Election Day
Call Centers

Image Cast Voting Machine Helpline	**753-1590**
Inspector Helpline	**753-1599**
Missing or Additional Supplies Helpline	**753-1501**
Voter Assistance	**753-1550**
For Voters Needing a Spanish Interpreter	**753-1560**

Last Revised 7/27/2016

Monroe County Board of Elections

Training Manual for Election Inspectors 2016

Inspector Name:_____

You MUST bring this manual with you on Election Day.

You're Right To Vote.

THOMAS F. FERRARESE
COMMISSIONER

COLLEEN ANDERSON
DEPUTY

Monroe County Board of Elections
39 West Main Street
Rochester, NY 14614
www.monroecounty.gov/elections
www.monroecounty.gov/etc/voter

DAVID VAN VARICK
COMMISSIONER

DOUGLAS E. FRENCH
DEPUTY

State/Local Primary Election
Tuesday, September 13, 2016

General Election
Tuesday, November 8, 2016

Inspector Training Team

Democratic

Abigail Rowe
AbigailRowe@monroecounty.gov

Joan Roby-Davison
JoanRobyDavison@monroecounty.gov

Republican

John Fernandes
JFernandes@monroecounty.gov

Paul Wagner
PWagner@monroecounty.gov

Message from the Commissioners

Dear Inspector:

Each year we continue to revise our training manual, refining it based on your input, and Election Day issues to make it more organized and laid out to help you find the information you need more quickly. The training class has also again been updated to provide a more step by step process to get you through Election Day and provide more information regarding what we have learned in the past elections. We also have again refined the training class to closely follow the manual which balances your training process. As always each election we have seen improvements in procedures many of which have come from your input. We are also adding more tools this year to provide you with additional information and support. These include web based review training, in office real time machine specific training and additional slide presentations. Over time these changes seem to be becoming second nature to us all, but that means we have to stay alert to updated procedures and not become over sure of ourselves. When you have good communications with the voter, making sure you provide them clear instructions, we give them a positive experience. Thank you!

There are a number of primaries this year along with the General Election. The interest in a Presidential year brings many more people out to vote. Turnout will be much higher than any other year since the last Presidential Election. The polling sites will be very busy. Everyone needs to remember that staffing the site is a team effort. Every member of the team needs to be active in supporting the polling site.

Remember, you are representing the Commissioners at the polling site. We are leasing these sites and work closely with the owners to make sure there is as little disruption to their normal activities as possible. Since the Commissioners have the final responsibility and say about all activities at the polling site your dedication to the Board of Elections and its commitment to the voters will ensure the success of our elections. We are confident that your training will prepare you to be an effective and well informed Election Inspector who will represent us proudly. Please remember we are only a phone call away and are prepared to assist you in anyway necessary. Thank you for your dedication to ensuring fair, honest, and accurate elections.

Sincerely,

Thomas Ferrarese
Democratic Commissioner

David Van Varick
Republican Commissioner

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Notes

Monroe County Board of Elections

Training Manual

for Election Inspectors

Unpacking, Verifying Ballots and Opening the Polls

Spanish Interpreters

Purpose By Department of Justice guidelines, a county must provide bilingual services if 5 percent, or 10,000 of voting-age citizens are not proficient in English as determined by the US Census. Interpreters transfer information to and from Election Inspectors and, if asked, assist the voter with their ballots.

Procedure

1. Each designated polling site requiring a Spanish Interpreter is provided with a small manila envelope marked "Spanish Interpreter Only" located in the Site Specific Bag. This envelope contains information for the Interpreter **only** and must be given to the Spanish Interpreter upon their arrival.
2. The Spanish Interpreter must be allowed to sit at any Inspector table. Spanish Interpreters may not be sent home by the Inspectors. **They are not to be used to perform tasks routinely assigned to Inspectors.** Inspectors are not authorized to sign Interpreter claim vouchers or any other forms.
3. No Interpreter? Need Translation? If you need the services of an Interpreter for a voter, call the BOE at 753-1560 for immediate translation services over the phone.

Spanish Interpreters are **required by Federal Law**, determined by the census and serviced by the Board of Elections. Generally, the responsibility of the Spanish Interpreter is to translate instructions from the Election Inspectors to the Voter. If the Spanish Interpreter is going to be alone with the Voter, the "Oath for Person(s) Assisting the Voter" must be administered, and the assistance must be recorded on Section III of the Challenge Report.

Poll Watchers

Purpose At any Primary, General or Special Election Poll Watchers are appointed by any political party or independent body whose candidates are on the ballot.

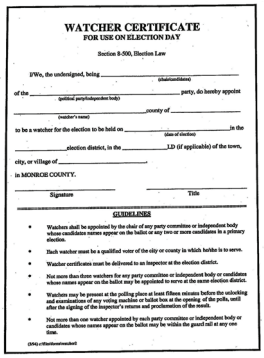
Procedure Poll Watcher Certificates must be delivered to an Inspector at the Polling Site. Poll Watchers must be qualified voters in the County in which they are serving and may not be a candidate whose name appears on the ballot.

Poll Watchers MAY:

- MAY be present and witness the unlocking and opening of the voting machines
- MAY observe proceedings throughout Election Day
- MAY observe the closing of the voting machines and be given access to the closing tapes to record election results
- MAY be given information as to who has voted

Poll Watchers MAY NOT:

- MAY NOT sit at the Voter Sign-In tables
- MAY NOT have access to the Poll Book or other official election supplies
- MAY NOT electioneer or disrupt voting proceedings



WATCHER CERTIFICATE
FOR USE ON ELECTION DAY

Section 8-500, Election Law

I/We, the undersigned, being _____ (platform/candidates)

of the _____ party, do hereby appoint (political party/independent body)

_____ county of _____ (watcher's name)

to be a watcher for the election to be held on _____ in the (date of election)

_____ election district, in the _____ LD (if applicable) of the town, city, or village of _____

in MONROE COUNTY.

_____ Signature _____ Title

GUIDELINES

- Watchers shall be appointed by the chair of any party committee or independent body whose candidates names appear on the ballot or any two or more candidates in a primary election.
- Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- Watcher certificates must be delivered to an Inspector at the election district.
- Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the unlocking and examination of any voting machine or ballot box at the opening of the polls, until after the signing of the inspector's returns and proclamation of the result.
- Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guard rail at any one time.

(2/04) c:\ffiatchers\watcher.doc

Federal and State Laws allow Poll Watchers access to polling sites and to be given information on who has voted on Election Day, and Inspectors must comply with acceptable requests as noted above. Poll Watchers may provide Inspectors with a list of voters names, and ask Inspectors to cross off the names of voters as they come in to vote. If asked, as long as crossing off the list does not interfere with the official duties, Inspectors should assist Poll Watchers, as they are attempting to improve voter turn-out at the Polls.

Candidates As representatives of their party and candidacies for election, candidates may visit polling sites on Election Day. A candidate MAY NOT serve as a Poll Watcher. Candidates must sign in on the Candidate Sign In sheet when visiting polling sites.

Setting up/Maintaining the Polling Site

1. Set up the polling site according to the suggested layout provided by the Board of Elections. The layout may be altered as long as a smooth and efficient voter flow is achieved and maintained throughout the entire Election Day. (If changes to the diagram are needed, please reflect that on the diagram and return it to the Board of Elections.)
2. Ensure that ALL voting instructions are properly displayed in or near the privacy areas. Inspectors may inform voters about the voting instructions inside the privacy booths.
3. An Inspector should be available to assist voters in the area of Privacy Booths or stanchions and the Image Cast Voting Machines at all times.
4. Inspectors should ensure there are marking pens in each privacy booth throughout the entire Election Day.

Remember: protecting the privacy of voters at all times is critical.

(SAMPLE Diagram of Voter Process for the Image Cast Voting Machine)

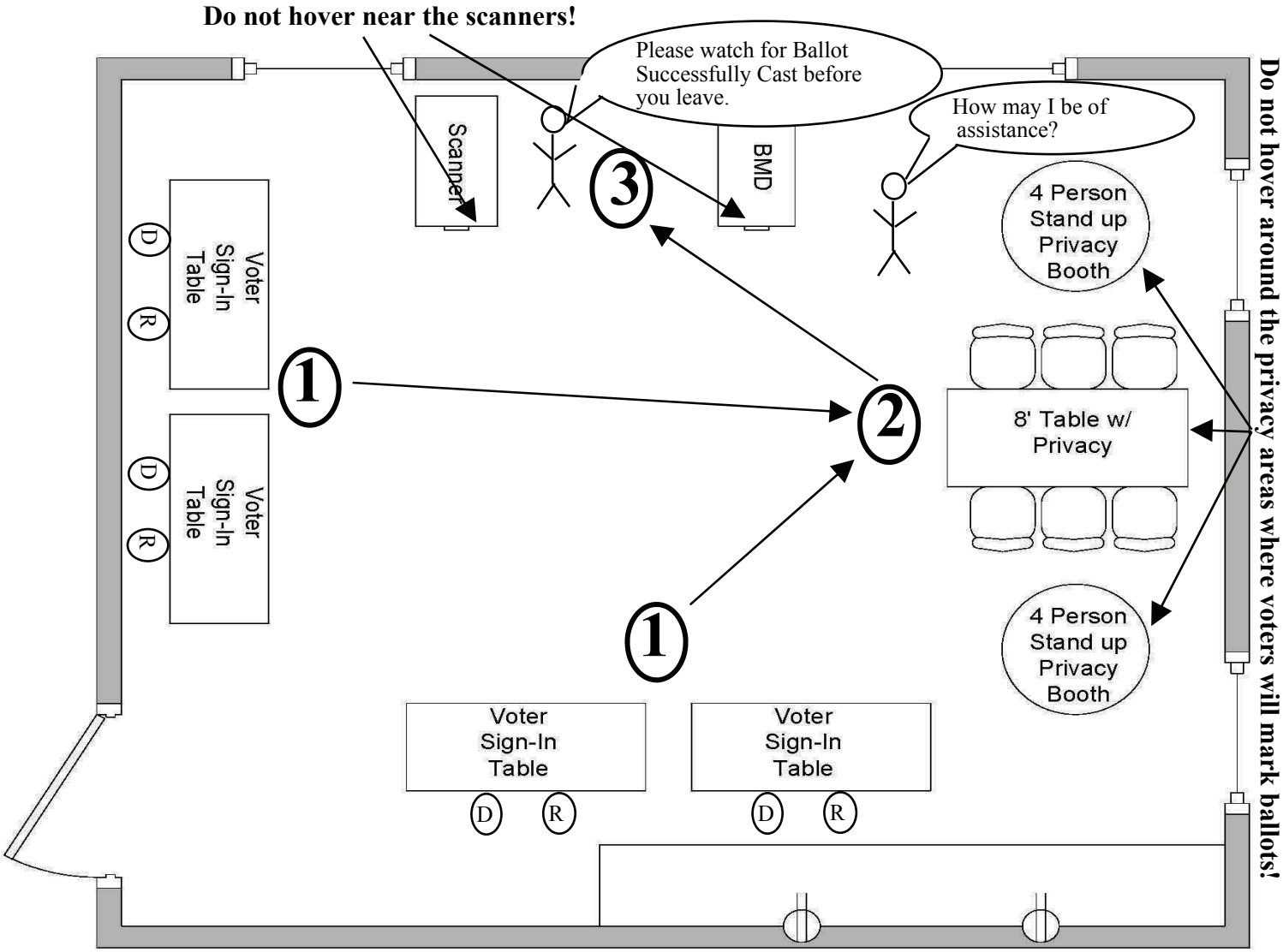


Image Cast Voting Machine (IC-1)

Seals, Machine Number Locations and Machine Parts

Sticker Seal

(Blue or Red)

Plastic Seal

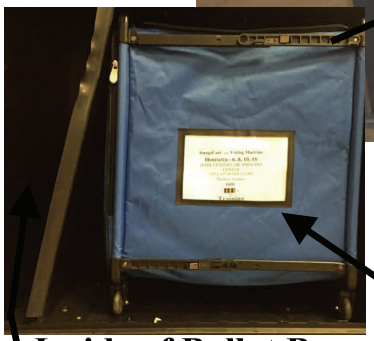
(White, Yellow or Red)

Ballot Box Door View

Sticker Seal #1 (Blue)

Machine Number

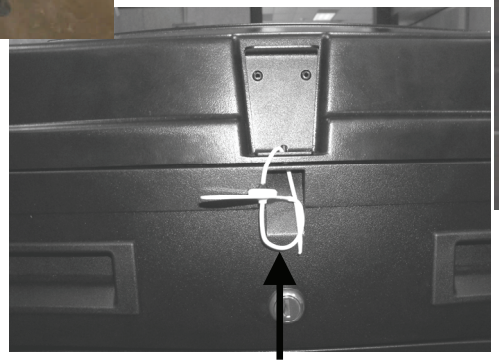
Ballot Box Door



Inside of Ballot Box

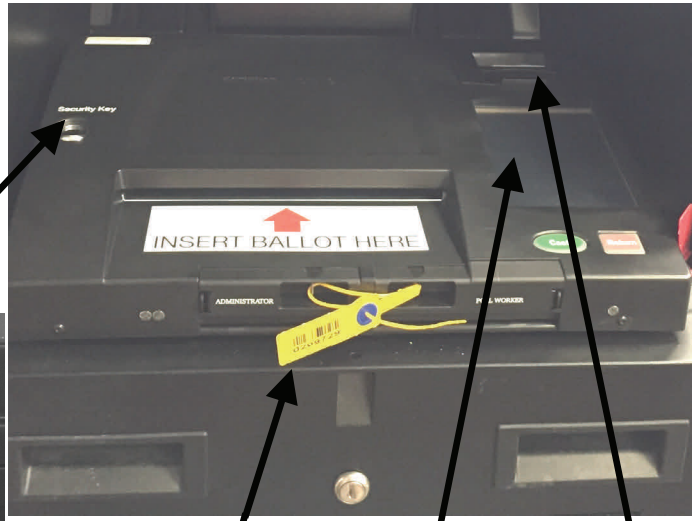
Blue Ballot Security Bag

Write-In Diverter Compartment



Plastic Hood Seal (White)

Scanner Side View



Security Key Pad

Operator Panel

Memory Compartment Plastic Seal (Yellow)

Thermal Tape Printer

(<u>NEVER</u> remove ANY Red Seals)

Image Cast Voting Machine (IC-2)

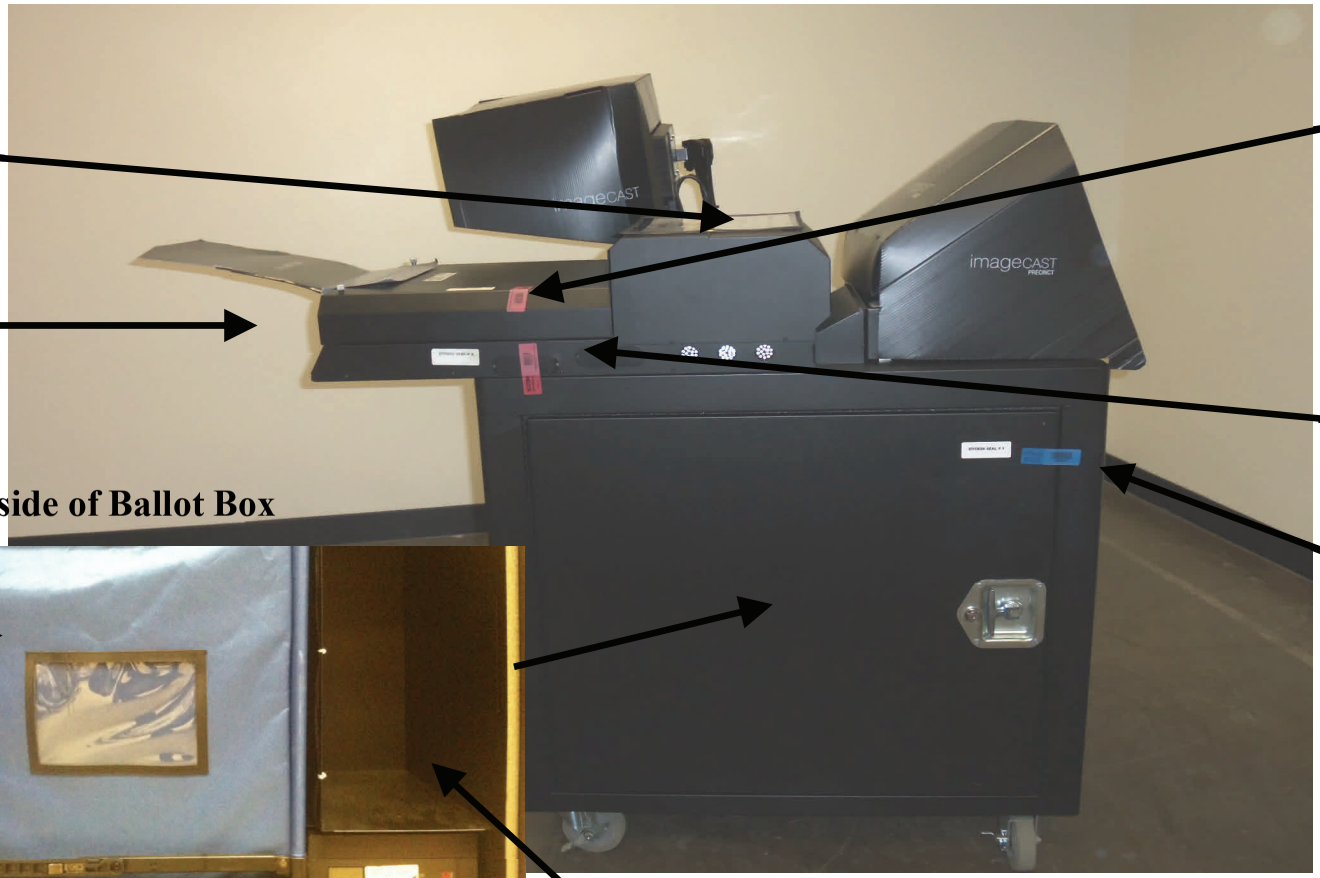
Seals, Machine Number Locations and Machine Parts

Sticker Seal

(Blue or Red)

Plastic Seal

(White, Yellow or Red)



Machine Number

Sticker Seal #4 (Blue)

Sticker Seal #3 (Red)

Sticker Seal #2 (Red)

Sticker Seal #1 Ballot Box Door Seal (Blue)

Inside of Ballot Box

Blue Ballot Security Bag

Power Supply Button

Write-In Diverter Compartment

(NEVER remove ANY Red Seals)

Opening the Image Cast Voting Machines

Purpose **To have all voting machines set-up and ready, have all materials (such as Poll Books, ballots and signs) prepared for voters by 6:00 AM for the General Election or 12:00 PM for the Primary Election. All activities must be done in bi-partisan teams.**

Procedure to set-up the Image Cast Voting Machines

STEP 1

Ensure that the voting machine number on the key envelope corresponds to the number on the voting machine.

IC-2 ONLY: *Remove the nylon cover and remove styrofoam from the scanner and printer.*

All Machines:

1. Lock the wheels by pressing firmly on all four wheel locks
2. Unlock the ballot box door, turn the key vertically, rotate the handle and pull the door open
3. Remove the extension cord, plug into the voting machine and then into an outlet

IC-1 ONLY: *Machine powers on upon plugging in.*

IC-2 ONLY: *Press the power supply button underneath the write-in diverter compartment inside of the ballot box.*

All Machines:

4. Remove the Blue Ballot Security Bag
5. Locate the machine specific bag and take out the "Before the Polls Open" sheet
6. Remove the opening blue sticker seal #1 from the ballot box door, place below Step 5 on the "Before the Polls Open" sheet
7. Remove all remaining supply bags from the Blue Ballot Security Bag
8. Match each District Specific Bag and corresponding Green Ballot Bag by Election District
9. Deliver Supply Bags to a team of bi-partisan Inspectors at a voter sign in table
10. Place the **open and empty** Blue Ballot Security Bag back inside the voting machine
11. Close and lock the ballot box door, remove the voting machine keys from the handle

STEP 2

Remove voting machine seals and set up privacy devices.

