

Closing Bag Return Locations

Location	Red Bag	Blue Bag
City	Irving Place, adjacent to BOE	Parking Lot to the east of BOE between Irving Place and Exchange Blvd
Brighton	<u>Town Hall:</u> 2300 Elmwood Ave	<u>BOE Service Center:</u> 2595 Brighton Henrietta Townline Road
Chili	<u>Town Hall:</u> 3333 Chili Ave	<u>Town Hall Parking Lot:</u> 3333 Chili Ave
Clarkson	<u>Town Hall:</u> 3710 Lake Rd	<u>Town Hall Parking Lot:</u> 3710 Lake Rd
East Rochester	<u>Town Hall:</u> 120 W Commercial St	<u>Town Hall Parking Lot:</u> 120 W Commercial St
Gates	<u>Town Hall:</u> 1605 Buffalo Rd	<u>Town Hall Parking Lot:</u> 1605 Buffalo Rd
Greece	<u>Town Hall:</u> 1 Vince Tofany Blvd	<u>Town Hall Parking Lot:</u> 1 Vince Tofany Blvd
Hamlin	<u>Town Hall:</u> 1658 Lake Rd	<u>Town Hall Parking Lot:</u> 1658 Lake Rd
Henrietta	<u>Town Hall:</u> 475 Calkins Rd	<u>BOE Service Center:</u> 2595 Brighton Henrietta Townline Road
Irondequoit	<u>Town Hall:</u> 1280 Titus Ave	<u>Town Hall Parking Lot:</u> 1280 Titus Ave
Mendon	<u>Town Hall:</u> 16 W Main St	<u>Town Hall Parking Lot:</u> 16 W Main St
Ogden	<u>Town Hall:</u> 269 Ogden Center Rd	<u>Town Hall Parking Lot:</u> 269 Ogden Center Rd
Parma	<u>Town Hall:</u> 1300 Hilton Parma Corners Rd	<u>Town Hall Parking Lot:</u> 1300 Hilton Parma Corners Rd
Penfield	<u>Town Hall:</u> 3100 Atlantic Ave	<u>Town Hall Parking Lot:</u> 3100 Atlantic Ave
Perinton	<u>Town Hall:</u> 1350 Turk Hill Rd	<u>Town Hall Parking Lot:</u> 1350 Turk Hill Rd
Pittsford	<u>Town Hall:</u> 11 S Main St	<u>Town Hall Parking Lot:</u> 11 S Main St
Riga	<u>Town Hall:</u> 6460 Buffalo Rd	<u>Town Hall Parking Lot:</u> 6460 Buffalo Rd
Rush	<u>Town Hall:</u> 5977 E Henrietta Rd	<u>Town Hall Parking Lot:</u> 5977 E Henrietta Rd
Sweden	<u>Town Hall:</u> 18 State St	<u>Town Hall Parking Lot:</u> 18 State St
Webster	<u>Town Hall:</u> 1000 Ridge Rd	<u>Town Hall Parking Lot:</u> 1000 Ridge Rd
Wheatland	<u>Town Hall:</u> 22 Main St	<u>Town Hall Parking Lot:</u> 22 Main St

Questions: Call 753-1599

Election Day

Call Centers

Image Cast Voting Machine Helpline 753-1590

Inspector Helpline 753-1599

Missing or Additional Supplies 753-1501

Voter Assistance 753-1550

For Voters Needing a Spanish Interpreter 753-1560

Monroe County Board of Elections

2015 Site Chair Handbook



Thomas F. Ferrarese
Commissioner

David Van Varick
Commissioner

Colleen Anderson
Deputy

Douglas E. French
Deputy

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

State/Local Primary Election
Thursday, September 10, 2015

General Election
Tuesday, November 3, 2015

Inspector Training Team

Democratic
Abigail Freeman
AbigailFreeman@monroecounty.gov

Republican
John Fernandes
JFernandes@monroecounty.gov

Jonathan Miller
JonathanMiller@monroecounty.gov

Paul Wagner
PWagner@monroecounty.gov

Last Revised 7/28/2015

Site Chair Duties

Site Chairs are responsible for overseeing all Poll Workers assigned to the Polling site, making certain all procedures are being followed, and ensuring the timely return of Election Supplies at the close of Polls.

