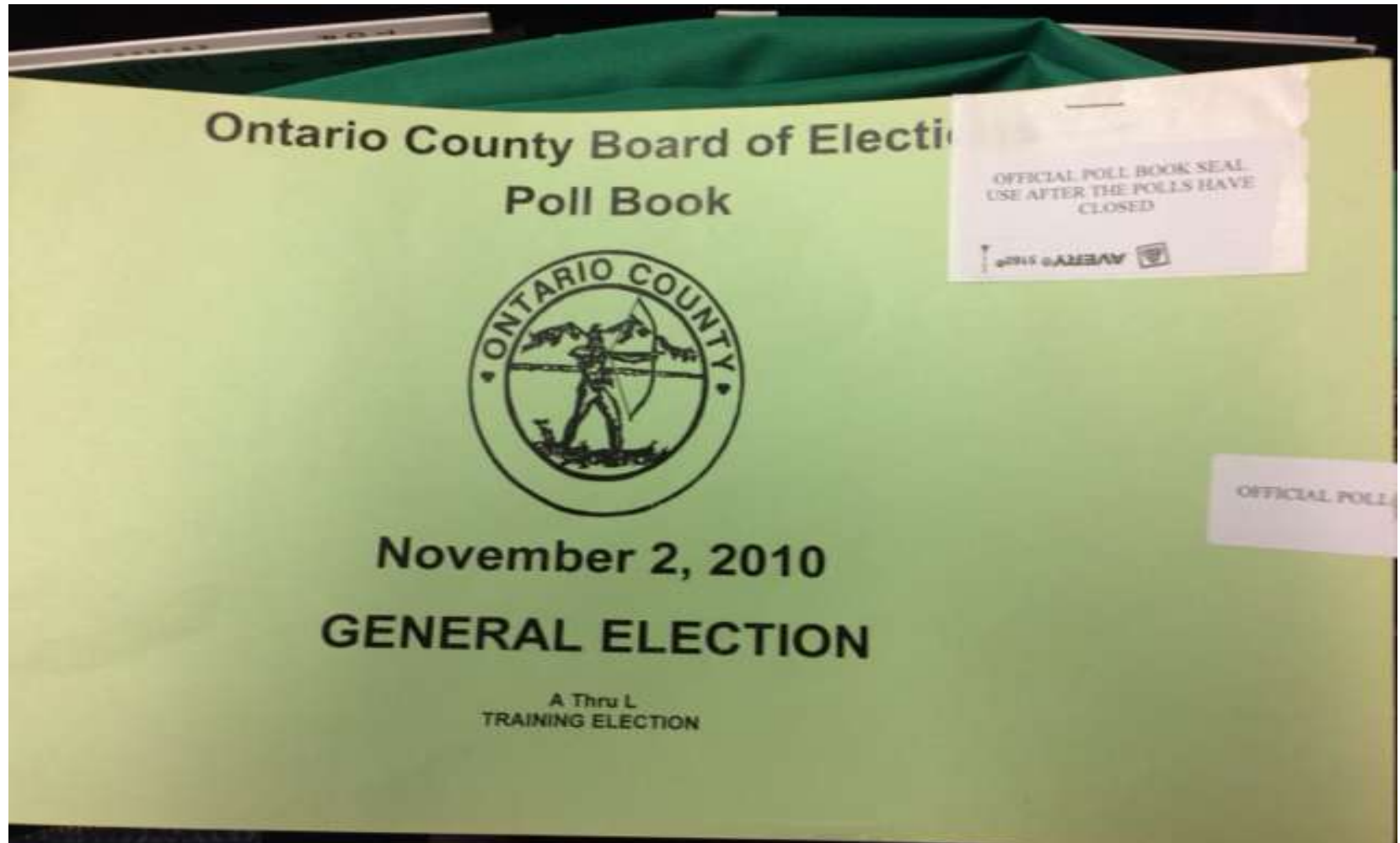
- Challenges can be made for several reasons:
 - voter's signature does not match current registration record
 - someone else using same name has already voted
 - voter is believed not to reside at residence address on file