IC-1 ONLY: *Cut the white plastic hood seal. Place the hood flaps in slots on each side of scanner.*

IC-2 ONLY: *Attach privacy devices to the scanner, monitor, and printer. Remove sticker seal #4 from the ATI Connetion behind the printer, place below step 14 on "Before the Polls Open" sheet. Attach the ATI and plug the headphones into the ATI.*

All Machines:

1. Place the security key to the security key pad
2. Enter the password to unlock the device (reference voting machine key envelope)
3. Message displayed will read "Key Accepted. Validating Election Files. Please Wait"
4. The Operator Panel will display "Is this the correct time?"

Opening the Image Cast Voting Machines (continued)

5. Verify date and time are correct (If any date discrepancy call 753-1590)
6. Record the time displayed next to Step 3 on the "Before the Polls Open" sheet
7. Press YES (Do NOT alter this screen)
8. Wait for the administrative menu to appear
9. Press "Open Poll"
10. Press the "ZERO" button
11. Wait for the opening tape to print completely
12. Message displayed will ask "Would you like more copies of this report?" Press NO. "System Ready" will appear on the Operator Panel
13. Ensure that a ZERO appears next to Ballots Cast on the Operator Panel
14. Carefully tear off the opening ZERO tape

STEP 3

Confirm ALL of the information on the opening ZERO tape.

1. Tabulator Name (Voting Machine Number)
2. Voting Location (Polling Site Name)
3. Precinct (Election Districts)
4. Ballots Scanned (Must be ZERO)
5. Protective Counter number (Located on the bottom section of the opening zero tape)
6. Print and Sign your Name (Bottom of the opening zero tape)
7. Compare the opening zero tape to the sample ballot, confirming the offices and candidates (If offices up for election and candidates name do not appear, you may have a status tape. Call 753-1590)
8. Place the completed opening zero tape in the Red Security Bag
9. Complete the "Before the Polls Open" sheet

STEP 4

Secure the voting machines keys and cords.

1. Make sure cords do not present any tripping hazards, use tape when necessary

IC-2 ONLY: ***Make sure voters can safely and securely get all the way around this voting machine with any assisted devices (i.e. canes, wheelchairs or other mobility devices). THIS MACHINE MUST BE SET UP PROPERLY!***

Notes

BEFORE POLLS OPEN (CERTIFICATE #1)

To be completed and signed by the Board of Inspectors at the opening of the Polls.
WE DO HEREBY CERTIFY; that on this day, before the Polls were opened to the public for voting:

1. Voting machine keys were delivered to us in a secure envelope, and the keys were removed in the presence of at least one Democratic and one Republican Inspector. ✓ YES ___ NO
2. Confirmed the voting machine number matches the voting machine number provided on the key envelope. ✓ YES ___ NO (If NO, contact the Board of Elections IMMEDIATELY)

   VOTING MACHINE NUMBER is: 125 (located on the top of the machines scanner unit)
3. The time displayed on the voting machine's operator panel is: 11:41 AM **DO NOT CHANGE THE TIME ON THE VOTING MACHINE! IF ANY DISCREPANCY CALL 753-1590.**
4. The **IC-1 ONLY:** The **WHITE plastic hood seal** number is: 505098
5. The ballots were delivered to us inside the sealed and locked voting machine. **BLUE sticker seal #1** is: 1521018
   Remove **BLUE sticker seal #1** from the ballot box door and place the seal HERE:

6. The Green Ballot Storage Bags and District Specific Bags were delivered to the proper Election District tables. ✓ YES ___ NO
7. We have inventoried all necessary certificates, forms and envelopes to be completed throughout Election Day, in accordance with the instructions provided by our County Board of Elections. The Opening ZERO tape produced by this voting machine was reviewed to ensure that ALL of the contests are at ZERO. ✓ YES ___ NO (If counters are not all at ZERO, contact the Board of Elections IMMEDIATELY)
8. The sample ballot was compared to the pre-printed ballot packs and the Opening ZERO tape, ensuring the offices up for election, the candidates names and ballot proposals matched. ✓ YES ___ NO (If NO, contact the Board of Elections IMMEDIATELY)
9. The Protective Counter number (located near the bottom of the Opening ZERO tape) matches the Protective Counter number on the voting machine key envelope. ✓ YES ___ NO (If NO, contact the Board of Elections IMMEDIATELY)

   PROTECTIVE COUNTER NUMBER is: 299 (located towards the bottom of the Opening ZERO tape)
10. The Opening ZERO tape has been placed in the Red Security Bag. ✓ YES ___ NO
11. The **YELLOW plastic seal** number on the memory card compartment is: 5090983 **(DO NOT REMOVE)**
12. The **RED sticker seal #2** on the electrical cover is: _____
    (This seal should **NEVER** be removed)
13. The **RED sticker seal #3** on the BMD printer cover is: _____
    (This seal should **NEVER** be removed)
14. The **BLUE sticker seal #4** on the ATI connection is: _____
    Remove **BLUE sticker seal #4** on the ATI connection and place the seal HERE:

    IC-2 BMD ONLY

15. Ensure all supplies have been removed from the voting machine, and that the Blue Ballot Security Bag is EMPTY and OPEN and is placed back inside the voting machine and the ballot box door is LOCKED.

Signature of Inspectors: (DEM) Sue Smith (REP) Joe Johnson

Notes

(see machine diagrams)

The Voting Machine Number is located on the top of the voting machine scanner unit

The time displayed on the voting machine Operator Panel at opening-DO NOT CHANGE THE TIME ON THE VOTING MACHINE!

The hood seal number is located on the plastic seal that secures the hood

Place opening blue sticker seal #1 (Ballot Box Door Seal) here

The Sample Ballot is in the District Specific Bag

The Protective Counter Number is located toward the bottom of the Opening Zero Tape

The yellow memory card seal secures the memory card compartments on the front of the scanner (DO NOT CUT)

See the IC-2 (BMD) Diagram provided in this manual for the location of these seals

Place opening blue sticker seal #4 (ATI Connection Seal) here

Two Inspectors, one from each party, must sign

Supply Bag Opening List (by Bag)

How to use this list: This list divides all supplies by opening bag. Also included are notes on where the supplies are packed or how they get to the polling site. For instance, the green ballot bags will be found in the machines. The envelopes and bags that are NOT highlighted contain items but are themselves packed in another bag.

Ballot Bag (Green) (in machines)

____ **Affidavit Ballot Envelopes**
____ **Affidavit Ballot Return Envelope**
____ **Affidavit Ballots**
____ **Ballot Packs, Unused**
____ **Ballot Reconciliation Form**
____ **Blank Ballot Packs**

District SPECIFIC (in machines)

____ **Abandoned Ballot Return Envelope**
____ **Challenge Report**
____ **Court Order Return Envelope**
____ **Election Inspectors Needed sheet**
____ **Election Supplies district label sheet**
____ **Notes to Commissioners and Return Envelopes**
____ **Notice to Voters (English and Spanish)**
____ **Oath for Person(s) Assisting Voter (English and Spanish)**
____ **Over-Vote Instructions**
____ **Privacy Folders**
____ **Proposition Booklet (if applicable)**
____ **Repacking Sheet Instructions**
____ **Signature Cover**
____ **Small Bag 1**
____ **Small Bag 2**
____ **Spoiled Ballot Envelopes**
____ **Spoiled Ballot Return Envelope**
____ **Street Guide**
____ **Suggested Valid ID sheet**
____ **Unscannable Emergency Ballot Return Envelope**
____ **Voter Registration Forms, Blank/Spanish if applicable**
____ **Voting Instructions/Spanish if applicable**
____ **Welcome to District Sign**

Site Generic (in one machine)

____ **Arrow Signs**
____ **Braille Bill of Rights**
____ **Braille Bill of Rights, Spanish (if applicable)**
____ **Distance Marker**
____ **Magnifier**
____ **Vote Here Sign**
____ **Vote Here Sign – Voters with Disabilities**
____ **Voters Bill of Rights**
____ **Voters Bill of Rights in Spanish**

Machine SPECIFIC (per machine)

____ **After the Polls Closed Sheet (Certificate #2)**
____ **Before the Polls Open Sheet (Certificate #1)**
____ **Closing Seal Bag**
____ **Write-In Return Ballot Envelope**

Site SPECIFIC (brought by a Site Chair)

____ **Badges and Book Seals Bag**
____ **Call-In District Sheet (if applicable)**
____ **Candidate Sign-in Sheet**
____ **Certificate of Service**
____ **District Map/Poll Site Listing**
____ **Inspector Manual**
____ **Machine Key Return Envelope**
____ **Machine Keys**
____ **Over-Vote Poster**
____ **Pay Vouchers and W-9s (if applicable)**
____ **Poll Book**
____ **Polling Site Diagram**
____ **Polling Site Survey**
____ **Red Bag Transmittal Form**
____ **Red Security Bag including Closing Seal**
____ **Scissors**
____ **Sample Ballot (English and Spanish, if applicable)**
____ **Site Street Directory (if 3 or more Reporting EDs)**
____ **Spanish Interpreter Envelope (if applicable)**

BMD Equipment Bag (in IC-2 BMD)

____ **ATI with Cord**
____ **Headphone Covers**
____ **Headphones**
____ **Paddles (Left and Right)**
____ **Rubber Gloves**
____ **Sip and Puff Device**
____ **Straws**

Closing Seal Bag (IC-1/IC-2) (in Machine Specific Bag)

____ **Plastic Seal**
____ **Sticker Seal**

Small Bag 1 (in district specific bag)

____ **I Voted Today Stickers**
____ **Pens**
____ **Tape**

Small Bag 2 (in district specific bag)

____ **Ballot Markers**

Badges and Bookseals Bag (in Site Specific Bag)

____ **Book Seals**
____ **Inspector Badges**

3/15/2016

CALL 753-1501 FOR MISSING SUPPLIES

For Repacking at the Close of the Polls See Other Side

Ballot Reconciliation - Before the Polls Open

Make sure you have all your ballots to begin the day

District: Leg. Dist. 23-18
Ballot ID: 109 Spanish ID: 270
CHRIST GOOD SHEPHERD LUTHERAN CH
1000 N WINTON RD

Ballot Reconciliation Form

Inspectors must

1. Open Ballot Packets in Sequential ballot order.
2. Open only one packet of ballots at a time and record on the other side.
3. Return all unused ballot packets at the end of the day.

Before the Polls Opened

Start of Day	Number of Ballots
Preprinted Ballots	600
Blank Ballots	+ 10
Affidavits	+ 50
TOTAL BALLOTS - START OF DAY	= 660

Signature of Inspectors - Start of Day

Bernie Cater — Margorie R Closen — Date: 11/3/15 — Time: 5:25 AM

Democratic Inspector — **Republican Inspector**

Steps required to reconcile Before the Polls Open

- Open the Green Ballot Bag for your Election District
- Remove all ballots (Pre-printed, blank, and affidavit)
- Count and verify
- Sign, date, and time
- If any ballot counts are off, **you must call the BOE**

SAMPLE

During the Day

Reverse Side of Ballot Reconcilia-

Ballot Reconciliation Form

Time	Packet	Ballot Numbers	Complete Packet Used?
6:00 am	Packet #1	From 1 To 50	yes
8:00 am	Packet #2	From 51 To 100	yes
9:34 am	Packet #3	From 101 To 150	
	Packet #4	From_____ To_____	
	Packet #5	From_____ To_____	
	Packet #6	From_____ To_____	
	Packet #7	From_____ To_____	
	Packet #8	From_____ To_____	
	Packet #9	From_____ To_____	
	Packet #10	From_____ To_____	
	Packet #11	From_____ To_____	

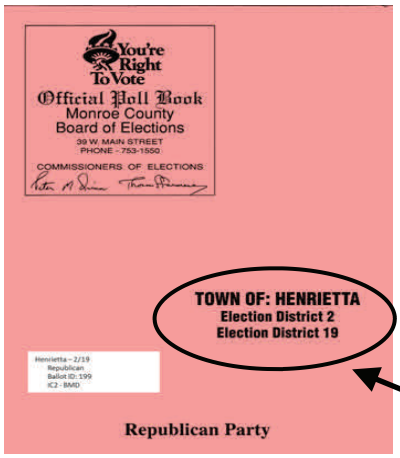
SAMPLE

- Open one packet at a time
- Keep only one packet on the table
- Select next sequence and check Ballot ID (lower right corner of Ballot) against the Ballot ID located on the cover of the Poll Book
- Record the **time** each packet was opened and what sequence (number range)
- Record when the packet is completed

Important Supplies

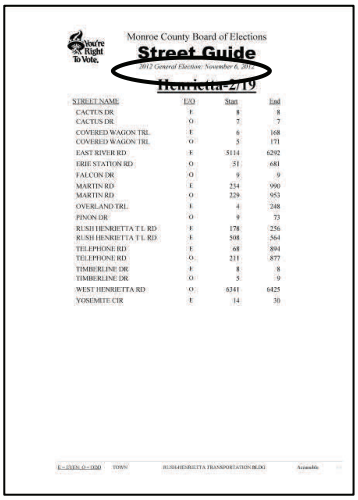
NOTE: Inspectors MUST ensure all District Specific Supplies and bags stay together.
During the day, keep the Green Ballot Bag with all return envelopes with the district specific table.

Voter Sign-In Tables

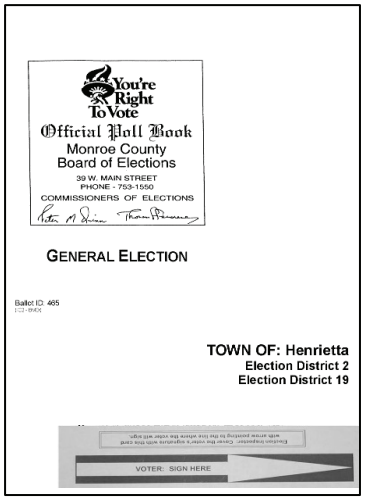


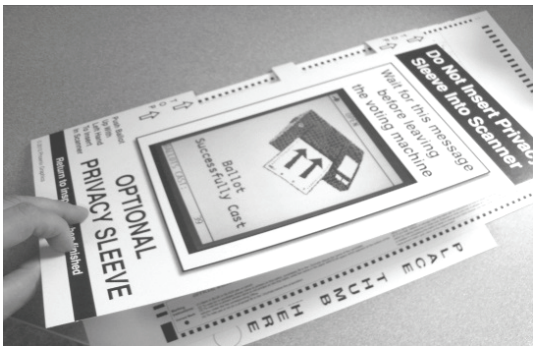
Check all labels and match Districts.

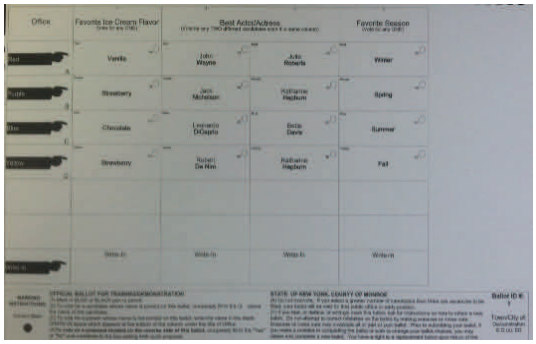
These Important Supplies must be on Voter Sign-In Tables at all times

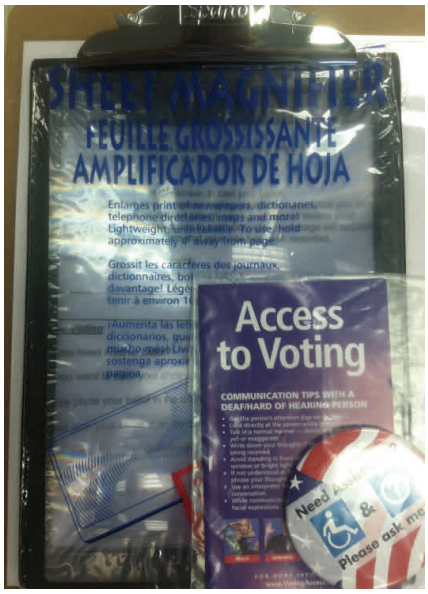

Monroe County Board of Elections
Street Guide
2012 General Election: November 6, 2012
Henrietta-2/19

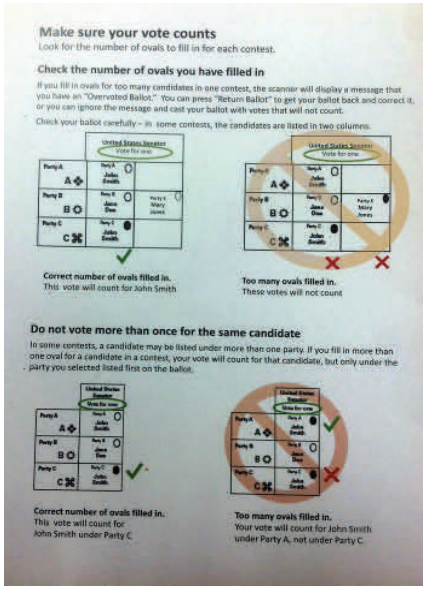
STREET NAME	E/O	Start	End
CACTUS DR	E	8	8
CACTUS DR	O	7	7
COVERED WAGON TRL	E	6	168
COVERED WAGON TRL	O	5	171
EAST RIVER RD	E	5114	6202
ERIE STATION RD	O	51	681
FALCON DR	O	9	9
MARTIN RD	E	234	990
MARTIN RD	O	229	953
OVERLAND TRL	E	4	248
PINON DR	O	9	73
RUSH HENRIETTA T L RD	E	178	256
RUSH HENRIETTA T L RD	E	598	564
TELEPHONE RD	E	68	894
TELEPHONE RD	O	211	877
TIMBERLINE DR	E	8	8
TIMBERLINE DR	O	5	9
WEST HENRIETTA RD	O	6341	6425
YOSEMITE CIR	E	14	30

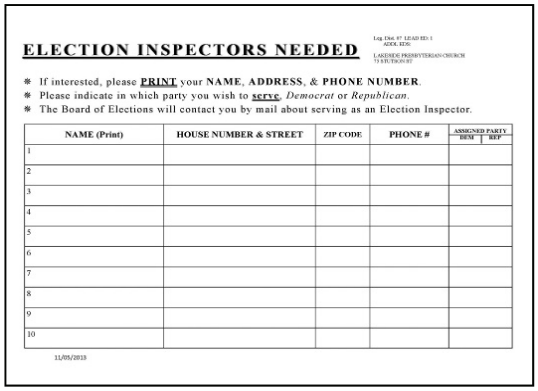












ELECTION INSPECTORS NEEDED

Log. Dist. 8th LEAD ED: 1
ADDL EDS:
LAKESIDE PRESBYTERIAN CHURCH
71 ELTON ROAD

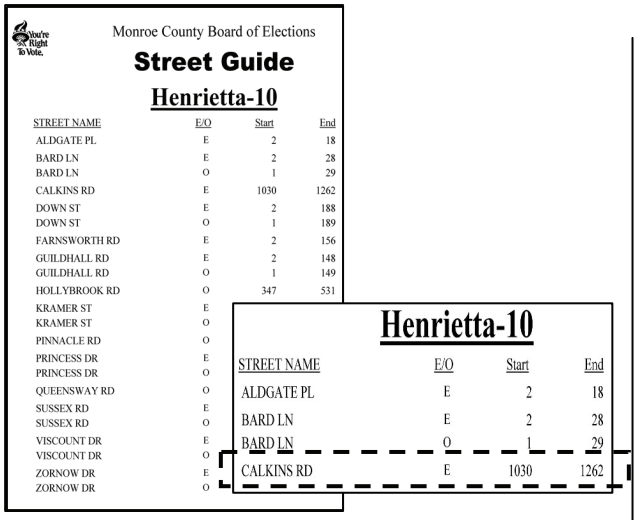
- If interested, please **PRINT** your **NAME, ADDRESS, & PHONE NUMBER**.
- Please indicate in which party you wish to **serve**. *Democrat* or *Republican*.
- The Board of Elections will contact you by mail about serving as an Election Inspector.

