



# POLL WORKER

## HANDBOOK



February 2024 Edition

# Hotline Numbers



**For election administration or procedural issues, call:**

**Elections Hotline (520)724-8551**

**Voting Equipment (520)724-3311**

**For voter registration issues, call:**

**Recorder's Office (520)724-4330**

## Monday Night Set Up

- ☐ The cages for your vote center will be at your voting locations when you arrive for Monday night set up. Most of your equipment will be locked in the cage, your large signs and booths will be outside the cage. If you have additional equipment, it may be locked in a smaller cage.
- ☐ The lock on the cage will be sealed. **Remove** the seal and unlock the cage (combination is in the Inspector's Notebook). Once the cage is unlocked, you will find the seal log on the inside of the door.
- ☐ **Verify** that the seal number on the steel cage matches the seal number printed on the seal log. The Inspector will initial the spots next to "Steel Cage" indicating the seal number on the cage door matched and was removed.
- ☐ **Follow the steps in the SEAL LOG INSTRUCTIONS located in the Appendix.**
- ☐ Leave ExpressVote bags or the Metal Ballot box alone. You will NOT open the ExpressVote bags or the Metal Ballot Box. You will not need to do anything with those seals until Election Day.
- ☐ You WILL need to open the gray ePollbook cases to turn on and test the ePollbooks and printer.
- ☐ **Remove** the seals to open the cases. The Inspector will initial in the corresponding box(es).
- ☐ Remove the ePollbook cases (gray cases) and blue supply box.
- ☐ Note: The Cradlepoint and BOD printers will already be set up in the cage and DO NOT need to be removed or assembled.\*
- ☐ The Cradlepoint and BOD printers will already be plugged in to a power strip in the cage. All you have to do is plug that power strip into the wall (use the extension cord provided if necessary). The Cradlepoint will turn on automatically, and you will then turn on the printers. Make sure they are connected.

**\*The Cradlepoint may not get a signal and will need to be detached from the cage and plugged in where you get the best signal in your vote center.**

- ☐ When setting up the vote center Monday night, you will need to remove everything to access the printers and Cradlepoint. Once you have tested all the equipment, return it to the cage and lock the door. Call Hotline to verify connection was successful!
- ☐ The Marshal and poll workers will take out the blue supply box and do inventory to make sure all the supplies are there. Then they will set up the voting booths by an outlet and place signs in the vote center.
- ☐ After you have finished setting up and testing the ePollbooks and printers, as well as setting up the voting booths and all other Monday night setup tasks, you will need to reseal the gray ePollbook cases and steel cage.
- ☐ After placing the ePollbooks, thermal printers, and all other ePollbook equipment back

into the gray cases, **place** the seal with the corresponding number listed in this spot to the case(s).

- ☐ The Inspector will initial verifying that the correct seal(s) have been placed on the gray ePollbook cases.



## Election Day Opening Checklist

- ☐ **Verify** that the seal on the steel cage matches the number of the seal you placed on the cage on Monday night
- ☐ **Remove** the seal and unlock the cage door. The Inspector will initial in the corresponding spot on the seal log.
- ☐ Once the cage is open, remove the seal log. The Inspector will initial next to the corresponding spots indicating the steel cage seal has been verified and removed.
- ☐ **Follow Seal Log procedures located in Appendix.**
- ☐ Set-up ePollbooks and test voting equipment.
- ☐ Call in to Help Desk to confirm connection.
- ☐ Make sure all ExpressVotes (accessible voting devices) are in place and powered on.
- ☐ Post sample ballots and/or signs on how to request a sample ballot signs (in English and Spanish).
- ☐ Notice to Voters will be placed in the voting booths.
- ☐ The Inspector will designate areas for political observers to sit and check them in.
- ☐ The Marshal will give the Oath of Office to the Inspector then it will be given to the election board.
- ☐ All Poll workers will check in on the e-pollbook.
- ☐ Display the United States flag.
- ☐ Arrange voting booths in view of the election board.
- ☐ Remember to place the Zero Report from each thermal printer in the manilla envelope before placing them in the Unofficial Returns Envelope.
- ☐ Prepare the ballot boxes by sealing them and placing them in view of the election board.
- ☐ Take inventory of the blank ballot stock received from the Elections Department and make sure it matches the quantity listed on the Official Ballot Report.
- ☐ Measure and post at least three signs to establish the 75-foot limit.
- ☐ Marshall will announce at 6:00 AM that the polls are open.

## Election Day – Midday Checklist

- ☐ Check in with your Inspector about breaks and whom you will be covering for.
- ☐ Monitor the amount of ballots in each ballot box. If a ballot box is filling up, please call the Hotline (520-724-8551) to request another ballot box.
- ☐ Check the voting booths for any electioneering materials and/or graffiti.
- ☐ Check the pens in the voting booths to see if they need to be replaced.
- ☐ Monitor the flow of voters in the vote center.
- ☐ Periodically check the wait time at your vote center. No voter should have to wait more than 30 minutes in line.
- ☐ Monitor the vote center inside and outside for electioneering and voter intimidation.
- ☐ Monitor the BOD printers and ExpressVote ballot stock.

## Election Day – Closing Checklist

- ☐ The Marshal will announce the polls are closed at 7:00 PM.
- ☐ The Marshal will then stand behind the last voter.
- ☐ **Complete the Official Ballot Report.**
- ☐ Open all the ballot boxes and separate the ballots into their correct piles.
- ☐ Hand count unused blank ballot stock. Unopened boxes and/or packs do NOT need to be opened to count.
- ☐ Hand count regular and ExpressVote ballots.
  - ☐ Hand count provisional and conditional ballots.
  - ☐ The Inspector will check the ballot count with the check-in voters and ballot count on the ePollbooks.
  - ☐ The Inspector, Marshal, and two Judges of opposite parties will sign the Official Ballot Report.
  - ☐ Poll workers will clock out of the ePollbook.
  - ☐ The Inspector will then close the election on all ePollbooks and power them off.
- ☐ **Follow SEAL LOG PROCEDURES in Appendix.**
- ☐ **Placing the following items in the black duffle bag for transport:**
- ☐ Official Returns Envelope
- ☐ Unofficial Returns Envelope
- ☐ Early Ballot Envelope
- ☐ Provisional/Conditional Ballot Envelope
  - ☐ Spoiled Early Ballot Envelope
  - ☐ Cellphone and charger in a plastic bag if provided.
  - ☐ Secure and seal the Gray Metal Ballot Box with regular voted ballots and the yellow copy of the Official Ballot Report
  - ☐ Take down and pack up the voting booths.
  - ☐ Collect all vote center signs inside and outside the vote center.
- ☐ **Collect all supplies and place them in the steel cage.**
- ☐ Power down all voting equipment and prepare the ePollbooks for transport.
- ☐ Collect the Gray Metal Ballot Box, the black duffle bag, ePollbooks in gray carrying cases, Inspector's Notebook, keys to the vote center (if applicable) and Inspector's cell phone (if applicable). The Inspector and Marshal will transport these items to the receiving station.
- ☐ **Lock up the steel cage.**
- ☐ **Make sure the vote center is clean and looks identical to how it was when you arrived on Monday.**
- ☐ Dismiss poll workers, exit and lock the vote center. The Inspector and Marshal will head to the receiving station.

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## Introduction

A.R.S. § 16-531 requires the Board of Supervisors to appoint an election board for all vote centers that consists of **one Inspector, one Marshal, two Judges, and as many Clerks as necessary**. The Inspector and Judges make up the election board. However, the Inspector, Marshal, and Judges must equally represent the two largest political parties in the state. The Inspector, Marshal, and Judges shall not have changed their political party affiliation since the last preceding general election. Pima County appoints Judges based on the number of ePollbooks in a polling place.

The Equipment Specialist is a floater in the vote center to give the individual the freedom to address any equipment issues. The Equipment Specialist serves as an assistant to the Inspector.

The county has designated the Inspector and Marshal as the board members that maintain and transfer the chain of custody of ballots and voting equipment on Election Day. They maintain a chain of custody by securing the ballots and equipment in the vote center and delivering them to the receiving station at the end of the night. The Inspector and Marshal transfer the chain of custody of the ballots and equipment when they deliver and leave them with the receiving board at the designated receiving station. The receiving board maintains the chain of custody until they deliver them to the central office.

The A.R.S. § 16-532 mandates that Inspectors and Judges receive training not more than forty-five days before an election. Pima County mandates that Marshals and Clerks attend training at least once every election year. The county provides training to Equipment Specialists, Inspectors and Marshals, and Judges and Clerks. The statute also allows for alternate methods of training such as online courses.

Each member of the board and each Clerk must take an oath to faithfully perform the duties imposed on each member and Clerk by law (A.R.S. § 16-534).

A.R.S. Title 16 Article 9 defines the polling place procedures. All poll workers must run the vote center according to the provisions of the law. **Any activity that calls into question the validity of the election will not be allowed in the vote center.** Any poll worker or observer that conducts electioneering or causes a disruption in the vote center must stop the behavior or leave the vote center. If any poll worker or observer refuses to leave, the Marshal or the Inspector will call law enforcement to remove them.

## Standards of Conduct

On Election Day, the poll workers are official representatives of Pima County and should conduct themselves professionally. They should be fair and impartial and treat all voters with the same respect.

### Pima County's Standards of Professional Conduct are:

- **Be courteous and respectful to everyone** regardless of age, race, sex, disability, or lifestyle.
- Do not make remarks that are sexist or ethnic in nature. Refrain from making comments about names.
- Do not keep food or beverages on the election worktables. These items should be on a separate table or on the floor. Poll workers may do handiwork, such as knitting, crocheting, or crossword puzzles, but such activities should never interfere with or delay service to voters. **Keep personal items off the tables.**
- Poll workers may read personal materials. However, reading materials, including newspapers, must not be political or partisan.
- Although it is a long workday, please minimize conversation as it distracts voters and other poll workers. At no time during the day should politics or items on the ballot be discussed by poll workers.
- **Do not use cell phones for personal use in the vote center.** You may use them to conduct official election business with Pima County Elections staff or the Pima County Recorder's Office. **Poll workers may not use electronic devices such as radios, televisions, tablets, or laptops in the polling place** unless it is issued to them by Pima County Elections Department.

## Dress and Presentation

On Election Day, poll workers should dress professionally to reflect the election's importance and assure the voters' trust. Poll workers should be clean and groomed; clothing and footwear should be in good repair. Please be aware that some people react to strong scents, so keep perfume and cologne to a minimum.

**Appropriate attire** would be slacks, jeans, collared shirts or blouses, clean sneakers, or dress shoes. Shorts, skirts, and dresses may be worn but should be at or below the knees.

**Inappropriate attire** would be cut-offs or knit shorts, t-shirts (with or without ads or inappropriate language), tank tops, flip-flops, revealing clothing, campaign/candidate attire of any kind, or any clothing with a political affiliation.

**IMPORTANT: While poll workers and observers cannot wear political material, there are NO PROHIBITIONS ON VOTERS WEARING POLITICAL MATERIAL. As long as the voter is simply going about the process of voting and not lingering or attempting to engage**

**in electioneering, they are free to wear what they choose. DO NOT tell a voter they must change clothes or leave the vote center. They are entitled to vote regardless of what they are wearing.**

## **Working Hours**

**On Election Day, all Board Members are to report to their assigned vote center no later than 5:00 AM. THE POLLS WILL OPEN PROMPTLY AT 6:00 AM WITHOUT EXCEPTION.**

### **Preparation Reminders**

- Come prepared for a 15+ hour day
- Bring plenty to eat and drink
- Bring any medications you may need
- Take care of all personal business before Election Day
- Don't smoke within 20 feet of any door to the vote center
- Vote early in-person or by mail. Don't log yourself into the ePollbook and check yourself in! Have another poll worker do this.
- **The polls are open from 6 AM to 7 PM on election day.**

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| <p><b>Poll workers <b>CANNOT</b> print their own ballot and vote outside of those times (in other words, do not try to vote before 6 AM, after 7 PM, or on Monday night).</b></p> |
|---|

During Election Day, do not leave your workstation while the polls are open unless you are relieved by the Inspector, who will schedule meals and work breaks around the number of voters who come to your location. Although the polls close at 7:00 PM, the workday continues until all the closing procedures are complete and your Inspector has released you.

Notify the Elections Department at (520) 724-6830 (before Election Day) or (520) 724-8551 (on Election Day) if you have an emergency and will not be able to work on Election Day. This will give the office an opportunity to find a replacement for you.

You should also contact your Inspector so they are kept informed and can make adjustments if necessary. Please remember we are guests at the vote centers. It is important that you follow all building guidelines and requirements while there.

**When leaving, make sure everything is clean and the room is in the same condition as when you arrived.**



## **Electioneering, Exit Polling, Voter Intimidation, and Media**

**“Electioneering”** occurs when a person knowingly, intentionally, and verbally expresses support for, or opposition to, a candidate or ballot measure on the ballot in that election, or a political party with one or more candidates who appear on the ballot in that election, to induce or compel another person to vote in a particular manner or to refrain from voting (ARS § 16-515(I)).

Electioneering is not allowed within the vote center by anyone: this includes the election board (poll workers), other election officials, political party observers, and any voter or other individual within the 75-foot limit. **Note:** A voter wearing political clothing is NOT electioneering. A voter or person assisting that voter may wear political attire while voting. Electioneering must be allowed **outside** the 75-foot zone, however.

There will be signs at every vote center noting the 75-foot zone, as well as a measuring tape. The Marshal and poll workers will set up the signs before the polls open on Election Day. The 75-foot zone should be measured from the front of the main entrance to the building. The Marshal is responsible for ensuring the 75-foot ban on electioneering.

Poll workers are authorized to remove signs advocating passage or defeat of a measure or candidate on the ballot if posted inside the 75-foot limit on Election Day. Additionally, election/campaign signs in or on cars are not allowed within 75 feet of the polling place (A.R.S. § 16-515(A)).

As a poll worker, it is important that you refrain from any remarks or conduct that may appear to be electioneering. Poll workers should avoid comments about candidates or issues on the ballot. If someone tries to discuss politics or asks for an opinion about an election matter, poll workers should say, “I’m not allowed by law to comment on that.”

Who is allowed in the 75-foot zone? Only the following persons are allowed in the 75-foot zone:

- **Members of the Election Board (poll workers)**
- **Election Officials (for example, troubleshooters or employees of the Elections Office who may be there to fix equipment)**
- **Voters (this includes the voter and any minor children they may have with them) – once a voter has finished voting, they must promptly leave the vote center and remain outside of the 75-foot zone**
- **Any person assisting a voter**
- **Authorized party observers**
- **U.S. Dept. of Justice or other authorized federal government observers**

**These are the only people authorized to be inside of the 75-foot zone on election day!**

Who is not allowed inside the 75-foot zone? Anyone who is not part of the first group, but there are often questions about a few others. **These individuals are NOT allowed in the 75-foot zone:**

- **Members of the media**

- **Researchers**
- **Persons who conduct exit polls**
- **Political party or campaign representatives without authorization**
- **Petition Circulators**

**No photography or video recording is allowed within the 75-foot zone! This applies to poll workers, observers, and voters.**

**Informational vs. Campaign Materials:** The law allows informational materials which are neutral in language to be published by a jurisdiction. Voters that enter the polling place with materials promoting the passage or defeat of a measure or a candidate can only display it in the privacy of a secrecy booth.

**Exit Polling/Petition Circulators:** Exit polling is when poll takers question voters about how they voted as they leave the polling place or ask voters to sign a petition. No one is obligated to answer the questions of an exit poll taker or sign a petition. The exit poll taker might be media representatives, political party representatives, or campaign workers. Exit polling must be conducted outside the 75-foot limit. They also cannot engage in activities that interfere with voters' freedom to enter or leave the polling place.

#### **Voter Intimidation and other necessary information regarding polling place activities**

Any activity by a person with the intent or effect of threatening, harassing, intimidating, or coercing voters (or conspiring with others to do so) **inside or outside** the 75-foot limit at a voting location is prohibited (ARS 16-1013).

Voter intimidation is **NEVER** acceptable and should not be allowed at the vote center, whether inside or outside of the 75-foot zone. The Marshal and Inspector have the authority to preserve order and remove any person who is attempting to intimidate a voter. If there are any questions, call the Hotline (520) 724-8551. If at any time you feel unsafe or the situation is potentially dangerous, do not hesitate to contact law enforcement (9-1-1).

#### **Example of actions that may be voter intimidation:**

- Yelling or taunting a poll worker or voter
- Using threatening or offensive language to a poll worker or voter
- Blocking the entrance to a voting location
- Disrupting voters attempting to enter or leave the vote center, or while they are in line
- Intentionally distributing false information to people (telling them the wrong election date, or that they cannot vote, etc.)
- Directly confronting, questioning, photographing, or videotaping voters or poll workers in a harassing or intimidating manner
- Asking voters to provide documentation
- Issuing voter challenges with no cause, or based on something like race, ethnicity, language, or religion

**Note: Private citizens are prohibited from bringing firearms into a polling place.** The only exception is for police or military officers in the performance of their duties.

Some vote centers are at a location that is open to the public for other business (for example, a library or hotel). Be mindful that these businesses are allowed to operate as usual, as long as their activity does not interfere with the voting process. The Inspector should work with the vote center to make sure everything goes smoothly. If there are any issues, please call the Hotline (520) 724-8551.

## **Media**

At your vote center, you may have members of the media outside filming or otherwise working. It is important to remember that media observers are not allowed within the 75-foot limit. No recording (audio, video, or still photography) may occur inside the 75-foot limit before or after opening and closing.

If a member of the media attempts to remain inside the 75-foot zone, the Inspector or Marshal can and should ask them to move outside of that zone. If there are any issues, call the Hotline (520) 724-8551.

## Observer Guidelines

Political party observers are allowed at the vote centers, but there are rules that they must follow.

### **The Inspector will be responsible for the political party observers.**

1. Political party observers are appointed by their parties and will have credentials from the county chair or campaign. Political party observers may be present throughout Election Day.
2. Only ONE observer from each political party is allowed at the vote center. Observers may switch out, so a different person can take over, but only one person from each party may be there at a time.
3. Observers may be present from the morning setup before the location opens to the end of the night, including following the Inspector and Marshal as they transport ballots and other materials to the receiving station or the Elections Office. In this case, the observer would need to follow in their own vehicle.
4. Observers should be welcomed into the voting location and allowed to observe polling location operations as long as they do not interfere with the voting process.
5. Observers perform a valuable function by ensuring that poll workers carry out their duties fairly and impartially.

What to do when a political party observer arrives at your vote center:

- ☐ Welcome the observer and thank them for their service.
- ☐ Ask for their official appointment letter and ID (a credentialed party observer will have this letter).
- ☐ Check that the name on the letter matches the name on the ID.
- ☐ Check that your location is on the letter.
- ☐ Check for the county party chairperson's signature.
- ☐ Call the Elections Hotline (520-724-8551) to verify that the observer's name is on the list.
- ☐ Return the letter and ID to the observer.
- ☐ Show the observer their designated areas.
- ☐ Work with the observer to find a few optimal locations in the vote center that are close enough to hear voters and see the entire vote center but far enough not to impede the voting process or observe confidential information.

**Note: Do not place them near the line of incoming voters.**

## Political Party Observer Do's and Don'ts

### MAY/MUST:

- Direct questions ONLY to the Inspector
- Must wear a name tag
- Hand write notes
- Hear and follow all instructions from the Inspector
- Watch each step of the process, from the voter check-in, ballot receipt, and depositing the voted ballot in one of the ballot boxes
- Observe assistance given to voters
- Keep a respectful distance from workers and voters as they move through the location
- Watch for anyone influencing voters, tampering with equipment, or inequitably applying laws and procedures
- Make calls outside the voting area

### MAY/MUST NOT:

- Speak to voters or offer voter assistance
- Speak to or question Poll Workers other than the Inspector
- Record or photograph activities within the voting location
- Wear clothing or accessories relating to a political party or candidate
- Enter a voting booth (except to mark their own ballot)
- Touch or handle election materials (i.e., signs, equipment, ballots, etc.)
- Watch voters fill out their ballots in a way that would infringe on the voter's secrecy
- Interfere with or disrupt the voting process, election procedures, poll workers, or election staff
- Confront, question, or take photos of individuals dropping off early ballots
- Talk on their phone within the voting area or talk to other observers

Suppose an observer engages in behavior that interferes with or disrupts the voting process, elections, or violates one of the above rules; in that case, the Inspector should ask them to stop that behavior. If they refuse, the Inspector should notify the Hotline to have the individual removed. Poll watchers may not handle ballots, ePollbooks, or interfere with voting.

**Remember: Credentialed political party observers play a valuable role in the elections process and must be allowed into the vote center.** They MUST follow all the rules and should communicate only with the Inspector. The Inspector should work with the observers to find suitable locations for them to be able to observe and answer any questions they have. If there are any issues or questions, call the Hotline (520) 724-8551.



## Dealing with Tense Situations

Always remain calm, professional, and courteous in your dealings with poll workers and the public. Maintaining your poise and staying pleasant even in difficult situations can make a challenging situation much more manageable for everyone involved.

Remember the **CLARA Method** if find yourself in a tense situation:

C-Calm

L-Listen

A-Affirm

R-Respond

A-Add Information

### Calming

- In a tense situation, either with your fellow poll workers, voters, observers, or anyone else, it is imperative that you remain calm and levelheaded.
- Take deep breaths, count to 10, or use any other technique that helps you stay calm.
- Do not respond in anger or frustration - it will only make the situation worse.

### Listen

- Pay attention to what the other person is saying and try to understand what they mean, rather than focusing simply on the words they use.
- Focus on trying to understand the underlying cause of the problem, and why the speaker may act or feel a certain way. What are they thinking that is causing them to say what they are saying? Why might they be feeling this way?

### Affirm

- Use this to try to find common ground with the speaker.
- “It seems like you feel,” “I appreciate what you are saying,” “I agree with this part of what you are saying,” etc.
- Try to find common ground and make it clear to them that you do understand what they are saying and how they feel to the extent possible.

**Respond**

- Once you have remained calm, listened to what the speaker is saying and affirmed their feelings as best as you can, you should respond.
- Respond directly to the issue the speaker has raised. Make clear that you have listened to them.
- Do not hesitate to point to the law or the Elections Department regarding a policy or procedure that someone may have an issue with.

**Add Information**

- You can give additional information to that person and state whatever facts are relevant to the question the person asked.
- If the speaker has an issue with a law or guidelines that you have been instructed to follow, inform the person that you must follow the law and the Department directives, and if they have an issue with that they can call the Elections Department.
- If it's something that you have questions about, do not hesitate to call the Hotline. The Elections Department will assist you and walk you through what to say or we can speak to the person directly.



## Roles and Responsibilities

### Inspector

Inspectors are responsible for maintaining the vote center, managing poll workers, and providing voter assistance on Election Day.

Here are some of the Inspector's primary duties:

- Administer the Oath of Office to all poll workers. The statute allows any elector in the polling place to administer the oath and certify the oath.
- Supervise the vote center and oversee all aspects of the voting process.
- Call poll workers to verify they will work on Election Day and schedule a time for Monday setup.
- Direct poll workers during Monday night setup and the opening/closing of the polls.
- Communicate position assignments, set-up and arrival times and worker confirmations with poll workers.
- Determine where to place tables, equipment, and voting booths.
- Have a working knowledge of all the positions and tasks within the vote center and be prepared to instruct and correct poll workers, as necessary.
- Maintain the ballot stock and ballots during the election.
- Ensure the vote center's integrity and accuracy by ensuring each poll worker follows instructions and operates within the law's parameters.
- Assign breaks to poll workers and assist poll workers with procedural issues.
- Call the Hotline with any questions or to report any issues.
- Call the Elections Office to report unusual activity inside or outside the vote center, especially within the 75-foot zone.
- Implement and supervise contingency plan activation and emergency procedures.
- Complete the Official Ballot Report and ensure its accuracy.
- Deliver ballots and specified voting equipment along with the Marshal to the receiving station after closing the vote center.
- Monitor and always maintain security of election ballots and ballot boxes.
- Verify political observers have written authorization and places they can sit to observe.
- Cultivate a positive work environment.