**** AS AN INSPECTOR, YOU MUST CHALLENGE ANY VOTER WHOM YOU OR SUSPECT IS NOT LEGALLY ENTITLED TO VOTE IN DISTRICT ****

Steps in processing challenges:

1. Make challenge before person votes
2. Add challenged voter's name to Challenge 1
3. Question voter about qualifications
4. Provide voter with the Affidavit Envelope
5. When and only When voter signs the Affidavit on the envelope you may then provide the voter with a ballot

Standard Poll Book

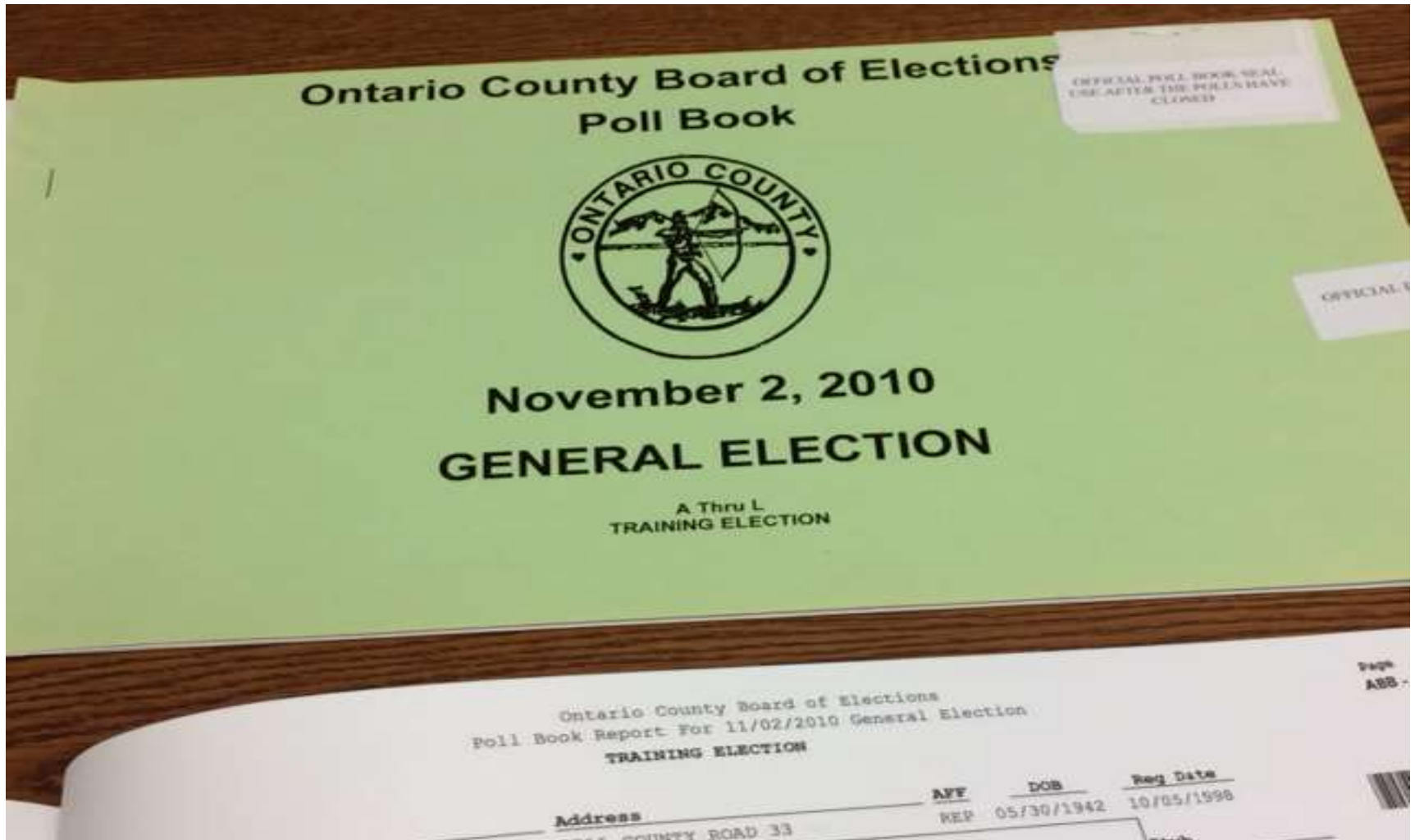


POLL BOOK INSPECTOR

POLL BOOKS

- *List of voters & their signature in Alphabetical Order*
 - *Signature Box to the right of their signature*
 - *Ballot Stub Number _____*
 - *Initials of one Inspector witnessing _____*
- Voter's signature shall be signed in the signature box "right side up" just as it appears in the captured signature.*

POLL BOOK TRAINING



ENTER BALLOT STUB # & INSPECTORS INITIALS

REP 07/22/1923 08/16/2002

Signature of Voter -
ADAMS, ANNE M

Stub _____

Insp _____

RY BOTTOM RD

DEM 04/03/1969 05/04/1998

Brian Adams
Signature of Voter -
ADAMS, BRIAN M

Stub _____

Insp _____

RY BOTTOM RD

REP 12/01/1946 09/16/1992

Signature of Voter -
ADAMS, MARK W JR

Stub _____

Insp _____



How to Sign Poll Books

Northrup, Michael J. DOB xx/xx/xx

Michael J. Northrup

25 Granger St.

Michael J. Northrup

Stub# _____

Insp: _____