NAME (Print)	HOUSE NUMBER & STREET	ZIP CODE	PHONE #	ASSIGNED PARTY DEM	ASSIGNED PARTY REP
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

11/05/2013

Important Supplies

Street Guide



Monroe County Board of Elections

Street Guide

Henrietta-10

STREET NAME	E/O	Start	End
ALDGATE PL	E	2	18
BARD LN	E	2	28
BARD LN	O	1	29
CALKINS RD	E	1030	1262
DOWN ST	E	2	188
DOWN ST	O	1	189
FARNSWORTH RD	E	2	156
GUILDHALL RD	E	2	148
GUILDHALL RD	O	1	149
HOLLYBROOK RD	O	347	531
KRAMER ST	E		
KRAMER ST	O		
PINNACLE RD	O		
PRINCESS DR	E		
PRINCESS DR	O		
QUEENSWAY RD	O		
SUSSEX RD	E		
SUSSEX RD	O		
VISCOUNT DR	E		
VISCOUNT DR	O		
ZORNOW DR	E		
ZORNOW DR	O		

Henrietta-10

STREET NAME	E/O	Start	End
ALDGATE PL	E	2	18
BARD LN	E	2	28
BARD LN	O	1	29
CALKINS RD	E	1030	1262

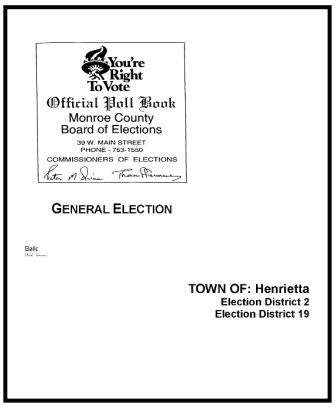
Street Guide: To confirm a voter lives in the Election District. With 3 or more district polling sites, it is beneficial to have an Inspector utilize the site street directory to greet voters upon entering the poll site to guide them to the proper district table.

Procedure:

1. Find the voter's street.
2. Determine if the house number is odd (O) or even (E).
3. Make sure the voter lives within the house range. (Their house number is greater than and including the starting number and less than and including the ending number.)
   A. If the voter's house number is within the range, send them to the district table with the Poll Book for sign-in.
   B. If the voter's house is NOT within range, see the section in this manual called *Voter Does Not Live In The District* (page 40).

EXAMPLE: Abby lives at 1032 Calkins Rd. Using the street guide we can confirm she lives in District 10 in Henrietta.

The Poll Book



You're Right To Vote

Official Poll Book

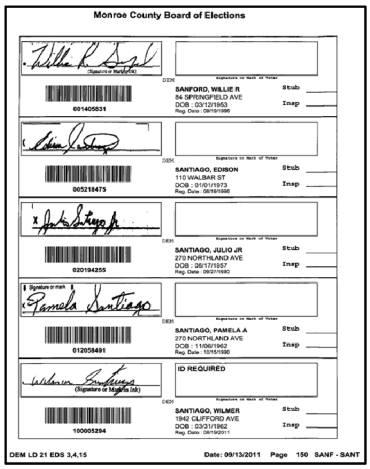
Monroe County Board of Elections

39 W. MAIN STREET
PHONE - 753-1550
COMMISSIONERS OF ELECTIONS

GENERAL ELECTION

Ballot

TOWN OF: Henrietta
Election District 2
Election District 19



Monroe County Board of Elections

SANFORD, WILLIE R
84 SPRINGFIELD AVE
DOB : 03/12/1953
Reg. Date : 09/15/1996

SANTIAGO, EDISON
110 WALBAR ST
DOB : 01/01/1973
Reg. Date : 08/16/1996

SANTIAGO, JULIO JR
270 NORTHLAND AVE
DOB : 26/17/1957
Reg. Date : 09/27/1990

SANTIAGO, PAMELA A
270 NORTHLAND AVE
DOB : 11/06/1962
Reg. Date : 10/15/1990

ID REQUIRED

SANTIAGO, WILMER
1942 CLIFFORD AVE
DOB : 03/31/1962
Reg. Date : 09/19/2011

DEM LD 21 EDS 3,4,15 Date: 09/13/2011 Page 150 SANF - SANT

Poll Book: Poll Books are arranged alphabetically by the Voter's *Last Name* and then *First Name*. Use the *index* at the bottom right of the Poll Book to help quickly locate a voter's name.

Procedure:

1. A voter may NEVER sign for someone else. Power of Attorney and pre-printed stamps may NOT be used.
2. Make sure the voter signs next to their own name.
3. **Never** make stray marks or scratch/scribble out notations in the Poll Book. **Never** use white out or pencil.
4. **Never** add voters into the Poll Book or write on the back of any page.
5. Note deceased voters in the margin of the Poll Book. Only information given from a relative may be noted. Note the relationship (mother, father, brother, sister, etc.) of the person telling you about the voter.
6. Note voters who have moved in the margin of the Poll Book. Only information given from a relative may be noted. Note the relationship (mother, father, brother, sister, etc.) of the person telling you about the voter. If the person moved within Monroe County, note the full residence address to which they moved. If the person moved out of county or state, note that.
7. Note any corrections to the birth date, or any spelling corrections in the margins of the Poll Book.
8. Always double-check the spelling of a voter's name. Turn a few pages forward or back in the Poll Book to look for a misspelled name. Ask the voter to spell their name or ask if they have had a name change.

NOTE: When an error is made, strike out the error "/", note it was an error and initial. NEVER WRITE "SPOILED" or scribble over information in Poll Book.

Signs

Remember: Signage will be available in both English and Spanish in most polling sites. You must post all signs.

Purpose The **distance marker** is used to warn people not to electioneer within a 100' radius of the polling site.

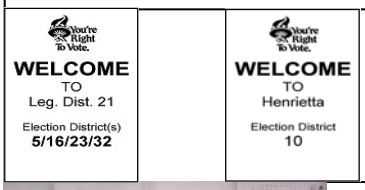
Procedure
- The distance marker should be placed outside, 100' from each entrance of the polling site.
- Attach it to a wall, post, fence, tree or whatever object is about 100' away.

Purpose There are two **Vote Here** signs to show the entrances voters use to enter the polling site.

Procedure
- The black-and-white sign should be posted on the door or doors voters use to enter the polling site.
- The blue and white sign with a wheelchair emblem must be placed on the handicapped accessible door. The handicap entrance must remain unlocked during voting hours.

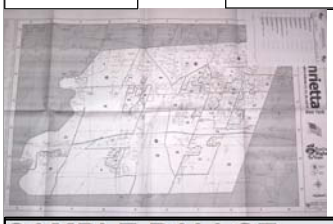
Purpose The **arrow signs** are used to direct voters to a room or location inside a polling site.

Procedure Post on inside walls in visible locations to direct voters to the room where voting occurs.



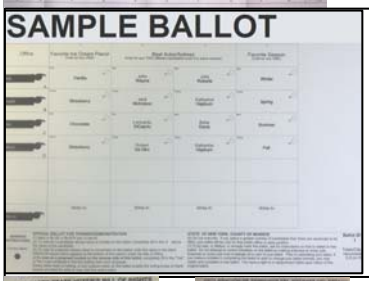
Purpose The **Welcome to District Sign** helps the voter clearly identify the table they should report to.

Procedure The Welcome to District Sign must be posted on the wall near the district table. Make sure this sign is visible to the voters.



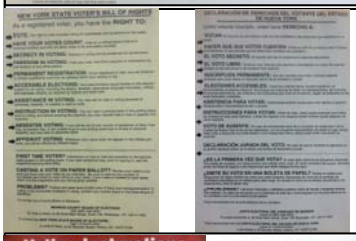
Purpose The **district map** is used to determine what polling site a voter votes at.

Procedure The district map should be hung on the wall in a visible location near the check-in tables. A *polling site listing* will be stapled to the map. Use the map to find a voter's correct ED and then match the ED with the polling site and address.



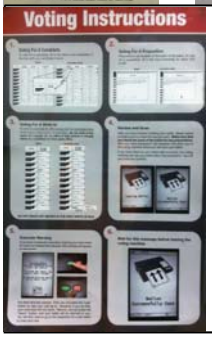
Purpose The **sample ballot** is used by voters to determine what candidates or propositions are on the ballot.

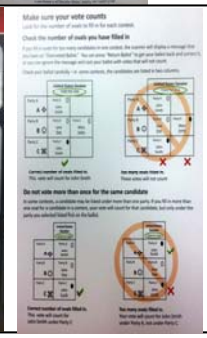
Procedure
- The sample ballot should be posted on the wall near the district table.
- Make sure the sample ballot is the same as the pre-printed ballot.



Purpose The **Voters Bill of Rights** is used by voters to understand their rights and responsibilities.

Procedure The Voters Bill of Rights should be posted on the wall near the district table.





Purpose The **Voting Instructions** and **overvote/push** vote posters must be hung in or near the privacy areas to assist voters in properly marking their ballot. The small overvote/push vote instructions must be placed on each Election District table where voters can utilize it when checking in and receiving their ballot.

Procedure Post the Voting Instruction posters on the wall near the privacy areas and on each district table for voter viewing.

Monroe County Board of Elections

Training Manual for Election Inspectors

You're Right To Vote.

Guiding the Voter Through the Voting Process

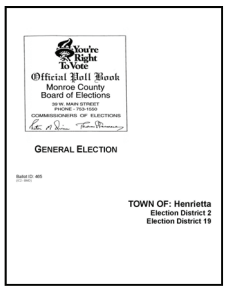
Checking in the Voter

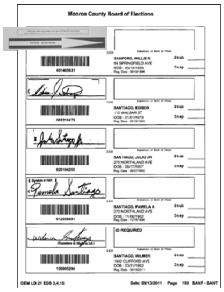
Purpose To ensure voters are processed fairly and politely in accordance with Election Law.

Procedure

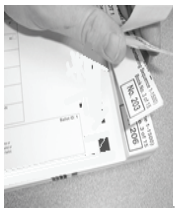
1. Ask the voter for her/his name and address.
2. Locate the voter's name in the Poll Book. Verify the name and address with the voter. (The voter should also examine their Poll record for accuracy.)
   *NOTE: If you cannot locate the voter's name in the Poll Book after thoroughly checking, refer to the Exceptions pages starting on page 37 or use the online voter app at www.monroecounyt.gov/etc/voter (New voters **must** register before the cut-off dates (Primary: August 19th; General: October 15th).*
3. Cover the voter's previous signature with the signature cover slip (this is an important anti-fraud procedure) and have the voter sign their name in the signature box.
4. Compare the voter's signatures (keep in mind a voter's signature may change over time).
5. Carefully tear off a pre-printed ballot. (Fold and crease the ballot at the perforation before tearing).
   NOTE: Never write or mark on a voter's ballot.
6. Record the ballot stub number and your Inspector initials in the Poll Book next to the voter's name.
7. Direct the voter to the voting instructions at the top and the bottom of the ballot. Instruct the voter how to properly mark the ballot by darkening in the ovals to make their selection. If the ballot is double sided, inform the voter the ballot has two sides for the voter to examine and mark. If the voter asks about the write-in options, you may inform the voter the write-in boxes should only be used if they wish to vote for a candidate who does NOT appear on the ballot.
8. Place the ballot inside of the privacy folder and offer the voter instructions on how to use the folder at the voting machine. Hand the ballot in the privacy folder to the voter. The privacy folder **MUST** be given to every voter by the Inspectors.
9. Present them with the "I voted today" sticker and direct the voter to the privacy areas to mark their ballot. Remind the voter that they may request assistance or ask questions to the Inspectors located on the floor. Also, remind the voter they may place their marked ballot in <u>any</u> voting machine.

- If the voter seems to be confused or appears to need assistance, ask the voter "Do you require any assistance in marking your ballot?"
- **If the voter says yes:**
  Reaffirm to the voter that they wish to receive assistance in marking the ballot by asking "Are you certain you wish to receive assistance?" If the voter answers yes, carefully determine what type of assistance the voter wishes to receive. Follow the section *For Voters Requesting Assistance (starting on page 25).*

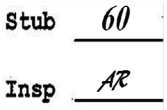




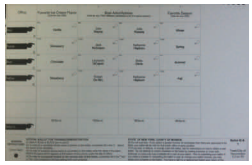
Poll Book with anti-fraud cover.



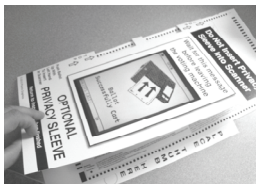
Inspectors must record the stub number from the tab in the Poll book (step 6)



How to fill in the Inspector Initial and Stub number lines in the Poll Book (Step 6)

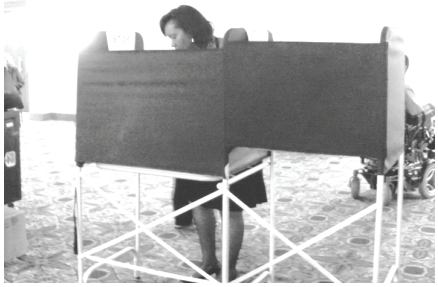


Ballot (step 7)



Placing the Pre-printed ballot into the Privacy Folder (step 8)

Give the voter an "I Voted Today" sticker (step 9)



Checking in the Voter: Primary Elections

In a Primary Election, the Poll Books and ballot packs will correspond by color according to party. There may be more than one party holding a Primary Election. Upon checking the voter in, you must first ask the voter what party they are registered in and go to that Party Poll Book. The check-in procedures that follow are the same as noted on the previous page. You must ensure the voter is given the color coded ballot that corresponds to the Party Poll Book for that voter's party.

- Primary Elections are party specific elections administered by the Board of Elections. All Elections in New York State are staffed by bi-partisan teams of Inspectors. Voters are only eligible to vote in a Primary Election if they are registered in the party holding the Primary Election.
- Primary Elections are often consolidated due to the number of eligible voters. Example: In a General Election a Polling Site may have 4 Election Districts (4 Voter Sign-In tables), in a Primary Election that same Polling Site may consolidate those 4 Election Districts into one Voter Sign-in table.

PRESIDENTIAL YEAR EXPECTATIONS

- Up to 80% turnout is anticipated, so lines can get lengthy at times.
    - A greeter at the door can guide voters to the correct tables, helping reduce confusion and crowding.
- Attention to detail at the sign in table is critical, while also moving voters through the process as smoothly as possible.
- Call the Board of elections at 753-1550 to confirm voter registration or use the online voter app at www.monroecounty.gov/etc/voter for current voter information.

Notes

Notes

Monroe County Board of Elections

Training Manual

for Election Inspectors

You're Right To Vote.

Closing the Polls, Reconciling Ballots and Repacking

Closing the Image Cast Voting Machines

Polls close at 9:00 P.M. or as soon as the last voter in line has voted.

Purpose

To close the Image Cast Voting Machines; to transport the Red Security Bag to the designated locations in a timely manner; to complete all Election Day forms and to pack all election supplies accordingly; to deliver the Blue Ballot Security Bags to the designated locations. All activities must be done in bi-partisan teams. Have the "After the Polls Close" sheet, the "Red Bag Transmittal Form", the "Write-in Return Envelope" and the "Closing Seal Bag" at the voting machine.

Procedure to Close the Image Cast Voting Machine

STEP 1

Place the Security Key to the Security Key Pad to bring up the Administrative Menu.

All Machines:

1. Press "Close Poll"
2. The message displayed will read "Are you certain you wish to close Poll?" Press YES
3. "Poll is being closed, please wait" will appear on the screen
4. The closing tape will print. **WAIT** for the tape to print completely
5. The next message will ask "Would you like to print more copies of this report?" Press NO
6. Tear off the closing tape, divide the tape into two parts at the correct place under the signature lines
7. Print and sign your name on both copies
8. Place one copy in the Red Security Bag
9. Post the other copy on the wall for public viewing and recording of Election results
10. Press the Power Down button on the operator panel, confirm you wish to shut down the voting machine

IC-1 ONLY: *Unplug the voting machine from the wall.*

IC-2 ONLY: *Unlock the ballot box door and turn off the power supply button underneath the write-in diverter compartment, then unplug the voting machine.*

All Machines:

13. Check to make sure the operator panel and status lights next to the memory card compartment are completely out
14. Cut the yellow seal on the memory card compartment, open the memory card compartment doors
15. Push the black button on the side of the red memory card to eject the red card
16. Place the red memory card in the Red Security Bag
17. Record the white plastic closing seal number used to secure the Red Security Bag on the "After the Polls Close" sheet
18. Record the white plastic closing seal number used to secure the Red Security Bag on the "Red Bag Transmittal Form"
19. Place the "Red Bag Transmittal Form" inside of the Red Security Bag facing out on the clear plastic side of the bag

The Site Chair responsible for the return of the Red Security Bag will ensure all required items are inside the Red Security Bag before it is sealed, and then leave the Polling Site promptly to deliver it to the designated location.

Closing the Image Cast Voting Machines (continued)

STEP 2

Open the ballot box door and take out the Blue Ballot Security Bag.

DO NOT handle any ballots inside of the Blue Ballot Security Bag!

1. Push the black button on the side of the blue memory card to eject the blue card
2. Place the blue memory card inside the clear plastic zipper pouch inside of the Blue Ballot Security Bag
3. Close both memory card compartment doors
4. Remove any ballots from the Write-in diverter compartment and count them
5. Place the write-in ballots in the "Write-In Return Envelope"
6. Seal the envelope, note the number of ballots on the outside and sign the envelope (bi-partisan)
7. Place the "Write-In Return Envelope" inside of the Blue Ballot Security Bag
8. Unplug and remove the extension cord from the voting machine, wrap the cord and place inside of the write-in diverter compartment

IC-2 ONLY: *Remove the ATI and headphones, place in the BMD Equipment Bag and place inside the voting machine*

Ballot Reconciliation Form must be completed for each Election District (refer to examples and instructions in Manual)

All signs inside and outside of the Polling Site need to be taken down and packed

Election supply re-packing has to be completed (refer to the re-packing list on page 24)

STEP 3

Finish the "After Polls Close" sheet.

NOTE: Record closing seals but DO NOT lock or seal the Voting Machines!