A Site Chair is a qualified Election Inspector who must have their own reliable transportation and a cell phone on Election Day.

Site Chairs MUST ensure the following:

- ⇒ All Inspectors have their Inspector Manuals and follow them.
- ⇒ Assign each Election District to a table.
- ⇒ Assign one (1) Democratic and one (1) Republican Inspector to each Election District table in the polling site **at all times**.
- ⇒ That all Image Cast Voting Machines are set up properly and operational before the polls open for voting.
- ⇒ All signs are posted properly according to NYS Election Law.
- ⇒ Schedule meals, breaks and time for voting for each Poll Worker in the polling site.
- ⇒ Rotate Inspector tasks at reasonable intervals throughout the day.
- ⇒ All forms and envelopes are filled out properly and signed.
- ⇒ Keep the Coordinators and the Board of Elections informed about any problems or concerns.
- ⇒ Ensure the prompt return of the Red Security Bag to the designated location.
- ⇒ Return the Blue Ballot Security Bags to the designated location.
- ⇒ No food, drink or personal items are on the district table or voting machines at any time.
- ⇒ Where applicable: the Spanish Interpreter is present; and meals and break times are confirmed, and the pay voucher is collected at the end of the shift.



EACH machine will have its own Blue Ballot Security Bag. NEVER remove cast ballots from that machines Blue Ballot Security Bag. Make sure Write-In ballots are placed in the Write-In Return Envelope and then placed in that machines Blue Ballot Security Bag.

Make sure all supplies are in the Blue Ballot Security Bags before sealing.

Deliver Blue Ballot Security Bags to the designated location. (*Drop off locations listed on the back of this booklet*)

Notes



Red Bag Transmittal Form

September 10, 2015

From: Church of The Assumption Fellowship Hall 58004

To Data Entry Site: Perinton Town Hall

To be completed at the Polling Site

(Initials of persons who verified Red Cards Placed into Red Bag)

Card #	Democrat	Republican
608		
609		
610		
611		
612		

Seal # used to send Red Security Bag to Data Entry Site _____

Inspectors: Do NOT write below this line.

To be completed at the Data Entry Site

(Initials of persons receiving Red Cards at Data Entry Site)

Card #	Democrat	Republican
Confirm Seal # on Red Bag		
608		
609		
610		
611		
612		

Seal # used to seal Red Security Bag after data input _____

The Red Security Bag closing seal is now in the Red Security Bag. Record the seal on the After the Polls Closed sheet.

Ensure the Red Bag Transmittal Form is completed, signed and the seal number is recorded. Place it in the Red Security Bag so that it can be seen on the clear side of the bag.

Make sure all supplies are in the Red Security Bag before sealing.

Ensure prompt delivery of the Red Security Bag to the designated location. The Site Chair designated to deliver the Red Security Bag should leave the Polling Site no later than 9:15 pm and when possible, return to your polling site to help your team finish closing.

(Drop off locations listed on the back of this booklet)

Notes:

It is strongly recommended by the Board of Elections that you know who your counterpart is prior to Election Day. You should discuss breaks and meal times for all Inspectors, assign bi-partisan teams to tasks throughout the day, rotation schedules and supply return and delivery at the Close of Polls. You should both be in agreement on all Site Chair duties before arriving on Election Day morning. You may call your Training Team to receive the name and phone number of your counterpart approximately one week prior to Election Day at 753-1599.

Reminders:

All assigned Inspectors should be knowledgeable and prepared for voters who will be utilizing the IC-2 (BMD).