TIME FOR A BALLOT

- After voter signs the Poll Book, carefully tear the ballot away from the ballot stub at the perforation line. Place the ballot into a Privacy Sleeve folder and hand both to the voter.
- Assist in maintaining privacy while the voter is marking their ballot.
- **NEVER, EVER, NEVER - HANDLE OR TOUCH A VOTED BALLOT WHILE POLLS ARE OPEN!!!**
- You may provide verbal instructions to assist a voter having difficulty inserting the ballot into the scanner. **BUT, DO NOT** handle the voter's ballot after they have marked their choices on the ballot.

Ballot Booklet

		(Write for only 1)		Soap Operas (Vote for only 1)	
AK	R TM BEYONCE	AK	R TM CSI	AK	R TM YOUNG AND RESTLESS
AK	G ^{GREEN} A&E DIAMOND	AK	G ^{GREEN} SOPRANOS	AK	G ^{GREEN} GOLD AND BEAUTIFUL
AK	BL ^{BLACK} CARRIE UNDERWOOD	AK	BL ^{BLACK} THE MENTALIST	AK	BL ^{BLACK} AS THE WORLD TURNS
AK	Y ^{YELLOW} KENNY ROGERS	AK	Y ^{YELLOW} SURVIVOR	AK	Y ^{YELLOW} GUIDING LIGHT
AK	PK ^{PURPLE} LUTHER VANDROS	AK	PK ^{PURPLE} ALL IN THE FAMILY	AK	PK ^{PURPLE} GENERAL HOSPITAL
AK	O ^{ORANGE} PINK FLOYD	AK	O ^{ORANGE} MARY TYLER MOORE	AK	O ^{ORANGE} ALL MY CHILDREN
AK	PK ^{PINK} TOBY KEITH	AK	PK ^{PINK} THE HONEYMOONERS	AK	PK ^{PINK} ONE LIFE TO LIVE
AK	BL ^{BLACK} KENNY CHESNEY	AK	BL ^{BLACK} 24		
			W ^{WHITE} THE OFFICE		
			M ^{MARCON} MASH		
	WRITE-IN		WRITE-IN		WRITE-IN