### Inspector's Notebook

All Inspectors receive a notebook, which will include a cell phone and polling place key if necessary. The Inspector's Notebook is **essential** to running a great vote center.

Important documents you will find in the Inspector's Notebook (documents are subject to change):

1. **Vote Center Access and Setup Information** – Explains how to access and set up your vote center. Each vote center is different, and you are responsible for communicating with the owner or manager of the facility you are using to ensure you will have access to the building on Monday night and Tuesday morning, and establishing a time for Monday night setup. You will also need to ensure that someone will be there to open the vote center on Monday night and Tuesday morning as well as lock the room/building on Tuesday night. If the facility provides keys, they will be included, along with instructions for returning them.
2. **Vote Center Sample Layout** – This is an example of how you could set up your vote center. Set up your vote center so it has a good flow for voters to move from one station to another and your equipment is set up by electrical outlets. Some key points: 1) If possible, set up the cage with the printers behind your primary check-in stations. This will limit the distance between the printers and check-in stations for most voters, and will limit the distance you will need for extension cords. 2) Set up the Blue Early Ballot Box near the entrance to the vote center in a location that is easy to access. Voters should not have to wait in line to simply drop off their early ballots. A poll worker should always be assigned to monitor this box. 3) The Blue Provisional/Conditional Ballot Box should be set up on or near the Special Situations Table to make sure all ballots are deposited in the correct box. 4) The Gray Metal Ballot Box should be placed near the exit of the vote center and monitored at all times. 5) If possible, voters should be able to move smoothly from the check-in station, on to the voting booths, and then to the Gray Metal Ballot Box on their way out.
3. **Electioneering and Conduct at the Polls** – Along with the Marshal, you must ensure that there is no electioneering at the vote center.
4. **Gray Metal Ballot Box (Election Morning)** – Explains how the Gray Metal Ballot Box should be set up before the polls open.
5. **Gray Metal Ballot Box (After Polls Close)** – Explains what to do with the Gray Metal Ballot Box after the polls close and how to prepare it for transport to the receiving station.
6. **Official Ballot Report** – This is one of the most important documents that you and your poll workers will be completing (discussed in greater detail later).

7. **Poll Workers' Contact Information** – This will have the names and contact information with your poll workers. Use this list to contact your poll workers prior to Election Day to make sure they understand their assignments and to schedule a time for Monday Night Setup.

### **Inspector: Before Monday Night Setup**

Go over the Vote Center Agreement and Information forms.

Obtain the phone numbers for the individual(s) who will open and close the facility (if you do not have direct access). Make sure to get a backup number to call just in case you cannot reach that/those individual(s).

If you have a key for the facility, check the key to ensure that it works. If there is a lockbox, verify its location and check the key to ensure it works. Do not take the key home from the lock box under any circumstances. If you have problems getting to the vote center on Election Day, the Hotline personnel will direct another poll worker to the location of the lockbox and give them the combination.

If the location of your voting center is at a school or other government office, remind them to cancel any scheduled fire drills on Election Day. Inquire about parking for both poll workers and voters. Verify the location of the stored election equipment and supplies (ask if you will require a key for that area and secure a key if that is the case). Ask if there is a telephone available for your use. If there is, note the phone's location and get specific instructions on how to get an outside line if you need to call the **Hotline (520) 724-8551 or Recorder's Office (520) 724-4330**.

While looking at the room or area you will be using, note where the electrical outlets are located (extension cords are in your supplies) and ensure that there are enough tables and chairs for the poll workers (and to accommodate accessible voters). Plan for where the steel cage, ePollbooks, ExpressVote, and secrecy booths will be placed in relation to the electrical outlets as they require power.

You will need to inquire about the availability of a bathroom that the poll workers should use (if you are in a school, ensure that the bathroom will be left open after school hours). Ask about the availability of a kitchen, microwave, or refrigerator for your use throughout the day (if these items are available, please make sure that your crew cleans up after themselves to ensure access to amenities in the future). You need to ensure that heating/cooling and light are available throughout the time you are there.

**Each voting location is very generous in letting Pima County use its space for the day.**

Please remember (and remind your poll workers) that you are all guests in the building. You are expected to act accordingly and treat your hosts with respect. DO NOT demand anything from your host. If you need something from them, please politely make your request known (but remember that they do not have to accommodate you if it is not in the contract). Do not enter rooms that the Elections Department is not authorized to use on Election Day, and do not make

any negative remarks or comments on social media about the facility. As stated above, we are guests, and we want to be able to use the facility in the future. If you have a concern about the accommodations, please contact the Pima County Elections Department at **(520) 724-6830**.

|   |
|---|
| <b>Contact and Verify Your Poll Workers</b> |
|---|

As the Inspector, you will need to call each poll worker no later than the Sunday afternoon before the election. If you cannot make direct contact, leave a message with a return number, and ask them to return your call as soon as possible. When you talk to your poll workers, ensure they know how to get to the vote center.

Inform them of a kitchen, microwave, or refrigerator availability, and remind them to bring reading glasses, medications, a sweater, reading materials, or something to do when not busy. Inform them of the time to meet at the vote center the night before the election to set up. Ensure you have poll workers from each major political party to set up on Monday.

After contacting the vote center and setting up the time for you and your poll workers to go set up, please contact the Election Office and inform them of the time you have arranged for Monday night setup. This is important, so that we can be sure to have all your equipment at the location when it is time to set up.

**The Hotline will be available from 5:00-8:00 PM on Monday night to help if you have any questions or the equipment is not working.**

The Inspector will direct poll workers to set up the vote center equipment, tables and voting booths. You will turn on the Cradlepoint, Ballot on Demand (BOD) printers, thermal printers, and ePollbooks to test their connection and print out sample ballots.

## **Marshal**

The Marshal is the Sheriff of the vote center. The Marshal must be observant and willing to address problem situations as they arise and work with the Inspector to ensure each voter has a good voting experience. The Marshal should also understand all positions because they may need to fill in when someone takes a break. The Marshal should be familiar with emergency procedures to ensure the safety of all voters and workers.

### **The Marshal has several specific duties at the vote center:**

- Administer the Oath of Office to the Inspector. The officer oath is in the Inspector's Notebook.
- Set up all the election signs inside and outside the vote center (with assistance from other poll workers).
- Announce the opening and closing of the polls using a loud, clear voice. After the final announcement (The polls are closed), stand behind the last person in line (if any) to designate the last voter. Everyone in line at 7:00 PM is allowed to vote. No one is permitted to get in line after 7:00 PM or drop off an Early Ballot.
- Open the polls promptly at 6:00 AM.
- Maintain order inside the polling place and outside within the 75-foot limit.
- Be aware of electioneering inside the polling place and outside within the 75-foot limit.
- Greet voters and direct them to the next available check-in table.
- Measure wait times and inform the central office if wait times are more than thirty minutes.
- Coordinate requests for more equipment with the Inspector.
- Close the polls and secure the vote center after all voters in line are allowed inside the vote center.
- Complete closing duties, including removing signs and accompanying the Inspector to the receiving station.
- Fill in for any position in the vote center. This may include operating the ePollbooks and checking in voters, or any other task assigned.

### **Making Announcements**

As the Marshal, you will be announcing the opening and closing of the polls at these specific times:

- 6:00 AM – “The Polls are now open.”
- 6:00 PM – “The Polls will close in one hour.”
- 6:30 PM – “The Polls will close in 30 minutes.”
- 6:45 PM – “The Polls will close in 15 minutes.”
- 6:59 PM – “The Polls will close in 1 minute.”
- 7:00 PM – “The Polls are now closed.”

## **Measuring Wait Times**

One of the Marshal's duties is to measure the wait times at their vote center. No voter should ever have to wait more than 30 minutes in line. To measure the wait time at your vote center:

1. Have a poll worker who is operating an ePollbook print out a wait time slip. Tap the menu button in the top right corner, tap Wait Time, and then Print Slip. The thermal printer will print a wait slip.
2. Give that slip to the last voter in line, and instruct them to present that to the poll worker when they check in.
3. The poll worker checking the voter in will scan the wait slip.
4. Once scanned in, the Elections Office will be able to track the wait times.

## **During the day:**

You will need to check that all signs remain in place; this is especially important if it is windy. Periodically look at the booths to ensure no one has vandalized them or left behind political material. If you believe a booth should be taken out of service, inform the Inspector and allow them to make the decision.

If a voter is voting for the first time or is confused about how to fill in their ballot correctly, the Marshal or other poll worker may need to demonstrate the proper way to fill it out; use the demonstration forms to educate the voter.

## **End of the day:**

After the polls have closed, the Marshal should work with the Inspector and other poll workers to pick up all items and clean up the vote center. This includes filling out the Official Ballot Report, counting ballots, putting material into the correct bags, and any other task assigned by the Inspector.

The Marshal must accompany the Inspector (in the same vehicle) to the receiving station with the ballots and designated equipment.

Ballots must always be in the possession of two people, who are of different political parties. Since the Marshal and Inspector are required to be from different parties, they have been designated as the two people responsible for taking the ballots and other supplies to the receiving center. The Inspector will have their assigned receiving location in their notebook.

## Judge

Judges oversee the voting process, including issuing ballots, checking in voters on the ePollbook, and processing provisional/conditional ballots. The Judges may also sign the ePollbook for a voter with a physical disability. The Judges in the vote center represent opposite political parties. The Judge of the same party (JSP) represents the same party as the Inspector. The Judge of the opposite party (JOP) represents the opposite party of the Inspector. The JSP and JOP can be assigned to issue regular ballots or provisional ballots. Judges assigned to issue provisional ballots will work at the Special Situations Table. Judges working at the Special Situations Table have a different password than those issuing regular ballots.

As a Judge, you may be responsible for checking in voters on the ePollbooks. The Judge verifies the voter's identification and address on the ePollbook. The elector must state their name and address and provide valid identification. Another Judge then issues the ballot to the voter. The separation of duties between the Judges ensures the check and balance between political party representatives.

### **You will need several items for your workstation:**

- ePollbook and stylus
- Thermal printer to print ballot ID slips
- List of Acceptable IDs (tape a copy at your station for quick reference)

### **Judge at the Regular Check-In Table**

- Operates the ePollbook.
- Asks the voter to state their name and place of residence in an audible voice or the voter may present the information in writing.
- Requests a valid identification from the voter (list of valid IDs available at the table).
- Proceeds with the check-in if the ID is acceptable. If the voter does not have an acceptable ID, then direct the voter to the Special Situations Table to vote a provisional ballot.
- Voter verifies information on the ePollbook and signs.
- Asks the voter if they want a paper or ExpressVote ballot.
- Processes voter and prints the ballot.
- Each transaction tells the thermal printer to print a ballot ID slip.
- Gives the ballot ID slip to the voter.
- Receives the ballot ID slip from the voter.
- Matches ballot from the Clerk to the voter's slip.
- Gives the voter the ballot.
- May work with a Clerk to retrieve the ballots from the printer or may retrieve the ballots themselves.

The Judges are responsible for assisting voters who cannot vote on a regular ballot for various

reasons. The Judge will look the voter up in the ePollbook and determine the issue with the voter, if they need to vote Provisionally or Conditionally, and which ballot style is needed. They will issue a ballot that matches the ballot ID slip and give the ballot to the voter.

The Judges will also hand out and assist the voter with filling out the Provisional or Conditional Envelope.

**MAKE SURE THE VOTER DOES NOT FILL OUT THEIR BALLOT ON THE ENVELOPE.**

Please note that you must complete everything in RED ink at the Special Situations Table except the ballot. You will need several items at the Special Situations Table:

- ePollbook and a thermal ticket printer
- Provisional Ballot Envelopes
- Conditional Provisional Ballot Envelopes
- Early Ballot Affidavit Envelopes
- Voter Registration Applications
- Red pens

Keep the Provisional or Conditional Envelope at the Special Situations Table. Direct the voter to a voting booth to mark their ballot. Keep an eye on the voter to ensure the voter returns to the table and puts the ballot in the Provisional or Conditional Envelope. **They should not put their ballot into the Gray Metal Ballot Box with the regular ballots!**

**Give the voter a copy of their Provisional or Conditional paperwork so they can track their ballot. Tell them to put the envelope in the Blue Provisional/Conditional Ballot Box.**



## Equipment Specialist

The Equipment Specialist is a Clerk with the primary focus of setting up and maintaining the voting technology in the vote center.

The Equipment Specialist is the point person for equipment issues, connectivity, screen freezing, the thermal printer, and replacing toner or paper rolls in the thermal printer.

The Equipment Specialist will assist the Inspector with replenishing ballot stock in the printers and troubleshooting any problems during the day.

The Equipment Specialist will also assist poll workers with signing in before the polls open and signing out before shutting down the ePollbooks at the end of the night.

### **The Equipment Specialist:**

- Maintains detailed knowledge of all voting equipment in the vote center.
- Along with other poll workers, assists in the setup of equipment on Monday night.
- Sets up and connects the ePollbooks, Cradlepoints, BOD printers, thermal printers, and ExpressVote.
- Ensures all ePollbooks are closed correctly before packing in the cases.
- Turns off and packs all equipment when directed by the Inspector. **Do not turn off any equipment until all voters in line have voted.**
- Ensures the ePollbooks and Cradlepoints are packed and ready for delivery to the receiving station with the Inspector and Marshal.

Like all other poll workers, the role of the Equipment Specialist may change as needed and as determined by the Inspector. They may be required to check voters in, greet voters, or any other role at the vote center. They, like everyone, are expected to have a basic understanding of all vote center responsibilities.

## Clerks

The Inspector assigns duties to the Clerks, such as:

- Greet and direct voters.
- Assist the Special Situations Table.
- Check-in voters on the ePollbooks.
- Monitor the ballot boxes.
- Retrieve ballots from the BOD printers.
- Collect ballot ID slips from voters and check it against the printed ballot.

## Vote Center Set Up before Election Day

### Monday Night Setup Meeting is Mandatory

Unless impossible due to the location, all vote centers must set up on Monday night. Inspectors will verify the time with the location and call their poll workers to schedule the Monday Night Setup Meeting. Monday Night Setup is crucial to your vote center having a successful Election Day.

The Monday Night Setup is an opportunity to complete the supply inventory and set up the voting booths and signs, as well as testing the electronic equipment to ensure it is working properly.

It is an opportunity to prepare items for the election, review the duties of the board members and get the chance to meet the people you will be working with during Election Day.

On Monday Night Setup, the Inspector will instruct the poll workers where to set things up.

All electronic equipment (other than the ExpressVote) MUST be turned on and tested on Monday night.

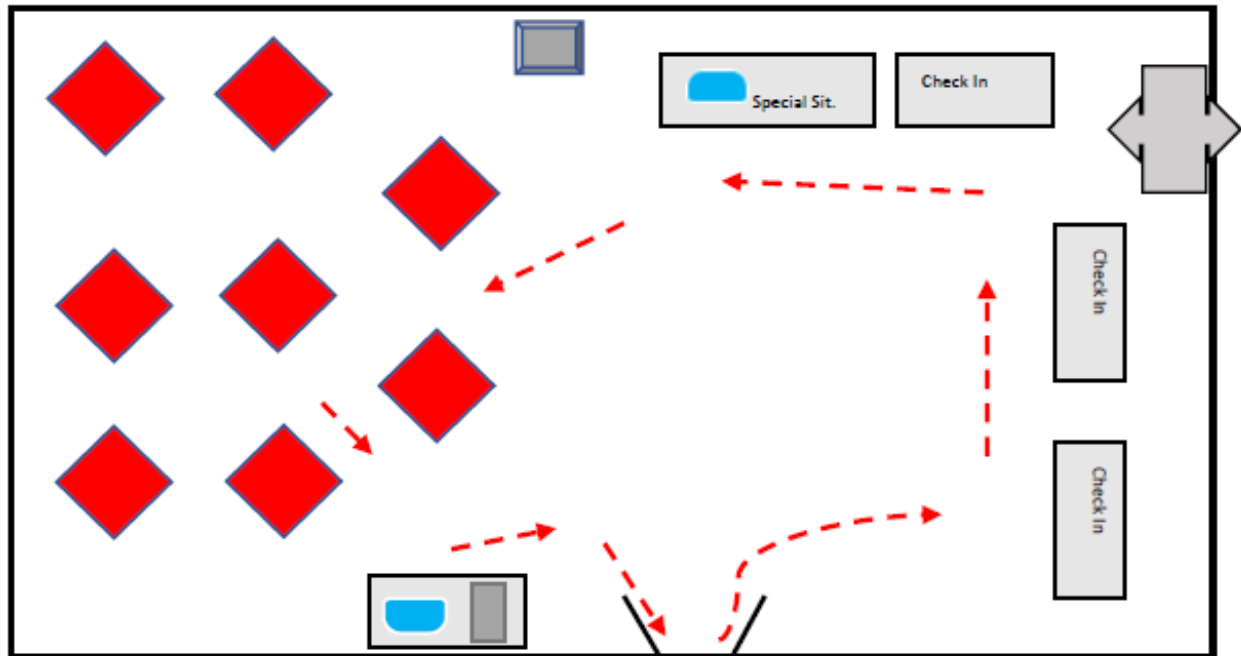
- The cages for your vote center will be at your voting locations when you arrive for Monday night setup. Most of your equipment will be locked inside the cage, your large signs and booths will be outside the cage - if you have any additional equipment, it may be locked in a smaller cage.
- The Inspector will have the combination to the lock on the cage. Once the combination is entered, remove the lock from the cage door. The right side door will open easily. Push the lever at the bottom of the left side door in and pull to open the left side of the cage.
- Remove the ePollbook cases (gray cases) and blue supply box.
- Note: The Cradlepoint and BOD printers will already be set up in the cage and DO NOT need to be removed or assembled.\*
- The Cradlepoint and BOD printers will already be plugged in to a power strip in the cage. All you have to do is plug that power strip into the wall (use the extension cord provided if necessary). The Cradlepoint will turn on automatically, and you will then turn on the printers. Make sure they are connected.

**\*The Cradlepoint may not get a signal and will need to be detached from the cage and plugged in where you get the best signal in your vote center.**

- When setting up the vote center Monday night, you will need to remove everything to access the printers and Cradlepoint. Once you have tested all the equipment, return it to the cage and lock the door.
- The Marshal and poll workers will take out the blue supply box and do inventory to make

sure all the supplies are there. Then they will set up the voting booths by an outlet and place signs in the vote center.

### Example of a Vote Center Layout



## Monday Night Setup Testing Equipment

1. Power on the BOD printers
2. Check the Cradlepoint's signal in the steel cage (if the Cradlepoint is not getting a signal remove from the cage and plug it in securely in the vote center).
3. Set up each ePollbook and thermal printer. Plug in the power cords of the thermal printer and ePollbook to an outlet.
4. When you get to the start page in the ePollbook, **DO NOT LOG IN!**
5. Press the POWER icon at the top of the thermal printer at the top right. When you see a blue light on the notification panel, the printer is powered on and ready to connect.
6. The thermal printer will connect automatically to the ePollbook. Press Test Printer and a test slip will print out.
7. Test the connection to the BOD and thermal printer from the ePollbook. The ePollbook should automatically connect to the Cradlepoint.
8. Add test ballot stock from the manila folder (use enough stock to match the number of ePollbooks deployed at your vote center).
9. On the Printer pop-up, tap Find Printer.
10. Select the Printer pop-up and tap the Air Ballot Printer.
11. The name of your Air Ballot printer will display in the Name field. Tap Test.
12. Print out the test ballots.
13. On the test pop-up, tap select 14" and press Print. If the test is successful, tap outside of the box to close.
14. After your successful test print, tap SAVE.
15. Open the Gear icon once more to double-check that the correct printer displays under the Air Ballot Printer section.
16. Call Hotline to verify connection is working.
17. Power off the ePollbooks and thermal printers, place them in their cases and put them in the cage.
18. Write the vote center number on the test ballots and have two poll workers of opposite parties initial the ballots.
19. Empty all ballot stock from the printer.
20. Leave the Cradlepoint plugged in overnight.
21. Leave the printer plugged in overnight.





FIND PRINTER TEST SAVE

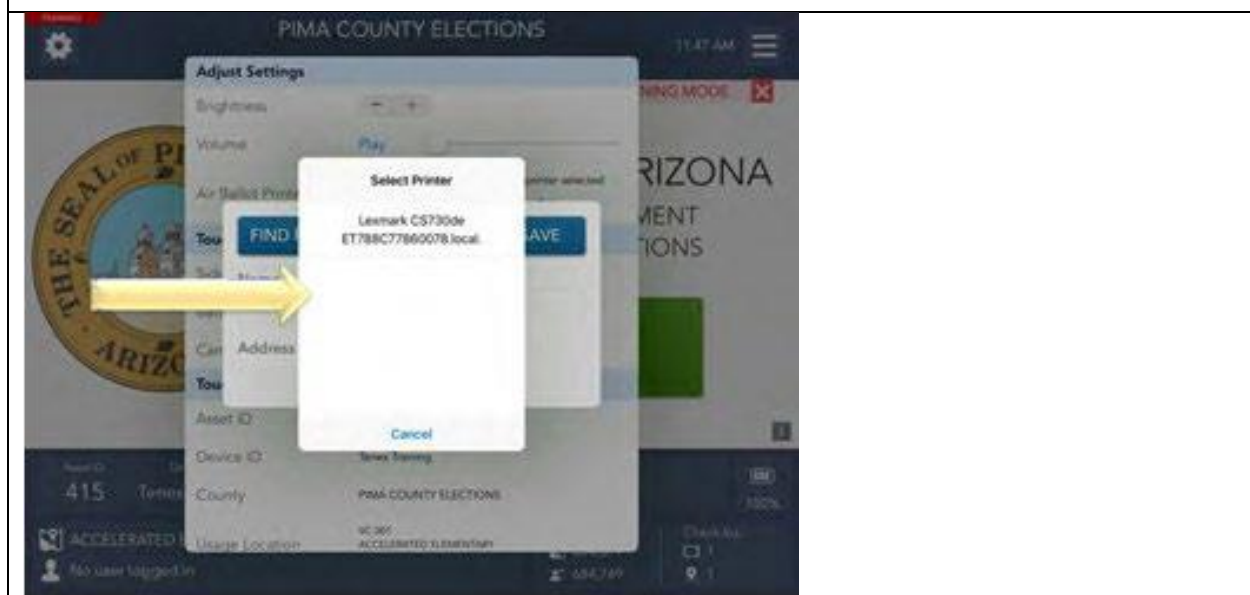
Printer 0215

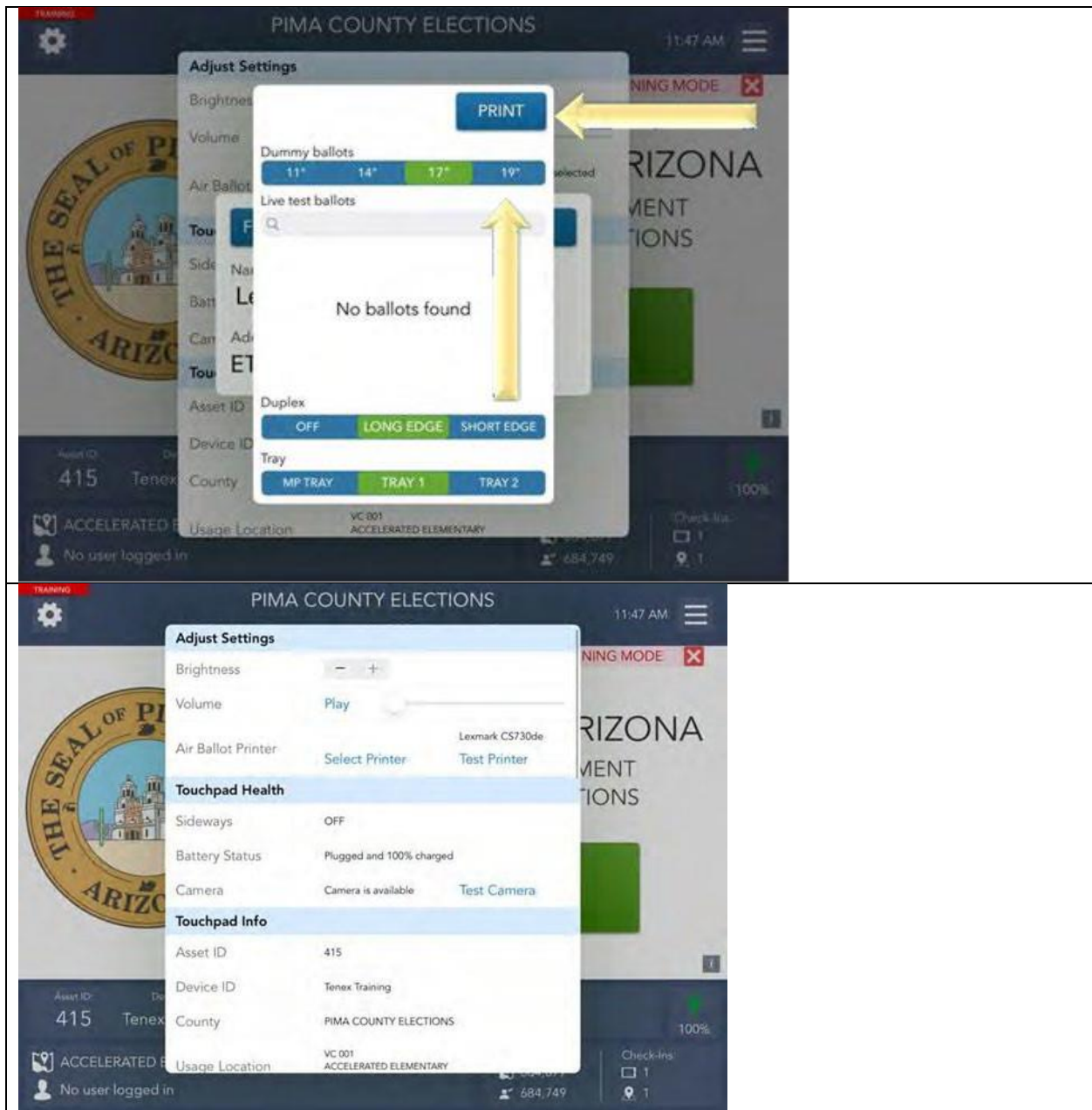
Model  
TM-m30 Bluetooth

Address (MAC Address)  
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## Setting up Voting Booths