1. When all forms and envelopes are complete and signed, all supply bags are checked and packed, place the following items in any voting machine:
   - Green Ballot Security Bag(s)
   - Closing Bag(s) (Any large plastic zip lock bag available)
   - Privacy Devices (IC-2) and Table Top Privacy Screens
2. Place the voting machines closing tape (used for Ballot Reconciliation Form) inside the clear plastic pouch of the Blue Ballot Security Bag (match machine number)
3. Close the ballot box door, turn the handle and lock the door, remove the key
4. Apply the closing blue sticker seal to the ballot box door

IC-1 ONLY: *Lower the hood over the scanner, seal the hood with a white plastic closing seal.*

IC-2 ONLY: *Seal the memory card compartment with a white plastic closing seal. Apply closing blue sticker seal to the ATI connection on the back of the printer. Replace styrofoam covers on the scanner and printer. Lower the monitor over the scanner and replace nylon cover.*

STEP 4

Place the voting machine keys in the "Voting Machine Key Return Envelope".

1. Place the voting machines key return envelope inside the clear plastic pouch of the Blue Ballot Security Bag, zip closed
2. Zip closed the Blue Ballot Security Bag, bring zipper pulls together
3. Seal the zipper pulls with a white plastic closing seal

The Site Chair responsible for the return of the Blue Ballot Security Bags will load and deliver them to the designated location when the polling site is completely closed.

AFTER POLLS CLOSE (CERTIFICATE #2)

To be completed and signed by the Board of Inspectors at the closing of the Polls.
WE DO HEREBY CERTIFY; that on this day, after the Polls were closed to the public for voting:

1. **VOTING MACHINE NUMBER** is: 125 (located on the top of the machines scanner unit)
2. **PROTECTIVE COUNTER NUMBER** is: 404 (located towards the bottom of the closing tape)
3. **TOTAL BALLOTS SCANNED** is: 105 (located towards the top of the closing tape)
4. The CLOSING TAPE produced by this voting machine is signed by one Democratic and one Republican Inspector. ✓ YES ___NO
5. We have placed one copy of the CLOSING TAPE in the Red Security Bag, and made the second copy temporarily available for public viewing. ✓ YES ___NO
6. Removed the **RED** memory card from the voting machines memory card compartment, placed it in the Red Security Bag, and sealed the Red Security Bag. ✓ YES ___NO
   Red Security Bag **WHITE plastic seal #** is: 40768592 (located in the IC-2 closing seal bag)
7. Ensured that the Red Security Bag was sealed, that the Site Chair responsible for its return has made the appropriate arrangements for its transportation, and that the Red Security Bag has left the polling site promptly to be delivered to the Board of Election in the City, or to the Town Clerk in the Towns. ✓ YES ___NO
8. Re-packed election supplies according to the repacking instructions provided by the Board of Elections. ✓ YES ___NO
9. The **YELLOW plastic seal** number that was removed from the memory card compartment is: 5090983
10. The **RED sticker seal #2** on the electrical cover is: _____ (**NEVER** to be removed)
11. The **RED sticker seal #3** on the BMD printer cover is: _____ (**NEVER** to be removed)
12. The **BLUE sticker seal #4** on the ATI connection is: _____ (**replaced at closing**)
13. The **WHITE plastic seal** number is: _____ (**replaced on the memory card compartment at closing**)

IC-2 BMD ONLY

14. **IC-1 ONLY**: The **WHITE plastic hood seal** number is: 12378945 (**replaced on the hood at closing**)
15. Secured the voting machines against further voting ✓ YES ___NO
    (IC-1 *AND* IC-2): Lock the ballot box door and affix the **BLUE sticker seal #1** across the ballot box door.
    The seal number is: 12345678
16. Returned the voting machine keys in the return key envelope, and placed them in the zipper pouch inside of the voting machines Blue Ballot Security Bag. ✓ YES ___NO
17. Take the second copy of the closing tape which was used for public viewing (see #5 above), and place it in the zipper pouch inside of the voting machines Blue Ballot Security Bag. ✓ YES ___NO
18. Removed the **BLUE** memory card from the voting machines memory card compartment , and seal it in the zipper pouch inside of the voting machines Blue Ballot Security Bag. ✓ YES ___NO
19. Secured the Blue Ballot Security Bag with a **WHITE plastic** seal . The seal number is: 12378946

We have conducted this election in accordance with the instructions provide to us by the Monroe County Board of Elections, and have completed all the required certificates, forms and envelopes.

Signature of Inspectors: (DEM) Sue Smith (REP) Joe Johnson

Notes

(see machine diagrams)

The voting machine number is located on the top of the voting machine's scanner unit

The Protective Counter Number is located toward the bottom of the closing tape

The Total Ballots Scanned is shown on the top of the closing tape for this voting machine

Record the seal number from the white seal that secures the Red Security Bag

Note the seal number from the yellow plastic seal that is CUT. Store cut seal in the Blue Ballot Security Bag

See the IC-2 (BMD) Diagram provided in this manual

Record the number from the plastic seal that secures the hood on the IC-1

Record the number from the blue sticker seal that secures the ballot box door

Record the number of the white seal that secures the Blue Ballot Security Bag

Two Inspectors, one from each party, must sign

Completed Ballot Reconciliation

District: Leg. Dist. 23-18
Ballot ID: 109 Spanish ID: 270
CHRIST GOOD SHEPHERD LUTHERAN CH
1000 N WINTON RD

Ballot Reconciliation Form

Inspectors must:

1. Open Ballot Packets in Sequential ballot order.
2. Open only one packet of ballots at a time and record on the other side.
3. Return all unused ballot packets at the end of the day.

Before the Polls Opened

Start of Day		Number of Ballots
Preprinted Ballots		600
Blank Ballots	+	10
Affidavits	+	50
TOTAL BALLOTS - START OF DAY	=	660

Signature of Inspectors - Start of Day

Bernie Cater — **Democratic Inspector**

Margorie R Closen — **Republican Inspector**

Date: 11/3/15 Time: 5:25 PM

After the Polls Closed

End of Day		Number of Ballots
Unused Preprinted Ballots - Opened Package		43
Unused Preprinted Ballots - Unopened Package	+	150
Unused Blank Ballots	+	10
Unused Affidavit Ballots	+	46
Sealed Voted Affidavit Ballots	+	4
Sealed Spoiled Ballots	+	22
Unscannable Emergency Ballots	+	0
Abandoned Ballots	+	1
Ballot ID: 109 + 270 — Machine 81	+	99
Machine 82	+	138
Machine 83	+	147
TOTAL BALLOTS - END OF DAY (*Should equal Total Ballots at Start of Day)	=	660

Signature of Inspectors - End of Day

A R Freeman — **Democratic Inspector**

J Fernandes — **Republican Inspector**

Date: 11/3/15 Time: 9:35 pm

This form must be completed accurately and successfully. If you have a discrepancy, or need assistance to complete this form, you must call the BOE.

Complete Back

SAMPLE

Repacking Supplies at the Close of the Polls

How to use this list: This list divides all supplies by bag for re-packing. Also included are notes on where the supplies should end up. For instance, each machine has a **Blue Ballot Bag**; that **Blue Ballot Bag** receives supplies related to that machine and the bag is returned to the Town Hall or Board of Elections. The Closing Bag, once packed, can be placed in any machine.

Red Security Bag (Town Hall/BOE)

____ **Certificate of Service**
____ **Closing Tape (1 copy from all machines)**
____ **Memory Card, Red (from all machines)**
____ **Opening Tape (1 copy from all machines)**
____ **Pay Vouchers and W-9s (if applicable)**
____ **Red Bag Transmittal Form**
____ **Spanish Interpreter Pay Voucher (or envelope if unused)**
____ **Voter Registration Forms, Completed**

Blue Ballot Security Bag (Town Hall/BOE)

____ **Affidavit Ballot Return Envelope**
(completed Affidavit Ballots in Affidavit Ballot Envelopes)
____ **After the Polls Closed Sheet (Certificate #2)**
____ **Ballot Reconciliation Form**
____ **Ballots, Voted**
____ **Before the Polls Open Sheet (Certificate #1)**
____ **Challenge Report**
____ **Closing Tape (1 copy) (inside clear pouch)**
____ **Court Order Return Envelope**
____ **Facility Keys** (if provided: exterior pocket)
____ **Machine Key Envelope**
____ **Machine Keys (inside clear pouch)**
____ **Memory Card, Blue (inside clear pouch)**
____ **Plastic Seal, Cut**
____ **Poll Book(s) - Sealed**
____ **Write-In Return Ballot Envelope**
____ **Unscannable Emergency Ballot Return Envelopes**

Green Ballot Storage Bag (any machine)

____ **Abandoned Ballot Return Envelope**
____ **Affidavit Ballots, Unused**
____ **Affidavit Ballot Envelopes, Unused**
____ **Ballot Packs, Unused**
____ **Blank Ballot Packs**
____ **Ballot Tabs**
____ **Completed Notes to Commissioners (in envelope)**
____ **Spoiled Ballot Envelopes, Unused**
____ **Spoiled Ballot Return Envelope**

BMD Equipment Bag (in BMD)

____ **ATI with Cord**
____ **Headphone Covers**
____ **Headphones**
____ **Paddles (Left and Right)**
____ **Rubber Gloves**
____ **Sip and Puff Device**
____ **Straws**

Closing Bag (Plastic) (any machine)

____ **Arrow Signs**
____ **Badges and Book Seals Bag**
____ **Ballot Markers**
____ **Braille Bill of Rights**
____ **Braille Bill of Rights, Spanish**
____ **Call-In District Sheet (if applicable)**
____ **Distance Marker**
____ **District Map**
____ **Election Inspectors Needed sheet**
____ **Election Supplies district label sheet**
____ **I Voted Today Stickers**
____ **Inspector Manual**
____ **Magnifier**
____ **Notes to Commissioners, Blank**
____ **Notice to Voters (English and Spanish)**
____ **Oath for Person(s) Assisting Voter (English and Spanish)**
____ **Pens**
____ **Polling Site Diagram**
____ **Polling Site Survey**
____ **Privacy Folder**
____ **Proposition Booklet**
____ **Repacking Sheet Instructions**
____ **Sample Ballot**
____ **Scissors**
____ **Seal Envelope**
____ **Signature Cover**
____ **Site Street Directory (if 3 or more EDs)**
____ **Small Bag 1**
____ **Small Bag 2**
____ **Street Guide**
____ **Suggested Valid ID sheet**
____ **Tape**
____ **Vote Here Sign**
____ **Vote Here Sign – Voters with Disabilities**
____ **Voter Registration Forms, Blank**
____ **Voters Bill of Rights**
____ **Voters Bill of Rights in Spanish**
____ **Voting Instructions**
____ **Welcome to District Sign**

H:\IS\Election Packing\Packing Supplies\Inspector Supply Sheet.xlsx

Monroe County Board of Elections

Training Manual

for Election Inspectors

For Voters Requesting Assistance

People with Disabilities: Basic Etiquette

Meeting someone with a Disability

When you meet someone, extend your hand to shake if that is what you normally do. A person who cannot shake hands will let you know. As in any new situation, everyone will feel more comfortable if you relax.

Meeting a person who is blind

When meeting a person who is blind, identify yourself. If you have met them before, remind the person of the context; he or she won't have the visual cues to jog the memory. When guiding a person who is blind, use the Sighted Guide Technique. Offer your arm and let the person hold your elbow as he or she walks one pace behind you following the movement of your arm. Relax your arm and move naturally. The person who is blind is comfortable using this familiar means of walking around.

Meeting a person who uses a Wheelchair

Never touch or push a person's wheelchair without permission.

Use Person First Terminology

Remember we are all people. Instead of referring to a voter with a disability as a "disabled person" use person first terminology and say "person with a disability".

Helping

Offer to assist a person with a disability. **Do not begin helping someone until you first offer help.** If you are unsure of how you can help, just ask. Don't be offended if someone declines your assistance. It is their choice to accept or decline.

Touching

Do not pat or touch a person with a disability beyond either shaking hands in greeting or providing assistance to someone who has requested it. However, you may gently touch a deaf person to get his or her attention. Do not touch someone's cane, wheelchair or other device. It is a part of that person's mobility aids.

Service Animals

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform for themselves. Here are some tips for assisting a voter who is using a service animal:

- Address the person, not the animal.
- Do not pet or distract the animal.
- Avoid questions about the individual's disability or what the animal does for them.
- Do not automatically assume that a person with a service animal is blind.
- If there is a complaint about an animal being present, explain that federal and state laws protect the rights of individuals with disabilities to be accompanied by service animals.

Communication

Speak directly to the person, not to an aide, friend or interpreter. Ask the person to repeat themself if you don't understand what they said. If the person uses a wheelchair, sit down and converse at the same level. If that is not possible, stand slightly back so they are not straining their neck to make eye contact. Offer Braille, a page magnifier or large print materials to people who are visually impaired. Let the person know when you walk away. Speak slowly and clearly for someone who may be hearing impaired.

Speaking with Someone through an Interpreter

- When asking questions or giving information, talk to the voter, not the Interpreter.
- Speak clearly and slowly, not loudly.
- Watch to make sure that the Interpreter is keeping up with you.
- Try not to interrupt the Interpreter unless necessary.

People with Disabilities: Basic Etiquette (continued)

Environments

A noisy or dark environment or many people talking at the same time might make it difficult for people with vision, speech, or hearing impairments to participate fully in a conversation. Be aware of clear paths of travel for people who use wheelchairs or are blind. Describe any renovations and surroundings (especially obstacles) to a blind person. A person with chemical sensitivity may have a reaction to smoke, perfume, or other toxins in the environment.

Hidden Disabilities

Not all disabilities are apparent. A person may have trouble following a conversation, may not respond when you call or wave, or may say or do something that seems inappropriate. The person may have a hidden disability, such as low vision, or mental illness. They may have difficulty standing in line. Inspectors should make available an extra chair, to be used by voters who have difficulty standing and who must wait their turn.

Notes

General Voting Assistance

A voter may request assistance for any number of reasons. A voter may approach the sign in table, and request Spanish translation. A voter may tell the Inspectors they cannot read or write; cannot see the names on the ballot; they are physically disabled such that he or she cannot operate the voting machine or complete a paper ballot; or they cannot cast a ballot without assistance from another person. Whenever possible, instruct a voter needing assistance on how to use the Image Cast Voting Machine before he or she marks their ballot. Use the sample ballot to explain the location of the candidate's names or any proposals on the ballot. This is especially important when the ballot is lengthy or when it contains amendments or propositions.

Do you require assistance in marking your ballot?

If the voter seems to be confused or appears to need help, the question you ask the voter is: "Do you require assistance in marking your ballot?" Be sure to let the voter guide you on what type of assistance they would like to receive.

If the voter requires assistance, the Inspector will then administer an oath to the voter:

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

If the voter answers yes, then he or she may receive help from the Inspectors OR have a person of their choice assist them, so long as that person is not his or her employer or union representative.

Assistance from Inspectors

1. Two (2) Inspectors, one Democrat and one Republican, may assist the voter.
2. The Inspectors should:
   - Agree on all actions taken.
   - ASK the voter how they can be of assistance.
   - READ the ballot to the voter, if necessary.
   - If necessary, HELP the voter mark their ballot **only** as instructed by the voter.
3. If Inspectors happen to notice how a voter voted, tell no one. Keep the choice confidential.

OATH FOR PERSON(S) ASSISTING VOTER:

"I will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that I will not keep or make any memorandum or entry of anything occurring within the booth, and that I will not, directly or indirectly, reveal to any person the name of any candidate voted for by the voter, or which ticket they had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a matter in a judicial proceeding."

English on one side, Spanish on the other

Other person requested by voter

A person, other than an Inspector, who assists the voter, **must take the Oath for Assisting Voters**. The person assisting must keep the voter's choices confidential, and cannot be that person's employer or union representative. You must ask the relationship of the person providing assistance.

CHALLENGE REPORT

If a voter is assisted, and for every instance voters are assisted, even when assisted by the two Inspectors or the Spanish Interpreter, include the information in Section III of the Challenge Report: NAME of voter, NAME, ADDRESS AND RELATIONSHIP of person assisting, and WHY assistance was given.

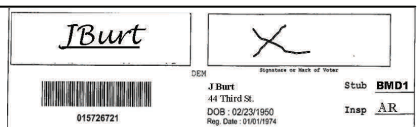
Guiding the Voter on the IC-2

Purpose To ensure the voter using the BMD understands the process of using the BMD. In designated Spanish Polling Sites, there will be a Spanish language option.

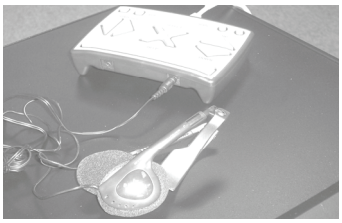
A Spanish Interpreter will need to be utilized to escort the Spanish speaking Voter to the IC-2 (BMD) to translate any instructions from the Inspector.

Procedure

1. In the Poll Book the Inspector must write the Inspectors initials on the appropriate line. On the stub line, the Inspector must note "BMD" and next to it, note the stub number of the tab from the blank ballot removed from the blank ballot pack.

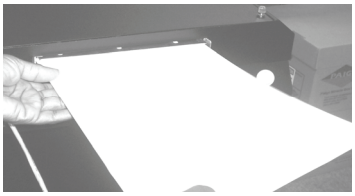


2. Make sure the headphones are connected to the right port of the Audio Tactical Interface (ATI). Make sure the headphones are set to mid-range volume.
3. Offer to place the hand of any visually impaired voter on the back of the chair that is in front of the display screen.
4. When seated, hand the voter the ATI and headset.
5. Explain to the voter that instructions on how to use the ATI are presented before the voting session begins. During the instructions the voter should only press an ATI button once and wait for the screen to change.
6. Make sure the voter knows that they may get assistance by raising their hand, asking for assistance, or pressing the HELP (green) button on the ATI.
7. Explain that when they are done making their selections and they select print ballot, that the ballot may take up to 2 minutes to print and that the printed ballot will come out of the printer in a privacy sleeve.



ATI and headphones

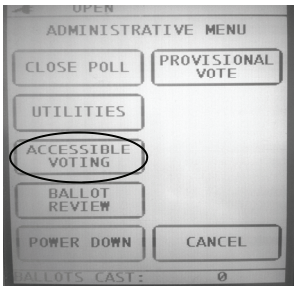
Voter using the ATI to create and mark their ballot



Blank ballot being inserted into printer

Starting an Accessible Voting Session

1. Insert a blank ballot into the slot of the BMD printer unit.
2. Affix the privacy sleeve to the printer unit slot.
3. Touch the security key to the security key pad. The Administrative Menu is displayed.
4. Press Accessible Voting Session (third button down on the left on the keypad).

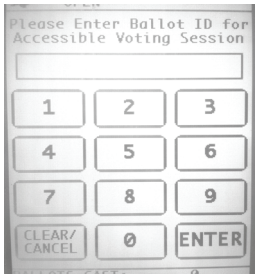


The "Accessible Voting Session" button on the Administrative Menu

Guiding the Voter on the IC-2 (continued)

5. In multiple district polling sites a menu will appear: "Please Enter Ballot ID for Accessible Voting Session".
   A. The Ballot ID is printed on the cover of the Poll Book located at the voter's district table. (In designated Spanish districts there will be 2 Ballot IDs one for the English ballot and one for the Spanish ballot. Refer to the Poll Book cover.)
   B. Enter the Ballot ID by pressing the numbers on the numeric key pad corresponding to the Ballot ID number. Confirm you wish to begin by pressing yes.
   C. Press "ENTER"

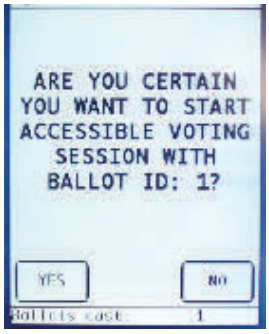
   NOTE: If a wrong Ballot ID is entered the Operator Panel will show "Invalid Ballot ID Entered." The Ballot ID Entry Menu will reappear. Re-enter the correct Ballot ID.