COUNTY TESTING

Ballot ID: 1

ONTARIO
 Training Election
 Month, Day, 2010

City of: Make Believe
 BALLOT 1

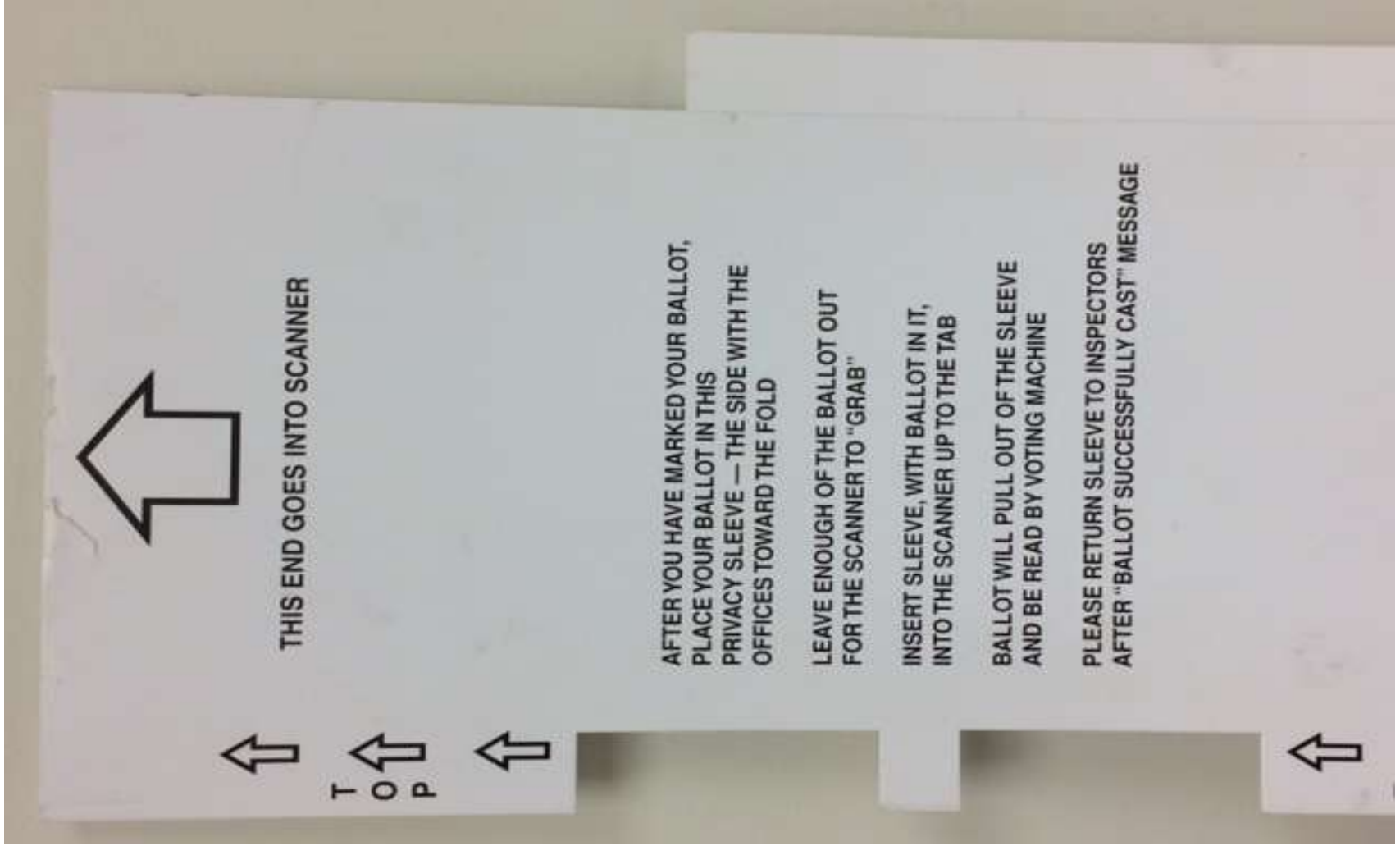
EMERGENCY?