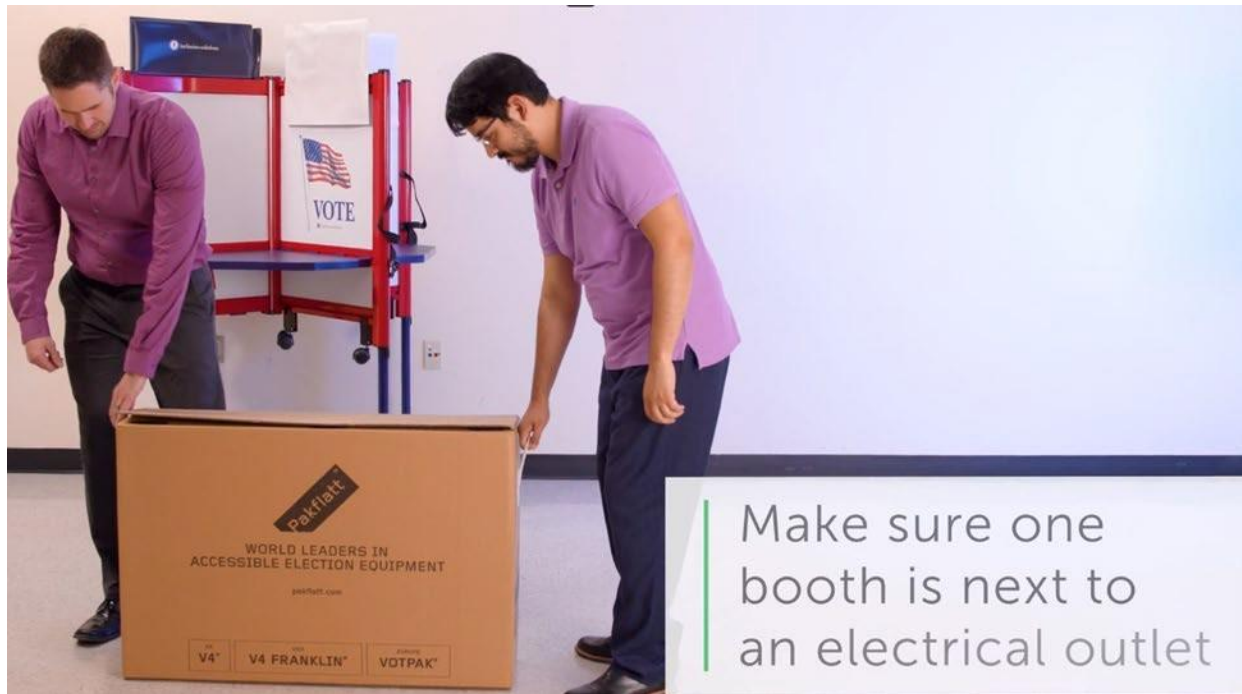
The voting booths will be delivered to the vote centers in their brown boxes.



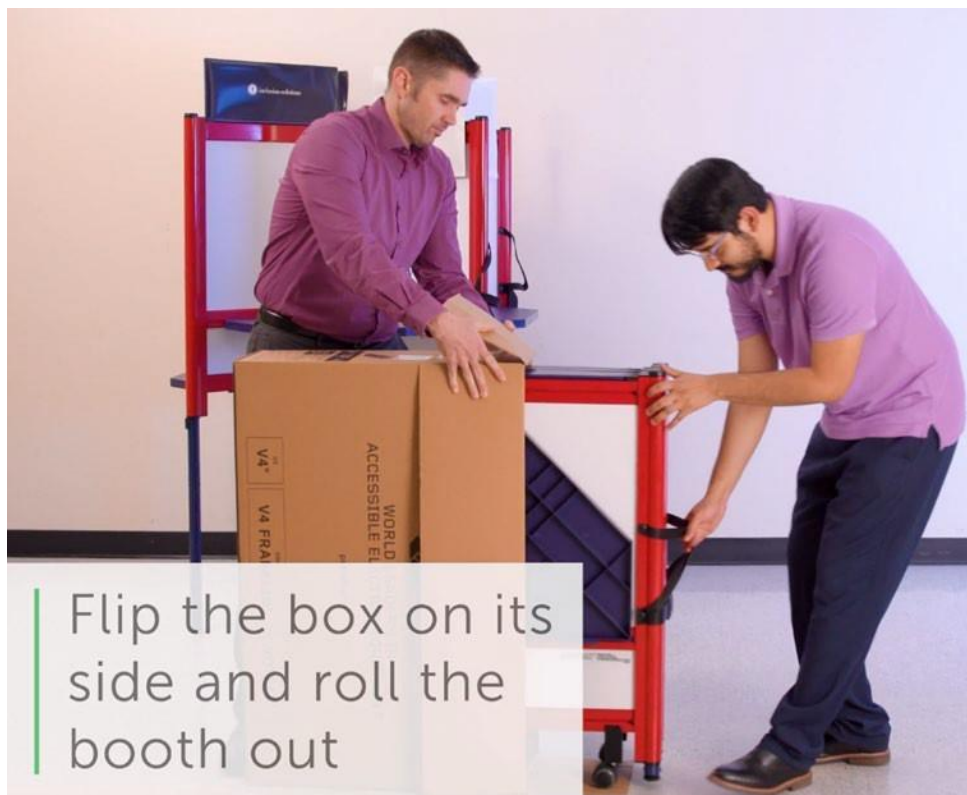
To set up the voting booth, two poll workers will need to carry the voting booth to a designated location.



Please make sure an electrical outlet is near the voting booth.

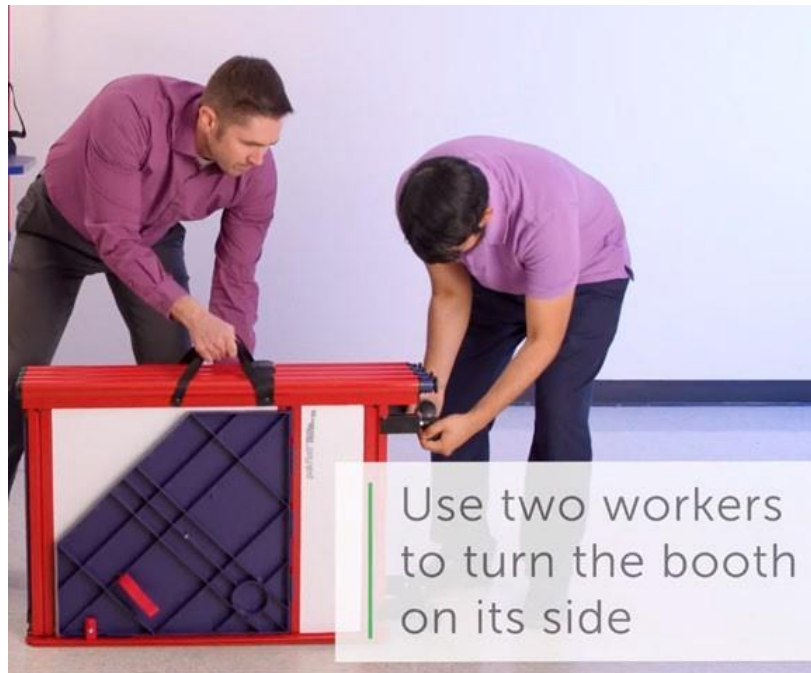


Place the box on its side and open it by undoing the Velcro. Roll the voting booth out.

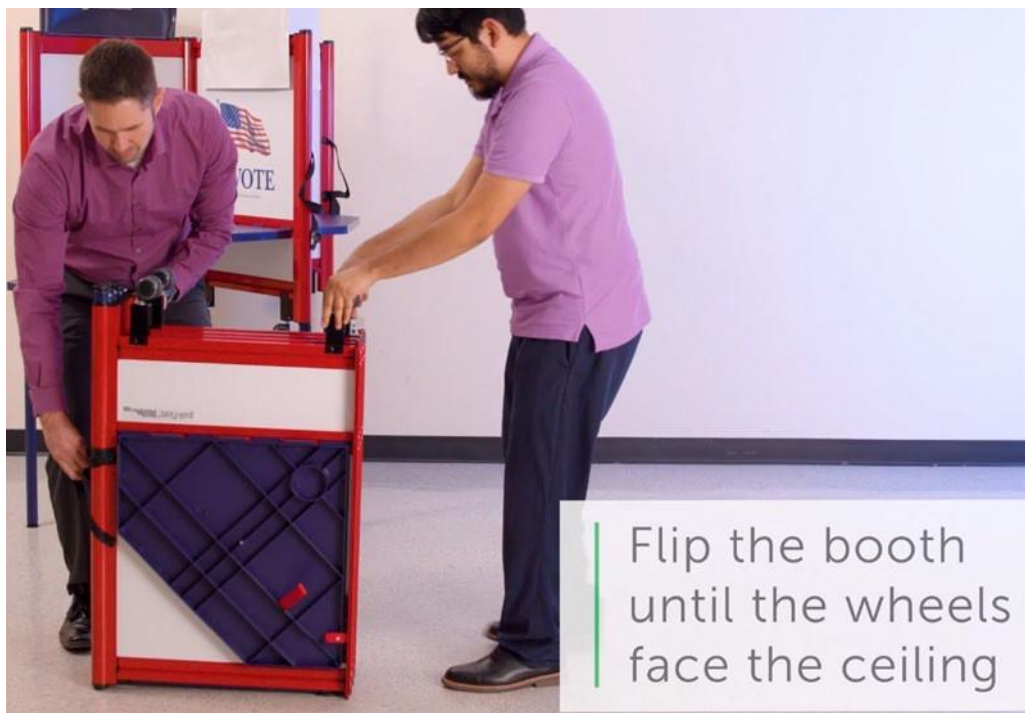




Use two workers to turn the booth on its side.



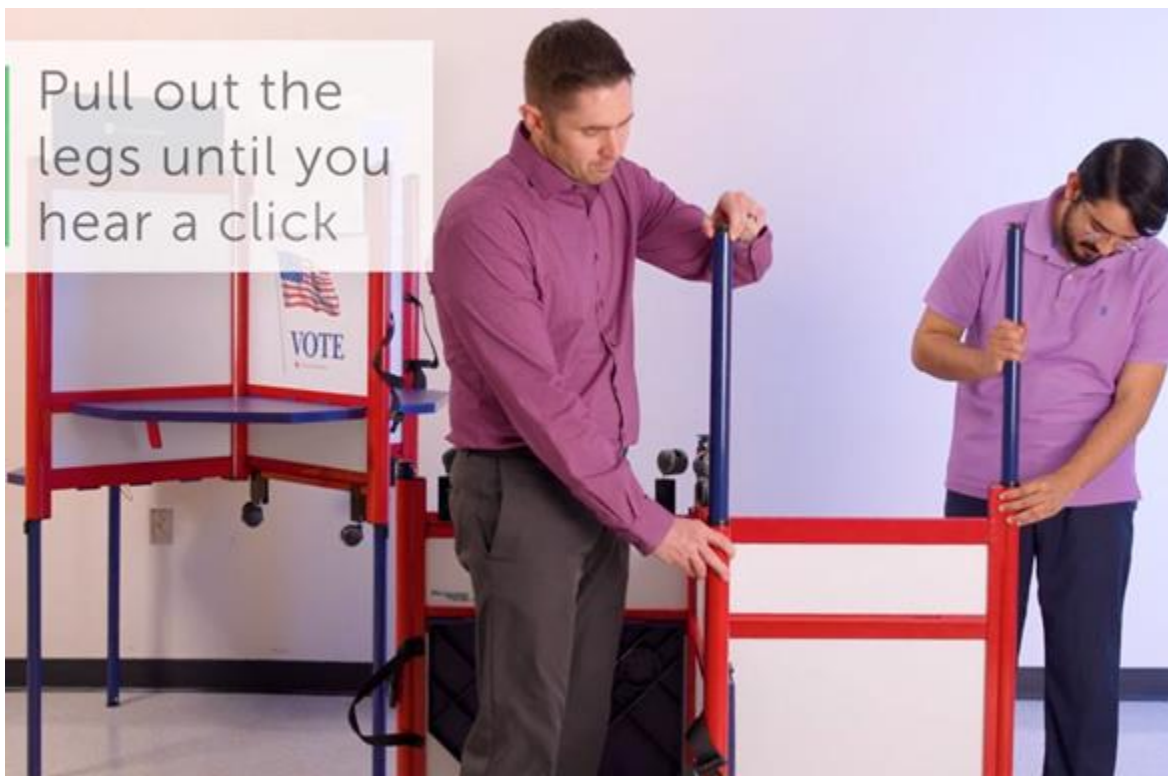
Flip the voting booth until the wheels are facing the ceiling.



Unlock the strap and spread out the four sections.

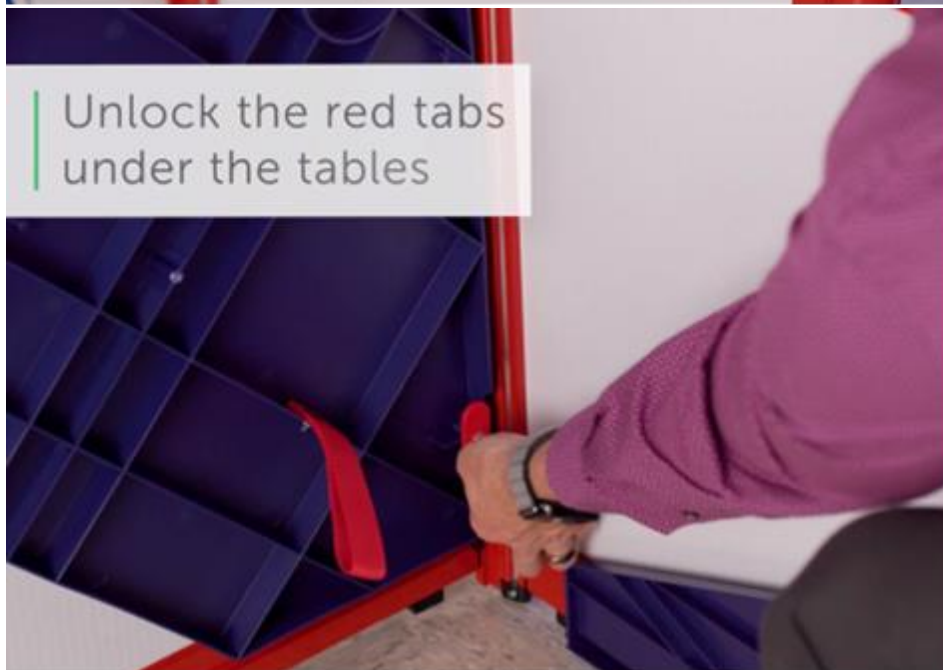
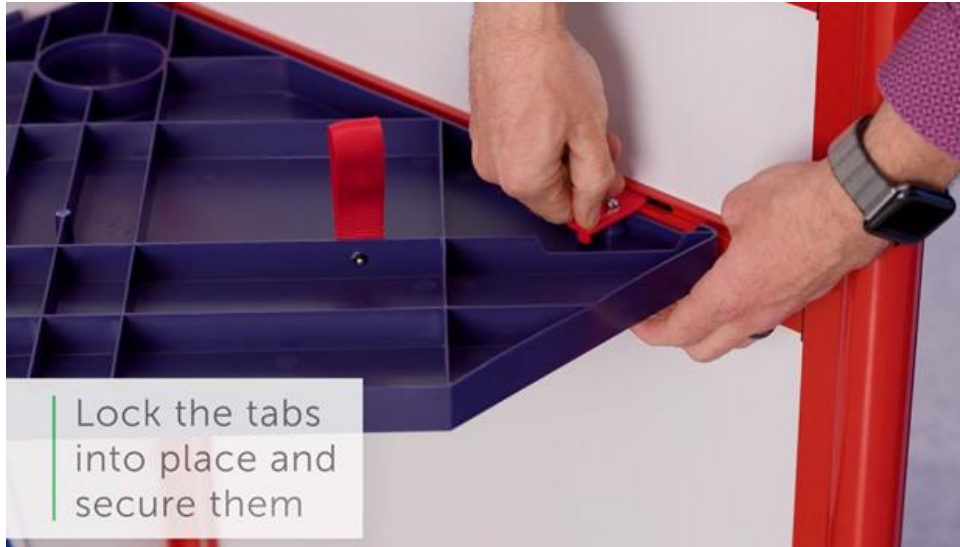


Extend the legs of the voting booth until you hear a click.

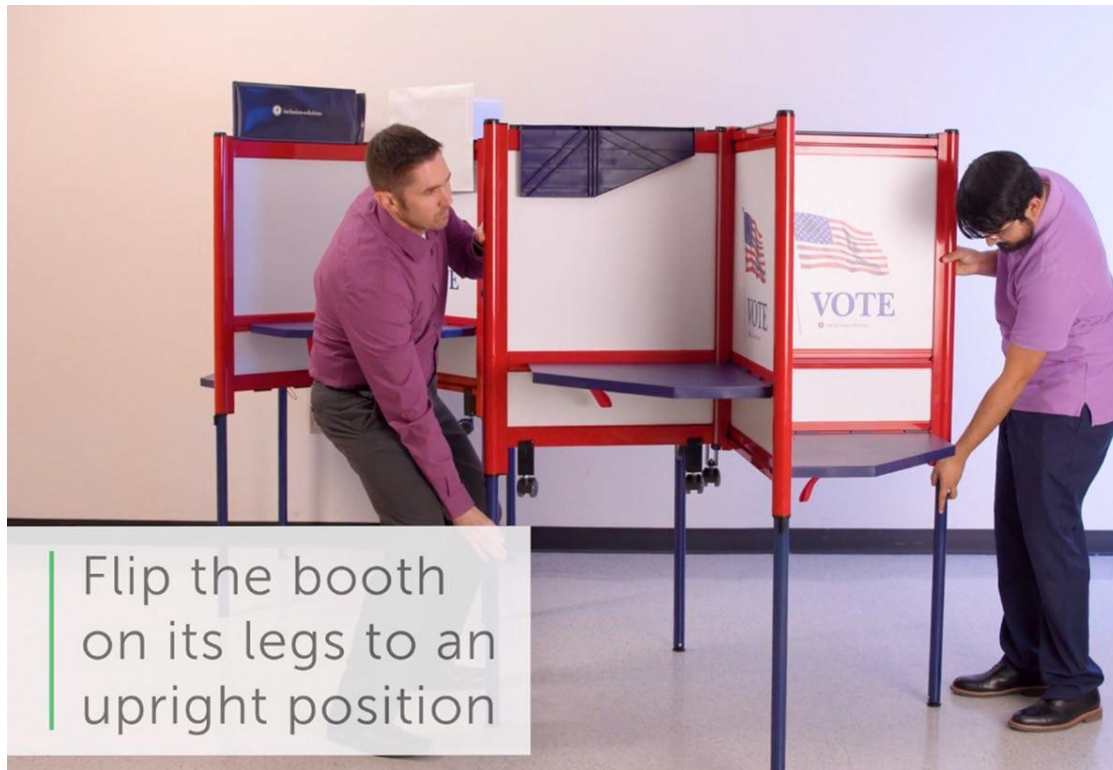


After the legs are secure, set up the tables of the voting booth by unlocking the red tabs located underneath the blue tables.

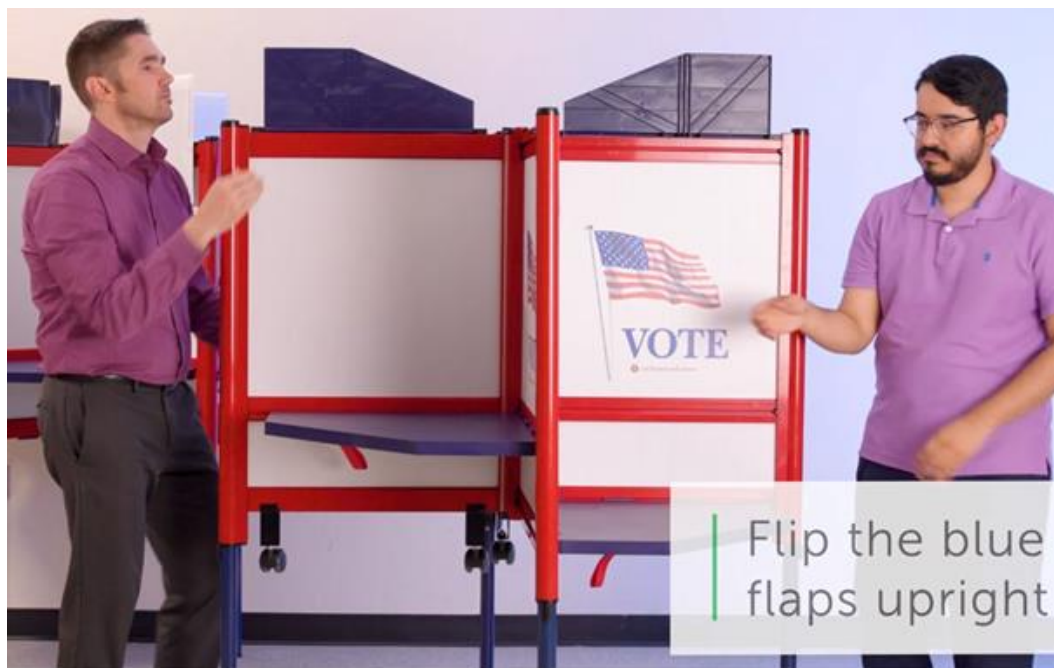
Place the blue tables in the upright position and lock the red tabs in place to secure them.