Ballot ID Entry - Multiple Districts

OR

5. In single district polling sites a menu will appear: "Are you certain you want to start accessible voting session with Ballot ID: xxx?" Confirm that the Ballot ID matches the Poll Book and Press "YES".



Ballot ID Entry Screen - Single District (confirmation screen for Multiple Districts)

6. The accessible voting session begins, and the BMD instructs the voter on how to vote with an audio ballot.
   - The BMD is designed to create access for voters with disabilities to vote independently and without assistance.
   - During voting, if the voter is inactive for a period of 20 seconds, a message will be provided in both audio and visual format. If the voter is confused, please offer your assistance.
   - While the BMD is in use, the alternating amber and green status lights will be flashing.

Audio-Tactical Interface (ATI)

7. When the voter has made their selections, they will choose to print the ballot.
8. Once the ballot is printed insert the ballot, inside the privacy sleeve, into any scanner.
   - Either the voter or the Inspectors may, if asked, take the printed ballot, in the privacy sleeve, over to ANY scanner for the ballot to be cast.
9. The scanner will draw the ballot from the sleeve.
10. Ensure "Ballot Successfully Cast" appears on the Operator Panel.

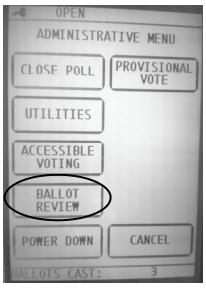
Status Indicator Lights Flashing red, amber and green

Reviewing the Printed Ballot in the Scanner

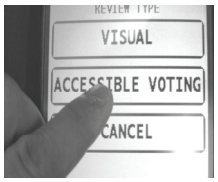
Procedure for Reviewing a marked Ballot in the scanner

1. Place the security key on the security key pad. The Administrative Menu appears.
2. Press the "Ballot Review" button. The Ballot Review Type Menu appears.
3. Press the "Accessible Voting" button. The operator panel is now in Review mode and displays "System Ready."
4. Insert printed ballot, inside the privacy sleeve, into the scanner. The scanner will draw the ballot from the sleeve.
5. The operator panel displays "To Cancel the AVS Review, please press the Return Button."
6. The voter may review their printed ballot both visually on the monitor and by audio through the headphones.
7. The voter may either decide to cast the printed ballot (by pressing the red "X" on the ATI) or return the ballot (by pressing the blue down arrow on the ATI).
   A. The voter may choose to return the ballot.
      i. Confirm with the voter that they meant to return the ballot. If the voter did not intend to return the ballot, re-insert the ballot.
      ii. If they still wish to return the ballot, instruct the voter to spoil their ballot. *See spoiled ballot procedures* (page 48).
      iii. After spoiling the ballot, the voter may choose to use the BMD again (in which case the Inspectors must initiate a new Accessible Voting Session) or the voter may opt to complete a pre-printed ballot and receive assistance from another person.
   B. If the voter accepts the ballot, a message will appear on the Operator Panel displaying "Casting Ballot" and then "Ballot Successfully Cast." The ballot will then be cast into the ballot box.

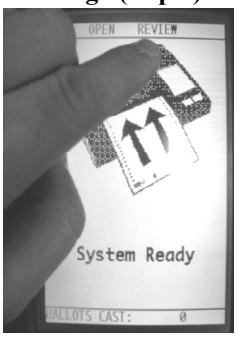
The Inspector may assist the voter if asked by inserting the marked, printed ballot into any scanner *see general voting assistance* (page 28).



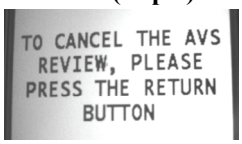
Select "Ballot Review" on the Administrative Menu (step 2)



Select "Accessible Voting" (step 3)



"Review" will appear in the upper right hand corner of the Operator Panel (step 6)



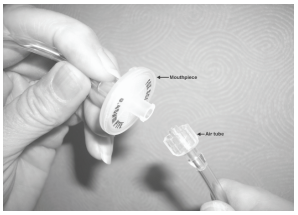
(step 7A)

Notes

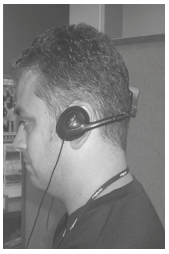
Sip & Puff Voting – IC-2 (BMD & Scanner)

1. Ensure the ATI is set up and connected to the BMD.
2. Make sure the status light is flashing green, signaling the unit is ready for use by the voter.
3. Plug the Sip and Puff Unit into the left port (under the yellow arrows) of the ATI marked "Sip Puff."
4. Make sure a blank ballot is inserted into the slot of the BMD printer unit.
5. Open the package containing the sanitary mouthpiece and plastic gloves.
6. Slip on gloves.
7. Remove the sanitary mouthpiece from the bag. Plug the other end of the air tube into the sanitary mouthpiece. Slide the halves together and gently twist the lug nut. Connect the sanitary mouthpiece.
8. Direct the voter to the front of the display screen.
9. Make sure the headphones are plugged into the right hand port on the ATI. Ask the voter if they would like you to place the headphones on them.
10. Contact the security key to the security key pad on the BMD.
11. The Administrative Menu is displayed. Press "Accessible Voting Session".
12. Explain to the voter that:
    A. The SIP action equals making a selection and the PUFF action equals moving to the next candidate or screen.
    B. The BMD gives audio and visual instructions on how to use the Sip and Puff Device.
    C. They are welcome to ask for assistance. If the voter needs assistance, the light indicators will alternate red, amber, and green. If they are idle for 20 seconds, a message will be provided in audio and visual format.
    D. The ballot may take up to 2 minutes to print.
    E. They may request that the contrast (green button) or zoom (yellow button) be adjusted to make their voting experience easier.
    F. Either the voter or the Inspectors may take the printed ballot, in the privacy sleeve, over to ANY scanner for the ballot to be cast.

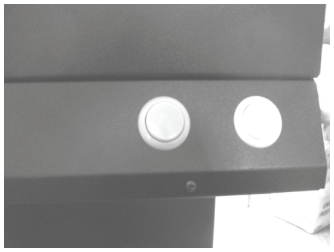
Sip and Puff Device



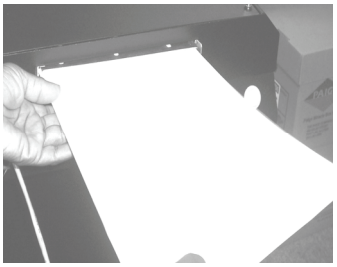
Sanitary Mouthpiece



Voter with headphones on



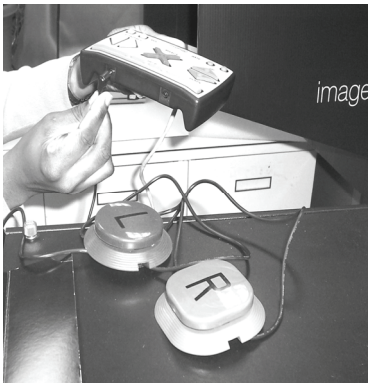
Buttons: green button is contrast; yellow button is Zoom



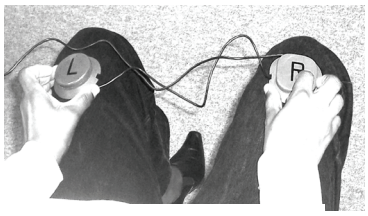
Insert blank sheet of paper

Paddle Button Voting – IC-2

1. Ensure the ATI is set up and connected to the BMD.
2. Make sure the status light is flashing green, signaling the unit is ready for use by the voter.
3. Make sure the headphones are plugged into the right hand port on the ATI.
4. Plug the paddles into the left port (under the yellow arrows) of the ATI marked "Sip Puff."
5. Make sure a blank ballot is inserted into the slot of the BMD printer unit.
6. Direct the voter to the front of the display screen.
7. Position the paddles for the voter. The paddles are operated by simply pressing them. They have been designated as LEFT and RIGHT for ease of positioning them for the voter. Depending on the voter's range of motion and how they choose to operate the buttons, place on the left and right respectively within the voter's reach.
8. Offer the headphones to the voter.
9. Contact the security key to the security key pad on the BMD.
10. The Administrative Menu is displayed. Press "Accessible Voting Session".
11. Explain to the voter that:
    A. The BMD gives audio and visual instructions on how to use the paddle devices.
    B. They are welcome to ask for assistance. If the voter needs assistance, press the green help bar on the ATI. The light indicators will alternate red, amber, and green. If they are idle for 20 seconds, a message will be provided in audio and visual format.
    C. The ballot may take up to 2 minutes to print.
    D. They may request that the contrast (green button) or zoom (yellow button) be adjusted to make their voting experience easier.
    E. Either the voter or the Inspectors may take the printed ballot in the privacy sleeve over to ANY scanner for the ballot to be cast.



Connecting Paddles into the ATI



Voter with paddles

Contrast and Zoom Buttons

Notes

Status Light Conditions (IC-2 BMD)

IC-1 (Scanner Only) does not have light indicators

Solid Red	Unit is starting up or is not operational.
Flashing Green	Unit is ready for use by the next voter.
Alternating Green and Amber	Voter is navigating/marking their ballot.
Flashing Amber	Voter's ballot is being printed.
Solid Amber	Voter has inserted their ballot and is reviewing it.
Alternating Amber and Red	Unit has an error and is not functioning.
Alternating Red, Amber and Green	Voter has pressed the Help button and is receiving Help instructions on the unit. *Note:* The Inspectors will have to monitor this during an Accessible Voting Session.

BMD Issues

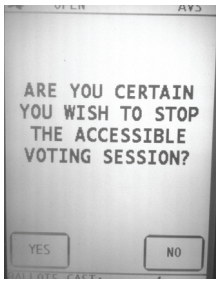
ISSUE	Explanation/Solution
Security Key error	Contact the security key to the key pad again. You may need to reposition the key and contact the key pad again.
BMD produces a beeping sound	1. Make sure the BMD power cord is plugged into an electrical outlet. 2. The electricity is out to the power outlet. 3. The voting machine is running on battery power. The beeping will stop intermittently and resume again until the unit is running on AC power.
Red light remains illuminated on the BMD	Call the Board of Elections immediately.
Monitor is not positioned correctly for voter	On the back of the computer monitor, firmly hold the long repositioning arm and move backward, forward, higher or lower to adjust monitor for the voter.
Voting machine is rolling or needs to be repositioned for voter	1. Roll the voting machine into the position of use and lock the wheels using the foot locks. 2. Press down firmly to lock each of the four wheels.

Cancelling the Accessible Voting Session

If you need to cancel an accessible voting session, do the following:

1. Use the Security Key to display the Administrative Menu.
2. Press **Accessible Voting Session**.
3. The message "Are you certain you wish to stop the Accessible Voting Session?" is displayed, press Yes.
4. Accessible voting session is canceled.
5. If a voter returns from the IC-2 and has not used the BMD (i.e. not printed a ballot), remove the blank ballot from the printer and follow spoiled ballot procedures on page 48.

Wait while the accessible voting session is cancelled.



Cancelling an accessible voting session from the administrative menu

Returning a Blank Ballot

The blank ballot will be returned if the Inspectors press the red button located to the middle on the underside of the printer unit.

The red return button is located underneath the printer.

Printer is not working

If a message appears on the operator panel indicating a printer error and/or any display of red lights appears on the printer unit:

1. Press the top button on the printer unit (circle symbol) until the printer unit powers down.
2. Wait 30 seconds (count down backwards 30, 29, 28...).
3. Press the top button again on the printer unit (circle unit). Printer will go through start-up process.
4. Wait until end of start-up process.
5. The solid green circle (top button of printer unit) should be displayed.
6. If the top circle is not displayed, call the Board of Elections.

Notes

Monroe County Board of Elections

Training Manual

for Election Inspectors

You're Right To Vote.

Exceptions

Name Change in the Poll Book

Purpose To properly process a voter whose name has changed and record the name change in the Challenge Report.

Procedure

1. Make sure the voter has not moved.
2. The voter must sign his or her name as it appears in the Poll Book in the signature box above his/her printed name.
3. The voter must then sign his or her new name just above their old signature.
4. Inspectors must record the information in Section I of the **Challenge Report.** The Inspectors must **print** the voter's **old name, address, Voter ID number and new name**.

CHALLENGE REPORT FOR
Board of Elections
Monroe County

Section I Name Changes (Only)	Name	Address	Voter ID No.	New Name
1	Suzanne Smith	3630 N. Goodman St. 14609	014624046	Suzanne Jones
2				
3				
4				
5				
6				
7				
8				
9				

Voter Challenges

Purpose Voters qualifications can be challenged at the polling site by an Inspector, a Poll Watcher or any registered voter who is properly voting at the site. Challenges can be made for the following reasons:

1. The voter's identity is in question.
2. The voter's residency is in question.

Procedure As an Inspector, the following oaths must be administered to the voter when a voter is challenged, and follow the procedures as written.

Record voter challenges on **Section II** of the **Challenge Report**.

When a Voter is challenged, an Election Inspector shall administer to him the following oath:

Preliminary Oath

"Do you solemnly swear that you will make true answers to such questions as may be put to you concerning your qualifications as a voter?"

If the applicant refuses to take the oath, s/he is not permitted to vote.

If the applicant does take the Preliminary Oath, the Election Inspector should ask questions pertaining to the reasons for the challenge. (Example: Are you 18 years of age? Do you reside at Oak Lane?)

If after receiving the answers the Election Inspectors believe the person is qualified to vote, they may allow the person to vote on the voting machine.

If the Election Inspectors are not convinced the person is qualified to vote and the person persists in his right to vote, the Election Inspectors must administer the following oath:

The Qualification Oath

"Do you swear that you are eighteen years of age, that you are a citizen of the United States and that you have been a resident of this state and of this county for the thirty days preceding this election, that you still reside at the same address from which you have been duly registered in this election district, that you have not voted at this election, and that you do not know of any reason why you are not qualified to vote at this election?

Do you further declare that you are aware that it is a crime to make any false statements, that all the statements you have made to the Board of Elections have been true and that you understand that a false statement is perjury and you will be guilty of a misdemeanor?"

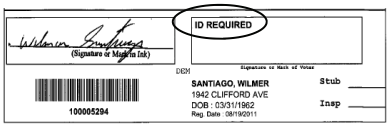
If any person refuses to take this oath s/he shall not be permitted to vote on voting machine. *If the person takes the oaths, s/he shall be permitted to vote on the voting machine.*

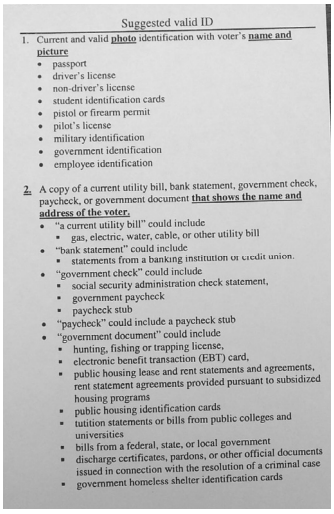
ID Required

Purpose According to NYS Law, **only** if the Poll Book states "ID REQUIRED can you legally ask a voter to provide ID.

Procedure

1. If identification is required, ask the voter for a current, official document that shows their name and photo **OR** an official document that shows their name and address. (See Acceptable Forms of ID)
2. If they show the identification, allow the voter to sign the Poll Book and vote on the voting machine. Put a line through "ID REQUIRED."
3. If they are unable to show identification, present the voter with the Notice to Voters. The voter will then decide how they will proceed.





Suggested valid ID

1. Current and valid **photo** identification with voter's **name and picture**
   - passport
   - driver's license
   - non-driver's license
   - student identification cards
   - pistol or firearm permit
   - pilot's license
   - military identification
   - government identification
   - employee identification

2. A copy of a current utility bill, bank statement, government check, paycheck, or government document **that shows the name and address of the voter.**
   - "a current utility bill" could include
     - gas, electric, water, cable, or other utility bill
   - "bank statement" could include
     - statements from a banking institution or credit union.
   - "government check" could include
     - social security administration check statement,
     - government paycheck
     - paycheck stub
   - "paycheck" could include a paycheck stub
   - "government document" could include
     - hunting, fishing or trapping license,
     - electronic benefit transaction (EBT) card,
     - public housing lease and rent statements and agreements, rent statement agreements provided pursuant to subsidized housing programs
     - public housing identification cards
     - tutition statements or bills from public colleges and universities
     - bills from a federal, state, or local government
     - discharge certificates, pardons, or other official documents issued in connection with the resolution of a criminal case
     - government homeless shelter identification cards

Examples Valid New York State Drivers License, Passport, Utility Bill, Board of Elections verification letter. (*The complete list of ID Examples is in your district specific supplies on a yellow card which should be on the district table.*)

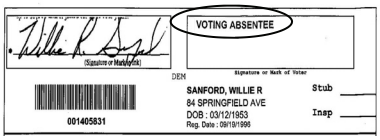
ONLY ask for ID if "ID Required" appears in the voter's signature box.

Absentee Ballot Voter

Purpose Sometimes a voter who has requested an Absentee Ballot prior to Election Day will arrive at their polling site on Election Day to vote in person. They must be allowed to vote on the ICVM (Image Cast Voting Machine).

Procedure If the Poll Book shows "Voting Absentee" in the voter's signature box:

Have the voter sign his or her name in the Poll Book following the normal check-in procedure.



1. Allow the voter to vote on the voting machine.
2. Inspectors **MUST** call the Board of Elections with the name (s) of these voter(s) at 753-1535 or 753-1509. The Board of Elections will check to see if ballot(s) have been submitted, so they are not opened and counted.

If a voter tries to present an absentee ballot at the Polling Site on Election Day, please call the Board of Elections at 753-1599.

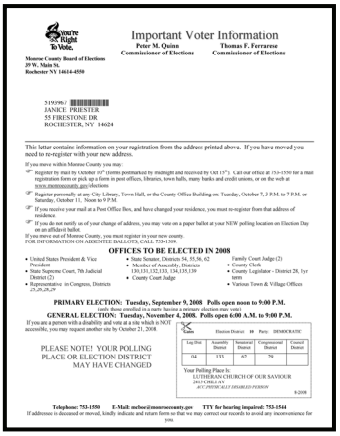
Election Inspectors If you are working on Election Day at a polling place in which you do not vote, you are eligible to receive an absentee ballot. Please ask your Inspector Trainers for more information

Voter Does Not Live In the District

Purpose To direct the voter to the correct polling site and/or Election District.

Procedure

1. Check the Street Guide.
2. If the voter does not live in the district:
   A. Check to see if the voter is in another district at your polling site. Some polling sites have more than one district report to them; or
   B. Ask the voter if they have their Board of Elections "verification" letter (they should have received the letter in July) with their current address. The letter will show what polling site/election district the voter should report to; or
   C. Check the district map that is posted for public viewing. Find the street the voter lives on, identify the Election District, and match the Election District to the polling site in the printed listing stapled to the district map. **If you are still unsure, don't guess**;
   D. **Call the Board of Elections: 753-1550.**



Important Voter Information

Peter M. Quinn, Commissioner of Elections
Thomas F. Ferrarese, Commissioner of Elections

Monroe County Board of Elections
39 W. Main St.
Rochester NY 14614-4550

2159987
JANICE PRIESTER
55 FIRESTONE DR
ROCHESTER, NY 14624

This letter contains information on your registration from the address printed above. If you have moved you need to re-register with your new address.