(Nurturing Sequence 1-2)
 Book No. 20
 No. 19

BALLOT BOOK STUB NUMBER



Don't forget the Privacy Sleeve



HAND VOTER THE PRIVACY SLEEVE WITH THE BALLOT PLACED INSIDE



THE OCCASIONAL PROBLEM

- **This next section will cover the occasional voter glitches, which arise from time to time.**
- **Change of address**
- **Voter not in the Poll Book / Affidavit Ballots**
- **Voter Challenges**
- **Providing assistance to voters**
- **Poll Watchers**
- **Emergency ballots, or machine malfunction**
- **Spoiled ballots**

EMERGENCY BALLOTS

IF a scanner should breakdown.

- 1. Call BOE 585-396-4005 or your technician**
- 2. Continue to issue the same ballots.**
- 3. The VOTER should deposit ballots in the tip out bin below the scanner located on the front of the ballot box.**
- 4. Record number of emergency ballots issued on p.1 of Statement of Canvass “Ballot Accountability Section”.**





SPOILED BALLOT

- A voter is entitled to three (3) ballots; original, 2nd replacement and a final 3rd if 2nd is also rejected as spoiled.
- DO NOT handle or visually inspect a spoiled ballot, or any ballot, that has been voted.
- Instruct voter to return their spoiled ballot to the table. **Have voter place spoiled ballot into the spoiled ballot bag.**
- Inspectors issue new ballot and record 2nd stub number next to original stub # next to voter's name in Poll Book.
- Spoiled ballot bag is placed into the **ORANGE** ballot bag.

CHANGE OF ADDRESS



- If voter has moved from one district to another within Ontario County & has not updated their information, they must appear at the correct polling place for their new residence address & vote by affidavit ballot.
- If voter has moved within same district & has not updated their address, they may vote on machine if they are still in your Poll Book and you will update their address on page 2 of the “Challenge Report”.

CHALLENGES



- Challenges can be made for several reasons:
 1. voter's signature does not match current registration record
 2. someone else using same name has already voted
 3. voter is believed not to reside at residence address on file

**** AS AN INSPECTOR, YOU MUST CHALLENGE ANY VOTER WHOM YOU KNOW OR SUSPECT IS NOT LEGALLY ENTITLED TO VOTE IN DISTRICT.**