Once all the tables are secure, two poll workers will need to flip the voting booth on its legs.



Flip all the blue flaps up.





Place the flap covers over the flaps.



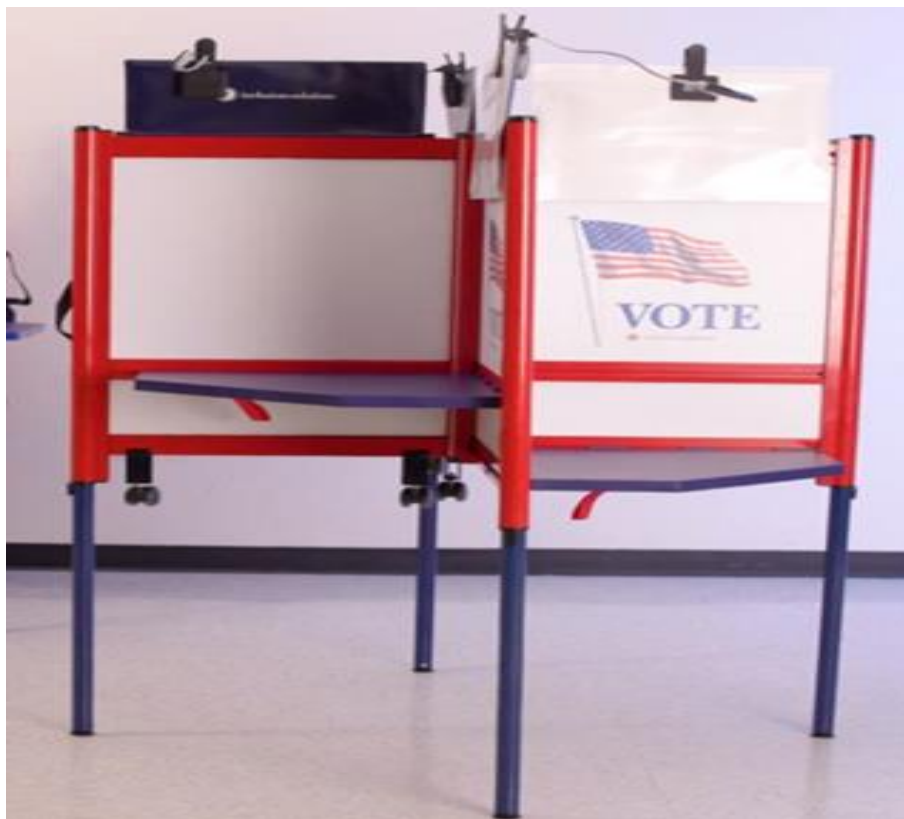
Install the voting instructions - located in the voting booth bag - on to the blue flaps.



Install all four reading lights on each booth. The reading lights have three different brightness settings. Use the power button to toggle through them.



Each four-person voting booth will have one station with a lower table that is marked with an ADA symbol. This is where you will place an ExpressVote ballot marking device.



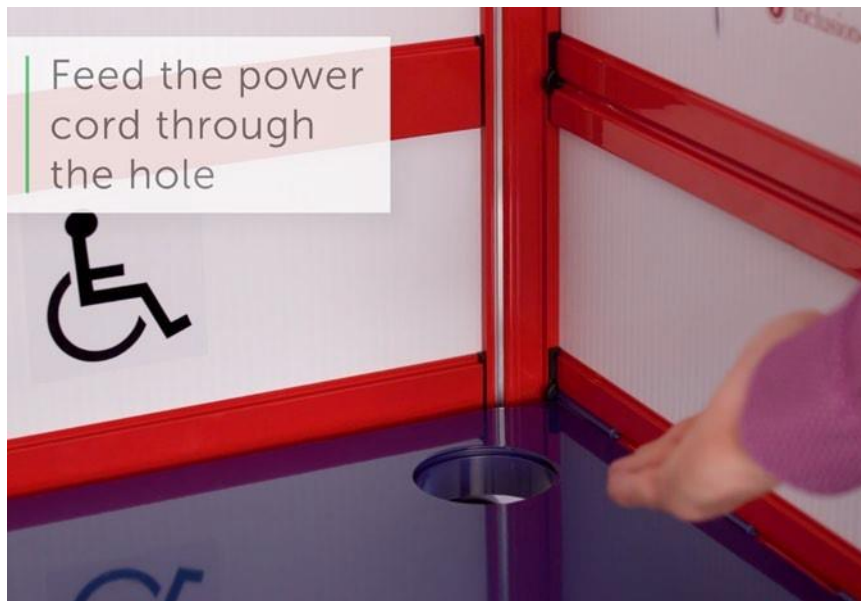
Remove the circular cap.



Place the adaptor onto the table. The ExpressVote will sit on the adaptor.



Feed the power cord through the hole. Place the plug back in to lock it in place.



This is how your voting booths will look when you are finished setting them up.



# Election Day

## Before the Polls Open on Election Day

1. Poll workers should arrive at the vote center at 5:00 AM. If your Inspector is not there, and the vote center has not been opened by 5:10, you must call the Elections Department IMMEDIATELY.
2. All poll workers must take the Oath of Officers of Election (it will be in the Inspector's Notebook). If all signs and notices were not posted on Monday night, they should be put up now.
3. The Marshal will measure the 75-foot limit from the front of the vote center.
4. **The Marshal and poll workers will set up all the large signs outside to direct voters to the correct entrance.**
5. Make sure all voting booths have pens, and the "Notice to Voters" is placed in each voting booth.
6. The Inspector will open the lock on the metal cage door and remove all items, except the Cradlepoint, BOD printers, and the boxes of blank ballot stock.
7. Poll workers will set up the three ballot boxes – the Inspector will direct you on the locations, but they should generally be set up as follows:
  - **Gray Metal Ballot Box** – This should be placed **near the exit** of the room to allow for an orderly flow of voters. A poll worker should always monitor this box to ensure voters deposit their ballots correctly. Before it is ready for the election, poll workers must open the Gray Metal Ballot Box, remove anything inside, and seal the back of the ballot box. The front door will remain open for voters to deposit their ballots.
  - **Blue Early Ballot Box** – This should be placed **near the entrance** of the polling place. Voters who are simply dropping off their early ballots do not have to check in and should be able to easily drop off their ballots. This box should also always be in sight of a poll worker. This box must be sealed on both sides using the white zip-tie seals included in the supply box.
  - **Blue Provisional/Conditional Ballot Box** – This should be placed **on or near the Special Situations Table** to make it easier for voters to deposit their provisional or conditional ballots. This ballot box must also be sealed on both sides using the white zip-tie seals included in the supply box.

Open the black cases containing the ExpressVote ballot marking devices and set them up. The ExpressVotes will be set up in one of the four-person voting booths on the adapter. If you do not have enough four-person voting booths or adaptors to accommodate this, or the layout of the vote center prohibits it, the ExpressVote can be set up on a table as well. If you set it up on a table, make sure that the privacy shield is put up as well.

1. ALL **ExpressVotes** MUST be set up and turned on before the polls open on Tuesday morning.
2. Remove enough ballot stock from the boxes to completely fill the paper tray of each BOD printer.
3. Remove the ePollbooks and thermal printers from their cases and set up just as you did before on Monday night.
4. Make sure that your thermal printer is on and connected before logging in to the ePollbook.
5. Unlike on Monday night, you will now log in to the ePollbooks. Your Inspector will have the password to log in. The Special Situations Table will have a unique password.
6. You should print test ballots again on Election Day morning to ensure everything is working correctly. When you first log in to the ePollbooks, it will print a **Zero Report** from the thermal printer.

**This report (from every ePollbook) should be retained and placed in the Unofficial Envelope at the end of night.**



## EPollbook Login

Select the blue EPB icon at the bottom of the screen. This will launch the EPB application.



The EPB application will automatically launch. Tap the green **“START”** button to begin logging in.

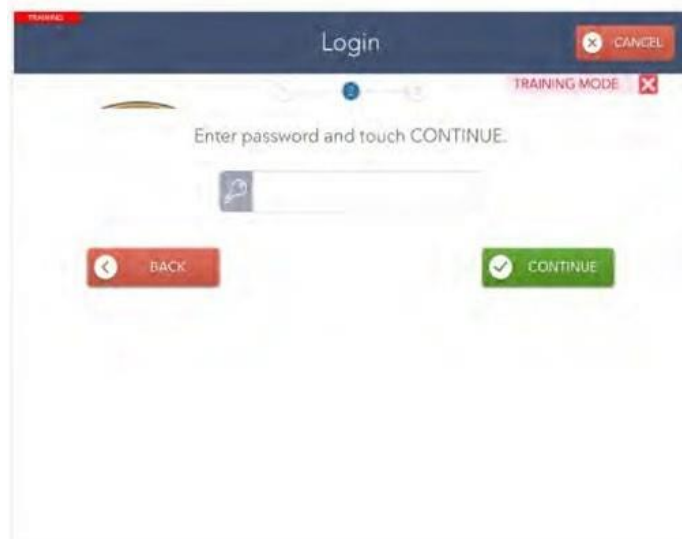


Enter your full first and last name using the pop-up keyboard and tap “**CONTINUE.**”

A screenshot of the ePollbooks application's login screen. At the top, there's a dark blue header with the word "Login" in white. To the right of the header is a red "CANCEL" button with a white 'X' icon. Below the header, a progress indicator shows three steps, with the first step (a person icon) being active. To the right of the progress indicator, it says "TRAINING MODE" in red with a red 'X' icon. The main instruction reads "Enter your name and touch CONTINUE." Below this, there are two input fields: "First Name" and "Last Name", each preceded by a person icon. A green "CONTINUE" button with a white checkmark icon is positioned below the input fields. At the bottom of the screen, a standard QWERTY pop-up keyboard is visible.

Enter your password and tap “**CONTINUE.**” You will have two passwords to log in to the ePollbooks. The regular check-in table(s) will have a different password than the Special Situations Table. Regular check-in tables will only check in regular voters (meaning not provisional or conditional) and issue a regular ballot. The Special Situations Password allows you to process and issue provisional or conditional ballots and update a voter’s new address or name change.

**The passwords will be provided in the Inspector’s Notebook.**

A screenshot of the ePollbooks application's login screen, showing the password entry step. The header is the same as the previous screen. The progress indicator now shows the second step (a key icon) as active. The instruction reads "Enter password and touch CONTINUE." Below this is a single password input field with a key icon. At the bottom, there are two buttons: a red "BACK" button with a white left arrow icon and a green "CONTINUE" button with a white checkmark icon.



After the ePollbook has been unlocked, you will be redirected to the **Launchpad** screen and will be ready to check in voters.



## Poll Worker Clock-In

All poll workers must be clocked in through the ePollbook.

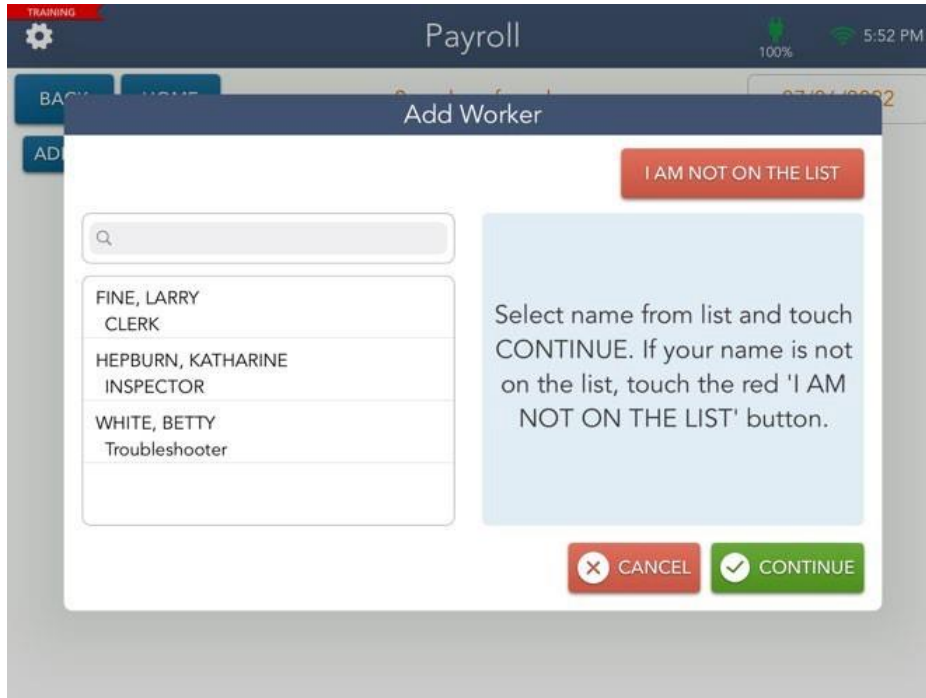
On the **Launchpad** menu, tap **“POLL WORKER PAYROLL.”**



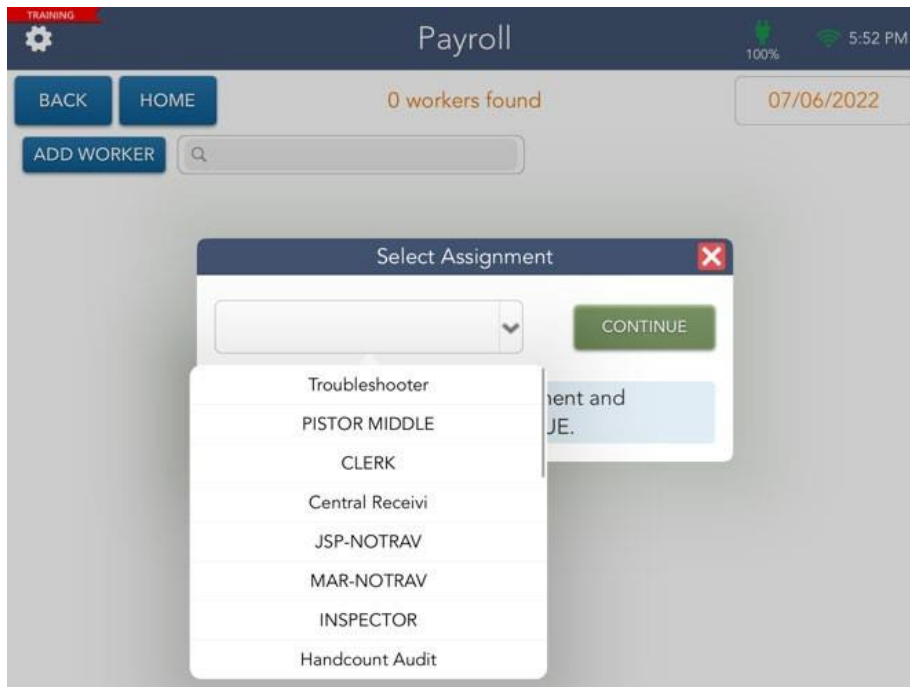
On the **Payroll** screen, tap **“ADD WORKER.”**



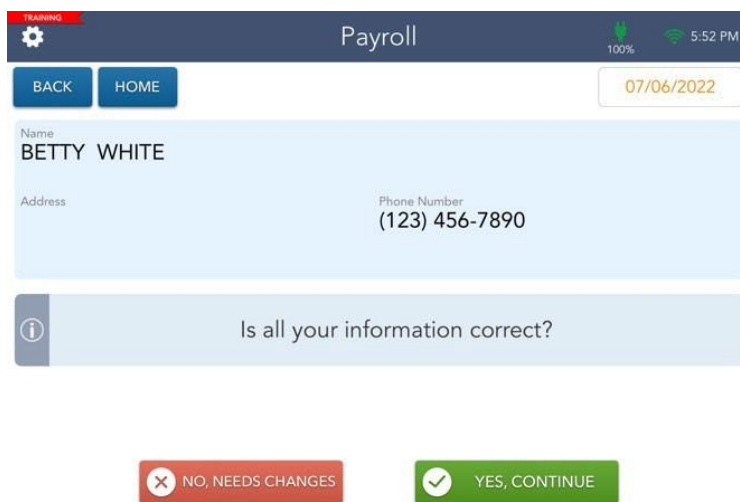
On the **Add Worker** pop-up, select your name if it is available on the list. If your name is not on the list, tap **“I AM NOT ON THE LIST.”** You will be asked for your information and assignment.



After you have tapped your name on the list, select your assignment from the **Select Assignment** dropdown.



On the **Payroll** screen, verify your information is correct on the screen. If the information is not correct, tap **“NO, NEEDS CHANGES.”** If the information is correct, tap **“YES, CONTINUE.”**



Read the oath at the bottom of the ePollbook screen, then sign your name on the line. Once you are finished, tap **“I ACCEPT.”**

TRAINING

Payroll

100%

5:53 PM

BACK

HOME

07/06/2022

Name

BETTY WHITE

X

CLEAR

✓

I ACCEPT

Please sign below

X

Betty White

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona, that I will bear true faith and allegiance to the same and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of the Election Worker according to the best of my ability, so help me God (or so I do affirm).

+

Once your clock-in is complete, you will see a green **“You have been clocked in”** message.

TRAINING

Payroll

100%

5:53 PM

BACK

HOME

1 worker found

07/06/2022

ADD WORKER

Q

WHITE, BETTY  
Troubleshooter

✓

Information Verified

07-06-2022 05:53 PM

CLOCK-OUT

✓

You have been clocked in.

If you were a late addition to the vote center, and you do not see your name, you can manually add it. If you do not sign in to the ePollbook, you may not receive credit for working and will not be paid.

**Note: All poll workers can clock in on the same ePollbook. Each poll worker does NOT need to separately log in to the ePollbook. However, you do need to make sure each person who is working checks in and signs their own name.**

**Don't forget to take the Oath!** If you have not yet done this, make sure all poll workers take the oath before the polls open. **Promptly at 6:00 AM, the Marshal will announce the opening of the polls.**

### **After the Polls Open**

The Inspector does the following:

1. Ensures that the poll workers complete their tasks according to procedures as they process the first few voters.
2. Checks on poll workers again regularly throughout the day. If the poll workers are rotated to different positions for some on-the-job training, observe them and provide guidance when necessary.

Contact the **Hotline (520) 724-8551** with any problems or issues that arise. The staff will assist with any questions about procedures or the equipment.

## Voting Procedures

Most voters will check-in as regular voters and have their ballot printed automatically. Voters whose ID information does not match what is in the ePollbook, voters whose names do not appear in the ePollbook, voters who are flagged as being ineligible to vote a regular ballot, and voters who do not have acceptable ID will be sent to the Special Situations Table. These voters will NOT be able to vote at a regular check-in station. And will be directed to the Special Situations table.

When a voter comes to the check-in table, greet the voter and ask them for their identification. For most voters, this will be their Arizona driver's license or ID card. However, not all voters will have this form of ID. The law provides for several different IDs to be provided, or combinations of IDs if one does not match. Voters may present one form of identification from List 1, or two forms of identification from list 2. Alternatively, they can present a combination of both.

For voters who provide their Arizona driver's license or identification card, the back of the license/ID card can be scanned by the ePollbook. This will automatically pull up the voter's record. Compare the name and address listed on the ePollbook with the name and address on the identification. If all matches, continue with the check-in process.

### Check-in Process:

- Voter arrives at check-in station. Poll worker asks for voter's identification and looks the voter up (either by scanning (green icon on the right) or performing a manual voter search (yellow icon in middle) if presenting ID that cannot be scanned.
- If ID does not match, follow the on-screen prompts. Voter will need to be sent to the Special Situations Table to vote a provisional ballot.
- If voter cannot provide ID, follow the on-screen prompts. Voter will need to be sent to the Special Situations Table to vote a conditional ballot.
- If ID matches voter's information, continue with the check-in process.
- Follow the ePollbook instructions and flip the screen around when it is time for the voter to confirm their information and sign. Once this occurs, follow the on-screen prompts to print the voter's ballot and ballot ID slip.

Note: The following instructions will apply to voters who elect to have a regular ballot printed from the BOD printer. For voters who elect to use the ExpressVote ballot marking device, the process is different and will be covered in its own section.

The ballot ID slip is printed from the thermal printer and contains the exact ballot style that the voter should vote. This will be indicated by the large number and color listed next to it.

Remove the ballot ID slip from the thermal printer and hand it to the voter. They will use this to confirm they receive their correct ballot.

While this may not seem necessary during a slow period, this process becomes very important during busy times at your vote center. Several check-in stations may be sending ballots to the BOD printer, and the poll worker must verify that each voter is given the correct ballot.

A poll worker, Judge or Clerk, will retrieve the ballot from the printer. A Judge will hand the ballot to the voter, as the voter gives the Judge their ballot ID slip. Both will confirm that the voter has received the correct ballot. The ballot ID slips will be gathered and put in the Unofficial Envelope at the end of the night.

Hand the voter their ballot, along with a secrecy sleeve to be used if the voter wishes and direct the voter to a voting booth. You should also inform them of the location of the Gray Metal Ballot Box and instruct them to deposit their ballot there after they have completed it.

The voter will now take their ballot (in the secrecy sleeve if they choose) and enter one of the voting booths. The voter will mark their ballot. When they are finished, they will deposit their voted ballot in the Gray Metal Ballot Box. A poll worker will give them an “I Voted” sticker and they will leave the vote center. If a voter makes a mistake on their ballot and needs a new one, they must follow the procedures for a **Spoiled Ballot**.

### **ExpressVote Option:**

Some voters may have disabilities that necessitate the use of the ExpressVote devices to mark their ballots. Any voter may use the ExpressVote if they prefer, but priority is given to voters with disabilities.



If a voter needs to use the ExpressVote, follow the regular check-in process, but when you reach the point where you select the ballot to print, select “ExpressVote” instead of “Paper Ballot.” If you select this option, the thermal printer will print the voter’s ballot ID slip, but no ballot will be printed from the BOD printer. Hand the ballot ID slip to the voter.

A poll worker will take the ExpressVote Activation Card and go with the voter to the ExpressVote machine. The poll worker or voter will insert the ExpressVote card into the slot. Select the voter’s precinct/ballot on the ExpressVote, confirming with the ballot ID slip that it is the correct ballot. Select the language. At this point the voter’s ballot will be displayed.

Once the initial process of selecting the correct precinct has been completed and the voter’s



ballot is displayed, the poll worker should leave the voter to vote their ballot. After they have made their selections, they will be prompted to print their ballot.

The Activation Card will be returned from the machine and will show the voter's selections. When they have completed the process and printed their ballot, the voter will deposit their ballot into the Gray Metal Ballot Box on their way out.

A poll worker will give the voter their "I Voted" sticker and the voter exits the vote center.

## Processing an Early Ballot Voter

**Legislature update:** S.B. 1460 amended A.R.S. 16-579 to allow a voter who had received an Early Ballot to be issued an Election Day ballot if the county uses ePollbooks.

- If the voter brings their early ballot to the voting center on Election Day, ensure the voter has completed and signed the Early Ballot Affidavit Envelope and has sealed the completed ballot in the envelope.
  - Direct the voter to place their envelope into the Blue Early Ballot Box near the Gray Metal Ballot Box.
- If the voter does not have their early ballot, they will be directed to the check-in table and will be given a regular ballot.
- If, when processing the voter, the ePollbook states that their early ballot **has been received** and the voter still wants to vote, you should direct the voter to the Special Situations Table to vote a provisional ballot.
- If the voter brings their early ballot to the voting center on Election Day, and wishes to vote a regular ballot, the voter must forfeit their early ballot. You will spoil the early ballot and place the ballot in the Spoiled Early Ballot Envelope. Once they have spoiled the early ballot, direct the voter to check in at a regular check-in station.