If you move within Monroe County you may:

- Register by mail by October 10th (items postmarked by midnight and received by OCT 15th). Call our office at 753-1550 for a mail registration form or pick up a form in post offices, libraries, town halls, many banks and credit unions, or on the web at www.monroecounty.gov/elections
- Register personally at any City Library, Town Hall, or the County Office Building on: Tuesday, October 7, 2 P.M. to 9 P.M. or Saturday, October 11, Noon to 9 P.M.
- If you receive your mail at a Post Office Box, and have changed your residence, you must re-register from that address of residence
- If you do not notify us of your change of address, you may vote on a paper ballot at your NEW polling location on Election Day on an affidavit ballot.

If you move out of Monroe County, you must register in your new county.
FOR INFORMATION ON ABSENTEE BALLOTS, CALL 753-1508.

OFFICES TO BE ELECTED IN 2008

- United States President & Vice President
- State Supreme Court, 7th Judicial District (2)
- Representative in Congress, Districts 25,26,28,29
- State Senator, Districts 54, 55,56, 62
- Member of Assembly, Districts 130,133,132,131, 134,135,139
- County Court Judge
- Family Court Judge (2)
- County Clerk
- County Legislator - District 28, 1yr term
- Various Town & Village Offices

PRIMARY ELECTION: Tuesday, September 9, 2008 Polls open noon to 9:00 P.M.
(only those enrolled in a party faction is entitled to a party faction ballot)
GENERAL ELECTION: Tuesday, November 4, 2008. Polls open 6:00 A.M. to 9:00 P.M.

If you are a person with a disability and vote at a site which is NOT accessible, you may request another site by October 21, 2008.

PLEASE NOTE! YOUR POLLING PLACE OR ELECTION DISTRICT MAY HAVE CHANGED

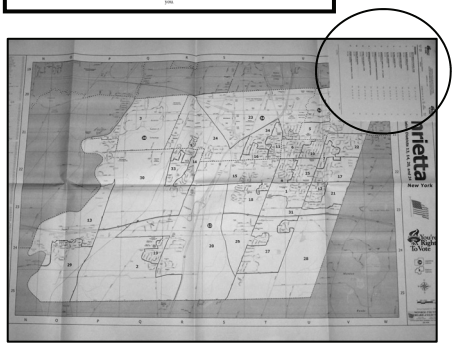
Election District: 10 Party: DEMOCRATIC

Leg Dist	Assembly District	Senatorial District	Congressional District	Council District
114	135	55	26	

Your Polling Place Is:
LUTHERAN CHURCH OF OUR SAVIOUR
2415 CHILI AV
ACC PHYSICALLY DISABLED PERSON

9-2008

Telephone: 753-1550 E-Mail: mcboe@monroecounty.gov TTY for hearing impaired: 753-1544
If addresses is deceased or moved, kindly indicate and return form so that we may correct our records to avoid any inconvenience for you.

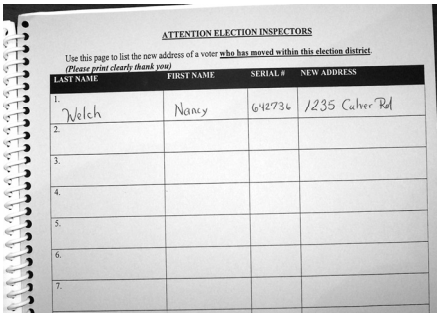


Voter Moves Within the Same Election District

Purpose To ensure that the voter who moves within the same Election District is able to sign in the Poll Book and vote on the voting machine and that the new address is recorded.

Procedure

1. **You MUST check the street guide to verify the new address is within the district.**
2. Have the voter sign the Poll Book and vote on the voting machine.
3. Add the voter's name, new address and Voter ID number to the last (orange) page of the Poll Book.



ATTENTION ELECTION INSPECTORS

Use this page to list the new address of a voter who has moved within this election district.
(Please print clearly thank you)

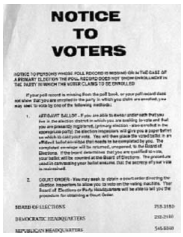
LAST NAME	FIRST NAME	SERIAL #	NEW ADDRESS
1. Welch	Nancy	642736	1235 Culver Rd
2.			
3.			
4.			
5.			
6.			
7.			

Notice To Voters

Purpose When a voter's name does not appear in the Poll Book or when the voter cannot meet the ID requirement as noted in the Poll Book, present the voter with this notice.

Procedure

1. Present the **NOTICE TO VOTERS**.
2. The voter has the options as stated in the **NOTICE TO VOTERS**.
3. The voter determines their choice of
   A. Affidavit Ballot
   B. Court Order


NOTICE TO VOTERS

one side in English, other side in Spanish

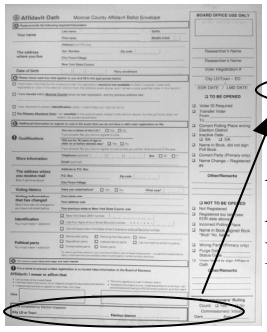
A. Ordinary Affidavit Ballot Procedures

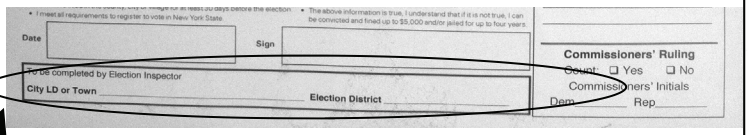
Procedure

1. Provide the voter with a paper affidavit ballot. Provide the voter with Ballot Marking instructions.
2. Write the City LD or Town and Election District at the bottom of the Affidavit Envelope
3. Provide the voter with the affidavit ballot envelope.
4. Direct the voter to a privacy area.
5. The voter marks the paper ballot.
6. The voter must seal the ballot in the affidavit envelope. Explain to the voter they must fill out all required information on the envelope.
7. The voter must
   - date
   - sign
   - completely fill out the Affidavit Ballot envelope
8. The voter will give the completed envelope with the ballot sealed inside to an Inspector.
9. **An Inspector <u>MUST</u>**
   - **Ensure that the envelope is signed and completely filled out by the voter.**
   - **The envelope is sealed properly and placed in the Sealed Voted Affidavit Return Envelope at the correct Election district table.**
   - **Record the voter's name and address in Section IV of the Challenge Report.**

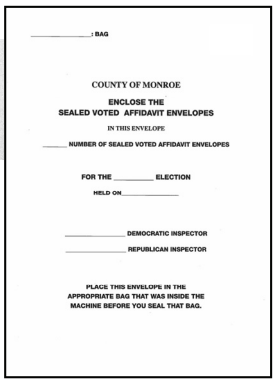
B. Affidavit Ballot Procedure for the IC-2

Procedure Follow "Guiding the Voter on the IC-2" beginning on page 29, however, the ballot **<u>MUST NOT</u>** be put in any voting machine. Place the marked ballot in an Affidavit Envelope, then place in the Affidavit Return Envelope.




Date
Sign
To be completed by Election Inspector
City LD or Town
Election District
Commissioners' Ruling
Count: ☐ Yes ☐ No
Commissioners' Initials
Dem. Rep.

An Inspector **MUST** fill in the City Leg. District or Town AND Election District before giving it to the voter.
NOTE: NO Inspector signature is required.


COUNTY OF MONROE
ENCLOSE THE
SEALED VOTED AFFIDAVIT ENVELOPES
IN THIS ENVELOPE
NUMBER OF SEALED VOTED AFFIDAVIT ENVELOPES
FOR THE ELECTION
HELD ON
DEMOCRATIC INSPECTOR
REPUBLICAN INSPECTOR
PLACE THIS ENVELOPE IN THE APPROPRIATE BAG THAT WAS INSIDE THE MACHINE BEFORE YOU SEAL THAT BAG.

Affidavit Return Envelope

B. Court Orders

Purpose

Court Orders are used when a voter's name does not appear in the Poll Book, the voter claims to reside in the district, and the voter wants to vote on the IC-1 (Scanner) or IC-2 (BMD).

Procedure IC-1

1. The Inspector takes the Court Order from the voter. The Court Order must specify the voter's name, address and Election District.
2. The Inspectors **MUST** allow the voter to vote on the voting machine. Tear off a ballot from the ballot packet and give it to the voter inside a privacy folder.
3. The Inspector should write the stub number given to the voter on the upper right hand corner of the Court Order.
4. The Inspectors must note the voter's name, address and stub number on Section IV of the Challenge Report.
5. Inspectors must place the Court Order in the Court Order Return Envelope.

Procedure IC-2

1. The Inspector takes the Court Order from the voter. The Court Order must specify the voter's name, address and Election District.
2. The Inspectors **MUST** allow the voter to vote on the IC-2 (BMD), see *Guiding the Voter on the IC-2* (page 29). Tear off a ballot from the blank ballot packet and have the voter escorted to the IC-2.
3. The Inspector should write BMD and the stub number given to the voter on the upper right hand corner of the Court Order.
4. The Inspectors must note the voter's name, address, BMD and stub number on Section IV of the Challenge Report.
5. Inspectors must place the Court Order in the Court Order Return Envelope.

Notes

- A voter might check in with the Inspectors and learn that their name is not in the Poll Book and then seek to get a Court Order; or the voter may already know their name is not likely in the Poll Book and seek to get a Court Order.
- If a voter was asked to present ID as noted in the Poll Book and could not, or would not do so, the voter may seek a Court Order.
- In a Primary Election, voters should contact a specific party. In a Primary Election, the Court Order must specify the party in which the person is allowed to vote.
- Both political parties phone numbers are listed on the **Notice to Voters**. Each party maintains attorneys on Election Day to assist voters with the preparation of a Court Order.
- The voter must then take these papers back to their correct Election District and present them to the Inspectors where they MUST be allowed to vote on the Image Cast Voting Machines.

The Challenge Report (Updated)

CHALLENGE REPORT FOR
Board of Elections
Monroe County

Section I Name Changes (Only)

	Name	Address	Voter ID No.	New Name
1	Suzanne Smith	1630 N. Goodman St. 14609	014824046	Suzanne Jones
2				
3				
4				
5				
6				
7				
8				
9				
10				

Section II Challenges

	Name	Address	Voter ID No.	Reason for the Challenge
1	John Smith	120 Main St.	123456789	Voter living at new address
2				
3				
4				
5				

Section III Assistance Provided

	Name	Address	Voter ID No.	Name, Address, & Relationship of Person Providing Assistance & Reason for Assistance
1	Van Pong	36 East	23456789	Jim Bard, 21 Prince, friend. Blind
2	Jane Mills	96 Scio St.	345678901	Interpreter. Language
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

OVER
CHALLENGE REPORT CONTINUED

Record **Name Changes** (Section I)

Record **Voters Challenged on Election Day** (Section II)

Record **Assisted Voters** (Section III)

Voter ID No.
9 Digit number located under the barcode in the Poll Book

Record **Affidavit Ballots / Court Orders** (Section IV)

Circle Affidavit Ballot (AF) or Court Order (CO)

Section IV Affidavit Ballots / Court Order

	AF / CO	Name	Address	Voter ID no. (if available) or Ballot Stub # for Court Order
1	AF / CO	Joe Sands	18 Main St.	224
2	AF / CO	Paul Jones	74 Clay Ave.	
3	AF / CO			
4	AF / CO			
5	AF / CO			
6	AF / CO			
7	AF / CO			
8	AF / CO			
9	AF / CO			
10	AF / CO			
11	AF / CO			
12	AF / CO			
13	AF / CO			
14	AF / CO			
15	AF / CO			
16	AF / CO			
17	AF / CO			
18	AF / CO			
19	AF / CO			
20	AF / CO			

We, the undersigned Election Inspectors do hereby certify that we have completed this CHALLENGE REPORT, that it contains the list of persons with Name and Address Changes; that it contains the list of person challenged, and that same were administered the required oath; that it contains the list of voters who have sworn that they needed assistance, as well as those sworn persons who rendered that assistance; that it contains the list of voters who voted either by Affidavit Ballot or Court Order; and that all entries are a true and accurate record of our proceedings on this Election Day.

D Inspector Signature_____ R Inspector Signature_____

D Inspector Signature_____ R Inspector Signature_____

Use this space for additional notes to the Monroe County Board of Elections, if necessary:

At least 4 Inspectors must sign the Challenge Report

When making notations in the Poll Book,
DO NOT make the notations in the signature boxes, use the margins.
DO NOT USE pencil, or white out!

1st Page

Monroe County Board of Elections

Call BOE with voters' name and voter ID number.

Colleen Anderson	VOTING ABSENTEE Colleen Anderson Signature or Mark of Voter		
015245129	DEM **Colleen Anderson** 88 Finch Rd. DOB: 07/17/1929 Reg. Date: 01/01/1976	**Stub** 321 **Insp** AR	
JBurt	X Signature or Mark of Voter		NOTE: Signatures change over time. Inspectors may ask the voter about changes in signatures.
015726721	DEM **J Burt** 44 Third St. DOB: 02/23/1950 Reg. Date: 01/01/1974	**Stub** BMD1 **Insp** AR	
Jane Doe	Signature or Mark of Voter		Deceased per husband
002066115	DEM **Jane Doe** 23 Main St. DOB: 06/02/1936 Reg. Date: 01/01/1975	**Stub** ____ **Insp** ____	
John Fernandes	Signature or Mark of Voter		Moved to Boston per sister
015665636	DEM **John Fernandes** 34 Center Rd. DOB: 07/03/1922 Reg. Date: 01/01/1970	**Stub** ____ **Insp** ____	
Thomas F Ferrarese	~~ID REQUIRED~~ Thomas F Ferrarese Signature or Mark of Voter		
000157362	DEM **Thomas F. Ferrarese** 99 Oak Pl. DOB: 08/12/1977 Reg. Date: 08/05/2005	**Stub** 112 **Insp** arb	

Once ID is shown, strike a line through "ID REQUIRED" TO TELL BOE it was shown. If not shown present the voter with the Notice to Voters.

Sample Poll Book Pages

When making notations in the Poll Book,
DO NOT make the notations in the signature boxes, use the margins.
DO NOT USE pencil, or white out!

Monroe County Board of Elections **2nd Page**

No Signature on File			Voter must vote by affidavit.
	DEM	Signature or Mark of Voter	
002290422	**Douglas French** 77 Blue Jay Dr. DOB: 04/03/1977 Reg. Date: 01/16/1996	**Stub** ____ **Insp** ____	
Joan Roby-Davison	Joan Roby-Davison		Correct spelling of last name is Davison.
	DEM	Signature or Mark of Voter	
000225324	**Joan Roby-Davidson** 123 Second St. DOB: 06/11/1969 Reg. Date: 09/26/2008	**Stub** 205 **Insp** JF	
Daniel Minarik	Daniel Minark		Actual Birth Date: 8/11/1956
	DEM	Signature or Mark of Voter	
014747033	**Daniel Minarik** 55 City Way DOB: 01/01/1850 Reg. Date: 10/15/1983	**Stub** ____ **Insp** ____	
Abigail Rowe	Abigail R. Freeman Abigail Rowe		
	DEM	Signature or Mark of Voter	
014747032	**A Rowe** 12 Elm St. DOB: 07/21/1944 Reg. Date: 10/15/1983	**Stub** 162 **Insp** LDC	Enter name change on challenge report.
Paul Wagner			Moved to 1406 N Goodman St. per brother
	DEM	Signature or Mark of Voter	
013654510	**Paul Wagner** 54 Sparrow Wy DOB: 006/04/1929 Reg. Date: 10/10/1980	**Stub** ____ **Insp** ____	

Sample Poll Book Pages

Notes

Monroe County Board of Elections

Training Manual for Election Inspectors

You're Right To Vote.

Ballot and Voting Machine Trouble Shooting

Handling Ballot Problems

Spoiled Ballot

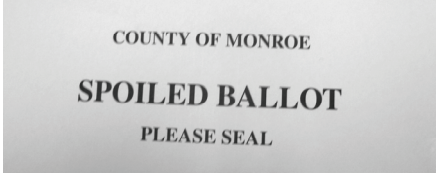
Purpose If a ballot is torn or damaged, the voter has changed their mind; or overvoted any race on a ballot, the voter may choose to spoil their ballot. (This applies to ALL ballot types; pre-printed, blank and affidavit ballots.)

Procedure

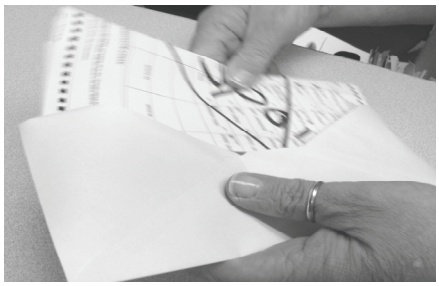
1. The Inspector must NOT examine a voter's ballot. The voter should spoil their own ballot, NOT the Inspector.
2. Inspectors must confirm that the voter wishes to spoil their ballot.
3. The Inspectors direct the voter to place a large "X" across the ballot face and write "spoiled".
4. Inspectors should direct the voter back to the Election district table where they checked-in, to receive a small white spoiled ballot envelope.
5. The Inspectors present the voter with the small white Spoiled Ballot Envelope and instruct the voter to fold and place the spoiled ballot inside the envelope and seal the envelope.
6. The Inspectors place the small sealed Spoiled Ballot Envelopes inside the larger Spoiled Ballot Return Envelope.
7. The Inspectors re-issue the voter a new ballot and must adjust the stub number entry in the Poll Book.

- Do **NOT** write "SPOILED" in Poll Book. Do not scribble or write over original and /or prior stub numbers.
- Inspectors should NEVER examine a voter's ballot, unless the voter specifically asks the Inspectors to do so. In that case a bi-partisan team is required and should be noted as assistance on the Challenge Report.
- The voter is allowed to be given a ballot up to **three** times. (A voter **MUST NEVER** be given a fourth ballot). The third ballot issued to the voter is the final ballot they can receive according to New York State Election Law. If the third ballot cannot be cast in the voting machines, the ballot becomes an Unscannable Emergency Ballot.
- If the voter can not or will not spoil their ballot, it becomes an Unscannable Emergency Ballot.
- At closing the Inspectors note the appropriate number on the outside of the sealed Spoiled Ballot Return Envelope to indicate how many ballots are in the envelope.
- DO NOT scratch out any stub numbers or initials. DO NOT write the word "spoiled". Only strike-out when appropriate. Information in the Poll Book must always be legible!

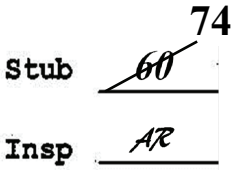
How a voter spoils their ballot



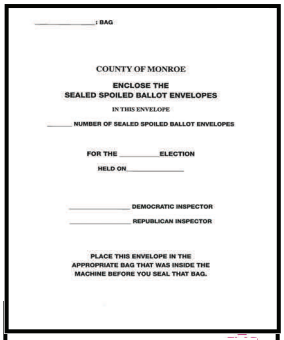
Spoiled Ballot Envelope



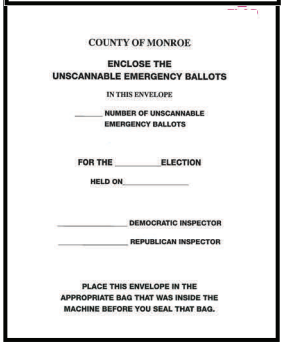
Voter Placing the Spoiled Ballot into the Spoiled Ballot Envelope



How to adjust the Stub number entry (step 7)



Spoiled Ballot Return Envelope

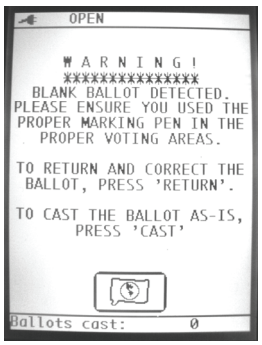


Unscannable Emergency Ballots Envelope

Handling Ballot Problems

Blank Ballot

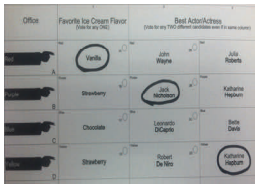
Explanation The Operator Panel will display a message that reads:



> "**WARNING! BLANK BALLOT DETECTED. PLEASE ENSURE YOU USED THE PROPER MARKING PEN IN THE PROPER VOTING AREAS. TO RETURN AND CORRECT THE BALLOT, PRESS 'RETURN'. TO CAST THE BALLOT AS-IS, PRESS 'CAST'."**

A blank pre-printed ballot warning occurs when the scanner does not detect any markings after the ballot has been inserted in the scanner.