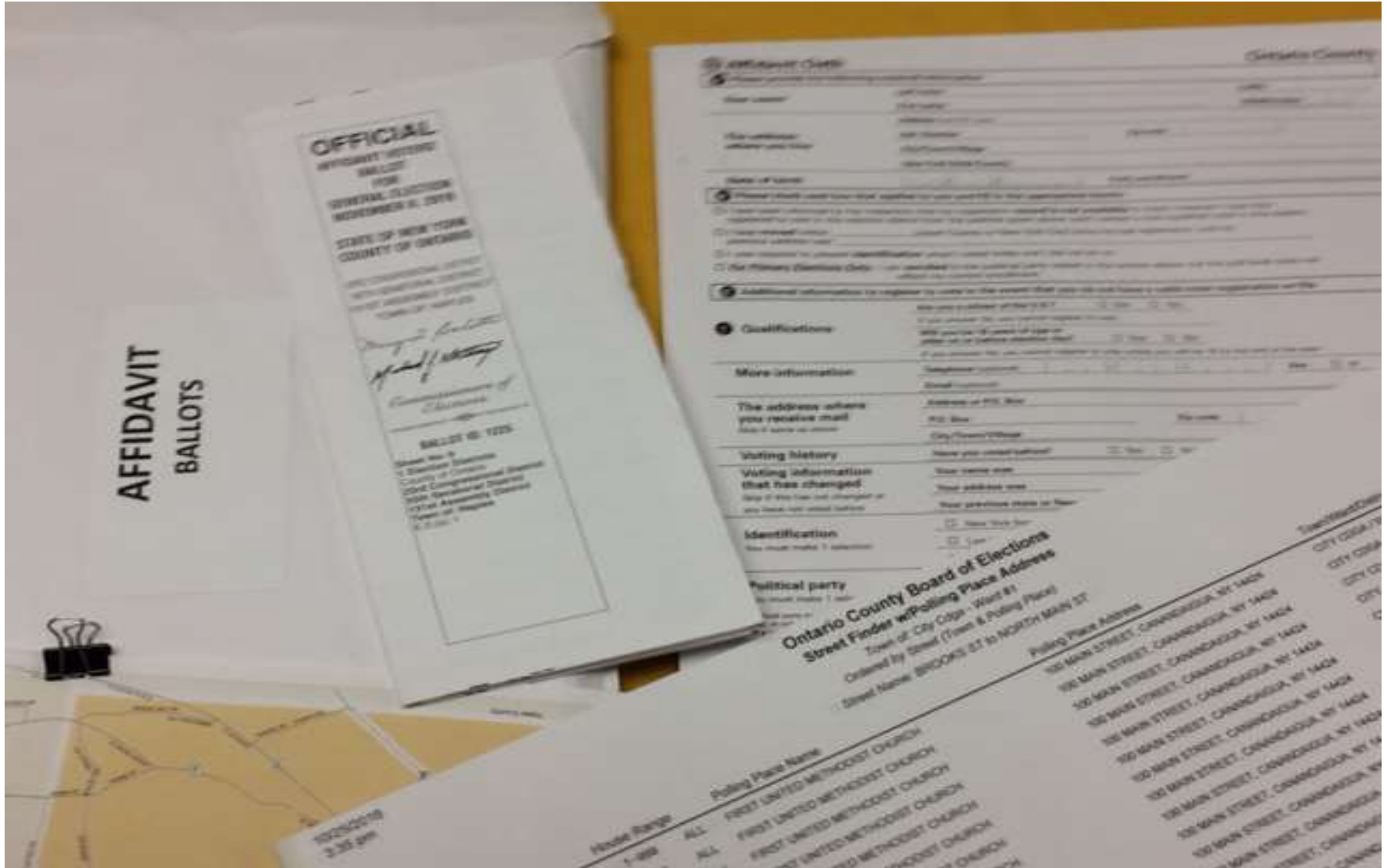
Steps in processing challenges:

1. Make challenge before person votes
2. Add challenged voter's name to Challenge Report
3. Question voter about qualifications
4. Provide voter with the Affidavit Envelope
5. When and only When voter signs the Affidavit Oath on the envelope you may then provide the voter with a ballot.

Affidavit Envelope

- A sample Affidavit Envelope is provided in class.
- Please do not write, make notes or any marks on the sample Affidavit Envelope!!

AFFIDAVIT BALLOTS





AFFIDAVIT BALLOT INSTRUCTIONS

1. Voter's name is NOT in poll book, but residence address has been compared to street list to verify that the voter is at the correct polling site.
2. Provide the voter an affidavit envelope and add voter's name to challenge list. Again, verify address to enter the correct Election District.
3. Inspectors will assist voter with filling out affidavit envelope. The Voter must completely fill out the form, and MUST sign & date Affidavit Oath.
4. Voter will RETURN the affidavit envelope to the Inspectors.
5. An Inspector must enter the Town name and Election District. The Inspector must ALSO sign their own name in the space designated on Affidavit Oath section of envelope and then give the voter a ballot.
6. Voter then votes ballot, places it in envelope, seals the envelope and returns it to the Inspectors. Inspectors place envelope into GREEN Security Bag
7. IF VOTER HAS APPEARED AT WRONG ELECTION DISTRICT OR ENVELOPE IS NOT COMPLETELY FILLED OUT, VOTE WILL NOT BE COUNTED
8. FILL OUT INFORMATION – on Challenge report and the STATEMENT OF CANVASS