## Early Voter Drop Off

Many voters choose to drop off their early ballots at a vote center on Election Day. A voter who is dropping off an early ballot does NOT have to wait in line or check in to drop off their ballot.

The Blue Early Ballot Box should be placed near the entrance to the polling place to accommodate these voters and ensure a smoother process.

**Remember:** Surrendering an early ballot is NOT a prerequisite for voting a regular ballot on Election Day. There has been some confusion regarding this. The ePollbook has up-to-date information on who has turned in their early ballot. If the voter shows on the ePollbook as eligible to vote a regular ballot, they can. The voter does not have to bring in their early ballot and surrender it.

If a voter is ONLY dropping off their filled-out early ballot, inside its affidavit envelope, they only need to place it in the box... **HOWEVER:**

- If the voter has only brought their early ballot, but not the affidavit envelope, you will need to provide them an affidavit envelope (found in supply box). The voter must fill out this envelope before placing their ballot in the box.
- They CANNOT simply place an early ballot, without the affidavit envelope, in that box. Early ballots require affidavit envelopes for signature verification.
- If a voter brings in their early ballot, but does not want to vote that ballot, and instead wants to have a ballot printed:
  - The early ballot must be spoiled. A poll worker will write “Spoiled” in red letters across the ballot/affidavit envelope and then place it in the purple Spoiled Early Ballot Envelope.
  - The voter will now check in on the ePollbook.
  - Note: This voter, provided they meet all other requirements, will vote a REGULAR ballot, NOT a provisional ballot. Requesting an early ballot, but not returning it, will not force a voter to vote a provisional ballot.
- Some voters who receive an early ballot attempt to take it into the voting booth to use as a sample ballot/reference while they mark the ballot they obtained at the vote center. If this happens, explain to the voter that you can print their precinct-specific sample ballot for them through the ePollbook. If they refuse and insist on taking their early ballot with them, you MUST write “Spoiled” in red ink across their early ballot before they enter the voting booth.
- **Under no circumstances should a voter bring two “live” ballots into a voting booth.**

## Special Situations Table

Most voters on Election Day will check in at the regular check-in station, have their ballot printed, and vote without any issues. However, some voters may need to vote a provisional or conditional ballot. The ePollbooks at the regular check in stations will be unable to process these voters, and they will be sent to the Special Situations Table.

**The poll workers assigned to the Special Situations Table will need to login to the ePollbook in a similar manner as the regular ePollbook, but this one will have a unique password that the Inspector will provide you.**

At the Special Situations Table, you will have two different kinds of envelopes. **One will be marked as “Provisional” and one will be marked as “Conditional.”** These are newly designed envelopes that are available in both English and Spanish.

A voter who votes provisionally or conditionally must fill out the first section of this envelope in **red pen** at the Special Situations Table before they take it and their ballot to a voting booth. Once they have finished marking their ballot, the voter will seal it in the envelope and return to the Special Situations Table where a poll worker will fill out the second section of the envelope.

## Example of Conditional Provisional Ballot

| VOTE CENTER   | CONDITIONAL PROVISIONAL BALLOT                             |  | OFFICE USE ONLY  |
|---|--|--|--|
| Use this form ONLY when voter does not present acceptable proof of identity. Otherwise, use the Provisional Envelope.   |  |  |  |
| Si necesita este documento en español, favor de comunicarse con un trabajador electoral.  |  |  |  |
| <b>1. THIS SECTION TO BE COMPLETED BY VOTER</b>   |  |  |  |
| Last Name (Required)  |  | First Name (Required)  | Middle Name Jr./Sr./III  |
| Address where you live now – if no street address, describe residence location using mileage, cross streets, parcel #, subdivision name and lot, or landmarks. Do not use post office box or business address. Draw a map below if located in rural area. (Required)  |  |  | Apt./Unit/Space  |
| City (Required)   | Zip  | Address where you get your mail, if different from above   |  |
| Last four digits of Social Security Number  | AZ Driver License Number or AZ Nonoperating License Number | Optional Tribal Identification Number  | Alien Registration Number  |
| Birth Date (MM/DD/YYYY) (Required)  | State or Country of Birth                                  | Party Preference<br><input type="checkbox"/> Republican<br><input type="checkbox"/> Democratic<br><input type="checkbox"/> Libertarian<br><input type="checkbox"/> Other   | Telephone Number<br><br>Occupation   |
| If you were registered to vote in another location, list former address including county and state.   |  | List former name (if applicable)   | Father's name or mother's maiden name  |
| Are you willing to work at a polling place on election day? <input type="checkbox"/> Yes <input type="checkbox"/> No  | E-mail address   | If no street address or community listed, draw a map here:   |  |
| <b>Active Early Voter List – Early Ballot</b><br><input type="checkbox"/> YES, I want to automatically receive an early ballot for each election for which I am eligible.<br><input type="checkbox"/> NO, I DO NOT want to automatically receive an early ballot. I understand CHECKING THIS BOX will remove my name from the list if it was previously included.   |  |  |  |
| VOTER DECLARATION – By signing below, I swear or affirm that the above information is true, that I am a RESIDENT of Arizona, I am NOT a convicted FELON or my civil rights are restored, and I have NOT been adjudicated INCOMPETENT. I am a citizen of the United States of America and I will be 18 years of age on or before election day.   |  |  |  |
| PROVISIONAL BALLOT AFFIRMATION – I swear or affirm, under penalty of perjury that the above information is correct, that I have resided in the precinct and/or district at least 20 days before the election, that I am eligible to vote in this election, and that I have not previously voted in this election. I know that my provisional ballot will only be counted if I have voted in the correct precinct, which is based on where I currently live. I understand that voting in the wrong precinct means that my ballot will not be counted.                  |  |  |  |
| SIGNATURE OF VOTER (Required)<br>X  |  | DATE   |  |
| <b>2. THIS SECTION TO BE COMPLETED BY ELECTION BOARD WORKER</b>   |  |  |  |
| PROVISIONAL RECEIPT NUMBER<br><br>CR12345678<br>  | PRECINCT/DISTRICT  | PARTY BALLOT<br>(Primary or PPE only)  | BALLOT STRIPE (check one)<br><input type="checkbox"/> BLACK <input type="checkbox"/> BROWN <input type="checkbox"/> GOLD<br><input type="checkbox"/> ORANGE <input type="checkbox"/> PURPLE <input type="checkbox"/> RED<br><input type="checkbox"/> GRAY (Fed. Only) <input type="checkbox"/> NONE<br><input type="checkbox"/> OTHER: _____ |
| SIGNATURE OF ELECTION BOARD WORKER<br>X   |  |  |  |
| <b>REASON FOR ISSUING A CONDITIONAL PROVISIONAL BALLOT (check all that apply)</b><br><input checked="" type="checkbox"/> Voter did not present acceptable ID <input type="checkbox"/> Voter moved within county <input type="checkbox"/> Early ballot has been accepted<br><input type="checkbox"/> Voter changed name <input type="checkbox"/> Name does not appear on roster <input type="checkbox"/> ID does not match but voter has not moved<br><input type="checkbox"/> Tribal ID with only voter's name presented <input type="checkbox"/> Other reason: _____ |  |  |  |
| <b>3. THIS SECTION TO BE COMPLETED BY COUNTY RECORDER'S OFFICE</b>  |  |  |  |
| VOTER ID #:   |  | VERIFIED BY:   |  |
| <b>DETERMINATION</b><br><input type="checkbox"/> Confidential record <input type="checkbox"/> ID issue <input type="checkbox"/> Poll Worker Error<br><input type="checkbox"/> Entry error <input type="checkbox"/> Issued Early Ballot <input type="checkbox"/> Voter not registered<br><input type="checkbox"/> Delayed registration <input type="checkbox"/> Record Change <input type="checkbox"/> Other: _____<br><input type="checkbox"/> Found in trouble file <input type="checkbox"/> Not eligible party  |  | <input type="checkbox"/> Cannot confirm ID <input type="checkbox"/> Not eligible <input type="checkbox"/> Not registered<br><input type="checkbox"/> Count Fed. Only <input type="checkbox"/> Different Party <input type="checkbox"/> Wrong jurisdiction<br><input type="checkbox"/> Insufficient Address <input type="checkbox"/> Not signed <input type="checkbox"/> Other: _____<br><input type="checkbox"/> Voted Wrong PCT <input type="checkbox"/> Voted Early Ballot |  |

## **VOTER RECEIPT – DETACH AND GIVE TO VOTER**

**CR12345678**

### **INSTRUCTIONS TO VOTER**

In order for your ballot to count, you must present an acceptable form of identification to the County Recorder by 5:00 p.m. on the 5th business day following a primary, general, or special election that includes an election for a federal office, or by 5:00 p.m. on the 3rd business day following any other election.

To find out the status of your provisional ballot you may call 1-800-793-6181. You will need the receipt number printed at the top of this receipt to access the information for your ballot. The information will be available 10 calendar days after a General election or 5 business days after any other election. If you feel that a violation of the Help America Vote Act of 2002 has occurred, you may contact the Secretary of State's office at 1-877-THE-VOTE or visit the Secretary of State web page at [www.azsos.gov](http://www.azsos.gov).

## Conditional Ballots

- **Conditional ballots** are used for voters that do not provide sufficient identification.
- **Provisional ballots** are used for all other issues.
  - **Note:** If a voter would vote a provisional ballot, and also does not have identification, they should vote a **conditional ballot**. For example, a voter is not found in the ePollbook, and also does not have identification. This voter would vote a conditional ballot.
- Any voter who is unable to provide acceptable identification should be issued a conditional ballot.

### Conditional Ballot Check-In Process:



### Special Situations Table


#### Conditional Ballot Process

**Step 01**  
When a voter does not have the required ID, tap the red icon that says **"Valid ID Not Provided"** on the ePollbook.

**Step 02**  
Look up the voter. The screen will tell you that they must vote provisional (conditional). Press the button to **process provisional**.

*Click on the images on the right to enlarge.*





## Special Situations Table

### Conditional Ballot Process

#### Step 03

The screen will flip, and the **voter will sign**.

#### Step 04

Touch **"Issue Ballot."**

Click on the images on the right to enlarge.



## Special Situations Table

### Conditional Ballot Process

#### Step 05

Choose **"Paper Ballot"** or **"ExpressVote"** depending on which ballot the voter would like to vote.

#### Step 06

Tap **"Complete Check-In."**

Click on the images on the right to enlarge.



## Special Situations Table

### Conditional Ballot Process

#### Step 07

At this point, you will be asked to enter a **Provisional Tracking Number**. Enter the number shown on the **Conditional Envelope**.



#### Step 08

This number will be used by the voter to track their ballot, so it is important you enter it correctly!

**Confirm the number is correct on the ePollbook, then press continue.**



Click on the images on the right to enlarge.



## Special Situations Table

### Conditional Ballot Process

#### Step 09

If "Paper Ballot" was selected, the ballot will begin printing. **While the ballot is printing, have the voter begin filling out the top portion of the conditional envelope with their information.**



#### Step 10

The thermal printer will print out the Ballot ID slip. However, it will also print out two longer forms. These are the **Provisional Voter Tickets**. Set those tickets to the side, and hand the voter their Ballot ID slip.



Click on the images on the right to enlarge.





## Special Situations Table

### Conditional Ballot Process

#### Step 11

A poll worker will retrieve the ballot from the printer, and a Judge will hand the ballot to the voter, confirming they receive the correct ballot.



#### Step 12

Hand the ballot, conditional envelope, and secrecy sleeve to the voter and direct them to a voting booth.



## Special Situations Table

### Conditional Ballot Process

#### Step 13

Instruct the voter that when they have finished filling out the ballot, they should place it inside the envelope and seal it. They should then return with the envelope to the Special Situations Table.

#### Step 14

The voter will vote their ballot and return to the Special Situations Table. The poll worker will fill out the middle section of the envelope, and check that the voter has filled out the top portion correctly.



## Special Situations Table

### Conditional Ballot Process

#### Step 15

**Retrieve the two copies of the Provisional Voter Ticket.**

Hand a copy to the voter. Explain that the number printed on the ticket can be used to track their ballot, and information on deadlines and process to appear and confirm identification with the Recorder are on the ticket. Attach (tape) the second copy of the Provisional Voter Ticket to the back of the envelope.



#### Step 16

Return the envelope to the voter and instruct them to drop the ballot into the Provisional/Conditional Ballot Box (located at the Special Situations Table).



Click on the images on the right to enlarge.



## Special Situations Table

### Conditional Ballot Process

#### Step 17

The voter will drop their envelope into the Provisional/Conditional Ballot Box. A poll worker will give the voter an "I Voted" sticker, and the voter can now leave the vote center.

**Note**

Make sure to inform the voter that they **MUST** appear in person at the Recorder's office to confirm their identification to have their ballot counted. They should contact the Recorder if they have any questions. Recorder phone number is indicated on ticket.



**Make sure to inform the voter that they **MUST** appear in person at the Recorder's Office to confirm their identification to have their ballot counted. They should contact the Recorder**

(phone number is on the ticket) if they have any questions.

**Provide the conditional voter with the document containing information on locations to present their ID.**

**Locations Receiving Identification for  
Conditional Provisional Ballots for 2022 Primary Election (August 2, 2022)**

Lugares que reciben pruebas de identificación para las balotas provisionales condicionales en la elección de 2 de agosto de 2022.

You have until 5:00 pm on Tuesday, August 9, 2022, to present your ID at one of the following locations:  
Tiene hasta las 5 de la tarde el viernes de 9 de agosto de 2022 para presentar su identificación en uno de los lugares indicados a continuación:

| NAME/Nombre<br>ADDRESS/Domicilio   | HOURS/Horas                        |                                |                               |                             |                               |
|--|------------------------------------|--------------------------------|-------------------------------|-----------------------------|-------------------------------|
|  | Wednesday<br>Miércoles<br>8/3/2022 | Thursday<br>Jueves<br>8/4/2022 | Friday<br>Viernes<br>8/5/2022 | Monday<br>Lunes<br>8/8/2022 | Tuesday<br>Martes<br>8/9/2022 |
| Pima County Recorder Main Office<br>240 N. Stone Ave., 1 <sup>st</sup> Floor | 8 am – 5 pm                        | 8 am – 5 pm                    | 8 am – 5 pm                   | 8 am – 5 pm                 | 8 am – 5 pm                   |
| Pima County Recorder Eastside<br>6920 E. Broadway Blvd., Ste. D              | 8 am – 5 pm                        | 8 am – 5 pm                    | 8 am – 5 pm                   | 8 am – 5 pm                 | 8 am – 5 pm                   |
| Pima County Recorder's Office Annex<br>6550 S. Country Club Rd.              | 8 am – 5 pm                        | 8 am – 5 pm                    | 8 am – 5 pm                   | 8 am – 5 pm                 | 8 am – 5 pm                   |
| Tohono O'odham Nation<br>Tribal Election Office                              | 8 am – 5 pm                        | 8 am – 5 pm                    | 8 am – 5 pm                   | 8 am – 5 pm                 | 8 am – 5 pm                   |
| Caviglia-Arivaca Branch Library<br>17050 W. Arivaca Rd.                      | 9 am – 5 pm                        | 9 am – 5 pm                    | 9 am – 5 pm                   | 9 am – 5 pm                 | 9 am – 5 pm                   |


## Provisional Ballot

|              |                           |                 |
|--------------|---------------------------|-----------------|
| VOTE CENTER# | <b>PROVISIONAL BALLOT</b> | OFFICE USE ONLY |
|              |                           |                 |

### 1. THIS SECTION TO BE COMPLETED BY VOTER

|   |  |   |                  |  |                 |
|---|--|---|------------------|--|-----------------|
| Last Name (Required)  |  | First Name (Required)   |                  | Middle Name  | Jr./Sr./III     |
| Address <u>where you live now</u> – if no street address, describe residence location using mileage, cross streets, parcel #, subdivision name and lot, or landmarks. Do not use post office box or business address. Draw a map below if located in rural area. (Required)   |  |   |                  |  | Apt./Unit/Space |
| City (Required)   | Zip  | Address <u>where you get your mail</u> , if different from above  |                  |  |                 |
| Last four digits of Social Security Number  | AZ Driver License Number or AZ Nonoperating License Number | Optional Tribal Identification Number   |                  | Alien Registration Number                                  |                 |
| Birth Date (MM/DD/YYYY) (Required)  | State or Country of Birth                                  | Party Preference<br><input type="checkbox"/> Republican<br><input type="checkbox"/> Democratic<br><input type="checkbox"/> Libertarian<br><input type="checkbox"/> Other  | Telephone Number | Occupation   |                 |
| If you were registered to vote in another location, list former address including county and state.   |  | List former name (if applicable)  |                  | Father's name or mother's maiden name                      |                 |
| Are you willing to work at a polling place on election day? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  | E-mail address  |                  | If no street address or community listed, draw a map here: |                 |
| <b>Active Early Voter List – Early Ballot</b><br><input type="checkbox"/> YES, I want to automatically receive an early ballot for each election for which I am eligible.<br><input type="checkbox"/> NO, I DO NOT want to automatically receive an early ballot. I understand CHECKING THIS BOX will remove my name from the list if it was previously included.   |  | <div style="text-align: center;">N</div> <div style="display: flex; justify-content: space-between; margin-top: 100px;"> <span>W</span> <span>E</span> </div> <div style="text-align: center; margin-top: 100px;">S</div> |                  |  |                 |
| VOTER DECLARATION – By signing below, I swear or affirm that the above information is true, that I am a RESIDENT of Arizona, I am NOT a convicted FELON or my civil rights are restored, and I have NOT been adjudicated INCOMPETENT. I am a citizen of the United States of America and I will be 18 years of age on or before election day.<br>PROVISIONAL BALLOT AFFIRMATION – I swear or affirm, under penalty of perjury that the above information is correct, that I have resided in the precinct and/or district at least 29 days before the election, that I am eligible to vote in this election, and that I have not previously voted in this election. I know that my provisional ballot will only be counted if I have voted in the correct precinct, which is based on where I currently live. I understand that voting in the wrong precinct means that my ballot will not be counted. |  |   |                  |  |                 |
| SIGNATURE OF VOTER (Required)   |  |   |                  |  |                 |
| X   |  |   |                  |  |                 |

### 2. THIS SECTION TO BE COMPLETED BY ELECTION BOARD WORKER

|   |                   |                                       |   |
|---|-------------------|---------------------------------------|---|
| PROVISIONAL RECEIPT NUMBER<br><br>PR12345678<br>   | PRECINCT/DISTRICT | PARTY BALLOT<br>(Primary or PPE only) | BALLOT STRIPE (check one)<br><input type="checkbox"/> BLACK <input type="checkbox"/> BROWN <input type="checkbox"/> GOLD<br><input type="checkbox"/> ORANGE <input type="checkbox"/> PURPLE <input type="checkbox"/> RED<br><input type="checkbox"/> GRAY (Fed Only) <input type="checkbox"/> NONE<br><input type="checkbox"/> OTHER: _____ |
| SIGNATURE OF ELECTION BOARD WORKER<br>X   |                   |                                       |   |
| <b>REASON FOR ISSUING A PROVISIONAL BALLOT (check all that apply)</b><br><input type="checkbox"/> Voter moved within county <input type="checkbox"/> Early ballot has been accepted <input type="checkbox"/> ID does not match but voter has not moved<br><input type="checkbox"/> Voter changed name <input type="checkbox"/> Name does not appear on roster <input type="checkbox"/> Tribal ID with only voter's name presented<br><input type="checkbox"/> Other reason: _____ |                   |                                       |   |

### 3. THIS SECTION TO BE COMPLETED BY COUNTY RECORDER'S OFFICE

|   |  |  |  |   |   |  |
|---|--|--|--|---|---|--|
| VOTER ID #:   | VERIFIED BY:   |  |  |   |   |  |
| <b>DETERMINATION</b><br><input type="checkbox"/> Confidential record<br><input type="checkbox"/> Entry error<br><input type="checkbox"/> Delayed registration<br><input type="checkbox"/> Found in trouble file | <input type="checkbox"/> ID issue<br><input type="checkbox"/> Issued Early Ballot<br><input type="checkbox"/> Record Change<br><input type="checkbox"/> Not eligible party | <input type="checkbox"/> Poll Worker Error<br><input type="checkbox"/> Voter not registered<br><input type="checkbox"/> Other: _____ | <input type="checkbox"/> Cannot confirm ID<br><input type="checkbox"/> Count Fed Only<br><input type="checkbox"/> Insufficient Address<br><input type="checkbox"/> Voted Wrong PCT | <input type="checkbox"/> Not eligible<br><input type="checkbox"/> Different Party<br><input type="checkbox"/> Not signed<br><input type="checkbox"/> Voted Early Ballot | <input type="checkbox"/> Not registered<br><input type="checkbox"/> Wrong jurisdiction<br><input type="checkbox"/> Other: _____ |  |

A template for a voter receipt. It features a large rectangular area with a dashed line at the top and a solid line at the bottom. The top section contains the title "VOTER RECEIPT – DETACH AND GIVE TO VOTER" in bold, followed by a receipt number "PR12345678" in pink. Below this is a section titled "INSTRUCTIONS TO VOTER" which contains a paragraph of text. The bottom section is a large empty area for a signature or stamp. The entire form is framed by a thin black border with small circular icons at the corners.

**VOTER RECEIPT – DETACH AND GIVE TO VOTER**

PR12345678

INSTRUCTIONS TO VOTER

To find out the status of your provisional ballot you may call 1-800-793-6181. You will need the receipt number printed at the top of this receipt to access the information for your ballot. The information will be available 10 calendar days after a General election or 5 business days after any other election. If you feel that a violation of the Help America Vote Act of 2002 has occurred, you may contact the Secretary of State's office at 1-877-THE-VOTE or visit the Secretary of State web page at [www.azsos.gov](http://www.azsos.gov).

Printed provisional ballot receipt

8/14/23 10:55 AM

- Most voters who go to the Special Situations Table will be voting a provisional ballot.



The reasons they may have to vote a provisional ballot include: they are marked as having already turned in an early ballot or having already voted on election day, their name and/or address in the ePollbook does not match their ID.

### Provisional Ballot Check-In Process:


## Special Situations Table


### Provisional Ballot Process

**Step 01**  
A voter who must vote provisionally will be flagged as such in the ePollbook. If a voter is **"Not Found,"** enter the voter's information on the ePollbook, making sure you enter their correct address (this will ensure they get the correct ballot).

**Step 02**  
The voter will confirm their information. Once entered, the ePollbook will tell you they must vote provisionally. Tap **"Process Provisional."**

*Click on the image on the right to enlarge.*






## Special Situations Table


### Provisional Ballot Process


**Step 03**  
If a voter's name and/or address do not match, tap **"Update Voter Info"** on the ePollbook.

**Step 04**  
Tap **"Edit"** next to their name or address and make the changes. The voter will confirm the changes. Once this is done, the ePollbook will tell you they must vote provisionally. Tap **"Process Provisional."**

*Click on the images on the right to enlarge.*







## Special Situations Table

### Provisional Ballot Process

#### Step 05

Once you tap "Process Provisional" the screen will flip to allow the **voter to sign**. The voter will sign, and you will then tap "**Issue Ballot**."



#### Step 06

Choose "Paper Ballot" or "ExpressVote" depending on the voter's preference and tap "**Complete Check In**."



Click on the images on the right to enlarge.



## Special Situations Table

### Provisional Ballot Process

#### Step 07

At this point, you will be asked to enter a **Provisional Tracking Number**. Enter the number shown on the **Provisional Envelope**. This number will be used by the voter to track their ballot, so it is important you enter it correctly!



#### Step 08

Confirm the number is correct on the ePollbook, then press continue.



Click on the images on the right to enlarge.



## Special Situations Table

### Provisional Ballot Process

#### Step 09

If "Paper Ballot" was selected, the ballot will begin printing.