A voter may intentionally wish to cast a blank ballot, but most likely the voter made an error while marking his/her ballot and inadvertently did not make any selections, or made marks on the ballot which the scanner cannot read.



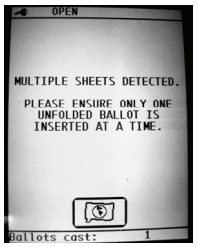
Procedure The voter is offered the option to:

1. Have the ballot returned to them for correction, or
2. To have the scanner accept the ballot 'as-is'.

- After the ballot is cast, the voter cannot receive a new ballot.
- If the voter wants the ballot returned, have the voter press the red **Return** button and instruct the voter to mark or remark their ballot at the privacy area. Once marked, return to ANY scanner to cast the ballot.
- If no selection is made by the voter within 30 seconds, the scanner will automatically return the ballot.

Ballot Jams

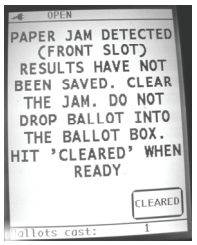
Explanation If there is a ballot/paper jam, the operator screen will display a message that says:



> "PAPER JAM DETECTED. PLEASE CLEAR ANY PAPER FROM THE DEVICE AND PRESS THE 'CLEARED' BUTTON"

DO NOT PRESS THE CLEARED BUTTON UNTIL THE PAPER JAM HAS BEEN REMOVED

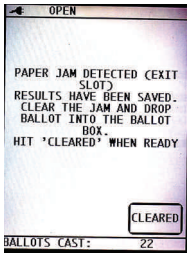
Procedure **IF YOU CANNOT SEE ANY PART OF THE BALLOT FROM THE BALLOT ENTRY SLOT ON THE SCANNER: CALL THE BOARD OF ELECTIONS IMMEDIATELY AT 753-1590. DO NOT OPEN THE BALLOT BOX DOOR!**



IF you CAN see any part of the ballot from the ballot entry slot on the scanner:

1. Have the voter remain at the voting machine.
2. If any part of the ballot is protruding through the entry slot, have the voter gently pull the ballot out of the scanner.
3. Press the 'CLEARED' button.
4. If the ballot is not torn or damaged, have the voter re-insert the ballot into the scanner, or use another scanner.
5. If the ballot is torn or damaged, suggest to the voter they may wish to spoil their ballot and receive a new one. Follow the spoiled ballot procedure on page 48.

IF AFTER RE-INSERTING THE BALLOT, THE VOTING MACHINE STILL DETECTS A PAPER JAM DO NOT CONTINUE TO PRESS THE CLEARED BUTTON. HAVE THE VOTER USE ANOTHER SCANNER AND CALL THE BOARD OF ELECTIONS IMMEDIATELY. DO NOT TURN OFF THE VOTING MACHINE.



Handling Ballot Problems

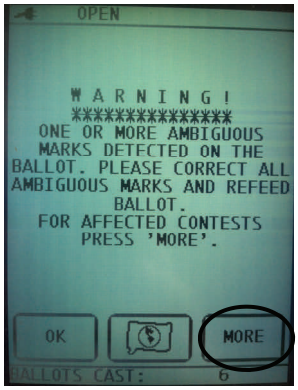
Misread/Ambiguous Marks

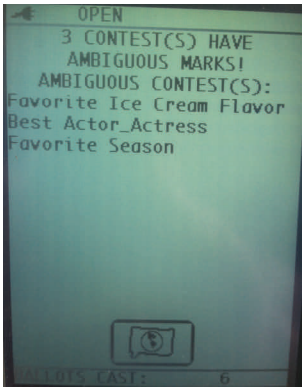
Explanation A misread or ambiguous mark warning indicates that the scanner cannot recognize some of the marks on the ballot. This usually occurs for one of the following reasons:

- The voter has not completely or fully darkened in the ovals to make their selection.
- There may be stray marks on the ballot that could obstruct important identifiers along the edges of the ballot.
- The ballot may be torn or damaged.

The Image Cast Voting Machine will begin to beep and will return the ballot to the voter.

The operator panel will display a detailed message that informs the voter that one or more ambiguous marks have been detected on the ballot. On the second page it will inform the voter exactly which marks to correct. It will instruct the voter to correct all marks and then re-feed the ballot into any scanner. (see error messages below)





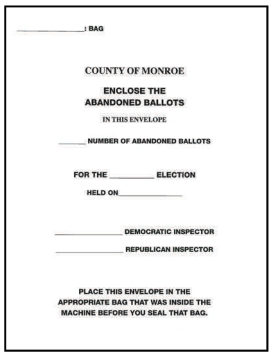
Procedure Allow the voter privacy with their ballot and at the voting machine. Give them enough time to read the operator panel and make their decision. You may assist the voter if you are asked. If the error message is no longer displayed, the voter may re-insert the ballot into the scanner to review the message again.

A. Instruct the voter to ensure they have fully darkened in the ovals to make their selections. They may then re-insert the ballot in any scanner.

B. If the ballot is rejected by one scanner, the voter may try another scanner. You may also suggest they turn the ballot over or insert it in a different direction.

C. If the ballot is rejected by every scanner, the voter can choose to spoil the ballot and receive a new one. (Follow spoiled ballot procedures on page 48.)

Abandoned Ballot


_____: BAG

COUNTY OF MONROE

ENCLOSE THE ABANDONED BALLOTS

IN THIS ENVELOPE

_____ NUMBER OF ABANDONED BALLOTS

FOR THE _____ ELECTION

HELD ON_____

_____ DEMOCRATIC INSPECTOR

_____ REPUBLICAN INSPECTOR

PLACE THIS ENVELOPE IN THE APPROPRIATE BAG THAT WAS INSIDE THE MACHINE BEFORE YOU SEAL THAT BAG.

Explanation An abandoned ballot is a ballot (marked or unmarked) NOT FOUND IN OR NEAR THE SCANNER OF ANY VOTING MACHINE.

Procedure Inspectors must place any abandoned ballots in the Abandoned Ballot Return Envelope.

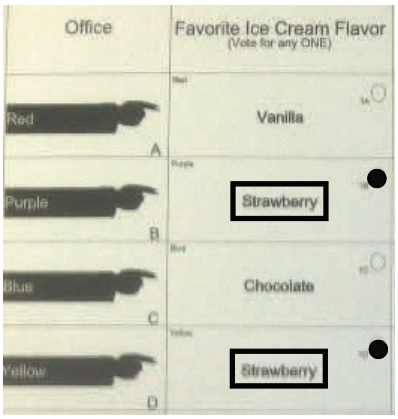
If you have any questions or are unsure if a ballot is abandoned, call the Board of Elections at 753-1599.

IMPORTANT: If a ballot is found <u>IN</u> or <u>NEAR</u> the scanner, a bipartisan team of Inspectors should secure the ballot from interference and call the Board of Elections at 753-1599 immediately.

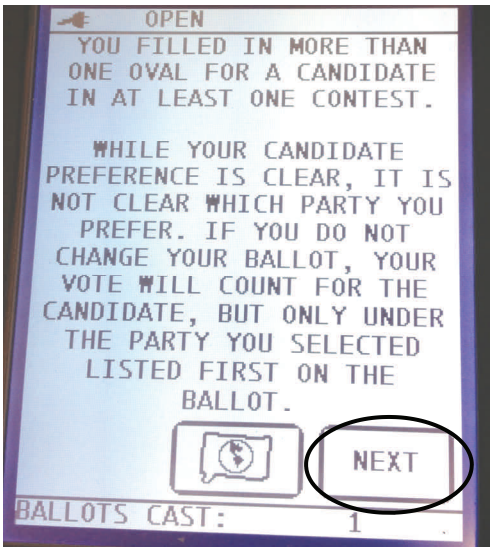
Handling Ballot Problems

Push Votes

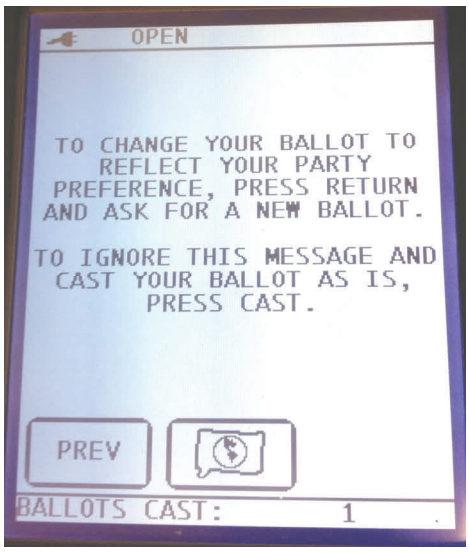
Explanation In some contests, a candidate may be listed under more than one political party. If a voter fills in more than one oval for the same candidate in a contest, the voting machine will alert the voter by beeping and displaying a message to the voter about that selection.



When this happens, the Image Cast Voting Machine will begin to beep to inform the voter that they have selected the same candidate on more than one party line. (see messages below)



(message page 1)



(message page 2)

Procedure Allow the voter privacy with their ballot and at the voting machine. Give them enough time to read the operator panel and make their decision. You may assist the voter if you are asked.

A. The voter chooses to press the red return button to have the ballot returned. The voter must spoil the ballot before they may obtain a new ballot (follow Spoiled Ballot procedures on page 48).

OR

B. The voter chooses to press the green cast button to cast the ballot as is and the vote will be cast for the candidate on the highest party line on the ballot.

Example: Strawberry appears on both the purple party line and the yellow party line. The voter darkened both ovals. If the ballot is cast as is, the vote will be cast on the purple line.

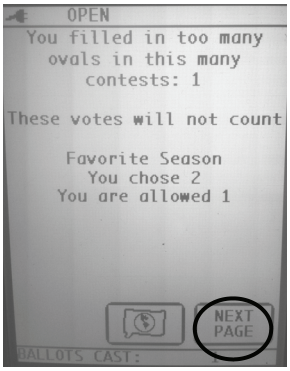
- After the ballot is cast, the voter cannot receive a new ballot.
- If no selection is made by the voter within 30 seconds, the scanner will automatically return the ballot.

Handling Ballot Problems

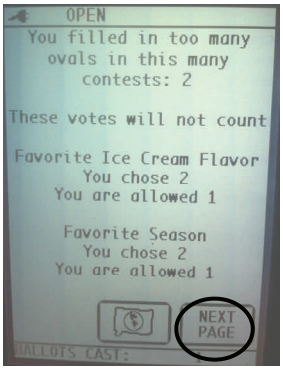
Overvote

Explanation The voter has filled in too many ovals in a contest, or they have filled in an oval and filled in the write-in box, or marks in the write-in area have crossed into another column. The Image Cast Voting Machine will begin to beep, and a message on the operator panel will alert the voter that they have voted for more candidates than permitted in a particular race.

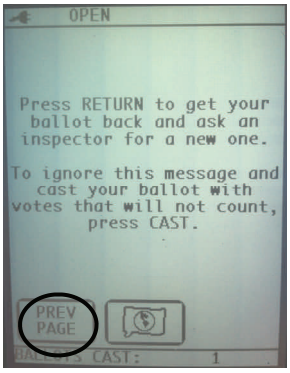
The operator panel will display a detailed message that informs the voter which race(s) were overvoted, and a second page displayed will offer the voter the options to return the ballot for a new one, or the voter may cast as is, in which case the overvoted races will NOT count. Any races properly marked will count. (See error messages below)



(Example of one contest being overvoted)



(Example of two contests being overvoted)



(Example of part two message)

Procedure Allow the voter privacy with their ballot and at the voting machine. Give them enough time to read the operator panel and make their decision. You may assist the voter if you are asked.

A. The voter chooses to press the red return button to have the ballot returned. The voter must spoil the ballot before they may obtain a new ballot (follow Spoiled Ballot procedures on page 48).

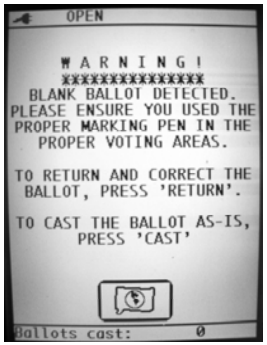
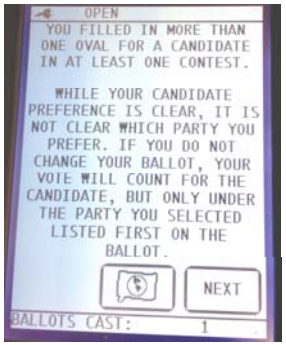
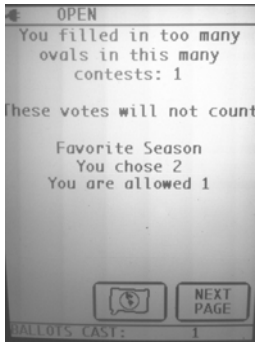
OR

B. The voter chooses to press the green cast button to cast the ballot as is.

- Once the ballot is cast, the voter cannot receive a new ballot.
- If no selection is made by the voter within 30 seconds, the scanner will automatically return the ballot.

Notes

Ballot Problems Summary

	Blank Ballot	Ambiguous Mark	Push Votes	Overvote	Ballot Jam
Display					
Why does it occur?	Voter deposits the ballot into the scanner without marking it or marks the ballot incorrectly	The ballot contains incomplete marks, stray marks or is damaged	Voter votes for the same candidate on two or more party lines	Voter votes for too many candidates in a particular race	The ballot becomes lodged in the scanner or the voter tries to insert the privacy folder
Scanner Action	Press **Cast** or **Return** or the machine returns the ballot to the voter in 30 seconds	Immediately Returns the Ballot	Press **Cast** or **Return** or the machine returns the ballot to the voter in 30 seconds	Press **Cast** or **Return** or the machine returns the ballot to the voter in 30 seconds	Message to remove Jam and Press Clear
Can be Cast?	Yes	No	Yes	Yes	Yes
Can be Spoiled?	Voter should Mark, or remark the Ballot	Yes	Yes	Yes	Yes
Can become Unscannable Emergency?	N/A	Yes	Yes	Yes	Yes

Thermal Tape Error

If you encounter a thermal tape error on any voting machine, do NOT press any buttons on the Operator Panel. Call the Board of Elections immediately at 753-1590.

Scanner Becomes Inoperable

Explanation If the scanner on any voting machine becomes inoperable for any reason, then direct voters to other scanners and call the Board of Elections immediately. If all scanners become inoperable, call the Board of Elections immediately.

Procedure **Call the Board of Elections immediately and report ANY scanners that are not working.**

Emergency Voting Procedure

Explanation All scanners in a polling site repeatedly fail to accept ballots.

Procedure

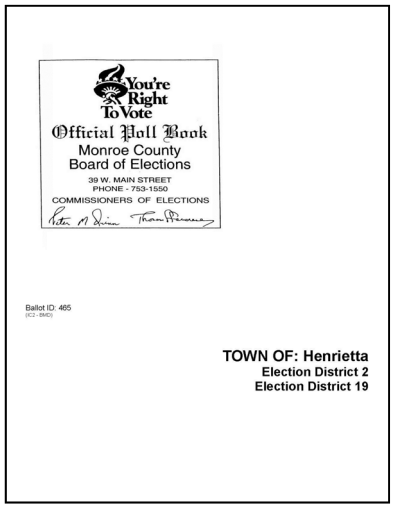
1. Call the Board of Elections IMMEDIATELY at 753-1590 to receive instructions and permission from the Commissioners to unlock the Emergency Compartment at the side of the Voting Machines below the scanner units.
2. Unlock the Emergency Compartment using the metal ballot box door key. Bring the compartment door down to reveal the ballot entry slot and relock in place.
3. While the scanners are not functioning, the check-in procedure for voters remains the same.
4. The voter will deposit their marked ballot into the ballot entry slot.
5. Once the voter has deposited the ballot, they may not receive another ballot.
6. Inspectors may not remove ballots from the Emergency Compartment unless authorized by the Commissioners.

In the case of an Emergency where you are required to leave your Polling Site immediately

An immediate emergency may include a:

A. Power outage
B. Fire/Fire drill
C. Flooding

1. Call the Board of Elections immediately at 753-1599.
2. Instructions will be given on what to do.
3. DO NOT power down or unplug the voting machines.
4. If you are required to leave your polling site, and are safely able to do so, take the following district specific items with you to a safe location:
   A. The Poll Book(s)
   B. Put all ballots for each district in that Election district's Green Ballot Bag(s) (pre-printed ballots, blank ballots and affidavit ballots)
   C. Put all ballot envelopes in the Green Ballot Bag
   D. Voting Machine Keys
5. The Site Chairs should note the **Ballots Cast** on each voting machine (Ballots Cast is located at the bottom right of the operator panel). In an emergency, the voting machine keys, Poll Books and Green Ballot Bag(s) should be kept with the Site Chairs at all times.



Note the Ballots Cast

In the case of an Emergency where you are allowed to stay in your Polling Site, Contact the Board of Elections immediately at 753-1599 for specific instructions

Notes

Monroe County Board of Elections

Training Manual

for Election Inspectors

Appendix

A. Roles and Responsibilities

B. Etiquette and Conduct

C. Frequently Asked Questions

D. Glossary

A. Roles and Responsibilities

All Board of Elections appointed Poll Workers must ensure fair and honest elections.

Coordinators

Election Inspector Coordinators are the direct overseers of the Polling Site. They are assigned the task of appointing Site Chairs and Inspectors to each of their assigned Polling Sites. They will make regular rounds on Election Day to ensure a smooth rotation of tasks and that all Election procedures are being followed. Coordinators are looking to schedule Site Chairs and Inspectors who are trained, flexible and knowledgeable, friendly and who can work the entire Election Day.

Site Chairs

Site Chairs are appointed by the Coordinator to assist in the oversight and maintenance of the Polling Site on Election Day. Site Chairs are experienced Election Inspectors who will set a rotation schedule, make sure meal and break times are given equally for all assigned Poll Site Workers, ensure all procedures are being followed, and will be in charge of supply delivery and return at the close of polls.

Inspectors

Inspectors must arrive on time at their scheduled polling site. All Election Day activities must be done in bi-partisan teams. Common tasks and rotation schedules will involve setting up the polling site, opening the Image Cast Voting Machines, posting signs required by NYS Election Law, processing qualified voters, monitoring the privacy areas and voting machines, assisting voters throughout Election Day, closing the Image Cast Voting Machines, reconciling ballots and repacking election supplies.