POLL WATCHERS

- Poll watchers must file a “Watcher’s Certificate”
- A watcher covering multiple districts will need a certificate that can be left at each district
- Certificate is issued by party or candidate appearing on ballot
- Must be registered voter within county

POLL WATCHERS MAY:

- Be present from 15 minutes before polls open until after results are announced
- Examine machine when not in use
- Initiate challenge of persons ‘whom they believe are not qualified to vote
- Observe proceedings

POLL WATCHERS MAY NOT:

- Electioneer
- Disrupt proceedings
- Interact with voters or election inspectors
- Handle any official documents or interfere with your duties as inspector



POLL WATCHERS

- Poll Watchers typically request a copy of the list of names of people who have voted in your district. Should you not keep a list, a Poll Watcher may remain in the Poll Site to keep their own list. The Poll Watchers are assisting in “turning out the vote” and, since voter participation is important, **our policy is that you should maintain a clearly printed list** on the carbonless/NCR paper provided in your folder.

ASSISTANCE TO VOTERS



- A voter can be assisted if voter:
 - Cannot read or write
 - Does not speak or read English
 - Has impaired vision
 - Has a physical impairment which prevents completing paper ballot
 - Voter **may** vote using the BMD (Ballot Marking Device)

Voter must request assistance & state under oath that they require assistance in the privacy booth & state reasons assistance is required.

Any voter who requires assistance may receive it from anyone except their employer or union rep. This person must also sign & take an oath.

If no one is available to assist voter, then an inspector from each party will assist

Be sure to enter voter's name & address on page 2 of Challenge Report

TOWN: _____ DIST. _____

VOTER REQUESTING ASSISTANCE:

A Voter may be assisted if he or she tells the Inspector that he or she:
(check one) (note any comments on back if necessary)

- cannot read or write;
- does not speak or read English and needs assistance or an interpreter;
- cannot adequately see the names of the ballot even with eyeglasses;
- is physically disabled such that he or she cannot operate the voting system or complete a paper ballot;
- cannot enter the voting system without assistance from another person

Name of Voter: _____
Please Print

—————> **Inspector must then administer the following OATH:**

“Do you solemnly swear or affirm that the statements you just made are true?”

- Voter did so swear or affirm and proceeded to receive assistance.
- Voter refused and was not provided assistance.

ASSISTANCE GIVEN BY:

Check one:

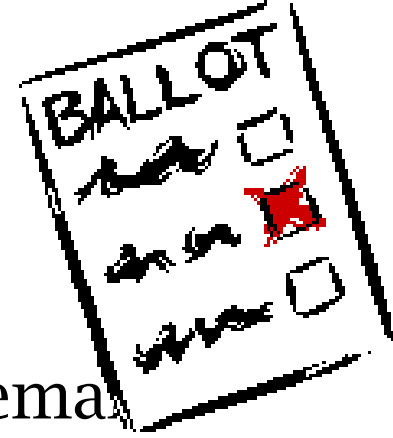
- Inspectors giving assistance (one representative of each party).
- Someone other than inspectors (may not be the voter's employer or union representative).

—————> **Inspector must then administer the following OATH:**

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

- Individual did so swear or affirm and proceeded to offer assistance.
- Individual refused to so swear and was not allowed to offer assistance.

ABSENTEE BALLOTS



- Who can apply?
 1. Military - a person in the military can remain registered from their last NYS residence
 2. Out of county - on business/vacation/studies
 3. Illness or disability confined to residence
 4. Inspectors - working out of their home district may vote absentee. Application period is two (2) weeks prior to Election Day!

NOTE: Absentee ballots are not to be collected at the polls on Election Day. **Any Absentee Ballot that shows up at the polls** must be returned to the BOE in Canandaigua by 9 PM on Election Day.