**While the ballot is printing, have the voter begin filling out the top portion of the provisional envelope with their information. It is VERY important that the voter fills out all the information, especially the sections marked "Required."** This form is used by the Recorder to register people to vote or make changes to their registration.



#### Step 10

The thermal printer will print out the Ballot ID slip, just like a regular voter. However, it will also print out two longer forms. These are the **Provisional Voter Tickets**. Set those tickets to the side, and hand the voter their Ballot ID slip (just like for a regular voter).



Click on the images on the right to enlarge.



## Special Situations Table

### Provisional Ballot Process

#### Step 11

A poll worker will retrieve the ballot from the printer, and a Judge will hand the ballot to the voter, confirming they receive the correct ballot.



#### Step 12

Hand the ballot, provisional envelope, and secrecy sleeve to the voter and direct them to a voting booth.

Instruct the voter that when they have finished filling out the ballot, they should place it inside the envelope and seal it. They should then return with the envelope to the Special Situations Table.





## Special Situations Table

### Provisional Ballot Process

#### Step 13

The voter will vote their ballot and return to the Special Situations Table. The poll worker will fill out the middle section of the envelope, and check that the voter has filled out the top portion correctly.



#### Step 14

**Retrieve the two copies of the Provisional Voter Ticket.** Hand a copy to the voter. Explain that the number printed on the ticket can be used to track their ballot, and that the Recorder's information is printed if they have any questions. Attach (tape) the second copy of the Provisional Voter Ticket to the back of the envelope.



*Click on the images on the right to enlarge.*



## Special Situations Table

### Provisional Ballot Process

#### Step 15

Return the envelope to the voter and instruct them to drop the ballot into the Provisional/Conditional Ballot Box (located at the Special Situations Table).



#### Step 16

The voter will drop their envelope into the Provisional/Conditional Ballot Box. A poll worker will give the voter an "I Voted" sticker, and the voter can now leave the vote center.



*Click on the images on the right to enlarge.*



## Special Situations: Manual Provisional

You may encounter a situation where you must manually print a different ballot for a voter than the one they have been assigned. In this case you must process the voter through the “**Manual Provisional**” function, and the voter would vote a provisional ballot.

The most likely scenario for this to occur is during a primary election. During a primary, a voter who is affiliated with a recognized political party that has a primary ballot must vote that party’s ballot. For example, a registered Republican must vote a Republican ballot. Voters not affiliated with a recognized political party may choose which party’s primary ballot to vote.

*For example, a voter appears as a registered Democrat, the ballot that will automatically print for them would be the Democratic ballot. If they insist they are a Republican or otherwise demand to vote the Republican ballot, you must check in this voter as a “Manual Provisional.”*

**If a voter ever has questions about their registration or believes they are registered incorrectly, they need to contact the Recorder’s Office.**

### Manual Provisional Process

### Special Situations Table

#### Manual Provisional Process



#### Step 01

Scan the voter’s ID or manually enter their information. When the voter’s record appears, and if their ID matches, tap “Yes, Continue.” The screen will say “Voter is eligible to vote.”

#### Step 02

Here you would typically tap “Get Voter Signature” and continue with the check in process. **Do NOT do that now.** Tap “More Options” (Yellow) at the bottom.

Click on the images on the right to enlarge.



## Special Situations Table

### Manual Provisional Process

#### Step 03

Choose "Manual Provisional." Select a reason (for example, "Party Not Eligible") and tap Continue. Search for the voter's precinct/ballot style in the box to manually generate the ballot they wish to vote.

#### Note

If the voter already checked in, received their ballot, and then claimed it was the wrong ballot, you must **spoil** that ballot electronically and physically before beginning the new process. See **slide 4.1** on spoil ballot process.

Click on the images on the right to enlarge.



## Special Situations Table

### Manual Provisional Process

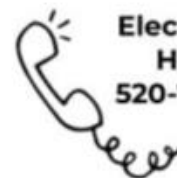
#### Step 04

Once you have selected the correct precinct/ballot style, tap Continue. Tap "Process Provisional" and continue with the regular provisional check-in process.

#### Note

If you have any questions during this procedure or at any other time, always remember the Inspector can call the Election Hotline, and Elections Staff can walk you through the process.

Click on the images on the right to enlarge.



**Election Day  
Hotline  
520-724-8551**

## Spoiled Ballot Procedure

Voters who make a mistake when filling out their ballot can request a new ballot. They can only receive a total of **three** ballots per election. This limit does not apply if the issue is not the voter's fault (printer is jammed, ink smeared, etc.).

Note: Spoiling a ballot printed at the vote center is different from the spoiled early ballot mentioned earlier. Spoiled early ballots are marked "Spoiled" and placed in their designated envelope. They are kept separate from regular spoiled ballots, the subject of this section.

If a voter makes a mistake when filling out their ballot, they can "spoil" their ballot. This process must be completed both physically **and** in the ePollbook.

### If a voter needs to spoil their ballot:

- The voter will return to the check-in station with the spoiled ballot.
- The poll worker will look up the voter's check-in in the ePollbook.
- Once you tap "Spoil" select the reason, and whether you are issuing a replacement ballot or not.
- Confirm the selection and the voter will sign.
- If issuing a replacement, tap "Issue Ballot" and the voter's new ballot and ballot ID slip will print.
- You must also spoil the ballot physically. In RED ink, write "SPOILED" across the ballot as large as possible. Once finished, place the spoiled ballot into the Official Returns Envelope.
- If a replacement was issued, the voter is given the new ballot and secrecy sleeve in the same manner as before and directed to a voting booth.
- The voter will fill out their new ballot and deposit it in either the Gray Metal Ballot Box (regular voter) or the Blue Provisional/Conditional Ballot Box (provisional or conditional voter).
- They will complete the process just as they would have before.
- You **MUST** keep track of all spoiled ballots in the Official Returns Envelope.
- At the end of the night, you must account for all spoiled ballots, and this number should match the number of spoiled check-ins on the ePollbook.

**Remember:** This is NOT the same as spoiled early ballots. Voters who surrender and "spoil" their early ballot are different. Their spoiled ballots are simply placed into the Spoiled Early Ballot Envelope.



## Spoiling a Ballot from the Menu

Tap the **Menu** icon (3 lines) in the top right corner of the check-in screen, then tap **“SPOIL BALLOT.”**



Input the voter's date of birth and last name, then tap **“SEARCH.”**

A screenshot of the "Spoil Ballot" screen. The top header shows "Spoil Ballot" and "69% 4:16 PM". There are "BACK" and "HOME" buttons. Below them, it says "1 check-in found". There are two input fields: "Birth Year/Last Name" and "Voter ID". The "Birth Year/Last Name" field is split into "Birth Year" (1902) and "Last Name" (FINE). There are three buttons: "SEARCH" (green), "SPOIL" (green), and "CLEAR" (red). Below the input fields, there is a table with voter information:

|                            |                       |                             |
|----------------------------|-----------------------|-----------------------------|
| FINE, LARRY                | 8450 E MUMMY VIEW DR, | 05-11-2022 04:14:21 PM      |
| Birth Year: 1902           | AJO, 86315            | TENEX TRAINING              |
| State Voter ID: 1400125188 | Precinct: 014-0       | (Paper Ballot) 014-GRAY/SAL |

*Larry Fine*



Tap the voter's name, and then the ePollbook will ask for the reason you are spoiling the ballot. Select either **"Voter Requested"** or **"Administrative Issues"** and confirm whether or not you are issuing a replacement ballot before tapping **"CONTINUE."**

The screenshot shows the 'Spoil Ballot' interface. At the top, there's a header with 'TRAINING', a settings icon, a chat icon, the title 'Spoil Ballot', a battery level of 67%, and a time of 4:16 PM. Below the header are 'BACK' and 'HOME' buttons. A status message says '1 check-in found'. The main area has fields for 'Birth Year/Last Name' and 'Voter ID'. The 'Birth Year' is set to '1902' and the 'Last Name' is 'FINE'. Below these, a card displays 'FINE, LARRY' with 'Birth Year: 1902' and 'State V: 14001'. To the right, there are 'SPOIL' and 'CLEAR' buttons. A modal dialog titled 'Spoil Ballot' is centered on the screen. It asks 'Reason for spoil?' with two options: 'Voter Requested' (checked) and 'Administrative Issues' (unchecked). It then asks 'Are you issuing a replacement ballot?' with 'Yes' (checked) and 'No' (unchecked). At the bottom of the dialog are 'CANCEL' and 'CONTINUE' buttons. At the bottom of the screen, there is a signature 'Larry Fine'.

The ePollbook will ask you one more time if you are sure you want to spoil the ballot for this voter, and you will tap **"YES."**

This screenshot shows the same 'Spoil Ballot' interface as the previous one. The modal dialog is now asking 'Are you sure you want to spoil the ballot for LARRY FINE?'. It has two buttons at the bottom: 'NO' (with a red 'X' icon) and 'YES' (with a green checkmark icon). The background shows the same voter information and signature 'Larry Fine'.

Follow the procedures for checking in a voter (i.e. checking their ID against the information in the ePollbook, having the voter sign the ePollbook, printing out their ballot and ballot ID slip).

Training

Issue Ballot

67%

4:17 PM

BACK

HOME

SPOIL & REISSUED

Name

LARRY FINE

Birth Year

1902

Voter ID

1400125188

Address

8450 E MUMMY VIEW DR,  
AJO, 86315

Precinct

014-0

Status

A

Select ballot type

Paper Ballot

ExpressVote

Ballot Style

014-GRAY/SAL

ⓘ

Paper selected. Voter's ballot will be printed.  
Retrieve ballot from printer and touch  
COMPLETE CHECK-IN to proceed.

★

COMPLETE CHECK-IN



## **Curbside Voting, Assistance, Sample Ballots, Secured Registrant/Protected Voters**

This section will address some other issues you may encounter on Election Day, such as:

- Protected Voters
- Voters who need assistance
- Curbside Voting

### **Protected Voters/Secured Registrants:**

- A secured registrant has their address protected from the public but is an eligible voter. However, they must vote a provisional ballot on Election Day.
- Direct the voter to the Special Situations Table and tell them to inform the poll worker at Special Situations that they are a secure voter.
- Ask the voter to complete the provisional ballot envelope before checking them in on the ePollbook.
- Ask the voter for identification and process the voter in the ePollbook.
- Have the voter complete the top part of the provisional envelope and issue a ballot ID slip to the voter.
- Write “Protected” at the top of the envelope.
- Complete and issue the ballot ID slip to the voter.
- The poll worker at the Special Situations Table receives the ballot ID slip from the voter.
- Check the ballot against the ballot ID slip
- Issue the ballot to the voter along with a secrecy sleeve (voter’s option)
- The voter brings the sealed envelope back to the table after voting.
- Complete the middle portion of the Provisional Envelope.
- Remove the flap from the Provisional Ballot Envelope and hand it to the voter, along with the provisional ticket printed from the thermal printer.
- If the Clerk I responsible for depositing ballots in the Blue Provisional/Conditional Ballot Box, they must do so in front of the voter, or the voter can do it themselves (A.R.S. § 16-584(E)).

If you believe you have a special circumstance or problem, the Inspector should call the Elections Hotline (520) 724-8551.

### **Assisting Voters**

A voter may request assistance in filling out their ballot from a poll worker. Poll workers are allowed to assist voters if requested, but you must do the following:

- Two poll workers from different parties must assist the voter. It must be two of you, and you must be of different parties.

- Do NOT attempt to influence a voter's decision when filling out the ballot. You cannot explain any proposition, or discuss any candidate, or in any way say or do something that could be interpreted as attempting to influence their choice.
- You may read the names and political parties of the candidates and ask the voter who they would like to choose, but you may not take any action to influence their vote.

Some things to remember when assisting voters:

- Be considerate and patient-voters with disabilities may take a little longer to vote.
- To the greatest extent possible, speak directly to the voter, not to anyone who may be assisting them.
- Speak calmly, slowly, and directly. If necessary, use alternate means of communication (such as writing a note).
- Always ask permission before pushing someone in a wheelchair.
- Be vocal in announcing your presence and anything you are doing if the voter is visually impaired.
- Service animals are allowed at vote centers. Do not talk to or pet these animals.

### **Curbside Voting:**

- Curbside voting is available for voters who are unable or unwilling to enter the vote center.
- For some vote centers with difficult to access locations, you will have a call box that must be set up outside.
- If a voter cannot come inside, they will use that to alert the poll workers that they are outside

### **If you have someone who is voting curbside:**

- Two poll workers (of opposite parties) will take the ePollbook outside to the voter. The voter will present their ID and complete the check in process.
- The two poll workers will now retrieve the voter's ballot and ballot ID slip and bring the ballot and secrecy sleeve to the voter.
- When the voter has filled out their ballot, the poll workers will bring the ballot back inside and deposit it in the Gray Metal Ballot Box in the Inspector's presence.

## Sample Ballots

Unlike precinct-based voting, vote centers make it possible for every voter in the county to vote at any voting location. There may be hundreds, or even thousands, of possible ballot styles. This makes posting sample ballots for every type of ballot style at the vote center impractical.

Instead, if a voter would like a sample ballot, a poll worker can print one from the ePollbook. You will follow a similar procedure to the one used when printing a test ballot on Monday night or Tuesday morning, with a few exceptions. If a voter requests a sample ballot:

- First, you need to identify the voter's precinct and ballot style. Scan the voter's ID or manually look up the voter. On the first screen you will see the voter's precinct and ballot style. Write this down, but do not go any further with the check-in process.
- Tap the settings icon in the top left of the screen.
- Under "Air Ballot Printer" tap "Test Printer"
- Instead of selecting a size (11", 19", etc.) as you did for the test ballots, now search for the voter's precinct in the search box (example, 103).
- Find the voter's ballot style based on their precinct and color
- Tap the correct ballot - **do NOT** tap anything in the paper size options at the top
- Tap "Print"
- The voter's ballot, with "Sample" marked on it, will print.

## Reminders

- Unlike poll workers or observers, voters and those assisting voters **MAY** wear political attire.
- **NO ONE** should be turned away from voting. If not found in the ePollbook, a voter should vote a provisional ballot.
- If there are any issues with the equipment, or you encounter any problems during the day, call the Hotline.
- Remember: there are now **TWO** blue ballot boxes, one for early ballots and one for provisional/conditional ballots. Place them in the correct area of the vote center.
- If either of these boxes fill up during the day, contact the Hotline to get additional boxes.
- Most printers should not need additional toner throughout the day. However, if you need to add toner to the printer, follow the directions outlined in training to change the toner.

## Closing Procedures

The Inspector will review closing assignments and tasks several hours before the polls close and will explain your closing duties. Closing should not be hectic or chaotic but a smooth process that proceeds quickly and confidently.

**Remember:** Closing procedures cannot commence until the last voter has left the vote center.

- The Marshal will make their **announcements starting one hour before closing**. The Marshal should stand behind the last person in line (if there is one) when they announce that the polls are closed at 7:00 PM. **Voters in the line before the 7:00 PM announcement are allowed to vote.**
- Do not begin taking down or shutting off equipment until ALL voters have finished voting and have left the vote center.
- Anyone who shows up after 7:00 PM must be turned away (**even to drop off an early ballot**).

*\*In extremely rare situations, a court may order the vote center to stay open longer. If this happens, the Elections Department will alert the Inspector.*

- Once all voters have finished voting and have left the vote center, you may begin closing the vote center.
- Once the polls have closed, the Marshal, along with other poll workers, will begin taking down all signs.

Remember to pick up everything from outside, including the large “Vote Here” signs, any call boxes or accessible voters signs you may have places outside, and the 75-foot zone markers.

- All of the signs posted in the vote center should be taken down as well, and placed back in the supply box they came in.
- After all closing procedures have been completed, the Inspector and Marshal will transport the ballots, envelopes, ePollbooks, and some equipment to a designated receiving station, while most of the other equipment will remain at the vote center, locked in the steel cage if possible.
- Upon leaving the vote center, it should look as close as possible to the way it was when you arrived. All chairs and tables should be returned to their original locations, trash picked up, and election supplies returned to the cage or next to it (outdoor signs).

### **ExpressVote:**

You will also need to shut down and pack up the ExpressVotes. Make sure you return all the items that came with the ExpressVote to the bag (headphones, extension cord, key, blank ballot stock, etc.)

Once they have been packed up, they will be returned to the cage and locked inside.

## Voting Booths:

You will pack up all the voting booths as well. To disassemble the booths:

- Take down the lights, making sure to turn them off first
- Remove all signage from the booths
- Remove the plastic document holders
- Fold the top flaps down
- Two poll workers will flip the booth upside down
- Unlock the red tab to fold the blue tables down
- Lock the red tabs into place to secure the blue tables along the sides of the booth
- Lower the legs by pushing in the button and sliding them down
- Push all four sides together and attach the strap
- Flip the voting booth onto its wheels

Return the voting booths to the brown boxes they came in and place them next to the steel cage.



## **Ballot Boxes**

There are three different ballot boxes that you must “close out” at the end of Election Day.

**Gray Metal Ballot Box** – contains all regular ballots (from the BOD printer and ExpressVote).

**Blue Early Ballot Box** – contains all dropped off early ballots in their affidavit envelopes.

**Blue Provisional/Conditional Ballot Box** – contains all provisional and conditional ballots in their envelopes.

### **Gray Metal Ballot Box**

- Remove the seal and open the back of the ballot box.
- Remove and sort the ballots into two piles, a BOD printed pile and an ExpressVote pile.
- All ballots must be hand counted and the total written on the Official Ballot Report.
- Once that process is completed, the ballots and yellow copy of the Official Ballot Report are placed into the Gray Metal Ballot Box.
- Close the back and the front (flap), and place seals.
- Log the seals that you have used, as well as the morning seal you removed prior to opening the box.
- The Gray Metal Ballot Box is now ready for transport to the receiving station.

### **Blue Early Ballot Box**

- Remove the seals from the Blue Early Ballot Box.
- Remove all early ballots from the box.
- You must hand count all the early ballots and record the total on the Early Ballot Envelope.
- Place the early ballots into the Early Ballot Envelope and seal.
- This envelope will be placed into the black duffel bag for transport to the receiving station.

### **Blue Provisional/Conditional Ballot Box**

- Remove the seals from the Blue Provisional/Conditional Ballot Box.
- Remove all provisional and conditional ballots and split them into separate piles.
- You must hand count all these ballots and record the totals on the Official Ballot Report.
- You must also record the totals on the Provisional/Conditional Envelope.
- Once counted and recorded, place all provisional and conditional ballots into the Provisional/Conditional Envelope and seal.
- This envelope will be placed into the black duffel bag for transport to the receiving station.

Once the two blue ballot boxes have been emptied, and all ballots accounted for and placed into their envelopes, the blue boxes will now return to serving as supply boxes.

Place one of the empty blue boxes into the other one, just as they were initially delivered. Place all the supplies that came in the blue supply box back into the box and return to the steel cage.

## Official Ballot Report

One of the most important parts of your closing duties is filling out the Official Ballot Report. This is done by the Inspector, Marshal and two Judges of opposite political parties. All four will sign off on the form.

**The Official Ballot Report will be located in the Inspector's Notebook.**

One line, the "Total Blank Ballot Stock Issued" will already be filled in by the Elections Department. This lists all the blank ballot stock (paper) that was issued to your vote center.

Prior to the opening of the polls, you will check that your ballot stock issued matches this number.

**If it does not match, contact the Hotline on Monday night.**

The Official Ballot Report is **VERY IMPORTANT** and must be filled out accurately. It serves as the accounting of all check-ins and ballots cast at your vote center and is used by the Elections Department in post-election audits.

**Explanation of all spaces to be filled out on the Official Ballot Report:**



- **Additional Blank Ballot Stock Delivered (if any)**
  - This will typically be “0” or left blank. If the Elections Department needed to deliver more ballot stock to your location, it will be noted here.



**Total Blank Ballot Stock Remaining (after polls close)**

- After the polls have closed, you must inventory all your remaining blank stock.
- If there are any unopened boxes, you do not have to open these, as the number of sheets is listed on the box.
- If you have opened a box, the blank ballot stock will be shrink wrapped in packs of 100. You do not have to open these packs to verify that count.
- If a shrink-wrapped pack was opened, you will need to hand count these sheets.
- After all the BOD printer trays are opened and the remaining blank ballot stock removed, you will need to hand count these sheets.

*For example, if you have one unopened box (with 900 written on the box), one opened box with five unopened packs, and you hand count 189 sheets of blank ballot stock (100 from the BOD printer trays and 89 from an opened pack), the total entered on this line would be 1,589 (900 + 500 + 189).*

**OFFICIAL BALLOT REPORT AND CERTIFICATE OF PERFORMANCE**

VOTING CENTER # 104

ELECTION DATE: 11/7/22

\*\*\*\*\*FILL IN THE FOLLOWING ON ELECTION NIGHT AFTER THE POLLS ARE CLOSED\*\*\*\*\*

\*\*\*Inventory your blank ballot stock prior to the opening of the polls\*\*\*

|  |             |                              |  |
|--|-------------|------------------------------|--|
| Blank Ballot Stock Issued                        | <u>2000</u> | Total Sample Ballots Printed |  |
| Blank Ballot Stock Delivered (if any)            | <u>1106</u> | Total Test Ballots Printed   |  |
| Blank Ballot Stock Remaining (after polls close) |             |                              |  |

**OF REGULAR BALLOTS CAST**

|   |  |
|---|--|
| Number of Ballots Cast in Metal Box (From Hand Count) |  |
| Number of Regular Ballots                             |  |
| Number of ExpressVote Ballots                         |  |
| Ballots Checked In (From E-Pollbook)                  |  |

(Line 1 Total should equal Line 2. If it does not, please provide information on the discrepancy.)

Line 1 Total (Add Lines A and B) \_\_\_\_\_

Line 2 \_\_\_\_\_

- **Total Sample Ballots Printed**
  - Use this space to account for all sample ballots printed.
  - If a voter requests a sample ballot, you will print one from the ePollbook and BOD printer.
  - This will, of course, affect your total numbers, so you may account for it here.
  - Do NOT worry if you cannot remember every single sample ballot you may have printed.
- **Total Test Ballots Printed**
  - Use this space to account for all test ballots printed, either on Monday night or on Tuesday morning.
  - You do not need to account for what time the test ballots were printed or whether they were printed on Monday or Tuesday.

**Remember:** It is required that you account for all blank ballot stock. Accounting for test and sample ballots allows you to account for why the remaining blank ballot stock will not simply match what is left over from the ballots you have printed.

**HOWEVER:** the primary function of the Official Ballot Report is to account for check-ins and ballots cast. You do NOT need to explain why your remaining blank ballot stock may be off slightly or worry that you may not remember how many sample ballots you printed during the day.

The Discrepancy Statement should NOT be used to explain any issues with blank ballot stock. It should ONLY be used to address discrepancies between check-ins and ballots cast.