Election District Tables and Supplies:

- Keep enough space between tables to separate each Election District (do not butt tables together).
- Keep the supply bags for each Election District together at all times! The Green Ballot Storage Bag, the District Specific supplies and the Poll Book may NEVER be separated. Store additional supplies under the table.
- Checking in the Voter: Make sure that all Inspectors are taking the time to properly check voters in, follow the check-in procedures from the Inspector Manual. Make sure every voter is being given good instructions when issued their ballot, and that Inspectors are using care and caution with the Poll Books.

Voting Machines and Privacy Areas:

- Protecting the privacy of the voter is critical.

Remind all Inspectors about privacy protocol:

- No hovering around the voting machines and privacy areas.
- Inspectors should never handle marked ballots, unless asked by the voter. In this case it constitutes assistance and should be recorded on Section III of the Challenge Report.

Election Day Notes

- Assign Inspectors to tasks at the beginning of the day and set a schedule.
- Discuss the tasks and duties and make sure all the Inspectors are familiar with the procedures.
- Make sure that bi-partisan teams of Inspectors are assigned for each task.
- Ensure a smooth and fair rotation of tasks, breaks and time for voting.
- There should always be one (1) Site Chair in the polling site at all times.
- Make sure procedures are being followed and voters are being processed fairly and politely.
- Site Chairs must work together and follow the advice of Coordinators from either party.
- Keep your Coordinator and the Board of Elections informed of any problems or concerns.
- Never make assumptions. If you are not sure of any procedures or processes, call the Board of Elections immediately at 753-1599.
- Provide your Coordinator with an Election Day report on how things went.

Opening Check List for Site Chairs

- ✓ All assigned Inspectors are present and on time, if there are any absences call 753-1599.
- ✓ The Spanish Interpreter is present and breaks are confirmed (where applicable) Notify the Board of Elections if absent.
- ✓ The Polling Site is set up according to the diagram (mark diagram with any changes made).
- ✓ All Voting Machines are set up properly and Polls are open.
- ✓ All Signs are properly posted inside and outside the Polling Site.
- ✓ Each Voter sign-in table **MUST** be checked to ensure the Poll Book, Green Ballot Bag and District Specific Bag match according to Election District.
- ✓ Each Election District has counted and verified Ballots on the Ballot Reconciliation Form (if any discrepancy call 753-1599).
- ✓ Voter Sign-In tables are set up with all required Documents.

End of Day and Closing Notes

- Be prepared for the Close of Polls.
- Make sure all Inspectors are aware of their assigned tasks at closing.
- Ensure voting machines are PROPERLY shut down, and ALL memory cards are removed and packed in the correct Security Bag (Red Card to Red Security Bag, Blue Card to Blue Security Bag.)
- Follow the Inspector Manual at Closing. Utilize the packing list. Check off all items in each bag and voting machines before you pack, seal or lock anything. Ensure the voting machines opening and closing tapes are intact.

Closing Check List for Site Chairs

Please make sure the following are completed and signed before sealing/packing!

Red Security Bag

- ✓ Certificate of Service.
- ✓ Opening Zero Tapes (one for each voting machine).
- ✓ Closing Tapes (one for each voting machine).
- ✓ All Pay Vouchers and W-9's.
- ✓ Red Bag Transmittal Form.
- ✓ Red Memory Cards (one for each voting machine are inside).

Green Ballot Storage Bag

- ✓ Completed Notes to Commissioners Envelope - make sure LD/Town and ED are filled in and that they are signed.
- ✓ Return Envelopes (Spoiled/Abandoned).

Blue Ballot Security Bag(s)

- ✓ After the Polls Close.
- ✓ Ballot Reconciliation Form.
- ✓ Before the Polls Open.
- ✓ Challenge Report.
- ✓ Closing Tape (match machine number, place in zipper pouch)
- ✓ Blue Memory Card and Voting Machine Keys (inside the zipper pouch).
- ✓ Poll Books – Sealed.
- ✓ Return Envelopes (Affidavit, Court Order, Write-In, Unscannable).