9:00 PM Close the Polls

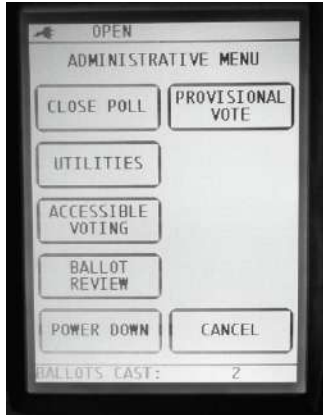
- **Time to shut it all down and get the results!!**

CLOSE OF POLLS

- Polls close at 9:00 PM. Anyone in line at 9:00 PM is allowed to vote. An Inspector locks the door and stands by the door to prevent any new voters after 9:00 PM.
- After all have voted, begin “Close Polls” procedures.

CLOSE POLL PROCEDURES

When the final eligible voter has cast his/her ballot and any “emergency” ballots have been scanned, use the iButton to bring up the administrative menu:



Choose: **CLOSE POLL**

The following screen appears



Respond with **YES**. After the results tape finishes printing, decline additional copies of the tape



NOTE: Transfer the information from the tape to the canvas sheet.



Choose: **POWER DOWN**



After affirming that you wish to shut down, wait....

When the LCD screen goes dark and the ADA screen shows no activity, unplug the ICP machine.

For the BMD machine, open the ballot box door and press the red button on the power supply.



Wait.....



When you are certain that the lights shown above is not longer lit....



Cut the blue (or green) plastic seal, but **NOT** the red one



Open the pollworker door and push the release button as shown



This will release the compact flash card and it may now be removed and placed in the “Flag Bag” which will be returned to the BOE in the **Green** bag



SECURITY PACKET CONTENTS

AFTER CLOSE OF POLLS TO RETURN TO BOE

- **ORANGE** RESULTS TAPE ENVELOPE WITH SIGNED RESULTS TAPE RECEIPT FROM YOUR VOTING MACHINE
- Manila colored KEYS envelope – with the lanyard and keys placed inside
- STATEMENT OF CANVASS sheet with reconciled number of Ballots & seal documentation completed & signed by Inspectors
- 2nd manila colored envelope with unused paper/tape seals (If any).
- **BLUE** ZERO's report tape envelope containing Zero's Report
Inspector's Payment Voucher envelope containing completed Inspector Payment Vouchers

**DO NOT PLACE FLAG BAG INSIDE
SECURITY PACKET!!!**

**THE FLAG BAG IS PLACED INSIDE THE
GREEN SECURITY BAG
You may now seal the Green Bag.**



CHAIN OF CUSTODY FORM

Election Night Security Pack **Chain of Custody** Form

on District _____

g Place _____

PRIMARY ELECTION: SEPTEMBER 13, 2016

ify that the Green Security Bag contains the SECURITY PACK and the FLAG
hich contains one SMART CARD/FLASH CARD from the Poll Worker side of the
ion BMD or the Dominion ICP Scanner.

on Inspectors

Signature

Signature

dy of the Security Pack was transferred to: (Law Enforcement or Bi-
an Team) whose names appear below and affirms (I/we) transported said
ty Pack to the Ontario County Board of Elections located at 74 Ontario
Canandaigua New York

Print Name

Print Name

m to be hand-delivered to BOE staff - with the Green Security Bag

DELIVER THE RESULTS

- **Now that the results have been printed and saved to the memory card, and you have secured all of this inside the Green Bag, the Green Bag needs to be delivered to the BOE immediately.**
- This is accomplished one of three ways:
 - An Inspector has been assigned to deliver it to the BOE, or to a central collection point.
 - A Sheriff's Deputy picks them up at certain collection points. Or,
 - An agent, or staff member, of the BOE will pick up the bag(s).
 - Sign your Chain of Custody form and give it the person picking up the bag(s).