**OFFICIAL BALLOT REPORT AND CERTIFICATE OF PERFORMANCE**

VOTING CENTER #: 104 ELECTION DATE: 11/7/22

\*\*\*\*\*FILL IN THE FOLLOWING ON ELECTION NIGHT AFTER THE POLLS ARE CLOSED\*\*\*\*\*

\*\*\*Inventory your blank ballot stock prior to the opening of the polls\*\*\*

Total Blank Ballot Stock Issued: \_\_\_\_\_  
 Additional Blank Ballot Stock Delivered (if any): 2000  
 Total Blank Ballot Stock Remaining (after polls close): 1106

**COUNTING OF REGULAR BALLOTS CAST**

Number of Ballots Cast in Metal Box (From Hand Count) \_\_\_\_\_  
 A. Number of Regular Ballots \_\_\_\_\_  
 B. Number of ExpressVote Ballots \_\_\_\_\_

Total Sample Ballots Printed: 200  
 Total Test Ballots Printed: \_\_\_\_\_

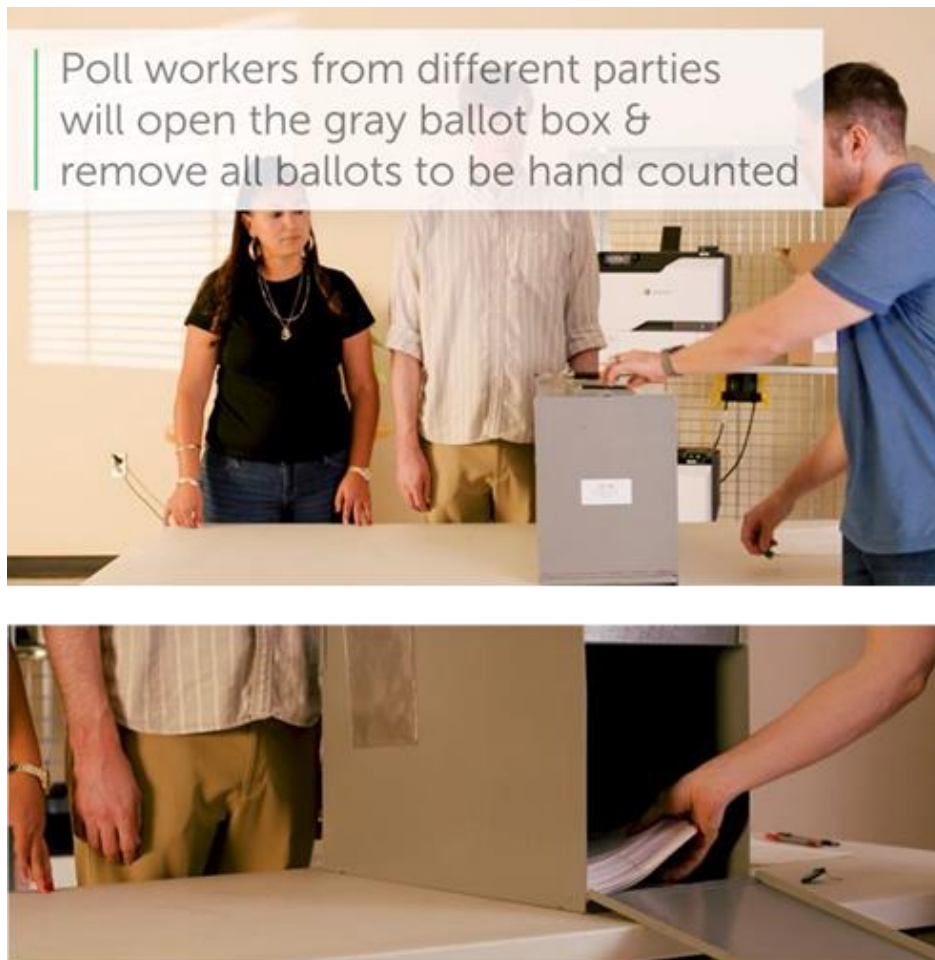
Number of Voters Checked In (From E-Pollbook) \_\_\_\_\_

Discrepancy Statement: (Line 1 Total should equal Line 2. If it does not, please provide information on the discrepancy.)

Line 1 Total (Add Lines A and B) \_\_\_\_\_  
 Line 2 \_\_\_\_\_

### Accounting of Regular Ballots Cast:

- Line 1: Number of Ballots Cast in Metal Box (From Hand Count)
  - After the polls have closed, the Gray Metal Ballot Box is opened by removing the seal on the back.
  - Poll workers must separate the regular ballots from the ExpressVote ballots, and manually count all ballots deposited in the Gray Metal Ballot Box.



- Line 1(A): Number of Regular Ballots
  - On this line, write the number of regular ballots as determined from your hand count.
- Line 1(B): Number of ExpressVote Ballots
  - On this line, write the number of ExpressVote ballots as determined from your hand count.
- Line 1 (Total):
  - Add Lines A and B (regular ballots and ExpressVote ballots) and write the total here. This should be the total of all ballots in the Gray Metal Ballot Box.
- Line 2: Number of Voters Checked In (From ePollbook)
  - This is the number of all voters checked in on the ePollbooks.
  - Follow these steps on the ePollbook to find this number:

**OFFICIAL BALLOT REPORT AND CERTIFICATE OF PERFORMANCE**

VOTING CENTER # 104 ELECTION DATE: 11/2/22

\*\*\*\*\*FILL IN THE FOLLOWING ON ELECTION NIGHT AFTER THE POLLS ARE CLOSED\*\*\*\*\*

\*\*\*Inventory your blank ballot stock prior to the opening of the polls\*\*\*

|  |             |                              |          |
|--|-------------|------------------------------|----------|
| Total Blank Ballot Stock Issued                  |             | Total Sample Ballots Printed | <u>3</u> |
| Additional Blank Ballot Stock Delivered (if any) | <u>2000</u> | Total Test Ballots Printed   | <u>2</u> |
| Blank Ballot Stock Remaining (after polls close) | <u>1106</u> |                              |          |

**COUNTING OF REGULAR BALLOTS CAST**

Number of Ballots Cast in Metal Box (From Hand Count)

A. Number of Regular Ballots

B. Number of ExpressVote Ballots

Number of Voters Checked In (From E-Pollbook)

Line 1 Total (Add Lines A and B) 871

Line 2 872

Statement: (Line 1 Total should equal Line 2. If it does not, please provide information on the discrepancy.)

Ballots

Ballots Cast

al Voters Checked In (From E-Pollbook)

Ballots Cast

Ballots Cast

**CERTIFICATE OF PERFORMANCE**

ction held on the \_\_\_\_\_ (Day) \_\_\_\_\_ day of \_\_\_\_\_

number of Official Ballots received \_\_\_\_\_

We further certify that \_\_\_\_\_

inted, the Confe





| Check-In Totals  |          |              |         |             |       |       |
|--|----------|--------------|---------|-------------|-------|-------|
| <div> <div>TRAINING</div> <div>100% 1:32 PM</div> </div>   |          |              |         |             |       |       |
| <div> <div>BACK HOME</div> <div>PREV PAGE Page 2 of 2</div> </div>   |          |              |         |             |       |       |
| <div> <div>Include For</div> <div>Show Precinct</div> <div>Select Date</div> <div> <div>This Locati...</div> <div>This Touchpad</div> <div>No</div> <div>Yes</div> </div> <div> <div></div> <div></div> <div>CLEAR</div> </div> </div> |          |              |         |             |       |       |
| Ballot Style   | Asset ID | Ballot Type  | Regular | Provisional | Spoil | Total |
| 178/RED  | 496      | Paper Ballot | 1       | 1           | 0     | 2     |
| Total for: (178/RED)   |          |              | 1       | 1           | 0     | 2     |
| 227/RED  | 496      | Paper Ballot | 1       | 0           | 0     | 1     |
| Total for: (227/RED)   |          |              | 1       | 0           | 0     | 1     |
| 241/RED  | 496      | Paper Ballot | 1       | 0           | 0     | 1     |
| Total for: (241/RED)   |          |              | 1       | 0           | 0     | 1     |
| 275/RED  | 496      | ExpressVote  | 1       | 0           | 0     | 1     |
| Total for: (275/RED)   |          |              | 1       | 0           | 0     | 1     |
| Grand Total:   |          |              | 872     | 10          | 7     |       |

| Check-In Totals  |          |              |         |             |       |       |
|--|----------|--------------|---------|-------------|-------|-------|
| <div> <div>TRAINING</div> <div>100% 1:31 PM</div> </div>   |          |              |         |             |       |       |
| <div> <div>BACK HOME</div> <div>Page 1 of 2 NEXT PAGE</div> </div>   |          |              |         |             |       |       |
| <div> <div>Include For</div> <div>Show Precinct</div> <div>Select Date</div> <div> <div>This Locati...</div> <div>This Touchpad</div> <div>No</div> <div>Yes</div> </div> <div> <div></div> <div></div> <div>CLEAR</div> </div> </div> |          |              |         |             |       |       |
| Ballot Style   | Asset ID | Ballot Type  | Regular | Provisional | Spoil | Total |
| 014/BROWN  | 496      | Paper Ballot | 0       | 1           | 1     | 2     |
| Total for: (014/BROWN)   |          |              | 0       | 1           | 1     | 2     |
| 020/RED  | 496      | Paper Ballot | 1       | 0           | 0     | 1     |
| Total for: (020/RED)   |          |              | 1       | 0           | 0     | 1     |
| 042/RED  | 496      | Paper Ballot | 1       | 0           | 0     | 1     |
| Total for: (042/RED)   |          |              | 1       | 0           | 0     | 1     |
| 063/RED  | 496      | ExpressVote  | 1       | 0           | 0     | 1     |
| Total for: (063/RED)   |          |              | 1       | 0           | 0     | 1     |
| 127/BROWN  | 496      | Paper Ballot | 1       | 0           | 0     | 1     |

**Make sure you are accounting for all check-ins at the vote center, not just one ePollbook!**

Also, make sure you are only accounting for **REGULAR** check-ins. Write the total number of regular check-ins on Line 2.

- **Discrepancy Statement:**

- Lines 1 (Total) and 2 should be the exact same number. If it is not, you must explain why in this spot.
  - There could be many explanations: a voter may have left without dropping their ballot off, a printer issue may have caused a check-in to be recorded but no ballot printed, etc. Whatever the situation is, make sure to explain it in this spot.
- Line 3: Number of Spoiled Ballots
  - When a voter spoils their ballot during Election Day, the spoiled ballot is placed in the Official Returns Envelope.
  - During close out, you will remove all the spoiled ballots and count them.
  - Record the total in this space and then return them to the bag.

**BALLOT REPORT AND CERTIFICATE OF PERFORMANCE**

VOTE CENTER # 104 ELECTION DATE 11/2/22

FILL IN THE FOLLOWING ON ELECTION NIGHT AFTER THE POLLS ARE CLOSED

Transfer Blank Ballot Stock Issued  
Additional Blank Ballot Stock Checked out and  
Total Blank Ballot Stock Remaining (after vote count)

Inventory your Blank Ballot Stock prior to the opening of the polls

**ACCOUNTING OF REGULAR BALLOTS CAST**

1. Number of Ballots Cast in Metal Box (From Hand Count)

A. Number of Regular Ballots 1706

B. Number of ExpressVote Ballots

2. Number of Voters Checked In (From E-Pollbook)

Discrepancy Statement (Line 1 Total should equal Line 2. If it does not, please provide information on the discrepancy.)

Line 1 Total (Add Lines A and B) 371

Line 2 371

**Accounting of Provisional Ballots Cast**

3. Number of Spoiled Ballots

4. Number of Provisional Voters Checked In (From E-Pollbook)

5. Number of Provisional Ballots Cast

6. Number of Conditional Ballots

Early ballots spoiled at the vote center do not need to be added to this count



**REPORT AND CERTIFICATE OF PERFORMANCE**  
 ELECTION DATE: 11/2/22  
 FILL IN THE FOLLOWING ON ELECTION NIGHT AFTER THE POLLS ARE CLOSED

\*\*\*Transfer your blank ballot stock prior to the opening of the polls\*\*\*

Blank Ballot Stock Issues  
 Additional Blank Ballot Stock Delivered (if any) 2400  
 Total Blank Ballot Stock Issued (after polls close) 1700

**ACCOUNTING OF REGULAR BALLOTS CAST**

1. Number of Ballots Cast in Metal Box (From Hand Count)  
 A. Number of Regular Ballots  
 B. Number of ExpressVote Ballots

2. Number of Voters Checked In (From E-Pollbook)

Discrepancy Statement (Line 1 Total should equal Line 2. If it does not, please provide information on the discrepancy.)

Line 1 Total (Add Lines A and B) 571  
 Line 2 872

**ACCOUNTING OF PROVISIONAL BALLOTS CAST**

3. Number of Spoiled Ballots  
 4. Number of Provisional Ballots Cast  
 5. Number of Provisional Voters Checked In (From ePollbook)  
 6. Number of Conditional Ballots

They are placed in a separate envelope for "Spoiled Early Ballots" & are not recorded on the Official Ballot Report

#### Accounting of Provisional Ballots Cast:

- Line 4: Number of Provisional Voters Checked In (From ePollbook)
  - This process is identical to the process for Line 2.
  - Note: Currently the ePollbook does not differentiate between provisional voters and conditional voters. The number of provisional check-ins will include both.
- Make sure you are accounting for all provisional check-ins at the vote center, not just one ePollbook.
- Also, make sure you are only accounting for PROVISIONAL check-ins.

| Check-In Totals   |          |              |         |             |       |       |
|---|----------|--------------|---------|-------------|-------|-------|
| <div> <div>BACK</div> <div>HOME</div> <div>PREV PAGE</div> <div>Page 2 of 2</div> </div>                                    |          |              |         |             |       |       |
| <div> <div>Include For</div> <div>Show Precinct</div> <div>Select Date</div> </div>   |          |              |         |             |       |       |
| <div> <div>This Location...</div> <div>This Touchpad</div> <div>No</div> <div>Yes</div> <div></div> <div>CLEAR</div> </div> |          |              |         |             |       |       |
| Ballot Style  | Asset ID | Ballot Type  | Regular | Provisional | Spoil | Total |
| 178/RED   | 496      | Paper Ballot | 1       | 1           | 0     | 2     |
| Total for: (178/RED)  |          |              | 1       | 1           | 0     | 2     |
| 227/RED   | 496      | Paper Ballot | 1       | 0           | 0     | 1     |
| Total for: (227/RED)  |          |              | 1       | 0           | 0     | 1     |
| 241/RED   | 496      | Paper Ballot | 1       | 0           | 0     | 1     |
| Total for: (241/RED)  |          |              | 1       | 0           | 0     | 1     |
| 275/RED   | 496      | ExpressVote  | 1       | 0           | 0     | 1     |
| Total for: (275/RED)  |          |              | 1       | 0           | 0     | 1     |
| Grand Total:  |          |              | 872     | 10          | 7     |       |

\*\*\*Inventory your blank ballot stock prior to the opening of the polls\*\*\*  
 ELECTION DATE: 11/2/22  
 Total Blank Ballot Stock Issued: 3000  
 Additional Blank Ballot Stock Delivered (if any): 1106  
 Total Blank Ballot Stock Remaining (after polls close): 1894

ACCOUNTING OF REGULAR BALLOTS CAST  
 1. Number of Ballots Cast in Metal Box (From Hand Count): 871  
 A. Number of Regular Ballots: 872  
 B. Number of ExpressVote Ballots: 0

2. Number of Voters Checked In (From E-Pollbook): 872  
 Discrepancy Statement: (Line 1 Total should equal Line 2. If it does not, please provide information on the discrepancy.)  
 Line 1 Total (Add Lines A and B): 872  
 Line 2: 872

3. Number of Spoiled Ballots: 7  
 Accounting of Provisional Ballots Cast  
 4. Number of Provisional Ballots Cast: 10  
 5. Number of Provisional Voters Checked In (From E-Pollbook):  
 6. Number of Conditional Ballots Cast:

CERTIFICATE OF PERFORMANCE  
 Election held on the (Day) day of (Month), (Year)  
 I hereby certify that the total number of Official Ballots received, voted, or spoiled as indicated above is correct in every way. We further certify that valid proof of identification was obtained from every voter. If identification was not presented, the Conditional Provisional Ballot Envelope was used.

Inspector: \_\_\_\_\_  
 Judge - Opposite Party: \_\_\_\_\_

After the polls have closed, the Blue Provisional/Conditional Ballot Box is opened.

Separate all provisional and conditional envelopes into 2 separate piles.

- Line 5: Number of Provisional Ballots Cast
  - Count the number of provisional ballots.
  - Record that number on this line

**CERTIFICATE OF PERFORMANCE**  
ELECTION DATE: 11/2/22

\*\*\*Inventory your blank ballot stock prior to the opening of the polls\*\*\*

Total Blank Ballot Stock Issued: 3000  
Additional Blank Ballot Stock Delivered (if any): 1100  
Total Blank Ballot Stock Remaining (after polls close):

**ACCOUNTING OF REGULAR BALLOTS CAST**

1. Number of Ballots Cast in Metal Box (From Hand Count):  
A. Number of Regular Ballots: 3  
B. Number of ExpressVote Ballots: 2

2. Number of Voters Checked In (From E-Pollbook):

Line 1 Total (Add Lines A and B): 871  
Line 2 (Total Test Ballots Printed): 873  
Line 3 (Total Ballots Cast): 873

**ACCOUNTING OF PROVISIONAL BALLOTS CAST**

3. Number of Spoiled Ballots: 7  
4. Number of Provisional Voters Checked In (From E-Pollbook): 10  
5. Number of Provisional Ballots Cast: 6  
6. Number of Conditional Ballots Cast:

**CERTIFICATE OF PERFORMANCE**  
Election held on the (Day) day of (Month) (Year)  
I hereby certify that the total number of Official Ballots received, voted, or spoiled as indicated above is correct in every way. We further certify that valid proof of identification was obtained from every voter and correct in every way. If identification was not presented, the Conditional Provisional Ballot Envelope was marked appropriately.

Inspector: \_\_\_\_\_  
Judge - Opposite Party: \_\_\_\_\_  
Judge - Same Party: \_\_\_\_\_

UNOFFICIAL BAG

### Line 6: Number of Conditional Ballots Cast

- Count the number of conditional ballots
- Record that number on this line
- The total of Line 5 and Line 6 should equal the total number of provisional check-ins listed on Line 4. If it does not, you should note the reason for the discrepancy in the Discrepancy Statement.

### Certificate of Performance

Fill in the type of election (Primary, General, or PPE), the day, month, and year.

The Inspector, Marshal, and Judges from two different parties must sign the Official Ballot Report.

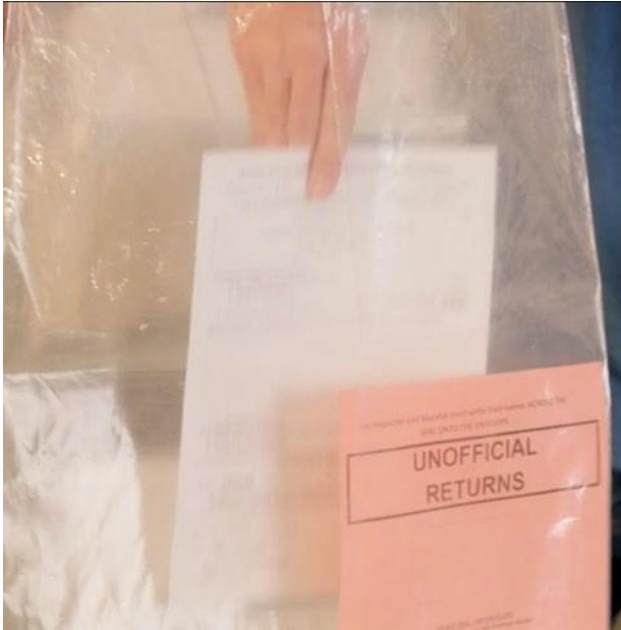
The Inspector, Marshal, & Judges from two different parties will check the total check ins from the EPB to the total hand counted ballots



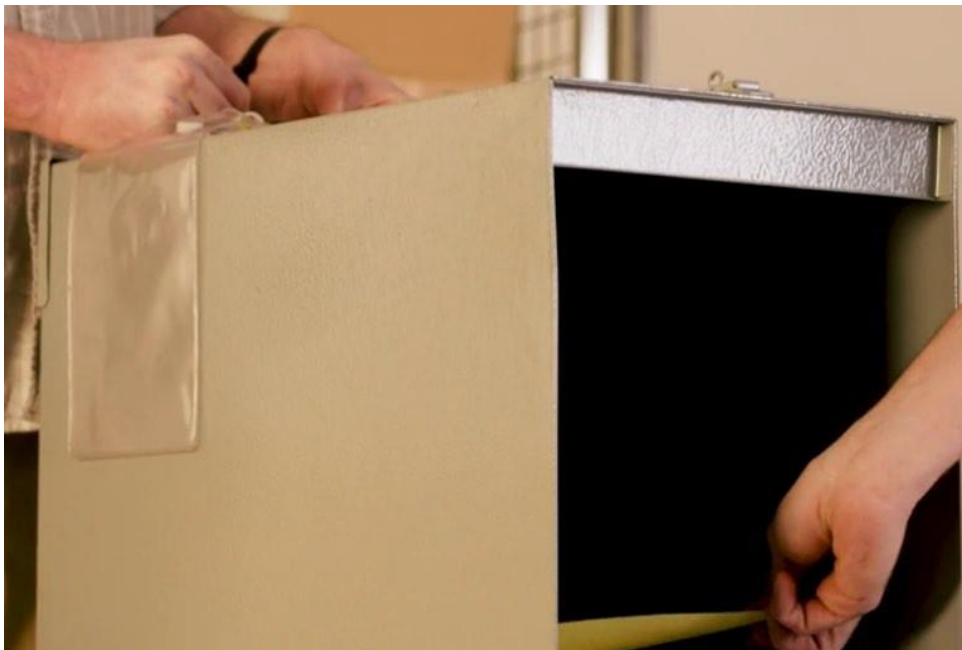
## Disposition

Once the Official Ballot Report has been filled out with the correct information, and signed by all parties, the two copies are split.

The **white copy** is placed in the Unofficial Returns Envelope.



The **yellow copy** is placed inside the Gray Metal Ballot Box alongside the voted ballots.





## **Envelopes (Bags)**

There are several different envelopes (while we call them “envelopes” they are actually bags, as they are quite large) that must be delivered to the receiving station after the polls have closed.

They are:

- Official Returns Envelope
- Unofficial Returns Envelope
- Early Ballot Envelope
- Provisional/Conditional Ballot Envelope
- Spoiled Early Ballot Envelope

All the envelopes will be placed into the black duffel bag(s) for transport to the receiving station.

Note: If your vote center has a high number of early ballots, provisional/conditional ballots, or spoiled early ballots, contact the Hotline. We will send you additional black duffel bags.

### **Official Returns Envelope**

There are two things that go inside the Official Returns Envelope:

- Spoiled Ballots (from Election Day – NOT spoiled early ballots)
- Challenge List (white copy)

If any entries have been made on the Challenge List, this should be placed into this envelope as well (if no challenges were made, you do not need to include the blank form).

Once all spoiled ballots and challenge list are inside, seal the bag closed and place into the black duffel bag.

### **Unofficial Returns Envelope**

There are several items that inside the Unofficial Returns Envelope:

- White copy of the Official Ballot Report
- Ballot ID slips
- Yellow copy of the Challenge List (if applicable)
- Gray Metal Ballot Box Seal Sheet (with morning seal attached)
- New Poll Worker Cards (if applicable)
- Zero Reports from each ePollbook printed at the start of the day

Place the listed items into the Unofficial Returns Envelope.

Unlike the other envelopes, the Unofficial Returns Envelope is NOT sealed. Place it into the black duffel bag.

### **Early Ballot Envelope**

- All early ballots retrieved from the Blue Early Ballot Box are removed and counted.
- Write the number in the space on the envelope.
- Place all early ballots into the envelope and seal.

Place the envelope in the black duffel bag.

### **Provisional/Conditional Ballot Envelope**

Retrieve all provisional and conditional ballots from the Blue Provisional/Conditional Ballot Box. Separate them into piles and count them. The totals are recorded on the Official Ballot Report as well as the Provisional/Conditional Ballot Envelope (see picture).

Inside of this envelope you will place the following items:

- All filled out “Add or Remove from Active Early Voting List” pink cards
- All provisional ballots
- All conditional ballots

Seal and place the envelope in the black duffel bag.

### **Spoiled Early Ballot Envelope**

The ONLY items placed in this envelope are Spoiled Early Ballots. These are ballots that voters have received in the mail and brought to the vote center only to surrender/spoil them to vote a regular ballot on Election Day.

**These are NOT the same as regular spoiled ballots, which are placed in the Official Returns Envelope.**

Place all spoiled early ballots in this envelope and seal. Place the envelope in the black duffel bag.