As a qualified Poll Worker you must:

- Be a registered voter in the County in which you will serve
- Read, write and speak the English language
- Attend an annual training session and pass the written exam
- Maintain order at the Polling Site at all times
- Follow all procedures as directed by the Board of Elections
- Protect the rights and privacy of every voter at all times
- Not be a candidate, or the parent, spouse or child of a candidate whose name would appear on the ballot in the jurisdiction in which you would be working

Notes

B. Etiquette and Conduct

Election Etiquette

- Check and recheck to make sure ALL voters are able to exercise their right to vote.
- Remain calm at all times (no yelling).
- Be flexible and sympathetic to the needs of voters.
- Be polite to voters.
- Use all resources at your disposal, including calling the Board of Elections.
- Be considerate to your fellow Inspectors (no arguing or shouting).
- Be respectful and follow the guidance of your Site Chairs and Coordinators from either party.
- Be courteous toward any custodians, teachers, managers, security or other staff in your polling site.
- Be courteous toward Poll Watchers and Candidates. Kindly advise them of election procedures, if necessary. If questions arise, please call the Board of Elections.
- Be courteous toward media that appear at your polling site.
- Take care of your polling site: keep your table organized and the facilities clean.

Conduct

- While working, Inspectors MAY NOT bring children to the polling site.
- While working, Inspectors MAY NOT bring pets to the polling site.
- While working, Inspectors should refrain from long conversations with friends.
- Inspectors must dress professionally. Business casual is acceptable.
- TVs, radios, and laptops should not be brought to the polling site.
- Cell phone use should be kept to a minimum when working: try to return calls on break.

Breaks & Meals

- Inspectors take reasonable meal breaks. Additional time may be given if you need to go vote. Remember you may also vote by absentee ballot prior to Election Day.
- The exact time of breaks can be decided among all of the Inspectors, but with both Site Chair's agreement. The Board of Elections recommends that meal times not exceed a half hour for lunch and a half hour for dinner.
- All Inspectors MUST be present from 5pm to close.
- Inspectors MUST return on time, from breaks or meal periods.
- **No food or drink should be kept on the table where the Poll Book, street guide and other official documents are set up, or on or near the voting machines.**

C. Frequently Asked Questions

Election Procedures

Where are the voting machine keys located at opening and where do we return them at night?

The voting machine keys for each polling site will be in key envelopes in the site specific bag brought to the polling site by a Site Chair. At closing, the keys must be placed in the Blue Ballot Security Bag for each voting machine (the Blue Ballot Security Bag is then sealed with a plastic seal).

Why are there two keys on the key ring?

The ballot box door key is a metal key that when inserted in the front lock allows the handle to be turned and the door opened. The security key is used to validate election files and initiate each BMD accessible voting session and to close polls at the end of the day.

How should assistance given to voters on the BMD be recorded?

Inspectors should record any assistance given to the voter on the BMD when the marked ballot is viewed by the Inspector.

Where are the ballots with write-in votes recorded?

Ballots with write-in votes will be found in the diverter compartments adjacent to the ballot box. The ballots should be placed in the Write-in Return Envelope for each voting machine, and the number of ballots recorded on the front of the envelope, then placed in that voting machine's Blue Ballot Security Bag. Write-In votes are counted by the voting machine and found on the closing tape.

What is a Spoiled Ballot?

A spoiled ballot is any ballot rejected by the voter. A spoiled ballot should be placed by the voter in the small white Spoiled Ballot Envelope. The sealed Spoiled Ballot should be placed in the Sealed Spoiled Ballot Return Envelope.

What is an Abandoned Ballot?

An abandoned ballot is a ballot (marked or unmarked) NOT FOUND IN OR NEAR THE SCANNER OF ANY VOTING MACHINE. Abandoned ballots must be placed in the Abandoned Ballot Return Envelope. An abandoned ballot may not be cast. If a ballot is left by a voter and IT IS IN THE SCANNER, with the permission of the Commissioners, it may be cast. In this instance, you **MUST** call the Board of Elections for instruction. Two Inspectors, one from each party, will witness the casting of such a ballot **as directed** by the Board of Elections.

What is an Emergency Unscannable Ballot?

An Emergency Unscannable Ballot is a ballot that is marked by a voter and is rejected by EVERY voting machine in the polling site. If one voting machine will not accept a ballot, instruct the voter to use another. If the voter does not wish to spoil such a ballot it may become an Emergency Unscannable Ballot.

Can a voter really use any scanner in the polling site?

Yes. Each scanner is programmed to read the results for each Election District in the polling site.

Where is the stub number located?

The stub number is located on the ballot tab and is unique to each ballot that is removed for the voter. The stub number must be recorded in the Poll Book for each voter.

Where are the completed tabs from each ballot pack stored?

In the Green Ballot Bag. Remember to record each ballot pack used on the Ballot Reconciliation Form.

What are the scissors for?

The scissors should be used to cut the plastic seals. In the morning, cut the white plastic opening seal on each IC-1 (Scanner Only). At closing, use the scissors to cut the yellow plastic seals securing the memory card compartments.

C. Frequently Asked Questions

Where do the cut plastic seals go?

Cut plastic seals are placed in the Blue Ballot Security Bag at the end of the night.

Where do the "extra" sticker seals go?

The sticker seals in the machine specific bags are all used at closing. New sticker seals must be applied to the ballot box doors of all voting machines (sticker seal #1) and on the ATI connector on the IC-2 (sticker seal #4).

Must voters use the Privacy Folders?

No. But Inspectors must present voters with one. The choice to use the folders, either at the stanchions, tables, or at the voting machines is entirely up to the voter.

Do voters have to use the ballot markers provided by the Board of Elections to mark their ballots?

The Board of Elections strongly recommends that voters use the markers provided. These markers more completely fill in the ovals. Pens and pencils may not fill in enough of the ovals and their use might result in a "blank ballot" or an "ambiguous mark" reading by the voting machine.

Can any Inspector sign important documents?

Yes. All Inspectors must sign the Certificate of Service and pay voucher. All other forms and envelopes need bi-partisan signatures from only two Inspectors.

Does an ID need to be current for it to be accepted?

Yes, only if the poll book states "ID REQUIRED". The ID should be no more than a few years old. The ID must contain the voter's name and address or name and photo.

What happens in a Primary if a voter says they are one party but does not appear in that party poll book?

In a Primary Election, each party experiencing a Primary will have their own, colored-coded Poll Book. If the voter does not appear in that party's Poll Book, present them with the Notice to Voters.

How long can a voter take to fill out their ballot or use the BMD?

There is no time limit. However, after a reasonable time, two Inspectors, one from each party, can approach the voter, or the voter at the BMD, and ask the voter if s/he requires assistance. If the voter answers in the affirmative, the Inspectors should follow the procedures for general voting assistance. If the voter answers to the negative, Inspectors should allow the voter additional time.

Does it matter which memory card is placed in the Red Security Bag?

Yes. The Red Memory Card should always be placed in the Red Security Bag.

What happens to the important supplies when Inspectors close the polls?

The most important supplies are divided between three colored bags:

The **Red Security Bag**, with supplies sealed inside, is transported, within 15 minutes after the polls close, by a Site Chair, to either the Board of Elections in the City or the Town Clerk in the Towns.

The **Blue Ballot Security Bag**, with supplies sealed inside, is transported by a Site Chair after the polling site is closed, to the Board of Elections in the City or the designated locations in the Towns.

The **Green Ballot Bag**(s), with supplies zipped inside, is placed in any voting machine.

All other supplies are packed in any plastic bag and placed back in any voting machine.

How do I know what table (Election District) I should be at?

Inspectors at the polling site should move from table to table during the day, rotating jobs at reasonable intervals as set by the Site Chairs. Election Inspectors are assigned to a polling site, not an Election District.

C. Frequently Asked Questions

Inspector Issues

How should we handle reporters or news-crews that appear at the polling site?

Always be considerate toward the press. Call the Board of Elections to inform the Commissioners if the press appears at your site. Reporters may ask Inspectors or voters questions outside the 100' distance marker. They must keep a reasonable distance between the privacy booths and the voting machines. They may not disrupt proceedings.

What should we do if our Spanish Interpreter does not show up?

If your Spanish Interpreter does not show up, please contact the Board of Elections at 753-1599.

How do Inspectors identify a Spanish Interpreter? A Board employee?

If the envelope marked "Spanish Interpreter Only" is in your Site Specific Bag, your polling site is a designated Interpreter site. Interpreters will report to your site and identify themselves and are allowed to join the team of Inspectors at the table. The Interpreter program is administrated by the BOE and has its own Coordinators and reporting mechanisms. Board employees will have a Monroe County ID displayed.

How can we improve the lighting, heat or set-up of our Polling site?

The best way is to find the custodian or maintenance staff at your polling site. Please call the Board of Elections at 753-1599 to report any Polling Site issues if a custodian or maintenance staff is not readily available. Make sure you report any polling site issues on the Poll Site Survey.

Can the Board of Elections or Coordinators provide transportation for Inspectors to and from the polling site?

No. In fact, Coordinators are NOT permitted to drive Inspectors to or from the polling site. Inspectors must provide their own transportation, except in cases of extreme emergency.

How do Inspectors vote if they are scheduled in a different polling site from where they vote?

Inspectors may vote by absentee ballot. Please ask your trainers to provide you with details. However, Inspectors must be permitted time to go and vote if they are scheduled in a different polling site than they vote in. The Inspector must inform the Site Chair about how long they will be. The time to vote is in addition to the time allotted for meals, but may be combined.

What should Inspectors do with lists and other materials they create during the day?

The Board of Elections asks that Inspectors place any written material they create (such as a supplemental listing) in the voting machine at closing.

When we call the Board of Elections on Election Day, who will we be speaking to?

The phone numbers on the front of this manual go directly to the election trainers, election staff or one of the Deputy Commissioners or the Commissioners. Inspectors must follow their instructions.

D. Glossary of Terms

Abandoned Ballot – A ballot that is found in the polling site, but NOT in or near the scanner of any voting machine. An abandoned ballot must be placed in the Abandoned Ballot Return Envelope.

Absentee Ballot – A paper ballot issued by the Board of Elections, prior to Election Day.

Affidavit Ballot – A paper ballot issued to a voter who is otherwise not in a Poll Book but who lives in the ED. After voters have voted the ballot, it is placed in an affidavit envelope, sealed, signed, and then placed in the Affidavit Return Envelope.

Arm – The bendable metal connection between the body of the BMD and the monitor.

ATI – Audio Tactile Interface. Used by a voter to interact with the BMD to create a marked ballot.

BMD Equipment Bag – The bag that stores all of the BMD equipment.

Ballot Box – The large open area inside the voting machine. The Blue Ballot Security Bag will be inside the Ballot Box when the Polls Open. Inspectors will remove the Blue Ballot Security Bag from the Ballot Box at closing and a Site Chair will transport it to the designated location.

Ballot Face – The ballot as displayed on the pre-printed ballot.

Ballot Markers – Board of Elections approved marking implements that voters should use when marking their pre-printed ballots.

Ballot Marking Device (BMD) – A device that creates a marked paper ballot that is the result of voter interaction with visual or audio prompts.

Blue Ballot Security Bag – The blue bag located in each voting machine in which cast ballots are deposited.

Call-In District - An ED selected by the Board of Elections to call-in voter turnout figures (public counter/stub number) at specific times throughout the day.

Certificate of Service – A pink sheet of paper that all Inspectors must sign to be credited for working on an Election Day; contains the Oath of Office and must be certified by the Site Chairs.

Challenge Report – A blue sheet of paper where name changes, challenges, court orders, affidavit ballots, and instances of assisting voters are recorded.

Closing Tape - The paper receipt produced from the voting machine after the polls close.

Consolidated Districts – Occurs when the voters in two or more Election Districts are combined into one Poll Book.

Contrast Button – Located on the BMD, a toggle button that produces a black background with white letters.

District – A generic term that can refer to an ED, LD, State Assembly District, State Senate District, or any other jurisdictional area.

District Maps – A street map, usually of an LD or Town, displaying an ED overlay. Used to locate polling sites and direct voters.

ED (Election District) – The smallest political unit usually comprising neighborhoods and indicated by a number (e.g. ED 24). Voters must vote in their ED. Committee members are elected from an ED.

Emergency Unscannable Ballot – A marked ballot that is rejected by every scanner in the polling site. An Emergency Unscannable Ballot should be placed in the Emergency Unscannable Ballot Return Envelope.

General Election – An annual election open to any registered voter.

Green Ballot Bag – The duffle bag in which pre-printed ballots are packed and stored. Ballot Reconciliation Forms and return envelopes are also packed in this bag.

D. Glossary of Terms

I Voted Stickers – a round adhesive that has "I Voted Today" on it. Inspectors should hand these stickers to voters, not place them directly on clothing.

LD (Legislative District) – An area encompassing a number of Election Districts in which a County Legislative Member is elected.

Leader – The political head of a local (Town, City, or LD) Committee. Minimum function is to act as liaisons between their County Committee and their local Committee.

Machine Number – The Number that identifies each voting machine.

Monitor – The display screen used by the voter during a BMD voting session.

Opening Zero Tape – The paper receipt produced from the voting machine when opening the polls.

Pay Voucher – A form that Inspectors must fill out completely in order to be paid for their work. It is a pink color for City Payroll.

Poll Book – The ledger containing a voter's name, address, and signature in which a voter must sign before they are allowed to vote on the voting machine. In a Primary, all eligible voters enrolled in each party having a Primary will be in separate Poll Books, color coded and labeled by party.

Polling Site – A location where voting occurs. A voter has a unique polling site. Election Inspectors are assigned to a polling site.

Power Supply – Located to the lower right inside of the ballot box in the IC-2, this supplies the IC-2 with a 2 hour battery back-up in case of power failure.

Primary Election – An election within a party for an office or offices. The winner appears on the General Election ballot.

Protective Counter – A number located at the bottom of the Opening and Closing Tapes showing the total number of ballots that have been scanned through the scanner.

Red Security Bag– The pouch that is used to store the most critical of election supplies. There is one Red Security Bag for each polling site. Must be returned by a Site Chair to the Town Hall in the Towns or Board of Elections in the City.

Sample Ballot – A paper diagram of the ballot face.

Seal – (1) Plastic strips that are used to secure the memory card compartment, the Blue Ballot Security Bag, the IC-1 hood, and other items; or (2) sticker strips that are placed over critical areas of the voting machines (such as seal number 1 that secures the ballot box door).

Site Chair – Two Inspectors, one from each party, are assigned to each polling site to supervise the polling site and the other Inspectors in the polling site. One Site Chair is responsible for returning the Red Security Bag; the other is responsible for returning the Blue Ballot Security Bags.

Sip and Puff – a technology that allows the voter to interact with the BMD by measured breathing in or out.

Spoiled Ballot – A marked ballot that is rejected by a voter. Can be a pre-printed, blank or affidavit ballot.

Stanchion – A standing device used to give voters privacy. It can appear as a "quad" unit consisting of four stations or a "double" consisting of two. Many units also contain a section for voters who use a wheelchair.

Street Directory - A red folder containing listings with all house numbers and streets within a polling site, (used when a polling site has 3 or more Election Districts).

Street Guide – Listings with house numbers and streets within an ED.

Stub Number – The number appearing on the tab in the pre-printed or blank ballot packs, formerly known as the public counter number.

Zoom Button – Located on the IC-2 ballot printer unit, a button that when pushed produces three magnification levels.

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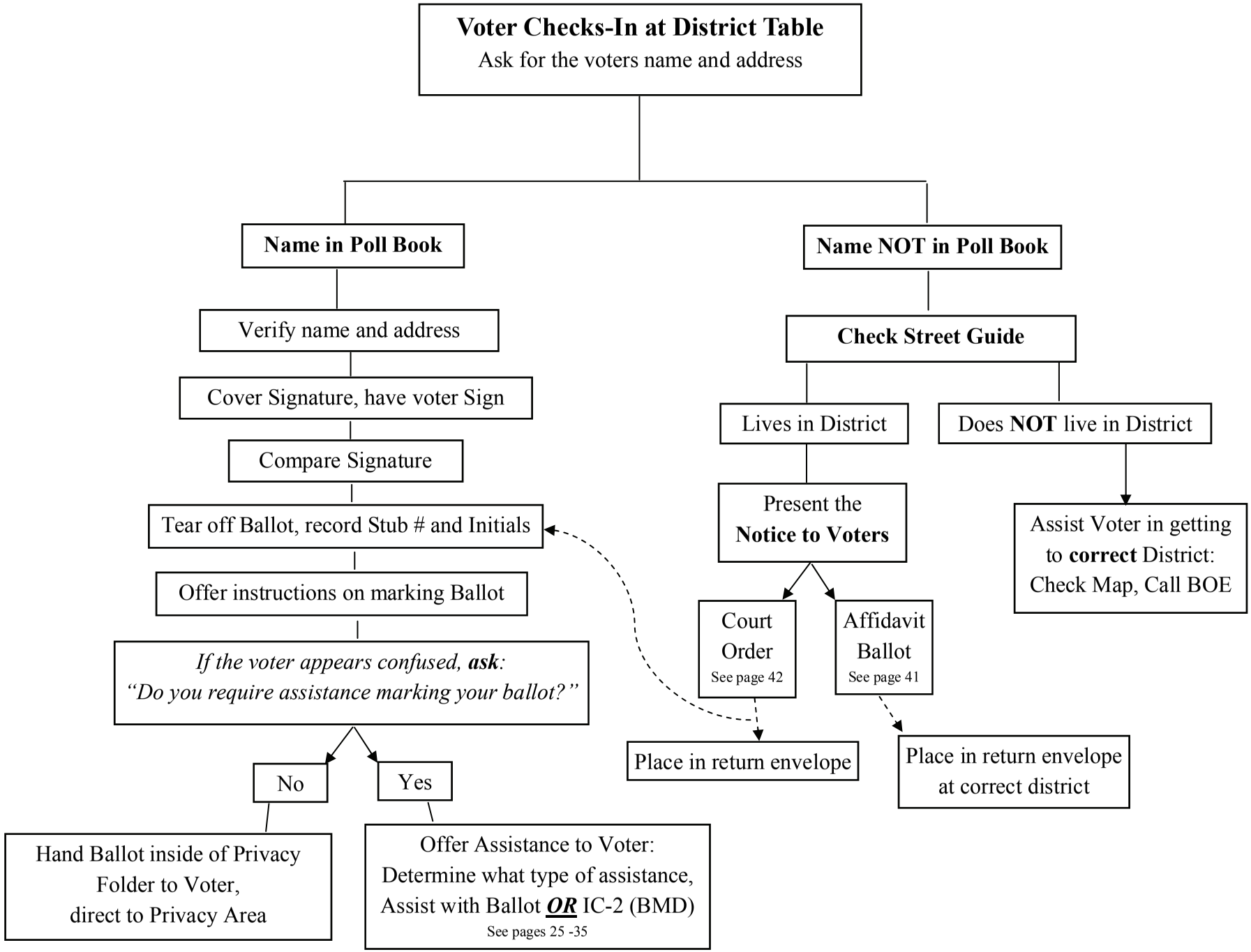
Voter Checks-In at District Table
Ask for the voters name and address
Name in Poll Book
Verify name and address
Cover Signature, have voter Sign
Compare Signature
Tear off Ballot, record Stub # and Initials
Offer instructions on marking Ballot
If the voter appears confused, ask:
"Do you require assistance marking your ballot?"
No
Yes
Hand Ballot inside of Privacy Folder to Voter, direct to Privacy Area
Offer Assistance to Voter: Determine what type of assistance, Assist with Ballot OR IC-2 (BMD)
See pages 25 -35
Name NOT in Poll Book
Check Street Guide
Lives in District
Does NOT live in District
Present the Notice to Voters
Court Order
See page 42
Affidavit Ballot
See page 41
Place in return envelope
Place in return envelope at correct district
Assist Voter in getting to correct District: Check Map, Call BOE