Once you have placed all the required items in each of the envelopes, make sure they are all sealed (except for the Unofficial Returns), and then place them all in the black duffel bag.

**Reminder:** If it becomes clear during the day that you will need additional duffel bags to transport your envelopes, contact the Hotline to have more delivered to your vote center.

The Inspector and Marshal will transport these bags to the receiving station.

## Closing out ePollbooks

Once the polls have closed, and all voters have been checked in on the ePollbooks, each ePollbook will need to be closed out.

**DO NOT PERFORM THIS ACTION UNTIL THE OFFICIAL BALLOT REPORT HAS BEEN FILLED OUT, AND ALL WORK HAS BEEN COMPLETED ON THE EPOLLBOOKS.**

Closing Process:

Tap the **Menu** button (3 lines) in the top right corner of the screen.



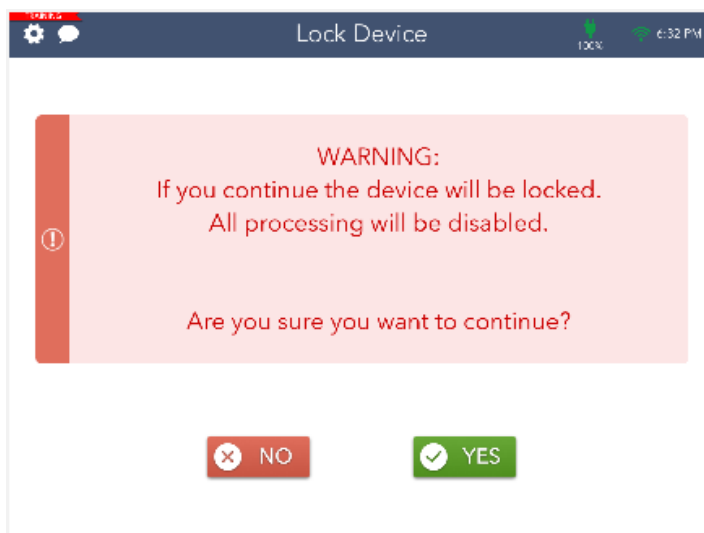
Select **"LOGOUT"**



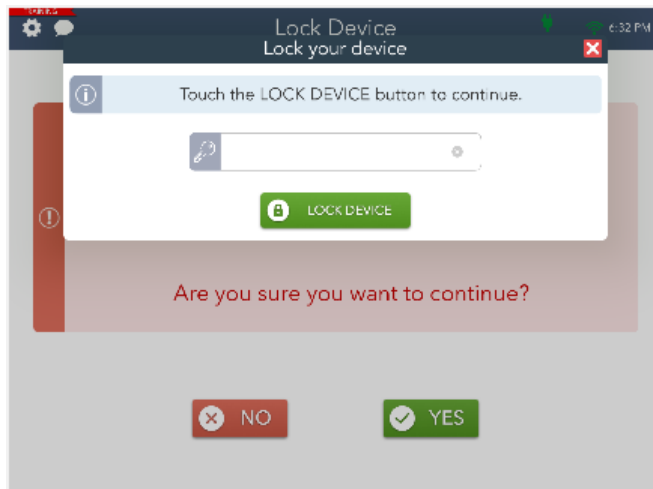


Select **“CLOSE THE ELECTION”**

Select **“YES”**



Enter the password and tap **“LOCK DEVICE.”** The Inspector will have the password.



Once finished, close out the app and turn off the ePollbook.

Place all the ePollbooks, thermal printers, and other ePollbook equipment back into the gray ePollbook cases. Close the cases and seal.

The cases are now ready for transport to the receiving station.

## Receiving Station:

After the polls have closed, and the vote center has been picked up, the Inspector and Marshal must deliver the ballots and other supplies to their designated receiving station.

**Note: This is the case for most vote centers. In some rural locations, your ballots and supplies may be picked up by Troubleshooters or Sheriff's Deputies. If that is the case for your vote center, the Inspector will be notified of this.**

Items to be transported to the receiving station:

- Gray Metal Ballot Box
- Black duffel bag(s) containing: Official Returns Envelope, Unofficial Returns Envelope, Provisional/Conditional Ballot Envelope, Early Ballot Envelope, and Spoiled Early Ballot Envelope
- ePollbooks in gray carrying cases.
- Inspector's Notebook (can be placed in black duffel bag)
- Keys to the vote center (if applicable)
- Inspector's cell phone (if applicable)

The Inspector and Marshal **must travel together** to bring these supplies to the receiving station.

Ballots must always be in the presence of two people who are of opposite political parties. If there are any issues with ballot transport, or if a different poll worker needs to perform this function, call the Hotline for further directions.

Once they have arrived at the receiving station, the Inspector and Marshal will transfer custody of the ballots and supplies to the Receiving Board.

If anything is left at the vote center, the Inspector and Marshal must return to the vote center to retrieve these items before they can go home.

### **Items Delivered to the Receiving Station**



Please bring with you:

- Gray Metal Ballot Box packed and sealed with the yellow copy of the Official Ballot Report and voted ballots
- Black duffel bag(s) containing the Official Returns Envelope, Unofficial Returns Envelope, Early Ballot Envelope, Spoiled Early Ballot Envelope, and Provisional/Conditional Ballot Envelope
- ePollbook(s) packed and sealed in their respective carrying cases
- Inspector's Notebook
- Vote center keys in a small envelope with the vote center number written on the envelope if provided
- Cellphone and charger in a plastic bag if provided.

**Always double-check to make sure ALL the ballots and required items are accounted for BEFORE leaving the vote center and going to the receiving station.**

## **Summary of Closing Procedures**

Once the polls have closed, all poll workers should work together to complete the close out procedures and pack up everything at the voting center.

The Inspector will designate individuals for various tasks, but it is crucial that you all work together. After a long, possibly difficult day, it may be hard to stay focused, but you are almost done! If everyone works together, you can complete the close out procedures quickly and go home.

### **Remember:**

- When you leave, the vote center should look identical to how you found it. Make sure all furniture is returned to its prior location and all trash is picked up.
- Do not forget to return everything that came in the steel cage back to the cage, and make sure to LOCK the door.
- If you encounter any difficulties during this process, contact the Hotline.
- Remember to pick up all outdoor signs and equipment, and all voting booths, and place these items next to the steel cage.
- All signs posted at the vote center during the day should be removed and returned to the blue supply box.

### **Receiving Station**

- Again: Double-check that all items you need to bring to the receiving station are packed and delivered by the Inspector and Marshal.
- If there are any complications encountered during your closing procedures, contact the Hotline!

## **IMMEDIATELY NOTIFY THE ELECTIONS OFFICE WHEN IMPLEMENTING A CONTINGENCY PLAN**

### **Contingency Plan**

The Inspector is responsible for determining which plan of action to take when you encounter equipment issues in the vote center. The makeup of each vote center is unique, and the response to the same situation may be different. A vote center in a rural area may not have the same options available in a more populated area. The Inspector must use their judgment as the leader as to the best course of action. The vote center must notify the elections office immediately whenever they implement a contingency plan.

Each vote center has at least one ExpressVote ballot marking device. The ExpressVote is not connected to any other equipment in the vote center, therefore can operate even if there are connectivity issues in the vote center. The ExpressVote machine is the accessible voting equipment, and any voter with a disability needing to use the equipment must be given priority. However, the ExpressVote machine will also be used as a backup if there are printer problems in the vote center.

Each vote center also has ePollbooks, Cradlepoints, BOD printers, and thermal printers. These devices work as a system in the vote center. However, **the failure of one part of the system does not mean the entire system is not working.**

Procedures in the event of either a partial or whole system failure:

#### **The Printer Is Not Working**

- Ask the Equipment Specialist for assistance in troubleshooting the problem.
- If no resolution, call the Voting Equipment Hotline (520) 724-3311.
- Determine which contingency plan to implement while waiting for a resolution.
- Allow voters to mark a ballot using the ExpressVote.

#### **You Lose Connectivity from the Cellular Signal**

- Switch to all provisional ballots.
- Call the Hotline immediately to request additional provisional ballot envelopes.
- Log out of all the regular check-in ePollbooks and log back in with the Special Situations Password.
- You do not need to change anything at the Special Situations Table.
- Instruct each check-in table on how to process a provisional ballot.
- For voters you would normally issue a regular ballot, write “Standard Voter” at the top of the envelope.
- Log the start and end times when you started issuing all provisional ballots on your

unusual activity report. You can also keep the second receipt for these voters separate to help the Recorder determine how to proceed with verification.

- Once the signal is restored, change back to processing voters normally. Remember to change the password.

**Thermal Receipt Printer Stops Working** (receipts from the thermal printer are a tool and not an official document)

- Use the notepad provided to write the voter's ballot style to assist the poll worker with issuing the correct ballot.
- Continue to put them in the Unofficial Returns Envelope because we do not dispose of anything in the vote center.

**ePollbook Stops Working**

- Continue to process voters as long as you have one ePollbook in your vote center connected to the Cradlepoint.

## Emergency Procedures

Your safety is our main concern. Though emergencies that impact vote centers are rare, it is important that we have procedures in place to ensure everyone's safety and the integrity of the voting process. In some cases, you will have to make a judgment call as to the severity of the emergency. If it is life or death, call 9-1-1 first to get emergency responders on their way before you call the Hotline (520-724-8551). In any emergency, the Hotline must be called as soon as possible.

### Power Outage

If there is a power outage, it is not necessary to suspend voting as long as there is adequate light and other amenities at the vote center to continue voting. Voters may continue to vote since the ExpressVote can operate on battery power. Call the Hotline (520-724-8551) to inform the Elections Department of the problem.

### Medical Emergencies

If there is a medical emergency at your vote center, dial 9-1-1, follow the dispatcher's instructions, and then report the situation to the Hotline (520-724-8551) to inform the Elections Department.

### Physical Threat or Disturbance

If anyone is unruly, abusive, or in any way threatens the safety of the poll workers, voters, or the orderly conduct of the election that cannot be dealt with by the Marshal, call 9-1-1 and then report the matter to the Hotline (520-724-8551).

### Bomb Threat, Fire, or Flood

Call 9-1-1, follow their instructions, and leave the building if instructed. Take the ballot boxes with you. If possible, take all personal belongings, go to a safe place, and call the Hotline (520-724-8551) to inform the Elections Department. If an emergency location is necessary, the Elections Department will assist you in the setup. Ballots, ePollbooks, and all other necessary items will be delivered to your new location. This emergency location will continue throughout the remainder of the day.

### Evacuation

The following procedures are recommended in an emergency requiring evacuation, such as fire, bomb threat, or flood.

- Ensure the safety of the poll workers and voters first before requesting assistance.
- Call 9-1-1
- Give the dispatcher the location of the building, which entrance to use, where the emergency is taking place, and any additional information they request.
- Notify the Hotline (520-724-8551) immediately after the 9-1-1 call.

You are to ensure the voting process's integrity and that it is safe to remain in the building. Otherwise, suspend voting (if possible, allow voters who have been issued a ballot to complete voting). If possible, remove the following from the voting center (in order of priority):

- Gray Metal Ballot Box
- Blue Ballot Boxes
- ExpressVote
- ePollbooks

Assign a Judge to remain near the vote center entrance as long as possible to inform voters of a temporary suspension of voting and to direct voters to the nearest vote center. Troubleshooters will come to your assistance to arrange for a continuation of voting.



# **Appendix**

## Voting Key Terms

**Ballot on Demand Printer (BOD):** Once the voter is checked in the poll worker will send the voter's information to the BOD printer which will print a ballot specific to the precinct where the voter lives.

**Cradlepoint:** Allows all vote center equipment to connect to each other.

**Electronic Pollbooks (ePollbooks):** Allow voters to check in at any vote center and print their ballot on demand. Just like the previously used paper rosters, they contain the voter registration list received from the Recorder.

**ExpressVote:** ADA required ballot marking device. This machine can be used by voters with disabilities as well as regular voters if necessary. It allows the voters to mark their selections on a touchscreen and prints a readable ballot.

**General elections:** All registered voters are eligible to vote. All voters in a jurisdiction will vote the same ballot, regardless of party affiliation. Statewide and countywide races and propositions will appear on all ballots in Pima County, and there may be additional races or propositions depending on what district a voter lives in.

**Pima County Board of Supervisors:** Elected officials who are responsible for steering public policy in the region. The five-member board provides direction to the County Administrator and the county's various departments as they work to ensure safe communities, nurture economic development, sustainably manage natural resources and protect public health.

**Precinct:** Determines which ballot the voter should receive based on the various jurisdiction and districts the voter lives in - Congressional, Legislative, Supervisor, Community College or School districts, their city or town and so on.

**Precinct-only voting:** Under the precinct system voters could only cast a ballot on Election Day at the polling place specific to the precinct in which they lived.

**Presidential Preference Election (PPE):** Only voters registered with a political party in the PPE are able to vote. Unaffiliated or Independent voters are NOT eligible to vote in the PPE, and only registered members of a recognized political party are eligible to vote for that party's presidential nominee.

**Primary elections:** All registered voters are eligible to vote. However, a voter's ballot is determined by their political party affiliation. A registered Republican must vote a Republican ballot, and a registered Democrat must vote a Democratic ballot. Unaffiliated or "independent" voters will be able to choose which party's ballot to vote but may only choose one. If there are non-partisan races for the election, unaffiliated or independent candidates will be able to vote a ballot containing only those races.

**Thermal Printer:** A small black printer that connects wirelessly to the ePollbook via Bluetooth. Once the voter has checked in it will print out a ballot ID slip.

**Vote Center:** A location where voters can cast their ballot. Voters can choose any vote center location whether it be near their home, work, school or wherever they may happen to be on Election Day.

## Seal Log Instructions


Inside of the steel cage is a seal log containing all tracked seals for voting equipment. Seal numbers have been pre-assigned and printed in the log. You will need to verify, remove, and/or place new seals depending on the piece of equipment and time. If necessary, you will find additional seals in the packets. If you need to use any of the extra seals, or if any of the seal numbers do not match what is already printed on the seal log, please note that on the last page of the seal log. Once you have removed seals, place them in the bag/envelope marked “Used Seals.”

**Note:** If your vote center only has 2 gray ePollbook cases, or only 2 ExpressVotes, you will not need to verify or initial on the lines for “ePollbook case #3” or “ExpressVote #3.”

**Note:** the white “zip-tie” seals that are used for the blue supply/ballot boxes are NOT recorded and are not part of this seal log. Those seals are found in the blue supply box.

The seal log is broken down into three separate categories: Monday Night Setup, Election Day, and Closing. You will find the seals in envelopes/bags that are marked accordingly.

## Monday Night Setup

|   |   |
|---|---|
| Step 1:   | <p>When arriving at the vote center to begin setting up your equipment on Monday night, you will see the steel cage containing vote center equipment. The lock on the cage will be sealed.</p> <p><b>Remove</b> the seal and unlock the cage (combination is in the Inspector’s Notebook). Once the cage is unlocked, you will find the seal log on the inside of the door.</p> <p><b>Verify</b> that the seal number on the steel cage matches the seal number printed on the seal log (<b>1a</b>). The Inspector will initial the spots next to “Steel Cage” indicating the seal number on the cage door matched and was removed (<b>2a</b>).</p> |
|  | <p>Leave ExpressVote bags or the Metal Ballot box alone. You will NOT open the ExpressVote bags or the Metal Ballot Box. You will not need to do anything with those seals until Election Day.</p>  |
| Step 2:   | <p>You WILL need to open the gray ePollbook cases to turn on and test the ePollbooks and printer.</p> <p><b>Verify</b> that the seals on each of the gray ePollbook cases match the seal numbers in the log for the gray ePollbook cases (<b>1b,1c,1d</b>).</p> <p>The Inspector will initial in the corresponding box.</p>   |


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|  | <b>Remove</b> the seals to open the cases. The Inspector will initial in the corresponding box(es) ( <b>2b,2c,2d</b> ). |
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|---------|---|
| Step 3: | <p>After you have finished setting up and testing the ePollbooks and printers, as well as setting up the voting booths and all other Monday night setup tasks, you will need to reseal the gray ePollbook cases and steel cage.</p> <p>After placing the ePollbooks, thermal printers, and all other ePollbook equipment back into the gray cases, <b>place</b> the seal with the corresponding number listed in this spot to the case(s) (<b>3a,3b,3c</b>).</p> <p>The Inspector will initial verifying that the correct seal(s) have been placed on the gray ePollbook cases.</p> |
| Step 4: | <p>Remove the seal that goes on the steel cage for Monday night setup and place the seal log back into the cage. Close the cage door.</p> <p>Lock the door with the combination lock and <b>place</b> that steel cage seal on the door (<b>3d</b>).</p>   |

## Election Day

|         |   |
|---------|---|
| Step 1: | Upon arriving at the vote center on Election Day, you will need to verify the seals on all equipment. |
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|---------|---|
|         | <b>Verify</b> that the seal on the steel cage matches the number of the seal you placed on the cage on Monday night ( <b>4a</b> ).  |
| Step 2: | <b>Remove</b> the seal and unlock the cage door. The Inspector will initial in the corresponding spot on the seal log ( <b>5a</b> ).  |
| Step 3: | Once the cage is open, remove the seal log. The Inspector will initial next to the corresponding spots indicating the steel cage seal has been verified and removed.  |
| Step 4: | <b>Verify</b> that the seals on the gray ePollbook cases match the seal numbers on the seal log (these should also match the seal numbers from Monday night that you placed on the cases when putting them back in the cage) ( <b>4b,4c,4d</b> ). The Inspector will initial in the corresponding spot on the seal log. |
| Step 5: | <b>Remove</b> the seals from the gray ePollbook cases. The Inspector will initial in the corresponding spot on the seal log ( <b>5b,5c,5d</b> ).  |
| Step 7: | Remove the ExpressVotes (black bags) from the cages and set them up on the voting booths.<br><br>The ExpressVote machines have <b>3</b> seals: right door, left door, and inner.  |



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|  | <b>The right door and inner seals should NOT be removed at any point.</b>  |
| Step 8:   | <b>Verify</b> that the seals on the left and right side of each ExpressVote match the seal numbers printed on the seal log ( <b>4e,4f,4g,4h,4i,4j</b> ). |

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|          | The Inspector will initial in the corresponding spot on the seal log.  |
| Step 9:  | <b>Remove</b> the <b>left</b> door seal. The Inspector will initial in the corresponding spot on the seal log ( <b>5e,5f,5g</b> ).   |
| Step 10: | <p>Once the left door seal has been broken, and you have unlocked the door to turn on the ExpressVote, you will see the inner seal.</p> <p><b>Verify</b> that the inner seal number(s) for each ExpressVote match the number shown on the seal log (<b>6a,6b,6c</b>). The Inspector will initial in the corresponding spot on the seal log.</p>  |
| Step 11: | <p>Once the ExpressVote(s) have been turned on, close the left door, and <b>place</b> the correct seal on the left door (<b>7a,7b,7c</b>).</p> <p>If you need to break this seal and open the door at any point during the Election, you will use one of the additional seals provided to reseal the door.</p> <p>(Note the reason and seal number used on the last page of the seal log.)</p>   |
| Step 12: | The metal ballot box will be in the steel cage and will have seals on both the back and front (flap). <b>Verify</b> that the seal numbers on the ballot box match the seal numbers on the seal log ( <b>4k,4l</b> ). The Inspector will initial in the corresponding box.  |
| Step 13: | <b>Remove</b> the seals from metal ballot box. The Inspector will initial in the corresponding box ( <b>5h,5i</b> ).   |
| Step 14: | <p>Remove the black duffel bag and any other items from the gray metal ballot box. Once you have confirmed it is empty, <b>place</b> the seal listed on the seal log on to the back of the metal ballot box (<b>7d</b>).</p> <p>The Inspector will initial in the corresponding spot on the seal log.</p> <p>This seal should NOT be removed during the election. The front (flap) side of the metal ballot box remains open to allow voters to deposit their voted ballots.</p> <p>If for any reason you need to remove the seal on the metal ballot box during election day, you will use one of the additional seals provided to reseal the door.</p> |

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|  | (Note the reason and the seal number used on the last page of the seal log.) |
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## Closing

Once the polls have closed, you will need to verify and/or reseal all the equipment before packing it up to be placed back in the steel cage or transported to the Receiving Station.

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|---|---|
| Step 1:   | <p><b>Verify</b> that the left and right door seals on the ExpressVote(s) are correct (<b>8a,8b,8c,8d,8f,8g</b>).</p> <p>The Inspector will initial in the corresponding spot on the seal log.</p>  |
|   | <p>For the right door seal, this seal number should be the same as when you first verified it on Election Day morning, as it should not have been removed.</p> <p>For the left door seal, this seal number should be the same as the seal number when you placed the seal on the door after turning on the machine. If you needed to open and reseal that door at any time during election day, write in the new seal number here and make sure you have noted this on the last page of the seal log.</p> |
| Step 2:   | <p><b>Verify</b> that the seal on the back of the metal ballot box matches the number printed here on the seal log (it should not have changed since you placed it on Election Day morning) (<b>8g</b>).</p> <p>The Inspector will initial in the corresponding spot on the seal log.</p>   |
| Step 3:   | <p><b>Remove</b> the seals from the left door of the ExpressVote (you will need to open the door to turn off the machine).</p> <p>The Inspector will initial in the corresponding spot on the seal log (<b>9a,9b,9c</b>).</p> <p>Once removed, open the left door, and turn off the machine.</p>  |
|  | <p><b>Verify</b> that the inner seal number matches the number on the seal log (<b>10a,10b,10c</b>). This should also be the same as when you first verified it on Election Day morning, as this seal should not have been removed.</p>   |



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|                             | The Inspector will initial in the corresponding spot on the seal log.  |
| Step 4:                     | <p><b>Remove</b> the seal from the back of the metal ballot box.</p> <p>The Inspector will initial in the corresponding spot on the seal log (<b>9d</b>).</p>  |
| <b>Packing up Equipment</b> |  |
| Step 1:                     | <p><b>Place</b> the correct seals on the gray ePollbook cases (<b>11a,11b,11c</b>).</p> <p>The Inspector will initial in the corresponding spot on the seal log.</p>   |
| Step 2:                     | <p><b>Place</b> the correct seals on the left door of the ExpressVotes (<b>11d,11e,11f</b>).<br/>Remember: you will only be re-sealing the left door, as the inner and right door seals will not have been removed.</p> <p>The Inspector will initial in the corresponding spot on the seal log.</p> |
| Step 3:                     | <p><b>Place</b> the correct seals on the front and back of the gray metal ballot box (<b>11g,11h</b>).</p> <p>The Inspector will initial in the corresponding spot on the seal log.</p>  |
| Step 4:                     | <p><b>Remove</b> the correct seal for the steel cage from the bag/envelope.</p> <p><b>Place</b> the seal bags/envelopes back in the steel cage and remove the Seal Log.</p>  |
| Step 5:                     | <p>Once you have placed the seals on the equipment, remove the correct seal for the steel cage from the bag/envelope.</p> <p><b>Place</b> the seal bags/envelopes back in the steel cage and remove the Seal Log.</p>  |
| Step 6:                     | <p><b>Lock</b> the cage door and <b>place</b> the correct steel cage seal on the steel cage (<b>11i</b>).</p> <p>The Inspector will initial in the corresponding spot on the seal log.</p>   |
| Step 7:                     |  |

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|  | <p>Verify that all applicable spaces on the seal log have been initialed.</p> <p>The Inspector, two Judges (from different parties), and Marshal will all sign and date the last page of the seal log.</p> |
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**Place the completed, signed Seal Log into the Unofficial Returns Envelope.**

# Hotline Numbers



**For election administration or procedural issues, call:**

**Elections Hotline (520)724-8551**

**Voting Equipment (520)724-3311**

**For voter registration issues, call:**

**Recorder's Office (520)724-4330**